



# CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:  
guestwifi

February 12, 2019, 6:30 p.m.  
Sweet Home Police Department, 1950 Main Street  
Sweet Home, OR 97386

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

## A. Call to Order and Pledge of Allegiance

## B. Roll Call:

Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Nash
Councilor Goble	Councilor Trask
Councilor Gourley	

## C. Consent Agenda:

- a) Approval of Minutes: January 22, 2019 City Council (pg. 3-7)  
January 22, 2019 City Council Executive Session (pg. 8)

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

## E. Old Business:

## F. New Business:

- a) Request for Council Action – Title VI Update – Resolution No. 4 for 2019 (pg. 9-32)
- b) Request for Council Action – Personnel Policies Update (pg. 33-34)
- c) Request for Council Action – Surplus Property- Resolution No. 5 for 2019 (pg. 35-45)
- d) Request for Council Action – Asbestos Inspection 9<sup>th</sup> Ave & Sankey Restrooms (pg. 46-52)
- e) Request for Council Action – Oregon Park and Recreation Grant (pg. 53-120)
- f) Request for Council Action – Personnel Budget Distribution Update (pg. 121-122)
- g) Information Only – Investment Policy (pg. 123-139)
- h) Information Only – Fee Schedule Update (pg. 140-162)

## G. Ordinance Bills

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

## H. Reports of Committees:

- a) Mayor's Report
- b) City Manager's Report

- c) Department Director's Reports:
  - i. Finance Director
    - (1) Monthly Report (pg. 163-164)
    - (2) Checks by Date (pg. 165-171)
  - ii. Library Services Director
    - (1) Patron Stats (pg. 172)
    - (2) Circulation Stats (pg. 173)
    - (3) Library Board Minutes (pg. 174)
  - iii. Community and Economic Development Director
    - (1) CEDD Monthly Report (pg. 175-177)
  - iv. Police Chief
  - v. Public Works Director
  - vi. City Attorney's Report

**I. Reports of City Officials:**

Administrative & Finance/Property	Goble
Public Safety/Traffic Safety	
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments	Gerson
Area Commission on Transportation	
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

**J. Council Business for Good of the Order:**

**K. Adjournment**

SWEET HOME CITY COUNCIL  
MEETING MINUTES

January 22, 2019

Mayor Mahler called the meeting to order at 6:30 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, Library Services Director Rose Peda, City Attorney Robert Snyder, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Police Chief Jeff Lynn, Finance Director Brandon Neish, Associate Planner Angela Clegg, City Engineer Joe Graybill and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Corey Wright, Oregon RAIN

Media: Sean Morgan, The New Era  
Alex Paul, Albany Democrat Herald

**Moment of Silence:** Mayor Mahler asked for a Moment of Silence for Gene Allen Springman

<b>Roll Call:</b>	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	P
	Councilor Goble	AB	Councilor Trask	P
	Councilor Gourley	P		

**Motion to Excuse Councilor Goble: (Trask/Gerson) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble)**

**Consent Agenda:** Motion was made to approve the Consent Agenda as submitted (Gerson/Coleman). Motion passed with 6 Ayes, 0 Opposed, 1 Absent (Goble).

Items on the consent agenda are as follows:  
Approval of Minutes: January 8, 2018 – Regular Meeting

**Recognition of Visitors & Hearing of Petition:**

Corey Wright Oregon RAIN	Corey Wright introduced himself as a Venture Catalysts for Oregon RAIN who connects entrepreneurs in Linn and Benton Counties with mentors, programs and funding partners. Corey gave an overview of programs and both past and future events.
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**Old Business:** None

**New Business:**

**Public Hearing:  
Appeal to City Council of a  
Planning Commission Decision  
for VR 18-07, a Variance in order  
to build a 1,728 sq. ft. personal  
shop in an R-1 Zone.**

Mayor Mahler stated the applicant James Pickett has withdrawn their application for a Variance so the Public Hearing to Appeal to City Council of a Planning Commission Decision will be canceled.

**Public Hearing: Supplemental  
Budget Police Vehicle –  
Resolution No. 3 for 2019**

Mayor Mahler opened the Public Hearing at 6:51 pm. Finance Director Neish stated the reason for the Supplemental Budget was that there were not expenditures allocated in the Narcotics budget. As the need for a new detective vehicle became apparent, it was most appropriate for those funds to come from the Narcotics budget.

There were no comments or questions in favor or opposition of the matter.

Mayor Maher closed the Public Hearing at 6:55pm.

**Motion to approve Resolution No. 3 for 2019 – A Resolution Adopting a Supplemental Budget for 2018-2019 (Gourley/Coleman).**

**Roll Call Vote:**

<b>Councilor Trask</b>	<b>Aye</b>
<b>Councilor Coleman</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Absent</b>
<b>Councilor Gourley</b>	<b>Aye</b>
<b>Mayor Mahler</b>	<b>Aye</b>
<b>Councilor Nash</b>	<b>Aye</b>

**Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).**

**Request for Council Action –  
Resolution No. 4 for 2019 –  
Revised LEP for the City of Sweet  
Home.**

City Manager Towry introduced the Request for Council Action for adoption of the revised Limited English Proficiency (LEP) Plan.

**Motion to approve Resolution No. 4 for 2019 – A Resolution Adopting Policy Revisions in the City’s Limited English Proficiency Plan (Gerson/Gourley). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).**

**Request for Council Action –  
Appointment to the Planning  
Commission**

City Manager Towry introduced the request for Council Action stating that the Administrative, Finance and Property Committee met to conduct interviews for Planning Commission vacancies. Their recommendation is to appoint Greg Korn and Henry Wolthuis to the Sweet Home Planning Commission.

**Motion to appoint Greg Korn and Henry Wolthuis each to four-year terms to expire 12/31/2022 on the Sweet Home Planning Commission (Gourley/Gerson) Motion passed with 5 Ayes, 1 Opposed (Trask) and 1 Absent (Goble)**



**Request for Council Action –  
Contract for Software License**

Chief Lynn introduced the request for Council approval for a contract with CMI for software license. Chief Lynn explained the department has been paying a low yearly fee for many years, however due to a restructure cost for the license has increased. Chief Lynn stated the new cost of \$14,500 is still reasonable compared to what other agencies are paying. Chief Lynn recommended to the Council that the department continue with CMI.

**Motion to approve the contract with CMI for Software License in the amount of \$14,500 (Coleman/Gourley)**

**Roll Call Vote:**

<b>Councilor Coleman</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Absent</b>
<b>Councilor Gourley</b>	<b>Aye</b>
<b>Mayor Mahler</b>	<b>Aye</b>
<b>Councilor Nash</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>

**Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).**

**Leak Detection Report**

Public Works Director reported on the Leak Detection and repair progress and highlighted significant repairs that have occurred. As progress ensues, PWD Springman will update the Council to include cost savings and I&I reduction.

**Request for Council Action and  
First Reading of Ordinance Bills:**

None

**Second Reading:**

None

**Third and Final Reading of  
Ordinance Bills:**

None

**Mayor’s Report**

No Report

**City Manager’s Report**

City Manager Towry reported for the last few months staff have been preparing for the upcoming budget season. The New City Hall project demo is about 80% complete. Council Training is scheduled for February 21<sup>st</sup> thru 23<sup>rd</sup>. Councilors are encouraged to bring forward any agenda items they would like to discuss.

**Department Directors Reports:**

**Finance Director**

Finance Director Neish presented a 2<sup>nd</sup> Quarter Projections Report thru December 31, 2018. Topics reviewed included prior year budget vs. current year, adopted budget vs. projected budget,

Burn Rate, and YTD percentages of projections. FD Neish reported the City is in excellent financial health.

Library Director

Library Services Director Peda announced an RFP will be coming forward to Council to start the process of the library renovation.

Community and Economic Development Director

CEDD Sorte stated the Public Hearing that was noticed and scheduled for tonight was canceled due to the applicant withdrawing their application.  
CEDD Sorte reported on the Business Oregon Grant thru Rural Opportunities Initiative that allow work to be completed in Economic Development. The City partners with 7 other cities and invested \$5,000 toward a \$20,000 match for a \$70,000 grant for economic development.

Police Chief

Chief Lynn reported a new officer will be sworn in on Wednesday, January 23<sup>rd</sup>.  
The department is looking at ways to determine issues regarding the downtown corridor traffic problems to address solutions.  
Mayor Mahler requested Chief Lynn research side by side vehicles and related issues. There have been several inquiries from the public requesting the Council consider allowing them in City limits.

Public Works

PWD Springman reported the restrooms are in at Sankey and the new parking area is in progress. The Bandstand and Gazebo are scheduled to be evaluated by a structural engineer to determine whether the structures are safe and to the extent of damage caused by the recent wind storm. After the evaluation, a report will come before Council. A decision will need to be made on next steps for those two assets.

City Attorney

No Report

Committee Reports:

Administration & Finance/  
Property Committee

Mayor referred to the Minutes that are included in the packet.

Public/Traffic Safety

No Report

Public Works  
City Boards/Committees:

No Report

Chamber of Commerce

No Report

Park & Tree Commission

None

Y.A.C.

Councilor Gourley reported the YAC will be interviewing the Mayor this week and Administrative Assistant Julie Fisher will talk about bylaws next week.  
The YAC is also gearing up for their trip to the Capitol.

Ad Hoc Committee  
Community Healthcare

Councilor Gourley reported the next meeting is Monday, January 28<sup>th</sup>.

Regional Boards/Committees:

Area Commission on Transportation (ACT) No Report

Council of Governments (COG) Councilor Gerson submitted a written report and stated there are three draft Bills that she encouraged the Councilors to review. Councilor Gerson gave a report on SNAP payments and the effects of the government shutdown. It was reported for the first time there are more older adults over the age of 65 who are being treated for opioid addiction than those who are under 18. This statistic is true nationwide.

Solid Waste Advisory Council (SWAC) No Report

Council Business for Good of the Order: None

Adjournment: With No further business the meeting adjourned at 8:05 PM

The foregoing is a true copy of the proceedings of the City Council at the January 22, 2019 regular City Council Meeting.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL  
EXECUTIVE SESSION MEETING MINUTES

January 22, 2019

The City Council Executive Session was opened at 5:30 p.m. in the Sweet Home Police Department.

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Gourley	AB EX		

Staff: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, City Engineer Joe Graybill, Community and Economic Development Jerry Sorte, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era and Alex Paul, Albany Democrat Herald

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2)(e) which allows the City Council to meet in Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

City Attorney Snyder added that the topics must only address specific property and discussion on long term planning would not be appropriate in Executive Session.

There was time for questions and comments, no official decisions were made.

The meeting adjourned at 6:26 p.m.

The foregoing is a true copy of the proceedings of the City Council at the January 22, 2019 Executive Session City Council Meeting.

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Mayor

ATTEST:

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City Manager– Ex Officio City Recorder

# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> Updates to the City of Sweet Home Title VI Plan of the 1964 Civil Rights Act in compliance with Federal Transit Administration Circular 4702.1	<b>TYPE OF ACTION:</b> <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
<b>SUBMITTED BY:</b> City Manager Ray Towry		
<b>REVIEWED:</b>	<b>ATTACHMENTS:</b> Title VI Plan, Resolution No. 4 for 2019	

**PURPOSE OF THIS MEMO:** Council approval of updates to the City of Sweet Home Title VI Plan of the 1964 Civil Rights Act in compliance with Federal Transit Administration Circular 4702.1

## **BACKGROUND/CONTEXT:**

Sweet Home is a regular recipient of Federal Transit Administration Funds through the Oregon Department of Transportation Rural Transit Program. The RTP funds are used as grant match to assist in funding the Sweet Home Dial A Bus Program operated by the Sweet Home Senior Citizens Inc. FTA has determined that all agencies that receive Federal Transit Funds either directly or indirectly must have an adopted Title VI Plan so that no person is excluded from participation in, or denied the benefits of its program and services on the basis of race color sex or national origin as protected by Title VI in Federal Transit Administration circular 4702.1A.

The City of Sweet Home adopted the Title VI plan in 2015. Revisions are necessary to bring the plan up-to-date. Adoption of the revised Title VI plan will bring the City into compliance as a sub-recipient of these Federal Transit Administration funds.

The LEP was presented on January 8<sup>th</sup> and Adopted January 22<sup>nd</sup>. The estimated population on page 1 was listed at 9,065, however should have been 9,090 based upon the Portland State Population Estimate. That update was made in the final Title VI Plan.

## **THE CHALLENGE/PROBLEM:**

Should the City Council adopt Resolution No. 4 for 2019, a resolution adopting a Title VI Plan of the 1964 Civil Rights Act to comply with Federal Transit Administration (FTA) circular 4702.1

## **STAKEHOLDERS:**

- City of Sweet Home Residents.

## **ISSUES & FINANCIAL IMPACTS:**

Sweet Home Dial a Bus Program - Compliance with this provision of the FTA/ODOT Transit Program is necessary to maintain the City's eligibility to receive approximately \$135,000.00 annually to fund operations of the Sweet Home Dial Bus Program.

## **ELEMENTS OF A STABLE SOLUTION:**

**OPTIONS:**

1. Do Nothing.
2. Adopt Resolution No. 4 for 2019 – A Resolution amending a title VI Plan of the 1964 Civil Rights Act to comply with Federal Transit Administrative (FTA) circular 4702.1.
3. Make additional changes to the Title VI Plan.

**RECOMMENDATION:**

Option #2 - Adopt Resolution No. 4 for 2019 – A Resolution amending a title VI Plan of the 1964 Civil Rights Act to comply with Federal Transit Administrative (FTA) circular 4702.1.

**RESOLUTION NO. 4 FOR 2019**

**A RESOLUTION TO ADOPT THE AMENDED CITY OF SWEET HOME TITLE VI PLAN OF THE 1964 CIVIL RIGHTS ACT TO COMPLY WITH FEDERAL TRANSIT ADMINISTRATION (FTA) CIRCULAR 4702.1**

WHEREAS, Title VI of the Civil Rights act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal Financial assistance; and

WHEREAS, The City of Sweet Home is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex or national origin as protected by Title VI in Federal Transit Administration Circular 4702.1.A; and

WHEREAS, the City of Sweet Home receives Federal Financial assistance for the provision of public transportation services through the Oregon Department of Transportation Public Transit Program; and

WHEREAS, the City is able to utilize the Federal Financial assistance in partnership with the Sweet Home Senior Citizens Inc. to locally operate the Sweet Home Dial A Bus Programs;

NOW, THEREFORE, BE IT RESOLVED THE CITY COUNCIL hereby approves and adopts the attached "City of Sweet Home Title VI Plan – FTA Recipients" and designates the City Manager as the Title VI Plan Coordinator for the City.

This resolution shall be effective upon its passage and approval.

PASSED by the City Council and APPROVED by the Mayor this 12<sup>nd</sup> day of February 2019.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder

# City of Sweet Home

## Title VI Plan - FTA Recipients



City Manager's Office ♦ City Hall ♦ 1140 12th Avenue, Sweet Home,  
Oregon 97386 ♦ 541-367-8969 ♦ [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)





# ***Title VI Plan***

## **City of Sweet Home**

Adopted on: October 27, 2015

\_\_\_\_\_

Adopted by: Sweet Home City Council

\_\_\_\_\_

Revised on: February 12, 2019

\_\_\_\_\_

*This plan is hereby adopted and signed by:*

### **City of Sweet Home**

Mayor:

\_\_\_\_\_

City Manager- Ex Officio City Recorder:

\_\_\_\_\_

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### **Introduction**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal Financial assistance.

The City of Sweet Home is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A

### **Title VI Plan Elements**

The **City of SWEET HOME's** Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Language Assistance Plan
7. Minority Representation Information
8. Public Participation Plan
9. Facility Location Equity Analysis
10. Title VI Policy Review Procedure

*Note: Additional materials will be attached, if required.*

## TITLE VI Notice to the Public

The City of Sweet Home's Notice to the Public is as follows:

### Notifying the Public of Rights Under Title VI

## THE CITY OF SWEET HOME

- ✓ The City of SWEET HOME operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Sweet Home.
- ✓ For more information on the City of Sweet Home's civil rights program, and the procedures to file a complaint, contact 541-367-8969, email [cmadmin@ci.sweet-home.or.us](mailto:cmadmin@ci.sweet-home.or.us); or visit our administrative office at 1140 12<sup>th</sup> Avenue, Sweet Home, Or 97386. For more information, visit [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 1-800-523-1786 Code 542980  
*Si se necesita informacion en otro idioma de contacto, 1-800-523-1786 Code 542980.*  
*如果信息是需要用另一种语言，请致电 1-800-523-1786 Code 542980*

The City of Sweet Home's Notice to the Public is posted in the following locations: (*check all that apply*)

- ✓ Agency website [[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)]
- ✓ Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, \_\_\_\_\_

## Title VI Complaint Procedure

The City of Sweet Home's Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
  - Hard copy in the central office
  - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
  - Other, \_\_\_\_\_
- 

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Sweet Home may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The City of Sweet Home investigates complaints received no more than 180 days after the alleged incident. The City of Sweet Home will process complaints that are complete.

Once the complaint is received, the City of Sweet Home will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Sweet Home has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 1-800-523-1786 Code 542980.  
*Si se necesita informacion en otro idioma de contacto, 1-800-523-1786 Code 542980*

## Title VI Complaint Form

The City of Sweet Home's Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
- Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other, \_\_\_\_\_

<b>Section I:</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Telephone (Home):</b>			<b>Telephone (Work):</b>	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

\_\_\_\_\_

Signature Date

Please submit this form in person at the address below, or mail this form to:

**City of Sweet Home** City Manager  
 1140 12<sup>th</sup> Avenue  
 Sweet Home, OR 97386

**List of Transit Related Title VI Investigations, Complaints and Lawsuits**

The **City of Sweet Home** maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

\_\_\_\_\_

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

\_\_\_\_\_

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

# **City of Sweet Home**

## **Limited English Proficiency (LEP) Plan**

### **CONTACT INFORMATION**

Greg Mahler  
City Mayor  
gmahler@sweethomeor.gov

Ray Towry  
City Manager  
rtowry@sweethomeor.gov

City of Sweet Home—City Hall  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
Phone: (541) 367-8969 FAX: (541) 367-5113

This document addresses the needs of the citizens of the  
City of Sweet Home with Limited English Proficiency



**RESOLUTION NO. 4 FOR 2019**

**A RESOLUTION TO ADOPT THE REVISED LIMITED ENGLISH PROFICIENCY POLICY AND LANGUAGE ACCESS PLAN.**

WHEREAS, the City of Sweet Home undertakes to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to, and participation in, the programs and services provided by the City; and

WHEREAS, the LEP Plan applies to all City administered programs, services and facilities, regardless of whether they receive Federal financial support or not; and

WHEREAS, it is the intent of the City, in providing language services to LEP persons, to achieve a balance that ensures meaningful access to programs and services while not incurring undue burdens on City resources; and

WHEREAS, the City Manager's Office is the central coordinator for the LEP Plan and language services, and provides oversight for the implementation of the LEP Plan.

NOW, THEREFORE, BE IT RESOLVED THE CITY COUNCIL authorizes the City of Sweet Home to adopt and implement the Limited English Proficiency Policy and Language Access Plan for the City.

This Resolution shall be effective immediately upon its passage.

PASSED by the City Council and APPROVED by the Mayor this 22nd day of January, 2019.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

# City of Sweet Home Oregon Limited English Proficiency Plan

## Introduction

The City of Sweet Home Oregon is situated in Linn County, Oregon with an approximate population of 9,090<sup>1</sup>. The city encompasses a multitude of services, including the Mayor and City Council, City Manager, Community Development, Finance, Parks and Recreation, Police, Public Works, and a Library.

The population of Sweet Home is predominantly English speaking, with the largest minority language being Spanish<sup>1</sup>, and includes a variety of other Indo-European, Asian and Pacific Islander, and other languages. English is the primary language of approximately 97.2% of the population, with 1.2% speaking Spanish. .09% speaking Asian and Pacific Island Languages, and .7% speaking other Indo-European Languages as their primary language. Of those languages other than English, 111 or 45.5% speak English less than “very well”.

The City of Sweet Home (City) undertakes to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to, and participation in, the programs and services provided by the City. In order to ensure meaningful access and participation for LEP persons, the City takes reasonable steps to see that language services are provided according to the provisions of the City’s LEP Plan as described below.

The LEP Plan applies to all City administered programs, services and facilities, regardless of whether they receive Federal financial support or not. However, the LEP Plan does not apply to the operation or administration of any properties or projects wherein the City is not the primary owner (i.e., the City is a funding agency and not the entity with primary control over said property) and the primary owner qualifies as recipient or sub-recipient of federal financial assistance.

It is the intent of the City, in providing language services to LEP persons, to achieve a balance that ensures meaningful access to programs and services while not incurring undue burdens on City resources.

Sweet Home’s City Manager’s office is the central coordinator for the LEP Plan and language services. The office provides oversight for the implementation of the LEP Plan, coordinates and facilitates delivery of LEP language services, ensures that staff are informed on LEP services and procedures, and directs the monitoring and assessment of the LEP Plan’s effectiveness.

## Definitions:

*Limited English Proficiency person.* Any person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. Such person or persons shall be entitled to language assistance at no cost to themselves with respect to a *particular type of service, benefit, or encounter*.

*Vital document.* Any document that contains information that is critical for obtaining or maintaining the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, legal notices, and notices advising LEP persons of the availability of free language services.

<sup>1</sup> Population estimate based on Portland State Certified Population Estimate: July 1, 2017: 9,090

*Interpretation.* The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

*Translation.* The replacement of a written text from one language into an equivalent written text in another language. NOTE: Some LEP persons cannot read in their own language and back up oral interpretation services may be needed for written documents.

*Four-Factor Assessment.* This is an assessment tool used by the City, as a recipient of federal funding, to determine the extent of its obligation to provide LEP services. These four factors are: (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided the program to people's lives; and (4) the resources available to the grantee/recipient and costs.

### ***Who is covered?***

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

Under regulations implementing Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (Title VI), recipients of federal financial assistance have a responsibility to ensure meaningful access to their programs and activities by persons with LEP. The purpose of the LEP is to ensure that the City, as a recipient of Federal Funding, is complying with its Title VI responsibilities and that access to their programs or activities, normally provided in English, are accessible to LEP persons.

In order to avoid discrimination against LEP persons on grounds of national origin, the City has taken adequate steps to ensure that LEP persons receive the language assistance necessary to afford them meaningful access to the programs, services, and information the City provides, free of charge.

Pursuant to Executive Order 13166, the meaningful access requirement of the Title VI regulations and the four-factor analysis set forth in the LEP Guidance of the Federal Register (FR-4878-N-01) are to apply to programs and activities receiving federal assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities. To do this, the recipient has: (1) conducted the four-factor assessment; (2) developed a language access plan (LAP); and (3) provided access to appropriate language assistance.

Coverage under Title VI and Executive Order 13166 extends to all of a recipient's programs or activities, (i.e., to all parts of a recipient's operations). This is true—even if only one part of the recipient receives the federal assistance.

As the City of Sweet Home encompasses a variety of services, application of the Four-Factor analysis varies depending on the specific service.

## **Four-Factor Assessment**

### **1. Population Size of LEP Persons who Need Language Services Assistance**

The City has used the following methodology and data sources to identify and determine the number of LEP persons currently using the City's services, the number of LEP persons in the City's area of operations who may be eligible for programs and services and the particular languages used by both groups. The City used various methods to identify LEP persons with whom they have contact. These included:

- Past experiences with LEP by City staff.
- Latest Census Department data. Census data has been reviewed and matched to the extent possible with the City area of operations. When Census data is updated, it will be reviewed to identify commonly encountered languages other than English.

Assessment: Housing and Urban Development, in its final guidance for providing program access to LEP individuals, has detailed a 'Safe Harbor' where providing a certain level of translated materials for a LEP population of a specified size will "be considered strong evidence of compliance with the recipient's written translation obligations." The City of Sweet Home has determined that, in regard to its LEP language populations, the Spanish LEP population is below both 5% and 1,000 individuals, and thus translated vital documents are not required. The City of Sweet Home's remaining LEP populations for each spoken language are also below 5%. According to the 'Safe Harbor' Guidelines, any language population that falls below 50 individuals and 5% of the service population is not required to receive any written translations. As the remaining LEP populations fall below this level, the City of Sweet Home is not required to provide any translated documents under 'Safe Harbor' guidelines to non-Spanish LEP individuals.

### **2. Frequency of Contact with LEP Persons who Need Language Services Assistance**

Linn County is the primary provider of social services within Sweet Home and has the most contact with LEP persons who need language service assistance. The majority of contact the City has with non-English speaking citizens is through Police Department stops and other activity. Frequency of contact with LEP persons for other City services such as applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, and public legal notices is relatively rare, less than once a year. City staff indicates that generally, individuals with limited English proficiency will bring a family member or friend, who will translate.

Assessment: Need for LEP services approximates the percentage of Sweet Home residents with limited English proficiency—less than 1% of staff encounters or contacts. Ongoing monitoring of LEP contact with the City occurs and should the level or difficulty of serving this population increase, the City is prepared to add resources.

### **3. Nature and Importance of Programs and Service Utilized or Needed by LEP Persons**

The City recognizes that, within the range of programs and services it provides, some programs and services, such as those that directly impact the well-being of the local population, are of higher priority than others. While it is the City's intent to provide meaningful access to all participants and eligible persons, the availability of resources may limit the provision of language services in some instances.

Activities such as outreach, intake forms, leases, rules of occupancy, legal actions, life and safety notices, and the like have a high priority. Information about and an understanding of these activities should be effectively communicated to all persons affected by them. Other activities such as recreation programs, social activities, optional meetings, and related areas are of a lesser priority.

Assessment: Given that Police stops are generally where the City has the highest contact with LEP individuals, the City has designated translation services to be available during normal working hours within the Police Department. For other services, the City provides on call translation services and public information in multiple languages on its website.

#### **4. Availability of Resources to LEP Persons Who Need Language Assistance**

The City of Sweet Home may contract with authorized interpreters who are available over the telephone. Other sources for interpretation may include:

- Qualified bilingual staff members of the City.

- Individuals employed exclusively to perform interpretation services


- Contracted in-person interpreters

- Other qualified interpreters from other local agencies or organizations within the Sweet Home Community

Language assistance may be available from community volunteers who have demonstrated competence in their monolingual (direct) communication and/or in interpretation or translation as noted above and have been approved by the City to communicate with LEP individuals.

Where qualified bilingual staff members or other authorized interpreters are unavailable to assist approved community volunteers who have demonstrated competence may be called upon when appropriate.

Family and Friends of an LEP individual may offer to assist with communication or interpretation.

Sweet Home's website includes a Google Translate tab  which translates the public information into Chinese, Finnish, German, Spanish and Swedish.

Assessment: The City is both pro-active in providing persons with limited English proficiency public information about Sweet Home's public services, and in having translation resources available to those having direct contact with City staff. The City works to ensure that at a minimum, at least one bilingual-Spanish staff person is available during normal business hours, and to provide translation in other languages when arranged for in advance.

#### **City of Sweet Home Limited English Proficiency (LEP) Plan**

The City provides language services to LEP persons by a variety of methods based upon the relative numbers of such persons and the frequency of contacts or anticipated contacts. Reasonable steps are taken to accomplish this. Specifically, this LEP Plan outlines the City's approach to working with persons needing language assistance:

##### **I. Identification of LEP Individuals who Need Language Assistance:** Activities include:

- Posting of notices in City Hall and in separate lobbies of other City facilities accessible by the public. These posted notices will be in commonly encountered languages and will encourage LEP persons needing language assistance to self-identify.
- “Language Identification” cards (<http://www.lep.gov/resources/ISpeakCards2004.pdf> ) will be available in the languages identified in the City’s area of operations. The cards will also be used by staff on a day-to-day basis to determine and document the need for particular language services during routine activities and encounters.
- Notification to applicants for assistance, licensing, or permits that language services will be provided at no cost.
- Periodic reviews with staff to determine if the needs of residents with limited English continue to be met.

**II. Provision of Language Assistance Measures:** Procedures and activities for the provision language assistance include:

**A. Types of Language Services Available**

**A. 1. Written Translation Measures**

- Postings in conspicuous places in City Hall, Police Department Main Lobby, and any other City facility accessed by the public informing applicants or members of the general public that translation services are available at no charge to the individual who is seeking services or information regarding such services. The City has a list of interpreters and translators for staff to use when language services are required for LEP persons.
- Bi-lingual public notice communications and outreach. The City also provides language services in the conduct of its web-based outreach efforts which are intended to make the general public aware of its programs and services. In this manner, LEP persons who are a part of the population in the City's area of operations have an equal opportunity to learn about the City's programs and services and to access and participate in them.

**A. 2. Oral Translation Measures**

- The City shall strive to have bilingual staff available during normal business hours. Should the City not have bilingual Spanish speaking staff, the City will contract with a telephone interpretive service that will allow tenants, applicants or members of the general public who do not speak English to communicate with staff at the time they call or come into City Hall, the Police Department, and any other City facility regularly accessed by the public.
- The City shall offer oral interpretation at no charge at meetings, events, and other activities, provided that the need is identified by the participant(s) at least forty-eight (48) hours prior to the event, dependent upon the availability of an interpreter for the requested language.

**A. 3. Additional Measures to be Considered and Used Based on an Assessment of Need**

The following list outlines potential future measures that could be undertaken, should the level of need for LEP services increase from the current assessment.

- Use of and/or hiring bilingual staff to handle the majority of the verbal and written translation duties for the City. (Essential in the daily operations.) At the time of adoption of this LEP plan, 1 bilingual staff member is available during normal working hours.
- Contracting with qualified interpreters and translators, either individually or through an interpreting service agency which provides such persons when other City employees are not available or not skilled. (Essential when accuracy and details are important or critical.)
- Centralizing language services and/or sharing language services with another City if/when available. (If needed to minimize costs.)

- Use of telephone (or video conferencing) interpreter services. (If prompt delivery of interpretation services is required.)
- Pooling resources and/or standardization of documents and forms. (If needed to minimize costs.)

B. Connecting Staff to Available Language Services Available

City staff should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The City will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The City will use all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept City provided LEP services at no cost or they may choose to provide their own.

City provided LEP services may include but are not limited to the assistance methods described in this policy.

C. Telephone System Protocols

If City staff cannot understand a LEP caller, and a translator is not immediately available, the caller's phone number is taken, and a bi-lingual interpreter/translator calls the individual back.

D. Responding to Written Communications from LEP Persons

The City will utilize a bi-lingual interpreter/translator to read and respond in the LEP's language in written communications.

E. Responding to In-Person Contact with LEP Persons

Should staff be unable to communicate with a LEP person, the City's bilingual interpreter/translator is contacted, and communications are either continued in-person or over the phone. Should the interpreter/translator be unavailable, contact information for the individual will be recorded, including nature of the inquiry, and an interpreter/translator will re-contact the person.

F. Ensuring the Competency of Interpreter and Translator Services

The City makes every reasonable effort to assure that the language services it provides to LEP persons are of the highest quality and that the competency of interpreters and translators is appropriate to the situation. This applies to both the use of internal bilingual employees and contracted interpreters and translators.

- 1) Interpreters (outside the use of internal bilingual employees). Oral interpretation of encounters, interviews, meetings and the like require a certain level of competency and professionalism on the part of the interpreter. These characteristics do not necessarily exist in a person who is simply bilingual. Likewise, formal certification while helpful may not always be required. Often the importance of the encounter or the consequences will direct the level of professionalism needed. When using an interpreter, the City uses the following general criteria to ensure effective communications with LEP persons:
  - a) Demonstrated proficiency in and ability to communicate information accurately in both English and in the other language and able to identify and employ the



appropriate mode of interpreting (consecutive, simultaneous, summarization, or sight translation).

- b) Knowledge in both languages of any specialized terms or concepts particular to the City programs or services and of any particularized vocabulary and phraseology used by the LEP person, or the ability to explain either in English or the necessary language, the specialized term(s), concept(s), particularized vocabulary or phraseology.
  - c) Understanding of and ability to follow confidentiality and impartiality rules to the same extent that the City employee for whom they are interpreting or to the extent that their position requires or both.
  - d) Understanding of and adherence to their role as interpreter without deviating into a role as counselor, legal advisor, or other role.
  - e) Awareness of regionalisms (dialects) used by the LEP persons for whom they are interpreting.
- 2) Translators (outside the use of internal bilingual employees). When selecting translators, the list of criteria applied to determine competency and professionalism for interpreters above shall be applied to the extent that those criteria are appropriate. If a staff member who speaks the necessary language is not available, the City shall obtain translation and interpretation services from a certified translation/interpretation service.

### **III. Staff Training to Be Provided**

The City reviews its LEP Plan with staff. The frequency of staff encounters with LEP persons determines the level of review. All employees who are likely to have contact with LEP persons are informed of the City's LEP Plan, and on how to work effectively with in-person and telephone interpreters, and to understand the dynamics of interpretation among LEP providers and interpreters.

Staff having the greatest contact are the first to be trained to effectively implement the LEP Plan. Those staff having the least amount of contact with LEP persons, at a minimum, are trained to be fully aware of the Plan so that they may reinforce its importance and ensure implementation by other staff.

LEP training is part of the orientation for all new employees who work with LEP persons. On-going employees receive an orientation on the LEP Plan.

### **IV. Provision of Notice to LEP Persons**

The City provides appropriate notice to LEP persons and language groups of the availability of free language services that ensure meaningful access to programs and services provided by the City. Notices in those appropriate languages informing LEP persons and groups shall be posted in common areas, offices, and anywhere that applications are taken. These notices shall explain how to receive language services.

### **V. LEP Plan Monitoring and Updating**

The City monitors implementation of the LEP Plan on an ongoing basis, making revisions to policies and procedures as may be required periodically. The City also reviews (not less than annually) the overall effectiveness of its LEP Plan. This review considers information from the following sources and criteria as well as other factors as may be appropriate:

- 1) Changes in demographics including new language groups and changes in the proportion of existing language groups, types of services, and other needs.

- 2) Frequency of encounters with LEP persons. Whether existing language services are meeting needs of LEP persons.
- 3) Whether existing language services are meeting needs of LEP persons.
- 4) Availability of new resources including technology.
- 5) Whether identified sources for assistance are still available and viable.
- 6) How well staff understand and have implemented the LEP Plan.
- 7) Feedback from the community at large and from minority language groups and persons.

Based upon findings of the periodic review, the City shall revise the LEP Plan to ensure its effectiveness in meeting the access and participation needs of LEP groups and persons.

#### **VI. Complaint Procedures and EO Monitoring**

For regularly encountered LEP language groups, LEP persons are provided notice of their opportunity to file a discrimination complaint in accordance with federal regulations. For infrequently encountered LEP language groups, LEP persons shall be advised orally of the opportunity to file a discrimination complaint pursuant to the regulations.

<b>Sweet Home Oregon Limited English Proficiency Population</b>				
TOTAL POPULATION: 9,612 (2017 Population Estimate as of July 1, 2017)				
Population 5 years and over: 8,674 (+/-244)				
	<b>Estimate</b>	<b>Margin of Error</b>	<b>Percent</b>	<b>Percent Margin of Error</b>
<b>LANGUAGE SPOKEN AT HOME</b>				
Population 5 years and over	8,674	+/-244	(x)	(x)
English only	8,430	+/-312	97.2%	+/-2.0
Language other than English	244	+/-173	2.8%	+/-2.0
Speak English less than "very well"	111	+/-122	45.5%	+/-28.8
Spanish	100	+/-84	1.2%	+/-1.0
Speak English less than "very well"	36	+/-43	36.0%	+/-40.9
Other Indo-European languages	64	+/-56	0.07%	+/- .6
Speak English less than "very well"	29	+/-43	45.3%	+/-49.5
Asian and Pacific Islander languages	80	+/-124	0.9%	+/-1.4
Speak English less than "very well"	46	+/-48	57.5%	+/-55.8
Other languages	0	+/-17	0.0%	+/-0.4
Speak English less than "very well"	0	+/-17	-	**

US Census: American Fact Finder.

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Explanation of Symbols:

- An '\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
- An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
- An '(X)' means that the estimate is not applicable or not available.

## **Minority Representation Information**

### **Efforts to Encourage Minority Participation**

The City of Sweet Home understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the City of Sweet Home encourages participation of all its citizens.

As vacancies on boards, committees and councils become available, the City of Sweet Home will make efforts to encourage and promote diversity.

## **Public Participation Plan**

### **Strategies and Desired Outcomes**

Community Outreach is a requirement of Title VI. The City of Sweet Home engages the public in its planning and decision-making processes. To promote inclusive public participation, the City of Sweet Home will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- ✓ Follow public notification regulations as required by any federal funds received.

## **Facility Location Equity Analysis**

The City of Sweet Home has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS) in the past five years.

## **Title VI Policy Review Procedure**

The City of Sweet Home will review its policy periodically to determine if modifications are necessary. City employees will ensure that there are no barriers to service or accommodation that would prevent usage or access to city services.



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> Revision to Employee Handbook	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assistant	<b>ATTACHMENTS:</b> SH Employee Handbook - Personnel Policy pg. 10	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To revise the city’s Employee Handbook to unify Meal Reimbursement Policy

**BACKGROUND/CONTEXT:**

Recent revisions to the City of Sweet Home Personnel Policies failed to include updated reimbursement amounts to the Meal Reimbursement Policy so that policies are consistent throughout all departments.

Staff is requesting that the Meal Reimbursement Policy in the Employee Handbook be updated from \$12.00 to \$15.00 for lunch.

**THE CHALLENGE/PROBLEM:**

Administration consistency across policies for fewer errors and fairness.

**STAKEHOLDERS:**

- City of Sweet Home staff – Information received by City staff on City policies should be consistent across departments.

**ISSUES & FINANCIAL IMPACTS:**

**ELEMENTS OF A STABLE SOLUTION:**

**OPTIONS:**

1. *Do Nothing.*
2. *Authorize revisions to the City of Sweet Home Personnel Policy to unify the Meal Reimbursement as recommended.*
3. *Revise the City of Sweet Home Personnel Policy with a different threshold.* Council could choose a specific dollar amount for the Meal Reimbursement Policy.

**RECOMMENDATION:**

Staff recommends option 2, a motion to authorize revisions to the City of Sweet Home Personnel Policy to unify the Meal Reimbursement as recommended.

**iii) Meals**

Meals are not to be purchased on the City's credit card. If meals are provided in the registration fee, there will be no reimbursement for separate meals. Meals will be reimbursed according to the following schedule:

Breakfast	\$10.00	if gone from City before 6:00 a.m.
Lunch	\$15.00 <del>\$12.00</del>	if gone from City between 11:00 a.m. and 3:00 p.m.
Dinner	\$20.00	if gone from City after 6:00 p.m.

Meal reimbursements are taxable unless an employee is away from their tax home overnight on official city business in accordance with IRC Section 162(a)(2).

**iv) Reimbursement Request**

Within one week after the travel has been completed, the employee must submit receipts for lodging and other expenses (excluding meals), which are reimbursed on an actual basis. Meals will be reimbursed in accordance with the schedule above. Employees who obtained pre-travel funds must pay back any unused funds, as determined by travel receipts, within one week of travel.

**v) Fines and Fees**

Any traffic citations, including parking tickets incurred during the conduct of City business either in a City or personal vehicle, are the responsibility of the employee and will not be reimbursed by the City.

**vi) Travel Time**

Travel time is paid in accordance with state and federal laws and collective bargaining agreements. Home-to-work and work-to-home travel is unpaid time. Travel time that occurs during the course of a work shift will be paid. On overnight trips, travel time that falls within your regular work hours on days off is considered hours worked.

For more information, see the BOLI website <http://www.oregon.gov/BOLI/Pages/index.aspx>.

## REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> City Surplus Property	<b>TYPE OF ACTION:</b> <u>X</u> RESOLUTION
<b>SUBMITTED BY:</b> Chief Jeff Lynn	<b>ATTACHMENTS:</b> Resolution No. 5 for 2019	— MOTION
<b>REVIEWED:</b> City Manager Ray Towry		— OTHER

### **PURPOSE OF THIS MEMO:**

For Council to review the proposal and recommendation to adopt the City of Sweet Home Resolution No. 5 for 2019 and declare as surplus property the attached list of Sweet Home Police Department vehicles and Sweet Home Public Works equipment.

### **BACKGROUND/CONTEXT:**

The Sweet Home Public Works Department and the Sweet Home Police Department maintain various equipment and vehicles to accomplish our missions. At times, that equipment and those vehicles get replaced, upgraded or outlive their useful life expectancy. When that happens, a decision must be made on whether or not to keep those items in the City's inventory or to dispose of them according to City policy and State law.

### **THE CHALLENGE:**

The challenge is to maintain modern, reliable equipment, including vehicles, that will meet the needs of the City. At different points in the life of equipment or vehicles, the maintenance cost associated with them begin to increase and the cost/benefit of that equipment comes into question. The following is the list of equipment and vehicles in question.

#### **Police Department Vehicles:**

- 1 – 2012 Dodge Charger, mileage 124,700 (marked patrol vehicle)
- 1 – 2008 Chevy Van, mileage 91,833 (blown head gasket)
- 1 – 2005 Chevy Impala, mileage 109,182 (unmarked former patrol vehicle)

#### **Public Works Vehicles/Equipment:**

- 1 – 1993 Ford Ranger Xcab XLT, mileage 239,881
- 1 – 1993 F350 Diesel, mileage 89,076
- 1 – 2003 Ford Ranger, mileage unknown (wrecked)
- 1 – 1994 Chevy 2500 bed and pipe rack
- 1 – Merritt Log Truck Headache Rack, aluminum

### **ISSUES & FINACIAL IMPACTS:**

1. Police Department – The listed vehicles have either been replaced or are experiencing mechanical issues. In both cases, the Police Department will save funds by surplusing the property and not investing in their maintenance. Two of the three vehicles will not be replaced.

2. Public Works - The listed vehicles for Public Works are beyond their useful life, are experiencing mechanical issues, or salvaged due to accident. All vehicles have been removed from service. The Public Works Department will save funds by not investing in future maintenance costs to operate. Miscellaneous equipment is no longer utilized by Public Works Department and recognizes this property as surplus and considered of such little value that it should be discarded.

**OPTIONS:**

1. Do Nothing. Continue to keep the equipment and vehicles in the City's possession.
2. Authorize the City Department's to Surplus the listed items – These items have no further functional, useful value to the city.
3. Determine and authorize only a portion of the listed items to be surplus – Determine which items should be retained by the City.
4. Request Additional information on the specific items listed.

**RECOMMENDATION:**

City staff recommend option #2- Motion to Approve Resolution No. 5 for 2019 as presented.



**RESOLUTION NO. 5 FOR 2019**

A RESOLUTION TO DESIGNATE CITY PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE OR LAWFUL DISPOSAL.

WHEREAS, the City has determined there is no longer a use for the following City property;

Public Works Equipment:

- 1 – 1993 Ford Ranger Xcab XLT, mileage 239,881
- 1 – 1993 F350 Diesel, mileage 89,076
- 1 – 2003 Ford Ranger, mileage unknown (wrecked)
- 1 – 1994 Chevy 2500 bed and pipe rack
- 1 – Merritt Log Truck Headache Rack, aluminum

Police Department Vehicles:

- 1 – 2012 Dodge Charger, mileage 124,700 (marked patrol vehicle)
- 1 – 2008 Chevy Van, mileage 91,833 (blown head gasket)
- 1 – 2005 Chevy Impala, mileage 109,182 (unmarked former patrol vehicle)

WHEREAS, the City recognizes this property as surplus and available for public sale or other lawful disposal;

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Sweet Home does hereby declare the property listed above as surplus and available for public sale or other lawful disposal.

This resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 12th day of February 2019.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder







**1993 Ford Ranger Xcab XLT**

**239881 miles 1FTCR15U8PPA72540 4.0 V6**

**Power door locks. Power windows. Driver's window does not work.  
Good tires.**





**1993 F350 Diesel**

**89076 miles manual tranny 2FDJF37M3PCB12447**

**No bed. Good tires.**



## 2003 Ford Ranger

**Wrecked miles unknown V6 automatic w/overdrive**



## 1994 Chevy 2500 Bed and Pipe Rack

### No Tailgate or Bumper





**Merritt Log Truck Headache Rack**

**aluminum 69" tall x 85" wide**





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> Pre-Demolition Asbestos Bid Proposal for Sankey Park and 9 <sup>th</sup> Ave property.	<b>TYPE OF ACTION:</b> _____ RESOLUTION
<b>SUBMITTED BY:</b> J. Graybill, Staff Engineer		<input type="checkbox"/> MOTION
<b>REVIEWED BY:</b> R. Towry, City Manager	<b>ATTACHMENTS:</b> Pre-Demolition Bid Proposal Service Contract.	<input checked="" type="checkbox"/> MOTION _____ OTHER

**PURPOSE OF THIS RCA:**

Staff is requesting approval of the Pre-Demolition Bid Proposal from ATEZ Environmental Remediation for Asbestos evaluation in the amount of \$1,275.00, divided between the Sankey Park Restrooms for \$375.00, and the 9<sup>th</sup> Ave property shop buildings for \$900.00. The evaluation bid has been acquired pursuant to ORS and local bidding policy.

**BACKGROUND/CONTEXT:**

This is the next step in the process continuing the construction of the Sankey Park Capital Improvement Plan, as well as improving the potential for selling city owned land.

The city has recently placed a new CXT restroom in Sankey Park. The asbestos evaluation and removal process is required prior to building demolition. The City plans to remove the older restroom and adjacent metal storage building. The concrete floor and associated plumbing will be removed, and ground conditions brought to a landscape standard consistent with the Park Master Plan..

This bid will also test and remove asbestos, if found, at the shop and office buildings at 1730 9<sup>th</sup> Avenue, land that the City is planning to sell. It is felt that removing the existing old buildings will reduce the anticipated expense of any new buyer. The larger two-story shop is newer.

The attached file is the proposal document from ATEZ. The scope of work is to evaluate, remove, and provide a report on the inspection of the buildings, sample removal, test results, photographs and certifications.

**THE CHALLENGE/PROBLEM:**

Maintaining continued progress on the Sankey Park Improvements CIP the next step of which is the removal of the old restroom and storage building. In addition, consideration for progress on selling the 9<sup>th</sup> Ave city owned property would improve if the older buildings on site were removed.

**STAKEHOLDERS:**

- Citizens: With the new restroom recently installed at Sankey Park, there is no need for the older restroom and storage buildings.
- City of Sweet Home City Council – The removal of the shop and office buildings at the 9<sup>th</sup> Ave property will increase the “curb appeal” of the property, and its sale potential.
- Staff: Safety for city staff during the removal of the structures. Removal is proposed to be done by city forces.

**ISSUES & FINANCIAL IMPACTS:**

1. The cost of removal is minimized by using city forces to deconstruct the buildings at both locations.
2. Funds for this contract are available in the Professional Services portions of the Park and Building Funds.
3. Council and Staff will need to consider if the larger, newer, shop on the 9<sup>th</sup> Avenue property should be removed.

**ELEMENTS OF A STABLE SOLUTION:**

Approval of this Bid Contract for ATEZ will continue the Sankey Park CIP, and reduce expenses for potential buyers of the 9<sup>th</sup> Avenue property.

**OPTIONS:**

1. Do Nothing. Not selecting a remediation contractor would allow the existing restroom and other buildings to remain on site.
2. Request additional bids. The Council may cancel the bid approval process and require the remediation procedure to be rebid again with the anticipated - but not guaranteed - goal of additional or lower bids.
3. Authorize the Contract signing with ATEZ Environmental Remediation for the Sankey Park and 9<sup>th</sup> Avenue buildings.. Signing the attached contract will enable the remediation to begin the work.

**RECOMMENDATION:**

Staff recommends Council approve a motion for option #3: Authorize the Contract signing with ATEZ Environmental Remediation for the Sankey Park and 9<sup>th</sup> Avenue buildings.



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**Environmental Remediation**  
**Asbestos/Lead/Mold/PCBs/Heat & Moisture Detection/CO2 Dry Ice Blasting/Demolition/Radon**  
**A COMMITMENT TO EXCELLENCE**

23622 Hwy. 99 E. Harrisburg, OR 97446 (Mail to: PO Box 126)  
PH 541-995-6008 FX 541-995-1015  
Email [david@atezinc.com](mailto:david@atezinc.com) Website [www.atezinc.com](http://www.atezinc.com)

CCB #64090

January 25, 2019

## PRE-DEMOLITION BID PROPOSAL

\*\*\*CATWORKS – 1555 S.W. BORLAND ROAD, WEST LINN OREGON\*\*\*

### ASBESTOS INSPECTION OF 6-STRUCTURES

**PROJECT REVIEW:** RW

**CLIENT:**

City of Sweet Home  
Community & Economic Development Dept.  
1140 12<sup>th</sup> Avenue,  
Sweet Home, Oregon 97386

ATTN: Mr. Joseph Graybill PE  
541.367.6977 x240 / [jgraybill@sweethomeor.gov](mailto:jgraybill@sweethomeor.gov)

**PROJECT SITE:**

Asbestos Demolition Surveys for Six Structures at the Former Maintenance Yard on 9<sup>th</sup> Street, & Two Structures at Sankey Park in Sweet Home, OR

**ATTENTION:** Mr. Graybill:

First, thank you for the opportunity to bid your project. We are always happy to preview any project you may have at no charge.

### SCOPE OF WORK ASBESTOS INSPECTIONS

ATEZ has visited the sites and is providing this scope of work and cost based on this information and discussions with the Client:

1. The intent is to provide an asbestos inspection of four structures to be demolished, at the former Maintenance Yard Located on 9<sup>th</sup> Street and the Restrooms and Storage Building located at Sankey Park in Sweet Home.
2. Provide an asbestos inspection for each structure listed above to prepare for demolition, utilizing a currently licensed & certified AHERA Asbestos Building Inspector.
3. Provide the laboratory results from and NVLAP accredited laboratory.

Scope of Work continued:

**SCOPE OF WORK ASBESTOS INSPECTIONS (Cont'd):**

- 4. Provide an informative user-friendly report in table format including a description of all samples taken, their location, notation of positive, negative or trace samples and quantities of positive material and friability
- 5. Provide photographs of materials testing positive for asbestos
- 6. Provide inspector certifications
- 7. Provide an asbestos abatement proposal, if desired

**COST OF WORK ASBESTOS INSPECTIONS**

ATEZ, Inc. will perform this Work for the Lump Sum Prices of:

Four Buildings at the 9th Street Maintenance Yard <b>NINE-HUNDRED DOLLARS....</b>	<b>\$900.00</b>
Two Buildings at Sankey Park <b>THREE-HUNDRED AND SEVENTY-FIVE DOLLARS....</b>	<b>\$375.00</b>

*This Work shall be performed as a Non-Prevailing Wage Project.*

**NOTE**

The Federal Environmental Protection Agency (EPA), the Oregon Department of Environmental Quality (DEQ) & the Lane Regional Air Pollution Authority (LRAPA) require all suspect materials be sampled prior to demolition, burning or renovation.

In addition, it is understood that the asbestos sampling process is a destructive process & damage may be evident. Any put-back, repairs & other such Work resulting from the sampling process shall be by others.

**REGULATIONS**

This bid is contingent on Federal and State regulations. Should regulations change in the future obviously our bid will need to be adjusted. Various regulatory agencies have jurisdiction over projects dealing with the inspections of Asbestos.

Asbestos surveys are controlled by the U.S. Environmental Protection Agency (EPA) under the training requirements of the Toxic Substances Control Act *TSCA Title II/40 CFR 763 (AHERA)*.

The DEQ & LRAPA enforce the U.S. EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) rule with respect to releases of asbestos to the environment. Oregon Occupational Safety and Health Administration (OSHA) regulate ACMs for worker safety.

The Oregon Department of Human Resources Health Division in Portland, Oregon control the Lead Based Paint certifications & inspection protocols under the training requirements of the Toxic Substances Control Act *TSCA Section 402(a)(1)*, and require training pursuant to *40 CFR Part 745.226* to conduct lead-based paint activities as an Inspector.

**COMPANY COMPLIANCE**

All asbestos & Lead Paint surveys shall be performed by currently certified & licensed Inspectors.

All federal & state regulations pertaining to the Work at hand shall be observed.

All safety requirements of ATEZ, Inc., as listed in their Standard Operating Procedures (SOP) shall be observed.

All safety requirements of the client shall be observed.

Safety shall be the foremost objective in any Work performed.

## **CONTINGENCY**

This Bid Proposal is contingent upon the conditions present at the time of the proposal. If water & power were available at time of bid and later were turned off; if the structure were intact at time of bid and later others were allowed into the structure and caused damage or destruction, or deposited debris, this Bid Proposal may be revised to reflect current conditions at time of the inspections.

## **HEALTH CONCERNS**

Neither this Bid Proposal, report nor any laboratory report is intended to provide medical advice, nor shall it be interpreted as an indicator or cure-all of potential medical or safety problems. If you have concerns or questions relating to health issues, please contact your physician for advice.

## **INSURANCE CLAIM PROJECTS**

Insurance companies cannot dictate who performs your service work. You can direct your insurance company to contract with ATEZ, Inc. to perform this work. We believe we are the most highly qualified firm performing the services we offer. As noted below we carry the necessary bonding, insurance and certifications over and above current requirements.

## **POLICY**

Bid Proposals, reports or test results shall not be released to any third party without prior consent from our client.

## **GENERAL EXCLUSIONS**

1. Overtime, shift, Holidays or weekend work
2. This Bid Proposal is based upon performing the Work in one Phase; no more than one mobilization is included unless specifically stated in the Bid Proposal.
3. Any material hidden and/or covered by structure
4. Asbestos abatement, Lead abatement or mold remediation
5. Supplying temporary power or water
6. Removal of any concealed asbestos or lead containing materials
7. HVAC, electrical, plumbing or gas, cut, cap disconnect or lockout
8. Relocation or reinstallation of any utilities, services or items
9. Bonds, taxes, or governmental fees, unless otherwise stated in Scope of Work
10. Rigid barriers, pedestrian walkways, barricades or temporary fencing
11. Removal or protection of any items or finishes to be salvaged, saved, re-used, re-installed or protected in place
12. Structural demolition, hard demolition, concrete or brick saw cutting, concrete coring or drilling
13. Power washing, weather protection or site security
14. Shoring or supporting of any kind
15. Removal of roofing materials, ceiling joists or roofing structure
16. Removal or disposal of HVAC refrigerant
17. Replacement of any demolished materials, building components or systems
18. Removal of epoxy flooring materials or finishes
19. Any work not listed under 'Scope of Work'

## **GENERAL CONDITIONS OF THE BID**

1. Delays or condensed scheduling caused by others will result in additional costs to the General Contractor/Owner.
2. There shall be no retention on this project.
3. This Work shall be performed as a Non-Prevailing Wage Project.
4. ATEZ, Inc. carries liability Insurance limits of \$5,000,000 / \$5,000,000.
5. No Bond is required for this project & no Bond cost was included in the Bid Proposal.
6. Temporary ventilation, lights, power and water are to be provided by others within reasonable distance from the working area.
7. We charge \$200.00 per hour to appear in court, take depositions, or any other legal proceedings.

8. All furnishings and personal property that would prohibit access for sampling are to be removed prior to inspections, either by the owner or at the owner's expense.
9. Client agrees to pay all ATEZ, Inc. incurred fees for collection, including invoicing interest, legal and collection fees.
10. Billing is due net thirty days, a 1 ½% per month interest will be charged on any unpaid balances. For extended projects we will invoice on the 10<sup>th</sup> & 25<sup>th</sup> for work projected to be completed by the 15<sup>th</sup> and end of month with progress payments due on the 15<sup>th</sup> and end of month. ATEZ, Inc. is entitled to recover its costs of collection of any sums not paid when due, including reasonable attorney's fees, if suit is filed or not.

#### **ADDITIONAL DOCUMENTS**

Retrieval and submission of all additional documents pertaining to this project will be charged on a Time & Material basis at the rate of \$50 per hour.

#### **OSHA**

When sampling a subject property with OSHA concerns, OSHA requires three samples of the same material to prove the material is negative for asbestos. When we send these samples to the laboratory for analysis, we instruct them to analyze these same materials to the first positive result, and then stop, to keep the cost to the client at a minimum. If all three samples of the same material test negative, OSHA accepts the material as negative.

To the best of our knowledge this is not being done in this area. To conform to this, as an Industry Standard, and to remain competitive, it is our client's responsibility to direct us to take three samples of the same material. If client does not direct us to take three (3) or more samples to prove a negative result, we will not. Taking 3-samples of each material greatly increases the cost of the sampling.

#### **LIABILITY LIMIT**

In the event of litigation against ATEZ, Inc. damages shall be limited to not exceed the value of this contract.

#### **LEGAL PROCEEDINGS**

We charge \$200.00 per hour to appear in court, take depositions, or any other legal proceedings.

#### **WARRANTY**

No warranty, expressed or implied, is made.

Sincerely,



---

Robert R. Kinyon, President, ATEZ, Inc.

RRK/dp

**DISPUTES AND CHOICE OF LAW**

The validity, performance and enforcement of the Agreement shall be governed by the law of the state wherein the Work is substantially performed. A court of competent jurisdiction in that state shall be the exclusive venue for any lawsuit arising under this Agreement.

The parties acknowledge that there are several informal dispute resolution procedures (such as arbitration, informal conferences, etc.) which could be used to resolve any controversy or claim arising out of this Agreement, or the alleged breach thereof. The parties agree in principle that one or more of such mechanisms should be utilized prior to proceeding in a judicial forum. Should any such controversy or claim arise, any party wishing to utilize an informal dispute resolution procedure may request in writing that such procedure should be utilized, stating in general terms the nature of the proposed procedure and provide the other with sufficient descriptions and information regarding its position to permit informed assessments and decisions. The other party shall then have a period of two (2) weeks in which to accept or reject such request. If such request is denied, or if no answer to such request is given within such period, then the requesting party shall be free to pursue any legal remedy which may be available to it. If such request is accepted, the procedure outlined in such request shall first be followed prior to either party resorting to judicial procedure.

**ACCEPTED COST OF WORK**

Four Buildings at the 9th Street Maintenance Yard <b>NINE-HUNDRED DOLLARS....</b>	<b>\$900.00</b>	Initial _____
Two Buildings at Sankey Park <b>THREE-HUNDRED AND SEVENTY-FIVE DOLLARS....</b>	<b>\$375.00</b>	Initial _____

*This bid will be honored for thirty days from date this proposal was written.*

**SIGNATURE LINE**

If this Bid Proposal meets with your satisfaction, please sign below and fax it back to us. We appreciate your consideration. Please call immediately with any questions. Thank you.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Insurance: \$5,000,000 / \$5,000,000  
Bonding: \$500,000  
Public Works Bond: \$30,000 #70239231  
DUNS #: 610103442  
Workman’s Comp: #EBWCC00113-03  
Asbestos, Pollution, LBP, Mold Coverage  
Errors & Omissions Insurance

**A VERIFIED SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS**





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> Oregon Parks and Recreation Grant	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
<b>SUBMITTED BY:</b> Angela Clegg, Associate Planner	<b>ATTACHMENTS:</b> Phase I, II, III Maps Parks 7 Year Grant Plan Sankey Park Conceptual Redesign Park 5 year CIP Sankey Park Plan, Schedule, and Cost document Park & Tree Committee Donation/In- Kind Solicitation Plan	
<b>REVIEWED BY:</b>		

**PURPOSE OF THIS RCA:**

The purpose of this RCA is to provide background information for the City Council; so that the Council can make an informed decision on whether the City should apply for an Oregon Parks and Recreation Department Development Project Grant to improve Sankey Park.

**BACKGROUND/CONTEXT:**

In 2016 the City of Sweet Home hired Community Service Center (CSC) associates from the University of Oregon to provide planning and technical assistance for a new vision at Sankey Park. CSC Associates and City Staff provided multiple opportunities for community engagement through surveys, face to face meetings, and meetings in the park where citizens could vote on what they wanted to see. Sankey Park has been an iconic public space for generations of Sweet Home residents. The Park’s central location makes it readily accessible to members of the Sweet Home community and visitors of all demographics. In addition to typical city park amenities such as play equipment and restrooms, Sankey provides access to serene natural areas and wooded trails. The site plays host to many events each year from community movie nights to the annual Oregon Jamboree music festival (Exhibit C).

Through the conceptual redesign process it was determined that while the park provides opportunities for recreation and access to green space in the heart of downtown, this comes with serious concerns of inappropriate park use and poor stewardship by park visitors. Longtime residents share fond memories of the site while simultaneously noting concerns about the disrepair of current facilities. Issues of loitering and illegal behavior have caused safety concerns for residents who are apprehensive about bringing children, family members, and visitors to the space. The current plan re-envision Sankey as a vibrant community space for all Sweet Home residents and visitors. Drawing insights from the community itself, it honors the site’s past while looking forward and providing for the future (Exhibit C).

The City began implementation of the Sankey Park Concept Plan in 2018; which included the removal of the manufactured home, tree thinning, parking lot improvements, and installation of a new restroom. Removal of the old restroom is scheduled to occur in the next month.

The City of Sweet Home Staff and the Park and Tree Committee have identified projects and costs for proposed redesign elements using the conceptual redesign document as a guide. The City Engineer drafted a Park 5 year Capital Improvement Plan (CIP) and a Sankey Park plan, schedule and cost documents. The Committee and staff drafted the Sweet Home Parks 7 Year Grant Plan (Exhibit B) using the staff engineer's documents as the template. The Park and Tree Committee reviewed the CIP and chose items to include in the grant (Exhibit D1 and D2). Once items were identified and approved for recommendation by the Park and Tree Committee, they formed a sub-committee of three members to help with the grant process. They held several meetings and consulted with staff and public works to create their Grant Plan recommendation. The Park and Tree sub-committee and staff are recommending applying for a reimbursable grant of \$243,000 to help cover the costs identified in the Sweet Home Parks 7 Year Grant Plan. (See Issues and Financial Impacts for a more detailed funding breakdown).

**THE CHALLENGE/PROBLEM:**

Should the City Council submit a grant application for \$243,000? The City would need to match 40%, \$162,000, which can include a mix of cash and in-kind services. (See Issues and Financial Impacts for a more detailed finding breakdown).

**STAKEHOLDERS:**

The proposed grant would assist the City with the ability to complete projects at Sankey Park and therefore fulfill the goal of providing a vibrant community space for all Sweet Home residents and visitors.

- City of Sweet Home: Having better more vibrant parks increases positive use, lowers crime, and increases the property values of homes near the park.
- Surrounding Residence: Studies show that there is an increase in property values with homes near and abutting parks. Increased positive use in the parks can result in lower crime rates in surrounding neighborhoods and a more positive, family-friendly environment.
- Outer Residence: improved parks creates a family friendly gathering area that has safe park amenities mixed with open natural areas for families to explore.
- Businesses: Increased amenities within the community show vibrancy and will bring more people to town.
- Visitors: they see a vibrant and inviting community that makes them want to visit time and time again, and potentially chose Sweet Home as a place to live.

**ISSUES & FINANCIAL IMPACTS:**

- Project Amount: \$405,000
- Grant Amount: \$243,000
- 40% Match Requirement: \$162,000
  - City Parks Projects/Improv. Budget: \$30,000 (secured match from 2018-2019 budget)
  - Donations/In-Kind Contributions: \$132,000

**Project Components In order of Priority (see attached map):**

- |                                  |           |
|----------------------------------|-----------|
| 1. Playground #1 (all new)       | \$120,000 |
| 2. Playground #2 (upgrades)      | \$ 30,000 |
| 3. Path A1, B1, and bollards     | \$ 80,000 |
| 4. Path Lighting A1, A2, and B1  | \$120,000 |
| 5. Weddle Bridge Plaza           | \$ 30,000 |
| 6. Tables and Benches            | \$ 20,000 |
| 7. Bike Rack, Signage/Wayfinding | \$ 5,000  |

The grant amount is comparable to other projects similar in scope and awarded through the Oregon Parks and Recreation Department. (Exhibit E)

If approved the Park and Tree Committee have formed a plan to solicit for community donations (Exhibit F) thus fulfilling our goal of increased community involvement.

If 1/3 of the match requirement is not raised or pledged by March 8, 2019 staff will work with Public Works and the Sub-Committee to scale down the project and grant request, starting from the bottom of the priority list and working up. The grant application is due April 1, 2019.

### **ELEMENTS OF A STABLE SOLUTION:**

To secure funding to complete the lower Sankey Park upgrades identified by the community and City staff.

### **OPTIONS:**

1. Direct staff to submit the proposed Parks and Recreation Department Development Project Grant as submitted;
2. Direct staff not to submit the proposed Parks and Recreation Department Development Project Grant;
3. Direct staff to submit the proposed Parks and Recreation Department Development Project Grant with recommended City Council changes (specify);
4. Take no action; or
5. Other

If the City Council approves the proposed grant, staff will prepare and submit the grant application. The grant submission deadline is April 1, 2019.

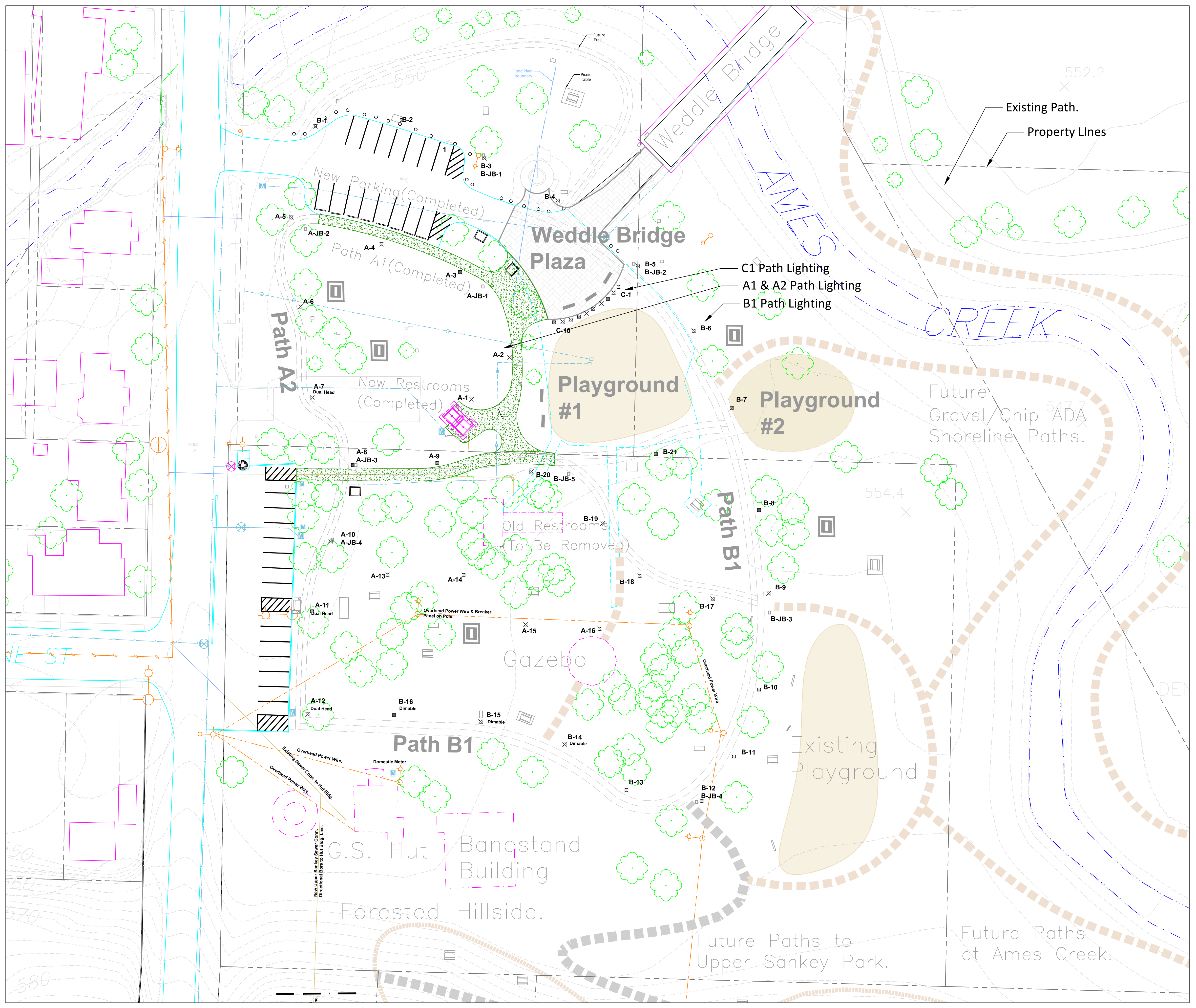
### **RECOMMENDATION:**

Staff and the Park and Tree Committee recommend that the City Council approve the proposed Oregon Parks and Recreation Department Development Project Grant Application for \$243,000 This grant application would be submitted by April 1, 2019, reviewed in June 2019, awards will be announced in September 2019, and if awarded projects could start late fall 2019.

### **EXHIBITS:**

- Exhibit A1 - Sankey Park Phase I Map (completed items)
- Exhibit A2 - Sankey Park Phase II Map (grant submission)
- Exhibit A3 - Sankey Park Phase III Map (future projects)
- Exhibit B - Sweet Home Parks 7 Year Grant Plan
- Exhibit C - Sankey Park Conceptual Redesign
- Exhibit D1 - Park 5 Year CIP
- Exhibit D2 - Sankey Park plan, schedule and cost document
- Exhibit E - 2018 OR Parks and Recreation Grant Awards List
- Exhibit F - Park and Tree Committee Donation/In-kind solicitation Plan





2019

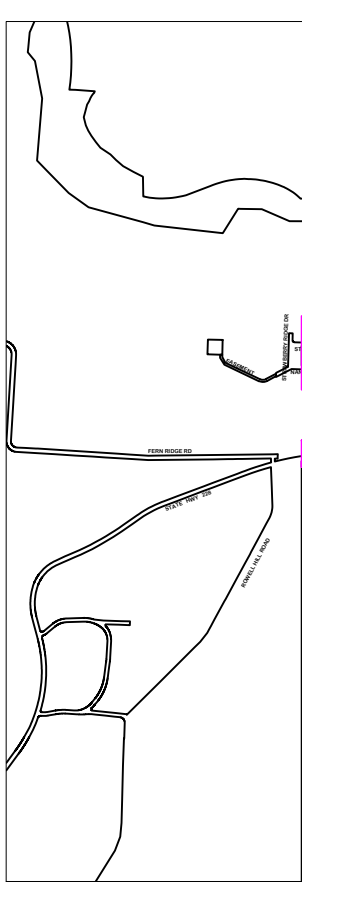
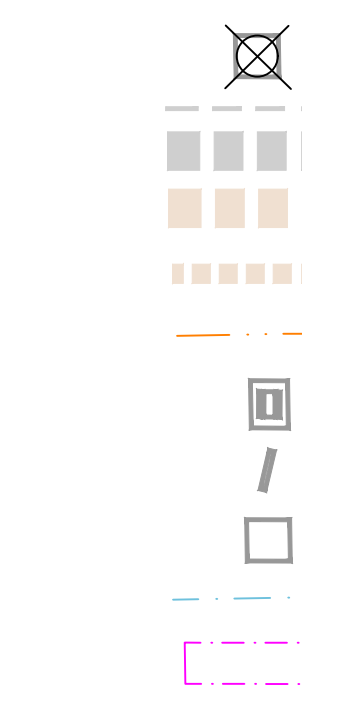
Existing Path.  
Property Lines

C1 Path Lighting  
A1 & A2 Path Lighting  
B1 Path Lighting

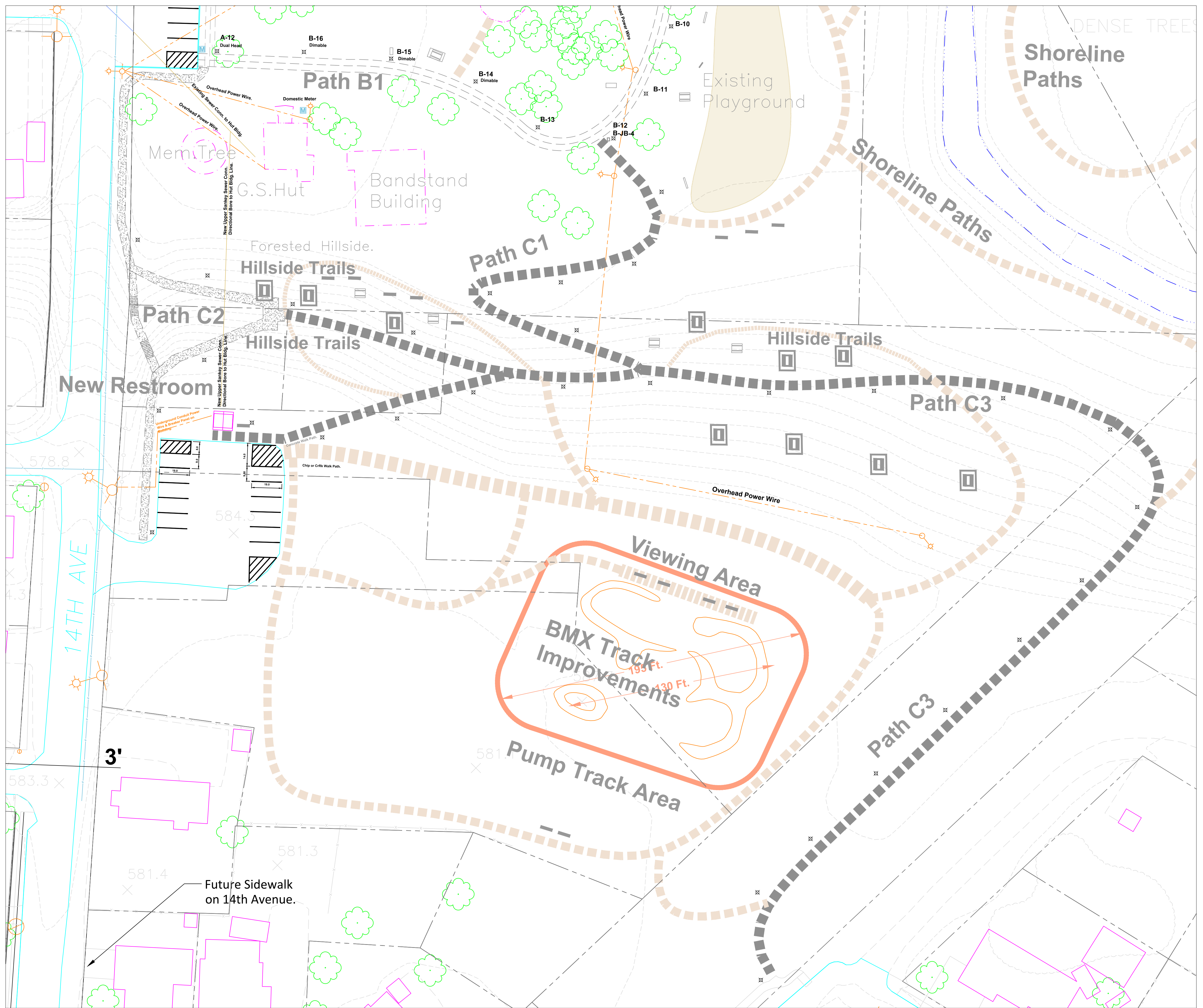
Future Gravel/Chip ADA Shoreline Paths.

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Legend

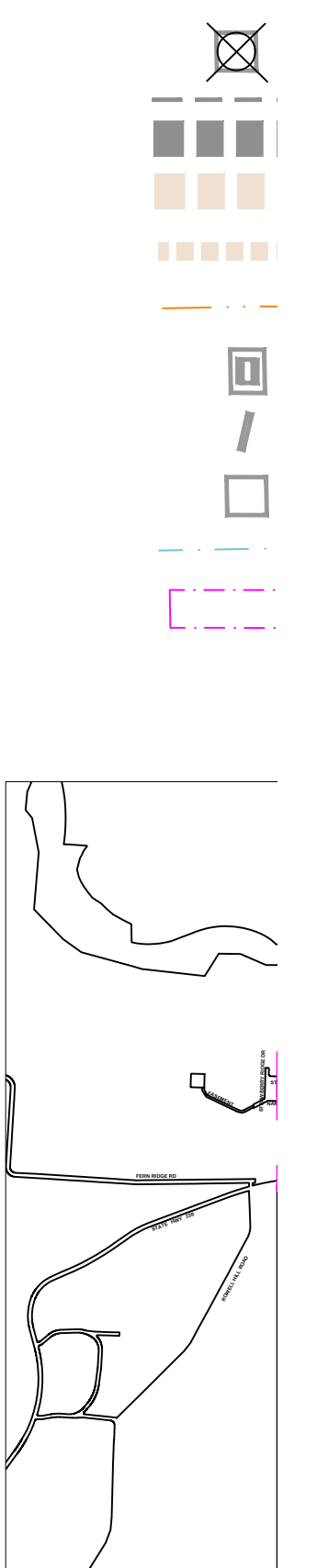






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Legend



# EXHIBIT B

Park Name	Construction Elements	PHASE II		PHASE III		Park Total	Future Undefined Projects	
		FY 2019-2021	FY 2022-2024	FY 2024-2026				
<b>Grant Submitted:</b>		4/1/2019	4/1/2021	4/1/2024				
<b>Sankey Park</b>							<b>\$ 765,000 Park Total</b>	
4	Lighting path A1, A2, and B1, with Plaza Bollards (10).	\$ 120,000						
2	Playground #2 Improvements	\$ 30,000						
5	Construct Weddle Bridge Plaza	\$ 30,000						
	BMX Track area improvements, ramps, landscaping, and ADA viewing deck.		\$ 5,000					
7	Bike Racks, Signage/Wayfinding.	\$ 5,000						
6	Phase 2 Tables and Benches	\$ 10,000						
3	Path location A1 and B1.	\$ 80,000						
	Park trails & benches on hill facing Bandstand.		\$ 5,000					
	Lighting on hill side paths & Upper Sankey.		\$ 15,000					
	Construct remainder paths and trails except link to 16 <sup>th</sup> Ave.		\$ 30,000					
	Upper Sankey restroom (inc. Elec & Plumb).		\$ 45,000					
6	Tables and Benches	\$ 10,000						
1	Construct Play Ground Area 1.	\$ 120,000						
	Construct path and ADA connection to 16 <sup>th</sup> Ave. & Fir St.			\$ 30,000				
	Pedestrian Bridge to the Jim Riggs Community Center.				\$ 200,000			
	Lighting path from 16 <sup>th</sup> Ave to Pedestrian & Weddle Bridge.			\$ 30,000				
	Repair Dahlenburg Bridge and Relocate to NCH.	\$ -					In-Kind Work by Community (5K)	
	Donated Phase 2 Items (Tables, Benches, BBQs, Power Tap, etc)		\$ -				In-Kind Work by Community (20K)	
	Donated Phase 3 items, (Tables, Benches and trail management).			\$ -			In-Kind Work by Community (15K)	
	Repair Flag Brick Apron	\$ -					In-Kind Work by Community (5K)	
		\$ 405,000	\$ 100,000	\$ -	\$ 60,000	\$ 200,000		
<b>40% Required Match</b>		\$ 162,000						
<b>Grant Amount</b>		\$ 243,000						

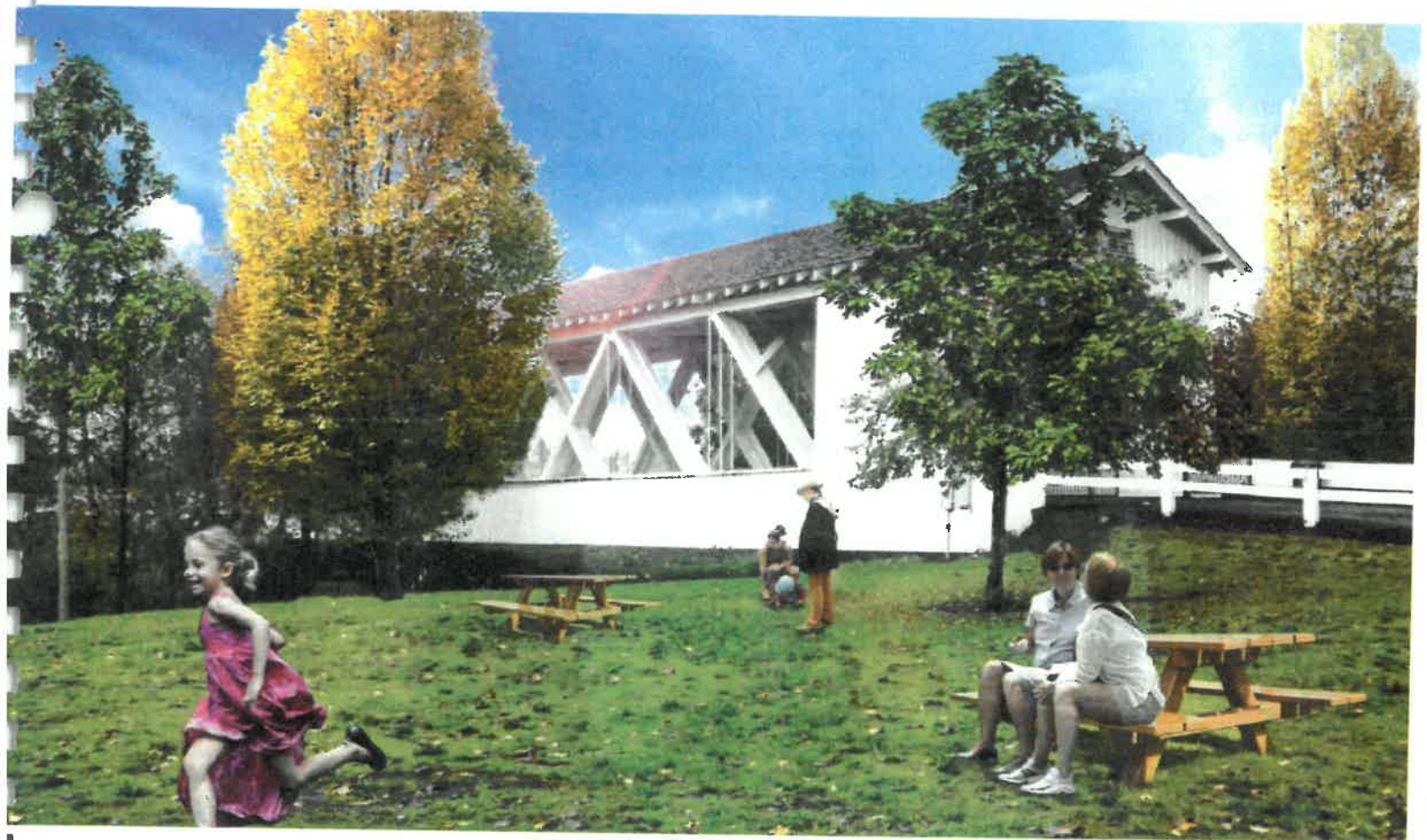
Ask for a donation for the trail seperately



# EXHIBIT C

## SANKEY PARK conceptual redesign

October 2016



# ACKNOWLEDGEMENTS

This plan was developed by the University of Oregon's Community Service Center for the City of Sweet Home, Oregon. CSC wishes to thank Sweet Home Mayor Jim Gourley, Public Works Director Mike Adams, Planning Assistant Katie Wilcox, members of the Sweet Home Parks and Recreation Board, and Sweet Home City Council for their assistance with this project, as well as the public who participated in community events and interviews.

The Community Service Center (CSC) is an interdisciplinary organization that assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. The role of the CSC is to link the skills, expertise, and innovation of higher education with the economic development and environmental needs of communities and regions in the State of Oregon, thereby providing service to Oregon and learning opportunities to the students involved.

## **CSC STAFF**

### **Project Lead**

Bethany Steiner, Associate Director

### **Project Associates**

Greg Oldson

Ellee Stapleton

## **COMMUNITY SERVICE CENTER**

1209 University of Oregon Eugene, OR 97403

Phone: 541-346-3615

<http://csc.uoregon.edu>



# TABLE OF CONTENTS

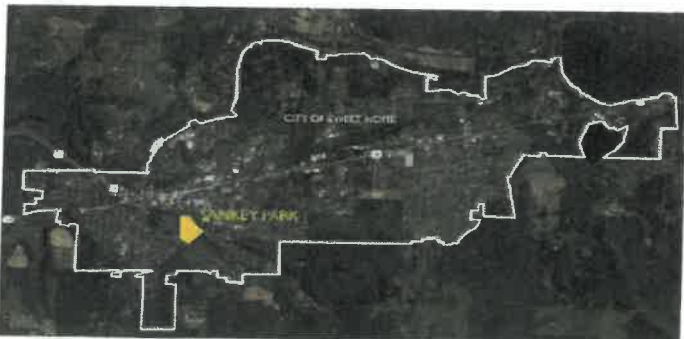
<b>I. INTRODUCTION</b>	<b>5</b>
<b>II. CURRENT CONDITIONS</b>	<b>7</b>
infrastructure	7
historical features	12
ecological features	14
context + connections	17
community involvement	20
<b>III. RECOMMENDATIONS</b>	<b>23</b>
vision + goals	23
final design	23
cost estimates	32
phasing	34
<b>IV. APPENDICES</b>	<b>38</b>
appendix a: funding resources	38
appendix b: other resources	40
appendix c: design process work	46

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# I. INTRODUCTION

## THE PARK:

Founded in 1935, Sankey Park has been an iconic public space for generations of Sweet Home residents. The park's central location makes it readily accessible to members of the Sweet Home community and visitors of all demographics. In addition to typical city park amenities such as play equipment and restrooms, Sankey provides access to serene natural areas and wooded trails. The site plays host to many events each year from community movie nights to the annual Oregon Jamboree music festival.



**FIGURE 1.1:** Sankey Park is centrally located near downtown Sweet Home, Oregon

At nearly 17 acres, Sankey Park is the largest developed park within the City of Sweet Home. In contrast to smaller neighborhood parks, Sankey provides activities and amenities to a citywide audience, designating it a "community park" by national standards. It is the only such park serving Sweet Home's approximately 9,000 residents.

There are two major areas in Sankey Park, commonly referred to as "upper Sankey" and "lower Sankey," seen in **Figure 1.2**. Lower Sankey, which is located on the northern side of the park includes the majority of amenities; Upper Sankey is located to the south and is largely undeveloped with the exception of a BMX track and parking area.

## THE PROJECT:

Sankey Park is both a treasure and a concern to the local community. While the park provides opportunities for recreation and access to green space in the heart of downtown, this comes with serious concerns of inappropriate park use



**FIGURE 1.2:** Sankey Park layout

and poor stewardship by park visitors. Long time residents share fond memories of the site while simultaneously noting concerns about the disrepair of current facilities. Issues of loitering and illegal behavior have caused safety concerns for residents who are apprehensive about bringing children, family members, and visitors to the space.

The current plan re-envision Sankey as a vibrant community space for all Sweet Home residents and visitors. Drawing insights from the community itself, it honors the site's past while looking forward and providing for the future.

**DESIGN PROCESS:**

The Community Service Center approached the redesign for Sankey Park as a community driven project. The needs, wants and requirements of the community, gathered from community events and interviews, were primary inspirations for the design.

The concept plan for Sankey Park is intended to be inspirational yet attainable. CSC envisions a future Sankey Park that is an asset to the City of Sweet Home and a point of pride for community members. Balancing sound design principles with community desires and the existing context of the site, the following plan proposes strategies for achieving this vision.

**BE A PART OF YOUR COMMUNITY AND SHARE YOUR IDEAS!**

**WHEN?**  
 August 8  
 6-7:30 PM  
 drop in any time!


**WHERE?**  
 The bandstand at Sankey Park  
 877 14th Ave.

**QUESTIONS?**  
 Contact Mike Adams at  
 (541) 367-6243 or  
 madams@ci.sweet-home.or.us

**REFRESHMENTS PROVIDED!**

**SANKEY PARK COMMUNITY WORKSHOP**

What is important to you about Sankey Park?  
 What would you like to see here in the future?  
 We want to hear what matters to you!  
 Join us as we share ideas about the future of this community space!

**FIGURE 1.3:** Input for the design was gathered at community workshops

## II. CURRENT CONDITIONS

### INFRASTRUCTURE

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The existing infrastructure within the park is an accumulation of years of park development. While many newer elements are in good repair and experience regular use, defunct infrastructural elements remain on site as well. Major site elements can be seen in **Figure 2.1** and are outlined in more detail below.

#### 1. Dahlenburg Bridge and weir:

The now obsolete concrete weir crosses the historic channel of Ames Creek. The Dahlenburg footbridge, constructed in 1989 as part of a high school trade class, is now closed.

#### 2. Weddle Bridge:

This historic covered bridge was moved from its original site and reconstructed in Sankey Park in 1990. Due to loitering and vandalism, the bridge is closed to the public during the week. The fire suppression system on the bridge is in need of repair.

#### 3. Rental home and outbuilding:

Previously a dwelling for city park employee, the residence is now rented by the city to

private citizens. Fences and plantings screen the home from the park. Structures appear to be in relatively good condition.

#### 4. Public restrooms:

Restrooms are plumbed and feature separate multi-stall male and female facilities. Restrooms are in fair condition but suffer from issues of vandalism.

#### 5. Park storage:

A storage building for maintenance equipment is located adjacent to the public restrooms. This structure is not accessible to park visitors.

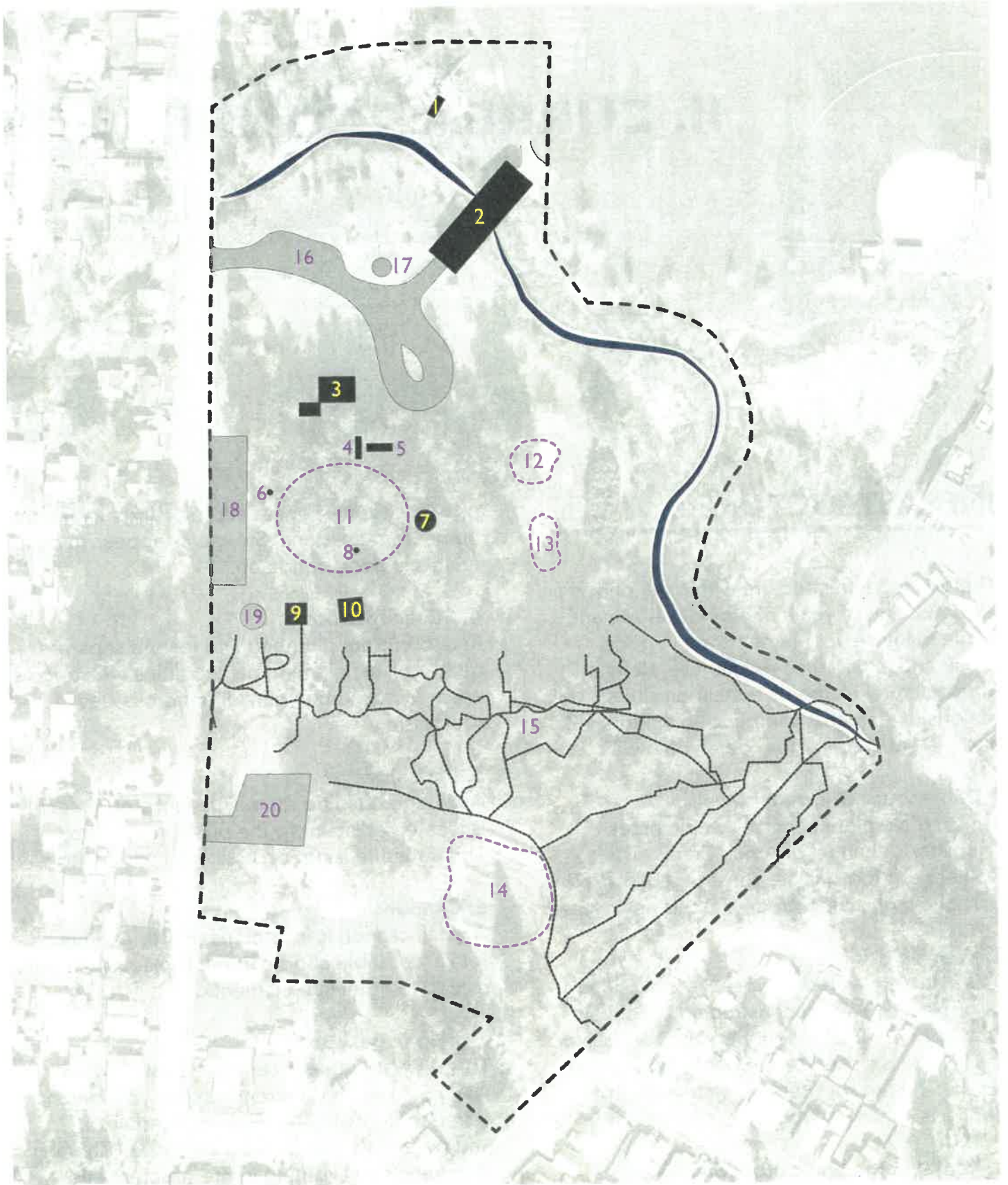
#### 6. Cannon:

A small cannon is located near 14th Avenue. It is in acceptable condition but is placed without regard to other site elements.

#### 7. Historic gazebo:

This WPA structure is centrally located in lower Sankey. It is currently in poor condition, suffering from structural issues, vandalism, and potentially serving as a campsite. There is no functional lighting in the structure and no seating. The concrete floor is seriously compromised. The heavy timber construction





**FIGURE 2.1:** Existing park infrastructure



1. Dahlenburg Bridge

obscures views into and out of the structure.

**8. Pulley:**

A pulley is located in central lower Sankey. It is in acceptable condition but is placed without regard to other site elements.

**9. Girl Scout house:**

This small structure is available for rentals and is used by a local Girl Scout troop. It has both water and electricity and includes a restroom, partial kitchen, and storage area in addition to a large meeting space.



9. Girl Scout house

**10. Historic bandstand:**

This WPA structure features unique wood architectural detailing. It is in usable but poor condition. Used as a stage and event space, there have been complaints of loitering in the structure as well as reports of camping beneath the elevated floor.

**11. Picnic infrastructure area:**

The central area of lower Sankey includes multiple picnic tables, barbeques, and trash cans. This infrastructure appears to be of varying ages and its condition varies. There are also two covered kiosk-like structures with electrical outlets that are currently used as charging stations; these are in acceptable condition. The remains of additional picnic infrastructure can be found on the slope between upper and lower Sankey, however these elements are in incredibly poor condition and are no longer usable.



11. Picnic infrastructure

**12. North ("new") playground area:**

New metal playground equipment is located near the gravel drive area. It features play elements suitable largely to elementary school aged children. This equipment appears to be in good condition. This area also includes a nearby horseshoe pit in fair to poor condition and a large poured concrete box of undetermined purpose in poor condition.



12. Concrete box near playground



**13. South playground area:**

This metal/plastic play structure and swing set are in relatively good condition. The ground treatment around these structures is severely degraded. These structures are suitable to elementary school aged children. The location of these structures is far from other site elements and is particularly hard to access from current parking areas.

**14. BMX track:**

The BMX track is located in Upper Sankey. It is in generally fair condition. It shows signs of light use but also is experiencing issues of erosion and weedy vegetation overgrowth.

**15. Trail network:**

The trails throughout the wooded sections of the park are extensive. Despite the relatively small area they cover, over a mile of trails exist on site. In many cases these trails appear to be the result of unregulated/informal use rather than formal trail construction. These trails range from poor to fair condition.

**16. Gravel drive and parking:**

Located to the south of Weddle Bridge this gravel drive is the only vehicular entrance into the site. It is in good condition but appears to experience only irregular use.

**17. Flag pole and brick terrace:**

A flag pole is located to the west of Weddle Bridge set within a brick circle. While this area is in good condition, there is no associated seating and the purpose of the brick-paved area is unclear.

**18. Lower paved parking:**

This centrally located parking area is the one most frequently used by visitors. It is in fair condition and seems to accommodate the necessary number of vehicles. It includes a gateway arch that may have previously included a sign but that is currently in poor condition.

**19. Ornamental concrete planter:**

The concrete circle to the west of the Girl Scout house was originally a small wading pool/water feature and now features ornamental plantings. The concrete includes the handprints of children from the community and is in fair condition. A bench is located nearby.

**20. Upper paved parking:**

The large parking area in upper Sankey is in good condition. It appears significantly underutilized for its size.

**OTHER ELEMENTS**

**Paths and circulation:**

There are no paved pathways on the site. Unpaved trails are limited to the wooded hillside between upper and lower Sankey, and to the wooded southeastern section of the park; there are no unpaved trails between site elements in either upper or lower Sankey. There is no public sidewalk along 14th Avenue, which borders the park to the west.

**Lighting:**

No cohesive lighting exists within the park. Current lighting is limited to lights on existing structures. There is no pathway, parking, or area lighting within the park. There is electrical power in both the restrooms and the Girl Scout house, as well as to covered charging stations and the rental home.

**Signage:**

There is no sign identifying the park or providing general park rules or information. Wayfinding/trail system signage is also absent on site. Some interpretive signs related to Ames Creek are present on site but are not cohesive.



### INFRASTRUCTURE SUMMARY

#### Challenges:

- Many existing site elements are in poor condition and require maintenance or replacement;
- The site lacks a unified layout and has no defined pathways through open space;
- Trail system is disorganized and many informal trails are redundant and poorly defined; and
- Vandalism and litter are prevalent.

#### Opportunities:

- Existing playground equipment is in relatively good condition, though poorly located;
- Parking is abundant; and
- Water and electricity are already present on site.



13. South playground area



14. BMX track



15. Trail network



19. Ornamental concrete planter

## HISTORICAL FEATURES

Established in 1935, Sankey Park has been a part of the lives of multiple generations of Sweet Home residents. Structures on site remain from the earliest days of the park, speaking to the site’s long history within the community. Despite the historic significance of these elements, their current conditions are generally poor and they are not protected through legal designation. The locations of these historic features are shown in **Figure 2.2**.

### 1. Weddle Bridge:

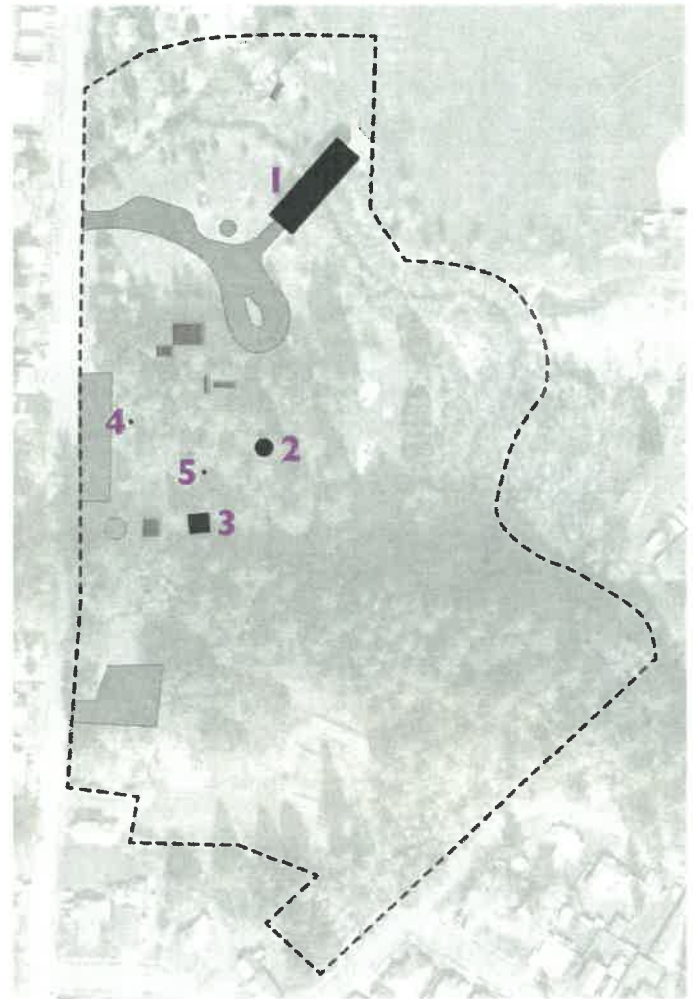
This historic covered bridge was originally constructed in 1937 near Scio, Oregon. It was deconstructed in 1989 and reconstructed in its current location across Ames Creek the following year. Prior to the move it was listed on the National Register of Historic Places but lost this designation with its relocation. Although it is eligible for re-listing it has not been registered.

### 2. WPA gazebo:

The gazebo (historically called the “roundhouse”) is a Works Progress Administration project that dates from 1938-1939. The structure is eligible for listing on the National Register of Historic Places. Documentation exists from the 1970’s of an initial inquiry for listing which was never completed (See **Appendix B**). The structure is currently in poor condition and its heavy structural elements make visibility in and around the structure poor, creating a potential safety hazard.

### 3. WPA bandstand:

The bandstand was also constructed by the Works Progress Administration in 1938-1939. It is particularly notable for its unique architectural detailing. Many of the more intricate details are missing or in poor condition. The structure is currently not ADA



**FIGURE 2.2:** Historical features on site

accessible. As with the gazebo, it is eligible for listing but has never been registered.

### 4. Cannon:

The small cannon located near 14th avenue is of unknown cultural/historic significance.

### 5. Pulley:

The pulley located in central lower Sankey of unknown cultural/historic significance.

## HISTORICAL FEATURES SUMMARY

### Challenges

- Historic bandstand and gazebo are in poor condition and invite undesirable





1. Weddle Bridge

activity;

- Cannon and pulley are of potential historic or cultural importance but are poorly placed and information on their significance is not readily available;
- Presence of historic structures on site may restrict kinds of renovations; and
- Weddle Bridge lost NRHP listing when moved from its original site.

### Opportunities

- Bandstand and gazebo could offer needed shelter for programming if renovated;
- Gazebo and bandstand are WPA structures of historic significance with potential for official listing and protection;
- Weddle Bridge is also potentially eligible for re-listing; and
- Weddle Bridge provides an iconic event space and a potential for rental income.



2. WPA gazebo



3. WPA bandstand



3. WPA bandstand

## ECOLOGICAL FEATURES

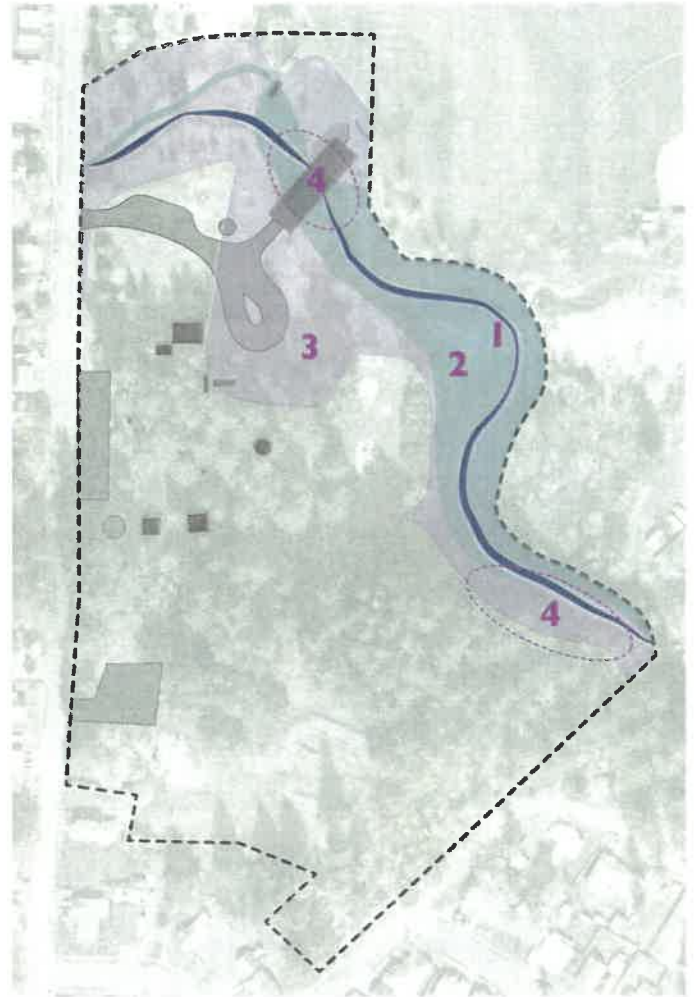
Despite Sankey's small size and urban setting the park contains a surprising array of native Oregon habitats and species. Mature Douglas firs shade the central picnic area in lower Sankey while Oregon white oak specimens can be found around the edges of the sunnier upper Sankey. The wooded central and eastern sections of the park include a mix of native hardwoods and conifers. Perhaps most notably, the site is bordered to the north and east Ames Creek, and much of this area is designated wetland. Notable ecological features on site may be seen in **Figures 2.3 and 2.4**.

### 1. Ames Creek:

Ames creek is part of the lower South Santiam Watershed. Historically, these waterways have been home to spring chinook and winter steelhead salmon, though populations have been decimated by habitat modifications and hatchery practices. The section of Ames Creek found in Sweet Home is described by the South Santiam Watershed Assessment as "in poor condition, characterized by narrow buffers dominated by grass/shrub or urban riparian vegetation (weeds, brush, occasional trees, and hardened banks)" (South Santiam Watershed Assessment, 2000). Nevertheless, fish sampling conducted by OSU has shown the presence of numerous fish species in urban sections of the creek, including in Sankey Park.

### 2. Designated Wetland:

This portion of the site is designated a wetland in the National Wetlands Inventory. It is a non-tidal wetland classified as part of the "palustrine system," which is characterized by low vegetation such as shrubs and small trees. It is a seasonally flooded wetland, in which surface water is present for extended periods though the water table is highly variable.



**FIGURE 2.3:** Ecological features: water

### 3. FEMA 100 year floodplain:

The Federal Emergency Management Agency designates floodplains based on the probability of flooding in a given year. This area of the park is within the 100 year floodplain, meaning it has a 1% chance of flooding in any given year. This is the storm level on which most regulations are based.

### 4. Significant bank erosion:

Several sections of Ames Creek are experiencing significant problems with bank erosion. While erosion is a natural process, it is likely that a mix of unprogrammed human access, devegetation of the banks, and increased/uneven flows from surrounding development are exacerbating the process.





1. Ames Creek



4. Significant bank erosion



6. Scattered white oak specimens



7. Mixed mid/late-successional forest

**5. Mature Douglas fir:**

The central lower Sankey area is shaded by a grove of mature Douglas fir (*Pseudotsuga menziesii*). Despite the established canopy structure, this area is highly developed with no native understory present.

**6. Scattered white oak specimens:**

Oregon white oak (*Quercus garryana*) specimens are found around the edges of the central open space in upper Sankey. Best adapted to low-density growing conditions, Oregon white oaks are a keystone species of the Willamette Valley. The specimens in upper Sankey are experiencing some crowding from other species but some still exhibit healthy "open-grown" structure.



**FIGURE 2.4:** Ecological features: vegetation

### **7. Mixed mid/late-successional forest:**

The wooded central and eastern sections of the park are largely dominated by mature Douglas fir but includes a robust deciduous understory of bigleaf maple. Close to the creek, riparian species such as willow and alder are also present. Diverse native forbs and groundcovers are present, though significant invasion by English ivy (*Hedera helix*) and blackberry (*Rubus armeniacus*) is present.

### **Opportunities**

- Despite presence of invasive plant species, a diversity of native plants exist on site;
- Past studies indicate significant potential for Ames Creek as freshwater habitat; and
- Upper Sankey contains nice oak specimens and potentially high quality oak habitat.

## **PREVIOUS RESTORATION**

Past actions have been taken to restore and protect Ames Creek, most notably in 2002-03. Efforts at bank stabilization and re-vegetation have met with limited success, due largely to lack of maintenance and problems with vandalism. Thus, despite extensive plantings of native riparian vegetation, blackberry continues to dominate the area. Recent concerns about camping and illicit activity have prompted the removal of all vegetation near the creek edge in the wetland area. In addition to being of poor ecological quality, these this is merely a temporary solution unless ongoing maintenance is performed.

## **ECOLOGICAL FEATURES SUMMARY**

### **Challenges**

- English ivy and other invasives are prevalent;
- Erosion and unprogrammed use threaten creek integrity;
- Significant litter is present in creek and woods area; and
- A potential conflict exists between healthy vegetative structure, including native shrubs, and park user safety and visibility.



## CONTEXT + CONNECTIONS

Sankey Park is surrounded by a wide variety of neighboring uses. Residential neighborhoods border the park on the west and south. To the northeast, the Boys and Girls Club and a senior center, both on 18th Avenue, are within easy walking distance of the park. The northern side of the park is adjacent to Sweet Home High School and downtown lies just beyond. Sankey Park's central location within the community makes it easily accessible to community members of all demographics. Important connections are shown in **Figure 2.5**.

### 1. Weddle Bridge entrance:

Weddle Bridge serves as an access point to the park from the high school. Due to issues of loitering and high school truancy, this access point is typically closed during weekdays. The connection is poorly developed on the high school side of the bridge.

### 2. Ames Creek footbridge:

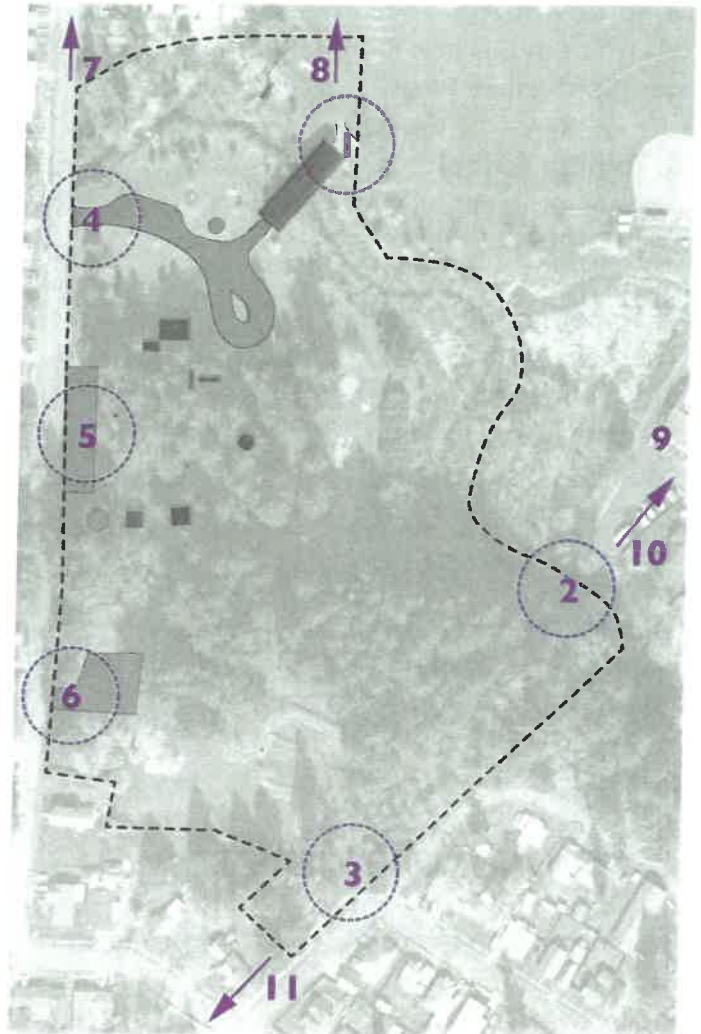
A small footbridge across Ames Creek provides entry to the park from the northeast. This access point is close to both the Sweet Home Boys and Girls Club and a senior center on 18th Avenue. The current access point is poorly defined and the existing bridge is of a temporary construction without permanent footings.

### 3. Neighborhood trailhead:

A newly constructed sidewalk on 16th Avenue includes an entry point to the southeastern section of the park. This entry is not well developed or signed and has no lighting. Although the park and sidewalk are at similar elevations, they are separated by the historic railroad easement which sits several feet below and must be crossed to reach upper Sankey.

### 4. Weddle Bridge loop drive

The paved drive and gravel loop near Weddle



**FIGURE 2.5:** Site context and connections

Bridge include extensive parking. These parking areas are not used to capacity.

### 5. Lower Sankey 14th Avenue parking:

This area serves as the typical main entrance to the park, even for pedestrians. The majority of vehicles on site use this lot though parking appears sufficient for current volumes.

### 6. Upper Sankey 14th Avenue parking:

The upper Sankey lot is large and features ample off-street parking space; it is largely unutilized.

**7. To downtown**

Main Street lies less than half a mile to the north of Sankey Park.

**8. To high school**

Sweet Home High School borders the park to the North.

**9. To community centers**

The Boys and Girls Club of Sweet Home and the Jim Riggs Senior Center are located to the east of the park on 18th Avenue. Though connections are poorly developed currently, these facilities are within walking distance of the park.

**10. To South Hills Trail**

Connections to the South Hills Trail can be found to the south of the park.

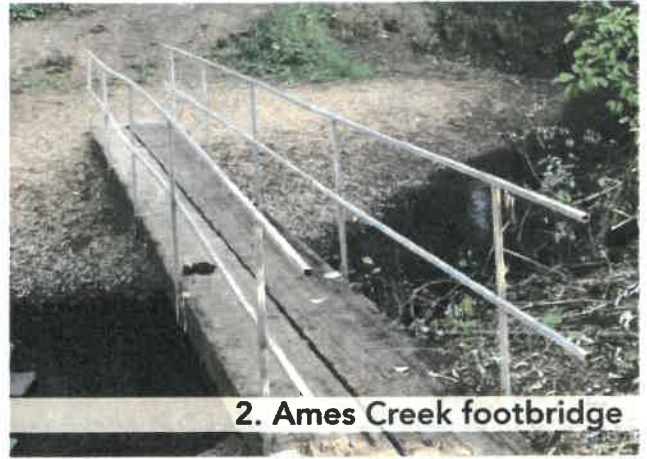
**COMMUNITY PARTNERSHIPS**

Many community groups are already invested in Sankey Park. These include Sweet Home Trails, Sweet Home High School, and the South Santiam Watershed Council. The park is also the meeting place of a local Girl Scout troop and hosts diverse community events. The BMX park in upper Sankey was built and maintained largely through community support. Notably, the park is home to the Oregon Jamboree, a country music festival with nearly 20,000 attendees, each year.

**CONTEXT + CONNECTIONS SUMMARY**

**Challenges:**

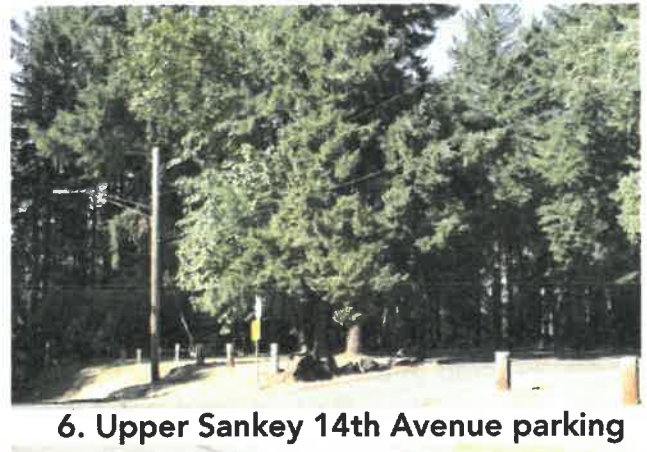
- Most access occurs from the west; other access points are poorly developed;
- Connection to high school has been



**2. Ames Creek footbridge**



**5. Lower Sankey 14th Avenue parking**



**6. Upper Sankey 14th Avenue parking**



**10. To South Hills Trail**



closed due to undesirable activity on Weddle Bridge;

- Little signage in park to direct users to extended trail system;
- No sidewalk connection to downtown; and
- No "sense of arrival" or "face" of the park.

**Opportunities:**

- Proximity to downtown makes park easily accessible to Sweet Home residents;
- As Sweet Home's largest park and only park designated as a community park, the space is well-known within the community;
- Park connects to extensive local trail system, including the South Hills Trail; and
- Neighboring uses could provide partnerships for educational and recreational programming.

## COMMUNITY INVOLVEMENT

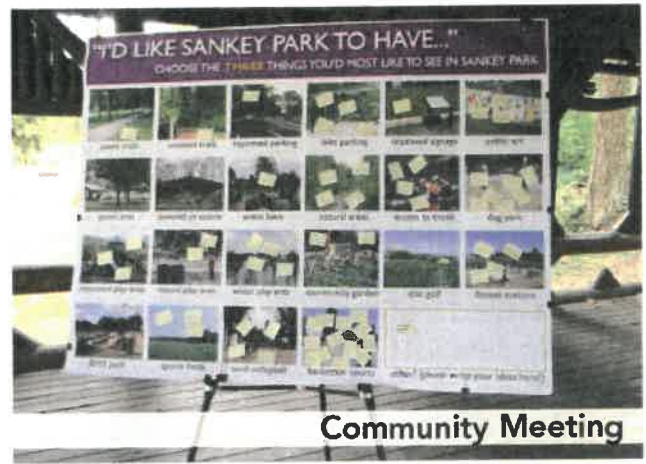
Throughout the design process, ample opportunities were provided to Sweet Home residents for sharing their opinions and desires for the park. Community Service Center staff conducted extended phone interviews with invested community members. A community workshop was held in the park where residents could engage with the design process through mapping, imagery, and writing activities. Surveys were conducted in the park during a "Movies in the Park" event. Visits to the local skate park and an afternoon event at Sankey were targeted at youth.

Overwhelmingly, community members spoke of the park as both a beloved local treasure and a problematic safety concern. Many residents fondly recalled memories of the park from years ago and voiced sadness about the degradation of the park in recent years. Community members consistently spoke of the importance and value of the park to the Sweet Home community and many voiced a desire to see a space they could be proud of representing their community. While specific amenities such as water play and basketball courts came up repeatedly, the most frequent wishes for the park centered around cleanliness and safety rather than programming.

Community members were given several open-ended prompts to help express their opinions, including:

- "What do you love most about Sankey Park?"*
- "What do you see as the biggest challenges at Sankey Park?"*
- "What would your ideal Sankey Park be like?"*

Visitors could also vote on specific amenities by placing dots on an image board.



Community Meeting



Health Fair



Health Fair

### BY THE NUMBERS

- 7 Extended phone interviews (15-30 minutes each)
- Community meeting (10-15 participants)
- Youth surveys (15-20 kids)
- Movies at the Park (30-40 participants)
- Health fair (21 surveys + an additional 30-40 visitors)

## COMMUNITY FEEDBACK

### Most loved parts of Sankey:

- The natural landscape
- Trees
- Location

### Biggest challenges:

- Loitering and illicit behavior
- Perceived lack of safety for families
- Disrepair, dirtiness, and vandalism of facilities

### An ideal Sankey Park would be...

- "Clean"
- "Safe for kids and families"

### Most desired amenities:

1. Water play
2. Basketball court
3. Dog park
4. Access to creek
5. Improved playground

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## III. RECOMMENDATIONS

### VISION + GOALS

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Based on information gathered through site analysis and community feedback, a new vision for Sankey Park was developed. This vision was based on the physical challenges and opportunities of the site, community context, uses, and programming, visitor perceptions and desires, and financial and logistical restrictions.

*“The new vision for Sankey Park is to revitalize the site into a safe, functional, and active community space while retaining the essential character and historic nature of the park, minimizing cost, and building upon the goals of the Sweet Home Park System Master Plan.”*

Seven goals were developed to support and build toward this final vision. As with the vision, these goals came directly from the results of site analysis and community feedback.

- **GOAL 1:** Address safety concerns and improve overall perception of park
- **GOAL 2:** Improve recreation and

- programming opportunities on site
- **GOAL 3:** Improve connections to the Sweet Home community and park neighbors
- **GOAL 4:** Improve circulation on site and create a cohesive relationship between site elements
- **GOAL 5:** Activate Upper Sankey
- **GOAL 6:** Protect and foster Sankey Park’s natural habitats
- **GOAL 7:** Honor site history and culture

### FINAL DESIGN

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Final design recommendations for the site are intended to address the goals outlined above. Many of the goals are addressed through multiple design moves and, similarly, most design moves serve more than one goal. The final conceptual plan for the site is shown in **Figure 3.1**. A detailed description of the major design moves is outlined below and illustrated in **Figures 3.2 through 3.5**.





FIGURE 3.1: Final concept plan

**VISION:**

To revitalize Sankey Park into a safe, functional, and active community space while retaining the essential character and historic nature of the park, minimizing cost, and building upon the goals of the Sweet Home Park System Master Plan.

**GOALS:**



**GOAL 1:** Address safety concerns and improve overall perception of park



**GOAL 2:** Improve recreation and programming opportunities on site



**GOAL 3:** Improve connections to the Sweet Home community and park neighbors



**GOAL 4:** Improve circulation on site and create a cohesive relationship between site elements



**GOAL 5:** Activate Upper Sankey



**GOAL 6:** Protect and foster Sankey Park's natural habitats

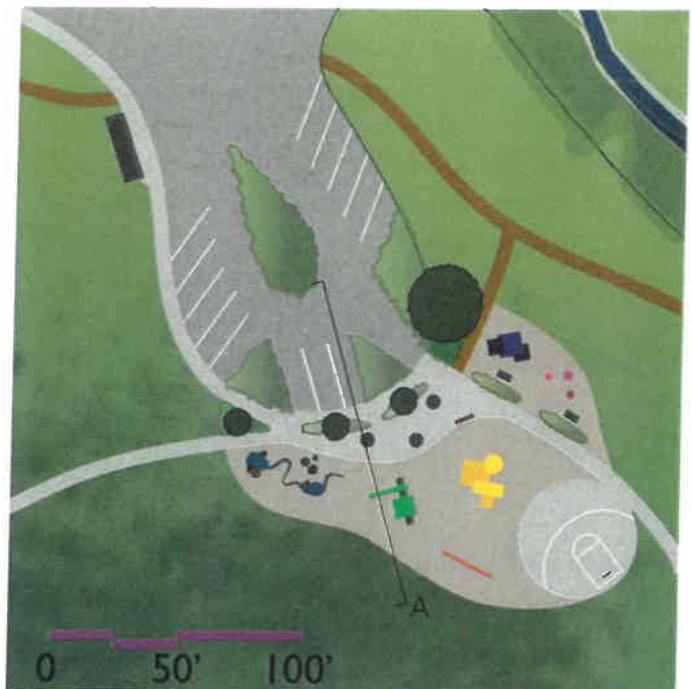


**GOAL 7:** Honor site history and culture

**MAJOR DESIGN MOVES**

**Define new main entry:**

The entry plaza provides a vibrant, welcoming new face to Sankey Park. In addition to providing convenient parking close to the expanded playground and relocated restrooms, the entry hub includes a kiosk with park information and maps as well as access to paved and unpaved trails. It also includes a seating area in convenient view of the playground for parents and families.



**FIGURE 3.2:** Main entry plaza, playground and parking area concept



**FIGURE 3.3:** Section “A” through main entry hub; the plaza and playground are easily accessed from the parking area but are visually screened with ornamental plantings

**Add new active recreational amenities and refurbish old:**

Existing playground equipment is consolidated near the main entrance. In response to community feedback, water play features, a basketball court, and play equipment for pre-school aged children is added to the existing equipment. In upper Sankey, the existing BMX park is renovated with support from local community groups. Improved areas for passive recreation are facilitated in the creation of two picnic areas and the addition of unpaved trails for jogging and walking.



**Simplify and define trail system:**

Trails throughout the wooded sections of the park are consolidated and improved. Redundant and poorly maintained trails are closed off and native understory vegetation is re-established in these areas. Wayfinding

signage is added throughout the system. Access is limited to the low-lying railroad easement on the eastern side of the park; trails in this area are closed and the area is densely vegetated.



**Open up sightlines in lower Sankey:**

The central area of lower Sankey is re-envisioned as an open event space underneath the canopy of towering Douglas firs. Removal of the rental home and relocation of the gazebo, restrooms and storage open up views across the site and improve visitor comfort and safety.





**Provide connections between major site elements:**

Trails are created in upper and lower Sankey, directing circulation on site. A paved central loop connects major elements in lower Sankey and unpaved trails circumnavigate both upper and lower Sankey and provide additional connections.



**Renovate gazebo and bandstand and relocate gazebo:**

The gazebo and bandstand are renovated and both structures are lit. To the extent possible while keeping historic integrity, sightlines into the structures are improved. The bandstand is reinforced to prevent access underneath and trails are directed behind it to improve

sightlines and visibility, addressing safety concerns. The gazebo is relocated to a sunnier location where it can be used as an interpretive center and outdoor classroom.



**Restore Ames creek east of Weddle Bridge:**

The protection of Ames Creek as habitat is balanced with the needs of park users for safety and recreation. Banks are stabilized under Weddle Bridge and in the eastern corner of the park. Canopy vegetation is restored east of Weddle Bridge and understory vegetation is planted in limited areas where sightlines are not an issue (See **Figure 3.6** for more details).



**FIGURE 3.4:** The new picnic area provides a sunny open space for families along the banks of Ames Creek by the historic Weddle Bridge.





**FIGURE 3.5:** Trails throughout the park provide new opportunities for recreation such as jogging and dog walking.

## INFRASTRUCTURAL RECOMMENDATIONS

In addition to the spatially explicit design recommendations shown in the concept plan, there are several additional recommended infrastructural improvements:

### Lighting:

Lighting is considered an important component for addressing safety concerns in the park. Added lighting is intended to make the park less hospitable for illegal and unsafe activity after hours and to improve the safety of visitors enjoying the park at dawn and dusk. While added lighting could encourage additional after-hours visitation, legal and safe after-hours use is considered preferable to leaving the area unlit and susceptible to illegal uses. Overhead lighting is recommended along

paved trails and in all parking areas. Lighting is also recommended at the bridge access from 16th Avenue. Additionally, lighting should be installed within and around significant structures including the restrooms, the gazebo, and the bandstand. Light fixtures should have concrete footings and posts should be at least 15 feet tall to minimize vandalism. Lighting is not recommended along unpaved trails or in wooded areas of the park to help maintain a natural aesthetic, prevent light pollution, and discourage after-hours park use.



### Accessibility:

Making Sankey Park accessible to community members with varying physical capabilities is a priority of the design recommendations.

Site elements such as restrooms, picnic areas, and the playground are all located within close proximity to parking areas. Additionally, paved trails connect site elements, allowing visitors with strollers and wheelchairs to more easily navigate the site. Compliance with ADA standards will be required for many features throughout the park and should be adhered to for all elements possible.



#### **FEMA floodplain:**

A portion of the site is located within the FEMA designated 100 year floodplain. While parts of this area are programmed in the current design, restrooms and historic structures should not be sited within this area. Additional development within the park should take this into consideration.



#### **Irrigation:**

At the time of design development, the irrigation system has been recently repaired and is functioning. As long as the existing system is working effectively and efficiently, existing irrigation can be retained. Should additional repairs or replacement be necessary, it is recommended that irrigation be concentrated in select areas. In particular, the two picnic areas, the unprogrammed open space near the playground, and the area surrounding the relocated gazebo would benefit most. The central loop area in lower Sankey will benefit little from irrigation since lawn is unlikely to grow in the dense shade found in this area.



## **MANAGEMENT AND MAINTENANCE RECOMMENDATIONS**

#### **Maintenance:**

Regular maintenance of the site is crucial to assure a positive perception of the park. In addition to regular maintenance issues such as repairing broken elements, stocking restrooms, replacing lights, and emptying trash, it is important to budget and plan for larger maintenance issues such as a hazard tree removal, erosion prevention, and invasive species removal. Especially if large projects such as creek restoration are to succeed, it is important to plan for continued maintenance. It is recommended that infrastructural improvements be largely funded through grants and donations, reserving a major portion of the parks budget for maintenance and labor.



#### **Tree management:**

Tree thinning has been proposed in the past as a means for improving visibility and lighting in lower Sankey. The current design considers building relocation and path lighting to be sufficient for improving visibility and lighting, however limited tree thinning might still be considered for several other reasons. First, the removal of a small number of select trees in front of the bandstand could dramatically improve views to the stage and thus expand the potential uses of this event venue. While not strictly necessary, this could open up additional programming opportunities on site and improve user experience. Some additional tree removal may also be necessary during the construction of the new playground area. Finally, because the majority of the trees in lower Sankey are of a mature size, they should regularly be assessed for any signs of disease or structural concerns. In the event that trees are removed, it is recommended that trees



be used on site if possible. Alternatively, it is possible that the expense could be partially offset by selling the lumber.



**Creek restoration:**

While specific restoration actions are important, budgeting and planning for ongoing maintenance in this area to be crucial to any restoration plan that is adopted. Restoring the area without planning for continued care and maintenance will allow the site to revert back to its current degraded condition. Ultimately, a restoration of a more modest scope coupled with an ongoing plan of management will be more effective when compared to a comprehensive restoration that lacks a management budget.

Any restoration plan should make sure to address the following issues:

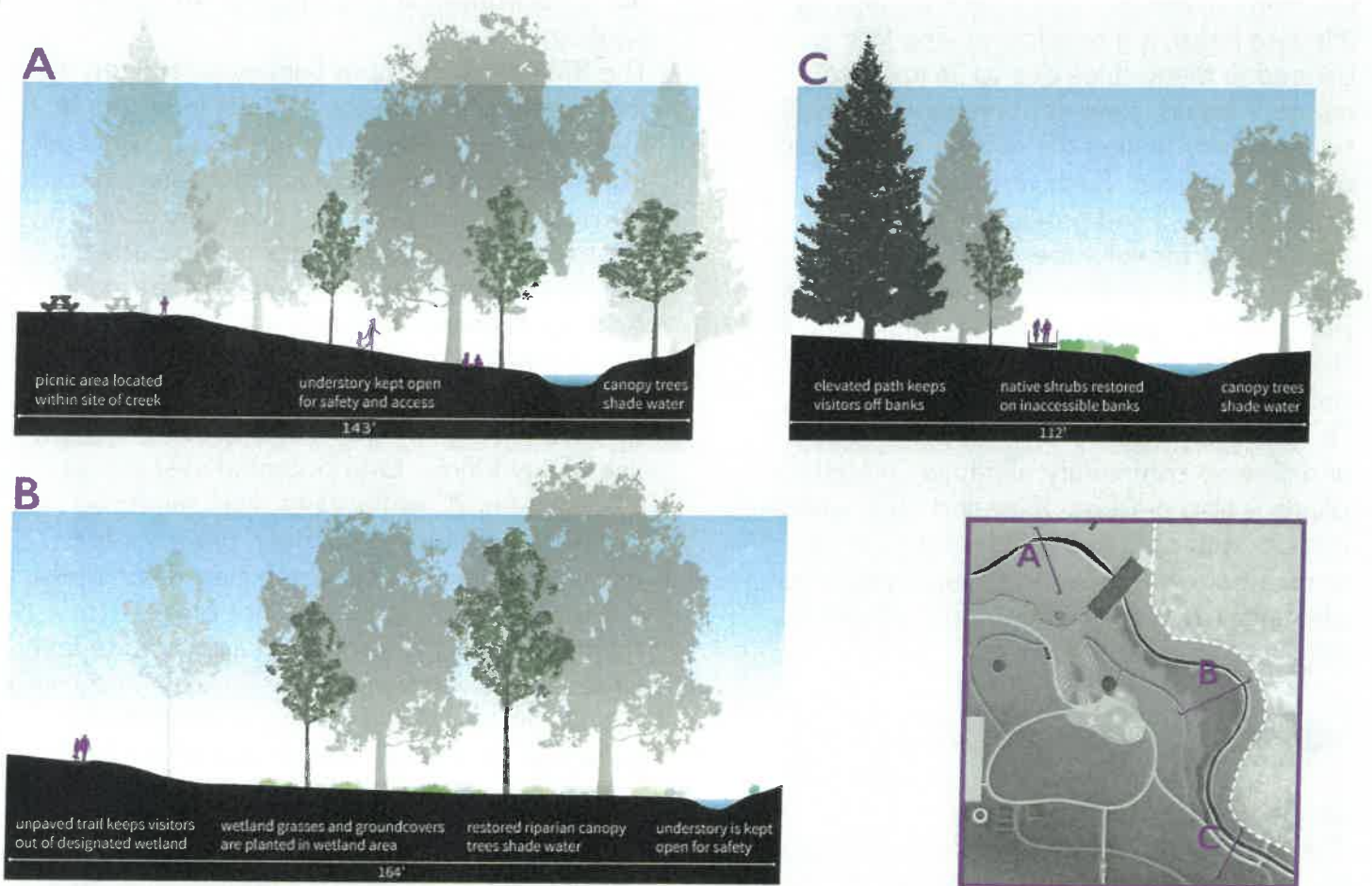
- The presence of invasive blackberry and other non-native species;
- A lack of canopy vegetation in many areas, increasing water temperatures;
- Impacts of human access;
- Visitor safety concerns associated with a dense shrub layer; and
- Erosion around Weddle Bridge and on the eastern edge of the park; this will be particularly important with the added trail access from the 18th Avenue area. Siting and installation of this trail should be coupled with bank stabilization and erosion prevention measures. Constructing portions of this trail as an elevated boardwalk may be necessary or desirable and should be considered. While such construction methods are significantly more expensive than traditional paths, these costs may be offset by a reduction in need for associated erosion controls. Such a path also has the benefit of limiting the ability of

visitors to depart from the designated trail.

**Figure 3.6** demonstrates three distinct management strategies for the creek, to be used in different areas throughout the park. West of Weddle Bridge, an open understory is maintained near the picnic area, giving visitors the opportunity to get close to the water (A). While access to the creek is not encouraged, it is likely to occur; by providing a well-lit, safe, and less ecologically sensitive area where access is easy, human impacts may be concentrated in this smaller area rather than dispersed throughout the site. In the wetland area, groundcovers and wetland grasses are restored along with canopy trees, discouraging access and helping to combat invasives without impeding sightlines; a trail on higher ground allows visual access but keeps visitors out of the wetland (B). Finally, in the eastern section of the park, the waterfront trail parallels the creek (C). With handrailings and a potentially elevated deck, visitors are kept away from the water. This allows the restoration of native shrubs along the creek banks, where human access and sight is less important.

Ultimately, plans for restoration should ideally be developed by an environmental consultant or design firm. This is especially necessary for erosion prevention measures, as improper techniques and siting could exacerbate problems elsewhere in the creek. To minimize cost, plantings could be done in-house or with volunteers from the community. This restoration project may be particularly suitable for grant funding and the pursuit of such grants is strongly encouraged. Partnering with and drawing on the expertise of the South Santiam Watershed Council may be particularly valuable.





**FIGURE 3.6:** Creek management and restoration strategies differ throughout the park based on programming and site features; Sections A, B, and C provide simplified conditions for three major areas, east of Weddle Bridge, west of Weddle Bridge, and at the waterfront trail, respectively.

### Oak release and invasives:

Oregon white oaks grow best in open conditions. Historically, the Willamette Valley was dominated by open savanna with large “open-grown” oaks with wide spreading canopies and branches. Present day management of the land has allowed other species to crowd the oaks, preventing them from growing wide horizontal branching structures indicative of healthy specimens. “Oak release” is the term used to describe removing other trees from around oaks, allowing them to grow to their full size. While cutting down trees to protect other trees may

seem counterintuitive, the dramatic losses in Oregon white oak habitat since the 1800’s makes it a sensitive species in need of special protection. Upper Sankey has several nice oak specimens that could benefit from the removal of neighboring trees. In addition to providing habitat for many animals that depend on Oregon white oak trees, the wide-spreading branches of healthy oak trees provide a pleasant, shady space for park visitors.

The wooded areas of Sankey Park, similar to the riparian areas, are experiencing significant issues of invasion in the understory. The

dominant invasive in this area is English Ivy (*Hedera helix*), a groundcover vine that is banned in many cities due to its invasive nature. Again, consistent maintenance will be necessary to limit the growth and spread of such invasives. Such work is relatively straightforward and provides a good opportunity for volunteer and community involvement in park management. Invasive plants tend to prefer edge conditions and disturbance, so the closure of many of the trails will help minimize additional invasion. Despite the presence of invasives, a robust and diverse community of native understory plants is also present. If ivy and other invasives can be limited, native species may be able to recolonize these areas, though additional plantings, especially where trails are closed, may lead to greater success.



**Outreach to HP department:**

The gazebo and bandstand are both eligible for listing with the National Register of Historic Places, as is Weddle Bridge. Such registration requires research and documentation of the structures. The University of Oregon Historic Preservation department might be able to provide additional guidance in this area. Hiring a student intern to document the structures and complete the registration process could be a low cost option for protecting the structures.

While listing of the structures does not need to happen in the first phase of the project, it is important to understand the ramifications for historic integrity of any planned renovations. Before any restoration is undertaken, therefore, it is important to consult experts in this area to assure that the structures' eligibility for listing is not compromised.



**BMX maintenance and options for upper Sankey:**

The BMX track in upper Sankey is retained in the current plan with the understanding that maintenance needs to be improved. Because poor track conditions are a direct safety hazard to users rather than just an aesthetic concern, the maintenance of this track is imperative if it going to continue to be a part of the park. Additional community support, either through donations, volunteer labor, fundraising, or other means, should be the primary strategy for maintaining the track, as opposed to the use of city funds. One potential user group to explore is RC enthusiasts, who might be interested in helping maintain the track for use with radio controlled vehicles. Ultimately, if the community support is not present to maintain the BMX track to an appropriate level of safety, we recommend removing it and using the fill dirt elsewhere on site, potentially for bank stabilization in later phases of the project. Many community members voiced desires for a dog park and the site of the current BMX track would be a suitable site for this feature if the track is removed.



**COST ESTIMATES**

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Cost estimates are intended to give a general sense of the financial costs of project components. These estimates may be helpful for planning purposes but it should be noted that they are not actual quotes. Prices for services such as restoration and the relocation of structures may vary significantly based on contractor quotes.

In addition to the use of city funds, there are opportunities to secure funding from other

Item	Units	Quantity	Price Per	Total Amt.
<b>Renovations and Site Preparation</b>				
Removal of defunct picnic infrastructure, concrete pads,	LS		TBD	TBD
Tree removal	EA	1-5	TBD	TBD
Renovations to historic structures	LS		TBD	TBD
Relocation of restrooms, storage, gazebo, and modular home	LS		TBD	TBD
BMX track renovation	LS		TBD	TBD
Creek restoration	ACRE	1.5	\$5,000 - 8,000	7,500-\$12,000
<b>TOTAL:</b>				<b>TBD</b>
<b>Landscaping and Infrastructure</b>				
<b>Lighting</b>				
pathway lighting (paved trails and entries)	EA	23	\$4,000	\$92,000
parking lot lighting	EA	5	\$5,500	\$27,500
<b>Seating</b>				
picnic tables	EA	10	\$1,500	\$15,000
benches	EA	10	\$1,000	\$10,000
<b>Signage</b>				
trail signs	EA	10	\$150	\$1,500
main kiosk	EA	1	\$5,000	\$5,000
interpretive signs	EA	4	\$500	\$2,000
<b>Trails</b> <i>Private money (30,000)</i>				
paved (assume 6' wide)	SF	10,632	\$4.28	\$45,505
soft surface (assume 5' wide)	SF	17,337	\$0.78	\$13,523
trail bridges	LF	45	\$375	\$16,875
concrete stairs	SF	540	\$7.50	\$4,050
Railings for ADA path and stairs	LF	200	\$50.00	\$10,000
<b>Entryway plantings</b>				
topsoil (12")	CY	111	\$25	\$2,775
soil preparation	SF	3000	\$0.25	\$750
plants (shrubs)	EA	180	\$30	\$5,400
perennial plants - 4" pots (installed)	EA	200	\$2.50	\$500
trees	EA	4	\$250.00	\$1,000
<b>Paving</b>				
parking area (asphalt)	SF	8500	\$3.00	\$25,500
entry plaza (concrete)	SF	800	\$7.50	\$6,000
<b>Miscellaneous Infrastructure</b>				
bike racks	EA	2	\$200	\$400
water fountain	EA	1	\$2,000	\$2,000
trash cans	EA	10	\$500	\$5,000
<b>TOTAL:</b>				<b>\$292,278</b>
<b>Playground Improvements</b>				
Relocation of existing equipment	LS	1	TBD	TBD
Resurfacing for existing equipment	SF	10,000	\$0.78	\$7,800
New play structure (ages 2-5)	EA	1	\$35,000	\$35,000
Splash pad/water play area	EA	1	\$65,000.00	\$65,000
Basketball hoop area	EA	1	\$4,000	\$4,000
<b>TOTAL:</b>				<b>\$111,800</b>
<b>TOTAL COST:</b>				<b>~ \$420,000</b>



sources. Grant funding may be especially applicable for restoration of the historic structures as well as for creek restoration and oak release. Private donations from community groups may also be a possibility. Because grants and donations are typically harder to secure for operations and maintenance, it is recommended that city funds be used largely for such aspects and grants and donations be sought for capital improvements.

Costs may be reduced not only through the acquisition of additional financial resources but through volunteer labor and donated materials. Building partnerships with local businesses and community groups may help to the cost of labor and supplies for many of the smaller projects such as signage and ornamental plantings.

## PHASING

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The phasing plan is a concept for prioritizing and ordering the various elements of the park redesign. Phasing is based around the concept that actions that directly affect park users are more likely to garner community support and excitement. By putting such actions at the beginning of the project, we hope to sustain excitement for later phases as visitors see and experience the tangible results of Phase 1. With this in mind, actions that are crucial to visitor comfort and safety are found in Phase 1, along with moves that strongly affect visitor perception. Actions that enhance user experience and expand programming are slated for Phase 2. Efforts to enhance the long term character of the park through restoration, preservation, and signage are reserved for Phase 3 of the project. While important for the overall success of the redesign, these actions have less bearing on the general public's

immediate experience and are thus less time-sensitive.

It should be noted that while phasing is a useful guideline, the practicalities of funding and labor may necessitate deviating from the phasing plan. Additionally, some elements that are chiefly reserved for later phases may require consideration earlier, even if they are not fully implemented until later. Notably, while creek restoration is reserved for a later phase, the construction of the waterfront trail will almost certainly necessitate bank stabilization and some consideration of how restoration will proceed in that area. Similarly, while registration of historic structures is slated for the final phase, it would be important to understand enough about their value to preserve their historic integrity during renovations.



## PHASE 1: CREATING A NEW IMAGE FOR SANKEY PARK

Community support is critical for a successful redesign, and altering the community's perception of Sankey is as crucial as altering the physical structures on site. Phase 1 is focused on creating a new image for the park through the creation of a new entry area, as well as on improving the experience and safety of park visitors through basic renovations and maintenance.

### Enhancing overall appearance and safety of lower Sankey:

- Remove rental home
- Relocate cannon and pulley
- Move restrooms and storage
- Remove defunct infrastructure
- Move gazebo

### Developing main park entry area:

- Renovate and improve playground
- Install paved central loop trail
- Develop picnic area by Weddle Bridge
- Install pathway and parking lot lighting
- Pave new parking area
- Construct entry plaza area



FIGURE 3.7: Phase 1 improvements

## PHASE 2: EXPANDING ON SUCCESS AND CREATING CONNECTIONS

After developing a strong central hub of activity in Phase 1, Phase 2 expands this vibrant community space into the rest of the park through trails and additional infrastructure. Of note in this phase is the connection of site elements through a cohesive network of trails that link and connect various elements on site.

### Develop circulation throughout site:

- Install ADA waterfront trail
- Install unpaved trails
- Install signage on trails
- Close off old trails and manage invasives

### Develop Upper Sankey:

- Add upper Sankey picnic area
- Renovate BMX park

### Improve historic structures:

- Renovate gazebo
- Renovate bandstand



FIGURE 3.8: Phase 2 improvements

### PHASE 3: STRENGTHENING A SENSE OF PLACE AND IDENTITY

Phase 3 enhances the facilities and amenities created in the first two phases, creating a special, unique space that is ecologically and culturally situated.

**Manage and restore vegetation:**

- Restore riparian areas
- Thin trees
- Vegetate railroad corridor

**Enhance site culture and interpretation:**

- Add interpretive signage
- Register historic elements on site



FIGURE 3.9: Phase 3 improvements

## APPENDIX A funding resources

The potential funding sources listed below are compiled from a variety of sources; additional information about many of these resources can be found in the 2014 Sweet Home Park System Master Plan. These resources along with the partnerships outlined in this document are not comprehensive but will provide a useful starting point for securing needed park funding. For a more comprehensive overview of funding options, including partnerships and local tax options, please refer to the Sweet Home Park System Master Plan.

### FEDERAL/STATE PROGRAMS:

#### **County Opportunity Grant Program**

<https://www.oregon.gov/oprd/GRANTS/pages/county.aspx>

#### **Department of State Lands (DSL), Wetland Grant Program**

<http://statelands.dsl.state.or.us>

#### **Land and Water Conservation Fund**

<https://www.nps.gov/subjects/lwcf/stateside.htm>

#### **National Fish and Wildlife Foundation**

<http://www.nfwf.org/whatwedo/grants/pages/home.aspx>

#### **National Oceanic and Atmospheric Administration (NOAA) Restoration Center**

<http://www.habitat.noaa.gov/restoration/>

#### **Oregon Bicycle and Pedestrian Program**

<https://www.oregon.gov/ODOT/HWY/>

<BIKEPED/Pages/grants1.aspx>

#### **Oregon Community Foundation Grants**

Website: [http://www.ocf1.org/grant\\_programs/grant\\_programs.html](http://www.ocf1.org/grant_programs/grant_programs.html)

#### **Oregon Department of Forestry**

<http://egov.oregon.gov/ODF/>

#### **Oregon Department of Transportation (ODOT)**

[http://www.oblpct.state.or.us/Gov/ERT/about\\_us.shtml](http://www.oblpct.state.or.us/Gov/ERT/about_us.shtml)

#### **Oregon Parks and Recreation Department (OPRD)**

<http://www.prd.state.or.us>

#### **Oregon Watershed Enhancement Board**

[https://www.oregon.gov/OWEB/GRANTS/pages/grant\\_faq.aspx](https://www.oregon.gov/OWEB/GRANTS/pages/grant_faq.aspx)

#### **Oregon Youth Conservation Corps (OYCC)**

<http://www.oregon.gov/CCWD/OYCC/>

#### **Recreation Trails Program**

<https://www.oregon.gov/oprd/GRANTS/pages/trails.aspx>

#### **U.S. Department of Transportation**

<http://www.fhwa.dot.gov/tea21/index.htm>

## ORGANIZATIONS/FOUNDATIONS:

### **Ben B. Cheney Foundation**

<http://www.benbcheneyfoundation.org/>

### **Bill and Melinda Gates Foundation**

<http://www.gatesfoundation.org/How-We-Work/General-Information/Grant-Opportunities>

### **The Brainerd Foundation**

<http://brainerd.org/funding/default.php>

### **The Bullitt Foundation**

<http://www.bullitt.org/grants/grantmaking-process/>

### **The Conservation Fund American Greenways Program**

<http://www.conservationfund.org/>

### **The Collins Foundation**

<http://www.collinsfoundation.org/> submission-guidelines

### **Flintridge Foundation**

<http://www.flintridge.org/>

### **Fohs Foundation**

<https://www.tgci.com/funding-sources/fohs-foundation>

### **Ford Family Foundation**

<http://www.tfff.org/how-we-work/grants>

### **Forest Legacy Program**

<http://www.fs.fed.us/cooperativeforestry/programs/loa/flp.shtml>

### **Kodak American Greenways Awards Program**

Website: <http://www.conservationfund.org/conservation>

### **Meyer Memorial Trust**

<http://mmt.org/>

### **The Nature Conservancy**

<http://www.nature.org/ourinitiatives/regions/northamerica/unitedstates/oregon/>

### **The Oregon Community Foundation**

<http://www.oregoncf.org/grants-scholarships/grants>

### **Oregon Recreation and Park Association (ORPA)**

<http://www.orpa.org/>

### **The Trust For Public Land**

<https://www.tpl.org/>

### **Woodard Family Foundation**

<http://www.woodardff.com/>

### **Willamette Restoration Initiative**

<http://willametteinitiative.org/>

## LOCAL PARTNERSHIPS

Local partnerships may provide additional financial or volunteer support to the City for park related projects. A list of potential partners

- Cascade Timber Consultants
- Sweet Home Trails Group
- Sweet Home Tree Commission
- Sweet Home Economic Development Group (SHEDG)
- Sweet Home Active Revitalization Effort (SHARE)
- Sweet Home Fire
- Sweet Home Chamber of Commerce
- Army Corp of Engineers
- Linn County Parks
- Sweet Home School District #55
- Religious organizations
- Community associations
- Boy Scouts of America
- Girl Scouts
- Knights of Columbus
- American Legion
- South Santiam Watershed Council



## APPENDIX B other resources

The following resources may provide useful information on technical issues, regulations, or the local context of Sankey Park.

### **ADA Guide for Small Towns**

<https://www.ada.gov/smtown.htm>

### **Engineering with Nature: Alternative Techniques to Riprap Bank Stabilization.**

[https://www.fema.gov/pdf/about/regions/regionx/Engineering\\_With\\_Nature\\_Web.pdf](https://www.fema.gov/pdf/about/regions/regionx/Engineering_With_Nature_Web.pdf)

### **Guide for Using Willamette Valley Native Plants Along Your Stream**

<http://www.linnsxcd.oacd.org/NativePlantGuide05.pdf>

### **National Wetlands Inventory**

<https://www.fws.gov/wetlands/index.html>

### **Protecting Streambanks from Erosion**

[http://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs142p2\\_043438.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_043438.pdf)

### **South Santiam Watershed Assessment**

<http://www.sswc.org/wp-content/uploads/2008/12/South-Santiam-Watershed-Assessment-January-2000.pdf>

### **Sweet Home Park System Master Plan**

<http://www.sweet-home.or.us/DocumentCenter/View/2474>

In addition to the preceding resources, the following pages contain the archived information on the historic structures on site. This information may be useful in documenting and registering these historic features.





Department of Transportation  
**STATE HISTORIC PRESERVATION OFFICE**

Parks and Recreation Branch

525 TRADE STREET S.E., SALEM, OREGON 97310

14th Ave.  
 Sweet Home  
 Linn County

July 3, 1978

Mr. Randy Westrick  
 City of Sweet Home  
 1140 12th Avenue  
 Sweet Home, OR 97386

Dear Mr. Westrick:

Thank you for your recent inquiry concerning the peeled log bandstand and "round house" in Sankey Park in Sweet Home. These structures are of real interest as examples of 1930s park architecture in the Rustic Mode. The bandstand, with its patterned diagonals of log half-rounds and bent twig tympanae, is particularly interesting, for there do not appear to be many like it--if any--still standing in Oregon.

In the event that the City of Sweet Home wishes to pursue nomination of these structures and an appropriate portion of Sankey Park to the National Register of Historic Places, we are enclosing materials which explain the ramifications of registration and the necessary forms.

As for the technical problems of preserving the structures, it may be that some replacement of portions of the timbers, skirting, etc. is in order. As a guideline for the degree of replacement which is acceptable without jeopardizing the integrity of the structures, we recommend the enclosed Guidelines promulgated by the Secretary of the Interior.

You may find it helpful to contact the Oregon State University Department of Forestry, where Prof. Robert Graham and his colleagues have developed techniques for arresting decay and prolonging the effective life of structural timbers. Prof. Graham may be reached at 753-9166.

If questions arise in the course of your work on this matter, please be in touch. I can be reached at 378-5001.

Sincerely,  
*ELISABETH POTTER*  
 Elisabeth Walton Potter  
 Historic Preservation Specialist

EAP:ko  
 Enc.



*City of Sweet Home*

1140 12TH AVENUE  
SWEET HOME, OREGON 97386  
503-367-5128  
June 14, 1978

Oregon State Parks  
State Historical Preservation Office  
Salem, Oregon 97310  
Attn: Elizabeth Potter

Dear Ms. Potter:

In a recent conversation with Dave Powers concerning renovation of two buildings in Sweet Home's Sankey Park, I was referred to you regarding placement of one or both of these structures on the National Register of Historic Places. Although these structures do not meet the requirement of being fifty years or more old, Mr. Powers felt, after my description of the buildings, that the uniqueness of their architectural style might qualify them for consideration on the National Register of Historic Places. The shelters were built in the 1930's by CCC possibly in cooperation with some local civic groups. I am currently researching the origins of the park and the structures within it.

The "Roundhouse" structure is actually a ten sided building constructed almost entirely of log materials. A hole exists at the peak of the roof indicating that the original design called for a fireplace in the center building.

The most interesting structure in the park, and quite possibly in the City, is the "Bandstand" which was probably built coincidentally with the roundhouse. This building was also built almost entirely of log materials. As the enclosed photographs show, the craftsmen who erected these structures went to great detail to develop geometrical patterns with the logs used for building materials. On the bandstand, driftwood was used for ornamental work.

Although the buildings are not old by many communities' standards, they are two of the oldest public buildings in Sweet Home. The people in the community have emotional ties to Sankey Park and the Roundhouse and Bandstand. For forty years this park has been the site of church picnics, company picnics, weddings, family reunions, and many other local events.

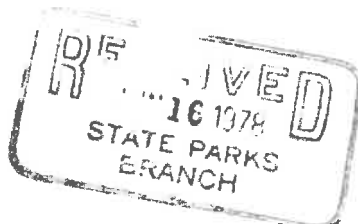
The problem we are facing now is that many of the timbers in the buildings are rotting. This rotting is ruining the structural soundness and much of the ornamental qualities possessed by both structures.

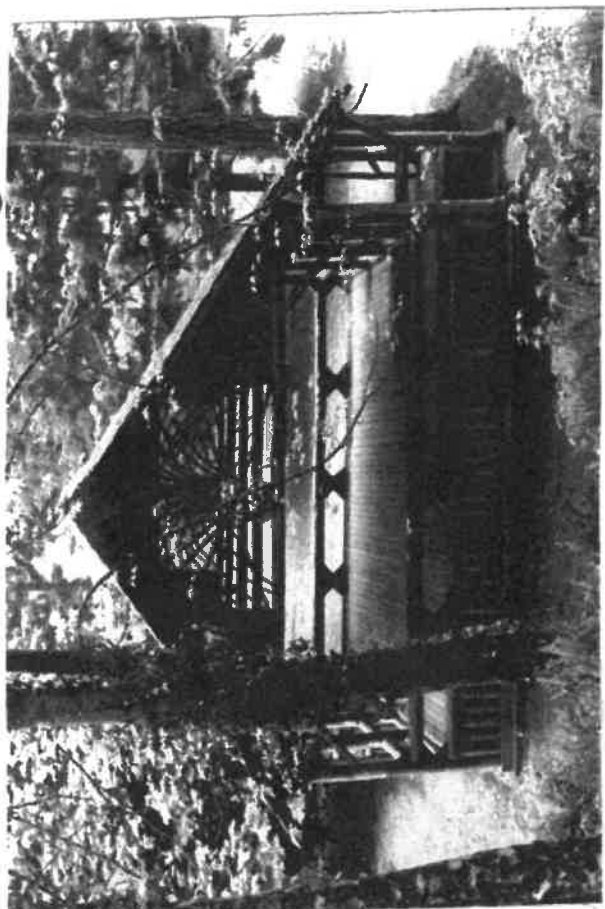
The City of Sweet Home welcomes any assistance your agency can provide us concerning rehabilitation of these buildings. For further information please call 367-5128.

Sincerely

*Randy Westrick*

Randy Westrick, City of Sweet Home





Pavilion #1 North Elevation

LINN COUNTY INVENTORY OF HISTORIC RESOURCES

Historic name Sankey Park Pavilions  
 Inventory number 532B  
 Address Sankey Park, Fourteenth Avenue  
 City Sweet Home  
 Township 13S Range 1E Section 31DA  
 Theme Architecture/Art/Government  
 Present use Park Pavilions  
 Present owner City of Sweet Home  
 Recorded by Elaine C. Smith  
 Date May 8, 1984

Date of Construction: 1938-39

Style: Oregon Rustic

Condition:  Excellent to Fair  Deteriorated

Description: Pavilion #1--Rectangular, open sided, log structure; shingle gable roof supported by pole rafters and brackets with purlins; decorative carved twigs between brackets and purlins; decorative log work set in "stickwork" fashion in gable ends and foundation skirting; carved twig sculpture panel in each gable end; concrete foundation.

Pavilion #2--10 sided log structure; 10 section roof with wood shingles is supported by pole rafters; logs placed in diagonal "stickwork" fashion form stub wall on 8 sides; 2 sides left open for entrances; concrete foundation.

Historic Significance: Land for the park was purchased from John Wodtli, a member of the Swiss emigrant community that first settled in the Sweet Home area in the 1880s. Construction of the pavilions was a Works Project Administration project. The pavilions were designed by Riley Thompson and the project was supervised by him. Pavilion #1 was built to serve as a bandstand. A proposed natural hillside amphitheater located south of this structure was never completed.

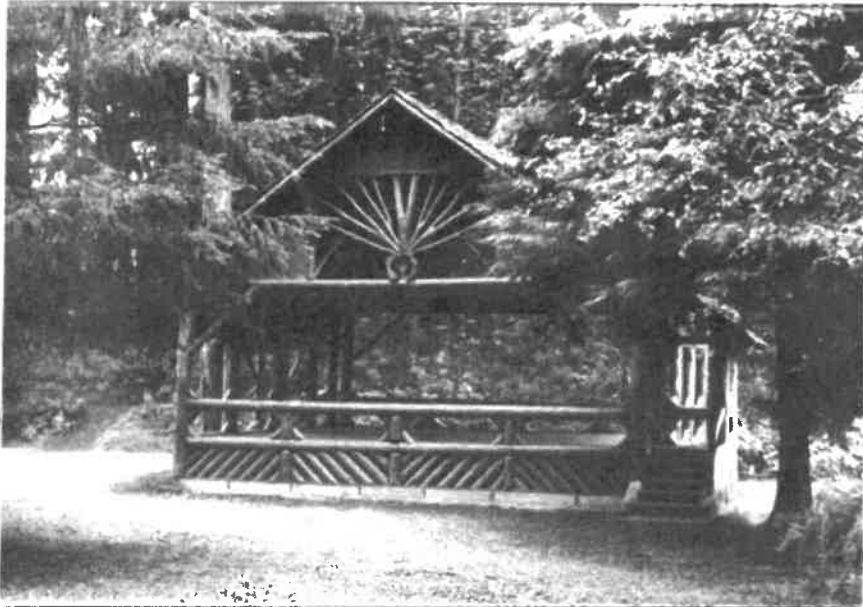
Remarks: Pavilion #1 is notable for its decorative sculpture elements and is the only example of the Oregon Rustic style.

PAVILION #1 713  
PAVILION #2 714

Sankey Park Pavilions  
Page 2

Sources:

Albany Democrat-Herald, "Crowds Attracted to Unique Park", p. 10, June 20, 1959.  
 Carey, Margaret Standish and Hainline, Patricia Hoy. Sweet Home: In the Oregon Cascades.  
 Brownsville: Calapooia Publications, 1979.  
 Steinbacker, Martha. In the Beginning..., Tell & Sell/Sweet Home Printing, Sweet Home,  
 OR, 1979.  
 1905 Oregon State Census of Linn County, transcribed by Harley and Helen Haskin, Harry  
 and Elsie Youngberg, 1981, p. 370.



South Elevation

713

Pavilion #2



714

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# APPENDIX C design process work

Before generating a final design, three preliminary design concepts were developed from community input and presented to the community for feedback at two events, Movies in the Park and The Sweet Home Health Fair.

Each of these concepts had a distinct theme based on a vision and a set of supporting goals. The final design blends elements from each of the three preliminary designs, based on the feedback provided by community members. The three preliminary designs are included on the following pages for reference.

## CONCEPT 1: PRESERVATION

### Vision

Creating the greatest improvement in park experience, function, and aesthetics while retaining existing features and character and minimizing cost

### Goals

- Make better use of existing site features in programming
- Restore and improve historic structures
- Restore and protect creek habitat
- Create cohesive relationship between site elements
- Activate upper Sankey area
- Address safety concerns

## CONCEPT 2: EDUCATION

### Vision

Fostering community connections with park

neighbors to promote on-site educational and interpretive opportunities in ecology, history, and recreation

### Goals

- Improve connections to surrounding neighbors
- Balance restoration and educational access to creek
- Reprogram existing structures for educational uses
- Provide interpretive elements on site
- Create cohesive relationship between site elements
- Activate upper Sankey area
- Address safety concerns

## CONCEPT 3: RECREATION

### Vision

Re-envisioning Sankey Park as a community hub for recreation and physical activity through significant reprogramming of site elements

### Goals

- Provide desired recreation facilities not accessible elsewhere in Sweet Home
- Prioritize creek access with minimal harm to habitat
- Construct or renovate existing structures to better meet user needs
- Create cohesive relationships between site elements
- Activate Upper Sankey area
- Address safety concerns



# CONCEPT 1: PRESERVATION



# CONCEPT 2: EDUCATION



The relocated gazebo functions as an info hub connecting to the park's interpretive trail system



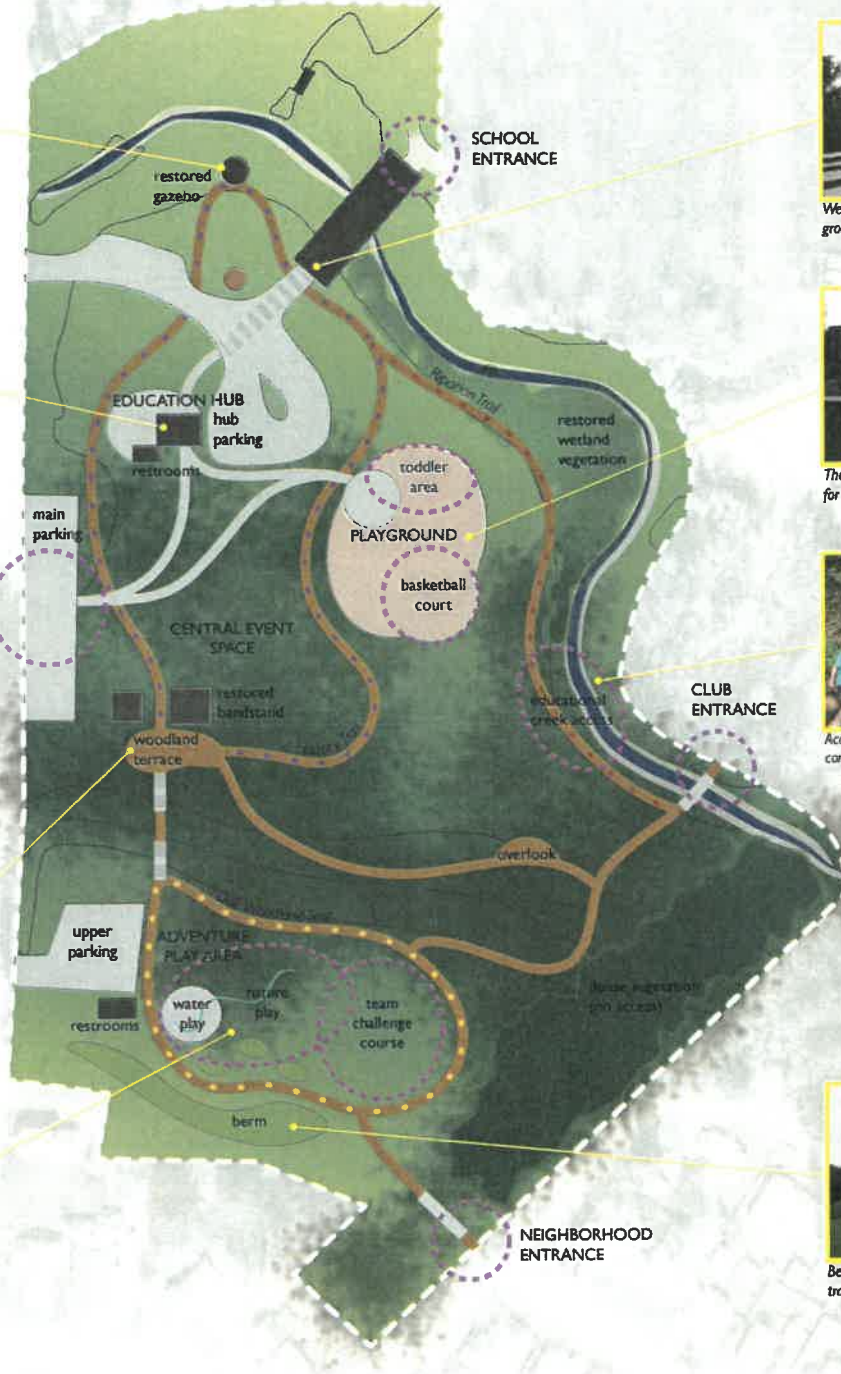
The education hub features teaching and learning spaces for classes and group events



A seating area connects Upper and Lower Sankey and activates the bandstand area



An integrated nature and water play space for kids is paired with a team-building course for adults and teens in Upper Sankey



Weddle Bridge serves as an active gateway for groups to educational elements on site



The consolidated playground integrates features for kids of all ages including a basketball court



Access to the creek is allowed for classes and community education events



Berms made from dirt from the removed BMX track provide privacy for park neighbors



# CONCEPT 3: RECREATION



The adventure play area combines water play and nature play along the banks of the creek



The relocated and consolidated playground includes a separated space for younger kids



A new multi-use pavilion serves as the park's central gathering space



A sand volleyball court provides an active space for visitors of all ages near the central pavilion



Open space along the banks of the creek allow visitors to interact with the water



A full size basketball court provides recreation opportunities for teens



Berms made from dirt from the removed BMX track provide privacy for park neighbors



An enclosed 1-acre area provides a recreation space for visitors' four-legged friends



City Council Packet 02-12-19 pg. 109







Park Name	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	Park Total	Future Undefined Projects
<b>Construction Elements</b>							
<b>FY Totals</b>	<b>\$ 291,000</b>	<b>\$ 258,000</b>	<b>\$ 215,000</b>	<b>\$ 240,000</b>	<b>\$ 225,000</b>	<b>\$ 1,229,000</b>	

<b>Northside Park</b>							<b>\$ 90,000 Park Total</b>
Playground Improvements			\$ 40,000				
River Access Trail and Ramp/Stairs/Railing			\$ 5,000				
Add signage, trash cans, Pet Stations, BBQ, Picnic Tables, Benches, Gardens, Trees, Creek Plants			\$ 10,000				
Concrete curb and sidewalk on Redwood St frontage.			\$ 15,000				
Sidewalk connection from 12 <sup>th</sup> Avenue Sidewalks.			\$ 20,000				
	\$ -	\$ -	\$ 55,000	\$ 35,000	\$ -		

<b>Ashbrook Park</b>							<b>\$ 20,000 Park Total</b>
Concrete curb and sidewalk on Juniper St frontage.				\$ 10,000			
Infill AC pavement for parking on Juniper St frontage				\$ 10,000			
	\$ -	\$ -	\$ -	\$ 20,000	\$ -		

<b>Clower Memorial Park</b>							<b>\$ 50,000 Park Total</b>
Play Structure #1			\$ 30,000				
Remove Portion of Fountain Hill			\$ 10,000				
Additional Drainage System			\$ 5,000				
Signage, trash cans, Pet Stations, BBQ, Picnic Tables, Benches, Gardens, Trees, Creek Plants.			\$ 5,000				
	\$ -	\$ -	\$ 50,000	\$ -	\$ -		

<b>Hobart Nature Preserve</b>							<b>\$ 105,000 Park Total</b>
Approach roadway on 35th Ave.			\$ 15,000				
Parking Area Primary Loop			\$ 50,000				
Parking Area Secondary Loop			\$ 15,000				
Parking Area off Foothills Drive			\$ 10,000				
Boardwalk - Trail - Small Pedestrian Bridge(s)			\$ 10,000				
Signage, trash cans, pet Stations, BBQ, Picnic Tables, Benches, Gardens, Trees, Creek Plants.			\$ 5,000				
	\$ -	\$ -	\$ 20,000	\$ 60,000	\$ 25,000		

# EXHIBIT D2

## SANKEY PARK PLAN, SCHEDULE & COST

The 2018 Sankey Park Concept Plan lays out the work elements outlined in the previous Concept Plan, the additional items that were added, and a few remaining details. The following Bullet List, 3 Phases, and detailed Activities Listing describe the multitude of projects in the park. The scope of work will span a number of years, not necessarily limited to the phases. Some costs are documented where known and applicable, certain elements can be completed by city forces.

- Remove House (Done).
- Remove Trees (Done).
- Replace Lower Sankey restrooms, (inc. Elec & Plumb).
- Repair Dahlenburg Bridge and Relocate to NCH.
- Lighting path location and fixture style, with Plaza Bollards.
- Construct Playground Area 1, move existing play structures.
- Fixing and improving the water irrigation system and coverage.
- Place tables & benches, remove stumps, boxes, planters, etc.
- Weddle Bridge parking lot modification (Done).
- BMX Track area improvements, ramps, landscaping, and ADA viewing deck.
- Pathway A1 and A2 construction.
- Flood Plain LOMA – Letter of Map Amendment.
- Donated Item Process & Procedure (Tables, Benches, BBQs, Power Tap, etc)
- Bike Racks, Signage/Wayfinding.
- Repaint the Weddle Bridge as needed.
- Replace or repair the Weddle Bridge fire sprinkler system.
- Park trails & benches on hill facing Bandstand.
- Maintenance tuning of the Weddle Bridge Howe Truss system.
- Optional: build new gazebo.
- Gazebo building maintenance.
- Bandstand building maintenance.
- Girl Scout Hut building maintenance.
- Construct remainder paths and trails except link to 16<sup>th</sup> Ave.
- Optional parking off 14<sup>th</sup> Ave near existing lot (construction entrance).
- Additional tables, benches and trail management improvements.
- Add Upper Sankey restroom (inc. Elec & Plumb).
- Add Storage Room to west or south side of Girl Scout Hut building.
- Construct Play Ground Area 2.
- Construct path and ADA connection to 16<sup>th</sup> Ave. & Fir St.
- Path construction from 14<sup>th</sup> Ave to 15<sup>th</sup> Ave near the school property on the north side of Ames Cr.
- Sidewalk connections on 14<sup>th</sup> Ave from Elm St and/or Kalmia St.
- Pedestrian Bridge to the Jim Riggs Community Center.
- Register Bandstand and Gazebo on Historic Register.

<b>Phase 1</b>	
Remove House (Done).	\$ --
Remove Trees (Done).	--
Replace Lower Sankey restrooms, (inc. Elec & Plumb).	80K
Repair Dahlenburg Bridge and Relocate to NCH.	5K
Lighting path location and fixture style, with Plaza Bollards.	200K
Construct Playground Area 1, move existing play structures.	20K
Fixing and improving the water irrigation system and coverage.	5K
Place tables & benches, remove stumps, boxes, planters, etc.	20K
Weddle Bridge parking lot modification.	10K
BMX Track area improvements, ramps, landscaping, and ADA viewing deck.	5K
Pathway A1 and A2 construction.	30K
Flood Plain LOMA – Letter of Map Amendment.	5K
Donated Item Process & Procedure (Tables, Benches, BBQs, Power Tap, etc)	--
Bike Racks, Signage/Wayfinding.	5K
<b>Total:</b>	<b>\$ 385</b>
<b>Phase 2</b>	
Repaint the Weddle Bridge as needed.	\$ --
Replace or repair the Weddle Bridge fire sprinkler system.	--
Park trails & benches on hill facing Bandstand.	15K
Maintenance tuning of the Weddle Bridge Howe Truss system.	5K
Optional: build new gazebo.	50K
Gazebo building maintenance.	15K
Bandstand building maintenance.	15K
Girl Scout Hut building maintenance.	5K
Construct remainder paths and trails except link to 16 <sup>th</sup> Ave.	30K
Optional parking off 14 <sup>th</sup> Ave near existing lot (construction entrance).	--
Additional tables, benches and trail management improvements.	20K
Add Upper Sankey restroom (inc. Elec & Plumb).	40K
Add Storage Room to west or south side of Girl Scout Hut building.	10K
<b>Total:</b>	<b>\$ 205K</b>
<b>Phase 3</b>	
Construct Play Ground Area 2.	\$ 20K
Construct path and ADA connection to 16 <sup>th</sup> Ave. & Fir St.	30K
Path construction from 14 <sup>th</sup> Ave to 15 <sup>th</sup> Ave near the school property on the north side of Ames Cr.	5K
Sidewalk connections on 14 <sup>th</sup> Ave from Elm St and/or Kalmia St.	--
Pedestrian Bridge to the Jim Riggs Community Center.	200K
Register Bandstand and Gazebo on Historic Register.	--
<b>Total:</b>	<b>\$ 255K</b>



# EXHIBIT E

## 2018 Local Government Grant Program Awards

**Large Grant Awards** (\$75,001 to \$750,000) listed alphabetically by Grantee

Grantee	Project Name	Brief Project Description	Grant Funds Requested	Total Cost
<b>Ashland Parks and Recreation</b>	North Mountain Park Nature Play Area	The project will construct a new Nature Play area at North Mountain Park in Ashland.	\$ 127,182	\$ 258,529
<b>Chehalem Park &amp; Recreation District</b>	Friends Park	The project will develop a new neighborhood park which will include trails, playground, basketball court, picnic area and open green space in Newberg.	\$ 287,000	\$ 698,649
<b>City of Cottage Grove</b>	Swinging Bridge Restoration	The project will restore and reopen a 50 year old suspension footbridge. The Swinging Bridge crosses the Coast Fork of the Willamette River in Cottage Grove.	\$ 200,000	\$ 411,345
<b>City of Enterprise</b>	Enterprise Field Complex Improvement	The project will replace an outdated restroom with a building that will include new restroom facilities, and practice and storage areas at the outdoor sports complex in Enterprise.	\$ 250,231	\$ 374,281
<b>City of La Grande</b>	Pioneer Park Concessions/Bleachers/ADA Upgrades	The project will demolish and reconstruct an aging concession building, install new bleachers and concrete pad, and install new accessible pathways to the ball fields at Pioneer Park in La Grande.	\$ 96,308	\$ 218,412
<b>City of Medford</b>	Cedar Links Park Development	The project will develop new park land with accessible playground, restroom, drinking fountain, dog park, basketball court, pickleball court, community garden and picnic shade structure in east Medford.	\$ 490,017	\$ 1,432,334
<b>City of Ontario</b>	Lions Park Water Playground	The project will add two separate restroom buildings and shade structures at Lions Park in Ontario.	\$ 298,200	\$ 527,200
<b>City of Redmond</b>	Baker Park Improvement	The project will replace existing playground equipment, add walking paths with exercise equipment, replace the pavilion, upgrade irrigation system, accessible parking and access paths at Baker Park in Redmond.	\$ 300,000	\$ 600,000
<b>City of Sherwood</b>	Sherwood Skate Park	The project will construct a new skate park next to the Teen Center at the Sherwood Regional Family YMCA in Sherwood.	\$ 326,014	\$ 543,356
<b>City of Tualatin</b>	Ibach Park Playground Renovation	The project will replace safety surfacing in fall zones, and replace five pieces of play equipment at Ibach Park in Tualatin.	\$ 136,500	\$ 273,000
<b>City of Turner</b>	Crawford Crossing Lake/Park	The project will develop Phase I of a new park-lake complex, including trails, restrooms, parking, play structures, event amenities and a lake access ramp and dock at Crawford Lake Park in Turner.	\$ 392,000	\$ 834,000
<b>Clackamas County</b>	Metzler Park Campground Restroom Replacement	The project will replace a failing restroom/shower facility with a modern accessible facility in Metzler Park near Estacada in Clackamas County.	\$ 162,500	\$ 325,000
<b>Crook County Parks &amp; Recreation District</b>	Ochoco Creek Park East End Renovation	The project will expand the skate park, rehabilitate tennis courts and add pickleball striping, add diagonal parking along the road, and add lighting and surveillance cameras to Ochoco Creek Park in Prineville.	\$ 280,896	\$ 468,160
<b>Jefferson County</b>	Juniper Hills Park Rehabilitation	The project will construct a combination restroom / concession building, two group picnic shelters, install accessible walkways, and add picnic tables and benches at Juniper Hills Park in Madras.	\$ 297,000	\$ 392,000
<b>John Day Canyon City Parks and Recreation District</b>	Playground Development	The project will develop and add new accessible playground structures, splash pad and outdoor exercise stations at the 7th Street Complex park in John Day.	\$ 243,083	\$ 363,579

<b>Malin Park and Recreation District</b>	Malin Pool Rehabilitation	The project will repair and replace concrete walls, floor, and pool deck area, add new piping and pool filtration system, and construct a new in-pool partition wall at the community pool in Malin.	\$ 352,500	\$ 452,500
<b>North Clackamas Parks and Recreation District</b>	Boardman Wetland Natural Area	The project will create the Boardman Natural Area which will include an accessible nature play area, boardwalks, educational areas, habitat restoration, benches, parking and overlooks, in Jennings Lodge.	\$ 385,000	\$ 1,000,000
<b>Willamalane Park and Recreation District</b>	Bluebelle Park Rehabilitation	The project will construct a new children's playground, sitting and picnic areas, basketball area, and improve walking paths to make them fully accessible at Bluebelle Park in Springfield.	\$ 239,000	\$ 478,000
<b>Total Large Grant Awards .....</b>			<b>\$ 4,863,431</b>	<b>\$ 9,650,345</b>

**Small Grant Awards (Up to \$75,000) listed alphabetically by Grantee**

<b>Grantee</b>	<b>Project Name</b>	<b>Brief Project Description</b>	<b>Grant Funds Requested</b>	<b>Total Cost</b>
<b>City of Cascade Locks</b>	Cascade Locks Gorge Hubs	The project will add new restrooms, a bike fix-it station, parking, a drinking fountain, and re-configure the hiker / biker Cascade Locks Gorge Hub at Cascade Locks.	\$ 75,000	\$ 300,000
<b>City of Cave Junction</b>	Purchase Land for Baseball Field	The project will purchase land to expand Jubilee Park for the development of a baseball field, walking path, playground using natural materials, nature trail, and bioswale, in Cave Junction.	\$ 64,000	\$ 80,000
<b>City of Coburg</b>	Coburg Wetland Park	The project will construct an accessible parking area, a 400-ft trail, add viewing benches and trash receptacles, remove invasive species and replant native plants at Coburg Wetland Park in Coburg.	\$ 75,000	\$ 118,268
<b>City of Coquille</b>	Coquille Riverwalk Phase II	The project will add 2,500 feet of asphalt paved trail, plus another 1,700 feet of soft-surface trail to the existing Riverwalk in Coquille.	\$ 68,498	\$ 121,688
<b>City of Donald</b>	Donald Little City Park Improvement	The project will add a permanent accessible bathroom, a play structure for children 5-12 years old, tether ball and canvas shade canopy at Donald Little City Park in Donald.	\$ 72,634	\$ 91,134
<b>City of Dundee</b>	Viewmont Greenway Park Improvements	The project will construct an additional 1,000 feet of 6 foot wide asphalt path, and will add new equipment and new fall surface material to the nature play area at Viewmont Greenway Park in Dundee.	\$ 32,800	\$ 41,000
<b>City of Jacksonville</b>	Forest Park Vault Toilet	The project will install a double-vault type restroom and a mountain biking information kiosk at the Forest Park parking area, one mile from Jacksonville.	\$ 20,500	\$ 37,000
<b>City of Madras</b>	Crescent Park Playground Improvement	The project will install a merry-go-round, play structure with slide, climbing bars and landscaping at Crescent Park in Madras.	\$ 26,500	\$ 44,200
<b>City of Medford</b>	Bear Creek Playground Renovation	The project will purchase and install additional accessible playground equipment as part of a larger rehabilitation of the Bear Creek Park playground in Medford.	\$ 69,100	\$ 490,342
<b>City of Powers</b>	Orchard Park Rehabilitation	The project will re-build a vault restroom, add water and sewer service, add electric service to ten campsites, gravel roadway and campsites, replace fire pits, add picnic tables, at Orchard Park in Powers.	\$ 28,865	\$ 37,565
<b>City of Ukiah</b>	City of Ukiah City Park Rehabilitation	The project will replace existing slide, merry-go-round and teeter-totter with new versions, and add kiddie swing seats and increase safety surfacing at Ukiah City Park in Ukiah.	\$ 14,260	\$ 17,825

<b>City of Vernonia</b>	Vernonia Dog Park	The project will develop currently vacant flood plane property into a dog park in Vernonia.	\$ 25,537	\$ 31,987
<b>City of West Linn</b>	Sahallie Illahee Park Playground	The project will replace aging and failing playground equipment that no longer meets Consumer Protection Safety Standards, at Sahallie Illahee Park in West Linn.	\$ 62,500	\$ 125,000
<b>Hillsboro Parks and Recreation</b>	Frances Street Park Completion	The project will add a picnic shelter, a sand volleyball court and other accessibility improvements at Frances Street Park in Hillsboro.	\$ 75,000	\$ 180,635
<b>Klamath County</b>	Steen Sports Park Pickleball Courts	The project will build an outdoor pickleball court complex at Steen Sports Park in Klamath Falls.	\$ 30,000	\$ 65,000
<b>Northern Wasco County Parks and Recreation District</b>	Sorosis Park Outdoor Exercise Equipment	The project will remove existing outdoor exercise equipment and will relocate and replace the equipment with modern, safe and accessible equipment, at Sorosis Park in The Dalles.	\$ 34,000	\$ 57,000
<b>Total Small Grant Awards .....</b>			<b>\$ 774,194</b>	<b>\$ 1,838,644</b>

**Small Community Planning Grant Awards** (Up to \$40,000) listed alphabetically by Grantee

<b>Grantee</b>	<b>Project Name</b>	<b>Brief Project Description</b>	<b>Grant Funds Requested</b>	<b>Total Cost</b>
<b>City of Drain</b>	Drain Parks and Open Space Master Plan	The project will create a Parks and Open Space Master Plan for the City of Drain.	\$ 32,000	\$ 40,000
<b>City of Milton-Freewater</b>	Milton-Freewater Parks Master Plan	The project will create a Parks and Recreation Master Plan to prioritize facility maintenance and upgrades for the City of Milton-Freewater.	\$ 40,000	\$ 67,250
<b>City of Monmouth</b>	Monmouth Parks Master Plan Update	The project will update portions of the Parks Master Plan needed to develop a new Capital Improvement Plan for the City of Monmouth.	\$ 18,000	\$ 30,000
<b>City of Prineville</b>	Barnes Butte Recreational Complex Master Plan	The project will create a Master Plan to guide future development of 460 acres of open space within its city limits and urban growth boundary, recently purchased by the City of Prineville.	\$ 40,000	\$ 90,000
<b>City of Talent</b>	City of Talent Parks Master Plan	The project will update the Parks Master Plan to accommodate growth for the City of Talent.	\$ 32,000	\$ 56,000
<b>Total Planning Grant Awards .....</b>			<b>\$ 162,000</b>	<b>\$ 283,250</b>

<b>Total Large Grant Awards .....</b>	<b>\$ 4,863,431</b>	<b>\$ 9,650,345</b>
<b>Total Small Grant Awards .....</b>	<b>\$ 774,194</b>	<b>\$ 1,838,644</b>
<b>Total Planning Grant Awards .....</b>	<b>\$ 162,000</b>	<b>\$ 283,250</b>
<b>Total 2018 Local Government Grant Program Awards .....</b>	<b>\$ 5,799,624</b>	<b>\$ 11,772,239</b>



# EXHIBIT F

City of Sweet Home  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969  
Fax 541-367-5007  
www.ci.sweet-home.or.us

## Community and Economic Development Department

### LOWER SANKEY PARK PHASE II PROJECT

#### “Providing a Safe and Vibrant Park for Kids and Adults of All Ages and Abilities”

Sankey Park with its central and unique setting among Douglas fir trees, has been a public icon for generations; A place where families and visitors alike can build and share memories for a lifetime.

Through public outreach, the City of Sweet Home and the Park and Tree Committee have identified the need to ensure our park remains a place where families can go, feel safe and have a unique experience.

To do this, Sankey Park is currently undergoing a transition to revitalize our park to a high standard of excellence. Evidence of this has already been completed with the removal of unsafe trees and brush, a new parking lot, and new restrooms.

The City plans to apply for an Oregon Parks and Recreation Development Grant to help fund the Lower Sankey Park Phase II Project. The Oregon Parks and Recreation Department requires the city to provide 40% cost match of the project. The submission of this grant is due April 1, 2019.

Funding Goal: \$405,000.00

- Construct ADA walking paths throughout the park
- Path lighting
- Playground improvements
- Weddle Bridge plaza construction
- Bike racks
- Signage/Wayfinding
- Picnic tables
- Park benches

Approximately \$30,000.00 has been raised, internally, by the City of Sweet Home through the Parks Projects and Improvements budget. We are applying for \$243,000.00 through the Oregon Parks and Recreation Grant, leaving \$132,000.00 remaining to raise.

We need EITHER your pledge or your donation by March 27, 2019 in order to complete our grant requirements and submit the grant by April 1, 2019. **Time is Critical.** Please consider giving the most you possibly can. Named sponsorship, honorarium, and memorial opportunities are available.

All donations are tax deductible. Receipts will be provided by the City of Sweet Home. If for any reason the grant is not awarded we will use your donation to fund portions of the Sankey Park Phase II Project.

Please make all donations to: City of Sweet Home, “Sankey Park”.

The park name must be specified to credit the donation to the proper account.

Please send donations to:

City of Sweet Home, Attn: Angela Clegg / 1140 12<sup>th</sup> Ave / Sweet Home, OR 97386

Time is of the essence! Thank you kindly for providing for generations to come.  
For more info, call (541) 367-8113 (Angela Clegg).



## LOWER SANKEY PARK PHASE II PROJECT Donation / Pledge Form

Yes, I will help the City achieve its goal to preserve Sankey Park. Here is my tax-deductible contribution, or pledge of:

5,000    1,000    500    250    100    Other \$ \_\_\_\_\_

OR

I would like to donate \_\_\_\_\_ toward:

- ADA walking Paths
- Path Lighting
- Playground Improvements
- Weddle Bridge Plaza
- Bike Racks
- Signage/Wayfinding
- Picnic Tables
- Park Benches
- Pet Stations

Payable to: City of Sweet Home, "Sankey Park"

Send to: City of Sweet Home, Attn: Angela Clegg  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

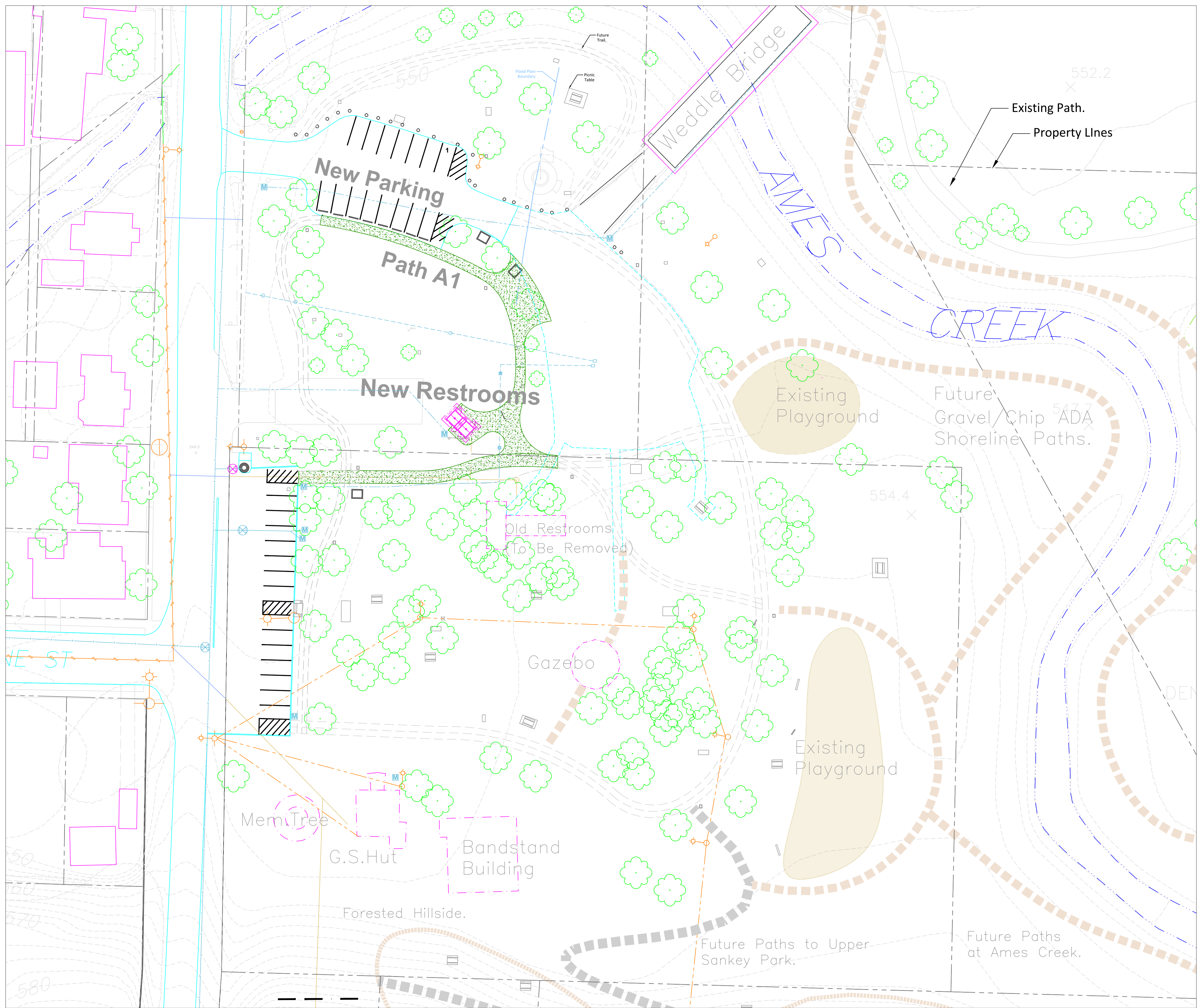
Phone #: \_\_\_\_\_

Email: \_\_\_\_\_


Do you want to remain anonymous for media and recognition purposes?  Yes  No

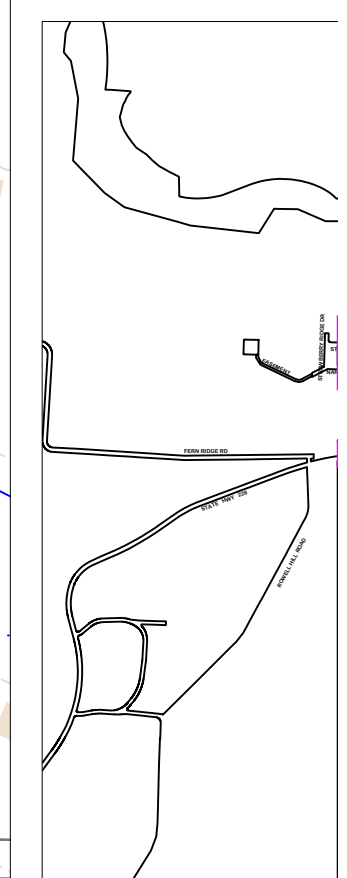
\*Pledges will be due upon receipt of the grant, or by \_\_\_\_\_ (date). Please contact Angela Clegg to make arrangements.





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# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> February 12, 2019	<b>TITLE:</b> Redistribute CSO Salary	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Brandon Neish, Finance Director	<b>ATTACHMENTS:</b> None	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To update the funding distribution for the Community Services Officer.

**BACKGROUND/CONTEXT:**

Until FY 208/19, the Police Department funded a full-time employee who served as the Community Services Officer (CSO) and did Code Enforcement as well before the City hired a full-time Code Enforcement Officer. The City identified the need to improve our communication City-wide and thus, during the budget development process, city staff proposed a part-time communications official to oversee communication efforts across the city. The position was combined with the pre-existing CSO to continue valuable community service efforts in the Police Department. The funding for this mixed position was originally proposed to be split by the General Fund (24 hrs/week) and the Public Safety Levy (16 hrs/week) in addition to funding the Police Chief from the General Fund. This proposed distribution was amended by the Budget Committee. The Budget Committee decided it would be best to fund the CSO/Communications position entirely from the General Fund while moving the Police Chief back to the Public Safety Levy. This distribution was then adopted by the City Council.

The adopted budget collapsed personnel expenses into a general salary line allowing for the departments to be more responsive to changing needs during the year. With this in mind, staffing revisions in the Police Department, per the employee’s request to work part-time, have necessitated a separate communications position and salary. The city has created a Communications Specialist, working .6 FTE (24 hrs/week) to address the various communication needs around the city. With the separation of the position, city staff is proposing to return the CSO salary and benefits to the Police Levy given the functions of the position.

**THE CHALLENGE/PROBLEM:**

Staffing changes have left the pay distribution of an employee working solely for the Police Department in the General Fund when Council directives have necessitated that funding for the Police Department come from the proceeds of the Public Safety levy.

**STAKEHOLDERS:**

- City of Sweet Home citizens –Citizens deserve transparency in government and understanding of what their tax dollars are being used for.
- City of Sweet Home staff – Separation of levy funds from the unrestricted nature of the General Fund ensures clear accounting and compliance with Governmental Accounting Standards.
- City of Sweet Home City Council – SHMC 2.48.030 dictates that the Council is responsible for personnel rules including salary administration. This ensures an educated Council and keeps Councilors in the loop regarding city business.

**ISSUES & FINANCIAL IMPACTS:**

Financial impacts of this change are minimal given that these positions and the corresponding budget were adopted in the 2019 fiscal year budget. A planned salary variance for the Communications Specialist will be offset by a reduction in the benefits costs. The Public Safety Levy under this proposal would see an increase in personnel expenses offset by vacancy savings.

**ELEMENTS OF A STABLE SOLUTION:**

As outlined in the adopted budget, all departments are looking for process improvements and ways to ensure Sweet Home gets the services and functions of government they need in the most effective manner. A stable solution ensures that citizens have access to the services and information they need in a timely manner and that funding is transparent and done in accordance with Council direction

**OPTIONS:**

1. Do Nothing. Council could choose to leave the salary and current FTE (16 hrs/week) for the CSO in the General Fund for the remainder of the fiscal year.
2. Move to increase the CSO FTE to .5 (20 hours/week) funded from the General Fund.
3. Move to redistribute the salary and benefits for the CSO from the General Fund to the Public Safety Levy Fund at .4 FTE (16 hours/week). Redistributing the salary and benefits continues the city's long-standing practice to fund items and personnel for the Police Department from the funds approved by citizens and paid through property taxes for the purpose of operating the department.
4. Move to redistribute the salary and benefits for the CSO from the General Fund to the Public Safety Levy Fund and increase to .5 FTE, returning the position to 20 hours/week. Redistributing the salary and benefits continues the city's long-standing practice to fund items and personnel for the Police Department from the funds approved by citizens and paid through property taxes for the purpose of operating the department. Increasing the FTE also allows the Police Department to operate at peak efficiency and continue its community policing efforts.

**RECOMMENDATION:**

Staff recommends option 4, Move to redistribute the salary and benefits for the CSO from the General Fund to the Public Safety Levy and increase to .5 FTE.

# CITY OF SWEET HOME



## INVESTMENT POLICY 2018 Final

## TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. GOVERNING AUTHORITY .....	3
3. SCOPE.....	3
4. OBJECTIVES .....	3
5. STANDARDS OF CARE.....	4
6. AUTHORIZED FINANCIAL INSTITUTIONS .....	5
7. SAFEKEEPING AND CUSTODY.....	7
8. AUTHORIZED AND SUITABLE INVESTMENTS .....	8
9. INVESTMENT PARAMETERS.....	9
10. POLICY COMPLIANCE AND PERFORMANCE STANDARDS .....	11
11. REPORTING REQUIREMENTS .....	12
12. INVESTMENT POLICY ADOPTION.....	13
13. GLOSSARY .....	13



## 1. INTRODUCTION

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and investment of the funds of the City of Sweet Home.

The average monthly balance of funds invested in the City's general portfolio, excluding proceeds from bond issues, is approximately \$5-10 million. The highest balances in the portfolio occur in December after property taxes are collected.

## 2. GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145 and 294.810.

This Policy has been adopted by Resolution #\_\_\_\_ by the City Council of Sweet Home, Oregon on \_\_\_\_\_, 2018 and replaces the City's previous adoption dated September 13, 2016.

## 3. SCOPE

This policy applies to activities of the City with regard to investing the financial assets of all funds except for funds held in trust for the Pension Portfolio and deferred compensation funds for the employees of the City which have separate rules. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of Oregon. Other than bond proceeds or other unusual situations, the total of all funds ranges from \$5,000,000 to \$10,000,000. This policy provides direction for the following fund types:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Debt Service Funds
5. Enterprise Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. Other Funds

## 4. OBJECTIVES

The City's principal investment objectives in order of priority are:

### 4.1 Safety:

- Preservation of capital and protection of investment principal.

- Diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.

#### 4.2 Liquidity:

- Maintenance of sufficient liquidity to meet operating requirements that are reasonably anticipated.

#### 4.3 Yield – Return:

- Attainment of a market value rate of return throughout budgetary and economic cycles.

## 5. STANDARDS OF CARE

### 5.1 Delegation of Authority

- Governing Body: The ultimate responsibility and authority for the investment of City funds resides with the City Council. The City hereby designates the Finance Director as the Finance Director for the City's funds. The Finance Director shall invest City funds in accordance with ORS Chapter 294, Public Financial Administration, and with this Investment Policy. This Policy shall constitute a "written order" from City Council per ORS 294.035.
- Finance Committee: The City Finance Committee will provide additional guidance and oversight in regards to the annual investment policy review and quarterly investment reports.
- Investment Advisor: Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated or anticipated that these services produce a net financial advantage or necessary financial protection of the City's resources. External investment advisors shall be subject to Oregon Revised Statutes and the provisions of this Investment Policy. The Advisor shall provide non-discretionary advisory services, which require prior approval from the Finance Director on all transactions.

In order to optimize total return through active portfolio management, resources shall be allocated to the cash management program. This commitment of resources shall include financial and staffing considerations.

### 5.2 Prudence:

The standard of prudence to be used, by the Finance Director, in the context of managing the overall portfolio is the prudent investor rule which states:

"Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The City's Finance Director (ORS 294.004 (2)) and staff acting in accordance with this Investment Policy, written procedures, and Oregon Revised Statutes 294.035 and 294.040 and exercising due diligence

shall be relieved of personal responsibility for an individual security's credit risk or market price change or other loss, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

### 5.3 Ethics:

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

## 6. AUTHORIZED FINANCIAL INSTITUTIONS

The City shall maintain a list of all authorized financial institutions and dealers that are approved for investment purposes. Any firm is eligible to make an application to the Finance Director and upon due consideration and approval, will be added to the list. Additions and deletions to the list will be made at the City's discretion. There should be in place, proof as to all the necessary credentials and licenses held by employees of the brokers/dealers who will have contact with the City of Sweet Home as specified by but not necessarily limited to the Financial Industry Regulatory Authority (FINRA), Securities and Exchange Commission (SEC), etc.

### 6.1 Broker/Dealers:

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives. The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
  - A. Be registered with the Securities and Exchange Commission (SEC);
  - B. Be registered with the Financial Industry Regulatory Authority (FINRA).
  - C. Provide most recent audited financials.
  - D. Provide FINRA Focus Report filings.
  
- ii. Approved broker/dealer employees who execute transactions with the City must meet the following minimum criteria:
  - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
  - B. Be licensed by the state of Oregon;
  - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.

iii. The investment officer may utilize the non-discretionary advisors approved list in lieu of the City's internal broker list. The advisor must provide the City with documentation of an annual review. At a minimum the advisor must maintain documentation of appropriate licenses and professional credentials of all broker/dealers on the list. The advisor broker/dealer review should include:

- i. FINRA Certification check
- ii. Firm Profile
- iii. Firm History
- iv. Firm Operations
- v. Disclosures of Arbitration Awards, Disciplinary and Regulatory Events
- vi. State Registration Verification
- vii. Financial review of acceptable FINRA capital requirements or letter of credit for clearing settlements.

The advisors must provide the City with any changes to the list prior to transacting on behalf of the City.

## **6.2 Financial Bank Institutions:**

All financial banks that provide bank deposits, certificates of deposits or any other deposit of the bank to the City must either be fully covered by the FDIC or the bank must be a participant of the Public Funds Collateralization Program (PFCP) program. ORS Chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Public Funds Collateralization Program. Bank depositories are required to pledge collateral against any public funds deposits in excess of deposit insurance amounts. This provides additional protection for public funds in the event of a bank loss. ORS Chapter 295 sets the specific value of the collateral, as well as the types of collateral that are acceptable. ORS Chapter 295 creates a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected.

## **6.3 Investment Advisors:**

An Investment Advisor may be utilized to manage funds and will be selected through a competitive RFP process. The Advisor must meet the following criteria:

- a. The investment advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon; (Note: Investment advisor firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon);
- b. All investment advisor firm representatives conducting investment transactions on behalf of City must be registered representatives with FINRA;
- c. All investment advisor firm representatives conducting investment transactions on behalf of City must be licensed by the state of Oregon;
- d. Contract terms will include that the Investment advisor will comply with the City's Investment Policy.

The Investment Advisor must notify the City immediately if any of the following issues arise while serving under a City Contract:

- a. Pending investigations by securities regulators.
- b. Significant changes in net capital.
- c. Pending customer arbitration cases.
- d. Regulatory enforcement actions.

#### **6.4 Competitive Transactions:**

The Finance Director will obtain telephone, faxed or emailed quotes before purchasing or selling an investment. The Finance Director will select the quote which best satisfies the investment objectives of the investment portfolio within the parameters of this policy. The Finance Director and/or the Investment Advisor will maintain a written record of each bidding process including the name and prices offered by each participating financial institution.

The City's investment advisor that is providing investment management services must provide documentation of competitive pricing execution on each transaction. The investment advisor will retain documentation and provide upon request.

## **7. SAFEKEEPING AND CUSTODY**

### **7.1 Safekeeping of Securities and Funds:**

Securities will be held by an independent third-party safekeeping institution selected by the City in the City's segregated account. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

All trades of marketable securities will be executed on a delivery vs payment (DVP) basis to ensure that securities are deposited in the City of Sweet Home's safekeeping institution prior to the release of funds.

### **7.2 Bank Deposits and Certificates of Deposit:**

The City may hold bank deposits or certificates of deposits at banks qualified under ORS 295.

### **7.3 Accounting Method:**

The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the Governmental Accounting Standards Board (GASB); the American Institute of Certified Public Accountants (AICPA); and the Financial Accounting Standards Board (FASB).

### **7.4 Internal Controls:**

The Finance Director shall maintain a system of written internal controls which shall address the following areas of concern:



- Compliance with investment policy constraints and requirements
- Clear delegation of authority
- Segregation of duties and separation of responsibilities for trade execution, accounting, and record keeping
- Written confirmation of transactions and funds transfers
- Timely reconciliation of custodial reports
- Appropriate security for online transactions and access to bank accounts and bank data
- Custodial safekeeping
- Control of collusion
- Review, maintenance and monitoring of security procedures both manual and automated
- Dual authorizations of wire and automated clearing house (ACH) transfers

An external auditor shall provide an annual independent audit to assure compliance with Oregon state law and City of Sweet Home policies and procedures.

## 8. AUTHORIZED AND SUITABLE INVESTMENTS

### 8.1 Authorized Investments:

All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), ORS 294.040 (Restriction on investments under ORS 294.035), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for Finance Director including not committing to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement), ORS 294.805 to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS must be amended to this policy in order to be allowable.

### 8.2 Suitable Investments:

**US Treasury Obligations:** U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest [ORS Section 294.035(3)(a)].

**US Agency Obligations Primary:** Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE) that have actively traded markets and provide a higher level of liquidity. These include: Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB).

**US Agency Obligations Secondary:** Other US government sponsored enterprises that are less marketable are considered secondary GSEs. They include, but are not limited to: Private Export Funding Corporation (PEFCO), Tennessee Valley Authority (TVA), Financing Corporation (FICO) and Federal Agricultural Mortgage Corporation, (Farmer Mac).

**Commercial Paper:** Commercial Paper that is rated A1+/P1. In the case where both rating agencies provide ratings on the corporation, the lowest rating will be used.

**Corporate Indebtedness:** Corporate indebtedness must be rated on the settlement date AA- or better by S&P or Aa3 or better by Moody's. In the case of a split rating, the lowest rating of these two rating agencies will be used.

**Local Government Investment Pool:** State Treasurer's local short-term investment fund up to the statutory limit per ORS Section 294.810.

**Certificates of Deposit:** Certificates of deposit in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

**Bank Time Deposit/Savings Accounts:** Time deposit open accounts or savings accounts in insured institutions as defined in ORS Section 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

**Municipal Debt:** Lawfully issued debt obligations of the States of Oregon, California, Idaho and Washington and political subdivisions of those states if the obligations have a long-term rating on the settlement date of AA- or better by S&P or Aa3 or better by Moody's. In the case of a split rating, the highest rating of these two rating agencies will be used.

**Bankers' Acceptance:** Banker's acceptances, if the banker's acceptances are: (i) Guaranteed by, and carried on the books of, a qualified financial institution\*; (ii) Eligible for discount by the Federal Reserve System; and (iii) Issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.

\*For the purposes of this paragraph, "qualified financial institution" means: (i) A financial institution that is located and licensed to do banking business in the State of Oregon; or (ii) A financial institution that is wholly owned by a financial holding company or a bank holding company that owns a financial institution that is located and licensed to do banking business in the State of Oregon [ORS Section 294.035(3)(h)].

### **8.3 Collateralization:**

Time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295.015 and ORS 295.018.

## **9. INVESTMENT PARAMETERS**

### **9.1 Diversification:**

The City will diversify the investment portfolio to avoid incurring unreasonable risks, both credit and interest rate risk, inherent in over investing in specific instruments, individual financial institutions or maturities.

**Credit risk:** is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt.

**Liquidity risk:** is the risk that an investment may not be easily marketable or redeemable.

**Interest rate risk:** longer term investments have the potential to achieve higher returns but are also likely to exhibit higher market value price volatility due to the changes in the general level of interest rates.

**Diversification Constraints on Total Holdings – Liquidity and Core Funds**

<b>Issue Type</b>	<b>Maximum % Holdings</b>	<b>Maximum % per Issuer</b>	<b>Ratings S&amp;P</b>	<b>Ratings Moody's</b>
US Treasury Obligations	100%	None	N/A	N/A
US Agency Primary Securities FHLB, FNMA, FHLMC, FFCB	100%	40%	N/A	N/A
US Agency Secondary Securities FICO, FARMER MAC etc.	10%	5%	Security must be rated	Security must be rated
Municipal Bonds (OR, CA, ID, WA)	10%	10%	AA-	Aa3
Corporate Bonds	20%	5%	AA-	Aa3
Commercial Paper	10%		A1+	P1
Bank Time Deposits/Savings Accounts	25%	15%	Oregon Public Depository	Oregon Public Depository
Certificates of Deposit	10%	5%	Oregon Public Depository	Oregon Public Depository
Banker's Acceptance	25%	5%	A1+ AA-Underlying	P1 Aa3 Underlying
Oregon Short Term Fund	Maximum allowed per ORS 294.810	None	N/A	N/A

**9.2 Investment Maturity:**

The City will not directly invest in securities with a stated maturity of more than five (5) years from the date of purchase.

- The maximum weighted maturity of the total portfolio shall not exceed two (2) years. This maximum is established to limit the portfolio to excessive price change exposure.
- Liquidity funds will be held in the State Pool, Bank Deposits or in money market instruments maturing six months and shorter. The liquidity portfolio shall, at a minimum, represent six month budgeted outflows.
- Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested based on the diversification parameters listed in 9.1 of this policy.
- Total Portfolio Maturity Constraints:

<b>Maturity Constraints</b>	<b>Minimum % of Total Portfolio</b>
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%

<b>Maturity Constraints</b>	<b>Maximum of Total Portfolio in Years</b>
Weighted Average Maturity	2.00

<b>Security Structure Constraint</b>	<b>Maximum % of Total Portfolio</b>
Callable Agency Securities	25%

**9.3 Prohibited Investments:**

- The City shall not invest in “144A” private placement securities.
- The City shall not lend securities nor directly participate in a securities lending or reverse repurchase program.
- The City shall not purchase mortgage backed securities.
- The City will not purchase, per ORS 294.040, any bonds of issuers listed in ORS 294.035(3)(a) to (c) that have a prior default history.

**10. POLICY COMPLIANCE AND PERFORMANCE STANDARDS**

**10.1 Compliance Measurement and Procedures:**

- Compliance Report: A compliance report documenting the portfolio versus the investment policy shall be maintained quarterly.
- Compliance Measurement: Guideline measurements will use market value of investments.
- Compliance Procedures:
  - If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.

ii. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Finance Committee.

iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

iv. As determined on any date that the security is held within the portfolio. If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Finance Director will apply the general objectives of Safety, Liquidity, Yield and Legality to make the decision. *If the City has hired the services of an Investor Advisor, the Finance Director will act on the recommendation of the Advisor.*

## 10.2 Performance Measurement:

- a. The City yields will be compared to the OST Pool rates.
- b. The portfolio will be invested into a predetermined structure that will be measured against a selected benchmark portfolio. The structure will be based upon a chosen minimum and maximum effective duration and will have the objective to achieve market rates of returns over long investment horizons. The purpose of the benchmark is to appropriately manage the risk in the portfolio given interest rate cycles. The core portfolio is expected to provide similar returns to the benchmark over interest rate cycles, but may underperform or out perform in certain periods. The portfolio will be positioned to first protect principal and then achieve market rates of return. The benchmark used will be a 0-3 year or 0-5 year standard market index and comparisons will be calculated monthly and reported quarterly.
- c. When comparing the performance of the City's portfolio, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.
- d. The mark to market pricing will be calculated monthly and be provided in a monthly report.

## 11. REPORTING REQUIREMENTS

The Finance Director will retain and provide quarterly investment reports to the City Council in a similar manner as outlined in ORS 208.090. The reports also will be available upon request. Securities holdings and cash balances held in the investment portfolio will be provided on the reports.

The minimum quarterly reporting requirements for total portfolio are as follows:

- Earnings Yield
- Holdings Report (including mark to market)
- Transactions Report



- Weighted Average Maturity or Duration
- Compliance Report

## 12. INVESTMENT POLICY ADOPTION

This Investment Policy shall be reviewed by the City's Finance Committee and adopted by City Council annually in accordance with ORS 294.135(a). Any significant changes to the policy must be reviewed by the Oregon Short Term-Fund Board prior to submitting to City Council for adoption.

## 13. GLOSSARY

**Accrued Interest:** The interest accumulated on a security since the issue date or since the last coupon payment. The buyer of the security pays the market price plus accrued interest.

**Agency Securities:** See "Federal Agency Securities."

**Bankers' Acceptance (BA's):** A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a month market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

**Basis Point:** A basis point is a unit of measure used in finance to describe the percentage change in the value or rate of a financial instrument. One basis point is equivalent to 0.01% (1/100<sup>th</sup> of a percent) or 0.0001 in decimal form. In most cases, it refers to changes in interest rates and bond yields.

**Benchmark:** A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

**Bond:** An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and it is usually secured by specific assets. Most bonds have a maturity of greater than one year and in general, pay interest semiannually.

**Broker/Dealer:** A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning an inventory of securities, whereas a broker merely matches up buyers and sellers.

**Call:** An option to buy a specific asset at a certain price within a certain period of time.

**Callable:** A bond or preferred stock that may be redeemed by the issuer before maturity for a call price specified at the time of issuance.

**Call Date:** The date before maturity on which a bond may be redeemed at the option of the issuer.

**Certificate of Deposit (CD):** Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity).

**Collateral:** Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**Commercial Paper:** Short-term, unsecured, negotiable promissory notes issued by a company or financial institution. Issued at a discount and matures at par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

**Core Fund:** Core funds are defined as operating fund balance which exceeds the City's daily liquidity needs. Core funds are invested out the yield curve to diversify maturity structure in the overall portfolio. Having longer term investments in a portfolio will stabilize the overall portfolio interest earnings over interest rate cycles.

**Corporate Note:** A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**Coupon Rate:** The annual rate of interest that the issuer of a bond promises to pay to the holder of the bond.

**Current Maturity:** The amount of time left until an obligation matures. For example, a one-year bill issued nine months ago has a current maturity of three months.

**Current Yield:** The coupon payments on a security as a percentage of the security's market price. In many instances the price should be gross of accrued interest, particularly on instruments where no coupon is left to be paid until maturity.

**CUSIP:** A CUSIP number identifies securities. CUSIP stands for Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.

**Delivery Versus Payment (DVP):** Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

**Depository Trust Company (DTC):** A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

**Discount Notes:** Short term debt obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Discount Notes typically have very large primary (new issue) and secondary markets.

**Federal Agency Security:** A debt instrument issued by one of the federal agencies. Federal agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Federal Agency:** Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets.

**Federal Farm Credit Bank (FFCB):** A Government Sponsored Enterprise (GSE) system that is a network of cooperatively owned lending institutions that provide credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

**Federal Home Loan Bank System (FHLB).** A Government Sponsored Enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

**Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac").** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

**Federal National Mortgage Association (FNMA or "Fannie Mae").** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

**Federal Reserve Bank.** One of the 12 distinct banks of the Federal Reserve System.

**Federal Reserve System (the Fed).** The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

**Finance Committee:** A group consisting of the City Manager, Finance Director and Mayor, or his/her appointee from Council with positions reviewed by the Mayor on an annual basis.

**General Obligation Bonds (GOs):** Bonds secured by the pledge of the municipal issuer's full faith and credit, which usually includes unlimited taxing power.

**Government Bonds:** Securities issued by the federal government; they are obligations of the U.S. Treasury. Also known as "governments."

**Government Sponsored Enterprise (GSE):** Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and FFCB.

**Interest:** Compensation paid or to be paid for the use of money. The rate of interest is generally expressed as an annual percentage.

**Interest Rate:** The interest payable each year on borrowed funds, expressed as a percentage of the principal.

**Investment Advisor:** A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

**Investment Portfolio:** A collection of securities held by a bank, individual, institution, or government agency for investment purposes.

**Investment Securities:** Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.

**Liquidity:** The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.

**Liquidity Component:** A percentage of the total portfolio that is dedicated to providing liquidity needs for the City.

**Mark to Market:** Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.

**Municipals:** Securities, usually bonds, issued by a state or its agencies. The interest on “munis” is usually exempt from federal income taxes and state and local income taxes in the state of issuance. Municipal securities may or may not be backed by the issuing agency’s taxation powers.

**NRSRO:** A “Nationally Recognized Statistical Rating Organization.” A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating such as Moody’s, S&P, Fitch and Duff & Phelps.

**Par Value:** The value of a security expressed as a specific dollar amount marked on the face of the security, or the amount of money due at maturity. Par value should not be confused with market value.

**Prudent Person Standard:** Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee will act with care, skill, prudence, and diligence under the circumstances the prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the entity.

**Rate of Return:** Amount of income received from an investment, expressed as a percentage of the amount invested.

**State of Oregon Local Government Investment Pool (OSTF – Oregon Short Term Fund):** The OSTF is organized pursuant to ORS 294.805 through 294.895. Participation in the Pool will not exceed the maximum limit annually set by ORS 294.810.

**Total Return:** Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

**Treasury Bill (T-Bill):** An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.

**Treasury Bonds and Notes:** Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.

**Yield:** The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**Yield to Maturity:** The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond.

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



<b>COMMUNITY DEVELOPMENT FEES</b>		
Comprehensive Plan (bound document)	10.00 each	NA
Zoning Ordinance (bound document)	10.00 each	NA
Subdivision Ordinance (bound document)	5.00 each	NA
Packaging, Mailing and Postage	Actual Costs	
Annexation & Rezone	1500.00	1545.00
Appeal	610.00	
Comprehensive Plan Amendment	1,429.00 (plus notice costs)	1470 (plus notice costs)
Conditional Use (Public Hearing)	600.00	615.00
Development Plan Review	74.00	75.00
Fence Permit	20.00	
Land Use Compatibility Statement Sign-Off	35.00	
Measure 56 Mailing	Actual Notice Costs	
Open Storage Permit	-	
Ordinance Legal Interpretation	155.00	
Other Land Use Decisions	Cost of Service (\$150 deposit)	
Partition	305.00	315.00
Planned Development	980.00	1000.00
Planning Research and Letters	60.00/hr. (1-hour Minimum)	
Property Line Adjustment	150.00	160.00
Property Line Adjustment Replat	175.00	200.00
Secondary applications file concurrently	50% of regular fee	
Subdivision – Tentative and Final	900.00 + 20.00 per lot	925.00 + 20.00 per lot
Vacation of Right of Way	1000.00	1030.00
Variance (Public Hearing)	570.00	590.00
Zone Map Amendment	1000.00	1030.00
Zone Text Amendment	1000.00	1030.00
Temporary Recreation Vehicle Occupancy Permit See Resolution No. 3 for 2014		
0-7 days per rolling twelve (12) month period	No permit or permit fee required	
1-15 days per rolling twelve (12) month period	\$50.00 - Permit Required	
Permit extension for period of time greater than that stated in the original permit not to exceed sixty (60) days based on a rolling twelve (12) month period	\$35.00 - Permit Required	
1-60 days per rolling twelve (12) month period	\$85.00 - Permit Required	

<b>Park/Facility Use Processing Fees</b>		
Racquetball Court City Resident Individual	50.00/year	
Racquetball Court City Resident Household	75.00/year	
Racquetball Court Non-City Resident Individual	75.00/year	
Racquetball Court Non-City Resident Household	100.00/year	
Racquetball Court Employee Only	No Fee	
Racquetball Court Employee Household	25.00/year	
Bandstand		15.00/hour or 100.00 maximum 100.00 refundable deposit
Outdoor Event Center		15.00/hour or 100.00 maximum 100.00 refundable deposit
Gazebo		15.00/hour or 100.00 maximum 100.00 refundable deposit
Girl Scout Hut	15.00/hour, up to 100.00/day 100.00 cleaning deposit, refundable	15.00/hour or 100.00 maximum 100.00 refundable deposit
Weddle Bridge	50.00/event	15.00/hour or 100.00 maximum 100.00 refundable deposit
Equipment Rental Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.		
Table		\$5.00/table Replacement cost 60.00
Chairs		\$1.00/chair Replacement cost 35.00
2' Fold Up Barricade		\$3.00/ Barricade Replacement cost 35.00
2' Fold Up Plastic Barricades		\$3.00/Barricade Replacement Cost 48.00
8' Barricade		\$3.00/Barricade Replacement Cost 97.00
Small Barricade – “No Park”		\$3.00/Barricade Replacement Cost 40.00
Photo Cell Battery Light		\$3.00/Light Replacement Cost

		40.00
18" Traffic Cones		\$3.00/Cone Replacement Cost 15.00
28" Traffic Cones with Reflective Strip		\$3.00/Cone Replacement Cost 20.00
Construction Signs with Sign Holders		\$10.00/Sign Replacement Cost 165.00 set
Slow/Stop Paddle		\$3.00/Each Replacement Cost 30.00
Slow/Stop Paddle with 30" Handle		\$5.00/Each Replacement Cost 38.00
Slow/Stop Paddle with 60" Handle		\$5.00/Each Replacement Cost 21.00
Hydrant Wrench		\$5.00/Each Replacement Cost 35.00
Safety Vests		Replacement Cost 12.00 each

<b>BUILDING PERMIT FEES</b>		
<b>Structural Permits</b>		
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICC Building Valuation Table.		
Total Value 1.00 to 500.00	50.00	
Total Value 501.00 to 2,000.00	50.00 for the first 500.00 plus 2.52 for each additional 100.00 or fraction thereof, to and including 2,000.00	
Total Value 2,001.00 to 25,000.00	87.80 for the first 2,000.00 plus 2.52 for each additional 100.00 or fraction thereof, to and including 25,000.00	
Total Value 25,001.00 to 50,000.00	319.64 for the first 25,000.00 plus 7.56 for each additional 1,000.00 or fraction thereof, to and including 50,000.00	
Total Value 50,001 to 100,000.00	508.64 for the first 50,000.00 plus 5.04 for each additional 1,000.00 or fraction thereof, to and including 100,000.00	
Total Value 100,001.00 and up	760.64 for the first 100,000.00 plus 4.00 for each additional 1,000.00 or fraction thereof	
<b>Residential</b> – One and Two Family, stand alone, Fire Suppression System Permit – as noted in OAR 918-050-0140 – Use Structural Permit Fee valuation table above for Commercial Fire Suppression System permit fees		
0 – 2,000 square feet	100.00	
2,001 – 3,600 square feet	150.00	
3,601 – 7,200 square feet	200.00	
Over 7,200 square feet	250.00	
<b>Other Structural Inspections</b>		
Plan Review Fee	65% of the Building Permit Fee	
Fire, Life, Safety Review	40% of the Building Permit Fee	
Inspections outside of normal business hours under special circumstances with pre-arrangement Two Hour Minimum	100.00 per hour	
Inspections for which no fee is specifically indicated	65.00 per hour	

One Hour Minimum		
Re-Inspection Fee	50.00 per inspection	
Additional Plan Review required by changes, additions, or revisions to approved plans One Hour Minimum	65.00 per hour	
Deferred Plans Submittal – Portions of a building design are allowed to be submitted separately. Does not apply to deferred permits. In addition to the project plan review fee based on total project value.	65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of 250.00 per deferral. Deferrals are defined by Plan Review Staff	
Structural Investigation Fee: In addition to the permit fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100.00 Minimum
<b>Phased Permitting – Allows construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.</b>		
Single family dwellings and duplexes – in addition to standard permit fees	\$150.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00	
All other structures – in addition to standard permit fees	\$250.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00.	
3 <sup>rd</sup> Party Plan Review per OAR 918-020-0090(3)(E) (customer contracted) – Administrative processing fee	10% of the building permit fee, maximum fee of \$250.00	
Manufactured Dwelling Placement Fee: per installation (fee includes the concrete slab, runners or foundations, electrical feeder and plumbing connections and all cross-over connections, OAR 918-050-0130(1) - Fee includes inspection on items required at each site, installation, and final inspections. This fee does not include plumbing or electrical service installation permits fees.	\$250.00	

State Manufactured Dwelling and Cabana Installation Administrative Fee (per permit)	\$30.00	
<b>Other Manufactured Dwelling Inspections</b>		
Inspections outside of normal business hours Under special circumstances with pre-arrangement Two Hour Minimum	\$100.00 per hour	
Inspections for which no fee is specifically indicated One Hour Minimum	\$65.00 per hour	
Re-inspection fee	\$50.00 per inspection	
Additional plan review required by changes, additions, or revisions to approved plans One Hour Minimum	\$65.00 per hour	



<b>Demolition Permits</b>		
Structural Removal Flat Fee	\$50.00	
Each Additional 1,000 sq. ft. or fraction thereof		\$15.00
Plumbing Fixture Capping Fee	See Plumbing Fee Schedule	\$20.00 per fixture
Electrical Disconnect - PPL Responsibility	N/A	
Inspections for which no fee is specifically indicated One Hour Minimum	\$65.00 per hour	
<b>SOLAR INSTALLATION SPECIALTY CODE</b>		
Engineered Systems Permit Fees: Permit fees are based on the market value of the work to be performed, including structural elements for the solar panels, including racking, mounting, rails and labor as per the most current ICC Building Valuation Table		
See Structural Permit Fee valuation table for Permit Fee		
Prescriptive Path Installations: As per the Oregon Solar Installation Specialty Code 305.4 (Includes plan review and one inspection)	\$150.00	
Plan Review for Engineered Systems	65% of Permit Fee	
Inspections of Prescriptive Path Installations (after the first inspection) One Hour Minimum	\$65.00 per Hour	

<b>Grading Permits</b>		
10 cubic yards or less	No fee	
11 to 50 cubic yards	\$23.50	
51 to 100 cubic yards	\$37.00	
101 to 1,000 cubic yards	\$37.50 for the first 100 cubic yards, plus \$17.50 for each additional 1,000 cubic yards	
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards	
10,001 to 100,000 cubic yards	\$325 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards	
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards	
<b>Grading Plan Review</b>		
50 cubic yards or less	No fee	
51 to 100 cubic yards	\$23.50	
101 to 1,000 cubic yards	\$37.00	
1,001 to 10,000 cubic yards	\$49.25	
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards	
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards	
200,001 cubic yards or more	\$404.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000	

	cubic yards or fraction thereof	
<b>Other Grading Inspections</b>		
Inspections outside of normal business hours Under special circumstances with pre-arrangement Two Hour Minimum	\$100.00 per hour	
Inspections for which no fee is specifically indicated One Hour Minimum	\$65.00 per hour	
Re-inspection fee	\$50.00 per inspection	
Additional plan review required by changes, additions, or revisions to approved plans One Hour Minimum	\$65.00 per hour	

<b>Mechanical Permit Fees</b>		
<b>Residential Mechanical Permit</b>		
Minimum Permit Fee	\$65.00	
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, up to 100,000BTU	\$25.00	
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, over 100,000BTU	\$30.00	
Installation/relocation floor furnace	\$20.00	
Installation/relocation suspended heater	\$20.00	
Installation, relocation, or replacement of appliance vents not included in an appliance permit	\$15.00	
Repair of, alteration of, or addition to each heating, refrigeration, cooling, absorption, or evaporative unit or system, including controls	\$20.00	
Boiler or compressor up to 3 horsepower, or each absorption system up to 100,000 BTU/h	\$20.00	
Boiler or compressor over 3 and up to 15 horsepower, or each absorption system over 100,000 and up to 500,000 BTU/h	\$25.00	
Boiler or compressor over 15 and up to 30 horsepower, or each absorption system over 500,000 and up to 1,000,000 BTU/h	\$40.00	
Boiler or compressor over 30 and up to 50 horsepower, over 500,000 and up to 1,750,000 BTU/h	\$55.00	
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 BTU/h	\$55.00	
Each air handling unit up to 10,000 cubic feet per minute, including attached ducts	\$15.00	
Each air handling unit exceeding 10,000 cfm	\$25.00	
Each evaporative cooler, other than portable types, air conditioning units and/or heat pumps	\$20.00	
Each ventilation fan connected to a single duct	\$15.00	
Each ventilation system which is not a portion of heating or air conditioning system authorized by permit	\$20.00	
Installation of each hood served by mechanical exhaust, including ducts	\$20.00	
Installation or relocation of each domestic type incinerator	\$20.00	
Each appliance or piece of equipment regulation by this code, but not classed in other applicant categories, or no other fee is listed.	\$20.00	

Fuel piping system with 1 to 4 outlets	\$20.00	
Fuel piping system with 5 or more outlets	\$5.00 per outlet	
<b>Other Mechanical Inspections</b>		
Mechanical Plan Review – Residential	25% of Residential Mechanical Permit Fee	
Inspections outside of normal business hours (Two Hour Minimum)	\$100.00 per/hour	
Inspections for which no fee is specifically indicated (One Hour Minimum)	\$65.00 per hour	
Reinspection fee	\$50.00 per inspection	
Additional plan review required by changes, additions, or revisions to approved plans (One Hour Minimum)	\$65.00 per hour	
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100.00 Minimum.	
<b>Commercial Mechanical Permit Fees</b>		
Total Valuation \$1.00 to \$2,000.00	\$65.00	
Total Valuation \$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000	
Total Valuation \$25,001.00 to \$50,000.00	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000	
Total Valuation \$50,001.00 to \$100,000.00	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000	
Total Valuation \$100,001.00 and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof	
<b>Other Commercial Mechanical Inspection</b>		

Mechanical Plan Review – Commercial	25% of the Commercial Mechanical permit fee	
Reinspection Fee	\$50.00 per inspection	
Inspections outside of normal business hours Two Hour Minimum	\$100.00 per hour	
Inspections for which no fee is specifically indicated One Hour Minimum	\$65.00 per hour	
Additional Plan Review required by changes, additions, or revisions to the approved plans. One Hour Minimum	\$65.00 per hour	
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100 Minimum	



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

Fixture cap	\$25.00	
Man holes	\$25.00	
Catch basin or area drain		
Absorption valve	\$25.00	
Bath tub/shower/shower pan	\$25.00	
Clothes washer	\$25.00	
Dishwasher	\$25.00	
Drinking fountain	\$25.00	
Expansion tank	\$25.00	
Fixture cap	\$25.00	
Floor or roof drain / floor sink / hub	\$25.00	
Garbage disposal	\$25.00	
Hose Bib	\$25.00	
Ice maker	\$25.00	
Inceptor / grease trap	\$25.00	
Laundry tray	\$25.00	
Sink / basin / lavatory	\$25.00	
Trap primer	\$25.00	
Water closet / urinal	\$25.00	
Water heater	\$25.00	
Other fixture	\$25.00	
Backflow Preventer/Backflow Valve	\$80.00	
Plan Review, if required	30% of Permit Fee	
Manufactured Dwelling Parks / RV Parks – Per Space/Site Fee	\$70.00	
<b>Medical Gas Piping – Fee based upon value (Plan Review Required)</b>		
Valuation \$1.00 - \$2,000.00	\$75.00	
Valuation \$2,001.00 - \$25,000.00	\$75.00 for first \$2000.00 + \$12.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.00	
Valuation \$25,001.00 - \$50,000.00	\$351.00 for first \$25,000 + \$10.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00	
Valuation \$50,001.00 - \$100,000.00	\$601.00 for first \$50,000 + \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.00	
Valuation \$100,000.00 and up	\$901.00 for first \$100,000 + \$4.00 for each additional \$1,000 or fraction	

	thereof	
<b>Other Plumbing Inspection – Residential &amp; Commercial</b>		
Re-inspections	\$90.00 per inspection	
Inspections outside of normal business hours - Under special circumstances with pre-arrangement - Three Hour Minimum	\$160.00 per hour	
Inspections for which no fee is specifically indicated	\$90.00 per hour	
One Hour Minimum	\$90.00 per hour	
Additional Plan Review required by changes, additions, or revisions to the approved plans.	\$90.00 per inspection	
<b>Plumbing Investigation Fee</b>	<b>Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fee - \$100 Minimum</b>	
<b>Manufactured Home and Mobile Home/RV Parks1 OAR 918-600-0030</b>		
Valuation \$1.00 to \$500.00	\$15.00	
Valuation \$501.00 to \$2,000.00	\$15.00 for first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000	
Valuation \$2,001.00 to \$25,000.00	\$45.00 for first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000	
Valuation \$25,001.00 to \$50,000.00	\$252.00 for first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000	
Valuation \$50,001.00 to \$100,000.00	\$414.50 for first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000	
Valuation \$100,001.00 to \$500,000.00	\$639.50 for first \$100,000 plus \$3.50 for each additional \$1,000 or fraction	

	thereof, to and including \$500,000	
Valuation \$500,001.00 to \$1,000,000.00	\$2,039.50 for first \$500,000 plus \$2 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
Valuation \$1,000,001.00 and up	\$3,539.50 for first \$1,000 plus \$2 for each additional \$1,000 or fraction thereof	

**Other Inspections**

Re-inspection Fee	\$50.00 per inspection	
Inspections outside of normal business hours Two Hour Minimum	\$50.00 per hour	
Inspections for which no fee is specifically indicated One-Half Hour Minimum	\$50.00 per hour	
Additional Plan Review required by changes, additions, or revisions to the approved plans. One-Half Hour Minimum	\$50.00 per hour	
Consultation Fee One Hour Minimum	\$30.00 per hour	

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

**Space per Acre**

Park Class	4	5	6	7	8	9	10	11	12
A	5901	5517	5197	4941	4685	4493	4365	4301	4237
B	5504	5120	4800	4544	4288	4096	3968	3904	3804
C	5312	5028	4608	4352	4269	3904	3776	3712	3648

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

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

Plan Review fee is 65% of permit fee.

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

<b>FINANCE DEPARTMENT</b>		
<b>Miscellaneous Service and Research Fees</b>		
Budget Document (bound copy) Available online	15.00	
Audit/CAFR Document (bound copy) Available online	15.00	
Municipal Lien Search Fee per Tax Lot	25.00	
Reconveyance Fee	160.00	
Packaging, Mailing and Postage	Actual Costs	
Passport Processing Fees/each	25.00	35.00
Passport Photographs – 1 set of two	15.00	
<b>Water Service Fees</b>		
Reinstating Water Service	32.00	40.00
Turning water service on that has been turned off without permit	32.00 initial fee	40.00
Turning off and turning on water service after hours	32.00	40.00
Turning off and turning on water service during regular hours	16.00	20.00
Re-reading the water meter at request of the user	16.00	20.00
Reinstallation of water meters at the request of the user	125.00	
Vacationers' water on/off	16.00 each visit	20.00 each visit
Tampering with a water meter	250.00	
Utility Account Deposit	100.00	150.00
Temporary Water Service Fee	32.00	40.00
Plan review fee for required backflow devices as established in Ordinance No. 958	Basic Right-of-way Fee	
Late fee for delinquent accounts	2.00/per month	5.00/per month
Interest rate on outstanding delinquent account balance including all interest, service charges, or other relevant fees/charges	1.5%/per month	
Refunds will not be made for amounts less than	10.00	
<b>User Rates for City Storm Drainage System</b>		
Customer Charge Equivalent Dwelling Unit (3,200 sq. ft)	.20	
Commodity Charge EDU	.80	

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



<b>PUBLIC WORKS FEES</b>		
<b>PW Permit Fees</b>		
Basic Right-of-Way Permit (includes sidewalk reconstruction/repair, sidewalk new construction behind existing curb, and heavy haul routes)	60.00	
Recording of Easements and Improvement Agreements. (Not subject to basic permit fee if no other right-of-way work being done.)	Linn Co. Fee + 10.00 administrative fee	
Utility Franchise Permit: fees governed by individual Utility Franchise Agreements.		
<b>Service Connections Inspection Fees (Typical of Residential &amp; Small Commercial Construction)</b>		
Driveway Access (new/widen/reconstruction):	30.00	
Driveway Culvert (new/extension)	20.00	
Sewer lateral connection to main	30.00	
Storm drainage connection to curb, main, or channel	10.00	
Connection to City Water System when installed by contractor	0	60.00
<b>Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)</b> "1000 lf incr" means per 1000 linear feet increment		
Half Street Improvements	100.00 per 1000 lf incr	
Full Street Improvements	300.00 per 1000 lf incr	350.00 per 1000 lf incr
Storm Sewer Mainline (new or extended)	60.00 per 1000 lf incr	
Sanitary Sewer Mainline (new or extended)	150.00 per 1000 lf incr	
Water Mainline (new or extended), Private Fire Supply Line or Service which requires public testing	300.00 per 1000 lf incr	
Stormwater Management - Water Quality / Detention / Retention / Open Channel / Swale	40.00	60.00
Development Plan Review up to 5 hours	300.00	350.00
Development Plan Review over 5 hours	Actual costs	60.00/hr
<b>Erosion Control Plan Review</b>		
Parcel under 10,000 sq. ft	0	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	35.00	50.00
Parcel over 1 Acre with Certificate	50.00	0
Plus each additional acre with Certificate	30.00	0
Under 1 Acre w/o Erosion Control Certificate	50.00	0
Over 1 Acre <del>w/o Erosion Control Certificate</del>	75.00	75.00
<b>Industrial Waste Pretreatment</b>		
Discharge Application Review	100.00	
Discharge Permit	100.00	
Monitoring & Inspection	Cost or 30.00 min	
Response to Accidental Discharge	Cost or 30.00 min	
Filing Appeals	Cost or 30.00 min	
Administration for Abatement Procedures	25.00	

<b>Bulk Water Service Fees</b>		
Hydrant Meter Deposit (refundable)	1,650.00	
Bulk Water Permit Base Fee	40.00 inside City 60.00 outside City	
Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution	
<b>System Development Charges and Utility Assessments</b>		
Water SDC, ¾" meter	1,215.00	
Water SDC, 1" meter	2,574.00	
Water SDC, 1.5" meter	9,665.00	
Water SDC, 2" meter	18,374.00	
Water SDC, 3" meter	34,052.00	
Water SDC, 4" meter	55,076.00	
Water SDC, 6" meter	89,685.00	
Sanitary Sewer SDC, based on ¾" water meter	624.00	
Sanitary Sewer SDC, based on 1" water meter	1,322.00	
Sanitary Sewer SDC, based on 1.5" water meter	4,965.00	
Sanitary Sewer SDC, based on 2" water meter	9,439.00	
Sanitary Sewer SDC, based on 3" water meter	17,494.00	
Sanitary Sewer SDC, based on 4" water meter	28,295.00	
Sanitary Sewer SDC, based on 6" water meter	46,074.00	
Foster Midway Sewer Assessment Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	900.00	
Transportation SDC	0	
Stormwater SDC	0	
Parks SDC	0	
<b>Water Service Site Installation by City</b>		
Water Service Installation by City, 3/4" Meter, through Asphalt/Concrete	2,500.00	
Water Service Installation by City, 3/4" Meter, through Gravel/Soil	2,100.00	
Water Service Installation by City, 1" Meter, through Asphalt/Concrete	2,600.00	
Water Service Installation by City, 1" Meter, through Gravel/Soil	2,200.00	
Water Service Installation by City, 1.5" Meter, through Asphalt/Concrete	2,800.00	
Water Service Installation by City, 1.5" Meter, through Gravel/Soil	2,500.00	
Water Service Installation by City, 2" and larger Meter & Service	Project Specific w/ Const.	
Water Service Installation by City, Custom Non-standard Installation, various meter sizes	0	Time and Materials

<b>Engineering Document Plan Copies</b>		
Size	Paper/Photo/Vellum	Paper/Photo
12 X 18	1.50/3.00/4.00	0/0
18 X 24	2.50/5.00/7.00	2.50/5.00
24 X 36	4.00/8.00/13.00	4.00/8.00
36 X 48	8.00/16.00/26.00	8.00/16.00
<b>Electronic Data Files.</b>		
GIS Aerial Photographs, .SID or .TIF	20.00 / per image (1/4) section	
GIS Attributed Vector Data, .SHP	20.00 / per layer	
AutoCAD Electronic Data Files, .DWG or .DWF	20.00 / per requested area	
Custom map work in increments of ¼ hour, subject to staff availability	60.00 / hour + printing fees	

<b>POLICE DEPARTMENT FEES</b>		
Photo Copies	.25 per side	
Public Fingerprinting Services (Two Cards)		
Residents	20.00	
Non-Residents	30.00	
Bicycle License per bicycle – current owner	2.00	
Peddler License Applications	25.00	
<b>False Alarm Fees</b>		
1st and 2nd Alarm	No Charge	
3rd and 4th Alarm	25.00	
5th and 6th Alarm	50.00	
7th + Alarm	100.00	
<b>Reports and Recordings</b>		
Research Fee per unknown case number	10.00	
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs – 1 hour minimum Applicable reproduction cost	
Incident Reports (up to 25 pages)	10.00	
Additional pages	.50	
Report postage minimum up to 10 pages	3.00	
Additional pages	.10/each	
<b>Evidence Recording (digital audio)</b>		
Digital Audio	30.00	
Video (minimum up to 2 hours maximum)	50.00	
Each additional 2 hours	50.00	
Recording postage per CD/DVD	5.00	
<b>Evidence Photographs</b>		
Film converted to digital	50.00	
Photos per case CD/DVD or sent electronically	25.00	
Digital printed photos per sheet (max 4/sheet)	10.00	
<b>Photograph Postage</b>		
Postage per photo CD	5.00	
Postage min to 10 printed pages	5.00	
Per pages after 10	.10	
<b>Record Checks</b>		
Letters of Clearance (per individual)	15.00	
Location/Person overview per individual	10.00	
Postage for records checks minimum to 10 pages	2.00	
Per page after 10	.10	
<b>License Investigations</b>		
Liquor License, New	100.00	
Liquor License, Temporary Sales	35.00	
Liquor License, Change of Ownership, Additional Privileges	75.00	
Liquor License, Renewal	35.00	
Second Hand Dealer License Processing	20.00	
Texas Hold-Em License (annual)	200.00	



**Finance Department**

To: City Council  
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – January 2019

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 **January 2019**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of January 2019, 174 checks were printed totaling \$633,732.05. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
88453 & 88454	Oregon Dept of Environment	Debt payment for I&I work	\$174,989.00
88455	Primasing	Purchase of Supervisor’s vehicle per budget	\$27,085.76
88480	Kendall Ford	Vehicle per Res. 3 for 2019	\$15,150.00

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city’s website for information on application requirements.

For the month of January 2019, the city processed 24 passports and took 32 passport pictures.

### Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of January 2019, 65 lien searches were completed.

### Utility Billing:

Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of January 2019, the city processed 214 service requests and saw 22 new customers open accounts in Sweet Home. In total, 47 accounts were opened and 42 were closed. The city processed 3,270 utility billing statements and 991 past due notices. **80 accounts were turned off for non-payment on January 9, 2019.**



# Bank Reconciliation

## Checks by Date

User: bneish  
 Printed: 02/04/2019 - 8:40AM  
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/5/2018	SWEET HOME POLICE EMPLOYEE!		AP		1,080.00
0	12/5/2018	NATIONWIDE-PAYROLL DEDUCTIO		AP		1,750.00
0	12/5/2018	Vantagepoint Trf. Agents 705507		AP		458.33
0	12/5/2018	EBS TRUST		AP		75,676.70
0	12/5/2018	Vantagepoint Trf. Agents 108524/10904		AP		26,239.76
0	12/5/2018	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	12/5/2018	PERS		AP		12,611.65
0	12/5/2018	MEDICARE		AP		7,720.12
0	12/5/2018	FICA PAYROLL TAXES		AP		32,482.44
0	12/5/2018	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	12/5/2018	Vantagepoint Trf. Agents 300619		AP		3,670.00
0	12/5/2018	FEDERAL PAYROLL TAXES		AP		19,576.67
0	12/5/2018	HSA - PAYROLL DEDUCTIONS		AP		775.00
0	12/5/2018	AFLAC		AP		831.22
0	12/5/2018	ASI-PAYROLL DEDUCTIONS		AP		120.00
0	12/5/2018	OREGON PAYROLL TAXES		AP		9,660.05
88249	12/5/2018	Bonneville Billing & Collections, Inc.		AP		835.00
88250	12/5/2018	OREGON AFCME COUNCIL 75		AP		1,010.63
88251	12/5/2018	OREGON DEPT. OF REVENUE		AP		64.83
88252	12/5/2018	STEELHEAD STRENGTH & FITNES		AP		575.20
88253	12/5/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
88254	12/5/2018	UNITED WAY		AP		52.00
88255	12/10/2018	Amazon Capital Services, Inc.		AP		589.15
88256	12/10/2018	American Barricade Co.		AP		1,099.98
88257	12/10/2018	ARAMARK UNIFORM SERVICES		AP		86.94
88258	12/10/2018	BENTLEY SYSTEMS, INC.		AP		212.75
88259	12/10/2018	BI-MART CORPORATION		AP		30.82
88260	12/10/2018	BLACKSTONE PUBLISHING		AP		329.48
88261	12/10/2018	CINDY BLONDIN WITHERINGTON		AP		35.22
88262	12/10/2018	ELIJAH R. L. BROWN		AP		565.00
88263	12/10/2018	BUCK'S SANITARY SERVICE, INC.		AP		209.00
88264	12/10/2018	CH2M OMI, Inc.		AP		105,939.17
88265	12/10/2018	CLAYTON HOMES		AP		52.49
88266	12/10/2018	DAN DEE SALES		AP		75.00
88267	12/10/2018	DEMCO		AP		175.33
88268	12/10/2018	EQUINOX SOFTWARE, INC.		AP		1,000.00
88269	12/10/2018	GATEWAY IMPRINTS, INC.		AP		70.00
88270	12/10/2018	GRAINGER, INC.		AP		324.39
88271	12/10/2018	GRIFFINS QUALITY TREE SERVICE		AP		400.00
88272	12/10/2018	H & H MACHINE, LLC		AP		253.00
88273	12/10/2018	GERALD HOWARD		AP		20.00
88274	12/10/2018	HOY'S TRUE VALUE		AP		829.83
88275	12/10/2018	INDUSTRIAL WELDING SUPPLY, IN		AP		104.37
88276	12/10/2018	KIP AMERICA, INC.		AP		240.00
88277	12/10/2018	Les Schwab Tire Centers of Portland, In		AP		274.44
88278	12/10/2018	LIBERTY ROCK PRODUCTS, INC.		AP		724.64

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88279	12/10/2018	LLOYD R. RICE TOWING SERVICE		AP		60.00
88280	12/10/2018	GARY LUEHRING		AP		35.22
88281	12/10/2018	MOONLIGHT BPO, INC.		AP		2,186.97
88282	12/10/2018	MOOSE CREEK MACHINE & REPAI		AP		150.00
88283	12/10/2018	NATIONAL BUSINESS SOLUTIONS		AP		29.81
88284	12/10/2018	NEW ERA		AP		235.42
88285	12/10/2018	NORTHWEST CODE PROFESSIONA		AP		16,836.39
88286	12/10/2018	NORTHWEST SIGN RECYCLING		AP		205.59
88287	12/10/2018	OFFICE DEPOT		AP		58.38
88288	12/10/2018	OREGON ASSOC. CHIEFS OF POLIC		AP		457.00
88289	12/10/2018	OREGON DEPT OF ENVIRONMENT		AP		101.71
88290	12/10/2018	OREGON HEALTH AUTHORITY - S1		AP		140.00
88291	12/10/2018	JUDITH PAMPINELLA		AP		301.45
88292	12/10/2018	Peterson Machinery		AP		1,858.40
88293	12/10/2018	Peterson Trucks, Inc.		AP		113.02
88294	12/10/2018	Ferguson Enterprises, Inc. #3325 Pollar		AP		1,377.40
88295	12/10/2018	RAM STEELCO, INC.		AP		183.71
88296	12/10/2018	PATRICIA RICE		AP		13.86
88297	12/10/2018	SAMARITAN HEALTH SERVICES, II		AP		915.00
88298	12/10/2018	SIERRA SPRINGS		AP		49.20
88299	12/10/2018	SOUTH FORK TRADING CO., INC.		AP		18.20
88300	12/10/2018	STATE OF OREGON LOTTERY		AP		20.00
88301	12/10/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		1,390.00
88302	12/10/2018	SURE-CLEAN NORTHWEST, INC.		AP		212.00
88303	12/10/2018	SWEET HOME ROTARY		AP		121.64
88304	12/10/2018	TAILORED SOLUTIONS CORP.		AP		1,310.00
88305	12/10/2018	VALLEY FIRE CONTROL, INC.		AP		182.40
88306	12/10/2018	VALLEY OVERHEAD DOOR SALES		AP		2,212.50
88307	12/10/2018	VERIZON WIRELESS		AP		2,086.50
88308	12/10/2018	WELLS FARGO VENDOR FIN SERV		AP		308.97
88309	12/10/2018	Western Mobile Storage		AP		4,400.00
88310	12/10/2018	Willamette Valley Concert Band		AP		500.00
0	12/12/2018	OREGON PAYROLL TAXES		AP		2,780.00
0	12/12/2018	ADVANCES		AP		12,900.00
0	12/12/2018	FEDERAL PAYROLL TAXES		AP		4,906.70
0	12/12/2018	ASI-PAYROLL DEDUCTIONS		AP		11.25
88311	12/14/2018	ACCELA, INC. #774375		AP		250.00
88312	12/14/2018	ARAMARK UNIFORM SERVICES		AP		156.81
88313	12/14/2018	BULLARD LAW		AP		661.50
88314	12/14/2018	Cascade Sound & Stage Lighting, Inc.		AP		1,702.40
88315	12/14/2018	COMCAST		AP		632.74
88316	12/14/2018	COMCAST BUSINESS		AP		865.07
88317	12/14/2018	Candice Elliott		AP		25.00
88318	12/14/2018	JOSEPH GLASSCOCK		AP		67.60
88319	12/14/2018	PAUL AND ROBERTA GOULD		AP		56.82
88320	12/14/2018	NANCY JENNINGS		AP		56.82
88321	12/14/2018	CHRISTOPHER LAWRENCE		AP		65.44
88322	12/14/2018	MATTHEW LEWIS		AP		100.00
88323	12/14/2018	LIBERTY ROCK PRODUCTS, INC.		AP		62.65
88324	12/14/2018	CHAYHOWA MCELHINNY		AP		35.00
88325	12/14/2018	NATIONAL BUSINESS SOLUTIONS		AP		831.61
88326	12/14/2018	NEOFUNDS BY NEOPOST		AP		1,000.00
88327	12/14/2018	NET ASSETS		AP		437.00
88328	12/14/2018	OFFICE DEPOT		AP		37.83
88329	12/14/2018	SECURITY ALARM CORPORATION		AP		281.00
88330	12/14/2018	SHAMROCK SUPPLY COMPANY, IN		AP		54.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88331	12/14/2018	STUTZMAN & KROPF		AP		195.00
88332	12/14/2018	WALKER HEATING & AC, INC.		AP		392.50
88333	12/14/2018	WELLS FARGO FINANCIAL LEASIN		AP		49.00
88334	12/14/2018	BRADLEY WRIGHT		AP		7.14
88335	12/14/2018	911 SUPPLY		AP		795.58
88336	12/14/2018	ACCELA, INC. #774375		AP		1,729.00
88337	12/14/2018	Amazon Capital Services, Inc.		AP		868.62
88338	12/14/2018	ARBOR DAY FOUNDATION		AP		15.00
88339	12/14/2018	BI-MART CORPORATION		AP		3.49
88340	12/14/2018	Blackstone Construction, LLC		AP		5,243.00
88341	12/14/2018	Canon Financial Services, Inc.		AP		500.41
88342	12/14/2018	CIS TRUST		AP		599.59
88343	12/14/2018	COMCAST BUSINESS		AP		171.97
88344	12/14/2018	DAVID M. COREY Ph.D		AP		420.00
88345	12/14/2018	DAN DEE SALES		AP		615.00
88346	12/14/2018	DEMCO		AP		175.33
88347	12/14/2018	FASTENAL COMPANY		AP		41.10
88348	12/14/2018	INGRAM LIBRARY SERVICES		AP		922.27
88349	12/14/2018	LEGEND DATA SYSTEMS, INC.		AP		34.50
88350	12/14/2018	LESTER SALES		AP		35.00
88352	12/14/2018	Linn County Road Department		AP		35.00
88353	12/14/2018	MID-VALLEY NEWSPAPERS		AP		472.08
88354	12/14/2018	MURRAYSMITH, INC.		AP		39,637.54
88355	12/14/2018	National Medical Services, Inc.		AP		704.00
88356	12/14/2018	NEW ERA		AP		82.60
88357	12/14/2018	NORM'S ELECTRIC, INC.		AP		797.35
88358	12/14/2018	O & M POINT S TIRE & AUTO SERV		AP		100.00
88359	12/14/2018	Devina Oden		AP		35.00
88360	12/14/2018	OREGON DEPT OF ENVIRONMENT		AP		160.00
88361	12/14/2018	O'REILLY AUTOMOTIVE, INC.		AP		7.52
88362	12/14/2018	PASTEGA COFFEE SERVICE		AP		183.02
88363	12/14/2018	PETROCARD		AP		5,347.40
88364	12/14/2018	RADIATOR SUPPLY HOUSE, INC.		AP		130.00
88365	12/14/2018	RENEWED PROPERTIES, LLC		AP		123.57
88366	12/14/2018	SAIF CORPORATION		AP		75.00
88367	12/14/2018	SAMARITAN OCCUPATIONAL MED		AP		395.00
88368	12/14/2018	STATE OF OREGON		AP		40.00
88369	12/14/2018	Karen Steinborn		AP		1,414.09
88370	12/14/2018	The Park Catalog		AP		7,391.00
88371	12/14/2018	WELLS FARGO VENDOR FIN SERV		AP		371.78
88372	12/14/2018	WIRE WORKS LLC		AP		404.54
88373	12/17/2018	PRIMASING MOTORS, INC.		AP		29,135.96
0	12/26/2018	STANDARD INS. CO.		AP		7,624.98
88374	12/26/2018	ALBERTSONS / SAFEWAY		AP		8.00
88375	12/26/2018	Amazon Capital Services, Inc.		AP		243.99
88376	12/26/2018	ABRAHAM BURNS		AP		71.21
88377	12/26/2018	SAMANTHA CALDWELL		AP		162.50
88378	12/26/2018	CENTER POINT LARGE PRINT		AP		175.56
88379	12/26/2018	Centro Print Solutions		AP		145.12
88380	12/26/2018	CENTURYLINK		AP		1,341.04
88381	12/26/2018	TERESA CULLEY		AP		82.31
88382	12/26/2018	CHAUVENET CURTIS		AP		41.70
88383	12/26/2018	DEER CREEK HOMES		AP		22.42
88384	12/26/2018	Diamond Clean Professional Services, I		AP		1,950.00
88385	12/26/2018	PAUL EHRHARD		AP		35.00
88386	12/26/2018	GOVERNMENT FINANCE OFFICER		AP		170.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88387	12/26/2018	David Robert Hepp		AP		8,048.20
88388	12/26/2018	JOHN DEERE FINANCIAL		AP		39.98
88389	12/26/2018	DANA LANE		AP		41.70
88390	12/26/2018	Library Ideas, LLC		AP		2,406.85
88391	12/26/2018	LINN COUNTY RECORDER		AP		95.00
88392	12/26/2018	NEU FLO PLUMBING		AP		509.00
88393	12/26/2018	OREGON LIBRARY ASSOCIATION		AP		90.00
88394	12/26/2018	PETRO SHADRIN		AP		50.33
88395	12/26/2018	GREG SPRINGMAN		AP		26.00
88396	12/26/2018	STAPLES ADVANTAGE		AP		79.09
88397	12/26/2018	DAVE TRASK		AP		50.00
88398	12/26/2018	TYLER TECHNOLOGIES, INC.		AP		5,832.61
88399	12/26/2018	D. MACK WALLS		AP		395.00
0	12/31/2018	FEDERAL PAYROLL TAXES		AP		19,765.00
0	12/31/2018	FICA PAYROLL TAXES		AP		30,937.16
0	12/31/2018	Vantagepoint Trf. Agents 300619		AP		3,670.00
0	12/31/2018	MEDICARE		AP		7,372.82
0	12/31/2018	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	12/31/2018	OREGON PAYROLL TAXES		AP		14,747.14
0	12/31/2018	HSA - PAYROLL DEDUCTIONS		AP		775.00
0	12/31/2018	PERS		AP		11,652.45
0	12/31/2018	AFLAC		AP		831.22
0	12/31/2018	Vantagepoint Trf. Agents 705507		AP		458.33
0	12/31/2018	NATIONWIDE-PAYROLL DEDUCTIO		AP		1,750.00
0	12/31/2018	Vantagepoint Trf. Agents 108524/10904		AP		25,557.00
0	12/31/2018	SWEET HOME POLICE EMPLOYEE!		AP		1,185.00
0	12/31/2018	ASI-PAYROLL DEDUCTIONS		AP		120.00
0	12/31/2018	EBS TRUST		AP		81,806.09
0	12/31/2018	FIRST INVESTORS - PAYROLL DED		AP		350.00
88400	12/31/2018	Bonneville Billing & Collections, Inc.		AP		7.41
88401	12/31/2018	CREDITORS COLLECTION SERVI		AP		827.92
88402	12/31/2018	OREGON AFSCME COUNCIL 75		AP		1,005.96
88403	12/31/2018	STEELHEAD STRENGTH & FITNES		AP		754.50
88404	12/31/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
88405	12/31/2018	UNITED WAY		AP		52.00
0	1/2/2019	HSA - PAYROLL DEDUCTIONS		AP		16,375.00
0	1/4/2019	STANDARD INS. CO.		AP		3,849.40
88406	1/4/2019	Amazon Capital Services, Inc.		AP		153.93
88407	1/4/2019	ANDERSON ENTERPRISES		AP		319.84
88408	1/4/2019	Thomas and Erika Baham		AP		10.00
88409	1/4/2019	BLACKSTONE PUBLISHING		AP		147.54
88410	1/4/2019	CASCADE COMPUTER MAINTENA		AP		319.50
88411	1/4/2019	CH2M OMI, Inc.		AP		90,939.17
88412	1/4/2019	COMCAST		AP		166.59
88413	1/4/2019	COMCAST BUSINESS		AP		1,507.88
88414	1/4/2019	STATE OF OREGON CORPORATION		AP		40.00
88415	1/4/2019	CUB-ALBANY PRINTING		AP		502.00
88416	1/4/2019	DRIVER AND MOTOR VEHICLE SE		AP		6.00
88417	1/4/2019	FASTENAL COMPANY		AP		29.09
88418	1/4/2019	H & H MACHINE, LLC		AP		50.00
88419	1/4/2019	Desi Housley		AP		40.00
88420	1/4/2019	JUNIOR LIBRARY GUILD		AP		106.55
88421	1/4/2019	Les Schwab Tire Centers of Portland, In		AP		62.77
88422	1/4/2019	LITHIA MOTOR SUPPORT SERVICE		AP		279.66
88423	1/4/2019	LLOYD R. RICE TOWING SERVICE		AP		60.00
88424	1/4/2019	MOONLIGHT BPO, INC.		AP		2,833.60

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88425	1/4/2019	MOOSE CREEK MACHINE & REPAI		AP		46.00
88426	1/4/2019	NATIONAL BUSINESS SOLUTIONS		AP		24.20
88427	1/4/2019	NORTHWEST NATURAL		AP		3,356.06
88428	1/4/2019	OFFICE DEPOT		AP		134.66
88429	1/4/2019	OREGON ASSOC. OF WATER UTILI		AP		855.00
88430	1/4/2019	OREGON DEPT. OF AGRICULTURE		AP		57.50
88431	1/4/2019	OREGON HEALTH AUTHORITY - S		AP		265.00
88432	1/4/2019	PACIFIC POWER		AP		21,798.18
88433	1/4/2019	PRESIDENT'S CLUB		AP		2,691.33
88434	1/4/2019	PROFESSIONAL SECURITY ALARM		AP		556.00
88435	1/4/2019	GINA RILEY		AP		165.04
88436	1/4/2019	SHERWIN WILLIAMS CO.		AP		127.45
88437	1/4/2019	SIERRA SPRINGS		AP		58.66
88438	1/4/2019	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
88439	1/4/2019	SYNCB/AMAZON		AP		1,249.10
88440	1/4/2019	THYSSENKRUPP ELEVATOR CORP.		AP		528.03
88441	1/4/2019	VERIZON WIRELESS		AP		1,608.10
88442	1/4/2019	WELLS FARGO FINANCIAL LEASIN		AP		734.00
88443	1/4/2019	ASCAP		AP		357.00
88444	1/4/2019	BUCK'S SANITARY SERVICE, INC.		AP		41.76
88445	1/4/2019	CASELLE, INC.		AP		763.34
88446	1/4/2019	CIS TRUST		AP		291.00
88447	1/4/2019	DRIVER AND MOTOR VEHICLE SEI		AP		122.00
88448	1/4/2019	FERGUSON WATERWORKS #3011 A		AP		1,331.34
88449	1/4/2019	GOVERNMENT FINANCE OFFICER		AP		135.00
88450	1/4/2019	O'REILLY AUTOMOTIVE, INC.		AP		18.85
88451	1/4/2019	TIM RILEY		AP		122.00
88452	1/4/2019	TICOR TITLE		AP		400.00
88453	1/8/2019	OREGON DEPT OF ENVIRONMENT		AP		158,472.00
88454	1/8/2019	OREGON DEPT OF ENVIRONMENT		AP		16,517.00
88455	1/11/2019	PRIMASING MOTORS, INC.		AP		27,085.76
88456	1/14/2019	ACCELA, INC. #774375		AP		1,735.00
88457	1/14/2019	ALSCO		AP		242.98
88458	1/14/2019	Amazon Capital Services, Inc.		AP		344.79
88459	1/14/2019	ARAMARK UNIFORM SERVICES		AP		97.60
88460	1/14/2019	DARRYL BALKEMA		AP		67.60
88461	1/14/2019	BENTON ELECTRIC, INC.		AP		346.00
88462	1/14/2019	BI-MART CORPORATION		AP		22.95
88463	1/14/2019	BULLARD LAW		AP		3,960.00
88464	1/14/2019	CASCADE COMPUTER MAINTENA		AP		475.00
88465	1/14/2019	Susan Coleman		AP		123.87
88466	1/14/2019	DAN DEE SALES		AP		253.00
88467	1/14/2019	DEMCO		AP		500.41
88468	1/14/2019	KIRA DENTON		AP		50.00
88469	1/14/2019	DEPT. OF CONSUMER AND BUSINI		AP		3,201.64
88470	1/14/2019	Edge Analytical, Inc.		AP		822.00
88471	1/14/2019	Candice Elliott		AP		50.00
88472	1/14/2019	FERGUSON WATERWORKS #3011 A		AP		3,862.19
88473	1/14/2019	Sarah Ferguson, Attorney at Law, LLC		AP		240.00
88474	1/14/2019	GRAINGER, INC.		AP		16.00
88475	1/14/2019	HOME DEPOT CREDIT SERVICES		AP		499.00
88476	1/14/2019	GERALD HOWARD		AP		20.00
88477	1/14/2019	HOY'S TRUE VALUE		AP		231.27
88478	1/14/2019	HUTCHINS WELDING AND REPAIR		AP		165.23
88479	1/14/2019	INGRAM LIBRARY SERVICES		AP		251.89
88480	1/14/2019	KENDALL FORD		AP		15,150.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88481	1/14/2019	KIP AMERICA, INC.		AP		259.86
88482	1/14/2019	LIBERTY ROCK PRODUCTS, INC.		AP		504.21
88483	1/14/2019	Library Ideas, LLC		AP		414.45
88484	1/14/2019	Linn County Road Department		AP		35.00
88485	1/14/2019	Greg Mahler		AP		162.44
88486	1/14/2019	Terry Mahler		AP		59.82
88487	1/14/2019	CHAYHOWA MCELHINNY		AP		35.00
88488	1/14/2019	METEREADERS, LLC		AP		1,978.83
88489	1/14/2019	MOOSE CREEK MACHINE & REPAI		AP		385.00
88490	1/14/2019	MURRAYSMITH, INC.		AP		54,047.68
88491	1/14/2019	NET ASSETS		AP		280.00
88492	1/14/2019	NEW ERA		AP		79.50
88493	1/14/2019	OFFICE DEPOT		AP		124.62
88494	1/14/2019	MAVIS OLSON		AP		58.97
88495	1/14/2019	OVERHEAD DOOR COMPANY, INC		AP		4,340.00
88496	1/14/2019	Ferguson Enterprises, Inc. #3325 Pollar		AP		985.19
88497	1/14/2019	RENEWED PROPERTIES, LLC		AP		110.23
88498	1/14/2019	SAIF CORPORATION		AP		75.00
88499	1/14/2019	SANTIAM FEED & GARDEN CENTE		AP		50.00
88500	1/14/2019	SOUTH FORK TRADING CO., INC.		AP		7.36
88501	1/14/2019	STAPLES ADVANTAGE		AP		726.83
88502	1/14/2019	STATE OF OREGON LOTTERY		AP		20.00
88503	1/14/2019	SWEET HOME CHAMBER OF COMI		AP		5,000.00
88504	1/14/2019	TEC EQUIPMENT, INC.		AP		63.42
88505	1/14/2019	Tell & Sell / Sweet Home Printing		AP		80.96
88506	1/14/2019	THRIFTWAY		AP		75.00
88507	1/14/2019	RAY TOWRY		AP		419.95
88508	1/14/2019	DAVE TRASK		AP		184.84
88509	1/14/2019	TWGW, INC. NAPA AUTO PARTS		AP		958.48
88510	1/14/2019	US POSTMASTER		AP		450.00
88511	1/14/2019	WALKER HEATING & AC, INC.		AP		1,089.00
88512	1/14/2019	WELLS FARGO VENDOR FIN SERV		AP		157.93
88513	1/14/2019	WILDISH SAND & GRAVEL CO.		AP		588.57
0	1/18/2019	HSA - PAYROLL DEDUCTIONS		AP		1,125.00
88514	1/24/2019	Amazon Capital Services, Inc.		AP		401.65
88515	1/24/2019	American Leak Detection		AP		17,500.00
88516	1/24/2019	BLACKSTONE PUBLISHING		AP		261.00
88517	1/24/2019	CENTER POINT LARGE PRINT		AP		175.56
88518	1/24/2019	CENTURYLINK		AP		1,384.04
88519	1/24/2019	CH2M OMI, Inc.		AP		90,939.17
88520	1/24/2019	COMCAST		AP		632.86
88521	1/24/2019	COMCAST BUSINESS		AP		2,545.20
88522	1/24/2019	DAN DEE SALES		AP		83.97
88523	1/24/2019	DEMCO		AP		216.88
88524	1/24/2019	Ryan James Dowd		AP		359.00
88525	1/24/2019	DRIVER AND MOTOR VEHICLE SEI		AP		3.00
88526	1/24/2019	Edge Analytical, Inc.		AP		595.00
88527	1/24/2019	FASTENAL COMPANY		AP		595.12
88528	1/24/2019	CLEORA FINNELL		AP		34.65
88529	1/24/2019	DAVID FORD		AP		17.02
88530	1/24/2019	Wesley Glenn		AP		26.00
88531	1/24/2019	GRAINGER, INC.		AP		113.96
88532	1/24/2019	HEALTHY HOME PEST CONTROL, I		AP		200.00
88533	1/24/2019	HOME DEPOT CREDIT SERVICES		AP		84.99
88534	1/24/2019	INDUSTRIAL WELDING SUPPLY, IN		AP		70.72
88535	1/24/2019	JOHN DEERE FINANCIAL		AP		159.99



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88536	1/24/2019	JUNIOR LIBRARY GUILD		AP		106.55
88537	1/24/2019	Les Schwab Tire Centers of Portland, In		AP		2,512.49
88538	1/24/2019	Library Ideas, LLC		AP		444.40
88539	1/24/2019	Mallory Safety and Supply LLC		AP		26.72
88540	1/24/2019	MICHAEL MATHESON		AP		102.16
88541	1/24/2019	METEREADERS, LLC		AP		1,980.72
88542	1/24/2019	MOONLIGHT BPO, INC.		AP		621.57
88543	1/24/2019	NATIONAL BUSINESS SOLUTIONS		AP		1,406.86
88544	1/24/2019	NORM'S ELECTRIC, INC.		AP		95.00
88545	1/24/2019	NORTHWEST CODE PROFESSIONA		AP		3,593.85
88546	1/24/2019	NORTHWEST SIGN RECYCLING		AP		54.37
88547	1/24/2019	Devina Oden		AP		70.00
88548	1/24/2019	OFFICE DEPOT		AP		206.56
88549	1/24/2019	ONE CALL CONCEPTS		AP		41.15
88550	1/24/2019	OREGON DEPT OF ENVIRONMENT		AP		1,080.00
88551	1/24/2019	OREGON DEPT. OF TRANSPORTATI		AP		127.00
88552	1/24/2019	OREGON GOVERNMENT FINANCE		AP		360.00
88553	1/24/2019	OREGON PERMIT TECHNICIANS A:		AP		40.00
88554	1/24/2019	O'REILLY AUTOMOTIVE, INC.		AP		62.48
88555	1/24/2019	OWEN EQUIPMENT COMPANY, INC		AP		706.84
88556	1/24/2019	BRITTANY PARISH		AP		46.01
88557	1/24/2019	PETROCARD		AP		2,164.63
88558	1/24/2019	Ferguson Enterprises, Inc. #3325 Pollar		AP		108.08
88559	1/24/2019	RITZ SAFETY		AP		225.00
88560	1/24/2019	SAIF CORPORATION		AP		75.00
88561	1/24/2019	SAMARITAN HEALTH SERVICES, II		AP		95.00
88562	1/24/2019	SCOTT EDWARDS ARCHITECTURE		AP		4,875.73
88563	1/24/2019	SENIOR CITIZENS OF SWEET HOM		AP		22,200.00
88564	1/24/2019	SHAMROCK SUPPLY COMPANY, IN		AP		54.00
88565	1/24/2019	SNAP-ON-TOOLS		AP		15.40
88566	1/24/2019	SOUTH FORK TRADING CO., INC.		AP		95.25
88567	1/24/2019	STATE OF OREGON LOTTERY		AP		20.00
88568	1/24/2019	DON SULLIVAN		AP		26.00
88569	1/24/2019	SWEET HOME CHAMBER OF COMI		AP		120.00
88570	1/24/2019	SWEET HOME COMMUNITY FOUN		AP		5,000.00
88571	1/24/2019	SYNCB/AMAZON		AP		1,270.28
88572	1/24/2019	Tell & Sell / Sweet Home Printing		AP		190.80
88573	1/24/2019	DOMINIC VALLONI		AP		24.00
88574	1/24/2019	ADRIANA VERNON		AP		17.93
88575	1/24/2019	WELLS FARGO FINANCIAL LEASIN		AP		49.00
88576	1/24/2019	WOODCHUCK TREE SVC., LLC		AP		1,000.00

Total Check Count: 367

Total Check Amount: 1,344,325.17

Statistics for November, 2018		Statistics for December, 2018		Statistics for January, 2019	
<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>	
OPAC Logins	208	OPAC Logins	228	OPAC Logins	243
SIP2 Logins	359	SIP2 Logins	265	SIP2 Logins	370
<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>	
Checkouts	2961	Checkouts	2742	Checkouts	3545
Renewals by Staff	733	Renewals by Staff	590	Renewals by Staff	492
Renewals by OPAC	103	Renewals by OPAC	261	Renewals by OPAC	228
<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>	
Holds by Staff	158	Holds by Staff	101	Holds by Staff	110
Holds by OPAC	93	Holds by OPAC	126	Holds by OPAC	164
<b>ACTIVE PATRONS</b>	2434	<b>ACTIVE PATRONS</b>	2426	<b>ACTIVE PATRONS</b>	2428
<b>NEW PATRONS</b>		<b>NEW PATRONS</b>		<b>NEW PATRONS</b>	
Resident	65	Resident	23	Resident	29
NonResident	4	NonResident	2	NonResident	5
<b>ITEM COUNTS</b>	35921	<b>ITEM COUNTS</b>	35993	<b>ITEM COUNTS</b>	36020
<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>	
Logins this month	376	Logins this month	436	Logins this month	501
Pages printed	611	Pages printed	916	Pages printed	1339
<b>Resource Sharing Savings \$2,298.05</b>		<b>Resource Sharing Savings \$2,426.09</b>		<b>Resource Sharing Savings \$2,509.82</b>	

**QUARTERLY CIRCULATION STATISTICS  
BY ITEM TYPE**

	<b>2018</b>	<b>November</b>	<b>December</b>	<b>2019 January</b>
Auto Manuals		0	0	0
Books on CD		120	146	159
Children's Board Books		115	65	85
Children's Easy Readers		266	193	225
Children's Fiction		295	240	278
Children's Graphic Novels		105	60	123
Children's NonFiction		264	123	206
Children's Picture Books		632	522	527
Children's Ready to Read		101	79	108
Children's 100 Books				73
Children's VOX Books				87
DVDs		627	643	682
Fiction		351	287	364
Magazines		43	28	30
Music CD		3	12	31
Mystery		285	265	299
New Fiction		177	168	168
New NonFiction		65	73	99
New Mystery		140	127	100
New Science Fiction		6	18	10
NonFiction		284	226	283
Northwest		19	18	14
Paperback General		15	12	4
Paperback Mystery		37	68	56
Paperback Romance		40	37	34
Paperback Westerns		24	10	10
Paperback Science Fiction		10	2	5
Science Fiction / Fantasy		46	18	28
Teen Fiction		105	59	86
Teen Graphic Novel		3	31	47
Teen NonFiction		7	2	3
Westerns		25	37	35
Ukuleles		3	3	5
<b>TOTALS</b>		<b>4216</b>	<b>3593</b>	<b>4265</b>

Library Board Meeting Minutes  
January 10, 2019  
Meeting Time 4:30pm

Present at the meeting were Kevin Hill, Diane Gerson, Eva Journey, Charlene Adams, Don Hopkins

Motion to approve them minutes (Diane Gerson made a motion and Eva Journey seconded).  
Motion approved (5 ayes, 0 opposed).

By consensus the board decided to excuse Kevin Hill's absence from the December 13, 2018 meeting.

The December expenditures were reviewed by the board. There was no discussion on this item.

Rose commented on the "December happenings at the Library", stating the patrons are now printing from the self-service kiosk print release station made possible from the Trust Management grant. Rose also mentioned that the library received a Ready to Read grant in the amount of \$1450 for the summer reading program. Diane Gerson requested that when funds from the Friends of the Library are used for events or purchases, they be highlighted in the "happenings" report.

#### **5 Year CIP**

The 5 year CIP (Capital Improvement Plan) was reviewed by the board. Eva Journey made a couple of suggestions for changes

1. However, in today's world and the lack (of) broadband Internet service **for some of our patrons** (throughout the community)
2. Other highlights to be added include  
**New public service desk (delete)**  
**Redesigned main entryway (delete)**

#### **Budget 2019-2020**

The budget for 2019-2020 was reviewed and an explanation from Brandon Neish regarding property tax values and budgeted capital expenses. The board discussed the transferred out for services amount of \$52,005. They asked how this number was determined. What is the plan for the future?

#### **Fee Schedule**

The Board reviewed the fee schedule focusing on the nonresident card fee. By consensus, the board, decided not to make any changes to the fees for the library.

Rose distributed a copy of the Oregon Library Association's statement regarding "deselection". The board suggested that the word deselection leans more towards censorship and to stay with the word normally used weeding.

The board asked Rose to bring the quotation from the Corrections Facilities and pictures for the new circulation desk at the next board meeting.

Next meeting February 14, 2019 at 4:30pm

# MEMORANDUM



TO: City Council  
 Ray Towry, City Manager  
 Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: February 5, 2019

SUBJECT: Community and Economic Development Department Report for December 2018 and January 2019

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities for the months of December 2018 and January 2019.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Construction Category	December 2018	January 2019
Residential 1 and 2 Family Dwellings	1	1
Residential Manufactured Dwellings	0	4
Residential Structural	2	5
Residential Mechanical Permits	10	4
Residential Plumbing	2	1
Residential Demolition	0	2
Residential Site Development	0	1
Commercial Mechanical	1	0
Commercial Structural	4	3
Commercial Plumbing	1	1
Commercial Demolition	0	0
Commercial Site Development	0	0
<b>Total Permits</b>	<b>21</b>	<b>22</b>
<b>Value Estimate of All Permits</b>	<b>\$1,354,929</b>	<b>\$1,367,278</b>
<b>Fees Collected</b>	<b>\$16,816</b>	<b>\$17,996</b>

Building permit revenue (7/1/18-1/31/19): \$92,128  
 Building permit revenue (FY 18/19 Budgeted): \$145,000

## 2. PLANNING

- Summary of Planning Division Permits Issued.

Permit Type	December 2018	January 2019
Conditional Use Permits	0	0

Variance	2	0
Partition	0	0
Property Line Adjustments	0	0

Planning permit revenue (7/1/18-1/31/19): \$9,079

Planning permit revenue (FY 18/19 Budgeted): \$12,420

Staff is preparing a scope of work with John Morgan to finish the code update in progress to replace Title 16; Land Division and Line Adjustments, and Title 17; Zoning, of the Sweet Home Municipal Code (SHMC). Once the code is ready after staff and peer review, it will be presented to the Planning Commission for review. At that point, the code will go through a public review process as a text amendment to the SHMC. It will be important that there be an opportunity for robust review and public input in order to ensure that the code meets the needs of the City Council and Sweet Home community.

### 3. ECONOMIC DEVELOPMENT

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on January 10, 2019. We continued discussion on the concept of establishing an innovation hub that is modeled after the Corvallis Foundry ([www.corvallisfoundry.com](http://www.corvallisfoundry.com)). An innovation hub is a physical location where entrepreneurs, remote workers, and new businesses could rent work space and connect. The innovation hub would act as business incubator. The location would be a central hub for providing resources to small business, and would be a location to hold business networking, resource and training events. The group is working on creating a business plan for the Hub and has started to investigate possible locations. The objective at this point is to refine the concept prior to presenting to the City Council.

### 4. CODE ENFORCEMENT

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. Garbage and junk continue to be a problem on numerous properties, and the Code Enforcement Officer is actively addressing this challenge at several properties.

### 5. PARKS AND RECREATION

Staff and a subcommittee of the Park and Tree Committee have been preparing the information needed to submit a grant application to the Oregon Parks and Recreation Department (OPRD) under the Local Government Grant Program. An OPRD grant would present a significant opportunity for the City to develop a park. Under the Local Government Grant Program, the City would need to provide 40% of total project cost for a park development project, and if awarded, the grant would cover 60% of total project costs. Staff and subcommittee members plan to seek the City Council's authorization to apply for the OPRD grant to make improvements at Sankey Park at the City Council's February 12 meeting.

The Sweet Heart Run this year will be a collaborative effort with the Rotary Club. The Sweet Heart Run will take place on Saturday, February 9 at 10 am at Sankey Park. The City is fortunate to have received a grant of \$2000 in support of this event from the Siletz Tribal Charitable Contribution Fund.

### 6. OTHER PROJECTS

Joe Graybill, Staff Engineer is the project manager for the new City Hall construction project. Remodel work is underway.

The City was approached last year by Cross Development, who sought to gift to the City the property located contiguous and to the east of the School District office located at 1920 Long Street. The property is behind the Dollar General. In conversation with Cross Development, it was reported that they sold the property. At this point, my conclusion is that it is no longer available to the City.





January 15, 2019

Ray Towry  
City of Sweet Home  
City Manager  
1140 12th Avenue  
Sweet Home, OR 97386

Re: New Comcast Government Affairs Contact

Dear Ray Towry,

I'm pleased to announce that Comcast has hired an additional Director of Government & Regulatory Affairs, Kirk Nord. Kirk comes to us from Salt Lake City, Utah where he oversaw Government & Regulatory Affairs for Arizona, Utah and Idaho for Comcast. In that role, he worked with local, state and federal government authorities on cable and technology related negotiations, regulation and oversight.

Going forward Kirk will be your Comcast contact. He's looking forward to getting out and meeting you soon. Feel free to contact him at 503.605.6015 or [kirk.nord@comcast.com](mailto:kirk.nord@comcast.com) if you need him for anything.

Sincerely,

Tim Goodman  
Director, Government & Regulatory Affairs