

## MISSION STATEMENT

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



# CITY OF SWEET HOME CITY COUNCIL AGENDA

April 23, 2019, 6:30 p.m.  
Sweet Home Police Department, 1950 Main Street  
Sweet Home, OR 97386

WIFI Passcode:  
guestwifi

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: April 4, 2019 City Council Special Meeting (pg. 3)  
April 9, 2019 City Council (pg. 4-7)

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

- a) SHARE Presentation on Business Hub/Foundry

### E. Old Business:

### F. New Business:

- a) Proclamation – Mental Health Month (pg.8)
- b) Request for Council Action - Wastewater Treatment Plant Project – Murraysmith (pg 9-14)
- c) Request for Council Action – Appointment to the Budget Committee - Briana (pg. 15-17)
- d) Request for Council Action – Appointment to the City Charter Review Committee – Briana (pg. 18-21)
- e) Request for Council Action – Appointment to the Planning Commission – Parker (pg. 22-24)
- f) Request for Council Action – Library Needs Assessment Proposal (pg. 25-63)
- g) Request for Council Action – Approval for Fiber Optic Installation (pg. 64-66)
- h) Resolution No. 9 for 2019 – Non Represented Salary Schedule (pg. 67-81)
- i) Resolution No. 10 for 2019 – Council Goals (pg. 82-85)

### G. Ordinance Bills

- i. Introduction and Request for Ordinance
- ii. First Reading of Ordinance Bills

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

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MISSION STATEMENT

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- iii. **Second Reading of Ordinance Bills**
  - (1) Ordinance Bill No. 1 for 2019 – Ordinance Bill No. \_\_\_\_ - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee (pg. 86-89)
- 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) Budget Committee Minutes 04-04-19 (pg. 90-91)
  - ii. Library Services Director
  - iii. Community and Economic Development Director
    - (1) Planning Commission Minutes 01-28-19 (pg. 92-94)
    - (2) Planning Commission Minutes 02-04-19 (pg. 95-97)
  - iv. Police Chief
    - (1) PD Report (pg. 98)
  - v. Public Works Director
  - vi. City Attorney’s Report

**I. Reports of City Officials:**

Administrative & Finance/Property (Minutes 04-11-19) (pg. 99)	Goble
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments	Gerson
Area Commission on Transportation	Trask
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Legislative Committee	

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

**K. Adjournment**

SWEET HOME CITY COUNCIL  
SPECIAL MEETING MINUTES

April 4, 2019

The City Council Special Meeting was opened at 6:47 p.m. in the Sweet Home Police Department Conference Room.

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

Staff: City Manager Ray Towry, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

The purpose of the meeting was to discuss a 5 Year Service Agreement with an Internet Provider. The Council reviewed plan options. Discussion ensued.

**Motion to accept a 5 Year Service Agreement with Comcast for Internet Services (Goble) Motion dies for lack of a second.**

**Motion to ask Comcast to present to Council during the 2<sup>nd</sup> meeting in April (Trask/Gerson) Motion passes with 4 Ayes (Trask, Gerson, Mahler and Gourley) and 3 Opposed (Nash, Coleman and Goble).**

The meeting adjourned at 7:15 p.m.

The foregoing is a true copy of the proceedings of the City Council at the April 4, 2019 City Council Special Meeting.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

**SWEET HOME CITY COUNCIL  
MEETING MINUTES**

April 09, 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, City Attorney Robert Snyder, Public Works Director Greg Springman, Police Chief Jeff Lynn, Library Services Director Rose Peda, Community and Economic Development Director Interim Joe Graybill and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Chase Boyd, Youth Advisory Council

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

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

**Consent Agenda:** **Motion was made to approve the Consent Agenda as submitted (Goble/Coleman). Motion passed with 7 Ayes, 0 Opposed, 0 Absent.**

Items on the consent agenda are as follows:  
Approval of Minutes: March 21, 2019 Special Meeting  
March 22, 2019 Special Meeting  
March 23, 2019 Special Meeting  
March 26, 2019 City Council

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

Chase Boyd  
Youth Advisory Council

Chase Boyd, a representative of the Youth Advisory Council reported that the YAC will be visiting the Capitol on Wednesday and have scheduled meetings with the Governor and Legislators.

**Old Business:**

**New Business:**

Proclamation – National Library Week

Mayor Mahler read the 2019 National Library Week Proclamation.

Proclamation – Arbor Day

Mayor Mahler read the 2019 Arbor Day Proclamation.

Public Hearing – Wastewater Treatment Plant Project

Mayor Mahler opened the Public Hearing at 6:39pm. There was a brief introduction by PWD Springman and Preston Van Meter of Murraysmith, on the Wastewater Treatment Plant Project. There was time for public comment. The project will come before Council for Council decision on April 23, 2019.

Public Comment – Council Goals

City Manager Towry reviewed updates to the Council Goals as identified by the Council during the City Council Training held March 21-23. By Consensus the Council added Behavioral Health language to their Mental Health goal. The floor was open for Public Comment. The Council Goals will be on the Agenda for Council decision on the April 23, 2019.

Request for Council Action –  
Police Radio Replacement

Police Chief Jeff Lynn introduced the request to replace the Sweet Home Police Department mobile and emergency radios. The replacement radios would be dual band and have a lifecycle estimated at 12-15 years.

**Motion to authorize Sweet Home Police Department to enter into a contract with Complete Wireless Solutions and purchase 9 mobile Kenwood radios and 20 portable Kenwood radios (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>Aye</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 7 Ayes and 0 Opposed.**

Request for Council Action –  
Timber Consulting Services RFP

Public Works Director Greg Springman introduced the request to solicit for a Timber Consulting Service explaining the need for this type of service for timber removal and storage following wind or storm events.

**Motion to authorize the solicitation of Timber Consulting Services by the posting of a Request for Proposal (RFP) (Gerson/Gourley). Motion passed with 7 Ayes and 0 Opposed.**

Request for Council Action -  
Non Represented Salary Schedule

Mayor Mahler tabled the request to review the Non Represented Salary Schedule until after Budget Committee sessions.

Request for Council Action – Sweet  
Home School District Bulk Water  
Rates

City Manager Towry stated the City Council Administration, Finance and Property Committee discussed Bulk Water Rates for the Sweet Home School District during two separate meetings. The recommendation of the Committee was to move the item to the full Council for decision.

Motion to revert Bulk Water Rates for the Sweet Home School District to the 2018 Rate for 6 months and for the District to work with the Park and Tree Committee on partnering for additional open space or further development/enhancement of open space

on school district property (Coleman/Gerson). Motion passed with 6 Ayes, 1 Abstain (Councilor Gourley is employed by the Sweet Home School District) and 0 Opposed.

**Request for Council Action and First Reading of Ordinance Bills:**  
Ordinance Bill No. 1 for 2019 – Ordinance Bill No. \_\_\_\_ - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee

**Motion to move Ordinance No. 1 for 2019 – Ordinance No. \_\_\_\_ - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee, to first reading (Gerson/Coleman) Motion passed with 7 Ayes, 0 Opposed.**

City Attorney Robert Snyder read Ordinance No. 1 for 2019 – Ordinance Bill No. \_\_\_\_ - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee, in its entirety.

**Motion to move Ordinance No. 1 for 2019 – Ordinance No. \_\_\_\_ to second reading on April 23, 2019 (Coleman/Trask) Motion passed with 7 Ayes, 0 Opposed.**

**Second Reading:**

None

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

None

**Mayor’s Report**

Mayor Mahler reminded Council they need to complete their Statement of Economic Interest (SEI) by April 15<sup>th</sup> to avoid fees.

Mayor Mahler dissolved the Fire District Liaison, the Capitol Christmas Tree Committee, and the Public Safety and Traffic Safety Committees. Mayor Mahler added a Legislative Committee.

**City Manager’s Report**

No Report

**Department Directors Reports:**

Mayor Mahler asked if there were any questions of staff. There were none. Department Heads submitted written reports in the packet.

**Committee Reports:**

**Administration & Finance/  
Property Committee**

No Report

**Public/Traffic Safety**

No Report.

**Public Works**

No Report

**City Boards/Committees:**

**Chamber of Commerce**

Councilor Coleman thanked Councilor Goble for attending the Chamber meeting.

Park & Tree Commission

Councilor Trask reported the Committee meets next week.

Y.A.C.

No Report

Ad Hoc Committee  
Community Healthcare

Councilor Gourley reported the Community Health Committee meetings have moved to the Sweet Home Police Department Conference Room.

Regional Boards/Committees:

Area Commission on Transportation (ACT) No Report

Council of Governments (COG) No Report

Solid Waste Advisory Council (SWAC) No Report

Council Business for Good of the Order: Councilor Gerson requested approval from the Council for SHOCASE to organize a photo contest to solicit artwork for the New City Hall. By Consensus the Council supported the contest.

Adjournment: With no further business the meeting adjourned at 7:30 PM

The foregoing is a true copy of the proceedings of the City Council at the April 9, 2019 regular City Council Meeting.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



## 2019 Mental Health Month Proclamation

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

THEREFORE, I Mayor Greg Mahler, do hereby proclaim May 2019 as Mental Health Month in Sweet Home, Oregon. As the Mayor of Sweet Home, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Sweet Home, to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Proclaimed this 26th day of March 2019.

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Greg Mahler - Mayor

ATTEST:

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City Manager – Ex Officio City Recorder





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 17, 2019	<b>TITLE:</b> Murraysmith - Wastewater Treatment Plant Improvements Project 20% Schematic Design Concept	<b>TYPE OF ACTION:</b> RESOLUTION
<b>SUBMITTED BY:</b> Greg Springman, Public Works Director		<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> Ray Towry, City Manager	<b>ATTACHMENTS:</b> Wastewater Treatment Plant Improvements Project - Costs Summary	<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To review and approve the Wastewater Treatment Plant (WWTP) Improvements Project 20% Schematic design concept, supporting Murraysmith for final design of the City’s WWTP Improvement Project.

**BACKGROUND/CONTEXT:**

The City’s Wastewater Collection System and Wastewater Treatment Plant (WWTP) serve a population of approximately 9,200 residents in the community of Sweet Home. The WWTP is located at 1357 Pleasant Valley Road in the city of Sweet Home. The plant was initially constructed and placed into service in 1947. The City made treatment plant improvements in 1974, and again in 1994.

In January 2001, DEQ issued the City a Mutual Agreement and Order (MAO) for ongoing wastewater system overflows, and discharge violations at the WWTP’s outfall point due to heavier flows into the plant. As a result, the City contracted with Brown and Caldwell to develop the 2002 Wastewater Facility Plan. The plan quantified wet weather capacity deficiencies and evaluated alternatives for Inflow and Infiltration (I&I) reduction for the entire wastewater collection system. The City invested approximately \$15 million over 10 years for sewer rehabilitation projects to address specific I&I deficiencies throughout the collection system.

In May 2015, DEQ notified the City that it had complied with the terms of the MAO due to sewer rehabilitation efforts from 2003 through 2012. In the spring 2017, the WWTP had several violations for Total Suspended Solids (TSS) and E-coli during heavier wet weather events. DEQ issued an enforcement letter to the City in June 2017 for exceedance of TSS and E-coli limitations. In August 2017, DEQ held an enforcement meeting with City staff to discuss options for continued compliance.

The root cause of the violations are compounded by two factors, age of assets/infrastructure is beyond its useful life, and a change in wastewater volume and characteristics after initial construction. Since initial construction of the WWTP, there is now a steady stream of flushable materials on the markets which cause a build-up of trash/material throughout the treatment process. The City is proposing construction of new screenings process, aeration basin upgrades, secondary clarifier improvements, bio-solids improvements, outfall improvement, and other miscellaneous improvements to enhance operational efficiencies, plant reliability, and an increase in plant capacity, improving water quality discharged to the Santiam River.

City staff solicited proposals from engineering firms to prepare design drawings and specifications for improvements to the City's WWTP. Staff received proposals from Brown and Caldwell, CH2M, Murraysmith and Associates, and Civil West. Staff evaluated all proposals submitted, conducted interviews with each firm, and after careful considerations, staff selected Murraysmith. February 13, 2018, Murraysmith presented a Proposal for Engineering Service to City Council during a work session detailing the design process, funding options, and timelines for design completion. Murraysmith completed 20% schematic design in March 2019.

The full [presentation from Murraysmith](#) can be found the City website on the [WWTP Improvement Project page](#).

#### **THE CHALLENGE/PROBLEM:**

The WWTP infrastructure is beyond its useful life expectancy. The WWTP's structural and operational conditions will continue to violate permit requirements imposed by DEQ without a significant treatment plant upgrade. Staff must work diligently to secure funding necessary to complete the schematic design, final design, and finalize construction to minimize future WWTP violations, and improve the treatment plant's reliability, capacity, and operational life expectancy.

#### **STAKEHOLDERS:**

- City of Sweet Home Residents. Residents are the funding source and pay sewer rates on a monthly basis. Customers demand a high level of service, with uninterrupted sewer collection and treatment service.
- City of Sweet Home City Council. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best sewer service possible.
- City of Sweet Home Management Team. Each Department Head has a responsibility to the citizens in the City of Sweet Home to run their day-to-day operations as efficiently as possible.
- Sweet Home Business Community. Local organization comprised of business owners, and as employers and property owners they can be very influential with the Council members. The business community expects efficient uninterrupted collection and treatment sewer service.

#### **ISSUES & FINANCIAL IMPACTS:**

1. City of Sweet Home – Financial impacts for WWTP Improvement Project – Engineering Services for the schematic design is +/- \$787,760. The City Council has adopted new water/sewer rates in November, 2017. All customers began seeing an increase reflected on their January, 2018 water/sewer utility bill.
2. Public Works Department – The Public Works Department staff will be tasked as project managers and will participate as members of the design team, work to securing funding, ensure all requirements are met, and the project is completed on time within budget.
3. Sweet Home City Council – The City Council is asked to approve the WWTP 20% Schematic Design by Murraysmith. Timeline and project budget for final design will presented to Council in May, 2019.

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

Adopt 20% Schematic Design proposal for the WWTP Improvement Project in order to proceed with final design. Final design includes: secure funding source, evaluate water sewer rates, development of construction documents, and other miscellaneous timelines for project final design.

#### **OPTIONS:**

1. Do Nothing. Doing nothing preserves the status quo. City Staff would not be able to implement recommendations outlined in the Wastewater Facilities Plan or proceed with the required WWTP improvements. The WWTP would continue to violate discharge permit requirements imposed by DEQ. Aging equipment will continue to fail.

2. *Make a Motion.* Make a Motion to approve Murraysmith's 20% Schematic Design proposal for the WWTP Improvement Project. Authorize Murraysmith to develop scope of work for final design.
3. *Request City Staff to Make a Recommendation to City Council.* Request City staff to review existing information outlined in the Wastewater Facilities Plan to provide additional recommendations to Council. This option would be a significant step backwards in the WWTP Improvement Project, and would impact potential funding source.

**RECOMMENDATION:**

I strongly recommend option #2, requesting City Council to "Make a Motion" to accept and approve the Murraysmith's 20% Schematic Design as presented. Murraysmith and staff will begin developing final scope of work, and define final design budget. Staff will return to Council for project Scope of Work, and Murraysmith contract approval.

# Base Project Cost Summary

Base Project Costs <sup>(1)</sup>	
Influent Pump Station	\$2,100,000
Headworks Screening and Grit Removal	\$2,900,000
Primary Clarifier	\$1,700,000
Aeration Basin Modifications	\$3,500,000
Secondary Clarifiers	\$2,400,000
UV Disinfection	\$1,300,000
Solids Thickening	\$900,000
Solids Digestion	\$3,100,000
Dewatering and Biosolids Storage	\$1,300,000
Civil Site Improvements	\$1,500,000
Electrical and Instrumentation	\$2,800,000
<b>Subtotal of Base Project Costs</b>	<b>\$23,500,000</b>

(1) Costs include markups for General Conditions (8%), Mobilization (8%), Contractor O&P (12%), Design Contingency (20%), Construction Contingency (10%), and Engineering, Legal, and Contract Administration (25%)

# Additional Project Elements Cost Summary

Additional Element Costs <sup>(1)</sup>	
Tertiary Filter	\$1,850,000
New Administration/Lab Building	\$1,250,000
Offsite Class A Biosolids Composting Facility (Phase 1)	\$1,600,000
<b>Subtotal</b>	<b>\$4,700,000</b>

(1) Costs include markups for General Conditions (8%), Mobilization (8%), Contractor O&P (12%), Design Contingency (20%), Construction Contingency (10%), and Engineering, Legal, and Contract Administration (25%)

# Total Cost Summary

Compiled WWTP Costs for Base and Additional Elements <sup>(1)</sup>	
Estimated Base Cost	\$23,500,000
Additional Elements Cost Summary	\$4,700,000
Additional Elements Subtotal	\$28,200,000

(1) Costs include markups for General Conditions (8%), Mobilization (8%), Contractor O&P (12%), Design Contingency (20%), Construction Contingency (10%), and Engineering, Legal, and Contract Administration (25%)





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> Budget Committee Appointment	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assist	<b>ATTACHMENTS:</b> Application submitted for the position of Budget Committee.	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS MEMO:** Appointment to the Budget Committee

**BACKGROUND/CONTEXT:** There are currently vacancies on the Budget Committee. Robert (Bob) Briana has applied for appointment. The Administration, Finance, and Property Committee conducted an interview on April 11, 2019. They unanimously recommended that Mr. Briana be appointed to the Budget Committee for a three year term.

**THE CHALLENGE/PROBLEM:** Vacancy on the Budget Committee.

**STAKEHOLDERS:**

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

**ISSUES & FINANCIAL IMPACTS:**

1. None Known

**ELEMENTS OF A STABLE SOLUTION:** Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

**OPTIONS:**

1. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint Robert Briana to the Sweet Home Budget Committee for a three year term to expire December 31, 2021.

**RECOMMENDATION:**

Make a Motion to appoint Robert Briana to the Sweet Home Budget Committee for a three year term to expire December 31, 2021.



CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
[Jfisher@sweethomeor.gov](mailto:Jfisher@sweethomeor.gov)

**BOARD/COMMITTEE/COMMISSION APPLICATION**

Applicant Information (Please type/print clearly):

Name: ROBERT BRIANA

Permanent Address: 902 Wk AVE SH, OR 97386

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

Contact Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred method of contact: Mail Phone Email

Occupation: Self-employed - office Employer: \_\_\_\_\_

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment: Yes No  Charter Review

If yes, how long have you served in this capacity: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 20 Year(s) \_\_\_\_\_ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. ON 2 PREVIOUS BUDGET COMMS. FORMER SWEET HOME CITY COUNCILOR

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

4. What special contribution do you feel you can make to the group/position you are applying for? My interest in making Sweet Home a great little city



**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Robert Bricena, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Robert Bricena  
Signature

1/15/2019  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> Charter Review Committee	<b>TYPE OF ACTION:</b>
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assist	<b>ATTACHMENTS:</b> Application submitted for the position of Charter Review Committee.	<input type="checkbox"/> RESOLUTION
<b>REVIEWED:</b> Ray Towry, City Manager		<input checked="" type="checkbox"/> MOTION
		<input type="checkbox"/> OTHER

**PURPOSE OF THIS MEMO:** Appointment to the Charter Review Committee

**BACKGROUND/CONTEXT:** The City of Sweet Home Charter Review Committee will be made up of seven citizens residing within the corporate limits of the Sweet Home. Members will be appointed by the City Council and will include three (3) At Large Citizens; two (2) past City Councilors; and two (2) current City Councilors. The City Manager will provide technical advisory to the Committee.

The Committee’s role will be to review the City’s current Charter and make recommendations for changes to the City Council. Any changes to the Charter must be authorized by a majority vote of the Sweet Home Citizens.

Time commitment for this Committee will be six to twelve months.

**THE CHALLENGE/PROBLEM:** Vacancy on the Charter Review Committee.

**STAKEHOLDERS:**

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

**ISSUES & FINANCIAL IMPACTS:**

1. None Known

**ELEMENTS OF A STABLE SOLUTION:** Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

**OPTIONS:**

1. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint former City Councilor Robert Briana to the Sweet Home Charter Review Committee.

**RECOMMENDATION:**

Make a Motion to appoint former City Councilor Robert Briana to the Sweet Home Charter Review Committee.



**CITY CHARTER REVIEW COMMITTEE**

The City of Sweet Home Charter Review Committee will be made up of seven citizens residing within the corporate limits of the Sweet Home. Members will be appointed by the City Council and will include three (3) At Large Citizens; two (2) past City Councilors; and two (2) current City Councilors. The City Manager will provide technical advisory to the Committee.

The Committee's role will be to review the City's current Charter and make recommendations for changes to the City Council. Any changes to the Charter must be authorized by a majority vote of the Sweet Home Citizens.

Time commitment for this Committee will be six to 12 months.

**MEMBERS:**

, Citizen At Large	Appointed
, Citizen At Large	Appointed
, Citizen At Large	Appointed
Tim McQueary, former City Councilor	Appointed 08/14/18
<b>Robert Briana, former City Councilor</b>	<b>Appointment Proposed 04/23/19</b>
Dave Trask, current City Councilor	Appointed 08/14/18
Diane Gerson, current City Councilor	Appointed 08/14/18

**MEETINGS:**

1<sup>st</sup> Meeting of the Charter Review Committee – TBA



CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
[Jfisher@sweethomeor.gov](mailto:Jfisher@sweethomeor.gov)

**BOARD/COMMITTEE/COMMISSION APPLICATION**

**Applicant Information (Please type/print clearly):**

Name: ROBERT BRIANA

Permanent Address: 902 Wk AVE SH, OR 97386

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

Contact Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred method of contact: Mail Phone Email

Occupation: Self-employed - office Employer: \_\_\_\_\_

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment: Yes No  Charter Review

If yes, how long have you served in this capacity: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 20 Year(s) \_\_\_\_\_ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. ON 2 PREVIOUS BUDGET COMMS. FORMER SWEET HOME CITY COUNCILOR

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

4. What special contribution do you feel you can make to the group/position you are applying for? My interest in making Sweet Home a great little city

**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Robert Bruna, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Robert Bruna  
Signature

1/15/2019  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> Planning Commission Appointment	<b>TYPE OF ACTION:</b> RESOLUTION
<b>SUBMITTED BY:</b> Ray Towry, City Manager	<b>ATTACHMENTS:</b> Application submitted for the position of Planning Commission.	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED:</b>		<input type="checkbox"/> OTHER

**PURPOSE OF THIS MEMO:** Appointment to the Planning Commission

**BACKGROUND/CONTEXT:** There is currently one vacancy on the Planning Commission. The position has been advertised and two applications were received. The Administration, Finance and Property Committee conducted interviews on April 11, 2019. Their ranking matrix has been tallied, the Committee recommendation is to appoint Jeffrey Parker to the Sweet Home Planning Commission for a term to expire December 31, 2022.

**THE CHALLENGE/PROBLEM:** Vacancies on the Planning Commission

**STAKEHOLDERS:**

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

**ISSUES & FINANCIAL IMPACTS:**

1. None Known

**ELEMENTS OF A STABLE SOLUTION:** Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

**OPTIONS:**

1. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint other applicants to the Sweet Home Planning Commission to a four year term to expire December 31, 2022
4. Make a Motion to appoint Jeffrey Parker to a 4 year term to expire December 31, 2022

**RECOMMENDATION:**

5. Option #4 Make a Motion to appoint Jeffrey Parker to the Sweet Home Planning Commission for a four year term to expire December 31, 2022



CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
[jfisher@sweethomeor.gov](mailto:jfisher@sweethomeor.gov)

### BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Jeffrey S. Parker  
Permanent Address: 1300 1<sup>st</sup> AVE Sweet Home OR  
Mailing Address: same as above  
Contact Phone Number: 541 409 5432  
E-Mail Address: jnparker5@yahoo.com  
Preferred method of contact:  Mail  Phone  Email  
Occupation: Sales Employer: EMPIRE TURF EQUIPMENT

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee       Planning Commission       Library Board  
 Traffic Safety Committee       Parks Board       Tree Commission  
 Board of Appeals       All Hazard Mitigation Committee

Are you applying for reappointment:  Yes       No

If yes, how long have you served in this capacity: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

- How long have you lived in the area: 15+ Year(s) \_\_\_\_\_ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.  
20+ years as a general contractor, working with many city and county building departments
- List current involvement in other community groups and/or activities.  
Coaching High School sports and working with the new warming shelter here in Sweet Home.
- What special contribution do you feel you can make to the group/position you are applying for?  
I am very vested in our community and I would like to help steer it in a positive direction for the future.

**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Jeffrey S. Parker, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.


**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Signature 

2/20/19  
Date of Signature





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> Library Needs Assessment	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> R. Peda, Library Director	<b>ATTACHMENTS:</b> Architect Proposals	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> R. Towry, City Manager	RFP for Needs Assessment	<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To review the Sweet Home Public Library's potential proposal for a library needs assessment and conceptual drawings.

**BACKGROUND/CONTEXT:**

The City of Sweet Home is located in Linn County, Oregon, with a population of 9,090 as of 2017. The Library is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-making body.

The Sweet Home Public Library moved from the basement of City Hall to its current location on 13<sup>th</sup> Avenue in 1969. When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. With the move to the library's current location in 1969 at the corner of 13<sup>th</sup> and Kalmia Avenues, the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint. The existing building's capacity is no longer adequate. There is a need to transform the library's interior and exterior.

Per the City's purchasing policy, to garner citizen input and be competitive for grants, an RFP for a needs assessment was issued. Advertisements were placed in the Daily Journal of Commerce and the New Era. The proposal for your review is from FFA Architecture and Interiors with Penny Hummel acting as a subcontractor to them. They were the lone submission for the project. Follow up calls to other consultants revealed busy schedules would not allow them to meet our timeline.

**THE CHALLENGE/PROBLEM:**

How do we work with stakeholders to improve the functions of the Sweet Home Public Library building to meet the demands of the citizens and upgrade it to meet current and future needs?

**STAKEHOLDERS:**

- *City of Sweet Home Residents.* Residents are the funding source; we work with the money they invest to operate the community government at a level of service they determine.
- *Nonresidents of Sweet Home.* We have many nonresident patrons who also invest their money into the Library by purchasing a nonresident library card.

- Sweet Home City Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation.
- Library Advisory Board. As an advisory board to the City Council, they have discussed and made recommendations to the Council to begin the initial planning and process.
- Friends of the Sweet Home Library. As a 501c3 their advocacy, support and efforts to raise funds will be integral in securing grants.

**ISSUES & FINANCIAL IMPACTS:**

1. Library –Budgeted funds of \$173,508 were included in the 2018/2019 approved operating budget for exploration of library needs.
2. City Residents and Nonresidents- These citizens pay for and expect that we provide the best service possible.

**ELEMENTS OF A STABLE SOLUTION:**

To approve a contract to FFA Architecture and Interiors, so that we may begin the initial planning and to garner citizen input on a library renovation.

**OPTIONS:**

1. Do Nothing. The Library will remain as it is and staff will continue to look at work arounds for the buildings deficiencies.
2. Authorize the City of Sweet Home to enter into a contract with FFA Architecture & Interiors for \$49,875 to provide a needs assessment, community forums, and conceptual drawings per their proposal.
3. Instruct the Sweet Home Public Library to further investigate other options available.

**RECOMMENDATION:**

1. I recommend Option #2. Motion to Authorize the City of Sweet Home to enter into a contract with FFA Architecture & Interiors for \$49,875 to provide a needs assessment, community forums, and conceptual drawings per their proposal.



City  
Request for Proposal  
To Provide a Needs Assessment for the Library

**NOTICE**

The City of Sweet Home (City) is accepting Proposals to provide a Library Needs Assessment and to Conduct Community Forums. The Library invites qualified individuals or firms to submit a proposal package based upon the scope of work contained within this Request for Proposal (RFP).

**SUBMISSION OF PROPOSAL PACKAGE**

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:

City  
Attention: Rose Peda, Library Services Director  
1101 13<sup>th</sup> Avenue  
Sweet Home, OR 97386

2. Submit six (6) paper copies plus an electronic file (PDF format) of the proposal by 3:00pm on April 15, 2019.
3. The proposals must be clearly marked "PROPOSAL FOR THE CITY NEEDS ASSESSMENT".
4. All RFP must include the fee to complete the needs assessment along with a summary of hourly rates for all staff (including sub consultants) anticipated to work on the project. This summary shall be placed inside a sealed envelope and submitted as part of the overall package.
5. If you have questions, please contact Rose Peda (541)367-5007 or [rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov). Prior to contact, please review the General Information regarding Additional Information Requests, located on page 7 of this packet.
6. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews. The City reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

City of Sweet Home  
Instruction to Proposers  
For Needs Assessment and Community Forums

**GENERAL INSTRUCTIONS**

The City invites qualified individuals or firms to submit a proposal package to provide a library needs assessment and to conduct community forums as described in the specifications set forth in this RFP. All proposals are subject to the provision and requirements of the City of Sweet Home Personal Services Contracts, and Oregon Revised Statutes.

**PROPOSAL PACKAGE REQUIREMENTS**

Your proposal package must not exceed 10 (ten) pages and shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Rose Peda, Library Services Director and signed by a person legally authorized to bind the applicant to its proposal. At a minimum, the cover letter must include the following items:
  - a) The firm name,
  - b) The names of local partners/principals and the number of local personnel,
  - c) Address, telephone, and FAX numbers of the firm,
  - d) Contact information, including an email address, of the person(s) who are authorized to represent the proposer.
  
2. **Personnel.** All proposal packages must include the following information related to key personnel who will be working on this project.
  - a) The names of the partners, managers, other key staff persons and key sub consultants who will be assigned to the project along with brief resumes that indicate their experience in preparing needs assessments and conducting community forums for public libraries.
  - b) An organization chart including sub consultants.
  
3. **References.** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.
  - a) List of all Oregon local government jurisdictions your firm is currently providing library needs assessment services for or has provided similar services for within the last 5 years.
  - b) Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide date the assessment was completed, provide owner information, and contact person.
  
4. **Project Approach and Proposal.** A preliminary scope of work has been included with this RFP, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the proposer's experience with similar projects. Additionally, provide a timeline to complete this assessment and community forums.

5. **Fee.** In a sealed separate envelope, please provide the fee to complete the needs assessment and the community forums with a summary of hourly rates for all staff, including sub consultants, anticipated to work on this project. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions or subtractions to the scope of work. The fee for services and summary of hourly rates will not be included in the overall 10 (ten) page count of the proposal package.

## **QUALIFICATION EVALUATION CRITERIA**

Minimum qualifications:

1. Consultant shall have demonstrated experience in preparing public library needs assessments and conducting community forums for communities similar size as Sweet Home.
2. Consulting team shall include a library consultant with at least 2 years of experience.

**General:** The City is looking for proposals demonstrating experience preparing public library needs assessments and community forums for communities of the similar size as Sweet Home, Oregon, and for similar scope of work being requested. Proposals will be evaluated by a committee made up of Library and City staff and the Library Advisory Board who will consider each proposal based on considerations addressed in (a-g) below. The Library Director will then present the committee's recommendation to the City Council who will make a determination based on the same criteria. Award will be made to the proposer, whose offer, conforms to this RFP and is considered most advantageous to the City, considering the Evaluation Criteria in this section. The committee and the City Council will evaluate the fee as a consideration of the proposals.

- a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
- b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;
- c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
- d) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
- e) Availability to the project locale;
- f) Familiarity with the project locale;
- g) Proposed project management techniques.

The City has prepared a scope of work; however, the City is seeking qualified proposers that will "think outside the box". The proposal will be reviewed and evaluated based on the innovative approaches that are proposed for this scope of work.

**Summary of Rates:** Cost component of each submittal will be evaluated with respect to the probable cost to the City doing business with each proposer; summary of rates will be evaluated for realism and reasonableness.

## **BACKGROUND AND SCOPE OF WORK**

**Background:** The City of Sweet Home is located in Linn County, Oregon, with a population of 9,090 as of 2017. The City is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-making body.

The Sweet Home Public Library moved from the basement of City Hall to current location on 13<sup>th</sup> Avenue in 1969. When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. With the move to the library's current location in 1969 at the corner of 13<sup>th</sup> and Kalmia Avenues, the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint. The existing building's capacity is no longer adequate. There is a need to transform the library's interior and exterior.

### **Staffing and Services**

With 3.0 FTE staff and 36 services hours per week, The City provides materials, programming, computer use, and reference services. In addition to the physical collection of books, magazines, DVDs, and audio books, the Library provides electronic access to over 30,000 titles in downloadable audio and ebook format. Traditional reference services are still widely used, though the nature of the assistance is increasingly technical in nature.

City is part of the Linn Libraries Consortium sharing resources, maximizing our collections, and providing a courier service between libraries since 2013.

The Library offers programming for children, teens, and adults. Regular programs include story times for babies, toddlers and preschoolers. Each year the Library offers a Summer Reading Program for children in Sweet Home. Because there is no space to hold these programs, the summer reading programs were performed in the street in front of the Library. We now partner with the Boys and Girls Club and hold our programs in their gymnasium and include all the children attending the club in the reading program. To remove barriers of access to books, the Library partnered with the Sweet Home School District and installed five (5) "Free Little Libraries" at each of the elementary schools and the Boys and Girls Club. We have ukuleles that patrons can check out. Patrons have access to Lynda.com an online resource with 6,000 on-demand courses on business, technology and creative skills.

### **Facility Needs**

We are looking to include in the project: a dedicated children's area, young adults area, study rooms and building remodel to reflect electrical and energy upgrades and efficiency, a facelift to the exterior front and removal of stairs, and remodel of front foyer or entry. An expansion of the building, depending on building codes and variances, may be required to include the rear parking lot of the library and the alley between the library and post office.



### **Electrical Capacity**

In the 1969 plan, electrical outlets were intended for office machines and janitorial equipment. The building's designers did not anticipate the public would need access to outlets. However, in today's world and with the lack of broadband internet access for some of our patrons, many library users take advantage of WIFI services and require outlets to charge laptops and other digital devices.

### **Energy Efficiency**

In 2013, the library underwent a lighting upgrade by replacing all of the fluorescent ballasts with electronic ballasts and new lamps. The next efficiency upgrade will be to replace the large expanse of windows at the front of the library, which we believe are single-pane windows.

### **Dedicated Space for Teens**

Currently the teen space has been taken over by people using the WIFI and the need to plug in their laptops and other digital devices.

### **Dedicated Space for Programming**

The community comes out when we have programs and we currently do not have the seating capacity for many of our events.

### **Accessibility Upgrade to Include Safe, Inviting Entrance and Exterior**

The front steps to the library have caused several individuals to trip and fall. We need to update the front of the building, provide an ADA ramp and eliminate the steps.

### **Staff Work Spaces**

Staff work spaces are currently fragmented and awkward; they need to be reconfigured for flexibility and efficiency.

### **Computer Data Lines**

Computer data lines, which now visibly stretch up and around walls, would be placed either in a floor duct system or behind new furred out walls.

#### **Other Highlights to be considered:**

- A Makerspace for kids and teens where young people can tinker, design, craft, create and explore.
- An expanded BabyTalk area with activity tables and early literacy stations that provide stimulation for growing minds.
- Private and enclosed study rooms / meeting rooms for small groups which have access to electrical outlets and data drops.
- New furniture and tables with built-in electrical and USB outlets.
- New public service desk.
- Redesigned main entryway.
- New flooring/carpeting and display spaces as well as rearranged shelving.

### **SCOPE OF WORK**

This scope of work contains the minimum items that the Library anticipates would be necessary for this project. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation in their proposal package. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions

or subtractions to the scope of work. Depending on proposals and costs, the Library may choose to remodel the existing or consider a new Library building. The successful proposer will identify the space needs and requirements for library space that will serve the community through the year 2040. The location for the new building has not yet been determined.

The proposer will evaluate the community's library needs and consider all options to meet those needs. The scope of this includes all aspects of facilitating a library needs assessment and conducting community forums, in consultation with the City. The proposer will:

#### **Data Gathering**

1. Meet with Library and City staff to clarify expectations and desired outcomes.
2. Schedule, invite, organize and moderate at least three (3) community forums to gather information about library use, collections, and space.
3. Interview key community leaders and stakeholders identified by the Library.
4. Meet up to three (3) meeting to gather information on needs to include Library Advisory Board, Friends of the Sweet Home Library, and/or City Council.
5. Meeting with Library staff up to three (3) times to gather information on needs.

#### **Data Analysis**

1. Analyze information provided by the Library, including census, demographics, and library statistics. Collect, analyze, and incorporate updated and other relevant data as available.
2. Perform projections to help guide the needs assessment and preparation of concept designs.
3. For the existing and potential new building, identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas, study rooms, and ability to supervise Library operations visually.
4. Analyze for possible dual / multiple uses / partnerships for the new building, including private and/or public partnership, to meet community needs and/or attract other potential funding sources.
5. Analyze parking space needs and other spatial needs outside the building.
6. Analyze the amount and type of current and future usage. Project the number of patrons to be served, equipment and furniture to be house, and the necessary storage capacity.

#### **Reporting**

1. Monthly progress reports to the Library Director.
2. A written report prepared that will include all necessary analyses, documentation, and a plan to determine future needs and how to meet those needs.
3. The written report will summarize all results of the scope of work including methodology, findings and specific recommendations for current and future City services. The proposer will be expected to provide preliminary (at 50% completion), final draft (90% completion), and final (100% completion) versions of the report.
4. The preliminary and final report must include a narrative on data collection, data analysis, data interpretation, and recommendations. The report must also include an executive summary.
5. The report should provide details for the building space requirements and minimum site characteristics to meet the needs of the community through 2040.
6. The detailed space needs assessment should at least cover building size, site size, ADA compliance, functional layout, space flexibility, technology applications, and related criteria.



7. The proposer shall be available to assist in (3) three concept designs with cost estimates and life cycle costs for each.
8. The proposer shall plan for up to (2) two meeting each (6 six total) to present the findings in the preliminary report, final draft report and final report.
9. Each version of the report must be made available in an electronic format (pdf) and 10 (ten) paper copies. All data collected must be submitted with the final copy of the report.

Resources to Be Provided: Current Library facility drawings are located on the City's website <https://www.sweethomeor.gov>. Contact Rose Peda at (541) 367-5007 or [rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov).

## GENERAL INFORMATION

**Interviews:** Proposers *may* be invited to an interview with the City's Selection Committee. Selected persons/firms will be contacted regarding time and location of an interview.

**Compliance with Rules:** Proposers responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

**Request for Additional Information:** Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

Sweet Home Public Library  
Attention: Rose Peda  
1101 – 13<sup>th</sup> Avenue  
Sweet Home, OR 97386  
[rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov)

All requests for additional information, must clearly reference the "Proposal for City Needs Assessment". All requests must be received no later than April 2, 2019 at 3:00 pm. The responses to the requests will be made available at the City's website

<https://www.sweethomeor.gov/rfps>

### **Schedule**

RFP email/mailed to three (3) potential consultants (March 13, 2019)  
Deadline for Additional Information Requests (April 2, 2019)  
Proposal Package Due (April 15, 2019)  
Schedule Interview (subject to City's discretion) (May 1, 2019)  
Council Consideration of Personal Services Contract (May 14, 2019)

**Proposal Withdrawal:** Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawals to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

**Appeals:** Proposers who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's office within five (5) working days of the postmarked Notice of Award or disqualification.

Address           City of Sweet Home  
                      Attention: City Manager  
                      1140 – 12<sup>th</sup> Avenue  
                      Sweet Home, OR 97386

**Ownership of Documents:** Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**Confidentiality of Information:** All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

**Public Record:** All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

**Indemnity:** The proposer shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the proposer or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

**Employment Status:** Proposer shall perform the work required by this contract as an independent consultant. Although the City reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.

The Consultant represents and warrants that the Consultant is not an employee of the City of Sweet Home and meets the specific independent consultant/contractor standards of ORS 670.600. Contractor is not an officer, employee or agent of the Owners as those terms are used in ORS 30.265.

Consultant shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this proposal and, the City will not withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

Consultant is not eligible for any Social Security, unemployment insurance, or Worker's Compensation, or other benefits of the City under this proposal.

**Insurance:** The proposer shall carry Commercial General Liability and Professional Liability Insurance in amounts agreeable with the City.





**CITY OF SWEET HOME  
LIBRARY NEEDS ASSESSMENT & COMMUNITY FORUMS**

Response to RFP  
2019.04.15

**FFA**  
Architecture  
+ Interiors

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# Cover Letter



April 15, 2019

Rose Peda  
Library Services Director  
Sweet Home Public Library  
1101 13th Avenue  
Sweet Home, OR 97386

***Re: Response to RFP for Library Needs Assessment and Community Forums***

Ms. Peda and members of the Selection Committee,

On behalf of FFA Architecture and Interiors, Inc., (FFA) we would like to thank you for the opportunity to submit our proposal to provide consulting services for your upcoming library needs assessment and community forums. At FFA we know that libraries should reflect the character and spirit of their communities and create environments in which people live, learn, reflect and grow. We believe in the important role that public libraries play in our society today and into the future, and we would be honored to partner with you on this project.

Your existing facility has been a valued and highly-used resource for your community for decades, and the time has come to ensure that it can continue to do so for many more years. We understand the need to address the quickly changing landscape of libraries in the 21st century with regard to increasing population, the public experience of library spaces, the need for flexible, functional, and aesthetically appealing places for collaboration, library programming, evolving technology, as well as staff and patron comfort, accessibility, safety, and public interface.

FFA has developed an expertise in library planning and design that is unique in the region. Having worked on more than 60 library projects in the last 15 years, we combine library programming, planning, and design expertise with a strong background in public engagement, in-depth research and reporting, and architectural design for civic facilities. We honor the fact that your library's evolution over the course of its 50+ years is a continuing story, and we would be pleased to help you write it.

We are proposing a team of professionals with rich experience working with each other on precisely the type of studies outlined in your solicitation. To fully address all the goals of your needs assessment, we have included several members of FFA's core library design team. Led by Project Manager Christine Rumi and supported by Library Planner and Interior Designer Brenda Katz, the team brings exemplary expertise to the study, public outreach and proposed options toward a path forward for your facility. Our proposal also includes our long-time collaborator, Penny Hummel, who works to support public libraries in the areas of organizational development, facilities planning, marketing and fundraising. Since establishing her consultancy in 2013, Penny has developed library facilities programs for 15 public libraries in Oregon, Washington, California and Utah.

Because technology is such a critical component of 21st century libraries, we have also included library IT consultant Lance Murty as a member of the team. Formerly head of IT services for Multnomah County Library and the District of Columbia Public Library, Lance will focus on assessing your existing technology as well as making recommendations for renovation and/or new construction. Having worked with both FFA and Penny Hummel on previous library projects, Lance complements our cohesive team of professionals.



FFA Architecture and Interiors, Inc.  
Sweet Home Library Study  
(page 2)

Along with our approach to and understanding of the project, we have presented each team members' qualifications, and have provided examples of recent project experience which illustrates our expertise in facilitating public involvement, working effectively with diverse users and stakeholders, and successfully delivering in-depth reports which provide detailed, realistic road maps for library organizations to follow in furthering their mission.

Please do not hesitate to contact me if we can answer any questions or provide additional information. Again, we are grateful for the opportunity to submit, and eagerly look forward to taking the next steps in your selection process.

Sincerely,



**Troy Ainsworth**, AIA, NCARB

Principal

503.327.0343 / tainsworth@ffadesign.com



# Consultant Profiles

**FFA Architecture and Interiors** (FFA) is a full-service Portland design firm providing award-winning expertise in architecture, planning, and interior design. Our core values, which are rooted in quality, timelessness, beauty, and sustainability, are ones we have endeavored to carry out since the firm's founding in 1956. We are proud of this tradition and we are committed to providing contextual designs, which are rooted to their place in your community. We apply our creative process and expertise to support your mission and vision, while pragmatically resolving functional needs.

Since 1956, our Portland-based practice has been focused on developing architecture for people that is timeless, beautiful and sustainable. We are proud of this tradition and its legacy of thoughtful and contextual projects throughout the region.

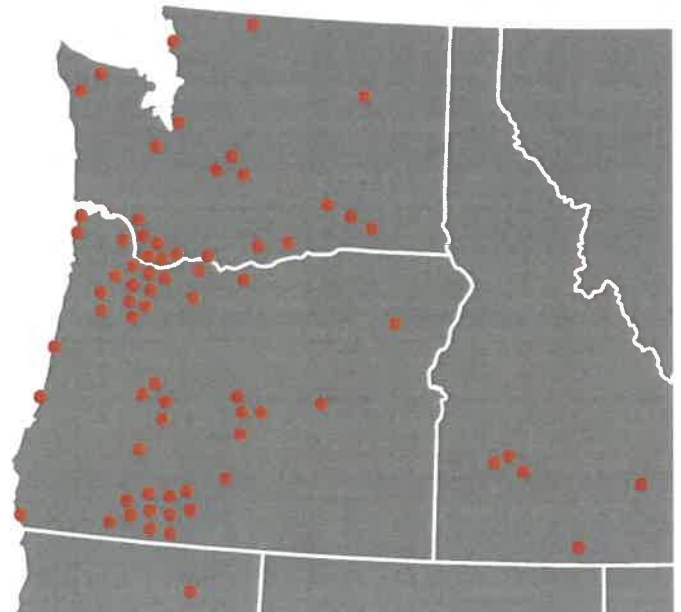
We have a long history of working with communities of all sizes to deliver public projects, and our extensive expertise in needs assessments and design of libraries, city halls and civic centers is reflected in our broad portfolio of successfully-delivered projects of all scales. We are excited to offer you our commitment to excellence as well as the experience our team will bring to this project.

Each new project provides FFA with the chance to explore and expand our design thinking. We strive to learn from every project and continue to fine-tune the right questions to ask throughout this process in order to understand the needs of our clients as well as those of the members of the communities they serve. Our clients' and their stakeholders' unique goals and aspirations frame our design parameters and our process allows us to provide thoughtful solutions.

FFA's 35-person staff is a highly experienced group of professionals who provide value-added design solutions for every project. We employ a collaborative approach that incorporates multiple client and stakeholder viewpoints into a defined vision for each project. As a result, we provide exceptional design solutions that genuinely respond to their

surroundings, and are scalable to anticipate future needs. Our goal is to deliver highly functional, low maintenance buildings that are environmentally and fiscally responsible in their use of resources.

For 63 years, FFA has provided high quality building designs that fit within the framework of the site and embody the history, culture, and values of our clients.



FFA has a rich portfolio of hundreds of civic projects, including over 60 libraries in communities large and small throughout the Pacific Northwest

## **Penny Hummel Consulting**

### **Consulting Librarian**

The 2013-14 president of the Oregon Library Association, Penny Hummel has twelve years of management experience in public libraries both large and small, as well as prior volunteer experience as a library advocate, Friends president and Library Foundation trustee. **Her current areas of practice include organizational development, marketing, fundraising, and library facility planning. Over the past several years, she has teamed with FFA to conduct and deliver several library assessments and planning reports.**

With respect to libraries facilities planning, Penny utilizes the methodology developed by noted California library consultant Kathryn Page, which has informed the development of over 150 completed library projects in the U.S. This approach is objective, analytical and detail-oriented and includes gathering community input, analysis of library service delivery and collections, stakeholder interviews and review of demographic information.

Penny is experienced in meeting facilitation with various library stakeholder groups (staff, friends, foundations and library boards), public presentations and data analysis. Since 2015,

## **Lance Murty Associates**

### **Library Technology Consultant**

Lance Murty consulting practice works with public libraries and other civic institutions with a focus on technology assessment and analysis, technology strategies and management, and technology design and planning for new construction and facility renovations.

Recently, he consulted on the technology aspects of a needs assessment of services and facilities for the Corvallis Benton County Public Library, working closely with Penny Hummel. He also provided technology analysis and recommendations for a building pre-design program for the Fort Vancouver Regional Library with FFA as well as Penny Hummel, and has contributed to digital strategies and web redesign work for the Maricopa County Library District and Douglas County (Colorado) Libraries. He served as the interim CIO for the District of Columbia Public Library while leading the recruitment effort for that position. He previously served as the Director of Information Technology for the Multnomah County Library in Portland, Oregon, and has consulted with libraries nationwide on technology.

her work has included facilitating eight public library strategic planning processes for Oregon public libraries and researching and writing a public library needs assessment for the Oregon Community Foundation, as well as a comprehensive library needs assessment for the state of New Mexico. In 2013, Penny was selected as a fellow in the Public Library Association's Leadership Academy, participating in a multi-day intensive training focused on enhancing the position of libraries within their communities.

From 2009-2013, Penny was director of the Canby Public Library, which serves a population of 25,000. With the goal of revitalizing the Canby library's staffing, collections, programming and services, she increased the library's circulation by 20% within two years, comprehensively improved services to Spanish speakers, and raised over \$562,000 to support library services and capital improvements. From 2001 – 2009, she was a member of Multnomah County Library's senior management team, serving as the system's Marketing and Communications Manager and overseeing the library's website and system wide programming.

Lance believes in the power of learning and technology to transform people and organizations. He works with libraries and nonprofits to define digital strategies, create environments and systems for the effective use of technology, and build products to deliver services to users.

His approach is to work with clients to understand the communities they work in and identify how to bring technology and digital services to meet their needs. As a consultant with broad experience and diverse background, he helps libraries and nonprofits better serve communities, whether it's through defining an overarching technology strategy, planning facilities and technology platforms, guiding the creation of a new website or software product, staff recruiting and training, or managing complex technology projects.

# Personnel



## **Troy Ainsworth, AIA, ALA, NCARB**

Principal - FFA ARCHITECTURE AND INTERIORS, INC.

Troy has 30 years' experience in the organization and management of a wide range of projects. He has guided many of FFA's civic projects in communities of all sizes, including public libraries, city halls, public safety facilities and government agency buildings throughout the region. Adept at team and consensus building, he is experienced at managing projects and bringing them in on time and within budget.

As Principal, Troy provides quality review, safeguards the budget, and is ultimately responsible for the delivery of all of FFA's contractual obligations.

### **Select Project Experience**

#### **Education**

University of Oregon  
Bachelor of Architecture

#### **Architectural Registration**

States of OR, WA, ID, UT, WY, NV, MT & CA

#### **Professional Affiliations**

AIA, ALA, SCUP, NCARB

**Fort Vancouver Regional Library Building Pre-Design Program**  
Southwest Washington

**Springfield Public Library Needs Assessment and Programmatic Facility Design**  
Springfield, OR

**Deschutes Public Library Space Planning & Interior Design Study**  
Bend & Redmond, OR

**Bethany Community Library Study**  
Washington County, OR

**Nampa Public Library Needs Assessment and New Main Library Programming & Interior Design**  
Nampa, ID

**Walla Walla County Rural Libraries Expansion Study**  
Touchet & Burbank, WA



## **Christine Rumi, RA, LEED AP**

Associate/Project Manager - FFA ARCHITECTURE AND INTERIORS, INC.

An accomplished architect with over 20 years' experience, Christine has successfully led design teams for many public, commercial, institutional, corporate, and educational projects. As a Project Manager, her roles have encompassed most aspects of the design process including assessments and reports, programming, design, documentation, consultant and agency coordination, client interaction, user group interface, cost estimating, contract documents, bidding, and construction administration.

Christine will be the primary point of contact, managing all aspects of the coordination with the client, consultants and stakeholders. She will ensure budget and schedule requirements are achieved while building consensus and establishing team communication.

### **Select Project Experience**

**Beaverton City Library Space Planning**  
Beaverton, OR

**Pacific University Library Space Planning & Concept Designs**  
Forest Grove, OR

**Monmouth City Hall Renovation/Replacement Study**  
Monmouth, OR

**The Portland Building Rehabilitation Assessment**  
Portland, OR

**10th & Yamhill SmartPark Garage & Retail Condition Assessment Report and Rehabilitation**  
Portland, OR

#### **Education**

University of Oregon  
Bachelor of Architecture

#### **Architectural Registration**

State of Oregon

#### **Professional Affiliation**

LEED-Accredited Professional



## **Brenda Katz, AIA, ALA**

**Senior Associate, Library Programmer, Planner & Interior Designer**  
FFA ARCHITECTURE AND INTERIORS, INC.

In Brenda's 30+ years in the industry as an architect, interior designer and library planner/programmer, her rich expertise in library planning and programming is coupled with her knowledge and talent for bringing libraries to life with color, texture, furniture, and lighting designs.

As Library Programmer, Brenda will develop a comprehensive building program and space plan, creating innovative designs for specific environments while ensuring public funds are spent wisely and building functionality is maximized. As Interior Designer, she knows the importance of selecting durable, lasting finishes for public facilities.

### **Select Project Experience**

#### **Education**

University of Washington  
Bachelor of Arts, Environmental  
Design, College of Architecture and  
Urban Planning

#### **Architectural Registration**

State of California

#### **Professional Affiliations**

AIA, ALA

#### **Fort Vancouver Regional Library Building Pre-Design Program**

Southwest Washington

#### **Springfield Public Library Needs Assessment and Programmatic Facility Design**

Springfield, OR

#### **Beaverton City Library Space Planning**

Beaverton, OR

#### **Pacific University Library Space Planning & Concept Designs**

Forest Grove, OR

#### **Deschutes Public Library Space Plan- ning & Interior Design Study**

Bend & Redmond, OR

#### **Bethany Community Library Study**

Washington County, OR



## **Penny Hummel**

**Consulting Librarian - PENNY HUMMEL CONSULTING**

Penny brings twelve years of management experience in public libraries both large and small, as well as prior volunteer experience as a library advocate, Friends president and Library Foundation trustee. Her current areas of practice include organizational development, marketing, fundraising, and library facility planning.

With respect to libraries facilities planning, Penny utilizes the methodology developed by noted California library consultant Kathryn Page, which has informed the development of over 150 completed library projects in the U.S. She is excited to be teaming with FFA again on Sweet Home's Library study and concept designs.

### **Select Project Experience**

#### **Education**

Library Facility Planning Training,  
Kathryn Page Associates, 2015

San Jose State University  
Executive Master of Library and  
Information Science

Reed College  
Bachelor of Arts

#### **Professional Affiliations**

ALA, OLA, CLA, PLA

#### **Fort Vancouver Regional Library Building Pre-Design Program [w/FFA]**

Southwest Washington

#### **Springfield Public Library Needs Assessment and Programmatic Facility Design [w/FFA]**

Springfield, OR

#### **Lower Umpqua Library District**

Reedsport, OR

#### **Coos Bay Public Library**

Coos Bay, OR

#### **Corvallis-Benton County Public Library**

Corvallis, OR

#### **Roseburg Public Library**

Roseburg, OR

#### **Josephine County Public Libraries**

Josephine County, OR

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## Lance Murty, Principal

Library Technology Consultant - LANCE MURTY ASSOCIATES

Lance is an accomplished information technology manager with more than 15 years of demonstrated success in library information technology. With deep insights into the digital systems and technology infrastructures that libraries use, he has advised many systems on their technology, services, workflows, and facilities. Lance has been actively involved in digital projects that promote civic engagement, from broadband adoption programs to technology entrepreneurship initiatives in underserved communities. Lance has used his expertise to help design facilities to take best advantage of current technologies while positioning for the future.

### Select Project Experience

#### Education

Portland State University  
Financial Accounting & Management

University of Georgia  
BA, Computer Science

Grinnell College  
BA, Russian Studies

**Fort Vancouver Regional Library  
Building Pre-Design Program** [w/FFA]  
Southwest Washington

**Lower Umpqua Library District**  
Reedsport, OR

**Corvallis-Benton County  
Public Library**  
Corvallis, OR

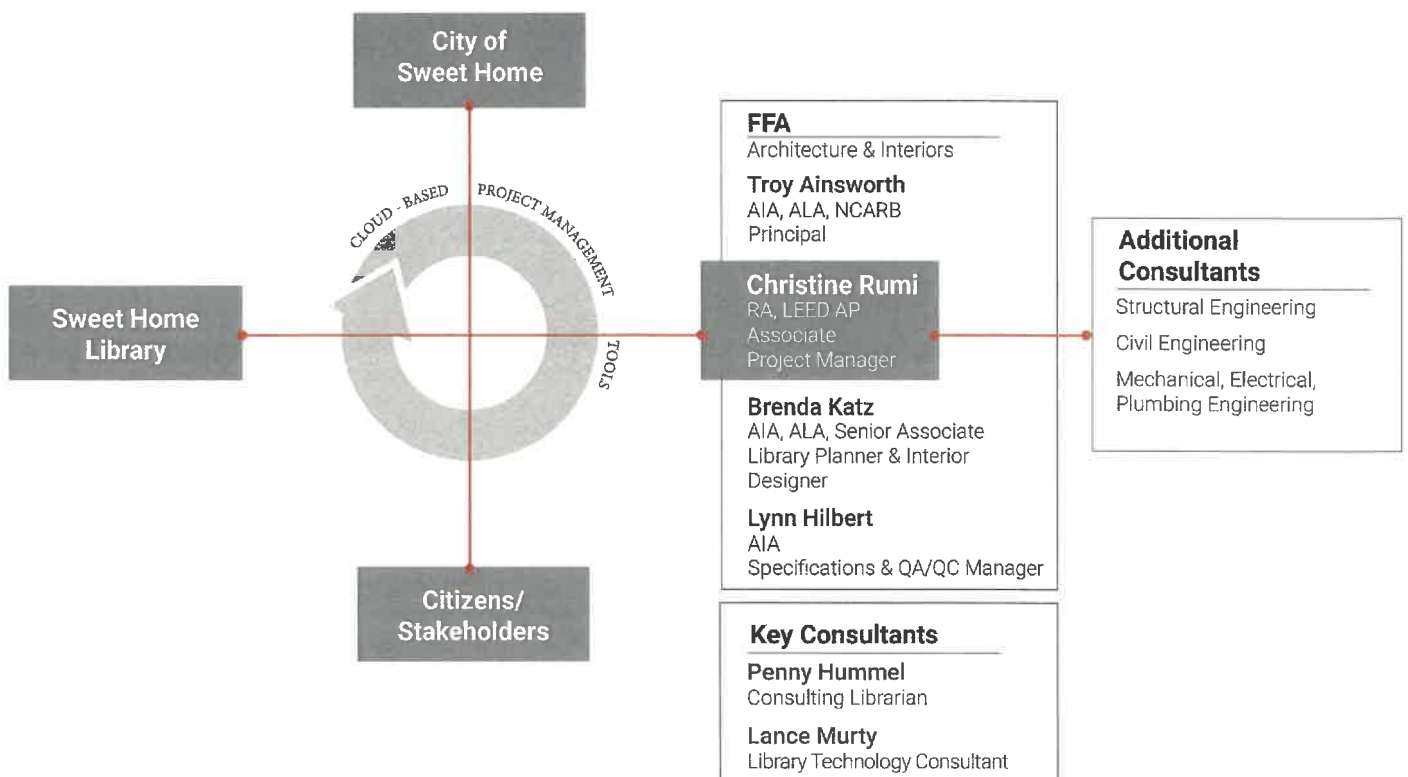
**Josephine County Public Libraries**  
Josephine County, OR

**D.C. Public Libraries**  
Washington, D.C.

**Massachusetts Broadband Institute**  
47 towns in MA

**Multnomah County Libraries**  
Portland, OR

### Team Organization Chart:



# Philosophy

Knowing, trusting, and sharing values with the people you choose to work with makes all the difference in the successful delivery of a project. At FFA, we firmly believe that good architecture can have a positive impact on people's lives. We work to design libraries and other civic buildings that support your values and encourage active resident participation. FFA has built a strong relationship with multiple library districts throughout the Northwest and beyond, and we look forward to bringing our collaborative team approach to the Sweet Home Library Assessment project.

In the past 15 years, FFA has provided programming, planning, and design services for over 60 libraries across the country. During that time, we have had the good fortune to collaborate with both consulting librarian Penny Hummel, and library technology specialist Lance Murty. We are excited for the opportunity to work with these talented professionals — and friends— once again.



Lebanon Public Library - Lebanon, OR

# Library Projects



Library! at Bown Crossing - Boise, ID

## Select Recent Library Project Experience

- Astoria Library Renovation Study
- Beaverton City Library at Murray Scholls
- Beaverton City Library Space Planning
- Bethany Library Planning Study
- Camas Public Library Rehabilitation and Addition
- Canby Public Library Study
- The Dalles/Wasco County Children's Library Addition
- Deschutes Public Libraries Space Planning & Interior Design Study
- Fairhaven Branch Library Renovation
- Forest Grove City Library Expansion & Renovation
- Fort Vancouver Regional Library (FVRL) Building Pre-Design Program
- FVRL Goldendale Community Library Renovation
- FVRL Goldendale Community Library Renovation
- FVRL Stevenson Community Library Renovation
- Hood River County Library Addition & Rehabilitation
- Jackson County Libraries Master Plan
- Josephine Community Libraries Children's Area Renovations
- Ketchikan Public Library Facility Development Plan
- Lebanon Public Library
- Library! @ Bown Crossing
- Library! @ Cole and Ustick
- Lodi Public Library Facilities Master Plan
- Medford Central/Rogue CC Library
- Milwaukie Ledding Library Expansion Study
- Multnomah County Central Library Rehabilitation
- Nampa Public Library Feasibility Study
- Nampa Public Library Design
- Newberg Public Library Expansion Study
- Newport Library Interior Renovation Study
- Petworth Neighborhood Library Renovation
- PJA Learning Commons
- Richland Public Library Renovation and Expansion
- Scio Library Planning Study
- Springfield Public Library Needs Assessment and Programmatic Facility Design
- State of Oregon Library Rehabilitation
- Three Creeks Community Library
- Tigard Public Library Feasibility Study

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## Recent/Current Public Library Needs Assessments:

CLIENT/JURISDICTION	PROJECT	YEAR	KEY PERSONNEL
Massachusetts Broadband Institute Various, MA	Technology planning for broadband installation in civic & healthcare buildings throughout western Massachusetts (47 towns)	2011-14	Lance Murty
Salem Public Library Salem, OR	Rehabilitation/Improvements Project	current	Penny Hummel
Lake County Library Lakewood, OR AMY HUTCHINSON, DIRECTOR 541.947.6019 AMYH@LAKECOUNTYLIBRARY.ORG	Christmas Valley Facilities Needs Assessment	2018	Penny Hummel
Josephine County Community Library Dist. Josephine County, OR KATE LASKY, DIRECTOR P: 541.476.0571 E: KLASKY@JOSEPHINELIBRARY.ORG	Facilities Master Plan	2018	Penny Hummel Lance Murty
City of Beaverton Beaverton, OR	Beaverton Public Library Space Planning *	2018	Troy Ainsworth Christine Rumi Brenda Katz
Corvallis-Benton County Public Library Corvallis, Monroe & Philomath, OR ANDREW CHERBAS, DEPT. DIRECTOR 541.766.6792 ANDREW.CHERBAS	Main Library Space Needs Assessment	2017	Penny Hummel Lance Murty
Deschutes Public Library Bend & Redmond, OR	Space Planning, Interior Design, and Conceptual Renderings *	2016	Troy Ainsworth Brenda Katz
Pacific University Forest Grove, OR	Tim & Cathy Tran Library Facility Upgrades Study *	2018	Troy Ainsworth Christine Rumi Brenda Katz
Springfield Public Library Springfield, OR	Needs Assessment of Services and Programmatic Facility Design *	2017	Troy Ainsworth Brenda Katz Penny Hummel
Coos Bay Public Library Coos Bay, OR SAMI PIERSON, DIRECTOR 541.947.6019   SPIERSON@CCLSD.ORG	Facilities Needs Assessment	2016	Penny Hummel
Bethany Library Planning Study Washington County, OR	Space planning, concept design, project cost estimate *	2016	Troy Ainsworth Brenda Katz
Fort Vancouver Regional Library Ridgefield, Washougal & Woodland, WA	Building Pre-Design Program* (Ridgefield, Washougal, and Woodland branches)	2014	Troy Ainsworth Brenda Katz Penny Hummel Lance Murty
Lower Umpqua Library District Reedsport, OR RON EBERLEIN, PRESIDENT LULD BOARD 541.271.5873   EBERLEIN_FAMILY@HOTMAIL.COM	Technology assessment as part of a strategic planning project	2019	Lance Murty
District of Columbia Public Library Washington, D.C.	IT/technology planning, construction and installation for new building and facilities renovation project	2012-14	Lance Murty

\*Indicates Reference/Project Sheet Included in following pages.

# References



## FVRL BUILDING PRE-DESIGN PROGRAM

Ridgefield, Washougal, and Woodland Community Libraries | Completion: 2014 (study)

- FFA and our library consultant team created a Building Pre-Design Program for three new community libraries in order to provide guidance and focus visioning and funding strategies;
- Analyzed the goals and needs of each of the three communities and provided a comprehensive framework to address the development of new library buildings, technology, and services into the future;
- Provided building and site planning criteria and general design considerations while keeping in mind emerging industry trends for 21st century library planning;
- Worked closely with FVRL management and staff to research and gather relevant data, hold key stakeholder meetings, and lead several community outreach events.

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### Key Personnel:

Troy Ainsworth, Principal  
Brenda Katz, PM, Library Planner/Interior Designer  
Penny Hummel, Consulting Librarian

### Reference:

Amelia Shelley  
Executive Director  
Fort Vancouver Regional Libraries  
P 360.906.5011 | E [ashelley@fvrl.org](mailto:ashelley@fvrl.org)



## BETHANY COMMUNITY LIBRARY PLANNING STUDY

Washington County, OR | 10,000 sf | Completion: 2016 (study)

- Conducted study for a proposed 10,000-sf library to replace the 4,600-sf branch currently leased in a retail center;
- Refined preliminary programming work done by the library, developed space planning options and ultimately, a conceptual design and associated project cost estimates for the build-out of the new space;
- Presented options for a space that is modern, urban, welcoming, and calming, which represents its science and technology-based, multi-cultural community;
- Concept includes contemporary, open, exposed structure with tall ceiling heights and large expanses of windows as well as interior finishes, furniture, displays, and a variety of flexible seating arrangements;
- Final report and presentation materials developed for use in private fundraising efforts.

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### Key Personnel:

Troy Ainsworth, Principal  
Brenda Katz, Library Planner/Interior Designer

### Reference:

Peter Leonard, Executive Director  
Cedar Mill & Bethany Community Libraries  
P 503.644.0043 x 110 | E PeterL@wccls.org  
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## SPRINGFIELD PUBLIC LIBRARY SPACE NEEDS ASSESSMENT & PROGRAMMATIC FACILITY DESIGN

Springfield, OR | 61,400 sf | Completion: 2017 (study)

- Performed assessment of existing services and 35-year-old library facility housed in a former retail space;
- Developed options and associated preliminary cost estimates for the design of both a new library as well as an expanded, renovated facility in the current location;
- Collaborated with City's Library Project Team and staff to gather data and led stakeholder and community engagement meetings and open house events;
- Addressed space needs, adjacencies, collections, technology and security elements intended to serve long-term collections and technology evolution;
- Produced multiple presentation-quality interior and exterior renderings for use in fundraising and pre-bond planning efforts.

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### Key Personnel:

Troy Ainsworth, Principal  
Brenda Katz, PM, Library Planner/Interior Designer  
Penny Hummel, Consulting Librarian

### Reference:

Emily David, Director  
Springfield Public Library  
P 541.726.3766 | E edavid@springfield-or.gov

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## PACIFIC UNIVERSITY LIBRARY FACILITY UPGRADES STUDY

Forest Grove, OR | 49,000 sf | Completion: 2018 (study)

- After designing their library in 2003, FFA was contracted again by Pacific University in 2017 to perform a library facility upgrades study to adapt several areas in the building to 21st century user needs;
- Collaborated with library staff and multiple stakeholders in reviewing results of a 2016 student and faculty survey;
- Translated findings into newly configured spaces for collections, open collaboration spaces, technology, study rooms, maker space, teaching space, and public document archives;
- The updated facility/space plan nearly triples the numbers of available study/collaboration rooms and provides space for creative work across multiple disciplines;
- Because FFA's original library design was intended to be flexible over time, upgrades were implemented without the need to expand the building.

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### Key Personnel:

Troy Ainsworth, Principal  
Christine Rumi, Project Manager  
Brenda Katz, Library Planner/Interior Designer

### Reference:

Isaac Gilman, Dean of University Libraries  
Pacific University  
P 503.352.1401 | E [gilmani@pacificu.edu](mailto:gilmani@pacificu.edu)

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## DESCHUTES PUBLIC LIBRARY SPACE PLANNING & INTERIOR DESIGN STUDY

Bend & Redmond, OR | 39,000 sf (Bend Branch) | 22,000 sf (Redmond Branch) | 14,000 sf (Admin. Bldg.) | Completion: 2016 (study)

- The FFA Library Team worked with library staff and stakeholders to develop conceptual interior designs and space planning for three existing facilities;
- Reviewed and assessed the buildings to develop cost estimates for proposed upgrades and renovations;
- Used client-established goals to address flexible, functional, and aesthetically appealing community spaces and programs;
- Presented solutions to address evolving technology, staff and patron comfort and safety, and public interface;
- Developed presentation-quality renderings and floor plans intended for use in pre-bond planning and community engagement.

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### Key Personnel:

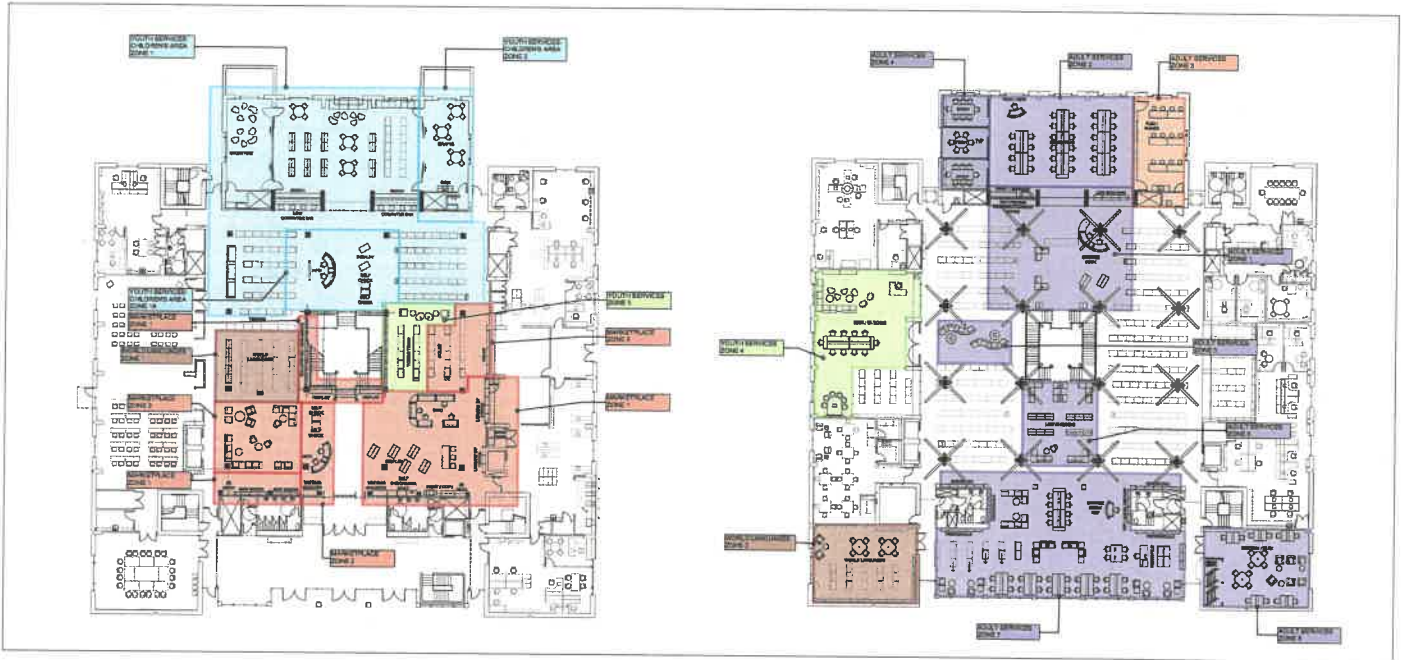
Troy Ainsworth, Principal  
Brenda Katz, PM, Library Planner/Interior Designer

### Reference:

Todd Dunkelberg, Director  
Deschutes Public Library  
P 541.312.1020 | E [toddd@dpls.lib.or.us](mailto:toddd@dpls.lib.or.us)

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## BEAVERTON CITY LIBRARY SPACE PLANNING

Beaverton, OR | 69,000 sf | Completion: 2018 (study)

- After heavy use and in preparation for the next decade, FFA provided assessment and planning services for Beaverton's central branch, located downtown;
- Goals included reassessing the allocation of space to accommodate changing user needs, rapidly evolving technology, increased programs and large events, and shifts in library programs;
- Reviewed current library layout and service points, met with library management and advisory board, and identified current and future city and library-specific requirements, including ADA;
- Produced a space plan and cost estimates to provide recommendations for furniture, lighting, collections, technology and alignment with electrical/network points;
- To ensure the library can remain operational as improvements are made, the space plan was designed to be implemented in phases, and as funds become available.

### Key Personnel:

Troy Ainsworth, Principal  
Christine Rumi, Project Manager  
Brenda Katz, Library Planner/Interior Designer

### Reference:

Abigail Elder, Former Director  
Beaverton City Library  
P 503-526-2482 | E [aelder@beavertonoregon.gov](mailto:aelder@beavertonoregon.gov)



# Project Approach and Proposal



When we work with you and your stakeholders, we collaborate closely with you in order to create a cohesive "One Team" atmosphere..

At FFA, we believe that planning for an important civic facility such as a library should involve much more than simply fitting the building on the site and working out a functional floor plan. A new or renovated public library is a major event in the civic life of any community, and requires a holistic and creative approach that focuses as much on people as it does on buildings. FFA has been involved in the creation of new and renovated civic buildings for many communities throughout the Northwest, and we take great pride in "getting it right" for each community we have the privilege to work with. We have found that success is achieved through a thoughtful process that brings project stakeholders to the table, seeks public input, balances the design needs with project budget, and develops design options that are responsive to context and community needs.

With respect to the efforts of the Sweet Home Public Library to initiate planning for either an existing facility expansion and/or modification, or a new facility, "getting it right" begins with gaining a thorough understanding of the unique needs of the Sweet Home community and facilitating a process of community engagement that supports the goals of the City of Sweet Home and the Sweet Home Public Library.

## Implementation Plan and Approach

FFA and our consultants have developed a successful collaborative process that brings together our team and yours to accomplish a project that incorporates the over-

arching vision of the Sweet Home Public Library, as well as the community it serves. Following is our proposed implementation plan and approach. During our project kick-off meeting, we will review this with the entire Project Team and make any adjustments necessary to ensure it meets the goals and expectations of the Sweet Home Public Library and the City of Sweet Home.

## HOW DO WE DO THIS?

### A. Review Background Information

In order to be prepared to begin our assessment and planning project, it is important for the consultant team to first review all available relevant background information, including any previous planning efforts that may have an impact on the current project processes and outcomes. The Project Team can then address any basic initial questions or issues during the Project Kick-Off Meeting. These include, but are not limited to building plans, previous studies, library usage statistics, demographic information, and Library and/or City Strategic plan(s).

### B. Lead a Project Kick-Off Meeting with Sweet Home Public Library and City of Sweet Home Representatives

This introductory meeting will set the course for our assessment and planning project and is an important opportunity to share basic project information. The meeting will cover the following topics:

- Ask stakeholders to identify over-arching goals for the project, and we then synthesize those to establish a short list of goals that defines the overall vision. This anchors the remainder of the project so that the project team stays on-course, always endeavoring to make decisions based on the big picture
- Review any relevant planning criteria
- Confirm project parameters, including renovation vs. new construction, possible site(s) for a new library option as well as an initial project budget, if any
- Confirm Project Team roles and responsibilities. This includes the consultant team as well as representatives from Sweet Home Public Library, the City of Sweet Home and other key stakeholders directly involved with the assessment, programming, planning and design of the project
- Confirm the proposed project process, implementation plan and schedule, including project milestones and future meeting dates
- Tour the Project Team through the existing library facility. It is important to gain input from all stakeholders with regard to the issues that are presented in the existing facility and aspirations for how services and spaces would be improved in an expanded, modified or new facility.

**C. Lead and facilitate community stakeholder and/or advisory focus groups as well as community engagement events in order to assess needs, expectations and perceptions of the Library and its current role in the community**

*“It has been proven time and again that people will support what they have helped to create.”*

The goal of the stakeholder and advisory focus group meetings is to gather input, answer questions about the proposed project process and to develop community engagement. Each stakeholder group sees the library from a different angle, and each meeting will be tailored to address the group’s specific interests.

Community Engagement events are our opportunity to actively listen to a wide range of local voices and gain important insight into the community’s aspirations for an improved library facility and services early in the process. This conversation facilitates support for the overall effort by the largest number of people as soon as is practical and

serves to encourage community dialogue and bring new ideas, energy and inspiration to the forefront.

If desired, the consultant team will develop online/print community surveys to increase the feedback available from community members. We will work with Library staff to interpret and disseminate the information in the surveys.

**D. Conduct up to five telephone interviews with community leaders and stakeholders identified by the library**

**E. Perform Data Analysis and Needs Assessment**

In order to thoroughly assess current library services and the library facility to determine the Library’s strengths, weaknesses and position to serve the community’s needs, the consultant team will reference multiple sources of information, including established professional standards, recognized best practices and base our analysis on emerging industry trends. In addition, the consultant team will learn from on-site observation of existing library functions and the patron experience.

Our analysis will also include the following:

- Benchmarking to illustrate how the Library compares to other Libraries serving similar communities
- Analysis of current and projected demographic data and usage statistics, in order to align services, collections and programs to the service population
- Analysis of feedback from stakeholders and the community.
- Analysis of possible multiple uses/partnerships to meet community needs and/or attract other potential funding sources
- Identify needs and opportunities for improved services and access to resources
- Identify gaps in current service delivery and the existing facility
- Identify spaces needed for collections, seating, work areas, study rooms, staff offices, etcetera, understanding the need for staff to be able to visually supervise all public areas
- Review current library technology and technology infrastructure to serve as the basis for recommendations to align the updated or new facility with emerging library technology trends



FFA recently completed an interior renovation of the Goldendale Community Library, a Carnegie Library which first opened in 1914.

### F. Existing Building Assessment

In order to assess the viability of an expansion to the existing library facility, the FFA consultant team will review the general configuration, condition and systems of the building. For this portion of the scope, we will be partnering with our Civil, Structural and Mechanical/Electrical/Plumbing (MEP) engineers. This will include observation of the site conditions and size, building size, structure, exterior envelope, interior finishes, functional layout, flexibility, accessibility, and building systems such as electrical, lighting, technology, HVAC and plumbing.

### G. Develop Design Concepts and Facility Space Planning Diagrams

Utilizing established professional library standards, recognized best practices, past experience, peer institution comparisons, as well as community and stakeholder feedback, FFA and our consultants will work with you to determine an ideal facility size and develop idealized conceptual library space planning bubble diagrams. We will develop three conceptual designs which will illustrate basic library spaces, function and adjacencies. The three designs could include:

- A renovated and expanded existing building.
- A new building on the existing library site.
- A new building on an alternative site

Preliminary cost estimates for each concept will be provided and will be based on a rough cost per square foot assumption. Our cost estimating consultants derive these figures by tracking current best construction practices, the bid and pricing climate as well as a basic level of design, craftsmanship and durability expected of an important civic building, such as a city's library facility. We will also include contingencies which correlate to this early project stage and escalation rates for predicting the effect of inflation on project costs. These cost estimates will help inform a recommendation regarding a direction in which to move forward.

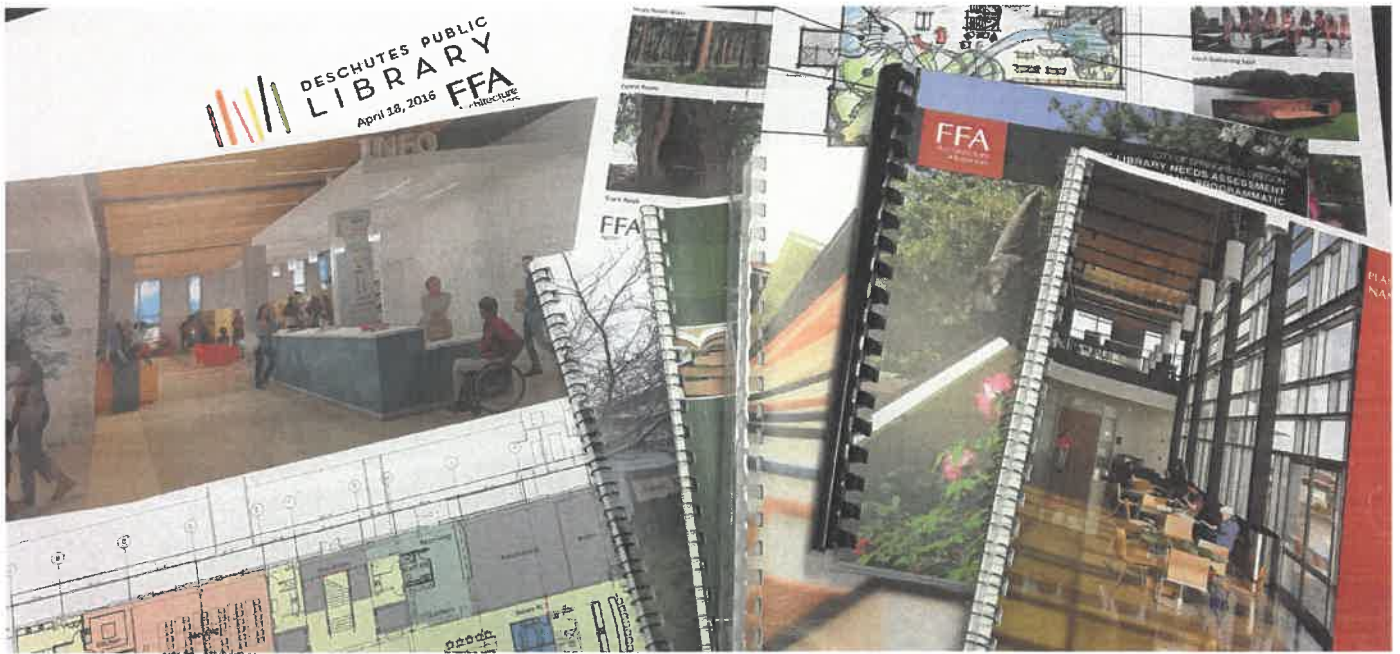
We will also provide relative life cycle cost for building systems (i.e. HVAC, electrical), furnishings and library data equipment/devices which will consider wear and planned obsolescence, respectively.

### H. Develop Draft Report

Based on our assessment, as well as established professional standards, recognized best practices and our analysis on emerging industry trends, the FFA consultant team will develop recommendations for the following considerations and develop a draft report for review by Sweet Home Public Library and City of Sweet Home representatives. This document will include:

- Project administration and monthly reports to the Library Director





Over the past several years, FFA has delivered needs assessments and feasibility studies for libraries throughout the Pacific Northwest.

- Written needs assessment and presentation of results at draft (50% completion), final draft (90% completion) and final document (100% completion) milestones. The report will include the following elements:
  - Executive Summary
  - Methodology.
  - Community demographics.
  - Documentation of data collected during the process.
  - Needs assessment of current library facility, including strengths and deficiencies.
  - Analysis of current and future IT needs.
  - Recommendations for each area of the library facility—both in narrative form and as a detailed Excel spread sheet (including, for example, the number of seats and computers in each area, and shelving recommendations for each area of the collection).
  - Design considerations (including ADA accessibility, parking).
  - Estimate of needed square footage to respond to community needs through 2040.
- Assessment of current facility and viability of renovation vs. building a new library, with cost estimates for both options.
- Three concept designs with cost estimates and life cycle costs for each.

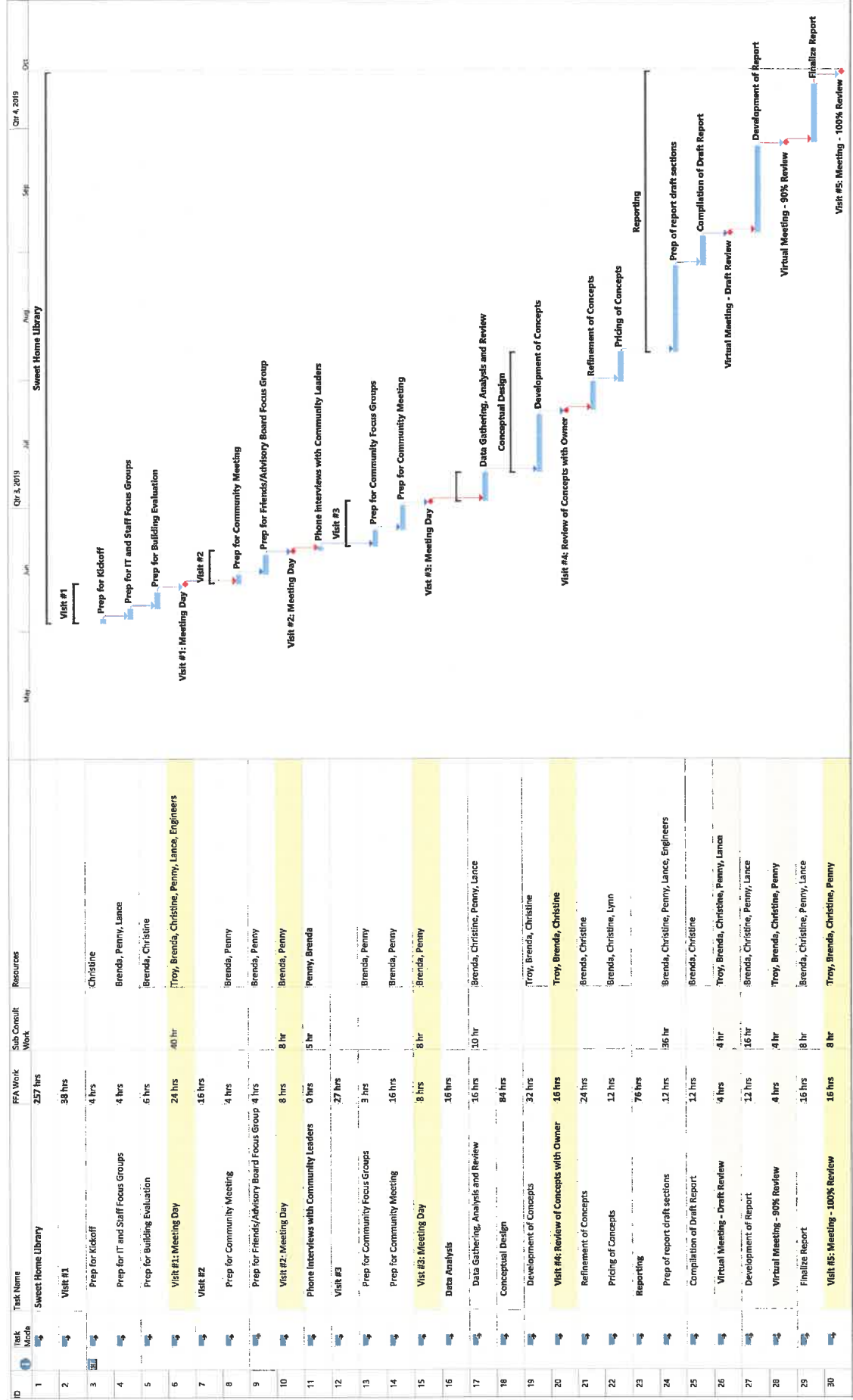
**I. Submit Written Report Draft to Sweet Home Public Library, City of Sweet Home Representatives and the Library Board**

With your input, the FFA consultant team will compile and produce a written report draft which will include documentation of our complete analysis of the current library services and facility and a summary our recommendations for serving the community’s needs into the future. This draft report will be submitted to your team for review and comment. FFA will then integrate your comments to prepare a final report of the Library Needs Assessment. We propose virtual meetings (using GoToMeeting, Skype, or similar online program) for the Draft and 90% meetings.

**J. Present Final Report Document**

The FFA consultant team will formally present the final document to City/Library staff and the Library Advisory Board in Sweet Home.

# Timeline



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# Fee Letter



April 15, 2019

Rose Peda  
Library Services Director  
Sweet Home Public Library  
1101 13th Avenue  
Sweet Home, OR 97386

**Re: Fee Proposal for Library Needs Assessment and Community Forums**

Ms. Peda and members of the Selection Committee,

Thank you again for the opportunity to propose on the Sweet Home Library Needs Assessment. Included in this envelope is a proposed fee for the project.

## HOURLY RATES

FFA Architecture and Interiors, Inc.	
Troy Ainsworth, Principal	\$240/hr.
Christine Rumi, Project Manager	\$170/hr.
Brenda Katz, Interiors & Programming	\$145/hr.
Lynn Hilbert, Cost Estimating	\$195/hr.
Sub-consultants	
Penny Hummel, Consulting Librarian	\$175/hr.
Lance Murty, Library Technology Consultant	\$125/hr.

## FEE BREAKDOWN

Base Service (including Concept Designs)	\$42,400
Building Evaluation	\$5,100
Reimbursable Expenses	\$2,375
<b>TOTAL:</b>	<b>\$49,875</b>

Thank you again for the opportunity and we look forward to taking the next steps in your selection process.

Sincerely,

Troy Ainsworth, AIA, NCARB  
Principal  
FFA Architecture and Interiors, Inc.

Christine Rumi, RA, LEED AP  
Associate/Project Manager  
FFA Architecture and Interiors, Inc.



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> 3-Year Service Agreement with Internet Provider	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Brandon Neish, Finance Director	<b>ATTACHMENTS:</b>	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To review the proposals for fiber internet services to all City facilities.

**BACKGROUND/CONTEXT:**

The City began reviewing internet options as the move to the newly renovated City Hall gets closer to fruition. Currently, the City pays approximately \$2,000/month for a coaxial internet connection from Comcast. Included in this price is an ethernet setup which allows City buildings to connect to each other and share information such as the domain server (hosts our City logins and computer settings) and the exchange server (hosts the City's email system). As part of the review of services, City staff considered a multitude of needs.

- 1) Speed
- 2) Accessibility/stability
- 3) Future growth

In reviewing these three categories, City staff determined that the City would be better served by internet access on a fiber line. As technology shifts to cloud-based systems, the City's current internet service of 10 megabit upload/10 megabit download would begin to hamstring operations. Currently the City uses cloud-based software for the following (not an exhaustive list):

- Accounts payable
- Payroll
- Utility billing
- Public Works work orders
- Building permits
- Email (effective 4/1/2019)
- Software (Microsoft Office, Adobe Acrobat)
- Website maintenance

When considering a fiber connection, additional benefits should be considered. First, fiber lines are made of glass. As a result, there is no electricity necessary for a connection to be established. In the event of a power outage in the area, critical City services such as communications, customer service and other infrastructure may be usable. Furthermore, fiber lines are usually buried underground. In the event of a natural disaster such as an earthquake or flooding, the City will potentially maintain its access to critical access points outside the City that would otherwise not exist.

Another benefit is the reliability of the connection. Fiber connections, per industry standard, typically come with specific service level agreements. In the event of an outage, fiber connections are usually restored first while coaxial connections are restored as crews are able (could be days/months) as poles are needed to replace any that are no longer usable and trees and other debris are cleared from the lines.

Given the need to maintain consistent access to these necessary work systems, it became clear that fiber internet had a distinct advantage.

**THE CHALLENGE/PROBLEM:**

How does the City ensure long-term success in a changing information technology environment while maintaining critical City services that residents and businesses depend on?

**STAKEHOLDERS:**

- City of Sweet Home residents. Residents expect certain service offerings from their government which directly affect livability. With a fiber connection, downtime would be less frequent and shorter compared to current services.
- City of Sweet Home staff. City staff utilize the City's internet services daily. For example, in the Finance Department, staff rely on internet services to access Springbrook, the City's financial management software. Additionally, Public Works uses Mobile 311 to respond to calls for service and other maintenance tasks. Loss of this system would dramatically change the City's response time to utility line breaks and other emergent needs. Library patrons use the internet for job searches, email access, printing and more. The Police Department uses the internet for inter-agency cooperation, a vital service used by Dispatch to field calls for service coming from Linn County. Community and Economic Development require working internet services to process building permits, review GIS maps and access the City code quickly and efficiently while working with customers. City Engineers utilize information stored on City servers located in City Hall which makes collaboration and safe file storage (best practice dictates storing on a server instead of a local computer) difficult for those working from Public Works.
- City of Sweet Home City Council. City Councilors utilize the internet services while visiting city facilities for meetings and other business. Additionally, Council goals (specifically Goal #2) strive to maintain an effective and efficient government which includes employing sound technology to maximize efficiency.

**ISSUES & FINANCIAL IMPACTS:**

Emergency preparedness is on the forefront of many government workplans and task forces to ensure communities are ready for a disaster should one occur. Additionally, expanded service offerings that are only available online is pushing governments to adapt to new technologies every day.

Multiple vendors supply fiber internet to Sweet Home. These include Comcast, CenturyLink and Peak Internet (based in Corvallis). Staff reached out to each vendor and received responses from two of them. Peak Internet chose not to provide a quote. Of the remaining two, CenturyLink provided a quote as did Comcast. The quotes are provided below for Council consideration.

<b>CURRENT PLAN (COMCAST)</b>			
<b>Location</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>	<b>36 Month Cost</b>
City Hall	\$500.00	\$6,000.00	\$18,000.00
Library	\$500.00	\$6,000.00	\$18,000.00
Police Dept.	\$500.00	\$6,000.00	\$18,000.00
Public Works	\$500.00	\$6,000.00	\$18,000.00
Phones	\$1,381.00	\$16,572.00	\$49,716.00
<b>Total</b>	<b>\$3,381.00</b>	<b>\$40,572.00</b>	<b>\$121,716.00</b>
<b>36 MONTH (COMCAST)</b>			
<b>Location</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>	<b>36 Month Cost</b>
City Hall	\$748.00	\$8,976.00	\$26,928.00
Library	\$748.00	\$8,976.00	\$26,928.00
Police Dept.	\$748.00	\$6,840.00	\$26,928.00
Public Works	\$748.00	\$6,840.00	\$26,928.00
Phones	\$1,381.00	\$16,572.00	\$49,716.00
<b>Total</b>	<b>\$4,373.00</b>	<b>\$48,204.00</b>	<b>\$157,428.00</b>
<b>36 MONTH (CENTURYLINK)</b>			
<b>Location</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>	<b>36 Month Cost</b>
City Hall	\$369.00	\$4,428.00	\$13,284.00
Library	\$460.00	\$5,520.00	\$16,560.00
Police Dept.	\$460.00	\$5,520.00	\$16,560.00
Public Works	\$690.00	\$8,280.00	\$24,840.00
Phones	\$890.00	\$10,680.00	\$32,040.00
<b>Total</b>	<b>\$2,869.00</b>	<b>\$34,428.00</b>	<b>\$103,284.00</b>

**ELEMENTS OF A STABLE SOLUTION:**

Switching the City’s internet services from a slow, coaxial connection to a high-speed, fiber-based service would increase efficiencies, better prepare the government for various emergencies and set the City on the right course to keep up with evolving information technology.

**OPTIONS:**

1. Do Nothing. Council could choose not to enter into either agreement. The City would maintain its current coaxial service when the move to City Hall is completed.
2. Move to enter into a three-year agreement with Comcast.
3. Move to enter into a three-year agreement with CenturyLink.

**RECOMMENDATION:**

Staff recommends option 3, Move to enter into a three-year agreement with CenturyLink. This option provides the City with the best deal. The City would pay less over three-years for telephone and internet services than our current services while obtaining faster internet speeds over fiber and new telephone services.





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> 2019/20 – 2021/22 Non-represented Salary Schedule	<b>TYPE OF ACTION:</b>
<b>SUBMITTED BY:</b> R. Towry, City Manager	<b>ATTACHMENTS:</b> Comparable Spreadsheet. Resolution 9 for 2019.	<input checked="" type="checkbox"/> RESOLUTION
<b>REVIEWED BY:</b> R. Towry, City Manager		<input type="checkbox"/> MOTION
		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

Council adoption of a salary schedule for FY 2019/20 – 2021/22 (three fiscal years) in compliance with Charter, SHMC 2.48.030, past practice, and old City Policy.

**BACKGROUND/CONTEXT:**

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community's success. The need to *retain and recruit* quality employees and candidates is directly related to the compensation offered.

The current non represented salary schedules for non represented general and emergency service employees expires June 30, 2019.

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

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

Past practice and 2012 City Policy 3.1.3 states, "Salary Studies. To ensure that the City's salary ranges and pay plan are as competitive as possible, salary data studies may be done approximately every three (3) years. Salary information from equivalent cities, as well as public and private employers will be compared with the City's salary schedule and pay plan. Department Heads should notify the City Manager when conditions warrant a study of certain positions. The City Manager shall conduct or have conducted the appropriate studies and, if feasible, submit a recommendation to the City Council. Any adjustments to the pay plan must be approved by the City Council."

This three-year salary study recommendation from the 2012 Personnel Policies Manual did not carry over into our newly adopted policy manual, however continuing the practice makes sense as it coincides with the length of the unionized employee contracts and allows Council the opportunity for decisions to be made that are fair and equitable across the board to all employees.

The information was presented to the Administration, Finance and Property Committee on March 26, 2019, who unanimously recommended bringing the schedule to the Council for consideration.

NOTE: This data is for FY 2018-19. Council would need to consider staff has included a 3% COLA in the proposed budget which can be adjusted to match what will be approved by the Council for the newly bargained union contracts once they are settled.

**THE CHALLENGE/PROBLEM:**

How does the City of Sweet Home retain employees and recruit candidates without a fair and equitable salary schedule in place?

**STAKEHOLDERS:**

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

**ISSUES & FINANCIAL IMPACTS:**

Each position is in line with market comparable, with Step C being set at 95% of “market value,” for those with changes. Some of the raises are near 10%, but only because those position were knowingly underpaid because of the lagging economy. Those positions that did not change or changes very little are more recent hires whose position was evaluated at the time we needed to recruit or create the position.

**ELEMENTS OF A STABLE SOLUTION:**

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

**OPTIONS:**

1. Do Nothing. Staff would budget for no raises in the 2019/20 budget.
2. Approve Resolution 9 for 2019 as presented.
3. Recommend different salary rates and table for another meeting. Council could review these proposed changes and recommend different rates for adoption. Staff would take these recommendations and revise the proposed resolution for review at a future Council meeting.

**RECOMMENDATION:**

Staff recommends option 2, Motion to approve Resolution No. 9 for 2019. The proposed salary schedule is fair, equitable and based on both the city’s ability to afford and the current market comparables. It is fair to both the employee and the community.



## Julie Fisher

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**From:** Raymond Towry  
**Sent:** Thursday, April 18, 2019 11:44 AM  
**To:** Julie Fisher  
**Subject:** FW: Salary schedule

Ray Towry, MPA  
City Manager  
City of Sweet Home  
541-367-8969  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)



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

**From:** Diane Gerson <[dgerson@sweethomeor.gov](mailto:dgerson@sweethomeor.gov)>  
**Sent:** Tuesday, April 16, 2019 4:00 PM  
**To:** Greg Mahler <[gmahler@sweethomeor.gov](mailto:gmahler@sweethomeor.gov)>; Raymond Towry <[rtowry@sweethomeor.gov](mailto:rtowry@sweethomeor.gov)>  
**Subject:** Salary schedule

Greg and Ray,

I have been uncomfortable with the process for determining salaries for non-represented personnel which is why I asked for it to be tabled. In trying to come to grips with what was really bothering me about this, I came to realize I was not happy with determining economic policy by comparing populations and regions. So I took some time and investigated the following economic indicators for five of the comparable communities: Sweet Home, Sheridan, Independence, Cottage Grove, and Stayton. I chose these as they are the five with the highest unemployment rate.

Besides looking at unemployment, I looked at median house price, percentage increase this past year in housing prices, and poverty level. Using the salaries given to the Admin and Finance committee and the salaries listed in the upcoming budget, I rated the five cities on each of the indicators for each of the non-represented positions with a one being the highest and a 5 being the lowest salary. This information provided me with a bigger picture than just population and regions so I feel more secure in making an informed decision.

The results of my “unscientific” survey indicated that Sweet Home has the highest employment rate and the highest poverty levels and the lowest median house price....by \$30,000 approximately!! Then when I looked at salaries, I discovered the following for Sweet Home (out of 5 comparators):

Library Director	4
CEDD	1
Main.Super	2
Finance Dir.	4
PW Dir.	4
City Manager	5
Police Chief	5

So, for me, the question is what is the policy we want to implement regarding non represented staff? We have not given staff direction on this policy as we do not know what we want. And the issue is a philosophical one as well as economic...given the high poverty rate and unemployment and the low property values...all of which translate in to money to run the city....do we give big raises just because we can? In the past, this Council has ponied up salaries in order to hire quality people but with no plan for the process...we just did it because we felt it was the right thing to do. Clearly, the rankings at the top of this memo indicate we have a ways to go if we want to level the playing field....rankings of 3 would be doing just that. To do that, we would need to increase the fours and fives which would be an additional \$30,000 or so this year. I am not ready to do that without a good discussion and solid policy.

With this information, I can support the proposed salary schedule and want staff to develop a policy on this process . It is important we support staff and all the work they do....it does not always translate into money..but in this case, I think we would be remiss in not supporting the proposal.

Diane

**FY 2019  
NON-REPRESENTED  
EMPLOYEES MANAGEMENT**

**(Additional % to be added upon settlement of contracts)**

<b>Step Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
COURT ADMINISTRATOR	3,812	4,003	4,204	4,331	4,461
ACCOUNTING SUPERVISOR	4,194	4,404	4,624	4,763	4,906
ASSOCIATE PLANNER	4,194	4,404	4,624	4,763	4,906
ADMINISTRATIVE ASSISTANT	4,387	4,607	4,837	4,982	5,132
PLANT SUPERINTENDENT	4,661 4,849	4,894 5,104	5,139 5,372	5,293 5,534	5,451 5,701
LIBRARY DIRECTOR	4,763 5,160	5,001 5,431	5,251 5,716	5,409 5,888	5,571 6,065
SR. ENGINEERING TECH	4,795 5,071	5,035 5,339	5,287 5,620	5,446 5,789	5,609 5,963
MAINT. SUPERINTENDENT	4,795	5,035	5,287	5,446	5,609
PUBLIC WORKS DIRECTOR	5,992 6,082	6,291 6,402	6,606 6,738	6,804 6,941	7,008 7,150
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,744	7,081	7,435	7,658	7,888
FINANCE DIRECTOR	6,777	7,116	7,472	7,696	7,927
CITY MANAGER	7,826 8,347	8,217 8,786	8,628 9,248	8,887 9,526	9,153 9,812
POLICE CHIEF	6,386 6,964	6,706 7,330	7,040 7,715	7,252 7,947	7,469 8,186

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases  
Steps D & E are 3% increases

**RESOLUTION NO. 9 FOR 2019**

**A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.**

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

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

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

This Resolution hereby replaces Resolution No. 6 for 2017 and Resolution No. 18 for 2018 and shall be effective July 1, 2019.

PASSED BY THE City Council and approved by the Mayor this 23<sup>rd</sup> day of April 2019.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2019 - June 30, 2020**  
**NON-REPRESENTED EMPLOYEES**  
**MANAGEMENT**

**(Additional % to be added upon settlement of contracts)**

Step Position	A	B	C	D	E
COURT ADMINISTRATOR	3,812	4,003	4,204	4,331	4,461
ACCOUNTING SUPERVISOR	4,194	4,404	4,624	4,763	4,906
ASSOCIATE PLANNER	4,194	4,404	4,624	4,763	4,906
ADMINISTRATIVE ASSISTANT	4,387	4,607	4,837	4,982	5,132
PLANT SUPERINTENDENT	4,661 4,849	4,894 5,104	5,139 5,372	5,293 5,534	5,451 5,701
LIBRARY DIRECTOR	4,763 5,160	5,004 5,431	5,251 5,716	5,409 5,888	5,571 6,065
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PUBLIC WORKS DIRECTOR	5,992 6,082	6,291 6,402	6,606 6,738	6,804 6,941	7,008 7,150
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CITY MANAGER	7,826 8,347	8,217 8,786	8,628 9,248	8,887 9,526	9,153 9,812
POLICE CHIEF	6,386 6,964	6,706 7,330	7,040 7,715	7,252 7,947	7,469 8,186

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases  
Steps D & E are 3% increases



RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2019 - June 30, 2020**  
**NON-REPRESENTED EMPLOYEES**  
**PART-TIME EMPLOYEES (HOURLY)**  
**(Additional % to be added upon settlement of contracts)**

Step Position	A	B	C	D	E
JANITOR	11.14	11.69	12.28	12.64	13.02
TYPIST	11.14	11.69	12.28	12.64	13.02
P/W SECRETARY	11.25	11.82	12.41	12.78	13.16
LIBRARY ASSISTANT	13.99	14.69	15.42	15.89	16.36
PROJECT ASSISTANT	18.05	19.00	20.00	20.60	21.22

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases  
Steps D & E are 3% increases

RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2019 - June 30, 2020**  
**NON-REPRESENTED EMPLOYEES**  
**MANAGEMENT**  
**(Budgeted COLA at 3%)**

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	3,927	4,124	4,331	4,461	4,595	
ACCOUNTING SUPERVISOR	4,320	4,537	4,763	4,906	5,054	
ASSOCIATE PLANNER	4,320	4,537	4,763	4,906	5,054	
ADMINISTRATIVE ASSISTANT	4,519	4,746	4,983	5,132	5,286	
PLANT SUPERINTENDENT	4,995	5,258	5,534	5,701	5,873	
LIBRARY DIRECTOR	5,315	5,594	5,888	6,065	6,247	
SR. ENGINEERING TECH	5,224	5,500	5,789	5,963	6,142	
MAINT. SUPERINTENDENT	4,939	5,187	5,446	5,610	5,778	
PUBLIC WORKS DIRECTOR	6,172	6,480	6,805	7,009	7,219	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,947	7,294	7,659	7,888	8,125	
FINANCE DIRECTOR	6,981	7,330	7,697	7,927	8,165	
CITY MANAGER	8,598	9,050	9,526	9,812	10,107	
POLICE CHIEF	7,173	7,550	7,947	8,186	8,432	
COMMUNICATIONS COMMANDER	4,688	4,923	5,169	5,325	5,484	5,758
SERGEANT	5,419	5,690	5,974	6,154	6,338	6,655

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases  
Steps D & E are 3% increases

RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2019 - June 30, 2020**  
**NON-REPRESENTED EMPLOYEES**  
**PART-TIME EMPLOYEES (HOURLY)**  
**(Budgeted COLA at 3%)**

Step Position	A	B	C	D	E
JANITOR	11.48	12.05	12.65	13.02	13.42
TYPIST	11.48	12.05	12.65	13.02	13.42
P/W SECRETARY	11.59	12.18	12.79	13.17	13.56
LIBRARY ASSISTANT	14.41	15.14	15.89	16.37	16.86
PROJECT ASSISTANT	18.60	19.57	20.60	21.22	21.86

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RESOLUTION NO. 9 FOR 2019

EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2020 - June 30, 2021**  
**NON-REPRESENTED EMPLOYEES**  
**MANAGEMENT**  
**(Planned COLA at 3%)**

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,045	4,248	4,461	4,595	4,733	
ACCOUNTING SUPERVISOR	4,450	4,674	4,906	5,054	5,206	
ASSOCIATE PLANNER	4,450	4,674	4,906	5,054	5,206	
ADMINISTRATIVE ASSISTANT	4,655	4,889	5,133	5,286	5,445	
PLANT SUPERINTENDENT	5,145	5,416	5,701	5,873	6,050	
LIBRARY DIRECTOR	5,475	5,762	6,065	6,247	6,435	
SR. ENGINEERING TECH	5,381	5,665	5,963	6,142	6,327	
MAINT. SUPERINTENDENT	5,088	5,343	5,610	5,779	5,952	
PUBLIC WORKS DIRECTOR	6,358	6,675	7,010	7,220	7,436	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,156	7,513	7,889	8,125	8,369	
FINANCE DIRECTOR	7,191	7,550	7,928	8,165	8,410	
CITY MANAGER	8,856	9,322	9,812	10,107	10,411	
POLICE CHIEF	7,389	7,777	8,186	8,432	8,685	
COMMUNICATIONS COMMANDER	4,829	5,071	5,325	5,485	5,649	5,931
SERGEANT	5,582	5,861	6,154	6,339	6,529	6,855

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 Steps D & E are 3% increases

RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2020 - June 30, 2021**  
**NON-REPRESENTED EMPLOYEES**  
**PART-TIME EMPLOYEES (HOURLY)**  
**(Planned COLA at 3%)**

Step Position	A	B	C	D	E
JANITOR	11.83	12.42	13.03	13.42	13.83
TYPIST	11.83	12.42	13.03	13.42	13.83
P/W SECRETARY	11.94	12.55	13.18	13.57	13.97
LIBRARY ASSISTANT	14.85	15.60	16.37	16.87	17.37
PROJECT ASSISTANT	19.16	20.16	21.22	21.86	22.52

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Steps B & C are 5% increases

Steps D & E are 3% increases



RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2021 - June 30, 2022**  
**NON-REPRESENTED EMPLOYEES**  
**MANAGEMENT**  
**(Planned COLA at 3%)**

<b>Step Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
COURT ADMINISTRATOR	4,167	4,376	4,595	4,733	4,875	
ACCOUNTING SUPERVISOR	4,584	4,815	5,054	5,206	5,363	
ASSOCIATE PLANNER	4,584	4,815	5,054	5,206	5,363	
ADMINISTRATIVE ASSISTANT	4,795	5,036	5,287	5,445	5,609	
PLANT SUPERINTENDENT	5,300	5,579	5,873	6,050	6,232	
LIBRARY DIRECTOR	5,640	5,935	6,247	6,435	6,629	
SR. ENGINEERING TECH	5,543	5,835	6,142	6,327	6,517	
MAINT. SUPERINTENDENT	5,241	5,504	5,779	5,953	6,131	
PUBLIC WORKS DIRECTOR	6,549	6,876	7,221	7,437	7,660	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,371	7,739	8,126	8,369	8,621	
FINANCE DIRECTOR	7,407	7,777	8,166	8,410	8,663	
CITY MANAGER	9,122	9,602	10,107	10,411	10,724	
POLICE CHIEF	7,611	8,011	8,432	8,685	8,946	
COMMUNICATIONS COMMANDER	4,974	5,224	5,485	5,650	5,819	6,109
SERGEANT	5,750	6,037	6,339	6,530	6,725	7,061

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Steps D & E are 3% increases

RESOLUTION NO. 9 FOR 2019  
EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2021 - June 30, 2022**  
**NON-REPRESENTED EMPLOYEES**  
**PART-TIME EMPLOYEES (HOURLY)**  
**(Planned COLA at 3%)**

<b>Step Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
JANITOR	12.19	12.80	13.43	13.83	14.25
TYPIST	12.19	12.80	13.43	13.83	14.25
P/W SECRETARY	12.30	12.93	13.58	13.98	14.39
LIBRARY ASSISTANT	15.30	16.07	16.87	17.38	17.90
PROJECT ASSISTANT	19.74	20.77	21.86	22.52	23.20

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Steps B & C are 5% increases  
Steps D & E are 3% increases

CITY	POPULATION	QCODE	REGION	COUNTY	Library Dir	Acct Super	Admin Asst.	CEDD	Sr. Eng Tech	Plant Super	Maint. Super	Finance	PW Director	Associate Planner	City Manager	Police Chief
Sweet Home	9,090	4	3	Linn	63,012	55,488	58,044	89,220	63,444	61,668	63,444	89,664	79,272	67,884	103,536	84,480
Independence	9,250	4	3	Polk	67,307	54,048	60,234	81,812	81,812	61,668	62,268	81,812	77,916	62,576	120,874	109,636
Molalla	9,085	4	3	Clackamas	75,338	49,180	52,738	84,686	84,686	61,668	69,129	83,662	84,015	65,276	120,438	102,500
Monmouth	9,745	4	3	Polk	84,686	64,607	52,738	84,686	84,686	61,668	69,129	83,662	84,015	65,276	136,062	90,614
Sheridan	6,115	4	3	Yamhill	61,938	61,938	57,450	COG	None	61,668	51,450	68,744	76,024	89,900	89,900	94,640
Silverton	9,725	4	3	Marion	71,760	51,408	56,676	92,316	79,740	68,880	68,880	96,924	96,924	133,236	96,924	96,924
Stayton	7,745	4	3	Marion	71,760	51,408	56,676	79,356	62,244	66,840	67,032	90,660	85,164	52,200	133,236	90,384
Average Comparators					72,206	58,000	55,256	84,543	70,992	67,860	63,752	85,569	85,109	60,017	120,102	97,450
+/- SH to Average					-12.73%	-4.33%	5.05%	5.53%	-10.63%	-9.12%	-0.48%	4.79%	-6.86%	13.11%	-13.79%	-13.31%
Recommended Salary @ 95%					68,592				67,440	64,464	80,856				114,096	92,580
Philomath	4,710	4	3	Benton			46,644			63,637		87,000	67,440		94,992	82,368
Albany	52,710	5	3	Linn	50,378	90,312	54,606	127,164	112,570		93,163	137,842	136,926	67,116	159,462	137,842
Lebanon	16,435	5	3	Linn	85,920	81,846	53,226	94,740	95,124		81,846	99,456	94,740	NA	154,116	104,454
Corvallis	52,284	5	3	Benton	119,609	66,813	73,429	125,589	84,125	80,956	77,101	125,589	125,589	72,123	182,478	125,589
Brownsville/32 h	1,705	3	3	Linn	32,000	na	35,567	na	na		60,540	62,454	62,454	42,677	73,354	na
Average Comparators +					72,104	67,282	53,955	97,952	86,761	70,078	70,157	96,330	90,710	60,328	125,891	103,495
+/- SH to Average					-12.61%	-17.53%	7.58%	-8.91%	-26.87%	-12.00%	-9.57%	-6.92%	-12.61%	12.52%	-17.76%	-18.37%
Prineville	9,645	4	9	Crook	65,780	55,440	57,618	76,188	87,645	76,188	76,188	100,758	100,758	57,618	118,380	100,758
Cottage Grove	9,890	4	4	Lane	65,780	55,440	63,260	87,650	87,645	67,645	67,645	101,810	98,570	57,618	131,600	107,610
Average Comparators +					71,135	57,488	56,737	83,668	76,543	67,860	65,824	89,498	88,748	59,418	121,499	99,133
+/- SH to Average					-11.42%	-3.48%	2.30%	6.64%	-17.11%	-9.12%	-3.62%	0.19%	-10.68%	14.25%	-14.78%	-14.78%
Overall Average					71,472	65,801	55,036	94,389	86,908	70,078	70,760	97,156	92,087	59,941	125,741	103,610
95% of Average					67,898	62,511	52,284	89,670	82,563	66,574	67,222	92,298	87,483	56,944	119,454	98,429
Current Average					92,800	88,770	111,020	99,500	76,840	92,630	94,380	97,150	90,630	119,210	86,670	85,830



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> April 23, 2019	<b>TITLE:</b> City Council FY 2019-2020 Goals	<b>TYPE OF ACTION:</b> <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assist	<b>ATTACHMENTS:</b> Resolution No. 10 for 2019	
<b>REVIEWED:</b> Ray Towry, City Manager		

**PURPOSE OF THIS MEMO:** Should the City Council of Sweet Home adopt the Council Goals for Fiscal Year 2019-2020?

**BACKGROUND/CONTEXT:** The City Council and City Management Staff participated in goal setting sessions on March 21-23, 2019, and a Public Hearing on April 9, 2019. The Vision Statement, Mission Statement and Goals identified in Resolution No. 10 for 2019 are a result of that process and establish the priorities of the City Council for the fiscal year ending June 30, 2020. Following adoption of the goals, City Staff will prepare work plans in support of the adopted goals. The goals will be reviewed regularly to evaluate accomplishments towards same.

**THE CHALLENGE/PROBLEM:** Often times organizations face issues when leadership and staff are not in alignment on the direction of the organization. A clear Vision Statement, Mission Statement and Goals utilized to formulate a work plan will help create alignment so leadership and professional staff are working to move the organization in the same direction. Failure to have these in place will lead to miscommunication, misunderstanding and disarray within the organization.

**STAKEHOLDERS:**

1. **Citizens:** A Vision, Mission and Goals utilized to formulate a work plan will help create transparency in local government operations. Citizens deserve to have a clear understanding of the direction their Elected Officials are taking their local government as an organization and what issues their elected representatives will be working toward.
2. **Elected Council:** Establishing a Vision, Mission and Goals utilized to formulate a work plan will help create transparency in local government operations, clarity for staff on how to make decisions and guide daily operations.
3. **Professional Staff:** Having a clear Vision, Mission and Goals to formulate a work plan will help create alignment in daily operations as staff makes decisions they believe to meet the Council's wishes.

**ISSUES & FINANCIAL IMPACTS:**

1. The FY 2019-2020 goals will be incorporated into the budget as necessary to move priorities forward to completion.

**ELEMENTS OF A STABLE SOLUTION:**

A clear Vision Statement, Mission Statement and Goals so staff will be able to develop work plans around them, steering the City's limited resources in the most efficient manner possible.

**OPTIONS:**

1. Do Nothing
2. Make Modifications to the identified goals
3. Make a Motion to approve Resolution No. 10 for 2019 adopting the Fiscal Year 2019-2020 City Council Goals.
  
4. **RECOMMENDATION:** It is recommended that the City Council choose option #3 Make a Motion to approve Resolution No. 10 for 2019 adopting the Fiscal Year 2019-2020 City Council Goals.



**RESOLUTION NO. 10 FOR 2019**

**A RESOLUTION ADOPTING THE CITY OF SWEET HOME VISION STATEMENT, MISSION STATEMENT AND FISCAL YEAR 2019-2020 CITY COUNCIL GOALS.**

WHEREAS, the Sweet Home City Council periodically establishes goals to guide its actions in carryout out the business of the City; and

WHEREAS, the City Council considered and identified its goals on March 21, March 22, and March 23, 2019; and

WHEREAS, the City Council encouraged and heard public comments and input at its March 21, March 22, and March 23 Goal Setting Sessions, and April 9, 2019 Public Hearing; and

WHEREAS, the City Council has identified the following goals to be worked toward during Fiscal Year 2019-2020.

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

That the following Vision Statement, Mission Statement and City Council goals are adopted for Fiscal Year 2019-2020

**VISION STATEMENT**

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

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment in which businesses prosper.

**MISSION STATEMENT**

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

**INFRASTRUCTURE**

1. Develop specific steps for implementation of the adopted infrastructure master plans.
  - a. Water
  - b. Sewer
  - c. Streets
  - d. Parks
  - e. Property

2. Increase community awareness of infrastructure needs and appropriate planning documents.
  - a. Water
  - b. Sewer
  - c. Streets
  - d. Parks
  - e. Property

**BE AN EFFECTIVE AND EFFICIENT GOVERNMENT**

1. Update and streamline processes
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability & training.
4. Develop transparency in all communication.
5. Continue to implement financial “best” practices
6. Employ sound technology to maximize efficiency.

**ESSENTIAL SERVICES**

1. Increase access to quality healthcare services in Sweet Home
  - a. Memory Care
  - b. Senior Assisted Living
  - c. Physical Therapy
  - d. Urgent Care
  - e. Mental/Behavioral Health
2. Look for methods to improve community safety, Police, Community Design, etc.
3. Develop partnerships with regional services and work to connect them with the appropriate members of the public.

**ECONOMIC STRENGTH**

1. Implement a business vitalization program
2. Support future economic development efforts within City Hall
3. Develop economic and business education opportunities with regional partners

PASSED by the Council and approved by the Mayor this 23<sup>rd</sup> day of April 2019.

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Mayor

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City Manager – Ex Officio City Recorder

ORDINANCE BILL NO.1 FOR 2019

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

SWEET HOME ORDINANCE PERTAINING TO DISSOLUTION OF THE PUBLIC AND TRAFFIC SAFETY COMMITTEE

WHEREAS, the Sweet Home City Council desires to dissolve the PUBLIC AND TRAFFIC SAFETY COMMITTEE;

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 2.10.010 titled ESTABLISHMENT is amended by removing therefrom the reference to Public And Traffic Safety Committee and leaving subsection 2. for expansion.

Section 2. The part of Sweet Home Municipal Code Section 2.10.050 titled POWERS AND DUTIES pertaining to PUBLIC AND TRAFFIC SAFETY COMMITTEE is hereby removed therefrom.

Section 3. The PUBLIC AND TRAFFIC SAFETY COMMITTEE is hereby dissolved.

PASSED by the Council and approved by the Mayor this day of May, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

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

## CHAPTER 2.10 CITY COMMITTEES

### Section

- 2.10.010 Establishment.
- 2.10.020 Membership.
- 2.10.030 Terms of office.
- 2.10.040 Rules of committee
- 2.10.050 Powers and duties.

#### 2.10.010 ESTABLISHMENT.

There are established the following committees to serve at the pleasure and in service to the City Council:

1. Park And Tree Committee
2. ~~Public And Traffic Safety Committee~~ Left for expansion

#### 2.10.020 MEMBERSHIP.

A. Each Committee listed in SHMC 2.10.010 shall consist of seven voting members appointed by the Mayor with members confirmed by the City Council.

B. Each Committee may have up to three non-voting ex-officio members who are appointed by the Mayor.

C. Each Committee shall have a Chairperson elected by the Committee and a Vice-chairperson elected by the Committee who shall have the same authority as the Chairperson when the Chairperson is absent.

D. Not more than two of the voting members of a Committee shall be non-residents of the city. A non-resident member must reside within the boundaries of the Sweet Home School District No. 55. The non-resident provision does not apply to any current member of a committee, board or commission that is being reorganized hereby.

E. If a vacancy occurs during a term of office the Mayor may appoint a city council member or non-council member with confirmation by the City Council to serve for the duration of the term of office on the Committee.

#### 2.10.030 TERMS OF OFFICE.

A. This section shall not apply to an ex-officio member of a Committee.

B. The term of office of each committee member is four years or until a successor is appointed and confirmed as set forth above.

C. The term of office of each committee member shall be staggered so that the terms of not more than three committee members will expire in the same year.

D. Notwithstanding subsection B of this section the committee members of the first Committee appointed and confirmed shall draw lots for the length of their terms of office so that three members shall serve two years.

## **2.10.040 RULES OF COMMITTEE**

A. The Committee shall take minutes of its meetings and submit copies of its minutes to the City Council and shall prepare and submit such reports as from time to time may be requested of it by the City Council or other city committees, boards or commissions.

B. In all cases not specifically provided for herein or in city charter, ordinance or rule, the Committee shall be governed by the law and precedents laid down in the then current edition of Robert's Rules Of Order.

C. A majority of committee members is a quorum to conduct business and the concurrence of a majority of a quorum shall be required to determine any matter before the Committee.

D. Voting members of a Committee shall receive no compensation for services rendered. The Committee may receive gifts, bequests or devises of property to carry out any of the purposes of the Committee. Gifts of any real or personal property or funds donated to the Committee and accepted by the governing body shall be administered in accordance with each gift's terms and all property or funds shall be held in the name of the city.

E. A Committee shall be an advisory committee and shall have no executive or administrative powers or authority and this chapter shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state, charter or ordinances of the city.

F. Any member who misses two consecutive meetings without a leave of absence granted by the Chairperson will be asked to step down and a new member will be appointed and confirmed as set forth above to fill the vacancy.

G. The minutes of the Committee shall be included in the City Council packets.

H. All annual reports of a Committee for the City Council shall be presented before April 1, of each year.

## **2.10.050 POWERS AND DUTIES**

### **PARK AND TREE COMMITTEE:**

The powers and duties of the Park And Tree Committee shall be as follows:

1. To conduct an inventory of existing street trees, including historical trees and public properties in need of beautification and plantings and present a written report to the City Council of its findings;

2. To develop and recommend to the City Council, for its adoption, a master list of trees suitable for planting within the city. The list shall be reviewed annually, a copy of which shall be kept on file in the office of the City Recorder for public information;

3. To develop and recommend to the City Council, for its adoption, ordinances and policies for the planting, care, maintenance, replacement and protection of trees throughout the city;

4. To act in an advisory capacity to the Planning Commission with respect to landscape design, suitable plantings, protection of natural vegetation and street tree requirements;

5. To submit recommendations to the City Council regarding the beautification of public properties and rights-of-way;

6. To promote public knowledge and acceptance of the value of tree planting and maintenance programs and requirements;



7. To develop a capital development program for each fiscal year, to include acquisition of new land and/or development of existing property for parks and other recreation areas;

8. To recommend recreation programming needs to be produced by the city;

9. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and

10. To perform additional duties and studies as may be required from time to time by the City Council.

11. To meet a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of the next year's capital and recreation programs.

#### ~~PUBLIC AND TRAFFIC SAFETY COMMITTEE:~~

~~The duties and powers of the Public And Traffic Safety Committee shall be as follows:~~

~~1. To work closely with the state's Traffic Safety Committee and seek whatever assistance as would benefit the city. The Committee shall engage in a traffic safety program within the city to ensure public traffic safety awareness.~~

~~2. To review all requests to establish or alter traffic controls and parking controls and all traffic safety problems coming to the attention of the Committee. The Committee shall be empowered to make recommendations to the City Council for corrective action.~~

~~3. To review all public safety matters that are referred to it by the City Council.~~

CITY OF SWEET HOME  
BUDGET COMMITTEE MEETING MINUTES  
April 4, 2019

Mayor Mahler called the meeting to order at 6:12 p.m. in the Sweet Home Police Department.

Roll Call:

Dave Holley	P	Mayor Mahler	P
Derek Dix	P	Councilor Coleman	P
Dave Journey	P	Councilor Gerson	P
Gerritt Schaffer	P	Councilor Goble	P
Kenneth Hamlin	AB	Councilor Gourley	P
		Councilor Nash	P
		Councilor Trask	P

Staff Present: City Manager Ray Towry, Finance Director Brandon Neish, Library Services Director Rose Peda, Police Chief Jeff Lynn and Recording Secretary Julie Fisher

Media: Sean Morgan, The New Era

The purpose of the meeting was to receive the 2019-2020 Proposed Budget and Budget Message; to elect a new Budget Committee Chair and Vice Chair; and to set meeting dates.

**ELECTION OF CHAIR: Dave Journey nominated Dave Holley as the 2019-2020 Chairperson with Gerritt Schaffer seconding. There were no additional nominations. Question was called and the motion passed in a vote of 11 ayes, 0 opposed, 1 absent (Hamlin,) and 2 vacant.**

**ELECTION OF VICE CHAIR: Gerritt Schaffer made a motion to appoint Dave Journey as the Vice Chair of the 2019-2020 Budget Committee with Councilor Gerson seconding. There were no additional nominations for Vice Chair. Question was called and the motion passed in a vote of 11 ayes, 0 opposed, 1 absent (Hamlin,) and 2 vacant.**

**BUDGET MESSAGE:** City Manager Ray Towry read the Sweet Home Budget Message for Fiscal Year 2019-2020 in the beginning of the Proposed Budget and gave a budget overview explaining the budget is an outcome orientated budget.

**SET MEETING DATES:** Meeting dates were set for Thursday April 25, 2019 (Police Department, Library and Administration), Monday, April 29, 2019 (Public Works, Finance and CEDD Funds), Tuesday April 30, 2019 (if needed). The meetings were scheduled to be held in the Sweet Home Police Department Conference Room starting at 6:00 pm. All meetings are open to the public.

Finance Director Brandon Neish explained the layout of the budget document and

April 4, 2019 City of Sweet Home  
Budget Meeting Minutes  
Page 2 of 2

encouraged the Committee to stop by City Hall if they would like meet to discuss the budget.

Chairman Holley expressed the new budget document format and layout will be a learning curve and encouraged anyone with questions to visit the City Manager and Finance Director.

ADJOURNMENT: With no further business Dave Holley motioned to adjourn at 6:00 p.m.



# CITY OF SWEET HOME PLANNING COMMISSION MEETING Minutes

January 28, 2019, 7:00 p.m.  
City Hall Annex, 1140 12th Avenue  
Sweet Home, OR 97386

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

**Call to Order 7:00PM**

**Pledge of Allegiance**

**Roll Call of Commissioners:**

Thomas Herb, Lance Gatchell, Greg Stephens, Eva Jurney, Greg Korn, Henry Wolthius (Absent)

Staff: Jerry Sorte, Joe Graybill, Angela Clegg

**Public Comment.** This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

No public comment

## **Election of Chairperson and Vice-Chairperson**

Commissioner Stephens stated that he thought Commissioner Gatchell and Commissioner Wolthius were doing a good job and suggested that they be appointed for another term. A short discussion in agreement occurred and then the motion was called.

Motion: Commissioner Stephens

2<sup>nd</sup>: Commissioner Herb

5 ayes, 1 absent

Chair: Lance Gatchell

Vice Chair: Henry Wolthius

## **Planning Commission Training**

Director Sorte discussed his reason for the training. Purpose is to give the Planning Commission a brief introduction to what the Land Conservation and Development Commission has on their website for training. The path to get to the training videos: City of Sweet home website, Community and Economic Development page, Planning Commission page, Planning Commission materials, OR land use planning online training.

Staff is still working on the website and is going to be adding some links for the Planning Commission to use as reference and training.

The Oregon Land Use Online Training: Key Chapters 1-4 relevant to our area. Sorte played short clips and then had a discussion. We went through a staff report, and then opened it up for Commissioners to ask some questions.

Videos watched:

- The role of cities and governments.
- Comprehensive Plans

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- Zoning
- Land Divisions
- Local Land Use Decisions
- Process
- Ex parte contact, Bias and Conflict of Interest

Sorte explained about the comprehensive plan and explained what the plans use is. It has not been updated in his time at Sweet Home.

May be worth looking at the sections that were skipped over. Sorte brought up SHMC 2.20 City Planning Commission. Review of R-1 Zone code as an example of the process. What staff goes through at the counter when customers come in. Conditional Uses may conform to the Comprehensive plan and it may not.

Clegg passed out binders with the following weeks staff report to use as an example to go through. Sorte walked through the parts of the staff report. The key section is Section III.

- The decision the Planning Commission makes should be based on the criteria listed in the code.
- Staff references the applicable criteria in bold.
- Staff findings follow the code.
- Staff findings are to answer the questions as to whether the application follows code.
- Sorte reemphasize that it is important to read through the criteria.
- Finally, staff will draw conclusions, and possibly apply conditions of approval.

The other type of decision is legislative. That's when we are starting to change the code.

Gatchell – observation of Staff Reports. “this application complies to this criteria”. Gatchell doesn't think that this is always correct. He would like to see something else if it does not comply. Staff needs to do a better job at the analysis of the findings. Ultimately, if the Planning Commission doesn't agree it's OK. During deliberation, commissioners can talk about what the criteria means even if it's not the same as what staff has interpreted it as.

Gatchell asked about pre-planning meetings like what is suggested in the video. Sorte stated that staff is trying to get back to doing more of them. The benefit is that planning, building, and engineering are in the room with the applicant. It also helps to weed out applications that don't comply with code.

Stephens made a statement about the cost of the applications. Sorte quoted some of the applications prices and stated that the fees do not totally cover the costs of the process. Pre-application meetings can help the applicant avoid unnecessary fees.

Jurney asked about raising the fees to recoup some of the costs. Sorte stated that the City made a fee increases last year and will raise fees to match inflation.

Gatchell stated that one of the videos mentioned that if commissioner visits the site then he/she needs to disclose that you have exparte information. Herb stated that he has asked about that in the past. Gatchell thinks that it needs to be disclosed. Jurney says that it needs to be disclosed. It's not exparte if commissioners state what happened. Jurney stated that there is supposed to be enough info in the staff report. Jurney said that her training says that commissioners can't go out to the site unless everyone goes. Sorte explained that they did site visits in Polk County. Commissioners could walk through the site, but commissioners couldn't discuss it while commissioners were out there. Korn said he did the same thing on the board of appeals. Korn feels like commissioners should visit the site. Herb continued the discussion as to when do commissioners have to excuse themselves. Discussion continued between Korn and Herb. If commissioners have an issue being fair and impartial commissioners may have a conflict of interest. Let staff know if there is anything commissioners would like to see, and staff will make sure to put it in the staff report. When commissioners start gathering evidence then commissioners will be in conflict. Gatchell thinks its fine to drive by and just tell the group that he did. Korn said he will drive by and will inform the Commission. Sorte will consult legal to find out for sure. Sorte recommended that the cleanest way to do it would be a site visit. The Commission can hold a public hearing, leave the hearing open, conduct a site visit, open to members of the public, and then would come back and deliberate. Korn feels that if legal comes back with that a drive by is ok, then he is good with that. Staff can provide recommendations. Sorte gave the various options to what can happen at the end of a meeting. Sorte asked about how they will make the decision.

Gatchell asked about the timeline and plan for Sorte's replacement. Sorte informed the Commission that they are looking at using COG for planning services. There was discussion about the role of COG and how we will be using their services.

Jurney – Asked about redoing the code and is wondering about the process from here. She is worried about the work that has been done will not be picked up and continued. She's worried about it dragging on. Sorte stated that there have been early talks with John Morgan. Sorte recommended to make contact with John Morgan to finish the new code, and then the new staff will do the yearly updates.

Discussion about a going away party for Sorte.

#### **Staff Update on Planning Projects.**

- Jerry needs to schedule another public hearing for possibly the 19<sup>th</sup> or February 25<sup>th</sup>? Monday the 18<sup>th</sup> is a holiday.

We will schedule for the 19<sup>th</sup>.

Change start time to 6:30.

- OPR Grant Update

Clegg informed the Commission about the Oregon Park and Recreation Grant that she has been working on. The overall project cost is \$425,000. The City will come up with 40% match. Sorte added that it is basically the 'finish lower Sankey Park grant'. Graybill told the Commission that they should go look at the new restroom that has been installed. The electrical is done, and they will be installing the concrete within the week. Sorte added that it is a State grant and talked about the amount of similar grants. He gave an example of the Joseph, OR park. Sorte stated that he thinks that we have a good chance to getting the grant. Clegg stated that if the proposal is approved by City Council then the Commission will see a big campaign to raise the match amount.

- City Hall Update from Joe Graybill, Staff Engineer

The proposal is to be done at the end of April or the first week of May. Its in progress. Stephens asked if the project was under budget, and Graybill confirmed that it was. Gatchell asked about whether there was a penalty if the contractor doesn't get the project doesn't get done on time. There have been some changes that have had to be made, but most of it has come from the City.

**Adjournment: 8:25 PM**

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the Community and Economic Development Office at (541) 367-8113.

**To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Meeting of October 15, 2018.**

 4/16/2019  
Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Angela Clegg, Associate Planner





# CITY OF SWEET HOME PLANNING COMMISSION MEETING MINUTES

February 4, 2019, 7:00 p.m.  
City Hall Annex, 1140 12th Avenue  
Sweet Home, OR 97386

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

1. Call to Order and Pledge of Allegiance
2. Roll Call of Commissioners:  
Lance Gatchell, Chairman; Henry Wolthuis, Vice-Chair; Eva Journey; Greg Stephens; Thomas Herb, Greg Korn (Absent)  
Staff: Angela, Jerry, Joe
3. Public Comment. This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

4. Review and Approval of Minutes: December 3, 2018

**Comments Included;** Commissioner Journey stated that on page 4 of the minutes, "Questions Called" Need to add a 1 to the nays. Commissioner Stephens had the same comment.

**Commissioner Stephens** moved to approve the minutes with the correction  
**Commissioner Journey** seconded the motion to approve.

**Question was called**

**Aye 5**

**Nay 0**

**Absent 1**

**Motion Passed (5) Ayes to (0) Nays**

5. **Public Hearing. File P18-10.** The applicant is requesting to partition a 37,917 square foot parcel into three parcels. Currently the property is two tax lots (tax lot 5001 (area A) and tax lot 5002 (area B)) but only legally one lot as described in the deed. As proposed, parcel 1 would contain 9,174 square feet, parcel 2 would contain 10,976 square feet, and parcel 3 would contain 17,737 square feet. The subject property is located in the Commercial Highway (C-2) Zone.

**PUBLIC HEARING OPENED AT 7:07PM**

Chairman Gatchell read the description of the application and the Planning Commission Criteria.

**The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.**

**Personal Bias: None**

**Conflict of Interest: None**

**Exparte Information:** Commissioner Herb drove through the parcel; Chairman Gatchell works at the Forest Service building that uses Parcel 3 as a storage and parking lot. Gatchell has also met the owner of the house by the property line.

Clegg read through the Staff Report. Commissioner Stephens presented questions regarding the access easement through the Forest Service parking lot. CEDD Sorte further explained the application, the easement proposed, and frontage standards. Clegg gave explanation as to why the applicant chose an easement over a flag lot.

A discussion between Commissioners and Staff ensued.

**Concerns Included:**

Commissioner Journey: what if ownership changes? Commissioner Gatchell had the same question. Sorte explained the standards and advised the Commissioners that they could make a finding about the development.

Commissioner Wolthius: is the applicant related to the owner?

Commissioner Gatchell: None

Commissioner Stephens: None

Commissioner Herb: about the access from highway 20 to the back lot. CEDD Sorte explained the ODOT access permit needs to be submitted before the final Plat.

Commissioner Korn: Absent

**Testimony in Favor:** NONE

**Testimony in Opposition:** NONE

**Neutral Testimony:** NONE

**Rebuttal:** NONE

**PUBLIC HEARING CLOSED AT 7:30PM**

**Planning Commission discussed the application.**

Commissioner Gatchell concerned about making a decision without the applicant present.

Commissioner Journey agreed. There was discussion about continuing the hearing until February 19, 2019.

**Commissioner Gatchell Moved to reopen the public hearing at 7:37PM.**

**Commissioner Wolthius** seconded the motion to reopen the hearing.

**Question was called**

**Aye 5**

**Nay 0**

**Absent 1**

**Motion Passed (5) Ayes to (0) Nays**

**Commissioner Herb** moved to leave the public hearing open for application P18-10 and continue the public hearing on February 19, 2019.

**Commissioner Journey** seconded the motion to approve.

**Question was called**

**Aye 5**

**Nay 0**

**Absent 1**

**Motion Passed (5) Ayes to (0) Nays**

6. Staff Update on Planning Projects.

CEDD Sorte informed the Commissioners about the Council of Governments and their services to the planning department and Planning Commission. Staff will keep everyone informed. Joe Graybill, Staff Engineer, will be interim Supervisor.

Commissioner Journey clarified that the easement issue gets into the Code Updates for John Morgan.

Joe Graybill gave an update on Sankey Park restrooms.

Sorte reminded the Commissioners of the Sweetheart Run coming up.

7. Adjournment 7:43PM

**To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Meeting of October 15, 2018.**

 4/16/2019  
Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Angela Clegg, Associate Planner



## Sweet Home Police Department

**City of Sweet Home**  
1950 Main Street  
Sweet Home, OR 97386  
541-367-5181  
Fax 541-367-5235  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
[shpd@ci.sweet-home.or.us](mailto:shpd@ci.sweet-home.or.us)

### UPDATES/INFORMATION

#### **Surveillance camera registry program**

The Police Department is always looking for opportunities to improve. As we look at various options to improve, our focus is on those that can help in deterring crime and solving crime. A resource that we have identified as useful is the surveillance camera registry program MyCivicEye.

MyCivicEye allows our community members to register their willingness to share security footage with our Department in the event of a possible crime in their area. Police personnel do not have access to the registered camera footage. Community members would enter their address and contact information into a secure database that is only accessible by SHPD personnel. The presence of personally owned surveillance systems is on the increase. Officers are routinely identifying suspects and solving crimes based upon surveillance camera footage received from community members.

How it works - When a crime happens, officers can use any mobile or computer device to access a secure database and search the address of the incident. Officers immediately see a heatmap of all registered cameras accessible within a specific radius, including contact information for the camera owner and any key notes. Officers can quickly reach out to registrants and request surveillance footage to help establish leads, identify suspects, and save valuable investigative time.

This is a completely voluntary program. Community members are not required to register their security camera systems. The intent is to build on existing community behaviors by engaging and supporting citizens who seek to keep their neighborhoods safe.

Our hope is that as this registry system will help to improve our clearance rates associated with property crimes. In 2018 our Department's property clearance rate was at 34.5%. Our goal is at least 35%. A final decision on whether to implement MyCivicEye will be coming soon.

#### **UTV Ordinance**

A preliminary draft of a potential ordinance associated with the use of Class IV ATV's on City owned streets has been completed. This draft has been reviewed by the City Attorney and should be available to present to Council in May 2019.

#### **Citizens Academy**

On Saturday April 27<sup>th</sup>, 2019 the Sweet Home Police Department will be hosting a Citizens Academy. The intent of the Citizens Academy is to give interested members of our community an opportunity to see what our officers and dispatchers do daily. The topics covered will include discussions on our patrol services, our school resource officer's role in schools, use of force overview, major crime investigations, K9 demonstration, and an opportunity to use our use of force simulator. The class will be held from 9:00 am until 3:00 pm.

SWEET HOME CITY COUNCIL  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

April 11, 2019

The meeting of the Administration and Finance Committee was called to order at 2:00 p.m. in the City Hall Conference Room.

Staff Present: Recording Secretary Julie Fisher

Committee Present: Councilor Goble, Councilor Trask

Committee Absent: Councilor Gerson (Excused)

The purpose of the Administration, Finance and Property Committee meeting was to interview and rank the candidates for the Planning Commission and Budget Committee Vacancies.

Robert Briana applied for the City of Sweet Home Budget Committee. Mr. Briana was interviewed for the Budget Committee and a recommendation from the Administration, Property and Finance Committee will be submitted to the City Council during their regular meeting on April 23, 2019.

Two candidates, Jeffrey Parker and Bonnie Neal, applied for one vacancy on the Planning Commission. Each applicant was asked the same series of questions. The committee members ranked each applicant based upon their answers to the questions of the Planning Commission duties. The committee's recommendation will be submitted to City Council during their regular meeting on April 23, 2019 for appointment.

With no further business the meeting adjourned at 2:31 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on April 11, 2019.

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City Manager Ray Towry

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Chairman James Goble