

Welcome to Sweet Home
Oregon's Citizens Academy!



Housekeeping

- First Citizen's Academy
- Will go into more depth in future sessions
- Opportunities for questions throughout
- Will send a survey out to see what topics you want addressed
- Please be respectful

Agenda

Introduction

Government Roles

Communication

Administrative Services

PD

Library

CEDD

PW

Volunteering

Closing

Government

How does it work?

Levels of government



Home Rule City

- Sweet Home is a home rule city which means we may add codes and regulations
- Sweet Home may also develop a charter by which to run the City Government
- All State and Federal laws must still be followed



Limitations of Power

- The local government is subject to statutory, constitutional, judicial and charter limitations. Under Oregon constitutional home rule provisions, the voters of the state have taken from the state legislature, and reserved to the voters of cities, the power to adopt and amend their own city charters. Initiative and referendum powers are also reserved to the voters of the city (Oregon Constitution Article VI, section 10, and Article XI, section 2).
- Article I, Oregon's Bill of Rights, also applies to local governments. Other constitutional limits and restrictions include property tax limitations, prohibitions against lending the credit of a city, and regulation of city elections. Several chapters of state law apply to city government (ORS chapters 221 to 227).

CITY OF SWEET HOME

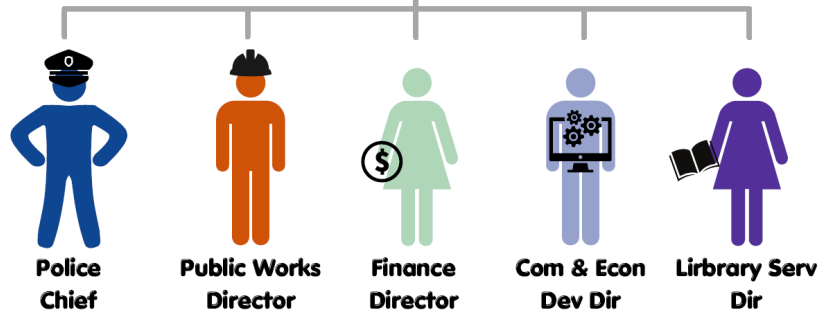
Sweet Home People



City Council



City Manager



Council/ Manager form of government

- Sweet Home has a Council Manager form of Government
- This means Council decides the direction of the City(policy), and the City Manager directs staff(operations)
- The Council decides the “what” and City Manager directs the “how”
- The Council may not direct staff directly
- The Council may only direct the Manager if the majority is in agreement

Council Roles and Responsibilities

- Hear community concerns- one of the main roles of a Council member is to hear community concerns from the majority of the community
- Share information and events with the community
- Read and know agenda items
- Vote on agenda items in a way that supports the majority of the community
- Recommend additional agenda items
- Serve as a liaison on committees

Council and Mayor

- In Sweet Home, the Mayor is the same as any member of Council with a few differences:
 - The Mayor is the Chair of Council Meetings and runs the meeting
 - While any Council Member may reach out to the City Manager, the Mayor is often the main liaison with the City Manager
 - The Mayor may call an Executive Session in the middle of a Council Meeting
 - The Mayor breaks a tied vote
 - The Mayor can set up committees
 - The Mayor is the Ceremonial leader of the City

City Manager

VS

The Mayor

Directs staff including Police, Public Works, Library, and City Hall

Can not direct staff

Sets the agenda

Ensures that the agenda is followed during City Council meetings.

In charge of all day to day operations

Not allowed to interfere with day to day operations

Sets the budget

Votes to approve the budget with the rest of the Council

Has no vote at City Council meetings

Has no veto power and the Mayor's vote has the same weight as all of the other Council members.

Directs staff on enforcement of City Code and rules

Has no authority over altering or changing City rules

Directs staff on priorities of the City

No formal authority outside of the Council

Examples of Policy vs Operations

Policy

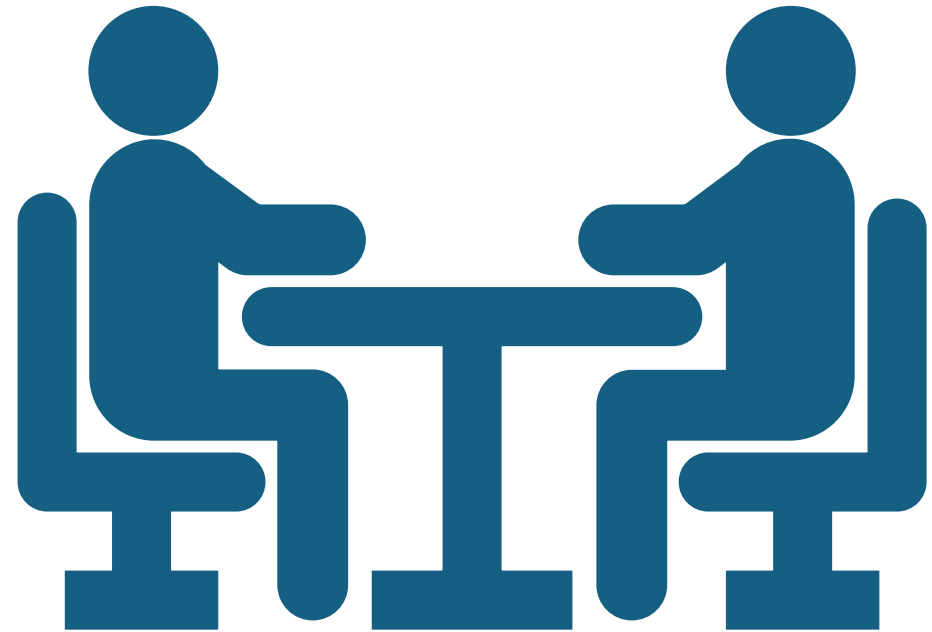
Designating more funds to roads
Approving the roads contract

Operations

Soliciting and negotiating the contract for a contractor to build roads
Overseeing the roads contract
Providing barricades or other support to the contractor

Communicating with your Council Members

- To make sure that the community and Council are in alignment, reach out to your Council members about:
 - Policy questions
 - Ideas
 - Requests



Examples of questions and topics

Council-Policy

- Would like to see more parks
- Roles of a councilor

Manager-Operations

- Park management, equipment, contractors
- Council rules/ Election process

Role of City Manager



City Manager carries out what Council decides and dictates



City Manager only has the authority to carry out what Council tells them to carry out



City Manager handles operations

What does a City Manager do?

Pays for themselves

Oversees budget

Directs Directors

Creates funding opportunities

Oversees operations

Creates relationships with other agencies

Carries out Council direction (agenda items)

Role of Council regarding staff

Council as a whole directs the City Manager

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The City Manager directs Directors who then direct their departments

Council cannot direct staff expect through the Council agenda or in a public meeting by providing direction as a whole

Contacting your Council Members



Council members should be contacted regarding questions and concerns



Be aware that they are not involved in day to day operations, so asking staff those questions will provide the most current answer



Go to them with larger concerns like wanting to see more infrastructure or other policies

City Limits



Council and many committees have to be filled by people within City limits



Council has to be filled by those in City limits due to state and federal laws



Since no one outside of city limits pay taxes into city limits, representation is typically reserved for those inside

Budget- Where does the City get its money?

Local Taxes- About \$880k

Intergov and Grants- \$1,127,000

Charges for services- \$432K

Licences, Permits and Fees- \$217K

Misc/Investments-\$750k

Transportation(State Gas tax)-\$777K

Enterprise
Funds

Water- \$2,725,000

Sewer- \$3,160,000

Storm- \$215,000

How does the City get more money?

Sweet Home has a very small amount of taxes coming in for general services

The Library and Police department are funded by levies that are paid for within City limits

Water, sewer, and stormwater are paid for by rates

Roads are paid for by gas tax which is allocated by the state

Otherwise the city must apply for grants and other funding mechanisms to get additional funds

Comparative Costs

Painting- a few hundred

Parks- \$25k-\$180K

Roads- \$200k and up

How much
do roads
cost?

Full Depth Reclamation-
\$1.5 to \$2.5 Million per mile

Overlay- \$200k-\$300k per
mile

Speed Tables- \$10k each

How much do parks cost?

Small Playground around \$20-40K

Large Playground \$100-\$1 Million

Splash pad \$500K and up

- (Albany's \$6.3 Million)

Economic Development-3 Key Tools

Talent Retention-

- Strong work force
- Creating work force development

Strong quality of place-

- Parks
- Property that people want to go to

Human Capital-

- Volunteerism
- Positivity
- Welcoming environment

How can you help?



Volunteering



Sharing accurate information



Running for office



Being patient



Speaking up

Working with the City

Can be challenging

Plan on plenty of time

City wants to work with you

Be aware that most laws and rules are out of the city's control

Council approves codes, fees, and rules within City's control

Staff can only carry out what Council has approved

Unexpected costs:

Cleaning up social media

Individual demands

Empty buildings

Events

Visitors out of city limits

Asking productive questions

Ask questions!

Ask questions of the city directly

Check the City website

Get the whole story before making assumptions

City staff is over loaded, be aware that answers may take some time

Be aware:

- Serve the community as a whole
- Over-extended
- Turnover costs an average of 40% of salary
- Relationships are key for funding





Emergency Management



What we have

Emergency Management Plan

Two Cooling Shelters

Very strong resources and partnerships

Resources

ODF

Linn County

Sweet Home Fire District

State resources

Volunteers

What is in the works



COOP

CAP

Shelter Trailer

Oxygen Trailer

Huge thank you to Linn County

Our five goals are:

-
- Prevention
 - Mitigation
 - Preparedness
 - Response
 - Recovery



In an emergency
the County will
typically take the
lead. Additionally:

Whatever agency ends up
dealing with the disaster itself

- EX: Fire, USACE, FEMA

City Manager is Emergency
Operations Manager for City

Staff takes on key roles

Critical to
follow roles

Emergency Operation's Manager-
City Manager

Executive Team will take on the
following roles:

- Communications
- Shelter Management
- Coordinating with Incident Command
- Safety
- Finance
- Ordering equipment

Council's Role is to:



Communicate the City's
message out to constituents



It is imperative that the exact
message is communicated to
avoid confusion



Volunteer when able

How to stay informed

City web site

City social media pages

Linn-Benton Alert (countywide)
Everbridge.net

Local media reports

Emergency Shelters in Sweet Home

Warming/Cooling Shelters include:

- Police Station
- Library
- City Hall

Jim Riggs is the emergency shelter for a larger event

- This shelter just received supplies for larger events including cots and blankets
- A generator will be installed this fall
- City Hall will likely receive a generator this fall as well

Incident Command- County

In the case of an emergency, the County typically manages the incident

The City's role is to manage:

- A local evacuation shelter if necessary
- City operations
- Support for other agencies

Volunteer Management is critical



Managing donations



Directing volunteers



Getting correct supplies



Helping to communicate

Wild fire prevention



Keep your property as safe as possible



Weeds down



Trees that can fall



Report other properties



Volunteer to help clean up existing properties

Roles

1

Volunteer to help
before a disaster

2

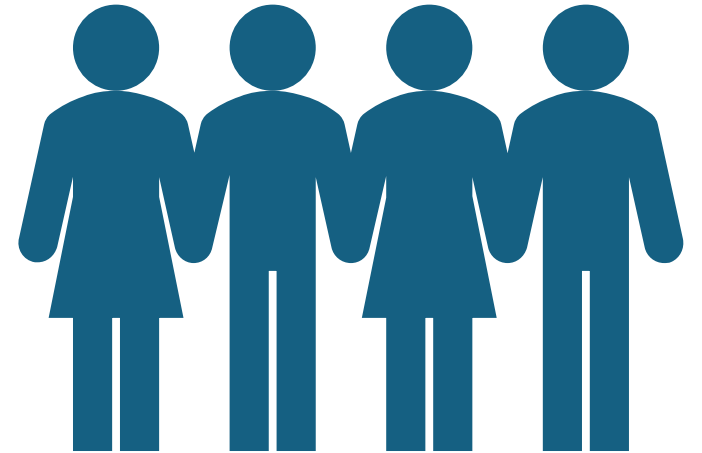
Know your role

3

Keep to your role
unless asked to do
otherwise

Volunteer Opportunities

- Checking on neighbors
- Helping at shelters
- Getting the word out:
 - Phone tree
 - Sharing correct information on social media
- Managing donations





Questions?