

An aerial photograph of a large, calm blue lake. The lake's surface is perfectly still, reflecting the sky and the surrounding landscape. On the left and right sides, there are dense green forests. In the background, there are rolling mountains under a clear blue sky with a few wispy clouds. A small white moon is visible in the upper part of the sky. The overall scene is peaceful and scenic.

# Administrative Services

City of Sweet Home

# What are Administrative Services?

- Different in every city
- In Sweet Home, currently:
  - City Recorder
  - Human Resources
  - Risk Management
  - Utility Billing
  - Municipal Court



# City Recorder "Non-Officio"

- By charter, the City Manager is the City Recorder Ex Officio (meaning they get to be the City Recorder because of their title)
- By function, the Admin. Services Director performs those duties
  - Agendas
  - Minutes
  - Archival
  - Elections
  - Board and committee management

# Preserving and Sharing Information

- Preservation is important for keeping Sweet Home's history
  - Minutes and good archival are essential
- Ongoing efforts to update online archives
- If you don't see it – ask!
  - We are not required to create new documents, but we can produce existing ones and do our best to answer questions
  - Complex requests may require a formal process and incur charges
  - Some information (such as details of criminal investigations or HR items) are protected by State law and cannot be shared





Who is responsible for the direction the City takes?



An aerial photograph of a large, calm lake reflecting the sky and surrounding landscape. The water is a deep blue, mirroring the sky above. In the background, there are rolling green hills and mountains under a clear blue sky with a few wispy clouds. A semi-transparent white rectangular box is centered horizontally across the middle of the image, containing the text "CITY COUNCIL!".

**CITY COUNCIL!**

# Policy Direction

- What is policy?
  - “A course or principle of action adopted or proposed by a government, party, business, or individual.”
- Who sets the policy direction of the City?
  - City Council!
- If you want to see the City take a different direction, who should you be engaging?
  - City Council!



# Best Ways to Influence Policy Direction

- Serve on a board or committee
- Engage with City Council
- Participate in City events and interact with Councilors and committee members
- Run for City Council



# City Boards and Committees

- Planning Commission
- Park and Tree Committee
- Budget Committee
- Library Board
- Community Health Committee
- Public and Traffic Safety Committee
- Ad Hoc Committee on Arts and Culture
- Charter Review Commission (as needed)
- Building Board of Appeals (as needed)

# Public Comment

- Any resident may sign up to speak at every regular City Council meeting on any topic (whether on the agenda or not)
- Public comment is intended for speakers to address the City Council – it is not a Q&A or conversation



# Before Public Comment?

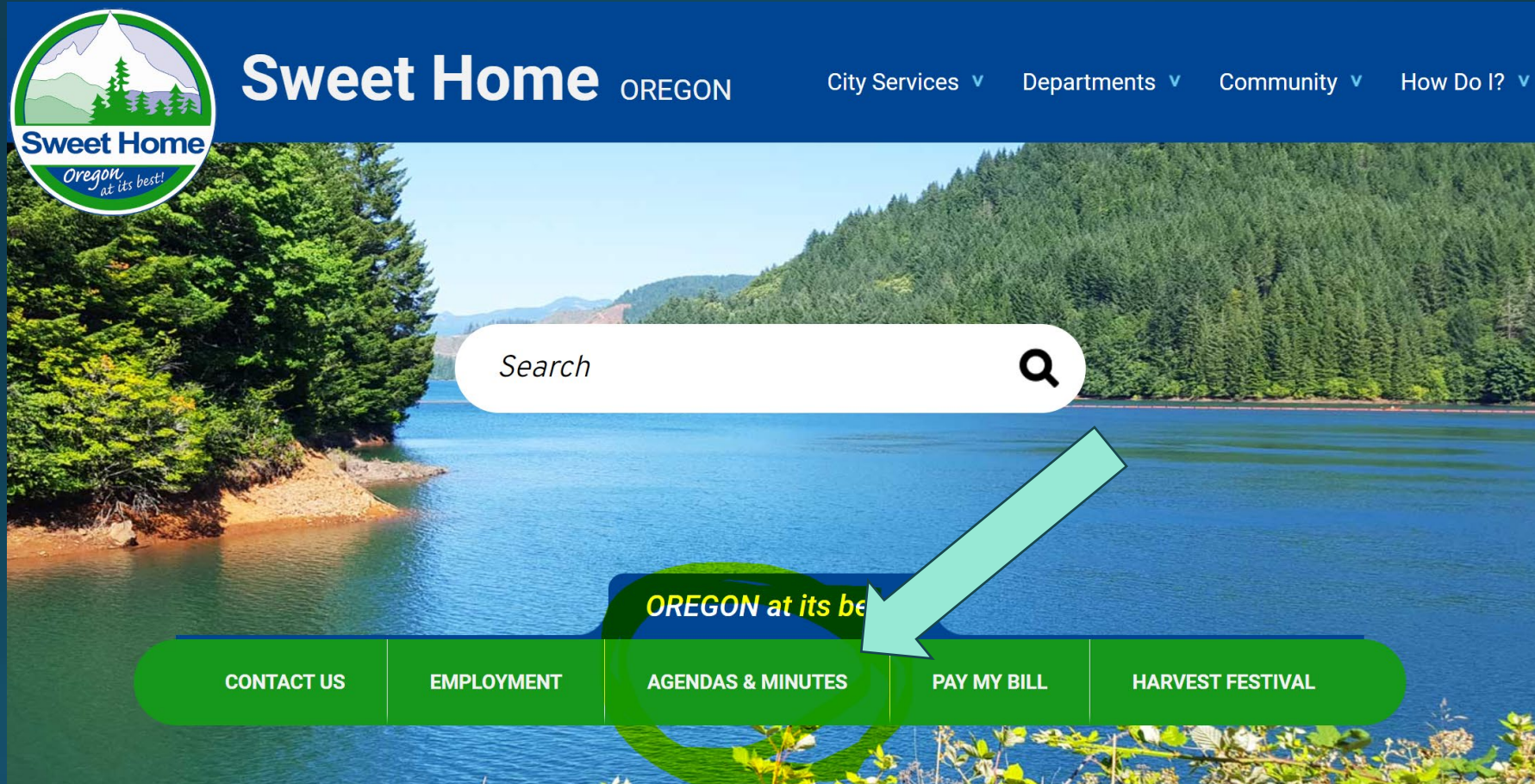
- Some items go before Council Committees before they are recommended to City Council
  - City website for agenda packets
  - YouTube for committee recordings
- Council agendas are typically published 3-5 days in advance
  - Engage your councilmembers if you see an item of interest
- Residents can engage City Council at any time on any topic via email or by appointment

# Regular Public Meetings (at City Hall)

- City Council: 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, 6:30 PM
- Planning Commission: 1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 6:30 PM
- Park and Tree Committee: 3<sup>rd</sup> Wednesday of March, April, June, August, October, and December, 8:30 AM
- Library Board: 2<sup>nd</sup> Thursdays, 4:30 PM
- Community Health Committee: 4<sup>th</sup> Wednesdays, 4:00 PM
- Public and Traffic Safety Committee: 2<sup>nd</sup> Wednesdays, 4:00 PM
- Budget Committee: Required annually before budget adoption, meeting times vary



# How to Check for Meeting Information



# How to Get Meeting Notices

The screenshot shows a city website with a navigation bar and a main content area. The navigation bar includes 'Home OREGON', 'City Services', 'Departments', 'Community', and 'How Do I?'. The main content area is divided into several sections: 'Apply for a Job', 'Apply for a Passport', 'Apply for a Special Event Permit', 'Watch a Live-stream', 'Contact the City', 'Documents & Forms', 'Events & Meetings', 'Email Subscriptions', 'Report Storm Related Issues', 'Report Streetlight Problem', 'Report Water Main Breaks', 'Volunteer', and 'View the Budget'. The 'Email Subscriptions' section is highlighted with a red circle. Below it, the 'Your Email Subscriptions' form is shown, with the 'Meeting Notices' checkbox checked and circled in red. The 'E-mail' field is also circled in red, and the 'Subscribe' button is visible at the bottom.

**Home OREGON** City Services ▾ Departments ▾ Community ▾ How Do I? ▾

**Apply for a Job**  
**Apply for a Passport**  
**Apply for a Special Event Permit**  
**Watch a Live-stream**  
**Contact the City**  
Submit a Request or Concern  
View Staff Directory

**Documents & Forms**  
View Documents & Reports  
Adopted Budget  
View Forms & Applications  
File a Claim against the City

**Events & Meetings**  
View Agendas & Minutes  
View Calendar

**Email Subscriptions**  
View Press Releases

**Report Storm Related Issues**  
**Report Streetlight Problem**  
**Report Water Main Breaks**  
**Volunteer**  
**View the Budget**

**Social Media**  
Practices and Comments Policy  
Like Us on Facebook  
YouTube Channel

**Your Email Subscriptions**  
Manage your Email Subscriptions  
Select the newsletter(s) to which you want to subscribe or unsubscribe.

Meeting Notices  
 Job Openings  
 Planning Notices  
 Communications: News & Information  
 Community Health Committee  
 Ad Hoc on Art and Culture Committee  
 Traffic Safety Committee  
 Sweet Home Park System Plan  
 Test  
 Budget Committee

**E-mail \***

Subscribe



# City Council Contact Info

- Mayor Susan Coleman: [scoleman@sweethomeor.gov](mailto:scoleman@sweethomeor.gov)
- President Pro Tem Greg Mahler: [gmahler@sweethomeor.gov](mailto:gmahler@sweethomeor.gov)
- Councilor Lisa Gourley: [lgourley@sweethomeor.gov](mailto:lgourley@sweethomeor.gov)
- Councilor Dylan Richards: [drichards@sweethomeor.gov](mailto:drichards@sweethomeor.gov)
- Councilor Angelita Sanchez: [asanchez@sweethomeor.gov](mailto:asanchez@sweethomeor.gov)
- Councilor Josh Thorstad: [jthorstad@sweethomeor.gov](mailto:jthorstad@sweethomeor.gov)
- Councilor Dave Trask: [dtrask@sweethomeor.gov](mailto:dtrask@sweethomeor.gov)

# Running for City Council

- Filing for the November election begins July 28<sup>th</sup> and closes September 6<sup>th</sup>
- Requirements:
  - Registered voter
  - Residency within Sweet Home City limits for at least one year prior to the date of filing
- Candidate packets are available tonight
  - Will be published online this week
  - Will be available at the front desk next week





**QUESTIONS?**