

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

October 22, 2019, 6:30 p.m.
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode:
guestwifi

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Coleman
Councilor Gerson
Councilor Goble
Councilor Gourley

Mayor Mahler
Councilor Nash
Councilor Trask

C. Consent Agenda:

- a) Approval of Minutes: October 08, 2019 City Council Minutes (pg. 3-7)

D. Recognition of Visitors and Hearing of Petitions:

E. Old Business:

- a) Discussion Only: Code Enforcement Update – CEO Tommy Mull (8-17)
- b) Discussion Only: Capital Improvement Plan (pg. 18-67)
- c) Discussion Only: Utilities Management, Water Treatment Plant Audit (pg. 68-77)
- d) Results Review of Council Goals and Work Plan Presentation (pg. 78-82)
- e) Discussion Only: Enhanced Law Enforcement Area Ordinance (pg. 83-86)
- f) Discussion Only: Livability Ordinance (pg. 87)

F. New Business:

- a) **Public Hearing** –Sweet Home Cable Franchise Renewal (pg. 88-102)
- b) **Request for Council Action** – Out of State Travel Request (pg. 103-105)
- c) **Request for Council Action** – Sankey Park Property Line Adjustment (pg. 106-111)

G. Ordinance Bills

- i. **Request for Council Action and First Reading of Ordinance Bills**
- ii. **Second Reading of Ordinance Bills**
- iii. **Third Reading of Ordinance Bills (Roll Call Vote Required)**
 - (1) Ordinance No. 5 for 2019 –An Ordinance Amending the Unnecessary Noise Section of the Sweet Home Municipal Code (pg. 112)

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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- (2) Ordinance No. 6 for 2019 – An Ordinance Relating to Urinating or Defecating in Public Places (pg. 113-114)

H. Reports of Committees:

Administrative & Finance/Property	Goble
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Gerson
Council of Governments	Gerson
Area Commission on Transportation	Mahler
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Legislative Committee (pg. 115)	Coleman

I. Reports of City Officials:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports: (1st Meeting of the Month)
 - i. Library Services Director
 - ii. Community and Economic Development Director
 - iii. Public Works Director
- d) Department Director's Reports: (2nd Meeting of the Month)
 - i. Finance Director
 - (1) Department Report (pg. 116-117)
 - (2) Checks by Date (pg. 118-122)
 - ii. Police Chief
 - (1) Department Report (pg.123-124)
 - (2) Airport Road Radar Data Graph (pg. 125)
 - (3) Airport Road Radar Pie Chart (pg. 126)
 - iii. City Attorney's Report

J. Council Business for Good of the Order:

K. Adjournment

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SWEET HOME CITY COUNCIL MEETING MINUTES

October 08, 2019

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

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, Finance Director Brandon Neish, Police Chief Jeff Lynn, Community and Economic Development Director Blair Larsen, Library Services Director Rose Peda and Recording Secretary Julie Fisher.

Visitors Registered to Speak:

Media: Scott Swanson, The New Era, Alex Paul, Albany Democrat Herald

Roll Call:	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 (Trask/Goble) Motion passed with 7 Ayes, 0 Opposed, 0 Absent.**

Items on the consent agenda are as follows:

Approval of Minutes: September 24, 2019 Council Minutes
September 24, 2019 Council Minutes - EX

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

None

Old Business:

Jacob's Formal Deficiencies Update: Brian Helliwell, Regional Manager Efrain Rodriguez, NW Operations Manager	Brian Helliwell, Regional Manager and Efrain Rodriguez, NW Operations Manager, reported to the Council on services provided by Jacob's to the City for management of the Water and Wastewater Treatment Plants.
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Discussion Only – Utility
Management

Public Works Director Springman presented the Council with costs related to the options for future management of the Water and Wastewater Treatment Plants that were presented to the Council during the September 24th City Council Meeting. Brian Helliwell, Regional Manager of Jacob's Engineering clarified \$30,000 identified for repairs would be in addition to funds already budgeted and would be added to the life of the contract at no additional cost. Mayor Mahler requested the updated audit be brought back to the Council during the next meeting for Council to consider. A Request for Council Action will be on the November agenda.

Information Only – Exclusion
Ordinance

City Manager Towry referred to the draft ordinance known as the Exclusion Ordinance.

Chief Lynn addressed misconceptions of the draft ordinance and explained types of crimes that could cause a repeat offender to be excluded from the downtown exclusion zone. Variances were also explained that would allow someone who was excluded to be allowed in the zone for specific purposes. Chief Lynn gave three examples.

City Manager Towry talked to the Council about the many successful programs of various cities including Gresham. City Manager Towry explained that the program will have to be individualized, multi-faceted, and include many resources. Council discussion included pros and cons of the proposed ordinance.

Patrick Rogers
1995 Grape Loop

Patrick Rogers, local business owner, spoke in favor of the proposed ordinance.

Paula Neuman
Kelli Kem

Chamber of Commerce Board Members Kelli Kem and Paula Neuman addressed the Council as representatives of businesses that the proposed ordinance could affect. Both were in favor of the proposed ordinance.

Information Only – Livability
Ordinance Code Comparison

City Manager Towry presented the livability ordinance comparison staff prepared for the Council.

City Attorney Snyder explained items in the proposed ordinance have been cross-referenced with existing codes. Council would need to decide if their expectations are that enforcement would be done by City staff or statutes already in place.

Mayor Mahler encouraged the Council to meet with City staff with any questions.

New Business:

Request for Council Action –
Resolution No. 29 for 2019 -
A Resolution Authorizing City Staff
to Submit an Application to the
Oregon Department of Land
Conservation and Development for a
Technical Assistance Grant

Community and Economic Development Director Blair Larsen introduced the Request for Council Action to apply for a grant for technical assistance to help with Code Updates, Housing Needs Analysis, Housing portion of the Sweet Home Comprehensive Plan, Code Audit, and for a plan to meet additional regulatory mandates once the City passes the 10,000 population threshold. Funds already allocated for the Code Update would become the match for this grant.

Motion to approve Resolution No. 29 for 2019 – A Resolution Authorizing City Staff to Submit an Application to the Oregon Department of Land Conservation and Development for a Technical Assistance Grant (Gerson/Coleman) Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

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

Second Reading:

None

Ordinance No. 5 for 2019 –An Ordinance Amending the Unnecessary Noise Section of the Sweet Home Municipal Code

City Attorney Snyder read by Title Only Ordinance No. 5 for 2019 – An Ordinance Amending the Unnecessary Noise Section of the Sweet Home Municipal Code.

Motion to move Ordinance No. 5 for 2019 –An Ordinance Amending the Unnecessary Noise Section of the Sweet Home Municipal Code to third and final reading on October 22 (Trask/Goble). Motion passed with 6 Ayes, 1 Opposed (Gourley) and 0 Absent.

Request for Council Action – Ordinance No. 6 for 2019 – An Ordinance Relating to Urinating or Defecating in Public Places.

City Attorney Snyder read by Title Only Ordinance No. 6 for 2019 – An Ordinance Relating to Urinating or Defecating in Public Places.

Motion to move Ordinance No. 6 for 2019 – An Ordinance Relating to Urinating or Defecating in Public Places to third and final reading on October 22 (Trask/Goble) Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Third and Final Reading of Ordinance Bills:

Ordinance No. 2 for 2019 – Ordinance No. 1275 - Sweet Home Ordinance Pertaining to Authorizing the Operation of Class IV All-Terrain Vehicles on Streets Located within the City of Sweet Home, Oregon, but Subject to the Provision of ORS 821.200(1), and Providing a Penalty for the Violation Thereof

City Attorney Snyder read by title only Ordinance No. 2 for 2019 - Sweet Home Ordinance Pertaining to Authorizing the Operation of Class IV All- Terrain Vehicles on Streets Located within the City of Sweet Home, Oregon, but Subject to the Provision of ORS 821.200(1), and Providing a Penalty for the Violation Thereof.

Motion to Adopt Ordinance No. 2 for 2019 – Sweet Home Ordinance Pertaining to Authorizing the Operation of Class IV All- Terrain Vehicles on Streets Located within the City of Sweet Home, Oregon, but Subject to the Provision of ORS 821.200(1), and Providing a Penalty for the Violation Thereof (Gourley/Coleman)

Roll Call Vote:

Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	No
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Nash	Aye
Councilor Trask	Aye

Ordinance No. 3 for 2019 – Ordinance No. 1276 - An Ordinance Relating to the Unlawful Transfer on Vehicular Portion of the Right-of-Way

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

City Manager Towry read by title only Ordinance No. 3 for 2019 - An Ordinance Relating to the Unlawful Transfer on Vehicular Portion of the Right-of-Way.

Motion to Adopt Ordinance No. 3 for 2019 – An Ordinance Relating to the Unlawful Transfer on Vehicular Portion of the Right-of-Way (Trask/Coleman)

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

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Ordinance No. 4 for 2019 –
Ordinance No. 1277 – An Ordinance
Amending Title 16 and Title 17 of the
Sweet Home Municipal Code and
Declaring a Need for an Expediency
Clause.

City Manager Towry read by title only Ordinance No. 4 for 2019 - An
Ordinance Amending Title 16 and Title 17 of the Sweet Home
Municipal Code and Declaring a Need for an Expediency Clause.

**Motion to Adopt Ordinance No. 4 for 2019 - An Ordinance
Amending Title 16 and Title 17 of the Sweet Home Municipal
Code and Declaring a Need for an Expediency Clause.
(Gerson/Coleman)**

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

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Reports of Committees:

Administration & Finance/
Property Committee

No Report

Park & Tree Commission

Councilor Trask reported on the Groundbreaking and Dedication at
Sankey Park during the Harvest Festival.

Youth Advisory Council

Councilor Gourley reported the YAC is actively recruiting.

Chamber of Commerce

No Report

Council of Governments (COG)

No Report

Area Commission on Transportation

No Report

Solid Waste Advisory Council
(SWAC)

No Report

Ad Hoc Committee on Health

Councilor Gourley reported progress is being made on a community
sharps container.

Reports of City officials

Mayor's Report

Mayor Mahler reported on the successful Harvest Festival.

City Manager's Report

City Manager Towry reported on sessions attended at the League of Oregon Cities Conference.

The SDC Study kickoff is tomorrow at 9am.

Susy Fitzwater retired from the City on October 1st. A Municipal Maintenance position will be posted following a review and update of the job description.

City Manager Towry reported he will be out of the office on Monday and again Wednesday potentially thru Friday the following week for medical appointments.

City Manager Towry had a positive revenues report stating that staff underestimated Marijuana Funds by 75% if trends follow this quarter. Property Tax Revenues will be \$6,000 more than estimated and Levied Fund Revenues will be approximately \$180,000 more than anticipated.

Department Directors Reports

Written reports were submitted by the following Departments: Community and Economic Development, Library and Public Works. An update from the Library Needs Assessment was given.

City Attorney

No Report.

Council Business for Good of the Order:

None

Adjournment:

With no further business the meeting adjourned at 8:35 pm.

The foregoing is a true copy of the proceedings of the City Council at the October 08, 2019 regular City Council Meeting.

ATTEST:

Mayor

City Manager – Ex Officio City Recorder



City of Sweet Home Code Enforcement Program

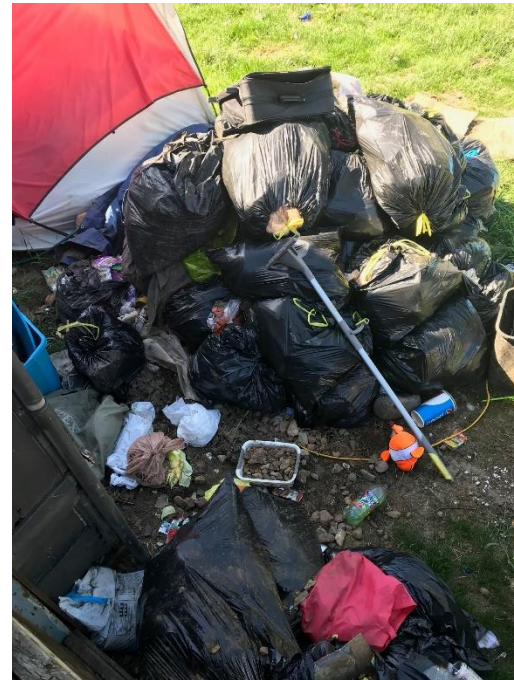
Tommy Mull
22 Oct 2019





Topics

- ☐ Updates
- ☐ Violation Process
- ☐ News





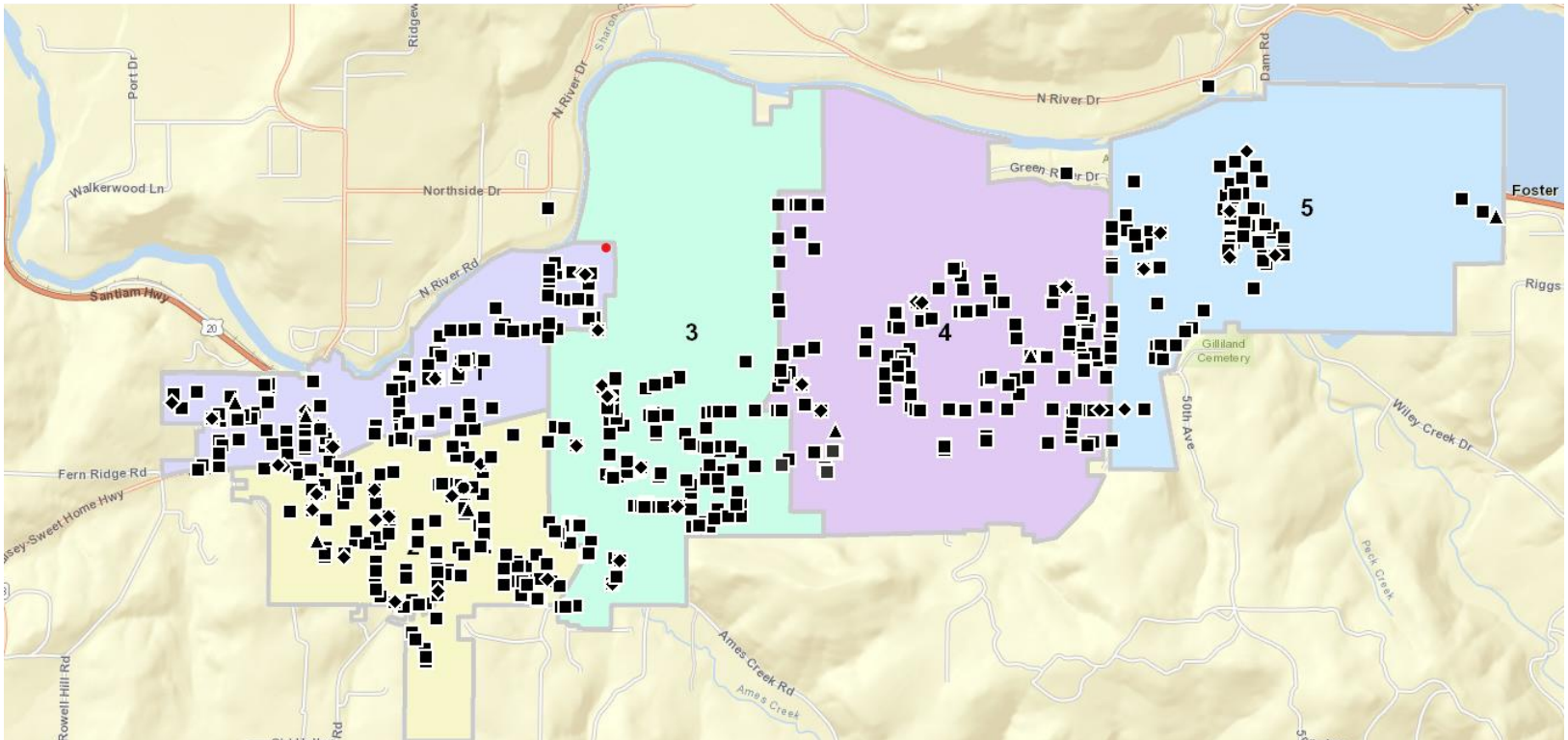
Mission

- ❑ **The mission of Code Enforcement is to enforce the codes of the city in order to protect the health, safety and welfare of the community; and, where violations occur, to work with our citizens to achieve compliance through an efficient and fair process.**



Updates

**June 4 through October 16, 2019
(806 Cases)**





Case Status

<input type="checkbox"/> Investigating	39
<input type="checkbox"/> Notice Issued	14
<input type="checkbox"/> Pending Citation	5
<input type="checkbox"/> Citation	1
<input type="checkbox"/> <u>Resolved</u>	<u>747</u>
Total	806



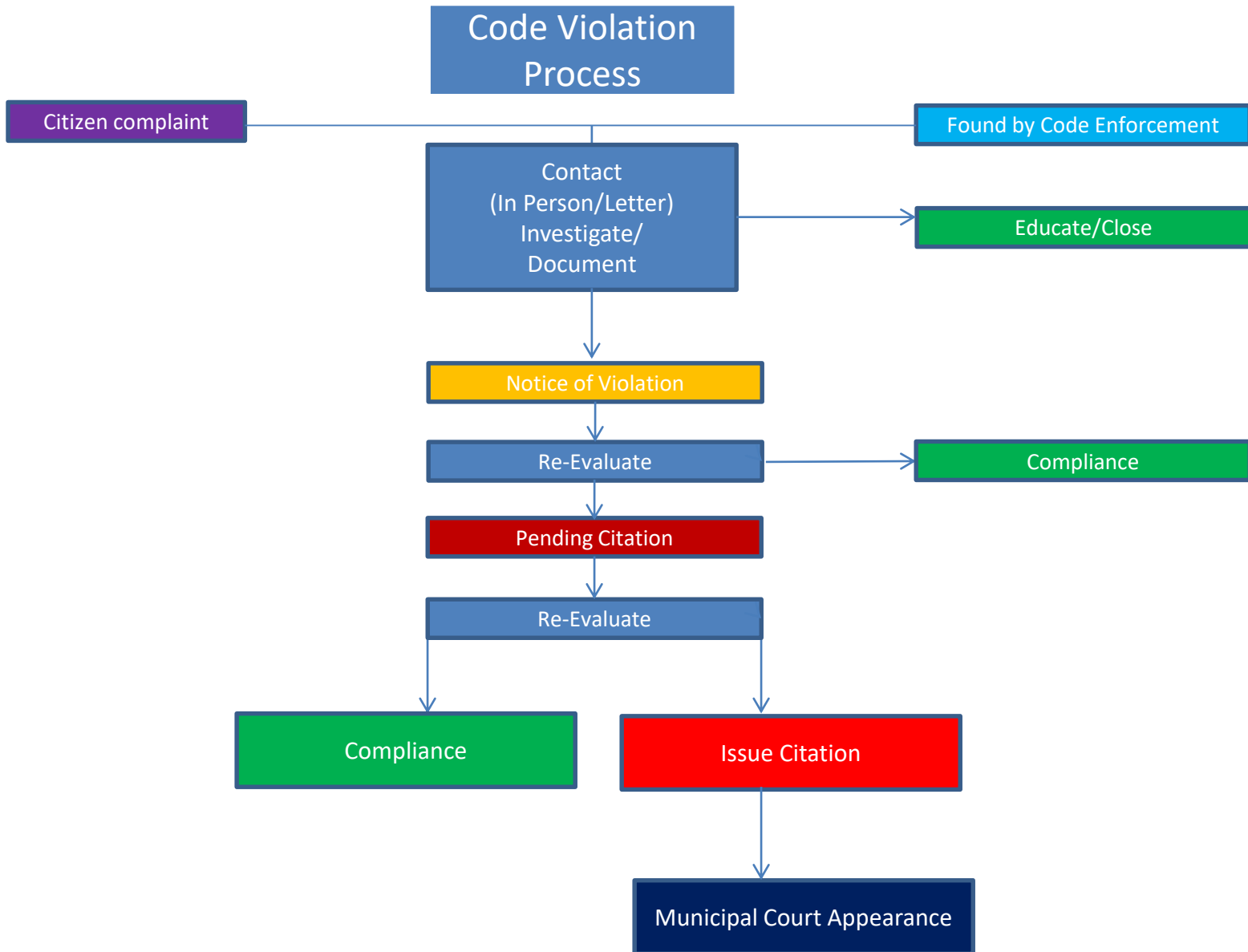
Types

<input type="checkbox"/>	Vehicle	51
<input type="checkbox"/>	Animal	96
<input type="checkbox"/>	Minimum Housing	7
<input type="checkbox"/>	Open Storage	148
<input type="checkbox"/>	Public Nuisance	68
<input type="checkbox"/>	Grass	260
<input type="checkbox"/>	Other	64
<input type="checkbox"/>	RV	80
<input type="checkbox"/>	<u>Illegal (Burn/Dumping/Graffiti)</u>	<u>32</u>
	Total	806



Violation Process

- ❑ **Code Enforcement is built on compliance**
- ❑ **Process Steps**
 - ❑ **Step 1 - Courtesy Warning (In-person/Letter/Door Hangar)**
 - ❑ **Step 2 - Notice of Violation (In-person/Letter)**
 - ❑ **Step 3 - Pending Citation (In-person/Certified Letter)**
 - ❑ **Step 4 - Citation (Oregon Uniformed Citation & Complaint)**
- ❑ **Progress is noted**
- ❑ **Seven to ten days between steps**
- ❑ **Municipal Court - 30 days for processing**





News

☐ **Problem Areas**

- ☐ **RV's (Occupying)**
- ☐ **Open Storage (Trash, Debris and Appliances)**
- ☐ **Animals (Dogs Barking & Cats)**

☐ **Education**

- ☐ **Create an info page with typical code issues and FAQ's**
- ☐ **Develop a pamphlet for new residents and visitors**
- ☐ **Code Enforcement Weekly on Social Media**

☐ **Clean-up initiatives**

- ☐ **Target troubled homes and assist with dump costs**
- ☐ **One day where residents can dump trash**



Finance Department

MEMORANDUM

To: Sweet Home City Council

From: Brandon Neish, Finance Director

RE: Capital Improvement Plan

During the 2020 budget development process, City staff compiled a long-term capital plan which would inform the current year budget and the City's five-year forecast. Department Heads submitted a "wish-list" of projects and equipment needs for their Departments. The Departments submitted a list of 50 requests with an estimated budget of \$35 million. The Finance Department compiled each of these submittals into a draft document and identified a funding source and fiscal year for most of the requests. Those projects for which a funding source could not be identified were included in the plan as resources over a five-year span could change or another source could be identified which would allow the City to complete the project or purchase.

In March 2019, City staff presented the proposed projects to the City Council during the Council Training. Staff highlighted the potential funding issues in the outlying years of the capital plan as projects requiring significant dollars do not have corresponding resources to cover the costs. With feedback from the City Council, staff then compiled a draft Capital Improvement Plan which was provided to the Budget Committee during the budget approval process and was included with the City Council's budget during the budget adoption meetings to supplement the 2020 budget. The 2020 budget was adopted on May 28, 2019 by the Council and included the first year of projects and equipment aimed at improving the lives of residents and providing better service.

The Capital Improvement Plan (CIP) is a living, breathing document that will be reviewed annually and adjusted to remove completed projects and add projects to continue a five-year planning document that informs the City's projections. This five-year plan ensures fiscal stability in the long-term and gives staff a chance to find additional resources to fund projects for which the city does not have the funding available through fund balances, user fees or property taxes. Each year as part of the budget adoption process, the Budget Committee and the City Council will have a chance to review these revisions and recommend adjustments in alignment with Council goals and the needs of the citizenry.

Today, staff is presenting the draft CIP to the City Council for review and subsequent adoption of the document. The City Council will have the next two weeks to review the document and ask questions of either the Finance Director or appropriate Department Head regarding the information contained herein. During the Council meeting on November 12, 2019, staff will return with a Request for Council Action and a recommendation based on the feedback from this distribution.

City of Sweet Home

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INTRODUCTION

The City of Sweet Home is located in Oregon's mid-Willamette Valley next to the Santiam River and is home to nearly 9,000 residents. Incorporated in 1893, the City originally grew as the result of extensive logging operations and transformed over time into Linn County's third-largest city and the 52nd largest city in Oregon. Today, Sweet Home is a pleasant bedroom community with a small-town feel which boasts tourist opportunities such as Foster Lake and the annual country music festival, Oregon Jamboree, which draws 15,000 people to the City. The government in Sweet Home consists of a City Council and a City Manager. The residents of the City elect the Council, and they, in turn, appoint the City Manager to operate the government.

The City's municipal government provides services to businesses and individuals, including, but not limited to, a full-service library, parks, police and dispatch services, water and sewer operations and street maintenance. Each of these services is funded either by user fees for service or tax dollars generated through property taxes or provided by the state. In addition to operating funds which allow for the continued function of each department, capital projects are also budgeted and used to upgrade or replace aging infrastructure and build-out essential services. Due to the size of most capital projects, a Capital Improvement Plan is needed to plan for the future and ensure adequate financial resources are available in the long-term.

The Capital Improvement Plan (CIP) provided herein represents a five-year plan developed by staff and reviewed by the community and the City Council to ensure alignment of goals and needs. This plan is a living, breathing document intended to help prioritize, identify, arrange to finance, and allow for timely technical design and application of projects and programs to better serve the citizens of Sweet Home. Each year during budget development, staff will review the CIP to ensure conformance with Council goals and update the project list as needs change and projects are completed. In developing this plan, the City Council and City staff are demonstrating fiscal sustainability for Sweet Home and ensuring that the community is healthy and vibrant in the future to attract any opportunity that arises.

The included capital projects and equipment needs in this plan total \$x over the next five years. While most of the added items have identified funding sources, some have not yet been identified, which will need to happen before project initiation or equipment purchase. This primarily occurs within Public Works projects where available resources are user-fee driven. These fees are collected through water and sewer rates that the City strives to keep as low as possible for affordability reasons. However, large-scale projects such as those included in this plan are critical needs for the City and will require either borrowing or raising rates to complete.

As the project gets closer, resources will be identified using a mix of options, including the use of existing fund balances.

The CIP is separated by department, and in the case of Public Works, by division. The departments/divisions include:

- Library
- Police
- Public Works
 - Parks & Facilities
 - Water
 - Wastewater
 - Storm Water
 - Streets

CAPITAL PLAN

Library

The Sweet Home Public Library was built in 1969 on the corner of 13th and Kalmia. Today, the same library building still standings having had only minor upgrades internally to meet changing needs and pack as much of what makes the Library a library, books.

Since 1969, demand for library services – e.g. circulation, programs, meeting space and public computer use – has grown steadily, outpacing the library’s ability to provide services physically. The existing building’s capacity is no longer adequate to meet these needs. To address these needs, the City needs to perform a needs assessment and hire an architect.

A needs assessment will attempt to determine how well the existing structure is providing essential services and its structural viability for a remodel. Community input will be sought that engages and gathers input from stakeholders. The assessment will focus on these items:

- **Learning, collaborating and experimenting:** The core function of the library is to provide a safe, inviting atmosphere to foster learning. The countless books provide individuals with valuable resources to advance their skills through history and non-fiction while also giving them an escape through the world of fiction. The library also provides a space for kids and teens but currently lacks functional space to create a makerspace where they can design, create, craft and explore.
- **Connectivity:** Data cabling in the building is outdated and is visibly stretched around the building used to build a network of public access computers and printing for community members. Additionally, the electrical setup in the building is beyond its useful capacity and does not include space for individuals with tablets, computers and phones that need to charge.
- **Private space:** Study rooms and meeting rooms are part of most current public libraries which provides a space for community events, meetings and silent study congruent with the library’s moto to “share knowledge, resources and expertise.”
- **Renewal:** The building is 50 years old and it is noticeable. Old furniture, desks and carpet, coupled with the exterior of the building demonstrates the need for a visual upgrade.

Project/Asset:	Library Renovation
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Budget Year:	2019-2020
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Description:	Develop a plan based on input from stakeholders for a revitalized or new library facility.
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Estimated Cost:	<i>Needs Assessment - \$15,000</i> <i>Architect - \$100,000</i>
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Proposed Fund (s):	Library Services Levy
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Police

The Police Department 's primary focus over the next five years will be upgrading infrastructure related to dispatch and communications. Vehicles are another capital expense that the Police Department regularly incurs as vehicles are cycled in and out maintaining peak efficiency and minimizing excessive maintenance costs.

The dispatch consoles are the most important upgrade which is slated for completion during the 2020 fiscal year. The current console is 18 years old and using a system that is no longer manufactured but parts are still available for resale. These systems were built to last and while many agencies have already upgraded, Sweet Home has been able to use the current system for an extended period.

Project/Asset:	Dispatch Console Upgrades
Budget Year:	2019-2020
Description:	Upgrade aging Zetron dispatch system with a modern, IP based system to improve efficiency and effectiveness in call-taking and dispatch coordination.
Estimated Cost:	\$120,000
Proposed Fund(s):	Public Safety Levy Project/Equipment Reserve (donated funds)

Project/Asset:	Radio Repeater Upgrade
Budget Year:	2022-2023
Description:	Upgrade Quantar Radio Repeater used for communication over Police radio system.
Estimated Cost:	\$50,000
Proposed Fund(s):	Public Safety Levy

Project/Asset:	Patrol Vehicle Replacements
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Budget Year:	Annually
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Description:	Replace police vehicles that have peaked in efficiency and mechanically. Police vehicles are purchased after a three (3) year lease.
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Estimated Cost:	\$40,000 per vehicle
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Proposed Fund(s):	Public Safety Levy
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Public Works

The Public Works Department contains the largest capital outlay budget due to the infrastructure managed by the department. Public Works contains five divisions:

- Parks & Facilities
- Water
- Wastewater
- Storm Water
- Streets

Each section of the Public Works CIP targets projects that the department believes could be completed within the next five (5) years, identifies possible funds and lists the year the project is targeted for construction.

Parks & Facilities

The City of Sweet Home has an established city-wide park system that provides a variety of recreational opportunities to all citizens and visitors. Currently the city maintains eight parks, including a skate park and the Hobart Wildlife Habitat. The 2017 Budget Committee and City Council both made the parks program a priority for the city and added a crew leader to the budget to oversee maintenance of those parks and city facilities.

Maintenance at City parks is a major priority for the City as we enter this next budget year. Significant progress has been made at Sankey Park to return the park to its former glory. As part of the 2019 adopted budget, the City replaced the restroom at Sankey Park and constructed better pathways from the parking lot to the main section of the park. Remaining funding in the 2019 budget and future budgets are used to clear shrubbery around the park and improve various aspects of the parks' infrastructure.

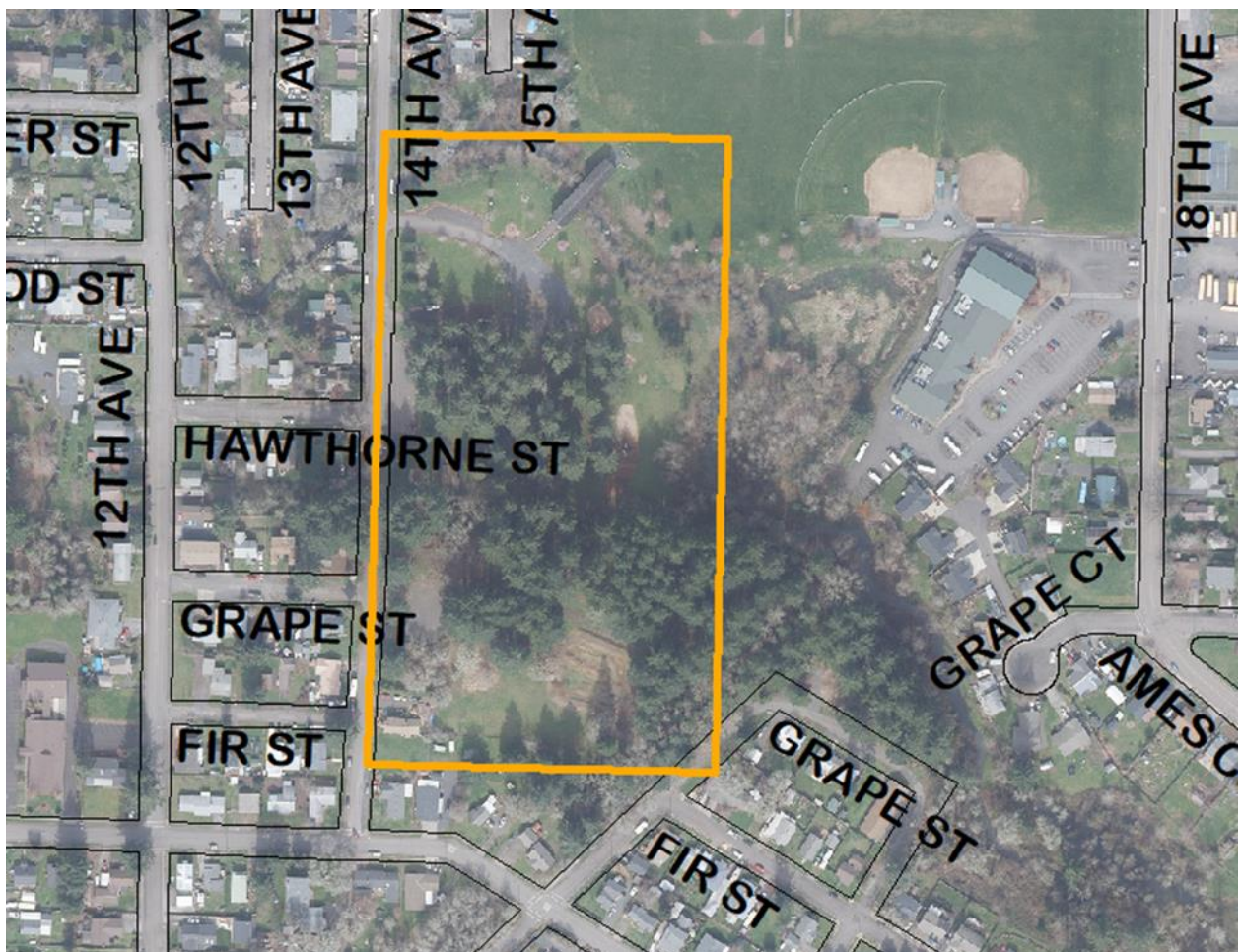
Project/Asset: FY 2019-2020 Sankey Park Improvements

Budget Year: 2019-2020

Description: Construct improvements to the Sankey Park plaza, upgrade lighting, improve the playground, BMX track, bike racks and tables and benches. Subject to potential grant funding, this project would also include remaining path lighting, trails and benches on the hillside and upper Sankey.

Estimated Cost: \$440,000

Proposed Fund(s): General Fund, Donation
Grant funds from Oregon Parks and Recreation Grant



Project/Asset: Strawberry Park Improvements (Phase 1)

Budget Year: 2020-2021

Design and construct sidewalk from Westwood Lane and improve playground space, drainage system and remove the chain link path section.

Description: Design and construct parking lot, loop trail, improve irrigation system, add garden space, trees and creek plants and improve wetland borders.

Design and construct restroom.

Estimated Cost: \$159,000

Proposed Fund(s): General Fund



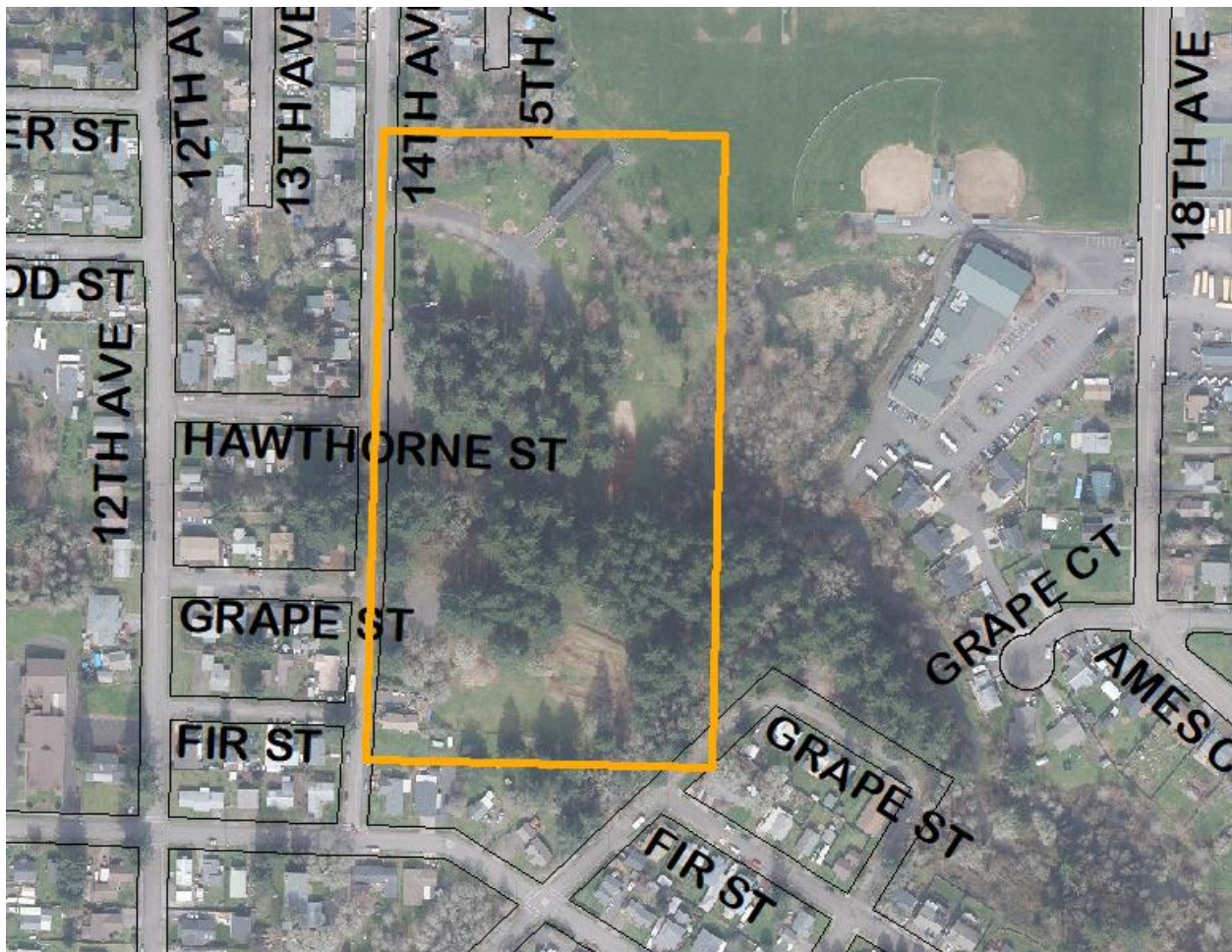
Project/Asset: FY 2020-2021 Sankey Park Improvements

Budget Year: 2020-2021

Description Construct bathroom, tables and benches in upper Sankey Park.

Estimated Cost: \$40,000

Proposed Fund(s): General Fund



Project/Asset: Northside Park Improvements

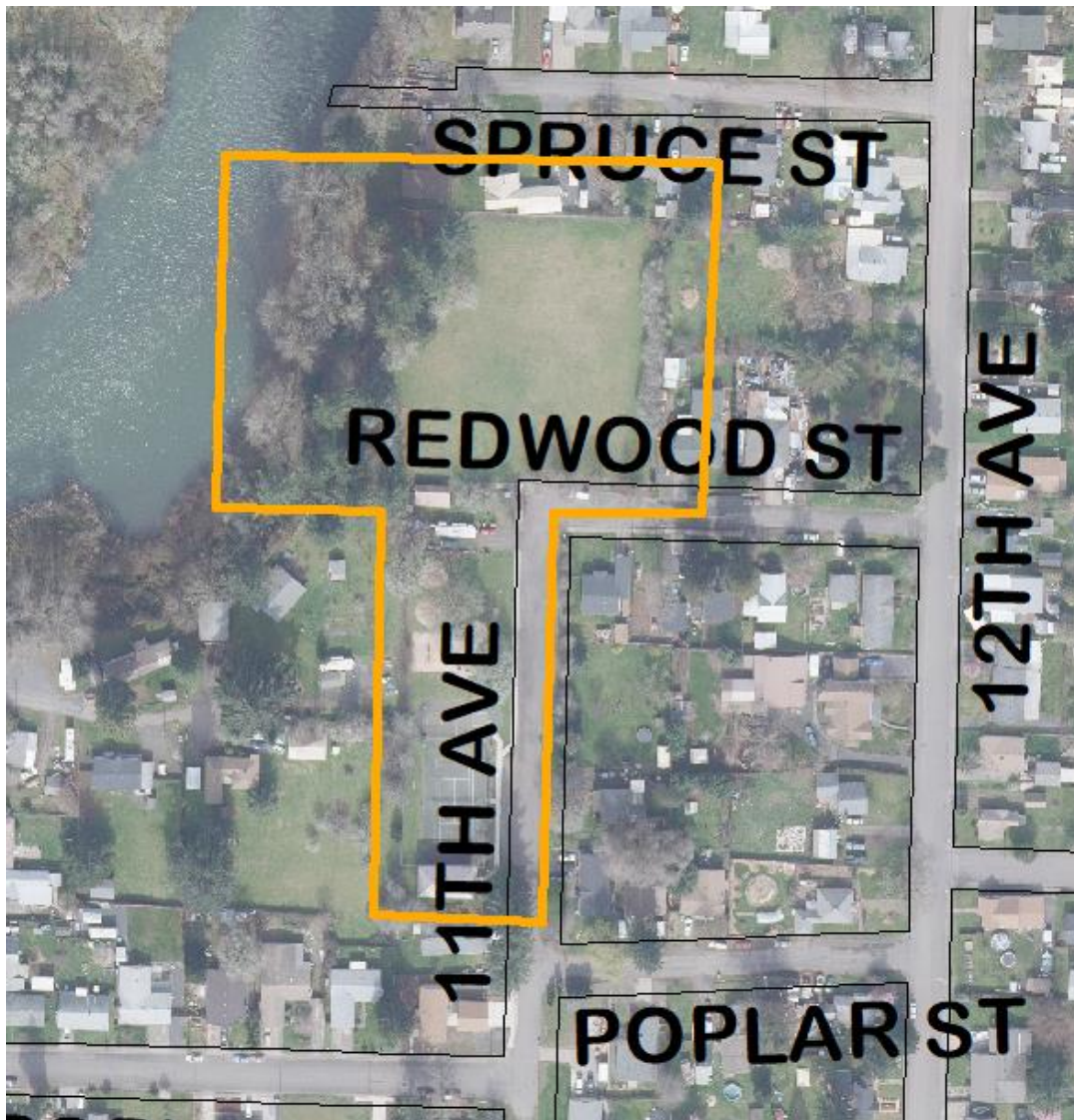
Budget Year: 2021-2022

Design and construct playground and river access trail.

Description: Install ramp/stairs/railing, signage, tables, benches, pet stations, trash cans, BBQ, gardens, trees and creek plants.

Estimated Cost: \$55,000

Proposed Fund(s): To be determined.



Project/Asset: Clover Memorial Park Improvements

Budget Year: 2021-2022

Description: Design and construct play structure, gardens, trees, creek plants, additional drainage system, trash cans, pet stations, BBQ, picnic tables and benches. Remove portion of Fountain Hill to improve visibility.

Estimated Cost: \$50,000

Proposed Fund(s): To be determined.



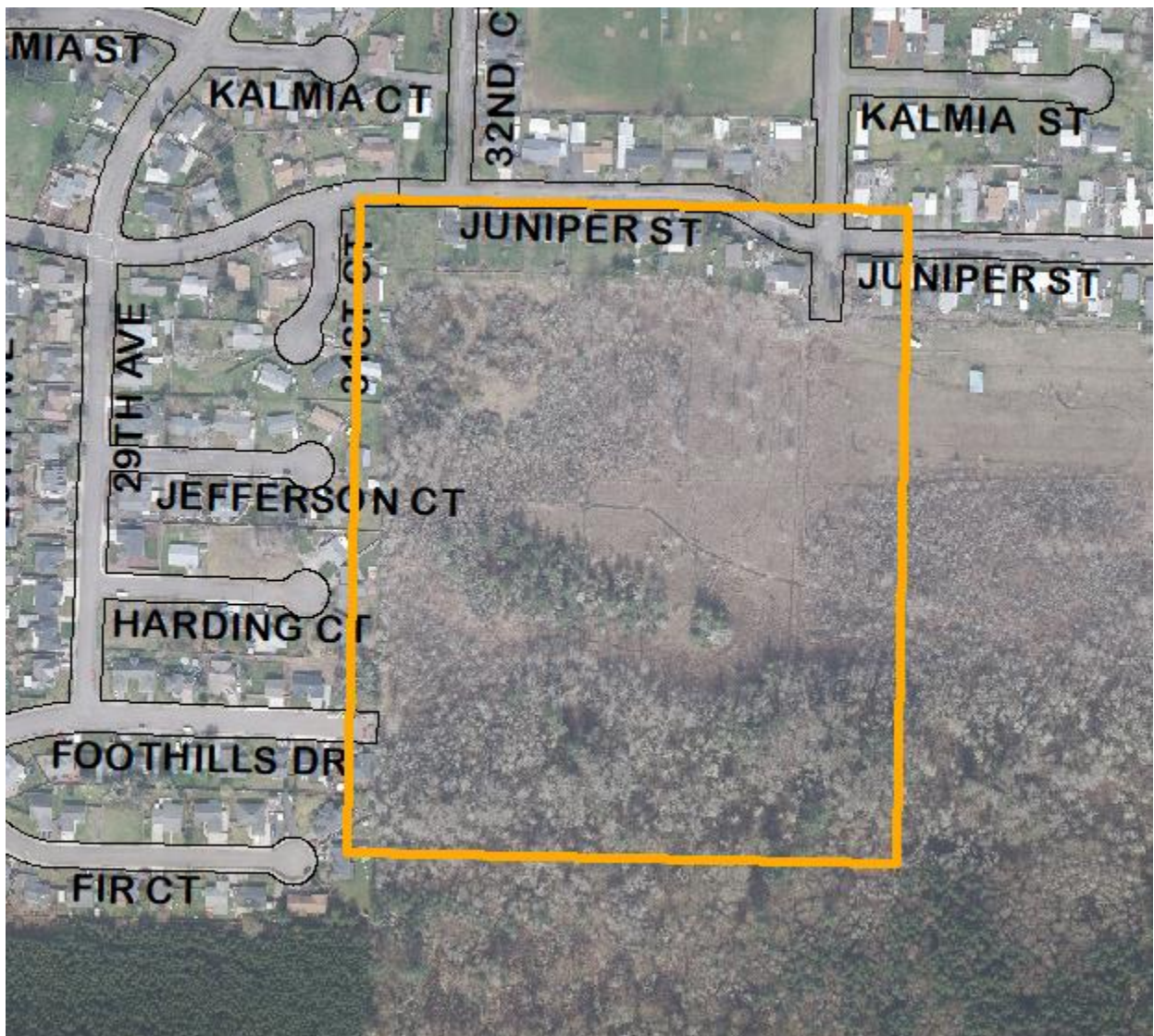
Project/Asset: Hobart Wildlife Habitat Improvements

Budget Year: 2021-2022

Description: Design and construct approach roadway from 35th Avenue.
Add gardens, trees and creek plants.

Estimated Cost: \$20,000

Proposed Fund(s): To be determined.



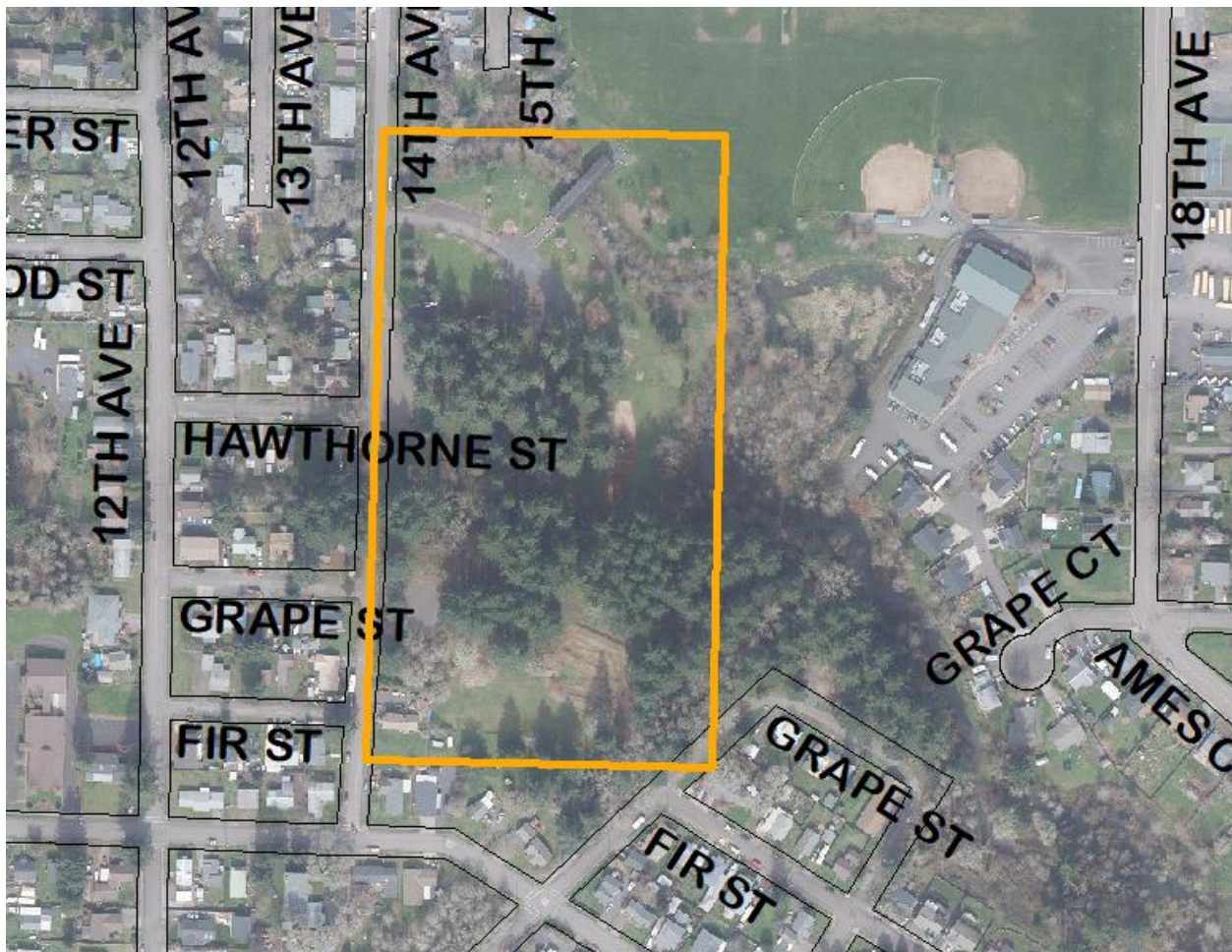
Project/Asset: FY2022-2023 Sankey Park Improvements

Budget Year: 2022-2023

Description: Construct path connection to 16th Avenue and Fir Street.

Estimated Cost: \$60,000

Proposed Fund(s): To be determined.



Project/Asset: FY2022-2023 Strawberry Park Improvements

Budget Year: 2022-2023

Description: Design and construct loop trail Phase 2 and either pavilion or second play structure.

Estimated Cost: \$65,000

Proposed Fund(s): To be determined.



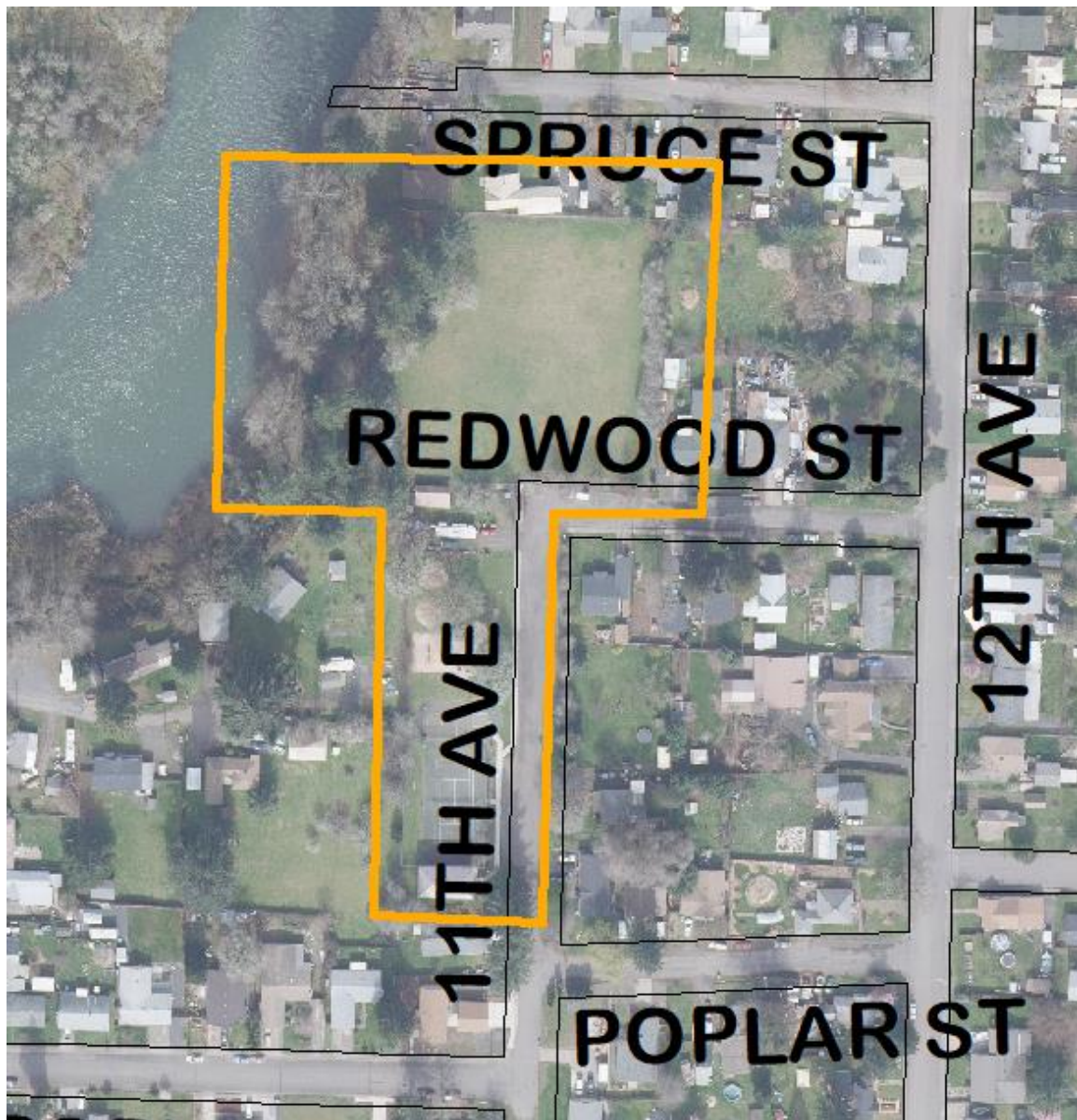
Project/Asset: FY2022-2023 Northside Park Improvements

Budget Year: 2022-2023

Description: Design and construct sidewalk on Redwood Street frontage and sidewalk connection to 12th Avenue.

Estimated Cost: \$35,000

Proposed Fund(s): To be determined.



Project/Asset: FY2022-2023 Ashbrook Park Improvements

Budget Year: 2022-2023

Description: Design and construct curb and sidewalk on Juniper Street frontage and pave parking lane on Juniper Street.

Estimated Cost: \$20,000

Proposed Fund(s): To be determined.



Project/Asset: FY2022-2023 Hobart Wildlife Habitat Improvements

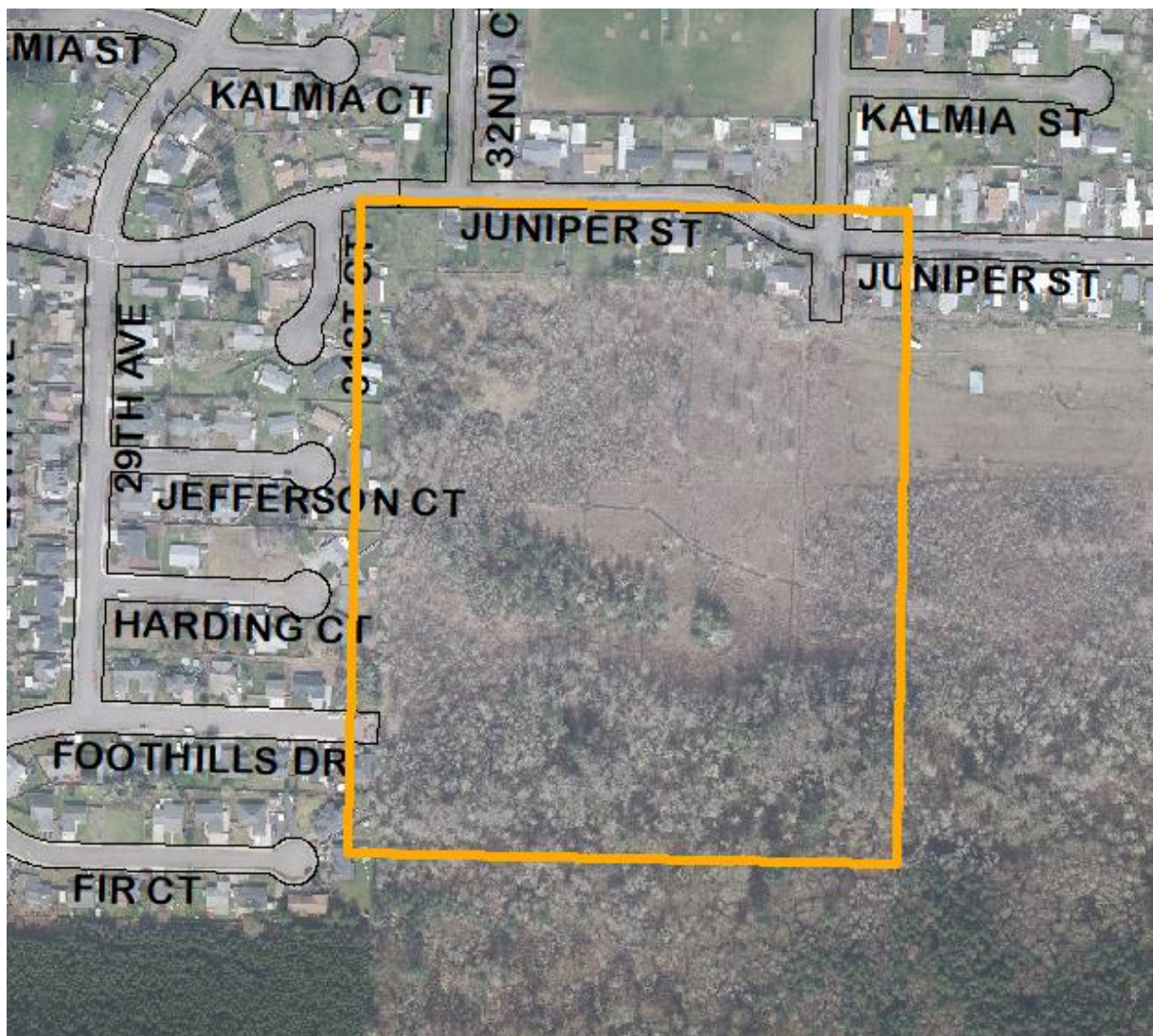
Budget Year: 2022-2023

Design and construct parking area primary loop.

Description: Add signage, trash cans, pet stations, BBQ, picnic tables and benches. Project will include boardwalk if grant funding is awarded.

Estimated Cost: \$60,000 (without boardwalk)

Proposed Fund(s): To be determined.



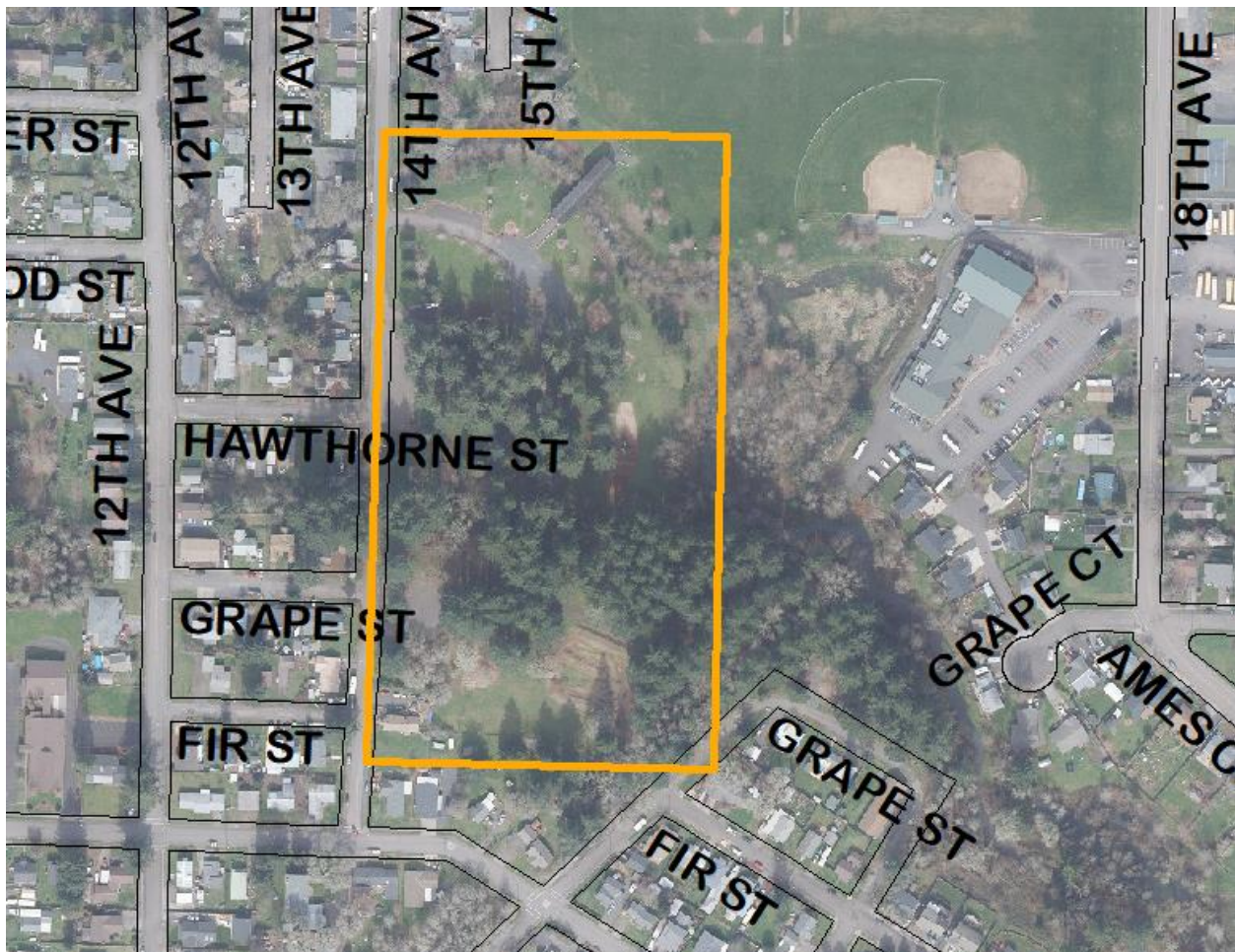
Project/Asset: FY2023-2024 Sankey Park Improvements

Budget Year: 2023-2024

Description: Design and construct pedestrian bridge from Sankey Park to the Jim Riggs Community Center.

Estimated Cost: \$200,000

Proposed Fund(s): To be determined.



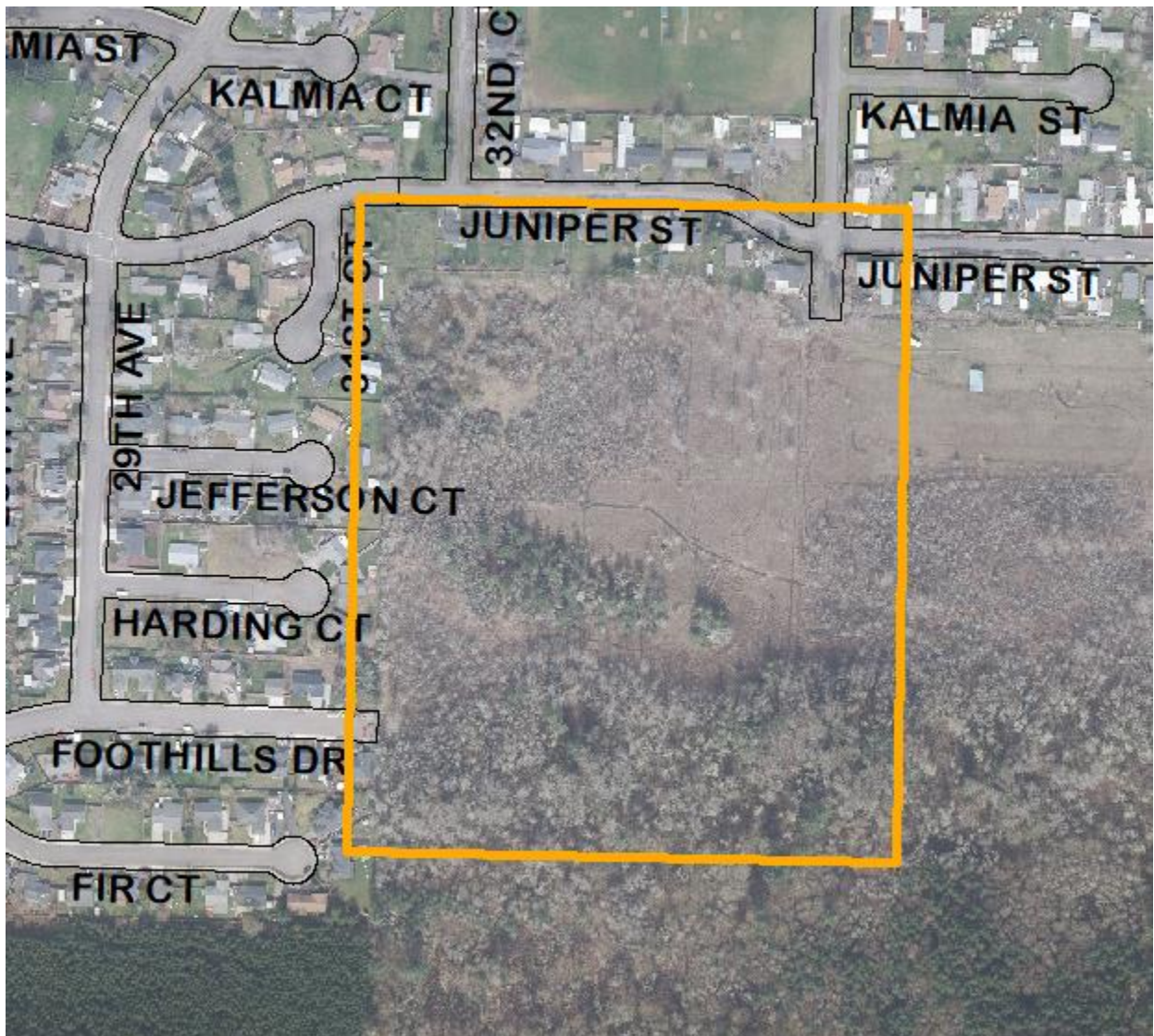
Project/Asset: FY2023-2024 Hobart Wildlife Habitat Improvements

Budget Year: 2023-2024

Description: Design and construct parking area secondary loop and parking area off Foothills Drive.

Estimated Cost: \$25,000

Proposed Fund(s): To be determined.



Water

The City operates and maintains a Water Treatment Plant (WTP) and appropriate distribution systems in accordance with strict governmental regulations while providing safe potable water and protecting the health of the environment. Numerous activities are associated with the production of potable water. Equipment operation and maintenance is accomplished on pumps, valves, motors, compressors, chemical feed machines, flow meters, pressure meters and filters. Production averages approximately one million gallons per day with peak days in excess of 2.5 million gallons. To accomplish this feat, the plant runs seven days a week, 365 days a year.

Monitoring activities include flow monitoring at the filtration plant, level monitoring of the reservoirs and chemical and biological laboratory testing. Daily lab tests for turbidity, chlorine concentration, fluoride concentration and pH are performed. Periodic testing is provided by private certified laboratories for 83+/- parameters including fecal coliforms, inorganic contaminants, radioactive contaminants and organic contaminants.

Our goal is to continue to produce superior quality potable water that resulted in the city earning the Overall Best Drinking Water in Oregon award for 2016.

Project/Asset:	Water Treatment Plant Upgrades
Budget Year:	2019-2020
Description:	Design and construct upgrades to the Sodium Hypochlorite system.
Estimated Cost:	\$50,000
Proposed Fund(s):	Water Capital



Project/Asset: Design Water Reservoir

Budget Year: 2019-2020

Description: Evaluate location for new water reservoir (or rehabilitation of current) to increase storage capacity and equalize water distribution system pressure throughout the City.

Estimated Cost: \$300,000

Proposed Fund(s): Water Depreciation Fund



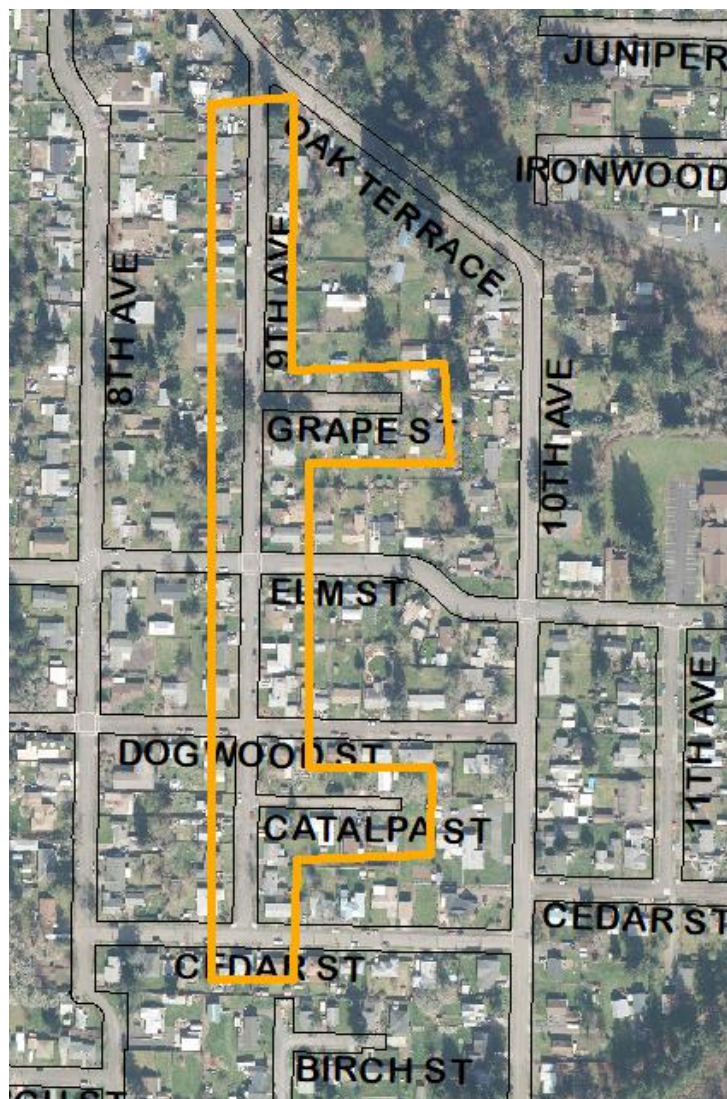
Project/Asset: 9th Avenue 2-inch Water Main Replacement

Budget Year: 2020-2021

Description Design and construct infrastructure replacing the aging 2" water distribution mains to support capacity and pressure. Includes street overlay of 9th Avenue between Oak Terrace and Cedar Street

Estimated Cost: \$500,000

Proposed Fund(s): Water Depreciation, Streets Enterprise and Path Program



Project/Asset:	Construct/Rehabilitate Water Reservoir
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Budget Year:	2020-2021
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Description:	Construct a new reservoir or rehabilitate a current reservoir to increase storage capacity and address system pressure issues.
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Estimated Cost:	\$2,500,000
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Proposed Fund(s):	To be determined.
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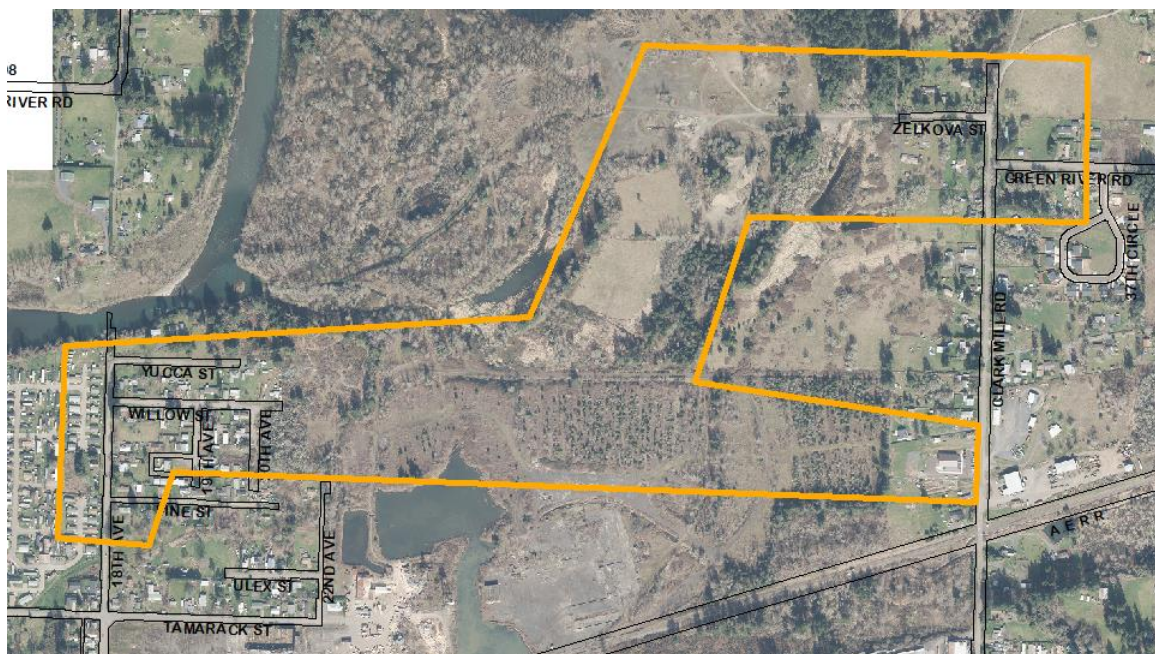
Project/Asset:	Northern Transmission Main (Phase 1)
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Budget Year:	2020-2021
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Description:	Design infrastructure for Quarry Park and Willow Street to Clark Mill Road.
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Estimated Cost:	\$80,000
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Proposed Fund(s):	Water Capital
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Project/Asset: Spruce Street Water Main Replacement

Budget Year: 2020-2021

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$75,000

Proposed Fund(s): Water Enterprise Fund



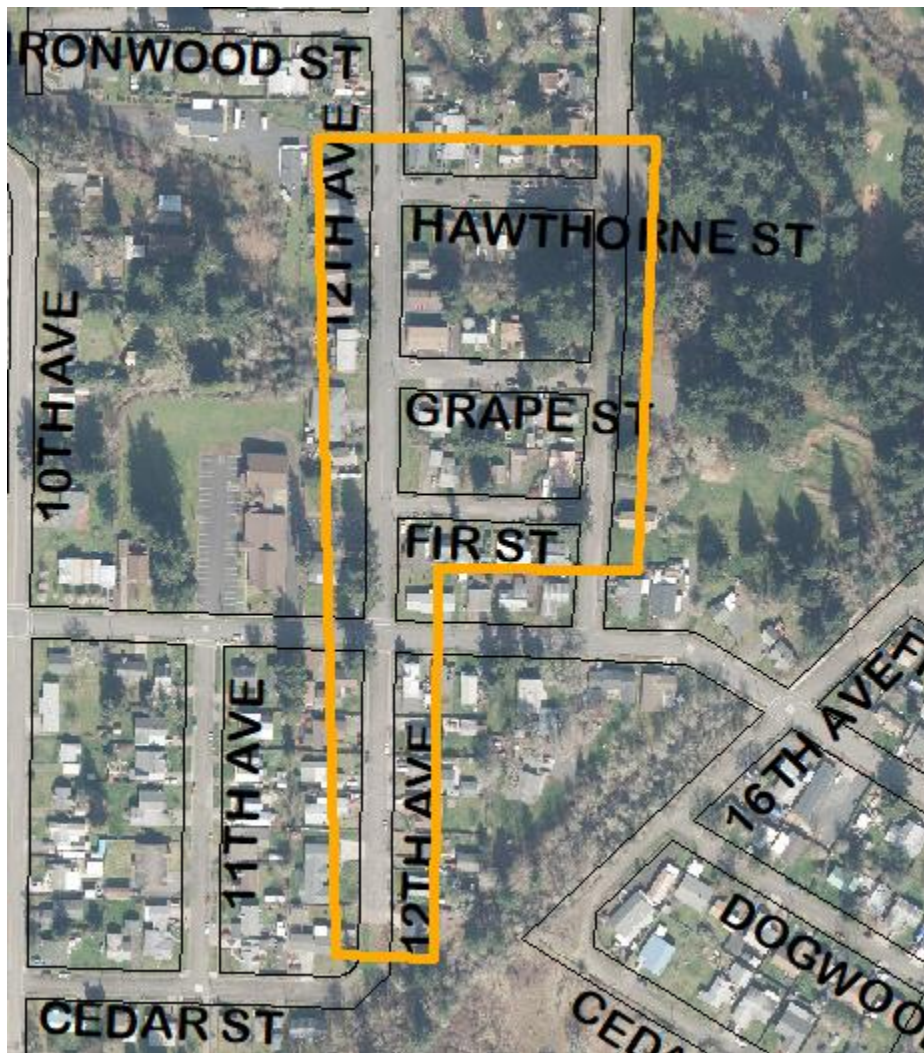
Project/Asset: 12th to 14th Avenue Water Main Replacement

Budget Year: 2020-2021

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$350,000

Proposed Fund(s): To be determined.



Project/Asset: Nandina Street (22nd) 2" Water Main Replacement

Budget Year: 2020-2021

Description: Design and construct infrastructure to replace aging 2" water distribution mains. Will be completed in-house by Public Works staff.

Estimated Cost: \$20,000

Proposed Fund(s): Water Enterprise



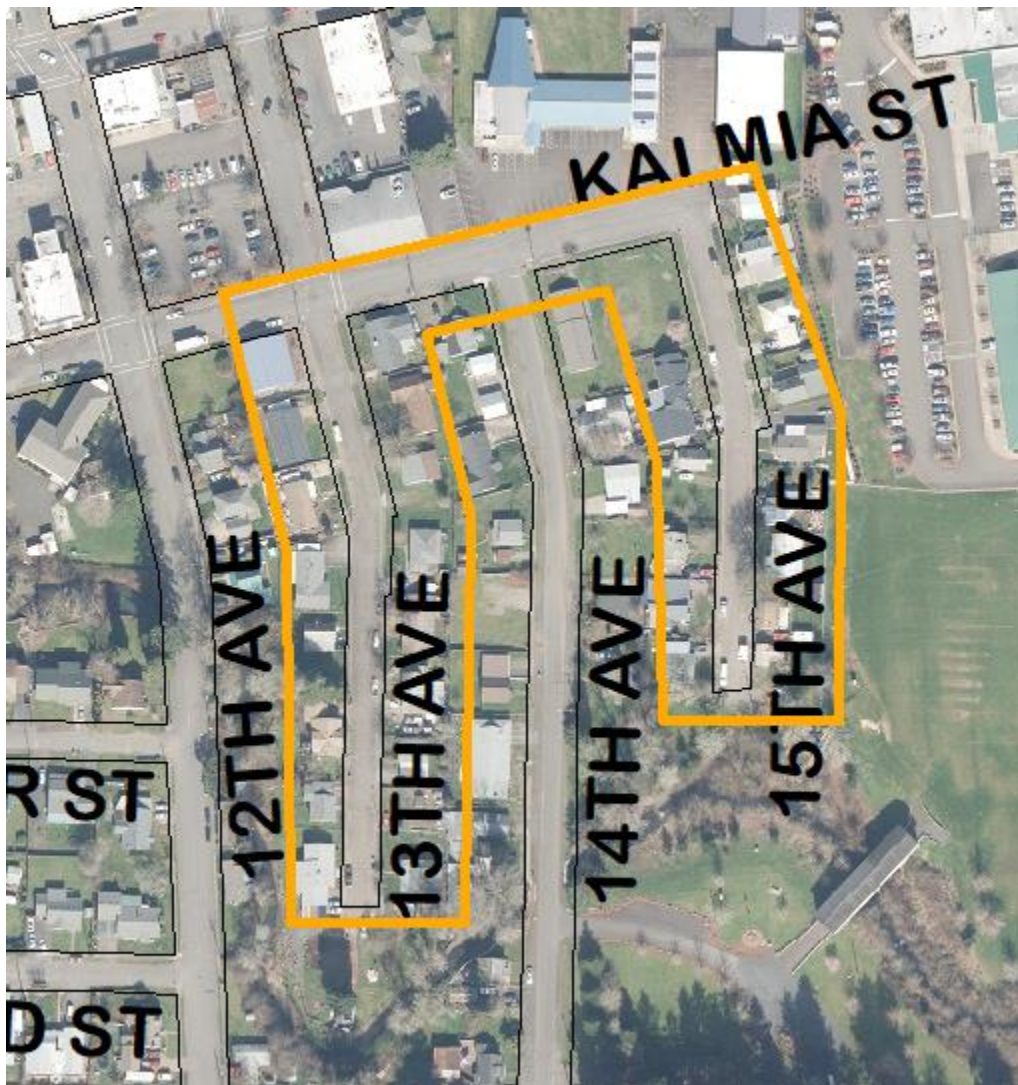
Project/Asset: 13th and 15th Avenue Water Main Replacement

Budget Year: 2021-2022

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$340,000

Proposed Fund(s): To be determined.



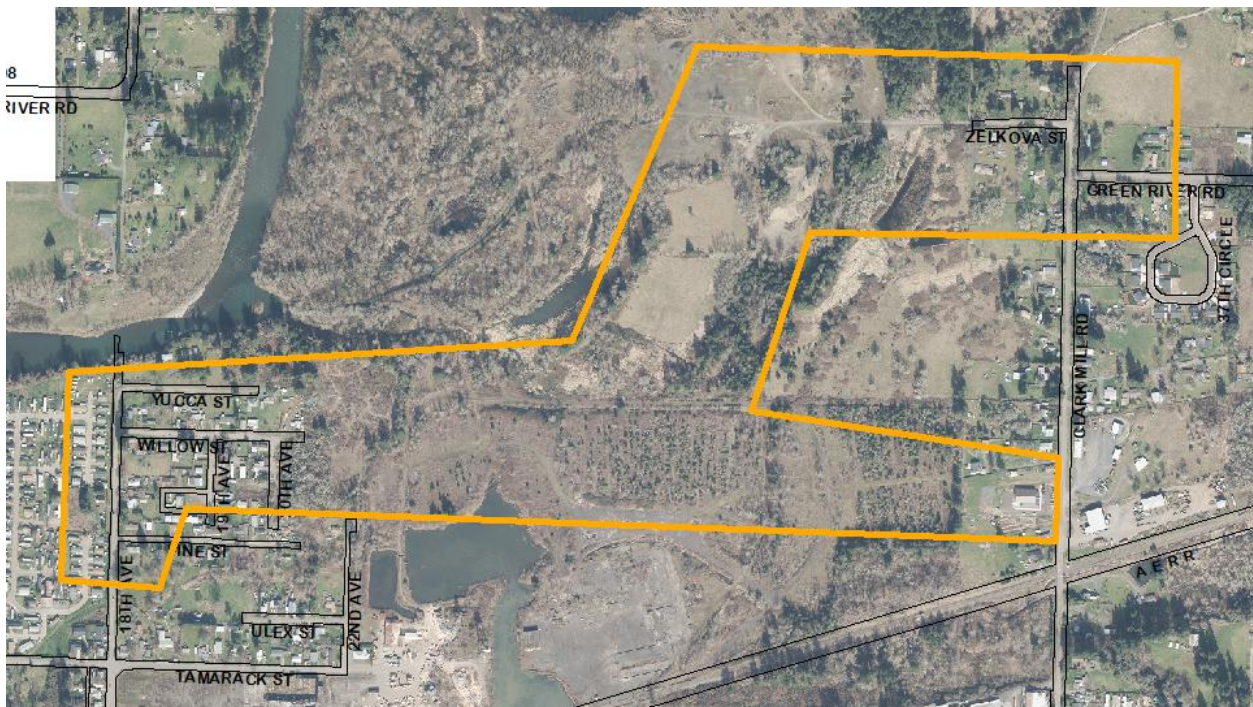
Project/Asset: Northern Transmission Main (Phase 1)

Budget Year: 2021-2022

Description: Construct infrastructure for Quarry Park and Willow Street to Clark Mill Road.

Estimated Cost: \$700,000

Proposed Fund(s): To be determined.



Project/Asset: Water Master Plan Update

Budget Year: 2021-2022

Description: Evaluate, model and document long-range planning for water distribution system.

Estimated Cost: \$100,000

Proposed Fund(s): To be determined.

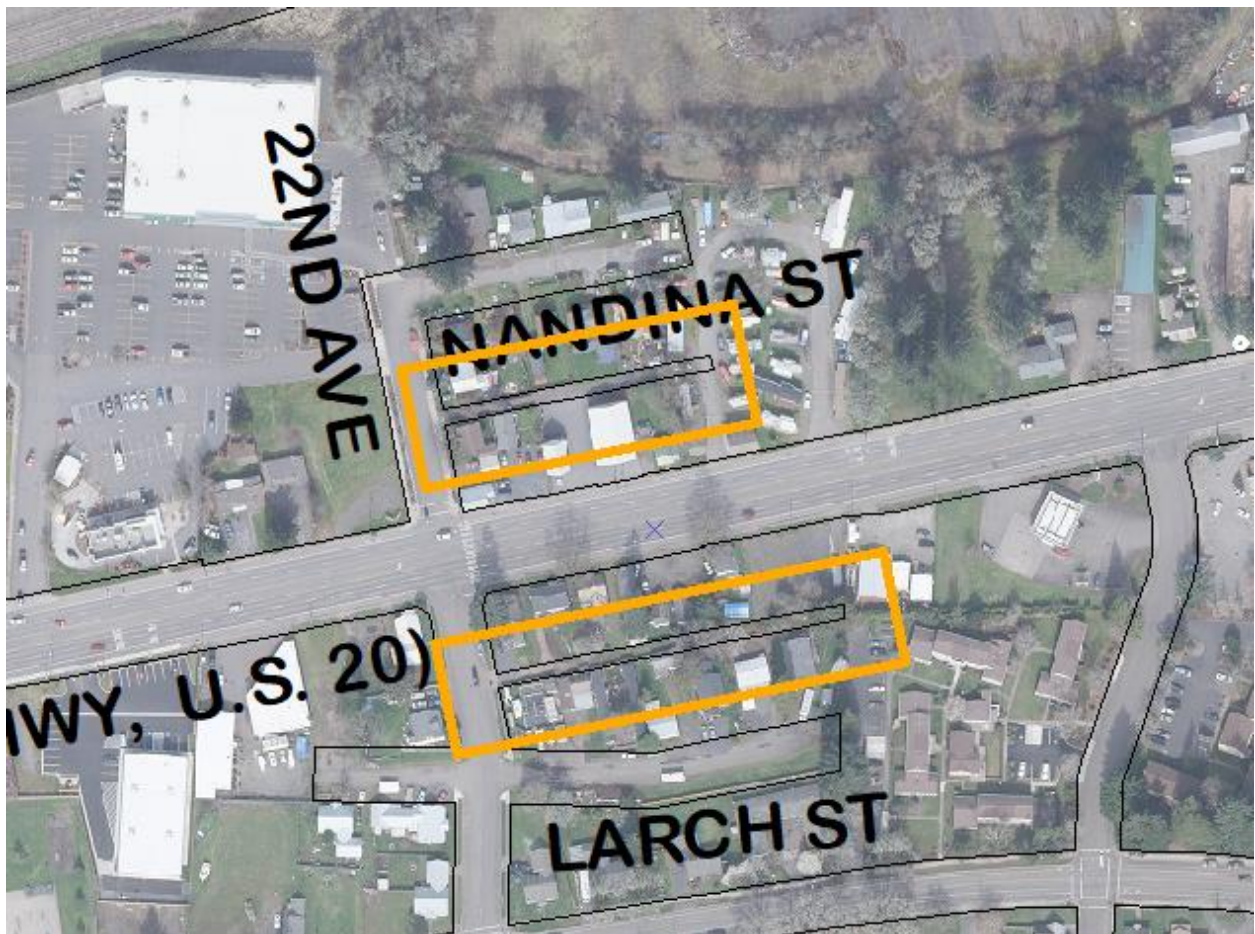
Project/Asset: 22nd Avenue Alleys 2" Water Main Replacement

Budget Year: 2022-2023

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$150,000

Proposed Fund(s): To be determined.



Project/Asset: Sunset Lane 2" Water Main Replacement

Budget Year: 2022-2023

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$320,000

Proposed Fund(s): To be determined.



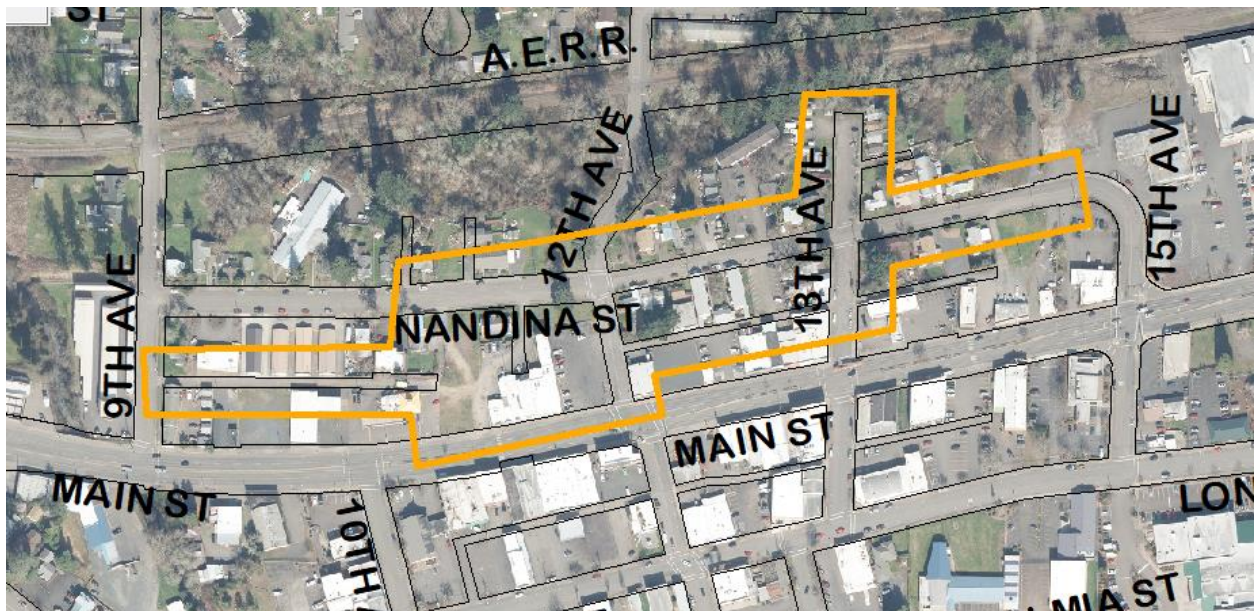
Project/Asset: Nandina Street (9th to 15th) 2" Water Main Replacement

Budget Year: 2023-2024

Description: Design and construct infrastructure to replace aging 2" water distribution mains.

Estimated Cost: \$605,000

Proposed Fund(s): To be determined.



Project/Asset: 4th Avenue and Long Street 2-4" Water Main Replacement

Budget Year: 2023-2024

Description: Design and construct infrastructure to replace aging 2-4" water distribution mains.

Estimated Cost: \$370,000

Proposed Fund(s): To be determined.

Wastewater

The City operates and maintains a Wastewater Treatment Plant (WWTP) and appropriate collection systems in accordance with strict governmental regulations for wastewater collections and reclamation, while protecting the health of the environment. This facility consists of six-unit processes, including influent pumping, aeration, clarification, sludge dewatering and disposal, disinfections and two gravity filters that are operated during certain periods throughout the year. Laboratory facilities which support the operations and comply with state and federal mandates are also associated with the overall operation and maintenance, cleaning of grounds and facilities, sludge dewatering and disposal activities, process operation, monitoring and reporting.

The primary focus of the coming year in the Wastewater division is the replacement and rehabilitation of the WWTP. In December 2017, the City selected Murraysmith to lead the project and design the new plant. Included in this budget is just over ¾ of a million dollars to begin the design work and prepare for future construction. This funding is being made available from resources set aside in the Wastewater Depreciation Fund specifically for major projects such as this. Once completed, slated for early-2023, the new plant will greatly improve collection efforts and exceed many of the requirements specified by DEQ for municipal wastewater facilities.

Project/Asset:

Wastewater Treatment Plant Improvement Project (Final Design)

Budget Year:

2019-2021

Description:

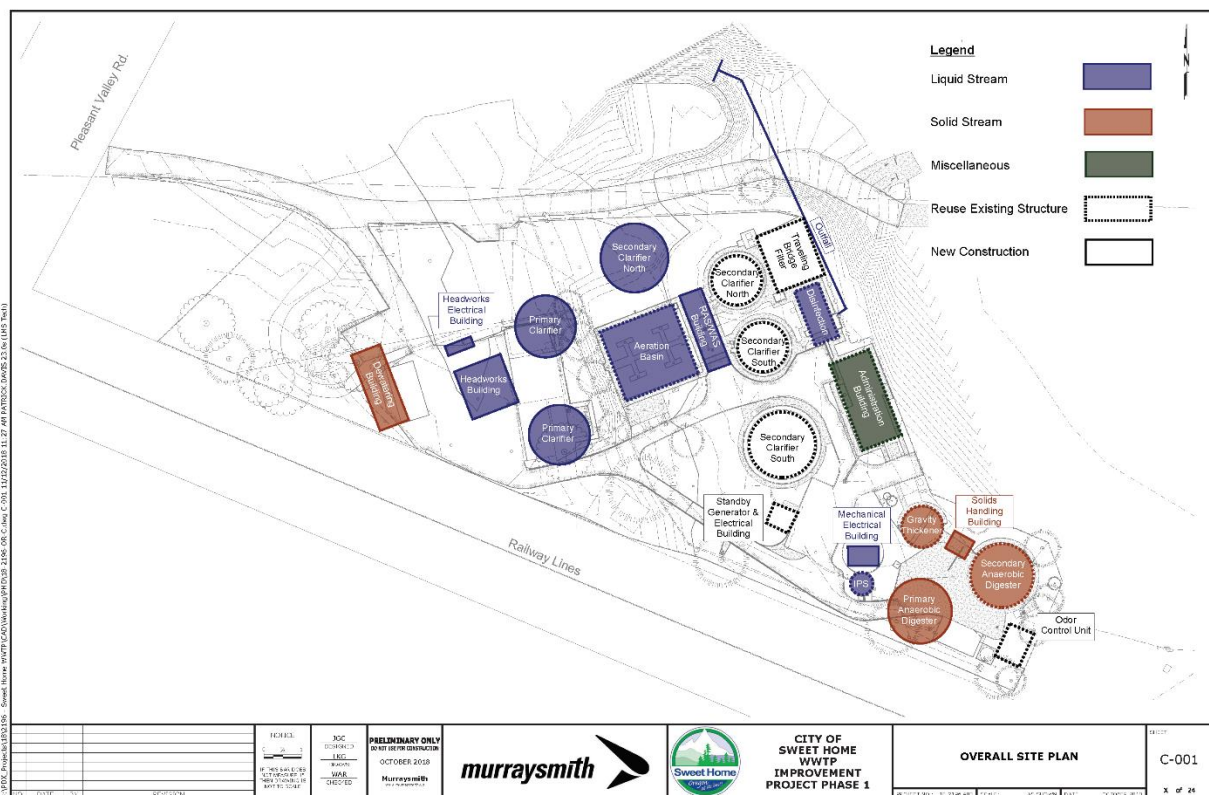
Engineering design of improvements for the WWTP.

Estimated Cost:

\$3,400,000

Proposed Fund(s):

Wastewater Depreciation



Project/Asset:	Wastewater Treatment Plant Improvement Project (Construction)
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Budget Year:	2021-2023
Description:	Rehabilitate and construct new components to Wastewater Treatment Plant.
Estimated Cost:	\$24,800,000
Proposed Fund(s):	Wastewater Depreciation

Project/Asset:	Manhole Ring & Cover Replacement Project
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Budget Year:	Annually
Description	Identify and replace aged manhole ring and covers throughout the collection system.
Estimated Cost:	\$15,000
Proposed Fund(s):	Wastewater Enterprise

Project/Asset:	Manhole Structure Rehabilitation/Replacement Project
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Budget Year:	Annually
Description:	Identify and replace aged manhole structures throughout the collection system.
Estimated Cost:	\$50,000
Proposed Fund(s):	Wastewater Enterprise

Project/Asset: Main Street from 18th Avenue to 22nd Avenue

Budget Year: 2022-2023

Description: Sewer main decreases in size from a 12" to 8" sewer main downstream of McDonalds. Upsize sewer main downstream of McDonalds to relieve bottleneck.

Estimated Cost: \$220,000

Proposed Fund(s): To be determined.



Storm Water

Due to anticipated government requirements as well as City Council directive, the city established a Storm Water Drainage Utility in 2008. As there are many storm water drainage/flooding problems in various areas throughout Sweet Home, a user rate of \$1.00 per equivalent dwelling unit (EDU) was determined to be in the best interest of the citizenry. The Storm Water system is part of the collection system and therefore shares employees to complete necessary work.

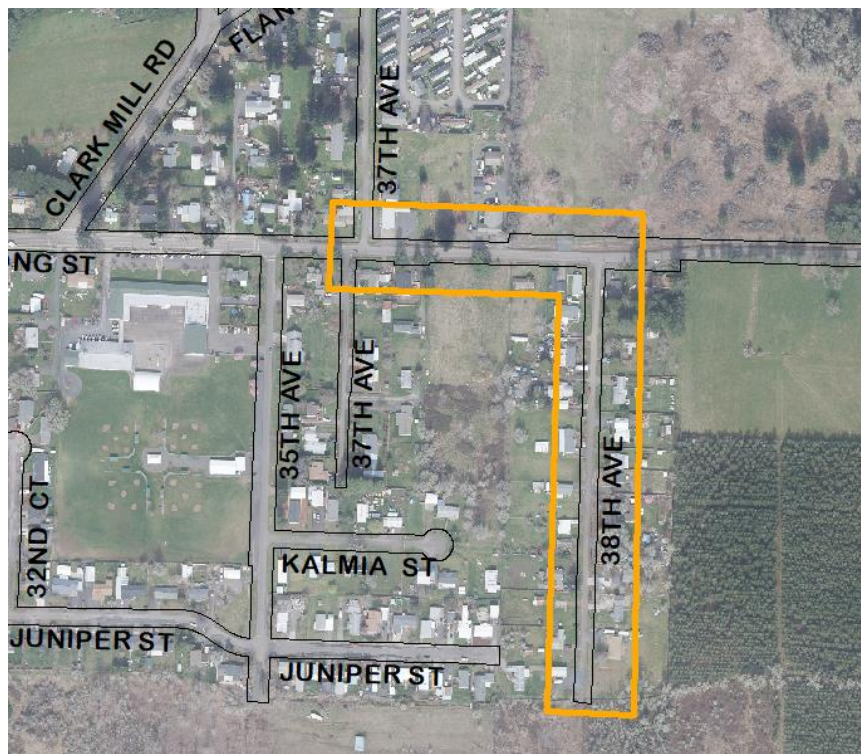
Project/Asset:	38th Avenue and Long Street Drainage Improvements
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Budget Year:	2019-2020
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Description:	Increase capacity on undersized culverts on Long Street from 37 th Avenue to 38 th Avenue and improve grade for efficient storm water conveyance.
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Estimated Cost:	\$65,000
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Proposed Fund(s):	Storm Water Enterprise
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Project/Asset:	Storm Water Master Plan Update
Budget Year:	2021-2022
Description:	Evaluate, model and document long-range planning for storm water conveyance system. Also is part of our TMDL for DEQ.
Estimated Cost:	\$100,000
Proposed Fund(s):	Storm Water Enterprise

Streets

Most of the resources available for the Streets Division comes from the state in the form of Gas Tax revenue. For the 2018-2019 fiscal year, additional revenue is anticipated from the state due to the new transportation package passed by the legislature during the 2017 short session. Additional monies in the Streets Division budget came from Linn County. During the 1991-92 fiscal years, Linn County had transferred the jurisdiction 8.78 miles of County roads within the City of Sweet Home to the City. Along with these roads came approximately \$1.7 million.

A good transportation network for any city requires roads that citizens can drive on safely and can get from point A to point B with minimal hassle and all the tires still on the vehicle instead of a pothole. Like many cities in Oregon, Sweet Home has its fair share of roads that need some work.

Project/Asset:**29th Avenue Thin Lift Overlay****Budget Year:**

2019-2020

Description:

Thin lift overlay the roadway for preventive maintenance.

Estimated Cost:

\$150,000

Proposed Fund(s):

Streets Improvement

Path Program



Project/Asset:

FY2019-2020 Overlay Project

Budget Year:

2019-2020

Pave streets in poor condition:

Description

- Juniper Street
- 32nd Court
- 45th Avenue (dead end)
- 46th Avenue at Main Street

Estimated Cost:

\$130,000

Proposed Fund(s):

Gas Tax Fund



Project/Asset:	Radar Speed Message Signs
Budget Year:	2019-2020
Description:	Purchase and install radar speed message signs to inform drivers of their current speed vs. the posted speed.
Estimated Cost:	\$40,000
Proposed Fund(s):	Gas Tax Fund

Project/Asset:	Highway 20 STIP Project
Budget Year:	2019-2020
Description:	City matching funds for ODOT STIP project which includes sidewalks from 54 th Avenue to Riggs Hill Road.
Estimated Cost:	\$300,000
Proposed Fund(s):	Streets Improvement



Project/Asset:**Strawberry Subdivision Thin Lift Overlay****Budget Year:**

2020-2021

Description:

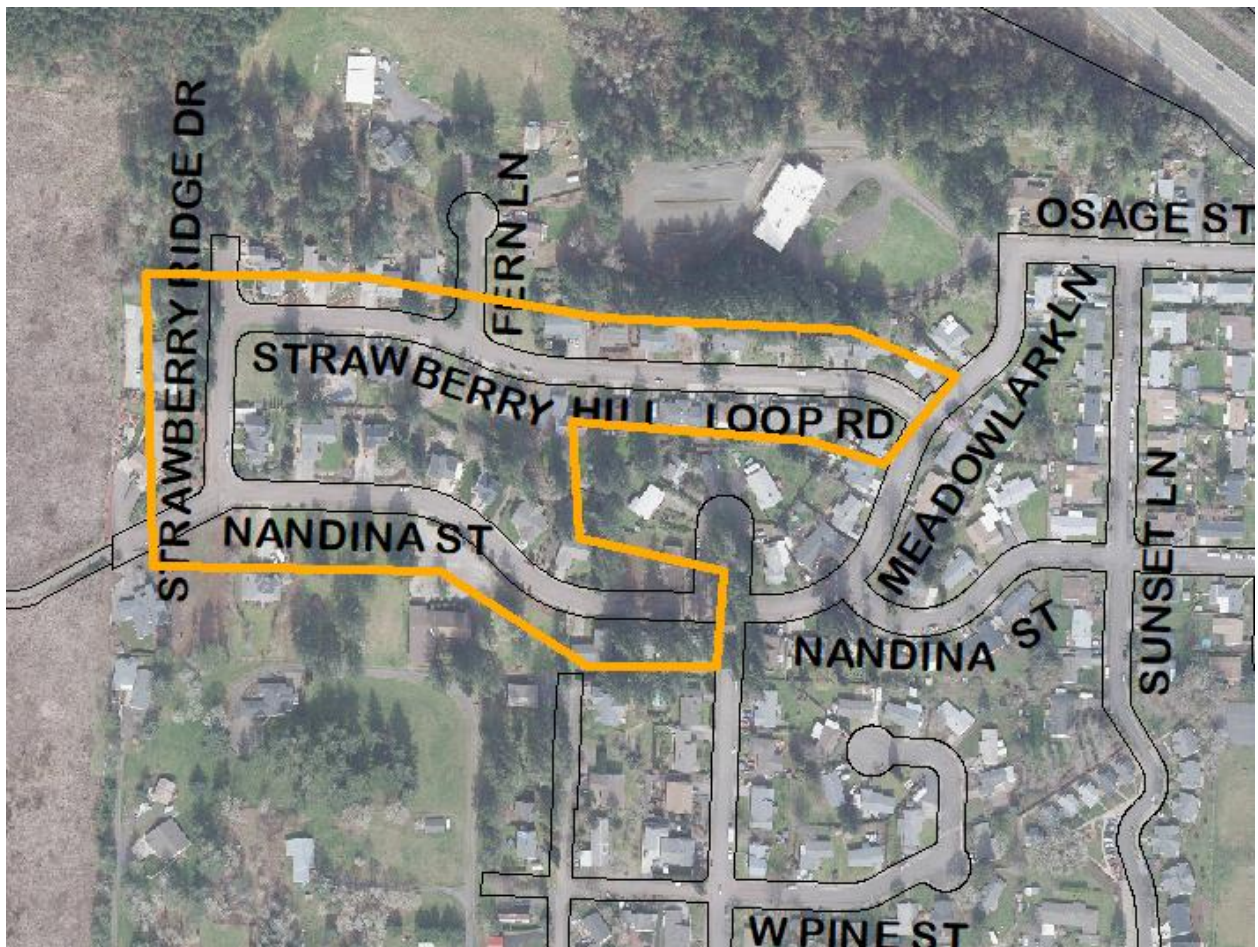
Thin lift overlay the roadway for preventive maintenance.

Estimated Cost:

\$120,000

Proposed Fund(s):

To be determined.



Project/Asset:**8th Avenue Overlay****Budget Year:**

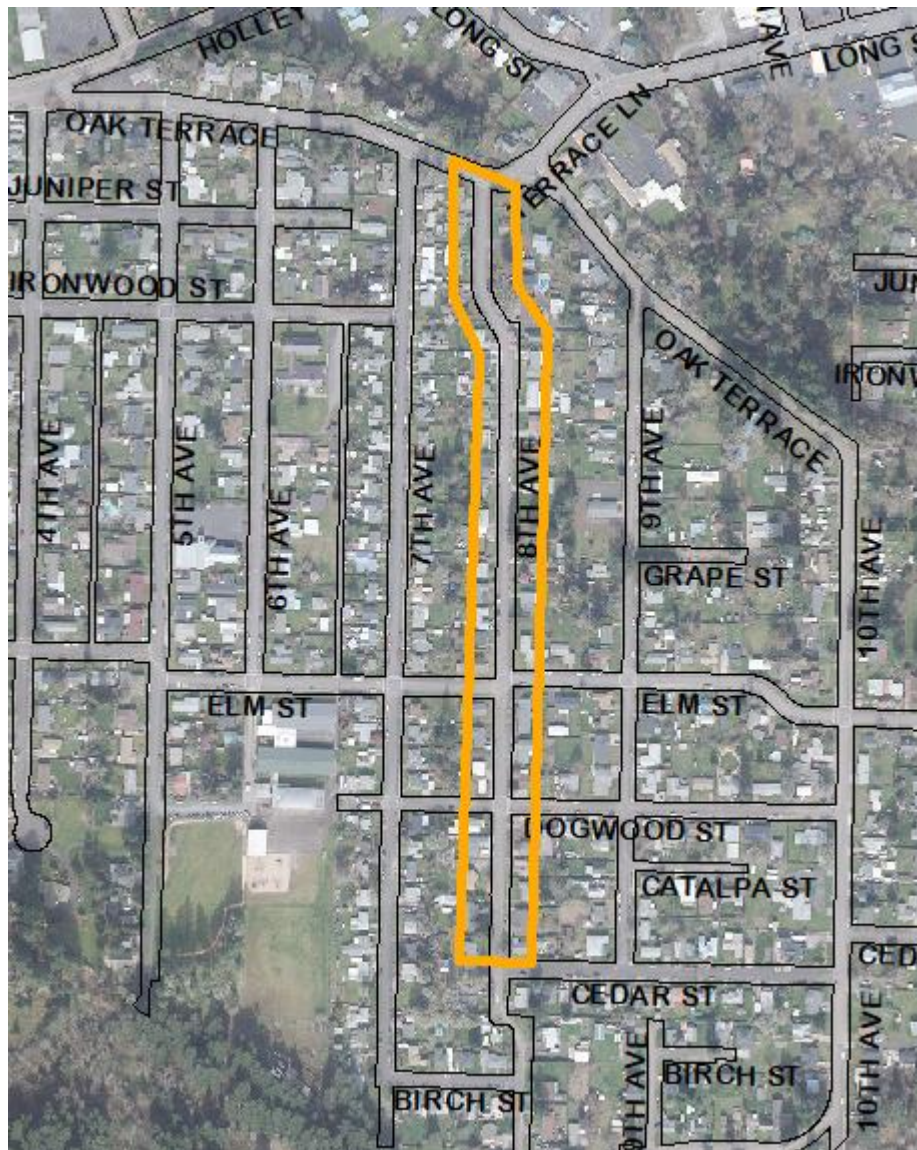
2020-2021

Description:Mill and overlay 8th Avenue from Cedar Street to Oak Terrace Lane**Estimated Cost:**

\$120,000

Proposed Fund(s):

To be determined.



Project/Asset:

42nd Avenue Overlay and Storm Improvements

Budget Year:

2020-2021

Description:

Identify and install storm catch basins on City streets

Estimated Cost:

\$120,000

Proposed Fund(s):

To be determined.



Project/Asset:	Overlay Projects
Budget Year:	2021-2022
Description:	<p>Pave gravel streets and streets in poor condition:</p> <ul style="list-style-type: none"> • Juniper Street off 6th Avenue • Grape Loop • Poplar Street off 9th • 13th and Osage • Locust Street at 54th • Nandina/Osage/Poplar Street and 52nd • Nandina from 54th to 56th and alley
Estimated Cost:	To be determined.
Proposed Fund(s):	To be determined.

Project/Asset:	Harding Street Half Street Improvements
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Budget Year:	2022-2023
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Description:	Half street improvement on south side of Harding Street including sidewalk, curb, gutter, catch basins and full street overlay
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Estimated Cost:	\$300,000
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Proposed Fund(s):	To be determined.
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Technical Memorandum

Date: October 15, 2019

Project: WTP Immediate Needs

To: Mr. Greg Springman, Public Works Director
Mr. Steven Haney, Utilities Manager
City of Sweet Home

From: Preston Van Meter, PE
Murraysmith

Re: WTP Condition Assessment Update

Introduction and Background

This technical memorandum reviews findings from the follow-up condition assessment of the City of Sweet Home's Water Treatment Plant (WTP). A team of Murraysmith engineers and City Public Works staff visited the plant on October 14, 2019 to review conditions and review corrective actions performed by the City's Operations Contractor (Contractor).

The original condition assessment was completed by City staff and Contractor on March 1, 2019. City prepared the Annual Condition Assessment Walkthrough checklist noting deficiencies which is included as **Attachment 1**. Using the list, the Contractor has performed some corrective work as discussed herein.

During a recent council meeting Contractor presented a "Status of Client Findings" update that reviewed completed items on the Annual Condition Assessment Walkthrough checklist. Council then directed Public Works staff to validate the corrective work that was deemed complete by Contractor.

Findings

Over the last eight months since the initial Condition Assessment Walkthrough checklist was completed, the Contractor has corrected some of the deficiencies and has started to identify solutions for larger capital needs at the WTP. They have coordinated testing and repairs with various equipment vendors and seem to be making progress in catching up with the long list of deferred maintenance issues identified by City staff at the WTP. Continued diligence will be

required moving forward on deferred maintenance and to assure the future maintenance program is “proactive” rather than “reactive”.

Using the Annual Condition Assessment Walkthrough checklist and Contractor’s Status of Client Findings, the team walked the plant to check completed work and identify any other required work. A review of the Status of Client Findings including comments are in **Table 1** below.

Table 1
Status of Client Findings Review

Item/Area	Contractor Remarks	Comments
HVAC	All existing system working properly. Working on getting quotes to add wall mounted heaters where there are none	Verified complete
Electrical Lighting	Lights have been replaced with new LED lighting	Verified complete
Office/Locker Room	Ceiling tiles replaced as needed	Verified complete
Stairway	Non-skid strips have been installed	Strips installed on last three stairs.
MCC/Electrical	Doors have been adjusted and a new closer was installed	Verified complete
Control Room	UPS Batteries have been installed, tightened screws on door hinge.	Verified complete
Break Area	There is no break room for staff, the facility was not designed with one. Personnel use office or conference room for breaks and sink in Locker room.	N/A
Raw Water	24” valve that doesn’t close properly was adjusted for better operation, will work with City to add to CIP	City is adding to CIP.
Turbidimeter/pH	Turbidimeter controller is becoming obsolete. Getting quotes for 2020 City CIP.	N/A
SCM's	All units are currently operational. Local factory representative is scheduled for additional calibration and training in October	Units are operational, except for train 2; however, they are not working properly.
Pipe and Fittings	Working on quotes from vendors that can address with existing condensation	Not complete; however, Contractor is getting quotes.
Clean Trains	Train #2 has been completed, Trains #1 and #3 will be scheduled to be done late October and November 2019	Train 2 verified complete. Air scour valve needs replacement.
Recirculation System	System # 2 has been inspected and its functional. Train #1 and #3 will be inspected late October and November 2019. These inspections will be done annually moving forward.	System 2 was inspected and repaired, but not put online to test functionality.

Turbidimeter	Turbidimeters are becoming obsolete. Staff is getting quotes for 2010 CIP list.	City is adding to CIP.
Chemical Feed	All pumps have been replaced. Proposal for new Watson-Marlow proposed for City's CIP consideration.	Two finished polymer feed pumps have not been replaced. All three ACH pumps have not been replaced. One soda ash pump has not been replaced.
Hypo Generation	Hypo Gen System has been repaired and is currently working.	Verified complete
Fluoride	Installed new float controller, new pumps and calibrated. Pending to replace parts on online meter and calibrate dosing and alarms	Verified complete, vendor coming to fully test system soon.
Clearwell	Obtaining quotes for divers to inspect and clean. If approved will pan to do so in November/December 2019.	Verified that quote was received. Contractor is scheduling work.
Siemens/Scada	Worked with Jacobs IT, TAG Automation and WES Tech to review the system and correct any issues found and validate set points. Pending SCM tech to calibrate meters	Unable to verify; however, some work was done.
Network/Internet	System working properly	Verified that system is working
Foster Dam	System is being checked weekly as well as manual verifications of blow-offs. Belts and filters are checked routinely.	N/A

Additional Items Noted

The following deficiencies were noted during the site visit, with larger or critical items shown in **bold font**:

- Hot water heater overflow tray is holding water and should be adjusted so that water drains to prevent corrosion.
- Replace burned-out fluorescent light bulbs in Conference Room, Lab, and downstairs area near Hypochlorite Generation System and finished water pumps.
- Cobwebs along walls and ceiling of building interior need to be removed. Cobwebs accumulated around the exterior lighting and on the siding need to be removed.
- **In the Electrical Room two 3000-watt UPS units have the red “Replace Battery” lights on.**
- Pipe and fittings throughout the plant and raw water pump station are rusting and should be recoated with an appropriate epoxy system after proper surface preparation.
- Raw water pH monitor is still offline because readings are off.
- Fluoride analyzer is still offline.
- Streaming Current Monitors (SCM) are still not in use. Train 2 SCM drain is not connected. Contractor reported that company is coming to calibrate SCMs tomorrow.
- **The nipples on both sides of all three clarifier sludge pumps are heavily rusted and need replacing.**
- Power junction boxes on the sludge pumps for Train 2 and 3 are rusted; need to be coated after proper surface preparation. **Power junction box on the sludge pump for Train 2 is not fully closed.**
- The base plates for pipe stands supporting 90-degree bends on Trains 1 and 2 are heavily rusted and should be replaced.
- One of the air scour blowers soft start failed and repairs are in progress. Air scour valves on Train 1 and 2 are failing, replacement parts are onsite, and repair is scheduled.
- Oilers not installed on effluent Bray butterfly valves. The oilers that have been installed on the influent valves are almost empty. They may not actually be introducing oil into the plant air to their respective actuators. Could not find a line on the oilers indicating when they need refilling.
- The turbidity sample pumps for the finished water and clarifier for each train are oversized and should be replaced to reduce wasted water.

- Contractor is still replacing some of the chemical feed pumps so not all feed pump systems have a full complement of pumps.
- Fluoride panels, soda ash panels, and soda ash tank area needs to be cleaned. Soda ash and salt residue on both back panels and the pump bases.
- The emergency shower and eye wash station test record card is empty, does not have tepid water, and the base is corroding and should be cleaned and coated with a protective system.
- Clean vegetation accumulating in Raw Water Wet Well and perform inspection.
- **Raw Water Intake Screen should be inspected annually per manufacturer's recommendation. Consider having divers inspect when they inspect the clearwell.**
- Raw Water Intake Building has rust blooms on the exterior faces of the doors that have been painted over using spray paint, but without proper surface preparation prior to recoating. Also, there are rust blooms on the interior faces of the doors and on the door jamb. Both areas need proper surface preparation followed by recoating with a primer and a topcoat that are compatible with the metal doors and the existing finish.

Attachments

1. Annual Condition Assessment Walkthrough form March 1, 2019, updated on October 14, 2019.

Attachment 1

Water Treatment Plant: Annual Condition Assessment Walkthrough

Date: October 14, 2019

Staff: **City:** Dominic Valloni, Trish Rice, Steven Haney. **Murraysmith:** Austin Rambin, Jessica Cawley, Andy Szatkowski. **Jacobs:** Brian Helliwell, Ron Mooney.

Building		Previous Comments 3-1-2019	Comments 10-14-2019
o	Roof (should be inspected annually)	Recently put a lot of work into the roof. There are no leaks currently.	OK
o	Walls/Windows/Foundation	OK	OK
o	HVAC (should be serviced annually) and Filter Bay Heaters	There are two furnaces and one doesn't work. The admin office, locker room, and conference room have no heat.	All appeared functional, verified that heating works.
o	Electrical & Lighting	Lighting over the bay is very dim and 4 lights are currently failed. The bulbs take hours to warm up and should produce at least 2x as much light. Staff indicated that sometimes the lights are left on 24/7 and they can't even tell. Staff are having difficulty finding electricians willing to bid on replacement project.	Highbay lights have been switched to LED and are all operational. One bulb out in Lab.
o	Domestic Plumbing	OK	Hot water heater drip pan is full of water. Drain line needs to be adjusted so that the water heater doesn't corrode.
o	Security Alarm System	OK	OK
o	Fire/Emergency Exit System (detectors, alarms, lights, doors, stairs)	OK	Fire alarm system needs help, still waiting on vendor. City originally approved repair on 7/30/19 and again on 10/8/2019.

Staff Areas		Previous Comments 3-1-2019	Comments 10-14-2019
o	Admin Office	Stained ceiling tiles. Needs a desk. The manager is using a personal desk brought from home.	Tiles replaced and desk now present.
o	Locker Room	Ceiling panels have been removed to access HVAC wiring in a previous staff attempt to fix the furnace in house.	Completed.
o	Stairway	Tiles are slick/dangerous when wet (often). Grippy flooring is needed on stairs for safety.	Grippy strips have been added to bottom 3 steps for safety
o	Restrooms	OK	Hot water heater leaking or needs attention, sitting in water.
o	Conference Room	OK	OK
o	Lab Room and Equipment	OK	OK
o	MCC/Electrical Room	Room and equipment OK. The doors need attention. The automatic closer on the hallway door is broken. The automatic closer on the door between MCC room and control room has been removed.	Both UPS batteries in server rack need replaced (red light indicating). Doors completed.
o	Control Room	UPS batteries are failing due to age. The door has a broken hinge and hits the frame when closing.	Completed.
o	Break Area	There is no break room and there is an operational need for a break room area. Staff particularly need a sink. (Staff can't use the lab sink b/c food is not allowed in the lab.)	Same condition.

Outdoor Areas		Previous Comments 3-1-2019	Comments 10-14-2019
o	Fencing/Gates	OK	OK
o	Driveways/Parking Lot	OK	OK
o	Backwash Pond	OK	OK
o	Raw Water Building (incl. piping)	There is a failed 24" butterfly valve that doesn't close all the way and needs to be replaced.	Same condition, Murraysmith is developing repair plan.

Water Treatment Plant: Annual Condition Assessment Walkthrough

Online Instrumentation		Previous Comments 3-1-2019	Comments 10-14-2019
o	Raw Water Turbidimeter and pH	This turbidimeter controller is obsolete. The controller can be replaced as a component, or the turbidimeter can be replaced with a new one that has an integrated controller.	Same condition.
o	Streaming Current Monitors	These aren't working/displaying properly which hinders automation to a great degree. o #2 has failed on the 4-20mA output. o (see also: Communications & Automation section) #1 and #3 have a programming problem. SCADA shows the wrong numbers. Need to troubleshoot if the issue is between the Siemens panel and the SCADA, or between the Siemens panel and the chemical feed pumps.	Not currently being used to control plant. Waiting on vendor to calibrate and/or repair units.

Influent Gallery		Previous Comments 3-1-2019	Comments 10-14-2019
o	Pipe and Fittings condition	Pitting and minor corrosion. Some has been spray painted with rattle can paint. Needs to be professionally sandblasted & epoxy painted.	Same condition. Jacobs getting quote for repair.
o	Flow meters	OK. Recently calibrated 2-7-19.	OK

Package Trains		Previous Comments 3-1-2019	Comments 10-14-2019
o	Pipe and Fittings condition	Pitting and minor corrosion. Some has been spray painted with rattle can paint. Needs to be professionally sandblasted & epoxy painted. Bray valves need to have oilers installed as per manufacturer's recommendation (in progress).	Oilers have been installed, appears they may need oil. Piping still needs professionally sandblasted and epoxy painted. Jacobs is getting quote for repair.
o	Trains Cleaned and Inspected (should be every 1-3 years)	Not done, need to be cleaned & inspected.	#2 is waiting on air scour valve replacement, and then they can move on to #1 and #3.
o	Filter Media	Recently tested & inspected, believed to be the first time since startup. Sand was 1" low and anthracite was 2" low which is not bad for 9 years. Media in each train is in good condition and the level is being topped up. (#2 done, #1 next, #3 last.)	New internal to Jacobs testing indicates the media in all three trains needs to be replaced. They have provided a quote and plan on budgeting for one train replaced each of the next three years.
o	Sludge Recirculation System	The recirculation system is offline. Settled material hasn't been properly removed for years and has probably built up to many times the normal depth inside the trains. o Train #2 recirculation pump was being rebuilt at the time of this walkthrough. (Update 3-5-19 It has been reinstalled.) o Train #2 the recirculation flow meter has failed. Waiting on parts & vendor to repair it. o Train #2 the vacuum hose that removes sludge from the train needs to be reconnected to the recirculation piping. o Train #1 the pulley system that controls the vacuum hose is not working. Need to troubleshoot if it's broken or if it has come off the track. o Recirculation meters were recently calibrated 2-7-19.	Train #2 is repaired. #1 has cable off pulley and will be inspected next. No status on #3, should be inspected also. Condensation is corroding the electrical junction box on the sludge recirculation pump on each train.
o	Air Wash Lines	OK	o One of the two air scour blowers soft start has failed. Repairs are in progress. o The air scour valves on train #1 and #2 both are failing and need replacement. New valves are on site and awaiting installation. o The air scour lines are rusted.

Water Treatment Plant: Annual Condition Assessment Walkthrough

o	Turbidimeters	<p>o The turbidimeters and controllers on the trains are obsolete. There are 7 total (2 on each train and 1 on combined water). All should be replaced at the same time because the new technology is different, to avoid running two different systems.</p> <p>o (see also: Finished Water section) The existing finished water chlorine meter takes 5 hours to alert staff of issues. A new chlorine meter will be installed at this location to provide real-time alerts.</p> <p>o (see also: Finished Water section) There is no finished water turbidimeter. OHA allows this combined filter turbidimeter (prior to the clearwell) to be used in place of a finished water turbidimeter but it is not necessarily reporting the turbidity of finished water after water has been treated in the clearwell.</p>	<p>o Same condition. Equipment is still obsolete, but Jacobs has salvaged spare turbidimeters and controllers from the old Lebanon WTP so there are now spares on hand.</p> <p>o OHA officially notified Jacobs staff to monitor the individual filter turbidities for the filters rather than the combined filter turbidity.</p>
o	Drains	OK	OK

Chemical Feed System		Previous Comments 3-1-2019	Comments 10-14-2019
o	Overall Condition	<p>o The chemical pumps and analyzers are not power protected and are having issues with power bumps. A large UPS is needed to protect these.</p> <p>o All of the chemical feed pumps are obsolete and need to be replaced. There are 17 total.</p> <p>o The drain pipes need to be upsized. There is one 1/2" drain line for the whole system. The individual drains for each chemical are also too small and are leaky.</p>	Same overall condition with additional notes on each feed system below. Some pumps have been replaced and others have not.
o	Raw Polymer		One pump has been replaced and 2 pumps are missing. Jacobs informs City they are on order.
o	Finished Polymer	2 of the 3 pumps for finished polymer are broken.	All appear to be functioning. One pump has been replaced and 2 pumps have not.
o	ACH (aluminum chlorohydrate)	This feed is being hindered by the malfunction of the Streaming Current Monitors, resulting in reduced efficiency of the filter trains.	Same condition. No pumps have been replaced. Significant risk of failure.
o	Fluoride	Fluoride system was discovered to be dosing when the system is in backwash mode, resulting in a higher dose than intended. (Still under MCL.) It has been turned off for investigation. Water is not currently being fluoridated. (Update 3-6-19 Vendor has made an adjustment and it should be corrected now. It needs to be tested before putting it back in service.)	Both pumps have been replaced. System appears to be functional minus the online analyzer. Jacobs informs us that a Hach rep is coming to repair it.
o	Soda Ash		2 pumps have been replaced and the third is a loaner pump using a loaner from the vendor, needs replaced before the vendor requests it back. Mix tank appears to have some sort of leak with residue apparent around base of tank.
o	Hypochlorite	The hypochlorite generation system has failed. Water is currently chlorinated from totes. There is water damage to the wall and door frame adjacent to the chemical pump due to condensation created by the generation system.	Repairs have been made and the system is functioning as intended at this time.

Finished Water/Backwash Gallery		Previous Comments 3-1-2019	Comments 10-14-2019
o	Pipe and Fittings condition	Pitting and minor corrosion. Some has been spray painted with rattle can paint. Needs to be professionally sandblasted & epoxy painted. Bray valves need to have oilers installed as per manufacturer's recommendation (in progress).	Same condition.
o	Flow Meters	OK. Recently calibrated 2-7-19.	OK

Water Treatment Plant: Annual Condition Assessment Walkthrough

o	Turbidity, pH, and Fluoride meters	<p>o The finished water fluoride analyzer may have failed. It has a system warning and it reads 0.5 ppm even though we are not dosing fluoride right now and the background level of natural fluoride is only 0.2 ppm. It needs troubleshooting to determine if it has actually failed or if it can be corrected.</p> <p>o (see also: Package Trains section) The existing finished water chlorine meter at this location takes 5 hours to alert staff of issues. A new chlorine meter will be installed at the combined filter turbidimeter to provide real-time alerts.</p> <p>o (see also: Package Trains section) There is no finished water turbidimeter. OHA allows the combined filter turbidimeter (prior to the clearwell) to be used in place of a finished water turbidimeter but it is not necessarily reporting the turbidity of finished water after water has been stored in the clearwell.</p>	<p>o CA610 Fluoride meter not working.</p> <p>o The rest appears to be the same.</p> <p>o Same note as above, OHA officially notified Jacobs staff to monitor the individual filter turbidities for the filters rather than the combined filter turbidity.</p>
o	Clearwell (should be inspected every ~5 years)	The clearwell has probably not been inspected since startup. It needs to be inspected for corrosion, sediment buildup, etc especially since it is a loadbearing structure for the pumps/etc above. Inspection will require divers.	Jacobs has obtained a quote for diver inspection and is working on scheduling. Anticipated inspection date is early 2020.

Communications & Automation		Previous Comments 3-1-2019	Comments 10-14-2019
o	Siemens panel	<p>There are communication issues between the SCADA system and the Siemens control panel.</p> <p>o SCADA does not have all the functionality of the Siemens panel. They were installed by different vendors and our SCADA vendor did not have access to the Siemens panel to fully set up the SCADA functions from it. Operators have to manually reset the Siemens panel frequently. We need full functionality. The Siemens vendor has not been helpful to work with. The SCADA vendor is working to purchase the needed software to get access to the Siemens panel.</p> <p>o Some of the data in the Siemens panel is wrong. Example: the backwash logs show 2017-2018 as the most recent backwashes even though it backwashes regularly. There was a backwash cycle during the walkthrough that did not show on the panel.</p> <p>o (see also: Online Instrumentation section) Streaming Current Monitors #1 and #3 have a programming problem. SCADA shows the wrong numbers. Need to troubleshoot if the issue is between the Siemens panel and the SCADA, or between the Siemens panel and the chemical feed pumps.</p>	<p>City is in communication with Siemens looking for a solution to remotely communicate with the Siemens panel. The logs still are not functional for the flushes and backwashes in the Siemens panel. Jacobs informs City that the SCM and Siemens panel now both read the same numbers (unverified).</p>
o	SCADA	<p>The SCADA system is awful and is handcuffing the staff. There is ambiguity because at some controls have been identified to be incorrect and staff don't know how many other problems there are that haven't been identified.</p> <p>o There are valves that SCADA shows open/closed incorrectly. A proper checkout process was never done when the system came online. It was not thoroughly checked that what SCADA shows for each valve accurately reflects what is actually happening at each valve, or that each button controls what it is supposed to control.</p> <p>o Issues with flushing setpoints. The high flow setpoint works but the low flow setpoint doesn't...ie changing the setpoint in SCADA doesn't reliably change the system operation like it should.</p> <p>o SCADA controls of the air wash cycle are not working correctly.</p>	<p>Jacobs informs City that all previously identified issues have been corrected (unverified).</p>

Water Treatment Plant: Annual Condition Assessment Walkthrough

o	Site network & internet	<ul style="list-style-type: none"> o There are 2 network switches (one for internal plant communications and one for internet). Staff reports that the internet network switch required emergency replacement the day after the walkthrough. o The new Comcast service installed in 2018 was a big improvement and now SCADA runs in real time and can be checked on remotely. 	OK
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Air Compressor Building at Foster Dam		Comments	Comments
o	Building structure and security	Building was not physically inspected as part of this walkthrough but was discussed. Staff reports that building is OK.	OK
o	Manual flush cycle checks	On a weekly schedule to run it once manually and make sure everything runs.	OK
o	Compressor (should be serviced every 1-2 years)	Compressor currently has no service schedule and has probably not been serviced since startup.	Need to verify recommended service schedule.

Other comments not noted above: previous comments 3-1-2019

Backwashing the filters causes significant low pressure drops in the distribution system. Staff discussed an idea for a simple piping conversion that would let us backwash out of the clearwell instead of the distribution system and avoid those pressure drops. There are spaces for 2 more finished water pumps and the floor is built for it. We could use one of those spaces to put another pump coming up from the clearwell and run it straight over into the backwash line. Use a tee so the existing connection from the distribution system is still there for emergency redundancy.

We can only run 1 effluent pump at a time. If we run 2 pumps it will overpressurize the water services in the distribution system. This throttles our 6MGD plant down to a 2MGD plant. If we install VFD's then we could run two pumps at partial power (effectively run 1.5 pumps) which will provide a lot more flow to fill reservoirs faster and should still be ok on distribution system pressure. This will take further analysis to determine how much pressure is OK to run.

There was a data management issue in SCADA which had to do with the reverse flows through the finished water meter that occur during backwash. The meter is not calibrated in the reverse direction and so the net production volume that the totalizer calculated was not accurate. This issue was corrected by the SCADA vendor after the walkthrough.

The hoist only spans Trains 1 & 2, but not Train 3. This means that working on Train 3 is much more labor intensive because it can't be easily accessed from above and will require bringing in heavy equipment whenever large pipes need to be removed to be worked on.

Other comments not noted above: 10-14-2019

A design flaw was observed that creates a worksite hazard. The supports for the transfer pipe on each train do not line up with the concrete base and are instead supported by (very rusty) metal plates which protrude into the alley between trains. This condition has existed since startup and needs to be addressed.

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.

GOAL #1

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

GOAL #2

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

GOAL #3

ESSENTIAL SERVICES

1. Increase access to quality healthcare services
 - 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 w/ regional services and work to connect them w/ the appropriate members of the public

GOAL #4

ECONOMIC STRENGTH

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

ORDINANCE BILL NO. ____ FOR 2019

ORDINANCE NO. ____

SWEET HOME ORDINANCE PERTAINING TO EXPULSION FROM ENHANCED LAW ENFORCEMENT AREAS OF CITY OF SWEET HOME

WHEREAS, the City desires to reduce unlawful behavior in certain areas within the City of Sweet Home by expulsing certain persons therefrom that are the cause of said unlawful behavior;

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 9.20.050 titled ENHANCED LAW ENFORCEMENT AREAS is created to read as follows:

A. Enhanced law enforcement areas are designed to protect the public from those whose illegal conduct poses a threat to safety and welfare. Enhanced law enforcement areas include the area within the City of Sweet Home encircled by the following boundary (and including those portions of the streets and rights-of-way mentioned herein): See Exhibit A attached hereto for area in blue.

B. A person is subject to expulsion for a period of 30 days from entering or remaining within an enhanced law enforcement area if that person has been cited to appear and/or arrested within an enhanced law enforcement area for a total of three (3) or more instances of unlawful behavior within the enhanced law enforcement area within the last 12 months. If the person to be expelled has been expelled from that enhanced law enforcement area at any time within two years before the date of the present expulsion, the expulsion shall be for 90 days. For purposes of this Section, unlawful behavior means violating or being charged with violating the crimes and violations listed Below:

1.	Criminal Homicide	O.R.S. 163.005
2.	Rape, Sodomy, and Unlawful Sexual Penetration	O.R.S. 163.355 to O.R.S. 163.411
3.	Menacing and Recklessly Endangering Another Person	O.R.S. 163.190 and O.R.S. 163.195
4.	Intimidation	O.R.S. 166.155 and O.R.S. 166.165
5.	Harassment	O.R.S. 166.065
6.	Disorderly Conduct II	O.R.S. 166.025
7.	Discharge of Weapons	O.R.S. 166.630 and O.R.S. 166.635 SHMC §§ 9.32.010, 9.32.020, 9.32.030 (See O.R.S. 166.172)
8.	Unnecessary Noise	SHMC § 9.20.020
9.	Providing Liquor	O.R.S. 471.410
10.	Minor in Possession of Alcohol	O.R.S. 471.430
11.	Assault and Strangulation	O.R.S. 163.160 to O.R.S. 163.187

12.	Sexual Abuse, Contributing to the Delinquency of a Minor And Sexual Misconduct	O.R.S. 163.415, O.R.S. 163.425, O.R.S. 163.427, O.R.S. 163.435, and O.R.S. 163.445
13.	Public Indecency	O.R.S. 163.465
14.	Controlled Substances	O.R.S. 167.222, O.R.S. 167.262 and O.R.S. 475.525 to O.R.S. 475.894
15.	Criminal Mischief	O.R.S. 164.345 to O.R.S. 164.365
16.	Criminal Mistreatment	O.R.S. 163.200 and O.R.S. 163.205
17.	Criminal Trespass	O.R.S. 164.245 and O.R.S. 164.255
18.	Unlawful Use of a Weapon	O.R.S. 166.220
19.	Prostitution and Related Offenses	O.R.S. 167.007 to O.R.S. 167.017
20.	Theft	O.R.S. 164.015 to O.R.S. 164.140
21.	Placing Offensive Substances in Waters, on Highways or Other Property and Offensive Littering	O.R.S. 164.785 and O.R.S. 164.805
22.	Arson and Related Offenses	O.R.S. 164.315 to O.R.S. 164.335
23.	Illegal Gambling	O.R.S. 167.122 and O.R.S. 167.127
24.	Curfew	SHMC § 9.28.010
25.	Purchasing Sex With a Minor	O.R.S. 163.413
26.	Any attempt to commit (as defined by O.R.S. 161.405) or conspiracy to commit (as defined by O.R.S. 161.450 and O.R.S. 161.455) any of the above offenses.	
27.	Urinating or Defecating in Public Places	SHMC

C. If a person expelled from an enhanced law enforcement area is found within the perimeter of the enhanced law enforcement area during the expulsion period, that person may be arrested for trespass in the second degree, as defined by ORS 164.245. A person is not considered to be within the enhanced law enforcement area if the person is within a vehicle that is passing through the expulsion area.

D. The Chief of Police is designated as the person in charge of enhanced law enforcement areas for the purpose of issuing expulsion notices in accordance with this Section. Any Sweet Home Police Officer can issue expulsion notices in accordance with this Section.

E. At the time a person is cited to appear and/or arrested within an enhanced law enforcement area for any of the offenses specified in this Section, the officer making such cite to appear and/or arrest may deliver to that person a written notice expelling that person from the enhance law enforcement area. Any expulsion notice shall not take effect until the sixth day after the notice is issued.

1. The notice shall specify the area from which the person is expelled, the length of the expulsion, the penalty for entering the excluded area and contain information concerning the right to appeal the expulsion to the Judge of the Municipal Court.

2. The person to whom the expulsion is issued shall sign a written acknowledgment of receipt or the arresting officer shall make a written record of the refusal.

F. The person to whom an expulsion notice is issued shall have the right to an appeal from the issuance of the notice. The expulsion notice will notify the person of the right to appeal and process for appeal.

1. An appeal of the expulsion must be filed, in writing, within five business days of the issuance of the notice. The appeal must be filed with the Municipal Court. A hearing on the appeal shall be held before the Judge of the Municipal Court within 20 business days of the appeal. The expulsion shall be stayed during the pendency of the appeal.

2. The City shall have the burden to show by a preponderance of evidence that the expulsion was based upon the conduct proscribed by this Section. Copies of documents in its control and which are intended to be used by the City at the hearing shall be made available to the appellant at least two days prior to the hearing.

3. A determination by a court having jurisdiction of the matter that the officer who issued the expulsion notice at the time had probable cause to cite and/or arrest the person to whom the expulsion notice was issued for the conduct described in this Section shall be prima facie evidence that the expulsion was based on conduct prohibited by those statutes, ordinances or code.

G. Variances from the expulsion may be granted at any time during the expulsion period by the Chief of Police, or by the Municipal Court.

1. The Chief of Police or the Municipal Court shall grant a variance to any person who can establish that he or she is a resident of the expulsion area, is employed within the expulsion area, or will use the waiver to visit the residence of a family member, to consult with an attorney, to attend alcohol or drug treatment sessions, to attend religious services or otherwise exercise a constitutional right, to pass through the expulsion area, to attend a public meeting, to attend a court hearing, to engage in any activity ordered by a court, to obtain social, medical or like services, or for employment purposes. A variance may also be granted when, in the discretion of the Chief of Police or the Municipal Court, the expulsion order is no longer necessary to preserve public health, safety or welfare. The denial of a variance may be appealed within five business days to the Municipal Court using the same procedures as for an appeal of the imposition of the expulsion.

2. All variances shall be in writing, for a specific period of time and only to accommodate a specific purpose, all of which shall be stated on the variance.

3. The person shall keep the variance on his or her person at all times the person is within the expulsion area.

Passed by the Council and approved by the Mayor this ____ day of _____, 2019.

Mayor _____

ATTEST:

City Manager - Ex Officio City Recorder

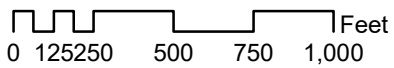
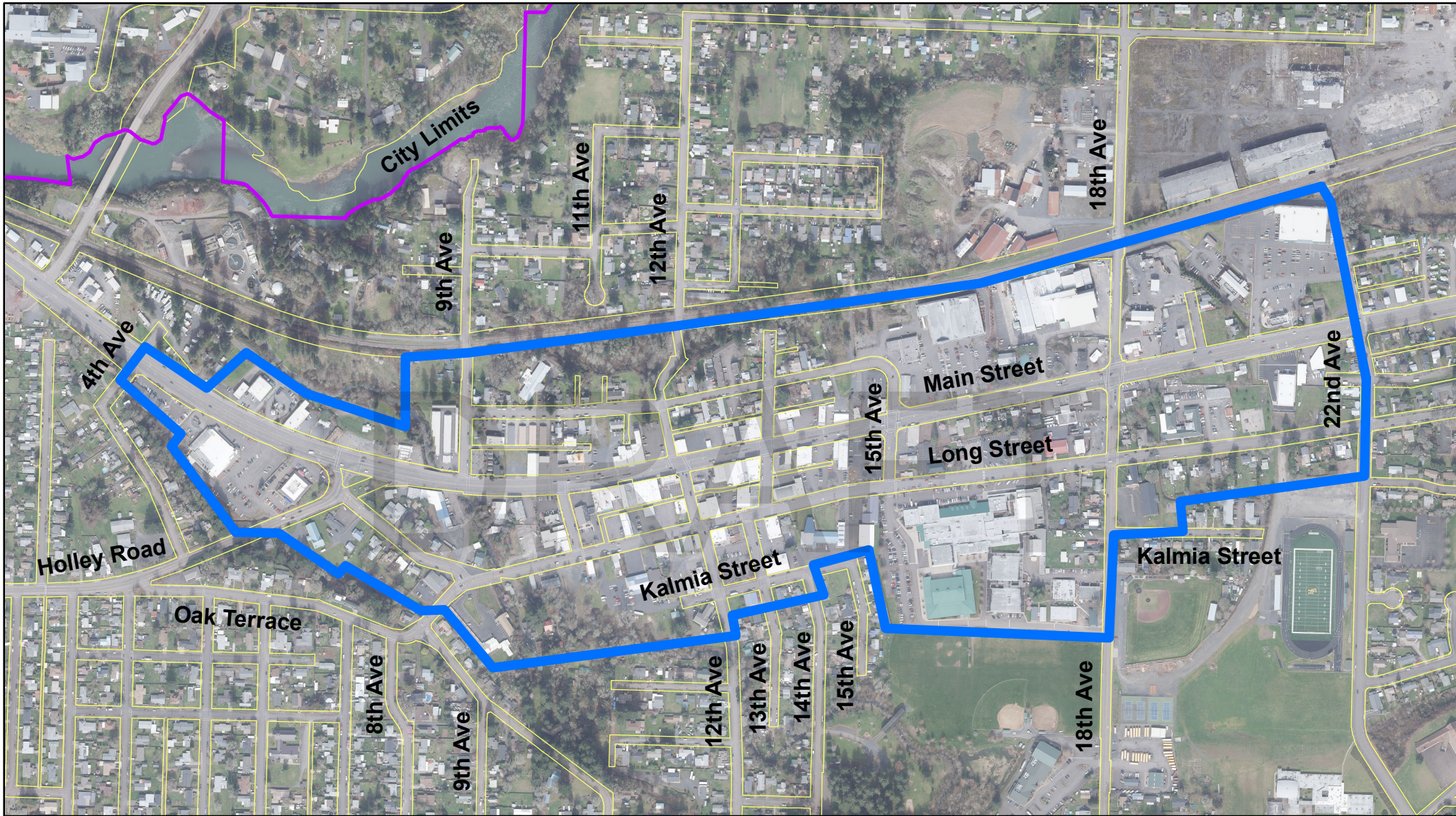


Exhibit A

MEMORANDUM

TO: City Council
FROM: Ray Towry, City Manager
DATE: October 22, 2019
SUBJECT: Livability Ordinance



The Draft Livability Ordinance is on the agenda as an item for discussion. On October 8th, staff presented Council with a comparison of the Livability Ordinance with the Sweet Home Municipal Code, Building Code, Electrical Code, and Landlord Tenant Laws. Council was to review the comparison and contact staff with any questions and advise if the item should return to the agenda. As of October 17th, staff has not received any feedback or instructions. Staff is seeking Council direction.

MEMO

DATE: October 22, 2019
TO: SWEET HOME CITY COUNCIL
FROM: ROBERT SNYDER, CITY ATTORNEY
TOPIC: COMCAST PUBLIC HEARING

SUBJECT:

At the City Council meeting on October 22, 2019 there is scheduled a public hearing to let the public have an opportunity to participate in the process of forming the next Comcast franchise by identifying future cable-related community needs and interests and to review performance of Comcast under the current franchise.

The current cable franchise ends March 29, 2022 but federal law requires that before that date that the parties to the franchise negotiate the next franchise agreement starting with Comcast contacting the City by letter (April 30, 2019) to start the formal renewal process. The City in this formal process must answer within 6 months (by letter October 3, 2019) and hold a public hearing as stated above. After the public hearing as part of the formal process Comcast will give the City a renewal proposal. The City has 4 months after the renewal proposal to enter into a new franchise or issue that the franchise should not be renewed.

Notwithstanding the above the federal law also allows the parties to informally negotiate the renewal of the cable franchise. This is the procedure that the City and Comcast have used in the past and can use for this renewal along with the above formal process.

A copy of the current franchise is attached hereto for your review. The 5% franchise fee is the maximum allowed by law.

**ORDINANCE BILL NO. 1 for 2012
ORDINANCE NO. 1228**

**AN ORDINANCE OF THE CITY OF SWEET HOME GRANTING A FRANCHISE TO
COMCAST OF OREGON II, INC. FOR THE CONSTRUCTION AND OPERATION OF
A CABLE SYSTEM**

WHEREAS, the City of Sweet Home, having determined that the financial, legal and technical ability of Comcast of Oregon II, Inc. is reasonably sufficient to provide services, facilities, and equipment necessary to meet the future cable-related needs of the community, The City of Sweet Home does ordain as follows:

SECTION 1
Definition of Terms

1.1 . Terms. For the purpose of this Franchise, the following terms, phrases, words, and abbreviations shall have the meanings ascribed to them below. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number:

- A. "Basic Cable" means any service tier that includes the retransmission of local television broadcast signals and other programming provided by the Grantee.
- B. "Cable Act" means Title VI of the Communications Act of 1934, as amended.
- C. "Cable Services" shall mean (1) the one-way transmission to Subscribers of (a) video programming, or (b) other programming service, and (2) Subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.
- D. "Cable System" shall have the meaning specified in the definition of "Cable System" in the Cable Act.
- E. "FCC" means Federal Communications Commission, or successor governmental entity thereto.
- F. "Franchising Authority" means the City of Sweet Home or the lawful successor, transferee, or assignee thereof
- G. "Grantee" means Comcast of Oregon II, Inc., or its lawful successor, transferee, or assignee.
- H. "Gross Revenues" mean any revenue derived by the Grantee from the operation of the Cable System to provide Cable Services in the Service Area, following Generally Accepted Accounting Principles ("GAAP"), consistent with federal and state law, provided, however, that such phrase shall not include: (1) any tax, fee

or assessment of general applicability collected by the Grantee from Subscribers for pass-through to a government agency, including the FCC user fee; (2) unrecovered bad debt; (3) advertising agency commissions and launch fees to the extent consistent with GAAP, and (4) franchise fees and any Public, Education and Government (PEG) amounts received from Subscribers. Gross Revenues shall also not include revenue from any other sources or services unless and until such source or service is finally, specifically and expressly declared to be a cable service under federal law or regulation, by Congress or the Federal Communications Commission.

- I. "Person" means an individual, partnership, association, joint stock company, trust, corporation, or governmental entity.
- J. "Public Way" shall mean the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, public way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses now or hereafter held by the Franchising Authority or other utilities in the Service Area which shall entitle the Grantee to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System.
- K. "Service Area" means the legal boundaries of the Franchising Authority, and shall include any additions thereto by annexation or other legal means, subject to the exceptions in Section 3.9.
- L. "Standard Installation" is defined as 125 feet from the nearest tap to the Subscriber's terminal.
- M. "Subscriber" means a Person who lawfully receives Cable Service of the Cable System with the Grantee's express permission.

SECTION 2

Grant of Franchise

2.1 Grant. The Franchising Authority hereby grants to the Grantee a nonexclusive Franchise which authorizes the Grantee to construct and operate a Cable System in, along, among, upon, across, above, over, under, or in any manner connected with Public Ways within the Service Area, and for that purpose to erect, install, construct, repair, replace, reconstruct, maintain, or retain in, on, over, under, upon, across, or along any Public Way such facilities and equipment as may be necessary or appurtenant to the Cable System. No permit, tax, assessment or fees, other than the franchise fee set forth in the amount designated herein, shall be assessed by the Franchising Authority upon the Grantee for any access, use, entry upon or activities associated with any and all public ways.

Notwithstanding anything to the contrary, any easement for such use which has already been granted by the Franchising Authority to a telephone or other utility company shall to the fullest extent be interpreted so as to grant Grantee the same rights and privileges as have been granted to the telephone or other utility company. In such easements, the words “telephone” or “telephone company,” “public utility” and the like shall to the fullest extent be interpreted to include the Grantee.

2.2 Other Ordinances. The Grantee agrees to comply with the terms of any lawfully adopted generally applicable local ordinance, to the extent that the provisions of the ordinance do not have the effect of limiting the benefits or expanding the obligations of the Grantee that are granted by this Franchise. Neither the Franchising Authority nor the Grantee may unilaterally alter the material rights and obligations set forth in this Franchise. In the event of a conflict between any ordinance and this Franchise, the Franchise shall control, provided however that the Grantee agrees that it is subject to the lawful exercise of the police power of the Franchising Authority.

2.3 Competitive Equity.

(A) The Grantee acknowledges and agrees that the Franchising Authority reserves the right to grant one (1) or more additional franchises or other similar lawful authorization to provide Cable Services within the Service Area; provided, the Franchising Authority agrees that, within ninety (90) days of the Grantees request, it shall amend this Franchise to include any material terms or conditions that it makes available to the new entrant, or provide relief from existing material terms or conditions, so as to insure that the regulatory and financial burdens on each entity are materially equivalent. “Material terms and conditions” include, but are not limited to: franchise fees; insurance; system build-out requirements; security instruments; customer service standards; required reports and related record keeping; and notice and opportunity to cure breaches. The parties agree that this provision shall not require a word for word identical franchise or authorization for a competitive entry, so long as the regulatory and financial burdens on each entity are materially equivalent. Video programming services delivered over wireless broadband networks are specifically exempted from the requirements of this section.

(B) Notwithstanding any provision to the contrary, at any time that a non-wireless facilities based entity, legally authorized by state or federal law, makes available for purchase by Subscribers or customers, Cable Services or multiple Channels of Video Programming within the Service Area without a franchise or other similar lawful authorization granted by the Franchising Authority, then Grantee may seek modifications as per (A) above, or the term of Grantee’s Franchise shall, upon ninety (90) days written notice from Grantee, be shortened so that the Franchise shall be deemed to expire on a date six (6) months from the first day of the month following the date of Grantee’s notice.

2.4 Term. The Franchise granted hereunder shall be for an initial term of ten (10) years commencing on the effective date of the Franchise as set forth in Section 8.6, unless otherwise lawfully terminated in accordance with the terms of this Franchise.

SECTION 3 **Standards of Service**

3.1 Conditions of Occupancy. The Cable System installed by the Grantee pursuant to the terms hereof shall be located so as to cause a minimum of interference with the proper use of Public Ways and with the rights and reasonable convenience of property owners who own property that adjoins any of such Public Ways.

3.2 Restoration of Public Ways. When any excavation or construction activity is made by the Grantee within the Public Ways, the Grantee shall promptly restore the affected portion of the Public Way to a condition reasonably comparable to the condition existing immediately prior to the excavation or construction activity, and in compliance with legally adopted City and State standards, to the extent that they are applicable.

3.3 Relocation at Request of the Franchising Authority. Upon its receipt of reasonable advance written notice, to be not less than five (5) business days, the Grantee, at its own expense, shall protect, support, temporarily disconnect, relocate in or remove from the Public Way, any property of the Grantee when lawfully required by the Franchising Authority by reason of traffic conditions, public safety, street abandonment, freeway and street construction, change or establishment of street grade, installation of sewers, drains, gas (although not the direct responsibility of the City) or water pipes, or any other type of structures or improvements by the Franchising Authority which are not used to compete with the Grantee's services. The Grantee shall in all cases have the right of abandonment of its property.

3.4 Relocation for a Third Party. The Grantee shall, on the request of any Person holding a lawful permit issued by the Franchising Authority, protect, support, raise, lower, temporarily disconnect, relocate in or remove from the Public Way as necessary any property of Grantee, provided: (A) the expense of such paid by the Person benefiting from the relocation, including, if required by the Grantee, making such payment in advance; and (B) the Grantee is given reasonable advance written notice to prepare for such changes. For purposes of this Section 3.4, "reasonable advance written notice" shall be no less than ten (10) business days in the event of a temporary relocation, and no less than 120 days for a permanent relocation.

3.5 Reservation of Franchising Authority - Public Ways. Nothing in this Franchise shall prevent the Franchising Authority from constructing sewers, grading, paving, repairing or altering any street, alley, or public highway, repairing or removing water mains, or maintaining, repairing, constructing or establishing any other public work or improvement. All such work shall be done, insofar as practicable, so as not to obstruct, injure or prevent the use and operation of Grantee's Cable System. However, if any of Grantee's Cable System interferes with constructing sewers, grading, paving, repairing or altering any street, alley, or public highway, repairing or removing water mains, or maintaining, repairing, constructing or establishing any other public work or improvement, or any other government owned facilities in the Public Ways, Grantee's Cable System shall be removed or replaced in accordance with Section 3.3 hereof. Any and all such removal or replacement shall be at the expense of Grantee except for installation or repair of a communications system owned by the Franchising Authority or other public entity providing commercial services in competition with the Grantee or an affiliate of Grantee.

If in response to a request by the Franchising Authority the Grantee removes or replaces any portion of its Cable System at its own expense in order to accommodate the installation or repair of a communications systems used by the Franchising Authority or other public entity to provide commercial services in competition with Grantee or its affiliates, then the Franchising Authority or other government entity shall reimburse Grantee for the reasonable expense of the removal or replacement.

3.6 Vegetation Management. Grantee shall comply with local ordinances of general applicability regarding vegetation management.

3.7 Safety Requirements. Construction, operation, and maintenance of the Cable System shall be performed in an orderly and workmanlike manner. All such work shall be performed in substantial accordance with generally applicable federal, state, and local regulations and the National Electric Safety Code. The Cable System shall not endanger or unreasonably interfere with the safety of Persons or property in the Service Area.

3.8 Underground Construction. In those areas of the Service Area where all of the transmission or distribution facilities of the respective public utilities providing telephone communications and electric or other services are underground, the Grantee likewise shall construct, operate, and maintain its Cable System underground. Nothing contained in this Section 3.8 shall require the Grantee to construct, operate, and maintain underground any ground-mounted appurtenances.

3.9 Required Extensions of the Cable System. Grantee agrees to provide Cable Service to all residents in the Service Area subject to the density requirements specified in this Section 3.9. Whenever the Grantee receives a request for Cable Service from a Subscriber in a contiguous unserved area where there are at least 12 residences within 1320 cable-bearing strand feet (one-quarter cable mile) from the portion of Grantee's trunk or distribution cable which is to be extended, it shall extend its Cable System to such Subscriber at no cost to said Subscriber for the Cable System extension, other than the published Standard/non-Standard Installation fees charged to all Subscribers. Notwithstanding the foregoing, the Grantee shall have the right, but not the obligation, to extend the Cable System into any portion of the Service Area where another operator is providing Cable Service, into any annexed area which is not contiguous to the present Service Area of the Grantee, or into any area which is financially or technically infeasible due to extraordinary circumstances, such as a runway or freeway crossing.

3.10 Subscriber Charges for Extensions of the Cable System. No Subscriber shall be refused service arbitrarily. However, if an area does not meet the density requirements of Section 3.9 above, the Grantee shall only be required to extend the Cable System to Subscriber(s) in that area if the Subscriber(s) are willing to share the capital costs of extending the Cable System. Specifically, the Grantee shall contribute a capital amount equal to the construction cost per mile, multiplied by a fraction whose numerator equals the actual number of residences per 1320 cable-bearing strand feet from Grantee's trunk or distribution cable, and whose denominator equals twelve (12). Subscribers who request service hereunder shall bear the remaining cost to extend the Cable System on a *pro rata* basis. The Grantee may require that payment of the capital contribution in aid of construction borne by such potential Subscribers be

paid in advance. Subscribers shall also be responsible for any Standard/non-Standard Installation charges to extend the Cable System from the tap to the residence.

3.11 Cable Service to Public Buildings. The Grantee, upon request, shall provide without charge, one Standard Installation and one outlet of Basic Cable and expanded basic service, or its equivalent, to the Franchising authority's City Hall, one to the Public Works building, one to the fire station, one to the City's police station, one to the public library central building that is within the service area, and to K-12 public school(s) that are within the Service Area and passed by its Cable System; provided, however, those buildings or portions of buildings housing or occupied by prison/jail populations shall be excluded. Cable Service to the Franchising Authority described herein is a voluntary initiative of Grantee and not a requirement under this Franchise. The Cable Service provided shall not be distributed beyond the originally installed outlet without authorization from Grantee. The Cable Service provided shall not be used for commercial purposes, and such outlets shall not be located in areas open to the public. The Franchising Authority shall take reasonable precautions to prevent any use of the Grantee's Cable System in any manner that results in the inappropriate use thereof or any loss or damage to the Cable System. The Franchising Authority shall hold the Grantee harmless from any and all liability or claims arising out of the provision and use of Cable Service required by this Section 3.11. The Grantee shall not be required to provide an outlet to such buildings where a non-Standard Installation is required, unless the Franchising Authority or building owner/occupant agrees to pay the incremental cost of any necessary Cable System extension and/or non-Standard Installation. If additional outlets of Basic Cable and expanded basic service are provided to such buildings, the building owner/occupant shall pay the usual installation and service fees associated therewith.

3.12 Emergency Use. In accordance with, and at the time required by, the provisions of FCC Regulations Part 11, Subpart D, Section 11.51, as such provisions may from time to time be amended, EAS activation will be accomplished in compliance with such regulations and consistent with FCC approved Oregon State EAS plan, and local area EAS plan applicable to Linn County.

3.13 Reimbursement of Costs. If funds are available to any Person using the Public Way for the purpose of defraying the cost of any of the relocations under sections 3.3 and 3.4 hereof, the Franchising Authority shall reimburse Grantee in the same manner in which other Persons affected by the requirement are reimbursed. If funds are controlled by another government entity, the Franchising Authority shall make application for such funds on behalf of Grantee.

3.14 System Standards. The Cable System shall meet or exceed all applicable technical and performance standards of the FCC.

The Grantee shall also comply with all applicable testing requirements of the FCC. Upon request, Grantee shall advise the Franchising Authority of schedules and methods for testing the Cable System within the Service Area to determine compliance with the provisions of applicable FCC technical standards. Representatives of the Franchising Authority may witness the tests. Written records of all system tests required to be performed by or for the Grantee shall be maintained at Grantee's business office, and shall be available for inspection by the Franchising

Authority upon written request during Grantee's normal business hours. Grantee, upon written request of Franchising Authority, shall provide a summary or complete copies of such tests results prepared in accordance with FCC rule.

3.15 Customer Service Standards/Complaint Resolution. Grantee shall comply with the customer service standards set forth in Section 76.309 of the FCC's Rules and Regulations, as such may be amended from time to time.

Grantee may arrange for a payment station or drop box or its equivalent within the city limits of the Franchising Authority where Subscribers may drop or deliver their bill payment for cable service.

Should a Subscriber have an unresolved complaint regarding Cable Service with Grantee, the Subscriber shall be entitled to file a complaint with the Franchising Authority and thereafter to meet or discuss jointly with representatives of the Franchising Authority and Grantee within 30 days of filing the complaint with the Franchising Authority to address and resolve the Subscriber's complaint. For purposes of this paragraph, a "complaint" is a grievance related to the Cable Service provided by Grantee within the Service Area that is reasonably remediable by Grantee, but does not include grievances regarding the content of programming or information services other than broad categories of programming, and does not include customer contacts resulting in routine service calls that resolve the subscriber's problem satisfactorily to subscriber.

3.16 Access to Open Trenches. The Franchising Authority agrees to include the Grantee in the platting process for any new subdivision within the Franchise Area. At a minimum, the Franchising Authority agrees to require as a condition of issuing a permit for open trenching to any utility or developer that (A) the utility or developer give the Grantee at least ten (10) days advance written notice of the availability of the open trench, and (B) that the utility or developer provide Grantee with reasonable access to the open trench. The provisions of the preceding sentence shall not apply to solely municipal sewer and water trenching projects. Grantee shall make a good faith effort to utilize such open trenches in its provision of Cable Service to affected properties so long as such properties are passed by Grantee's Cable System, but Grantee is not required to utilize any trench. Neither Franchising Authority nor Grantee shall be liable or financially responsible for any failure to give notice of, require notice of, or failure to utilize open trenches created by a utility or developer.

SECTION 4

Regulation by the Franchising Authority

4.1. Franchise Fee.

A. The Grantee shall pay to the Franchising Authority a franchise fee equal to five percent (5%) of annual Gross Revenues (as defined in Section 1.1 of this Franchise). In accordance with the Cable Act, the 12-month period applicable under the Franchise for the computation of the franchise fee shall be a calendar year. The franchise fee payment shall be due quarterly and payable within forty-five (45) days after the close of the preceding calendar

quarter. Each payment shall be accompanied by a brief report prepared by a representative of the Grantee showing the basis for the computation.

B. Limitation on Franchise Fee Actions. The period of limitation for recovery of any franchise fee payable hereunder shall be three (3) years from the date on which payment by the Grantee is due.

4.2 Rates and Charges. The Franchising Authority may regulate rates for the provision of Basic Cable and equipment as expressly permitted by federal or state law.

4.3.1 Renewal of Franchise.

A. The Franchising Authority and the Grantee agree that any proceedings undertaken by the Franchising Authority that relate to the renewal of the Grantee's Franchise shall be governed by and comply with the provisions of Section 626 of the Cable Act.

B. In addition to the procedures set forth in said Section 626(a), the Franchising Authority agrees to notify the Grantee of all of its assessments regarding the identity of future cable-related community needs and interests, as well as the past performance of the Grantee under the then current Franchise term. The Franchising Authority further agrees that such assessments shall be provided to the Grantee promptly so that the Grantee has adequate time to submit a proposal under Section 626(b) of the Cable Act and complete renewal of the Franchise prior to expiration of its term.

C. Notwithstanding anything to the contrary set forth in this Section 4.3, the Grantee and the Franchising Authority agree that at any time during the term of the then current Franchise, while affording the public appropriate notice and opportunity to comment, the Franchising Authority and the Grantee may agree to undertake and finalize informal negotiations regarding renewal of the then current Franchise and the Franchising Authority may grant a renewal thereof.

D. The Grantee and Franchising Authority consider the terms set forth in this Section 4.3 to be consistent with the express provisions of Section 626 of the Cable Act.

4.5 Conditions of Sale. If a renewal or extension of the Grantee's Franchise is denied or the Franchise is lawfully terminated, and the Franchising Authority either lawfully acquires ownership of the Cable System or by its actions lawfully effects a transfer of ownership of the Cable System to another party, any such acquisition or transfer shall be at the price determined pursuant to the provisions set forth in Section 627 of the Cable Act.

The Grantee and the Franchising Authority agree that in the case of a final determination of a lawful revocation of the Franchise, the Grantee shall be given at least twelve (12) months to effectuate a transfer of its Cable System to a qualified third party. Furthermore, the Grantee shall be authorized to continue to operate pursuant to the terms of its prior Franchise during this period. If, at the end of that time, the Grantee is unsuccessful in procuring a qualified transferee or assignee of its Cable System which is reasonably acceptable to the Franchising Authority, the

Grantee and the Franchising Authority may avail themselves of any rights they may have pursuant to federal or state law. It is further agreed that the Grantee's continued operation of the Cable System during the twelve (12) month period shall not be deemed to be a waiver, nor an extinguishment of, any rights of either the Franchising Authority or the Grantee.

4.6 Transfer of Franchise. The Grantee's right, title, or interest in the Franchise shall not be sold, transferred, assigned, or otherwise encumbered, other than to an entity controlling, controlled by, or under common control with the Grantee, without the prior consent of the Franchising Authority, such consent not to be unreasonably withheld. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of the Grantee in the Franchise or Cable System in order to secure indebtedness, or a transfer to an entity directly or indirectly owned or controlled by Comcast Corporation. Within thirty (30) days of receiving a request for transfer, the Franchising Authority shall notify the Grantee in writing of any additional information it reasonably requires to determine the legal, financial and technical qualifications of the transferee. If the Franchising Authority has not taken action on the Grantee's request for transfer within one hundred twenty (120) days after receiving such request, consent by the Franchising Authority shall be deemed given, unless the requesting party and Franchising Authority agree to an extension of time.

SECTION 5

Books, Records, and Maps

5.1 Books and Records. The Grantee agrees that the Franchising Authority, upon thirty (30) days written notice to the Grantee, may review such of its books and records at the Grantee's business office, during normal business hours and on a non-disruptive basis, as is reasonably necessary to ensure compliance with the terms of this Franchise. Such notice shall specifically reference the section of the Franchise which is under review, so that the Grantee may organize the necessary books and records for easy access by the Franchising Authority. Alternatively, if the books and records are not easily accessible at the local office of the Grantee, Grantee may, at its sole option, choose to pay the reasonable travel costs of the Franchising Authority's representative to view the books and records at the appropriate location. The Grantee shall not be required to maintain any books and records for Franchise compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, the Grantee shall not be required to disclose information which it reasonably deems to be proprietary or confidential in nature, nor disclose books and records of any affiliate of Grantee which is not providing Cable Service in the Service Area. In the event the Grantee asserts that certain information is proprietary or confidential in nature, the Grantee shall identify generally the information which it deems proprietary or confidential and the reasons for its confidentiality in writing.

The Franchising Authority agrees to treat any information disclosed by the Grantee as confidential under applicable federal and state law, and only to disclose it to employees, representatives, and agents thereof that have a need to know, or in order to enforce the provisions hereof. The Grantee shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act.

5.2 Maps. Grantee shall maintain as built drawings for the Cable System at Grantee's business office, and make them available to the Franchising Authority for inspection during normal business hours upon written request. As built drawings shall be updated as changes occur in the Cable System serving the Service Area. Upon written request of the Franchising Authority, Grantee shall provide the Franchising Authority copies of strand and trench maps showing the location of Grantee's lines within the Public Ways in the Service Area within sixty (60) days of request for the same. The City recognizes that the information contained in such maps is confidential and proprietary, and remains the property of the Grantee. The City shall safeguard such information from the public record unless affirmatively and expressly required to disclose and provide access by state or federal law.

SECTION 6

Insurance and Indemnification

6.1 Insurance Requirements. The Grantee shall maintain in full force and effect, at its own cost and expense, during the term of the Franchise, Commercial General Liability Insurance in the amount of \$2,000,000 combined single limit for bodily injury and property damage. The Franchising Authority shall be designated as an additional insured. Such insurance shall be non-cancellable except upon thirty (30) days prior written notice to the Franchising Authority. Upon written request, the Grantee shall provide a Certificate of Insurance showing evidence of the coverage required by this Section 6.1.

6.2 Indemnification. The Grantee agrees to indemnify, save and hold harmless, and defend the Franchising Authority, its officers, boards and employees, from and against any liability for damages and for any liability or claims resulting from property damage or bodily injury (including accidental death), which arise out of Grantee's construction, operation, or maintenance of its Cable System, provided that the Franchising Authority shall give Grantee written notice of its obligation to indemnify the Franchising Authority within thirty (30) days of receipt of a claim or action pursuant to this Section 6.2. Notwithstanding the foregoing, Grantee shall not indemnify the Franchising Authority for any damages, liability, or claims resulting from the willful misconduct or negligence of the Franchising Authority.

6.3 Bonds and Other Surety. No bond or other surety shall be required of Grantee at the inception of the Franchise. In the event Grantee is required by the Franchising Authority to obtain a bond or other surety in the future, the Franchising Authority agrees to give Grantee at least 60 days advance written notice thereof stating the specific reasons for such requirement. Such reasons must demonstrate a change in Grantee's legal, financial or technical qualifications that would materially prohibit or impair Grantee's ability to comply with the terms and conditions of this Franchise.

SECTION 7

Enforcement and Termination of Franchise

7.1 Notice of Violation. In the event that the Franchising Authority believes that the Grantee has not complied with the terms of the Franchise, the Franchising Authority shall informally discuss the matter with Grantee. If these discussions do not lead to resolution of the

problem, the Franchising Authority shall notify the Grantee in writing of the exact nature of the alleged noncompliance.

7.2 The Grantee's Right to Cure or Respond. The Grantee shall have thirty (30) days from receipt of the notice described in Section 7.1: (A) to respond to the Franchising Authority, contesting the assertion of noncompliance, or (B) to cure such default, or (C) in the event that, by the nature of default, such default cannot be cured within the thirty (30) day period, initiate reasonable steps to remedy such default and notify the Franchising Authority of the steps being taken and the projected date that they will be completed.

7.3 Public Hearing. In the event that the Grantee fails to respond to the notice described in Section 7.1 pursuant to the procedures set forth in Section 7.2, or in the event that the alleged default is not remedied within thirty (30) days or the date projected pursuant to 7.2 (C) above, if it intends to continue its investigation into the default, then the Franchising Authority shall schedule a public hearing. The Franchising Authority shall provide the Grantee at least ten (10) days prior written notice of such hearing, which specifies the time, place and purpose of such hearing, and provide Grantee the opportunity to be heard.

7.4 Enforcement. Subject to applicable federal and state law, in the event the Franchising Authority, after the hearing set forth in Section 7.3, determines that the Grantee is in default of any provision of the Franchise, the Franchising Authority may:

- A. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages; or
- B. Commence an action at law for monetary damages or seek other equitable relief; or
- C. In the case of a substantial default of a material provision of the Franchise, seek to revoke the Franchise in accordance with Section 7.5.

7.5 Revocation. Should the Franchising Authority seek to revoke the Franchise after following the procedures set forth in Section 7.1-7.4 above, the Franchising Authority shall give written notice to the Grantee of its intent. The notice shall set forth the exact nature of the noncompliance. The Grantee shall have ninety (90) days from such notice to object in writing and to state its reasons for such objection. In the event the Franchising Authority has not received a satisfactory response from the Grantee, it may then seek termination of the Franchise at a public hearing. The Franchising Authority shall cause to be served upon the Grantee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise.

At the designated hearing, Grantee shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel, to introduce relevant evidence, to require the production of evidence, to compel the relevant testimony of the officials, agents, employees or consultants of the Franchising Authority, to compel the testimony of other persons as permitted by law. A complete verbatim record and transcript shall be made of the hearing.

Following the hearing, the Franchising Authority shall determine whether or not the franchise shall be revoked. If the Franchising Authority determines that the Franchise shall be revoked, Grantee may appeal such determination to an appropriate court, which shall have the power to review the decision of the Franchising Authority *de novo*. Grantee shall be entitled to such relief as the court finds appropriate. Such appeal to the appropriate court must be taken within sixty (60) days of the issuance of the determination of the Franchising Authority.

The Franchising Authority may, at its sole discretion, take any lawful action which it deems appropriate to enforce the Franchising Authority's rights under the Franchise in lieu of revocation of the Franchise.

7.6 Force Majeure. The Grantee shall not be held in default under, or in noncompliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Grantee to anticipate and control. This provision includes work delays caused by waiting for utility providers to service or monitor their utility poles to which the Grantee's Cable System within the Service Area is attached, as well as unavailability of materials and/or qualified labor to perform the work necessary.

Furthermore, the parties hereby agree that it is not the Franchising Authority's intention to subject the Grantee to penalties, fines, forfeitures or revocation of the Franchise for violations of the Franchise where the violation was a good faith error that resulted in no or minimal negative impact on the Subscribers within the Service Area, or where strict performance would result in practical difficulties and hardship to the Grantee which outweigh the benefit to be derived by the Franchising Authority and/or Subscribers.

SECTION 8

Miscellaneous Provisions

8.1 Actions of Parties. In any action by the Franchising Authority or the Grantee that is mandated or permitted under the terms hereto such party shall act in a reasonable, expeditious, and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

8.2 Entire Document. This Ordinance constitutes the entire Franchise between the Grantee and the Franchising Authority. Amendments to the Franchise shall be mutually agreed to in writing by the parties.

8.3 Notice. Unless expressly otherwise agreed between the parties, every notice or response required by this Franchise to be served upon the Franchising Authority or the Grantee shall be in writing, and shall be deemed to have been duly given to the required party when placed in a properly sealed and correctly addressed envelope: a) upon receipt when hand delivered with receipt/acknowledgment, b) upon receipt when sent certified, registered mail, or c) within five (5) business days after having been posted in the regular mail.

The notices or responses to the Franchising Authority shall be addressed as follows:

City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

The notices or responses to the Grantee shall be addressed as follows:

Comcast of Oregon II, Inc.
Attention: Government Affairs
9605 SW Nimbus Avenue.
Beaverton, OR 97008

The Franchising Authority and the Grantee may designate such other address or addresses from time to time by giving notice to the other in the manner provided for in this Section 8.3.

8.4 Descriptive Headings. The captions to sections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

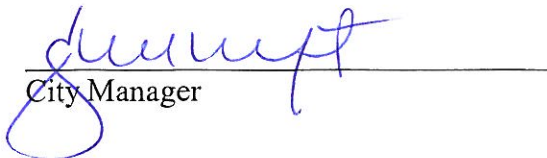
8.5 Severability. If any section, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise.

8.6 Effective Date. The effective date of this Franchise is MARCH 29, 2012, pursuant to the provisions of applicable law. This Franchise shall expire on March 29, 2022, unless extended by the mutual agreement of the parties, or rendered null and void pursuant to Section 8.7 hereof.

8.7 Acceptance. This Ordinance shall take effect thirty (30) days after its enactment by the City Council and approval by the Mayor, but shall become null and void unless within sixty (60) days after such enactment Grantee shall file with the City Manager, Grantee's acceptance of the terms, conditions and obligations to be complied with or performed by it hereunder.
Passed by Council and Approved by the Mayor this 28th day of February 2012.

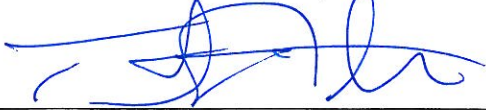

Mayor

ATTEST:


City Manager

Accepted this ____ day of _____, 2012 subject to applicable federal, state and local law.

COMCAST OF OREGON II, INC.



Timothy T. Nester
SVP - Finance and Accounting



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: October 22 nd , 2019	TITLE: Linn Interagency Narcotics Enforcement, Request Staff Out of State Travel for Conference	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: J. Lynn, Chief of Police	ATTACHMENTS: Training Request Form	
REVIEWED BY: R. Towry, City Manager	TOWARD COUNCIL GOAL: 2.3 Invest in long-term staff stability and training	
RELEVANT CODE/POLICY: N/A		

PURPOSE OF THIS MEMO:

Staff (Detective Cyndi Pichardo) seeks approval for out of state travel to attend the California Narcotics Officers Association (CNOA) annual conference in Reno, Nevada with the Linn Interagency Narcotics Team.

BACKGROUND/CONTEXT:

Members assigned to the Linn Interagency Narcotics Team will be attending the CNOA annual conference which will be held in Reno, Nevada November 21st through November 26th, 2019. The training is intended to expand the knowledge and investigative abilities of the Linn Interagency Narcotics Team.

The annual CNOA conference has widely been held as one of the best Narcotics trainings on the west coast. The training includes courses on Western States Information Network (WSIN) updates, Interdiction Practices, Asset Forfeiture, Overdose Homicides, Protecting Confidential Informants, Digital Evidence and Undercover Traffic Stops, to name a few.

The expenses associated with the training will be paid by the High Intensity Drug Trafficking Area (HIDTA). This will include travel costs, conference costs, lodging and per diem.

THE CHALLENGE/PROBLEM:

Should the City promote enhanced training opportunities for staff?

STAKEHOLDERS:

- City of Sweet Home Residents. Residents are the funding source for the Police Department and are therefore the typical funding source for this type of training. With HIDTA covering the cost of this training, Sweet Home Residents could see improved/enhanced investigations at no additional cost associated with the training of the Detective.

- Sweet Home Police Department. Training opportunities such as this are few and far between. The information and education received at this training would be beneficial to the entire Agency as it relates to drug investigations within our community.
- Linn Interagency Narcotics Enforcement Team. Large drug investigations centering around a drug trafficking organization take multiple investigators working together. Having a narcotics team with consistent training and experience can have an impact on the outcomes of the investigations.

ISSUES & FINANCIAL IMPACTS:

1. Police Department. No financial impact is expected related to the Police Department.
2. City of Sweet Home. The proposed out of state training would not cost in terms of money, but it would impact the Detective's productivity during that time frame.

OPTIONS:

1. Do Nothing. Would prevent City staff from attending the CNOA Annual Conference.
2. Make a Motion. Make a Motion to approve out of state travel for Cyndi Pichardo to attend the CNOA Annual Conference with the Linn Interagency Narcotics Enforcement Team.

RECOMMENDATION:

I recommend option #2, requesting City Council to "Make a Motion to approve out of state travel for Cyndi Pichardo to attend the CNOA Annual Conference with the Linn Interagency Narcotics Enforcement Team."

SWEET HOME POLICE DEPARTMENT
Training Request Form

Date: September 24, 2019

Employee Name: Cyndi Pichardo

Course Information-To be completed by Employee

Date Starts: 11-21-2019 Time: 0800 Date Ends: 11-26-2019 Time: 2300

Total Class Hours: 24 DPSST Certified: Yes ☒ No ☐ Unk ☐

Course Title: CNOA

Location: Reno NV

Reason for Training: Increase knowledge for new drug trends. CE, WSIN, Update, Interdiction, Leadership, Asset Forfeiture. OD Homicides, Courtroom Testifying. Protecting Confidential Information, UC Traffic Stops, Digital Evidence. CONFERENCE COST, LODGING, AND PER DIEM ALL PROVIDED BY HIDTA.

Training Costs-To be completed by Employee

Class Registration/Tuition:

Meals	Qty			
Breakfast:	<u>0</u>	x	\$10.00	= <u>0</u>
Lunch:	<u>0</u>	x	\$12.00	= <u>0</u>
Dinner:	<u>0</u>	x	\$18.00	= <u>0</u>

If Department Credit Card is Not Available, do you request Advanced Per Diem? Yes ☐ No ☒

Lodging
of Nights Needed x Nightly Rate(use \$125 if unknown)
x =

Total Cost of Training: 0

Make a copy of front and back of this form and submit original to your Supervisor along with class announcement/flyer.

Date Received by Supervisor: 9-24-19 Will Shift Coverage Require Overtime: Yes ☐ No ☒

Supervisor Comments: unique and valuable training opportunity

Recommend Approval: Yes ☒ No ☐ Supervisor: _____

Date Received by Chief: 9-24-19 Approved ☒ Denied ☐ Date Returned to Supervisor: _____

To Be Completed By Supervisor

☐ Approval/Denial Email Sent to Employee ☐ CC: shpd@ci.sweet-home.or.us ☐ Schedule Updated

Supervisor Initials: _____ Date: TBS

To Be Completed By Communication Commander or Chief

Class Registration Completed By: _____ Date: _____

☐ Confirmation to be emailed shpd@ci.sweet-home.or.us and will be forwarded to employee. TBS

Lodging Arrangements Completed By: _____ Date: _____

☐ Confirmation to be emailed shpd@ci.sweet-home.or.us and will be forwarded to employee. TBS

Is Credit Card Available? Yes ☐ No ☐

Advanced Per Diem Voucher Completed By: _____ Date: _____

Total Estimated Cost: 0

Actual Cost: 0



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: October 22, 2019	TITLE: Sankey Park Property Line Adjustment	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION
SUBMITTED BY: Angela Clegg, Assoc. Planner	ATTACHMENTS: PLA19-07 Application and Site Maps	<input checked="" type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager		<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SHMC 16.32 Property Line Adjustment	TOWARD COUNCIL GOAL: Aspiration II: Effective and efficient local government, Goal 2.1: Update and streamline processes	

PURPOSE OF THIS RCA:

Request for City Council to approve Sankey Park Property Line Adjustment.

BACKGROUND/CONTEXT:

Sankey Park is made up of eight separate legal parcels of record. Staff has found it difficult and confusing when permitting for development projects in the park. Some projects cross multiple lot lines. As the City moves forward with new grant funded development, this property line adjustment will simplify deliveries, site planning and permitting.

THE CHALLENGE/PROBLEM:

Due to the number of parcels that make up the park, references in site plans and permitting could get mislabeled. Reducing the number of parcels would improve and simplify all development and grant application processes.

STAKEHOLDERS:

- Sweet Home City Council. As the owner of the properties, the City of Sweet Home, through its elected representatives, the City Council, is responsible for any land use applications affecting the properties. In addition, the Council has set goals mandating that the City operate in a more efficient and effective manner.
- City of Sweet Home Staff. Staff will benefit from condensing the number of parcels in Sankey Park from 8 down to two, as it will simplify grant applications, site planning, deliveries, and permitting processes, as well as reduce the risk of mistakes in those processes.
- Contractors, Subcontractors and Inspectors. The work these individuals perform will be simplified by having fewer parcels to account for.
- City of Sweet Home Residents. Sweet Home residents deserve good parks, and to have their tax dollars well managed, both of which will be improved by combining the parcels that make up Sankey Park.

ISSUES & FINANCIAL IMPACTS:

1. City of Sweet Home – Combining eight tax lots into two tax lots will require filing recording documents with the county. We anticipate that the fees will be under \$200.

ELEMENTS OF A STABLE SOLUTION:

Combining the parcels would streamline and simplify the Sankey Park development process.

OPTIONS:

1. Do Nothing. Leave the park as eight parcels.
2. Approve and authorize the City Manager to sign Application PLA19-07 as presented.
3. Recommend a different configuration of property lines for Sankey Park. Staff would take these recommendations and revise the proposed property line adjustment map for review at a future Council meeting.

RECOMMENDATION:

Staff recommends option 2, Motion to approve and authorize the City Manager to sign Application PLA19-07 as presented. The property line adjustment would simplify and streamline future park improvement projects.



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Application for a Property Line Adjustment or a Property Line Adjustment / Replat

Date Received: 10.01.19
Date Complete: 10.11.19
File Number: 19-07 PLA
Application Fee \$: —
Receipt #: —

Applicant's Name:

The City of Sweet Home

Applicant's Address:

1140 12th Avenue, Sweet Home, OR 97386

Applicant's Phone and e-mail:

541-367-8113, aclegg@sweethomeor.gov

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Property A**Owner's Name:**

The City of Sweet Home

Owner's Address:

1140 12th Avenue, Sweet Home, OR 97386

Owner's Phone and e-mail:

541-367-8113, aclegg@sweethomeor.gov

Property Address:

877 and 809 14th Avenue, Sweet Home, OR 97386

Assessor's Map and Tax Lot:

13S01E31DA, Tax Lots 2000, 2100, 3302

Property Size Before:

2200: 105,090.55 SF, 2100: 151,577.61 SF
3302: 117,362.55 SF

Property Size After:

374,030.71 SF

Zoning Classification

2000: R-2, 2100: R-1, 3302: R-1 (CU18-06 Community Center)

Property B**Owner's Name:**

The City of Sweet Home

Owner's Address:

1140 12th Avenue, Sweet Home, OR 97386

Owner's Phone and email:

541-367-8113, aclegg@sweethomeor.gov

Property Address:

N/A

Assessor's Map and Tax Lot:

13S01E31DA, Tax Lots 2200, 2300, 2405, 2400, 2403

Property Size Before:

2200: 6,392.16 SF, 2300: 6,352.63 SF, 2405: 16,316 SF
2400: 47,456.75 SF, 2403: 96,675.74 SF

Property Size After:

173,193.28 SF

Zoning Classification:

R-1 (CU18-06 Community Center)

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:

W. C. Fairbanks For City of Sweet Home

Date:

10/9/2019

Property Owner's Signature:

Date:

Property Owner's Signature:

Date:

Property Owner's Signature:

Date:

Property Owner's Signature:

Date:

SHMC 16.32.030 APPLICATION REQUIREMENTS

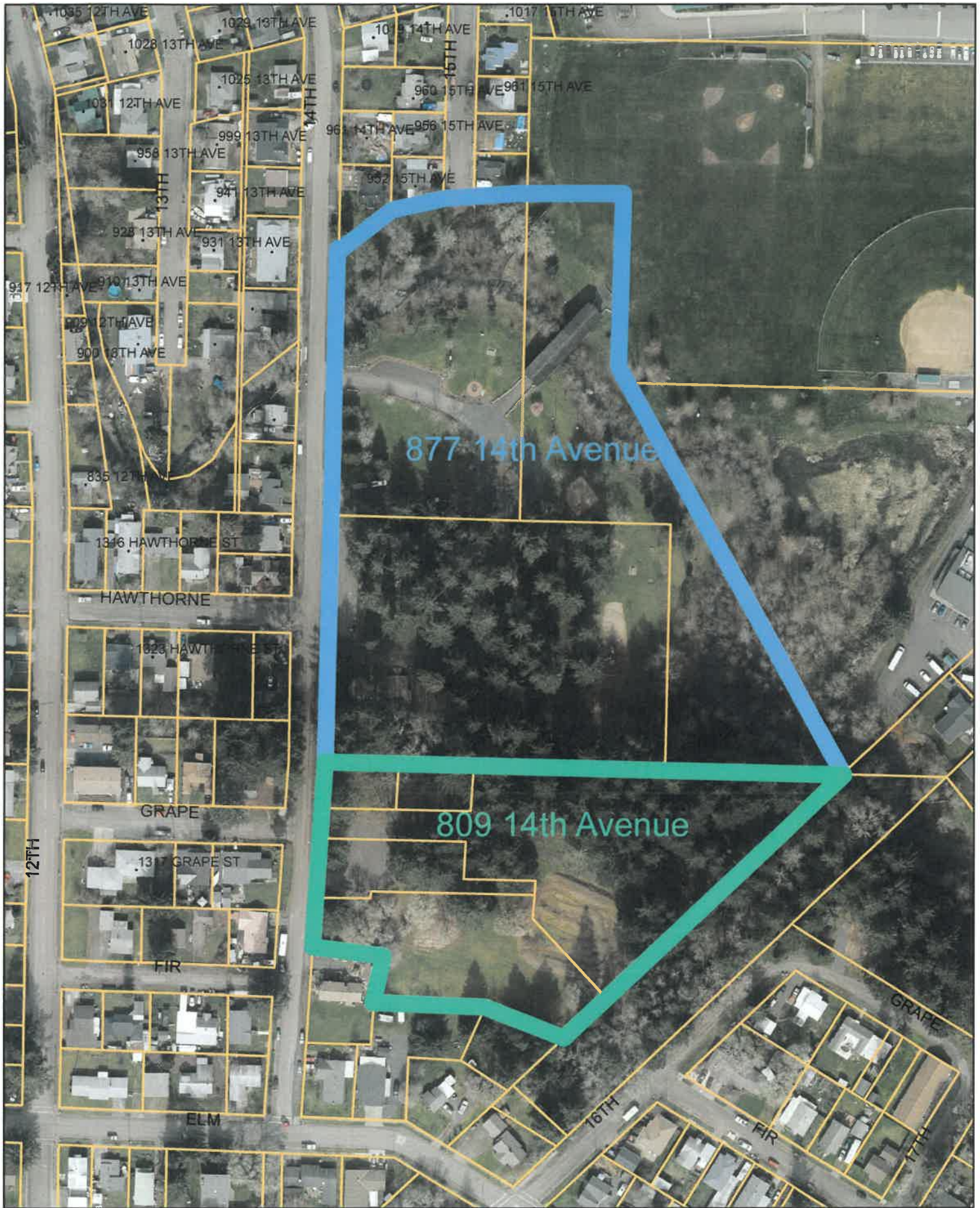
An application for a property line adjustment must meet the submittal requirements and the decision criteria noted below.

- _____ 1. An application for a property line adjustment shall be signed by all property owners involved in the proposed adjustment, and a map showing the following details shall be submitted:
- _____ a. The scale, north arrow and date of the map.
 - _____ b. The Linn County Tax Map and Tax Lot number identifying each parcel involved in the adjustment
 - _____ c. The location, width and purpose of any existing or proposed easements.
 - _____ d. Existing and proposed driveway accesses to a public right-of-way.
 - _____ e. The current and proposed property lines for each subject property.
 - _____ f. The existing and proposed dimensions of each property and the lot area of each property.
 - _____ g. All existing structures on the properties.
 - _____ h. Existing and proposed utility services and stub locations, including the following:
 - _____ 1. Water
 - _____ 2. Sanitary sewer
 - _____ 3. Storm and surface water drainage
 - _____ 4. Power
 - _____ 5. Gas
 - _____ 6. Telephone
 - _____ 7. Cable
 - _____ 8. Other utilities
- _____ 2. Adjacent public right-of-ways, including the width of each.
- _____ 3. The legal description for each subject property involved in the adjustment describing their new boundaries.

SHMC 16.32.020 PROPERTY LINE ADJUSTMENT CRITERIA.

The City Planner will approve, approve with conditions, or deny the request for a property line adjustment based on the following criteria:

- _____ A. The property line adjustment does not create a new lot or a land-locked parcel.
- _____ B. The adjusted properties are not reduced below the minimum standards of the zoning district and do not otherwise violate standards of this title or Title 17 or any applicable building code.
- _____ C. The adjusted properties do not encroach into required yard setbacks, existing buildings or easements.
- _____ D. The adjusted properties comply with any previous requirements or conditions imposed on the property in previous land use decisions or permitting processes.
- _____ E. A property line adjustment within a subdivision or partition plat will conform to O.R.S. 92.190.
- _____ F. Lot line adjustments shall be surveyed and monumented as required by O.R.S. Chapter 92.

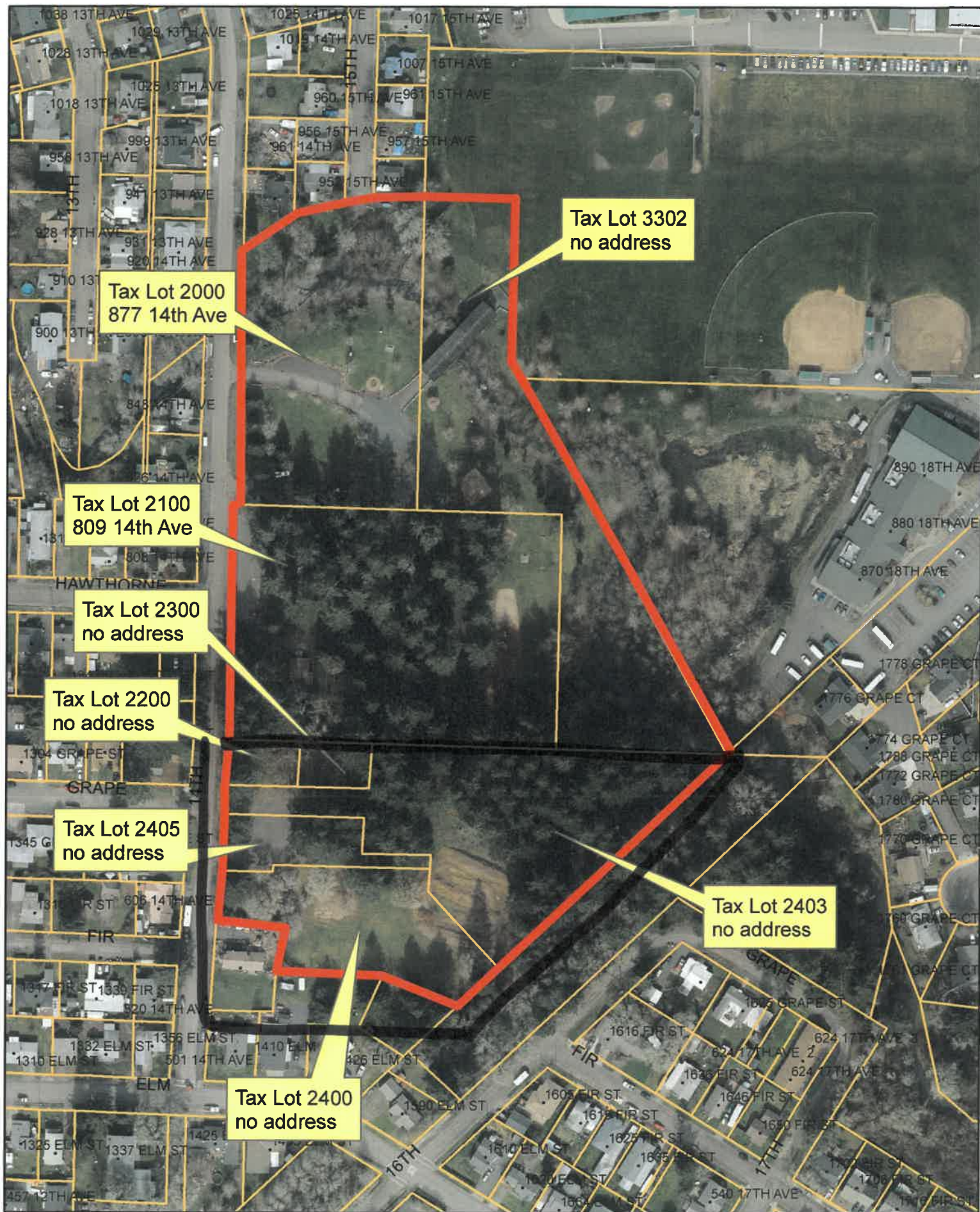


1 inch = 164 feet

Sankey Park Proposed Property Line Adjustment

Date: 8/7/2018

W-22-19 City Council Packet pg 110



1 inch = 172 feet

Sankey Park Tax Lot Map

Date: 8/7/2018
10-22-19 City Council Packet pg 111

ORDINANCE BILL NO. 5 FOR 2019

ORDINANCE NO. 1278

AN ORDINANCE AMENDING THE UNNECESSARY NOISE SECTION OF THE
SWEET HOME MUNICIPAL CODE

The City of Sweet Home does ordain as follows:

Section 1. SHMC 9.20.020 A. is amended to read as follows:

A. No person shall make, assist in making or permit any loud, disturbing or unnecessary noise which either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of another person.

PASSED by the Council and approved by the Mayor this 22nd day of October, 2019.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

MEMORANDUM

TO: City Council
FROM: Robert Snyder, City Attorney
DATE: October 22, 2019
SUBJECT: Urinating or Defecating in Public Places



In reviewing the proposed ordinance before the third reading, I changed the SHMC reference from 9.24.050 to 9.24.035 because there is a provision of [SHMC 9.04.020 Offenses Against Public Peace](#), that sets forth violations in [Title 9 Public Peace, Morals and Welfare](#) through [9.24.040 Offenses Against Property](#) and to have the words correspond without another change in [SHMC 9.04.020 Offenses Against Public Peace](#) this placement in the Chapter will capture the intent of [SHMC 9.04.020 Offenses Against Public Peace](#).

ORDINANCE BILL NO. 6 FOR 2019

ORDINANCE NO. 1279

AN ORDINANCE RELATING TO URINATING OR DEFECATING IN PUBLIC PLACES

WHEREAS, the City of Sweet Home wishes to promote clean and sanitary public areas and provide for the general good health of the public;

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. SHMC 9.24.035 titled URINATING OR DEFECATING IN PUBLIC PLACES is created to read as follows:

It shall be unlawful for any person to intentionally or recklessly urinate or defecate in any public place except a restroom or toilet facility maintained for such purposes.

Section 2. Violation of this section constitutes a violation and may be prosecuted under the provisions of SHMC Chapter 9.36.

PASSED by the Council and approved by the Mayor this 22nd day of October, 2019.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



LEGISLATIVE COMMITTEE

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97396
541-367-5128
Fax 541-367-5113
www.sweethomeor.gov

HB 2496: Green Energy Technology. Effective Date: September 29, 2019. This bill modifies current state law that requires public contracting agencies, including cities, to reserve 1.5 percent of the total contract price for certain public building projects to incorporate green energy technology as part of the project. The bill increases the project threshold for required compliance from \$1 million to \$5 million. HB 2496 also allows the 1.5 percent funds to be used for battery storage or for passive solar energy efficiency that reduces energy use from other sources by at least ten percent.

HB 3030: Allows professional licensing board to issue nonrenewable temporary authorization to spouse of member of Armed Forces of United States stationed in Oregon to provide occupational or professional service, if person meets all four of the following criteria: is spouse of U.S. Armed Forces member stationed in Oregon, holds current authorization issued by another state, provides board sufficient proof that person is in good standing without-of-state licensing board, and has demonstrated competency. Directs board to revoke temporary authorization when spouse completes term of military service in Oregon or when out-of-state authorization expires. Begins Jan 1, 2020. (May have entrepreneurial benefits in Sweet Home.)

HB 2306: Substantial Completion Building Permit (Effective Date: January 1, 2020). Prevents a city from denying a building permit on the basis that the supporting infrastructure is not completed in a subdivision. If a residential subdivision is built, the city must have a process to allow the builder to seek building permits upon "substantial completion" of the infrastructure required as a condition of development. Substantial completion is defined as a completed water system, fire hydrant system, sewer system, storm water drainage, curbs, demarcation of streets so emergencies responders can navigate, and roads to the condition they can be accessible to emergency vehicles. The developer must also provide a financial guarantee, like a bond, for the incomplete work. A city may decline to issue the certificate of occupancy if all conditions for development are not met.

HB 2896: Supporting Preservation and Affordability of Manufactured Dwelling Park. Manufactured homes are a source of affordable housing. From 2001-2015, 104 manufactured home parks closed, displacing approximately 6,800 individuals and 4,000 spaces. This bill establishes a loan program to support the preservation of mobile home parks.



Finance Department

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – September 2019

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of **September 2019**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of September 2019, 206 checks were printed totaling \$978,705.24. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
89684	Sweet Home Chamber of Commerce	Agreement for operations	\$5,000.00
89718	Oregon Dept. of Environmental Quality	Sewer I&I loan payment	\$259,782.00
89725	Senior Citizens of Sweet Home	Public Transit Grant (City acts as passthrough)	\$13,252.00
89740	Deere & Company, Inc.	Budgeted mower	\$11,994.78
89758	MPH Industries, Inc.	Radar speed signs	\$23,046.00
89764	Oregon Cascades West COG	Planning services (April – June 2019)	\$18,151.80
89825	League of Oregon Cities	LOC membership dues 2020	\$6,933.28

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

For the month of September 2019, the city processed 27 passports and took 16 passport pictures.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of September 2019, 70 lien searches were completed.

Utility Billing:

Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of September 2019, the city processed 232 service requests and saw 9 new customers open accounts in Sweet Home. In total, 45 accounts were opened and 50 were closed. The city processed 3,293 utility billing statements and 1,261 past due notices. **63 accounts were turned off for non-payment on September 11, 2019.**

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 10/16/2019 - 12:40PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89663	9/4/2019	911 SUPPLY		AP		2,182.45
89664	9/4/2019	Amazon Capital Services, Inc.		AP		2,019.90
89665	9/4/2019	AT&T Mobility/First Net		AP		163.63
89666	9/4/2019	BLACKSTONE PUBLISHING		AP		34.95
89667	9/4/2019	BUCKMASTER PRO PLUMBING & I		AP		109.00
89668	9/4/2019	BULLARD LAW		AP		1,191.50
89669	9/4/2019	BULLFROG ENTERPRISES		AP		203.19
89670	9/4/2019	CENTURYLINK		AP		72.33
89671	9/4/2019	COMCAST		AP		166.86
89672	9/4/2019	Dave Ego		AP		100.00
89673	9/4/2019	FASTENAL COMPANY		AP		439.43
89674	9/4/2019	ADAM HUMMER		AP		17.49
89675	9/4/2019	JUNIOR LIBRARY GUILD		AP		269.75
89676	9/4/2019	LINN COUNTY CLERK		AP		10.00
89677	9/4/2019	LINN COUNTY RECORDER		AP		95.00
89678	9/4/2019	National Testing Network		AP		500.00
89679	9/4/2019	NORTHWEST NATURAL		AP		99.35
89680	9/4/2019	OFFICE DEPOT		AP		67.31
89681	9/4/2019	STAPLES ADVANTAGE		AP		528.45
89682	9/4/2019	Sunset Electric, Inc.		AP		45.00
89683	9/4/2019	SUNSHINE INDUSTRIES UNLIMITE		AP		1,300.00
89684	9/4/2019	SWEET HOME CHAMBER OF COMI		AP		5,000.00
89685	9/4/2019	SYNCB/AMAZON		AP		2,070.83
89686	9/4/2019	TCMS, INC.		AP		2,822.50
89687	9/4/2019	Tell & Sell		AP		125.77
89688	9/4/2019	THYSSENKRUPP ELEVATOR CORP.		AP		528.03
89689	9/4/2019	TWGW, INC. NAPA AUTO PARTS		AP		39.48
0	9/5/2019	Vantagepoint Trf. Agents 108524/10904		AP		27,115.34
0	9/5/2019	OREGON PAYROLL TAXES		AP		21,088.74
0	9/5/2019	HSA - PAYROLL DEDUCTIONS		AP		750.00
0	9/5/2019	PERS		AP		15,584.19
0	9/5/2019	FICA PAYROLL TAXES		AP		37,517.36
0	9/5/2019	AFLAC		AP		894.14
0	9/5/2019	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	9/5/2019	STANDARD INS. CO.		AP		4,214.30
0	9/5/2019	FEDERAL PAYROLL TAXES		AP		27,821.76
0	9/5/2019	NATIONWIDE-PAYROLL DEDUCTI		AP		850.00
0	9/5/2019	ASI-PAYROLL DEDUCTIONS		AP		141.27
0	9/5/2019	EBS TRUST		AP		82,923.17
0	9/5/2019	MEDICARE		AP		8,931.48
0	9/5/2019	Vantagepoint Trf. Agents 705507		AP		508.33
0	9/5/2019	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	9/5/2019	SWEET HOME COMMUNITY FOUN		AP		224.13
0	9/5/2019	Vantagepoint Trf. Agents 300619		AP		3,040.00
0	9/5/2019	SWEET HOME POLICE EMPLOYEE		AP		1,360.00
89690	9/5/2019	OREGON AFSCME COUNCIL 75		AP		917.10

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89691	9/5/2019	STEELHEAD STRENGTH & FITNES		AP		652.80
89692	9/5/2019	UNITED WAY		AP		50.00
89693	9/9/2019	ACCELA, INC. #774375		AP		1,638.00
89694	9/9/2019	Albany/Corvallis Lock & Key Service		AP		237.00
89695	9/9/2019	ALBERTSONS / SAFEWAY		AP		4.29
89696	9/9/2019	ALSCO		AP		257.32
89697	9/9/2019	Amazon Capital Services, Inc.		AP		341.45
89698	9/9/2019	BI-MART CORPORATION		AP		39.44
89699	9/9/2019	BUCK'S SANITARY SERVICE, INC.		AP		145.00
89700	9/9/2019	John Camelia		AP		120.00
89701	9/9/2019	CENTURYLINK		AP		1,470.64
89702	9/9/2019	CHARLES CHRISTENSEN		AP		57.17
89703	9/9/2019	COMCAST		AP		86.90
89704	9/9/2019	DAN DEE SALES		AP		179.00
89705	9/9/2019	DEMCO		AP		308.51
89706	9/9/2019	HOY'S TRUE VALUE		AP		946.05
89707	9/9/2019	Les Schwab Tire Centers of Portland, In		AP		321.71
89708	9/9/2019	Linn County Road Department		AP		35.00
89709	9/9/2019	MAILFINANCE		AP		675.81
89710	9/9/2019	RODNEY MILES		AP		67.00
89711	9/9/2019	MOONLIGHT BPO, INC.		AP		2,294.47
89712	9/9/2019	NATIONAL PHOTOCOPY CORPORA		AP		21.77
89713	9/9/2019	NET ASSETS		AP		448.00
89714	9/9/2019	NEW ERA		AP		755.52
89715	9/9/2019	NORTHWEST NATURAL		AP		168.26
89716	9/9/2019	O & M POINT S TIRE & AUTO SERV		AP		324.50
89717	9/9/2019	OFFICE DEPOT		AP		516.46
89718	9/9/2019	OREGON DEPT OF ENVIRONMENT		AP		259,782.00
89719	9/9/2019	O'REILLY AUTOMOTIVE, INC.		AP		20.63
89720	9/9/2019	PACIFIC OFFICE AUTOMATION		AP		216.63
89721	9/9/2019	PETROCARD		AP		3,129.16
89722	9/9/2019	Pointe Pest Control-OR, LLC		AP		300.00
89723	9/9/2019	SAIF CORPORATION		AP		75.00
89724	9/9/2019	SANTIAM DISCOUNT VARIETY		AP		10.00
89725	9/9/2019	SENIOR CITIZENS OF SWEET HOM		AP		13,252.00
89726	9/9/2019	STAPLES ADVANTAGE		AP		981.30
89727	9/9/2019	Mackenzie Swanson		AP		5.00
89728	9/9/2019	WELLS FARGO VENDOR FIN SERV		AP		157.93
89729	9/12/2019	AHA CONSULTING, INC.		AP		3,100.00
89730	9/12/2019	Amazon Capital Services, Inc.		AP		622.91
89731	9/12/2019	ARAMARK UNIFORM SERVICES		AP		147.69
89732	9/12/2019	BACKFLOW MANAGEMENT, INC.		AP		110.00
89733	9/12/2019	BENTLEY SYSTEMS, INC.		AP		212.75
89734	9/12/2019	Cascade Timber Consulting, Inc.		AP		24.00
89735	9/12/2019	CH2M OMI, Inc.		AP		265,317.51
89736	9/12/2019	CNA SURETY		AP		100.00
89737	9/12/2019	COMCAST BUSINESS		AP		173.19
89738	9/12/2019	Correct Equipment, Inc.		AP		6,766.60
89739	9/12/2019	DAN DEE SALES		AP		414.95
89740	9/12/2019	Deere & Company, Inc.		AP		11,994.78
89741	9/12/2019	DMV - Driver and Motor Vehicle Serv		AP		3.00
89742	9/12/2019	Edge Analytical, Inc.		AP		385.00
89743	9/12/2019	FASTENAL COMPANY		AP		69.48
89744	9/12/2019	FERGUSON WATERWORKS #3011 A		AP		2,238.66
89745	9/12/2019	Girls' World		AP		34.94
89746	9/12/2019	Grainger, Inc.		AP		93.70

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89747	9/12/2019	JOE GRAYBILL		AP		26.91
89748	9/12/2019	H & H MACHINE, LLC		AP		187.00
89749	9/12/2019	HOY'S TRUE VALUE		AP		316.71
89750	9/12/2019	Danley P. Hutchins		AP		35.00
89751	9/12/2019	INGRAM LIBRARY SERVICES		AP		583.24
89752	9/12/2019	Ivers Law Office LLC		AP		300.00
89753	9/12/2019	LANE FOREST PRODUCTS		AP		1,273.00
89754	9/12/2019	Les and Bobs Sports and Apparel, Inc.		AP		154.00
89755	9/12/2019	LIBERTY ROCK PRODUCTS, INC.		AP		1,283.97
89756	9/12/2019	LINN BENTON TRACTOR CO.		AP		90.57
89757	9/12/2019	LINN COUNTY RECORDER		AP		95.00
89758	9/12/2019	MPH INDUSTRIES, INC.		AP		23,046.00
89759	9/12/2019	NATIONAL PHOTOCOPY CORPORA		AP		780.10
89760	9/12/2019	NEW ERA		AP		38.00
89761	9/12/2019	NORTHWEST NATURAL		AP		4.04
89762	9/12/2019	OFFICE DEPOT		AP		90.52
89763	9/12/2019	ONE CALL CONCEPTS		AP		66.00
89764	9/12/2019	OREGON CASCADES WEST COG		AP		18,151.80
89765	9/12/2019	O'REILLY AUTOMOTIVE, INC.		AP		15.98
89766	9/12/2019	OWEN EQUIPMENT COMPANY, INC		AP		275.96
89767	9/12/2019	RENEWABLE RESOURCE GROUP, I		AP		84.00
89768	9/12/2019	Barbara Rice		AP		100.00
89769	9/12/2019	SAIF CORPORATION		AP		2,726.11
89770	9/12/2019	SIERRA SPRINGS		AP		105.95
89771	9/12/2019	SOUTH FORK TRADING CO., INC.		AP		7.90
89772	9/12/2019	GREG SPRINGMAN		AP		19.40
89773	9/12/2019	STAPLES ADVANTAGE		AP		266.46
89774	9/12/2019	Stepper Consulting, Inc.		AP		13,380.29
89775	9/12/2019	Alan Stutz		AP		65.00
89776	9/12/2019	SUNBELT RENTALS, INC.		AP		454.50
89777	9/12/2019	SWEET HOME ROTARY		AP		250.00
89778	9/12/2019	MICHAEL TOPLIFF		AP		64.95
89779	9/12/2019	TWGW, INC. NAPA AUTO PARTS		AP		395.16
89780	9/12/2019	VERIZON WIRELESS		AP		565.62
89781	9/12/2019	WALKER HEATING & AC, INC.		AP		140.00
89782	9/12/2019	WILBUR-ELLIS COMPANY LLC		AP		438.00
89783	9/12/2019	WILCO		AP		159.99
89784	9/12/2019	Z & L ENTERPRISES, LLC		AP		76.18
89785	9/16/2019	JULIE FISHER		AP		188.23
89786	9/25/2019	ALBERTSONS / SAFEWAY		AP		201.88
89787	9/25/2019	Amazon Capital Services, Inc.		AP		205.93
89788	9/25/2019	ELIJAH R. L. BROWN		AP		330.00
89789	9/25/2019	COMCAST		AP		726.03
89790	9/25/2019	COMCAST BUSINESS		AP		867.79
89791	9/25/2019	DAN DEE SALES		AP		25.00
89792	9/25/2019	MITCHELLE HAMLIN		AP		38.65
89793	9/25/2019	HOME DEPOT CREDIT SERVICES		AP		452.46
89794	9/25/2019	HOY'S TRUE VALUE		AP		55.00
89795	9/25/2019	LEAGUE OF OREGON CITIES		AP		510.00
89796	9/25/2019	DANNY AND PATRICIA LINDSEY		AP		48.44
89797	9/25/2019	LINN COUNTY RECORDER		AP		95.00
89798	9/25/2019	NATIONAL PHOTOCOPY CORPORA		AP		886.50
89799	9/25/2019	JAMIE PATTON		AP		16.36
89800	9/25/2019	PROFESSIONAL SECURITY ALARM		AP		2,325.00
89801	9/25/2019	KARLA RILEY		AP		42.26
89802	9/25/2019	RAI'S FULL SERVICE SALON		AP		40.21

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89803	9/25/2019	THE BUILDING DEPARTMENT, LLC		AP		5,269.61
89804	9/25/2019	ATEI		AP		1,250.00
0	9/30/2019	ALEXANDRA MCDONALD		AP		36.00
89805	9/30/2019	911 SUPPLY		AP		2,085.97
89806	9/30/2019	Amazon Capital Services, Inc.		AP		109.95
89807	9/30/2019	Andrea Gale McClintock		AP		800.00
89808	9/30/2019	ARCHIVESOCIAL		AP		2,388.00
89809	9/30/2019	Brewer's Grade Entertainment Group, L		AP		1,250.00
89810	9/30/2019	BUCKMASTER PRO PLUMBING & I		AP		111.00
89811	9/30/2019	Gay Byers		AP		10.00
89812	9/30/2019	Canon Financial Services, Inc.		AP		458.71
89813	9/30/2019	CARSON OIL COMPANY, INC.		AP		320.02
89814	9/30/2019	CENTER POINT LARGE PRINT		AP		175.56
89815	9/30/2019	CENTURYLINK		AP		1,083.09
89816	9/30/2019	COMCAST BUSINESS		AP		3,135.20
89817	9/30/2019	RYAN CUMMINGS		AP		34.05
89818	9/30/2019	DBS Health Information		AP		7.50
89819	9/30/2019	EMPOWER DIGITAL SOLUTIONS, II		AP		1,200.00
89820	9/30/2019	ESRI, INC.		AP		5,857.88
89821	9/30/2019	FFA Architecture and Interiors, Inc.		AP		10,778.93
89822	9/30/2019	GATEWAY IMPRINTS, INC.		AP		540.66
89823	9/30/2019	David Hickcox		AP		88.00
89824	9/30/2019	LaDonna Chafin		AP		800.00
89825	9/30/2019	LEAGUE OF OREGON CITIES		AP		6,933.28
89826	9/30/2019	Library Ideas, LLC		AP		689.10
89827	9/30/2019	LINN COUNTY RECORDER		AP		95.00
89828	9/30/2019	Keenan Martin		AP		24.00
89829	9/30/2019	CHAYHOWA MCELHINNY		AP		35.00
89830	9/30/2019	METEREADERS, LLC		AP		3,921.12
89831	9/30/2019	MOONLIGHT BPO, INC.		AP		930.80
89832	9/30/2019	NEW ERA		AP		1,294.00
89833	9/30/2019	NORTHWEST NATURAL		AP		330.87
89834	9/30/2019	O & M POINT S TIRE & AUTO SERV		AP		15.50
89835	9/30/2019	OFFICE DEPOT		AP		55.41
89836	9/30/2019	OREGON PERMIT TECHNICIANS A		AP		450.00
89837	9/30/2019	CYNTHIA PICHARDO		AP		24.00
89838	9/30/2019	Police Training Consultants, LLC		AP		400.00
89839	9/30/2019	PRAETORIAN GROUP, INC.		AP		2,024.00
89840	9/30/2019	Rio Theatre, LLC		AP		2,098.51
89841	9/30/2019	KEITH ROHRBOUGH		AP		925.00
89842	9/30/2019	Sunset Electric, Inc.		AP		85.00
89843	9/30/2019	SWEET HOME ELKS LODGE #1972		AP		262.50
89844	9/30/2019	SYNCB/AMAZON		AP		1,504.18
89845	9/30/2019	Thistledown Farm		AP		250.00
89846	9/30/2019	TRAFFIC SAFETY SUPPLY CO., INC		AP		1,695.15
89847	9/30/2019	KITSEY TREWIN		AP		1,313.00
89848	9/30/2019	TYLER TECHNOLOGIES, INC.		AP		3,671.25
89849	9/30/2019	WELLS FARGO FINANCIAL LEASIN		AP		1,468.00
Total Check Count:						206



	09/30/2019	09/30/2018	
Call Volume:	2019-06559	2018-07373	-11.04%
CAD Calls:	13686	13886	-1.44%
ONIBR Person Crimes	142	123	15.45%
ONIBR Person Crimes Cleared:	92	83	64.79%
ONIBR Property Crimes:	318	539	-41.00%
ONIBR Property Crimes Cleared:	89	195	27.98%

Trends:

The City has acquired six (6) Portable Radar Speed Signs that are moveable and that can be relocated as needs arise. The intent has been to use the Radar Speed Signs to gather traffic information such as speed and volume of traffic in specific areas. Data collection can play a significant role in determining the validity of the traffic speed concerns and our Department's response. Because of our limited resources, identifying the problem areas in the community will allow us to focus our enforcement efforts. Two signs have been in place and gathering data. One of which was placed on the 4400 block of Airport Road during the first part of September. This location was chosen because of specific traffic speed concerns from a resident in the area. Attached are a pie chart and a graph depicting the data that was collected by the Radar Speed Sign. Both list the same information in different formats.

During the time period of September 4 through October 6, 2019, the total number of vehicles recorded was 21,896. 83% of the vehicles were traveling at or below the speed limit of 35 mph. Another 12% of the vehicles were traveling between 36-40 mph. Based on the data collected from the radar signs, 95% of the vehicles are traveling within 5 mph of the posted speed.

The data associated with the vehicles traveling in excess of 5 mph of the speed limit was analyzed further. We attempted to find common days or times associated with these speeding vehicles. We were able to determine five time frames where there were clusters of speeding vehicles. These time frames ranged from 15 – 30 minutes. On October 1st we began assigning officers to this area during those time periods for traffic enforcement. During these times, 3 traffic stops were conducted which resulted in 1 citation for speed (55 mph in the 35 mph zone).

The data gathered by the Radar Speed Signs has prove extremely valuable in determining our Department's response to this specific concern on Airport Road.

The City is still working with ODOT and the Speed Sign Vendor to install them along Highway 20. As soon as they are installed, a similar approach will be taken to gather the data and determine the extent of the speed problem in our Downtown corridor.

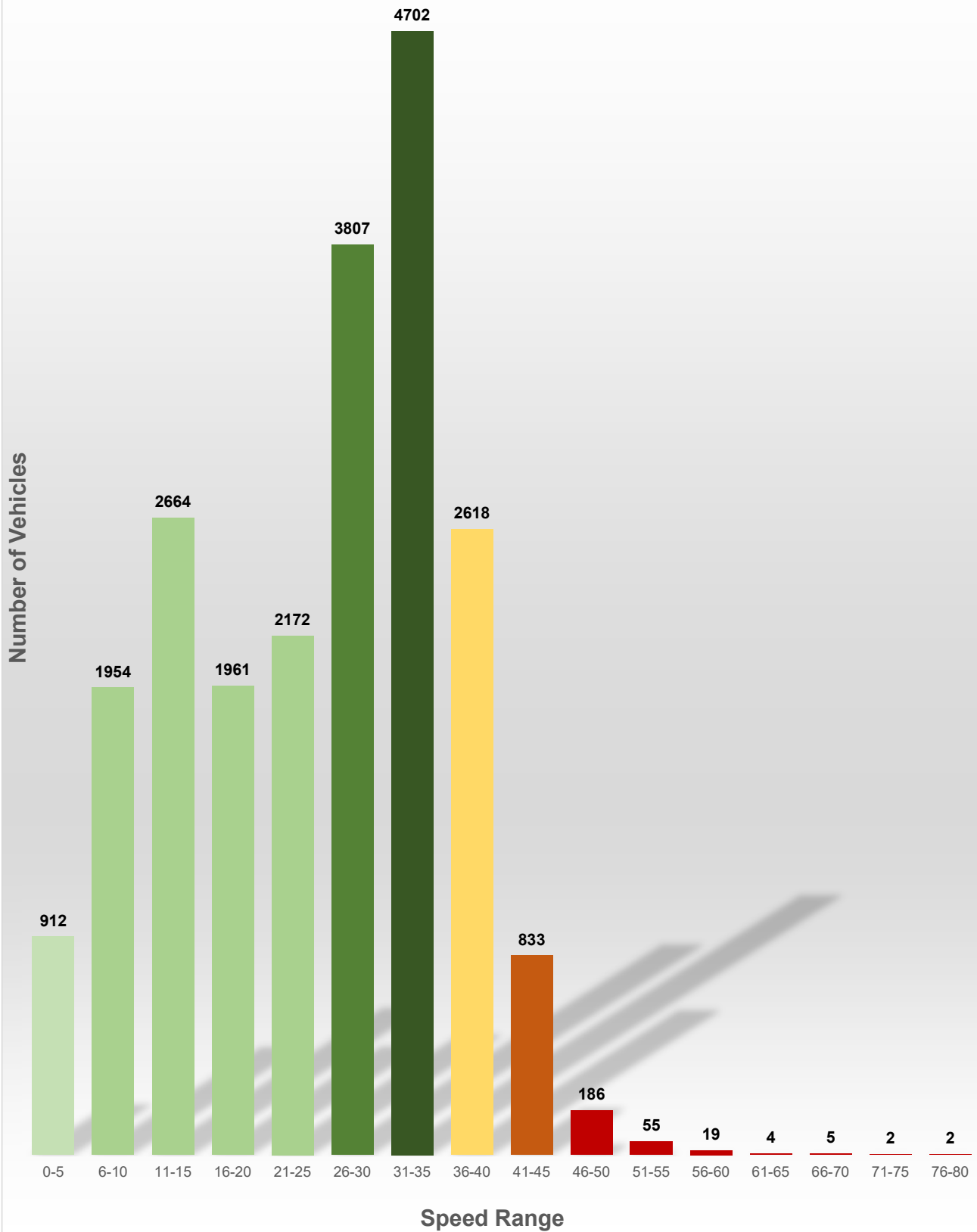
Person Crimes are defined as:

	September 2019	September 2018
Assault	3	1
Child Neglect	0	0
Criminal Homicide	0	0
Custodial Interference	0	0
Elder Abuse	0	0
Forcible Rape	0	1
Harassment	6	3
Kidnapping	0	0
Menacing	2	0
Other Sex Offense	1	0
Violation Stalking Order	2	0
Violation Restraining Order	6	1

Property Crimes are defined as:

	September 2019	September 2018
Arson	0	0
Burglary	3	3
Criminal Mischief	5	12
Forgery	1	1
Fraud	4	4
Motor Vehicle Theft	2	2
Recovered Stolen	0	0
Robbery	0	0
Theft	22	32

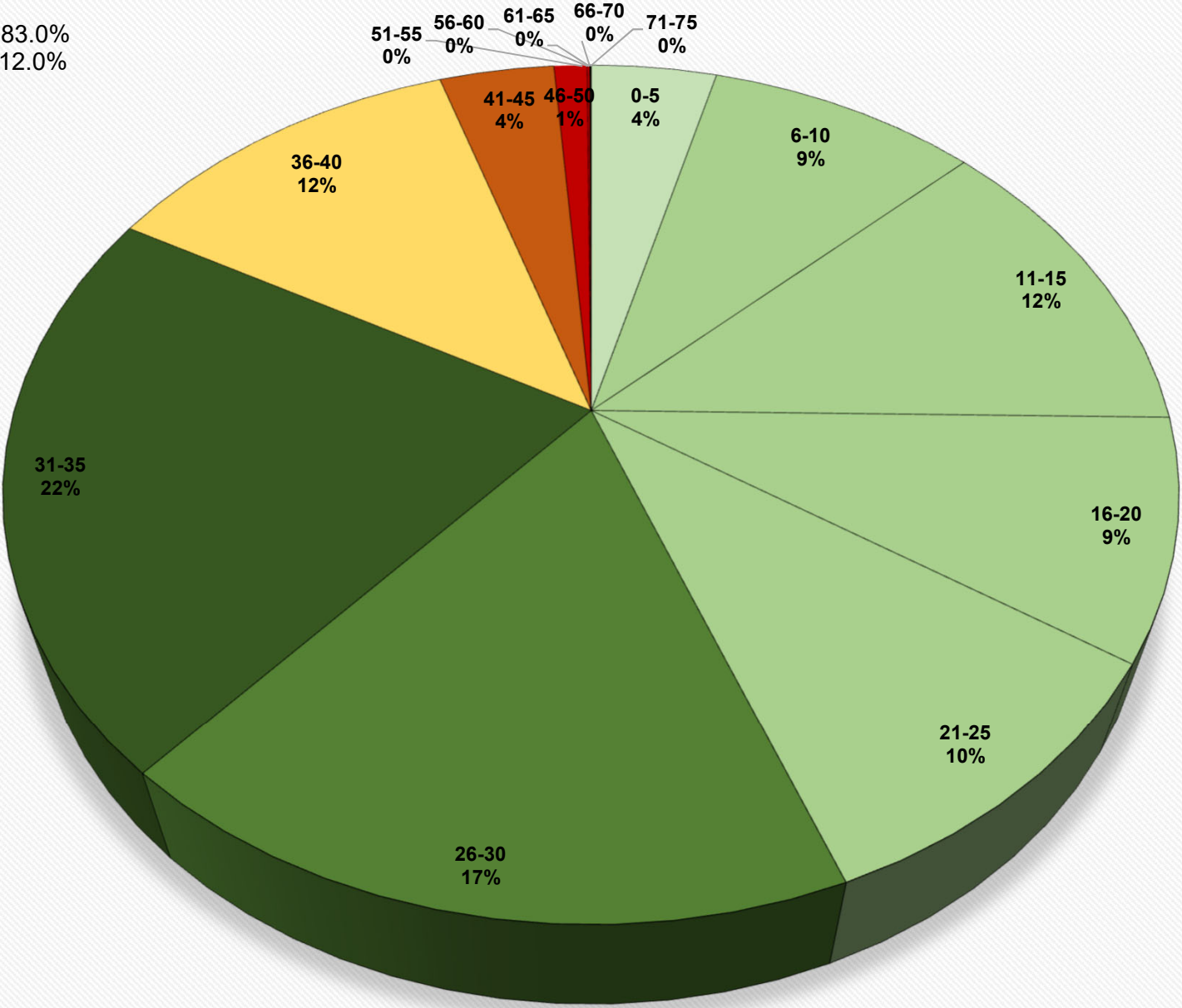
Airport Road Radar Data
09/04/19 - 10/06/19
Speed Limit 35



Percentage of Total Vehicles in Speed Ranges

Total Vehicles: 21,896

Speed 0-35: 83.0%
36-40: 12.0%



0-5 6-10 11-15 16-20 21-25 26-30 31-35 36-40 41-45 46-50 51-55 56-60 61-65 66-70 71-75



October 8, 2019

Greg Springman
City of Sweet Home
3225 Main Street
Sweet Home OR 97386

Dear Greg,

On behalf of our member cities, all of us at the League of Oregon Cities (LOC) would like to thank you for presenting at our 94th Annual LOC Conference in Bend.

With your participation, including the breakout session you participated in, "Infrastructure quick-fires," the LOC provided an outstanding training and networking event for over 650 city representatives from communities across Oregon.

As always, it's a pleasure working with you and we hope that you will join us again for the 95th Annual LOC Conference in Salem.

Best regards,

A handwritten signature in black ink, appearing to read "Mike Cully", with a horizontal line extending to the right.

Mike Cully
LOC Executive Director
(503) 588-6550



October 8, 2019

Ray Towry
City of Sweet Home
3225 Main Street
Sweet Home OR 97386

Dear Ray,

On behalf of our member cities, all of us at the League of Oregon Cities (LOC) would like to thank you for presenting at our 94th Annual LOC Conference in Bend.

With your participation, including the breakout session you participated in, "Infrastructure quick-fires," the LOC provided an outstanding training and networking event for over 650 city representatives from communities across Oregon.

As always, it's a pleasure working with you and we hope that you will join us again for the 95th Annual LOC Conference in Salem.

Best regards,

A handwritten signature in black ink, appearing to read "Mike Cully", with a long horizontal line extending to the right.

Mike Cully
LOC Executive Director
(503) 588-6550



October 3, 2019

Ray Towry
City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

Re: Xfinity TV Channel Updates

Dear Ray,

We are committed to keeping you and our customers informed with Xfinity TV changes and enhancements. Below we share details regarding new programming that we are launching and the drop of a channel from our line-up.

New Channel Effective October 29, 2019

For our customers who subscribe to the Xfinity Latino package, on October 29 we will begin offering a new Spanish-language channel, Kanal D Drama. Kanal D Drama is a Spanish-language network featuring telenovelas and series. We are communicating this change to our affected customers through a bill message.

Loss of Channel Effective December 5, 2019

We also wanted to inform you that MVStv will be dropped from Xfinity Latino on December 5. We are communicating this change to our affected customers through a bill message.

We are excited about the addition to our robust entertainment offerings and for the opportunity to continue enhancing our Xfinity TV product. Please feel free to contact me at (503) 605-6015 if you have any questions.

Sincerely,

Kirk Nord
Director, Government & Regulatory Affairs
Oregon/SW Washington Region