



SWEET HOME CITY COUNCIL  
SPECIAL MEETING AGENDA  
WORK SESSION

November 29, 2016  
6:00 p.m. – City Hall Annex

1. Call to Order
2. Roll Call:

Councilor Gerson	Councilor Mahler
Councilor Goble	Councilor Trask
Councilor Goodwin	Councilor Underwood
Mayor Gourley	
3. Agenda Items/ Topics:
  1. Marijuana Regulations (p. 1-6)
  2. Recommended Job Credit Incentive Program Follow-up Discussion (p. 7-14)
  3. Review Proposed Council Rules (p. 15-68)
  4. Paperless Council Meeting Discussion (p. 69-70)
  5. Naming Public Facilities Review (p. 71-77)
  6. Combining Committees Discussion (p. 78-91)
  7. Charter Review Process/Timeline
  8. Council Retreat Date, Time and Location
  9. LOC Training - Elected Essentials 2017 – January 25, 2017 at Boulder Falls (p. 92)
4. Adjournment

---

*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.*

---

**DRAFT**

REQUEST FOR COUNCIL ACTION

November 29, 2016

SUBJECT: Regulation of Marijuana Businesses in City of Sweet Home

SUBMITTED BY: ROBERT SNYDER, City Attorney

PREPARED BY: ROBERT SNYDER, City Attorney

---

STATEMENT OF THE SUBJECT:

Regulations pertaining to marijuana businesses in the City of Sweet Home.

RECOMMENDATION:

Review and discuss the proposed ordinance at the workshop.

BACKGROUND ANALYSIS:

The proposed ordinance is in draft form for the City Council to review and discuss at the workshop. Some of its provisions are covered by state law but need to be discussed in the context of the ordinance to provide a full understanding of the subject matter.

I will at the workshop be addressing what the state law covers for the City Council.

I will also talk about what some cities are doing with a licensing procedure.

There will be maps to show the different areas of exclusion.

ORDINANCE BILL NO. \_\_\_\_ FOR 2016

ORDINANCE NO. \_\_\_\_

AN ORDINANCE ESTABLISHING REGULATIONS FOR MARIJUANA BUSINESSES IN THE CITY OF SWEET HOME.

WHEREAS, state law authorizes the operation of medical and recreational marijuana businesses and provides those businesses with immunity from state criminal prosecution; and

WHEREAS, although the State of Oregon has passed legislation authorizing marijuana businesses and providing criminal immunity under state law, the operation of those businesses remains illegal under federal law; and

WHEREAS, the City Council has home rule authority to decide whether, and under what conditions, certain commercial conduct should be regulated within the city and subject to the general and police powers of the City, except when local action has been clearly and unambiguously preempted by state statute; and

WHEREAS, whether a certain business should operate within a local jurisdiction is a local government decision, and local governments may enforce that decision through the general and police powers of that jurisdiction; and

WHEREAS, the City Council wants to regulate the operation of marijuana businesses in the City in ways that protect and benefit the public health, safety and welfare of existing and future residents and businesses in the City; and

WHEREAS, ORS 475B340 authorizes local time, place and manner regulations for marijuana businesses; and

WHEREAS, this ordinance is intended to impose restrictions, not provide authorizations; and

WHEREAS, this ordinance is intended to apply only to marijuana businesses, and not to personal possession, growing or use of marijuana as authorized by the state in ORS 475B.245 to ORS 475B.255; and

WHEREAS, the operation of a marijuana business without proper authority from the Oregon Liquor Control Commission or Oregon Health Authority is prohibited within the City; and

WHEREAS, City Council hereby deems it expedient to have the ordinance take effect at the time and date of its passage and approval and hereby does declare an emergency in order to have the ordinance in place by the time marijuana businesses are started in the City of Sweet Home on or about January 1, 2017;

Now, Therefore,

THE CITY OF SWEET HOME DO ORDAIN AS FOLLOWS:

Section 1. Sweet Home Municipal Code, Section 5.36.010 entitled Regulations is created to read as follows:

Section 5.36.010 REGULATIONS.

A marijuana business shall comply with the following code provisions within the City of Sweet Home:

- a.) A marijuana business cannot be within \_\_\_\_\_ feet of:
  - A public library;
  - A public park, public playground, recreation center, or facility;
  - A licensed child care facility;
  - A public transit center;
  - Any game arcade where admission is not restricted to persons aged 21 or older;
  - Any combination of the above.
  
- b.) A marijuana business cannot be in a residence or residential zone.
  
- c.) A marijuana business cannot be located within a 1000 feet from the following:
  - A medical marijuana business registered with the Oregon Health Authority or a marijuana business licensed by the Oregon Liquor Control Commission
  - A public elementary, private elementary, secondary, or career school attended primarily by individuals under the age of 21
  
- d.) A marijuana business must comply with the following code conditions:
  - 1. The marijuana business's state license or authority must be in good standing with the Oregon Health Authority or Oregon Liquor Control Commission and the marijuana business must comply with all applicable laws and regulations administered by the respective state agency, including, without limitation those rules that relate to labeling, packaging, testing security, waste, management, food handling, and training.
  - 2. Compliance with Other Laws. The marijuana business must comply with all

applicable laws and regulations, including, but not limited to, the development, land use, zoning, building and fire codes.

3. Hours of Operation. Operating hours for a marijuana business must be as follows: for a business engaged in sales or transfer of marijuana or marijuana products to a consumer: no earlier than \_\_\_\_\_ and no later than \_\_\_\_\_ on the same day.

4. Public View. All doorways, windows and other openings shall be located, covered or screened in such a manner to prevent a view into the interior from any exterior public or semipublic area.

5. Odors. The marijuana business must use an air filtration and ventilation system which is certified by an Oregon Licensed mechanical engineer to ensure, to the greatest extent feasible, odor is confined all objectionable odors associated iwth the marijuana to the licensed premises. For the purposes of this provision, the standard for judging "objectionable odors" shall be that of an average, reasonable person with ordinary sensibilities after taking into consideration the character of the neighborhood in which the odor is made and the odor is detected.

6. Lighting. Facilities must maintain adequate outdoor lighting over each exterior exit which shall be shielded lights so they do not extend beyond the property lines.

7. Sales. Sales or any other transfers of marijuana must occur inside the licensed premises and must be conducted only between the marijuana business and individuals 21 years of age and older.

8. On-Site Use. Marijuana and tobacco products must not be smoked, ingested, consumed or otherwise used on the licensed premises.

9. On-Site Manufacturing. With the exception of marijuana processors, manufacturing or processing of any extracts, oils, resins or similar derivatives of marijuana is prohibited at any licensed premises. Marijuana processors may engage in processing in industrial zones only.

10. Outdoor Storage. Outdoor storage of merchandise, raw materials or other material associated with the marijuana business is prohibited.

11. Secure Disposal. The facility must provide for secure disposal of marijuana remnants or by-products; marijuana remnants or by-products shall not be placed within the marijuana business's exterior refuse containers.

12. Home Occupation. A marijuana business may not be operated as a home occupation.

13. Drive-Through, Walk-Up. A marijuana business may not have a walk-up window or a drive-through.

14. A marijuana business may not be mobile or at a temporary site.

e.) Restrictions of Location: A marijuana business shall not locate:

1. Within a residence or mixed-use property that includes a residence.
2. Within a residential zone(s);
3. Within \_\_\_\_\_ feet of a residential zone; or
4. On the same property or within the same building with another marijuana business.

Section 2: Sweet Home Municipal Code, Section 5.36.020 entitled Severance Clause is created to read as follows:

#### Section 5.36.020 SEVERANCE CLAUSE.

The terms of this chapter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the chapter.

Section 3: Sweet Home Municipal Code, Section 5.36.030 entitled Remedies is created to read as follows

#### Section 5.36.030 REMEDIES

Except as stated or provided for in the Criminal Laws (including state violations) of the State of Oregon, violation of this chapter constitutes a city violation and may be prosecuted under the provisions of Sweet Home Municipal Code, Chapter 9.36 as amended against any person in violation thereof. Each day's violation is a separate offense. Further, the City may use any remedy available to it to abate any violation of this chapter including use of the abatement process in SHMC Chapter 8.04. Any violation of this chapter is hereby declared a common nuisance and can be remedied by any lawful means and manner available to the City.

#### Section 4: EXPEDIENCY CLAUSE:

It is hereby adjudged and declared by the Sweet Home City Council that existing conditions are such that this ordinance is needed to be in effect at the time and date of its passage by the City Council and approval by the Mayor and it is hereby declaring an emergency to promote the public

health, safety and welfare.

PASSED by the Council and approved by the Mayor this 13<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

September 27, 2016

SUBJECT: Job Credit Program Concept  
SUBMITTED TO: Administration and Finance Committee  
PREPARED BY: Michael J. Adams, Public Works Director

---

Statement/Purpose:

City Council has identified and adopted goals for 2016 of which a primary focus is to encourage efforts that promote a healthy economy. One way this can be accomplished is to encourage new businesses to locate in the local community as well as to encourage business growth of existing business.

Currently, a local business owner has made a significant investment in the local community by choosing to keep their thriving local business in the community when they could have easily chosen to leave. Consequently there has been a desire to see what, if anything, the City of Sweet Home can do to show support to this business as well as to others that may have similar choices to make.

Staff has complied and attached a DRAFT "Job Credit" Resolution for consideration by the committee in an effort to determine if a recommendation can/should be made to City Council for possible adoption in this matter.

The DRAFT document was put together by utilizing the enterprise zone program created by the State of Oregon as well as an existing ordinance from another City in Oregon. Given the City of Sweet Home has an official enterprise zone we can utilize the program as an automatic qualifier for local businesses who desire local support from the City.

What is an Enterprise Zone?

Oregon's enterprise zones offer a unique resource to Oregon communities, and an excellent opportunity for businesses growing or locating in Oregon. Primarily, enterprise zones exempt businesses from local property taxes on new investments for a specified amount of time, which varies among the different zone programs.

What businesses are eligible?

Eligible businesses include manufacturers, processors, shippers and a variety of operations that serve other organizations, as well as call centers and headquarter-type facilities. Hotel/resort businesses also are eligible in some of the enterprise zones. Otherwise, retail, construction, financial and certain other defined activities are ineligible.

What property qualifies?

A new building/structure, structural modifications or additions, or newly installed machinery and equipment qualify for exemption, but not land, previously used property value and miscellaneous personal property.

Other Criteria

For the basic, three-year enterprise zone exemption period, the business needs to:

- increase full-time, permanent employment of the firm inside the enterprise zone by the greater of one new job or 10%;

- generally have no concurrent job losses outside the zone boundary inside Oregon;
- maintain minimum employment level during the exemption period;
- enter into a first-source agreement with local job training providers; and
- satisfy any additional local condition that has been established (only) in an urban zone.

Questions to Consider:

- Budget Limits
  - \$3,000 ea
  - \$30,000 max
  - \$50,000 max
  - Contingent on annual funds
- Length of Time
  - 3 year
  - 5 year
  - other
- Qualification criteria
  - Job creation
  - Wage level
  - Specific businesses
  -

FISCAL IMPACT:

Any financial contribution the City may desire to allocate to this program would need to be allocated appropriately through the annual budgetary process, most likely within the General Fund. The funds would be transferred to the appropriate fund in which the eligible City fees are credited on behalf of the applicant. No funds would be sent to private individuals and/or companies.

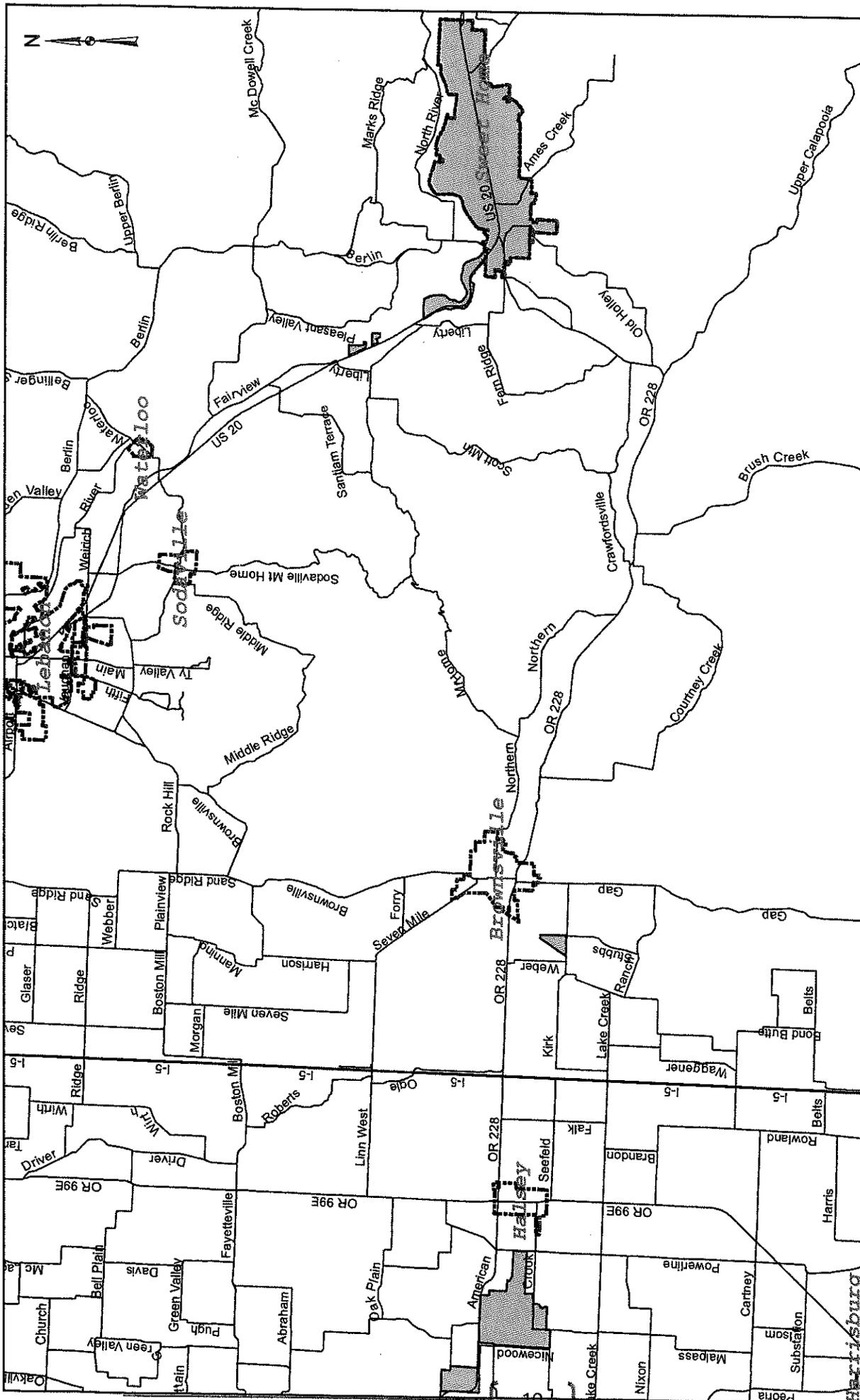
This information is being provided so the committee can preview the DRAFT Resolution and consider the program concept; it is not a finished product. I intend to have additional information to present at the meeting on Tuesday. Please feel free to contact me if you have any questions; I look forward to talking with you soon!

Year: 2014  
 Selected Areas: SWEET HOME

	Establishments	Average		Total Payroll	Payroll per Employee		Employee Per Establishment (Avg)
		Employment	Employment		(Avg)	Establishment	
Manufacturing	16	351	\$ 15,148,703	\$	946,793.94	22	
Government	19	480	\$ 15,915,930	\$	837,680.53	25	
Natural Resources and Mining	28	252	\$ 11,258,288	\$	402,081.71	9	
Education and Health Services	24	248	\$ 6,916,391	\$	288,182.96	10	
Trade, Transportation, and Utilities	60	403	\$ 10,603,347	\$	176,722.45	7	
Professional and Business Services	15	79	\$ 2,357,341	\$	157,156.07	5	
Construction	25	91	\$ 2,866,054	\$	114,642.16	4	
Leisure and Hospitality	32	238	\$ 3,307,058	\$	103,345.56	7	
Information	5	23	\$ 509,661	\$	101,932.20	5	
Financial Activities	25	61	\$ 1,657,977	\$	66,319.08	2	
Other Services	88	112	\$ 1,725,839	\$	19,611.81	1	

	Establishments	Average		Total Payroll	Payroll per Employee		Employee Per Establishment (Avg)
		Employment	Employment		(Avg)	Establishment	
Natural Resources and Mining	28	252	\$ 11,258,288	\$	402,081.71	9	
Manufacturing	16	351	\$ 15,148,703	\$	946,793.94	22	
Government	19	480	\$ 15,915,930	\$	837,680.53	25	
Construction	25	91	\$ 2,866,054	\$	114,642.16	4	
Professional and Business Services	15	79	\$ 2,357,341	\$	157,156.07	5	
Education and Health Services	24	248	\$ 6,916,391	\$	288,182.96	10	
Financial Activities	25	61	\$ 1,657,977	\$	66,319.08	2	
Trade, Transportation, and Utilities	60	403	\$ 10,603,347	\$	176,722.45	7	
Information	5	23	\$ 509,661	\$	101,932.20	5	
Other Services	88	112	\$ 1,725,839	\$	19,611.81	1	
Leisure and Hospitality	32	238	\$ 3,307,058	\$	103,345.56	7	

	Establishments	Average		Total Payroll	Payroll per Employee		Employee Per Establishment (Avg)
		Employment	Employment		(Avg)	Establishment	
Government	19	480	\$ 15,915,930	\$	837,680.53	25	
Manufacturing	16	351	\$ 15,148,703	\$	946,793.94	22	
Education and Health Services	24	248	\$ 6,916,391	\$	288,182.96	10	
Natural Resources and Mining	28	252	\$ 11,258,288	\$	402,081.71	9	
Leisure and Hospitality	32	238	\$ 3,307,058	\$	103,345.56	7	
Trade, Transportation, and Utilities	60	403	\$ 10,603,347	\$	176,722.45	7	
Professional and Business Services	15	79	\$ 2,357,341	\$	157,156.07	5	
Information	5	23	\$ 509,661	\$	101,932.20	5	
Construction	25	91	\$ 2,866,054	\$	114,642.16	4	
Financial Activities	25	61	\$ 1,657,977	\$	66,319.08	2	
Other Services	88	112	\$ 1,725,839	\$	19,611.81	1	



**Legend**

-  SweetHomeEntZone
-  Citylimits
-  Roads



## Sweet Home Enterprise Zone

### Linn County Disclaimer

This map was created for display purposes only. The map plus the Linn County digital data used to produce the map are subject to errors and/or omissions. Linn County disclaims any liability as to the completeness or accuracy of the map and data displayed.

8/19/08

## Julie Fisher

---

**From:** Mike Adams  
**Sent:** Tuesday, October 18, 2016 1:45 PM  
**To:** shcitymanager  
**Subject:** Admin/Finance Meeting  
**Attachments:** Sweet Home Industry makeup 2007 and 2014.pdf; Enterprise Zone Map.pdf

October 18, 2016

Christy,

Thank you again for your willingness to let me forgo attendance at tonight's Admin/Finance Committee meeting so I can attend my daughters remaining High School soccer games in Cottage Grove; it is very much appreciated.

Per our conversation regarding the "Job Credit" concept discussed at the September 27 meeting, here is what I understood to be the questions the group had about the program in addition to what was originally provided in the Draft Resolution:

- Potential budget limitations if offering 5 year option
  - The original funding intent of the program as initially created was to allocate funds within the General Fund of the operating budget through the annual budget process as available. Any "credit" provided to a qualifying business would be subject to annual budget approval. Identification of funds within the budget process could be in conjunction with other grant program(s) and/or as a stand-alone line item within the budget.
  - Keep in mind the funds are intended to be used to provide funding to other relevant funds such as the Building Inspection program and are not intended to be as an allocation directly to a customer.
- Wage level ideas/concepts that could be considered for inclusion of qualification requirements
  - As of 2014, the average annual wage in the Sweet Home vicinity is approximately \$31,000/yr. This figure could be used as a benchmark for Job Credit program qualification if so desired.
  - Other concepts that could be utilized are (see attached Industry makeup for Sweet Home)
    - Total payroll per establishment
    - Average payroll per employee
    - Average number of employees per establishment
    - Other
- Enterprise Zone definition
  - The official "Sweet Home Enterprise Zone" includes property within Linn County that is outside the incorporated City Limits of Sweet Home (See attached map). The original intent of this Job Credit program is to encourage economic development within the City Limits of Sweet Home only and is not proposed for anything outside the City Limits.
  - The enterprise zone includes other properties such as the mill site in Halsey due to a boundary change City Council authorized in approximately 2007 so a mill expansion at that time could qualify for State enterprise zone qualifications as the entire Linn County would benefit from the expansion through economic growth

One additional component I am researching that we may be able to utilize within this program is a "New Market Tax Credit Coalition Program" (NMTC) administered by the Federal government. The NMTC is a modest tax incentive designed to increase the flow of private sector capital to communities long overlooked by conventional lenders. We are presently scheduled to discuss this NMTC idea Thursday via conference call with a potential funding source so we can learn more about the program and the City's potential participation.

I trust this information helps and should the Committee desire any additional information please let me know so I can make sure and get it for them.

Thank you again and let me know if you have any questions and/or if I am missing something.

Michael J. Adams  
Public Works Director  
City of Sweet Home  
541/818-8002 Message  
541/367-6359 Office  
541/367-5113 Fax

[madams@ci.sweet-home.or.us](mailto:madams@ci.sweet-home.or.us)

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

**Confidentiality Notice:** This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

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

RESOLUTION NO \_\_\_ FOR 2017

Request for consideration of creating a "Job Credit" program to be utilized by the City of Sweet Home in an effort to encourage new business to locate within the city limits and/or to help existing businesses expand so as to increase employment opportunities and improve the economic climate within Sweet Home.

WHEREAS, City Council has identified and adopted goals for 2016 – 2017 of which a primary focus is to encourage and promote a healthy economy; and,

WHEREAS, a specific strategy of accomplishing this task is to partner with other agencies and groups to further the redevelopment of former mill properties; and,

WHEREAS, there already exists an "Enterprise Zone" mechanism that can be utilized by the City when considering local support to qualified businesses upon request; and,

WHEREAS, the local community can expect an increase of full-time, permanent employment of the firm of one new job or 10% growth; generally have no concurrent job losses; maintain minimum employment level during the exemption period; and local job training programs.

Now therefore, it is established a "Job Credit" program shall be created according to the following and is subject to annual budget approval allocations by the City of Sweet Home:

- "Qualified Business" means a business firm which has been pre-certified by the enterprise zone board of directors or their designees and that will reside within the corporate limits of Sweet Home as identified within the Sweet Home Enterprise Zone;
- Whenever a qualified business has been pre-certified by the enterprise zone board of directors or their designees, the business becomes eligible for city job credits. The community development department and/or Planning office will issue a certificate of eligibility to the qualified business based on the pre-certification;
- For each new job stated on the certificate of eligibility, the business will receive a credit of ~~\$3,000~~ \$1,500 usable over a five-year period (maximum ~~\$30~~ \$15,000) against fees otherwise due to the city;
- For each new job stated on the certificate with an average annual wage of at least \$31,000, the business will receive an additional credit of \$1,500 usable over the same five-year period against fees otherwise due the city (maximum \$15,000);
- All business license and land development fees may be offset by the accrued job credits. Fees that may not be offset are State of Oregon surcharges on various building permits, utility user fees and/or system development charges (SDC's), and improvement assessments. Requirements for bonds, and the cost thereof, are not affected or waived by this order;
- Qualified businesses which have added to their employment rolls may prove such increase by providing copies of their employment division returns, or an equivalent, for the last four calendar quarters. Qualified eligible businesses must provide proof of employment level to the city on or about the anniversary of its eligibility determination, and on each anniversary thereafter for the five-year eligibility period;
- If a qualified business ceases to do business in Sweet Home or otherwise loses its qualification during the five-year period, such business is no longer eligible for job credits. To the extent eligible businesses show a decline in employment over the five-year period, the job credits cease for each such position lost. To the extent fees offset

exceeded the proportionate job credits earned over the years or years of eligibility, the business must reimburse the city for the difference.

DRAFT

**DRAFT**

Items highlighted to be discussed & considered in more detail

# **City of Sweet Home**

## **City Council Rules**

---

Adopted \_\_\_\_\_

# Table of Contents

## Contents

No table of contents entries found.

**1. Rules of the City Council adopted.**

The Sweet Home City Council does hereby adopt the following rules for conducting business and to govern its members, the same to be known as the rules of the City Council. The City Council shall review its rules at least one every two years. Amendments shall be adopted by a majority vote of the full City Council. The Council Rules are not intended to replace or supersede any applicable federal or state laws or regulations, City Ordinances or policies or provisions of the City Charter. These rules may be suspended upon a majority vote of the full City Council.

## **2. Meeting of the City Council.**

A. All meetings of the City Council shall comply with the Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.

B. The City Council will meet in regular session on the second and the fourth Tuesday of each month unless the Mayor cancels or reschedules the meeting upon consensus of the City Council.

C. Regular sessions will convene at 6:30 pm. All regular sessions will be adjourned at 10:00 pm unless extended by consent of a majority of the City Council present at that meeting.

D. Special meetings of the City Council may be called by the Mayor either upon his/her own motion or upon the request of at least three members of the council, and held at any time, upon verbal or written notice to all members of the council then in the city. Special meetings of the council may also be held by the common consent of all members of the council. At special meetings of the Council, no business shall be acted upon except that mentioned in the notice or the call of the special meeting. (2014 City of Sweet Home Charter & SHMC 2.04.030)

E. Work sessions will be held to provide Council with an informal opportunity to ask questions about pertinent issues and provide guidance to staff. No legislative issues will be decided in work sessions that would require formal Council decision making. Work sessions will be held on the third Tuesday of the month at 6:30 pm, if needed.

F. An executive session may be held in accordance with Public Meetings Law. The Mayor or presiding officer may call any regular, special or emergency meeting into executive session by citing the specific provision of ORS 192.660 which authorizes the session. The Mayor or presiding officer shall determine which persons other than the City Council shall be allowed to attend executive sessions. The Mayor or presiding officer shall instruct any media representatives present not to disclose the substance of any discussion during executive session. No final decision shall be made in executive session. To make a final decision, the Mayor or presiding officer shall either call the meeting into open session or place the decision on the agenda of a future open session.

**3. Minutes.**

A. The City Recorder shall prepare written minutes of all open regular and special meetings, which shall be approved by the City Council and made available for public inspection. All meetings shall be recorded for the benefit of the City Recorder in the preparation of the minutes.

B. Written minutes shall include the names of all City Councilors present, all motions, resolutions, orders, ordinances and measures proposed and their disposition, the results of all votes and references to any documents discussed. Minutes shall be signed by the presiding officer.

C. City Council meetings may be video-recorded. If the City of Sweet Home records the meeting, copies shall be retained by the City of Sweet Home in order to comply with the State of Oregon Public Meetings Law.

#### **4. Agenda.**

The City Manager shall coordinate with the Presiding Officer on the preparation of an agenda of the business to be presented at a regular City Council meeting. Agendas will be published the Friday prior to the meeting. The agenda packet containing all agenda items will be available for the City Council on that day.

**A. Items brought to Council by an individual councilor must be introduced during a City Council meeting and requested to be on the agenda for the next meeting. The motion, which can be made by the Councilor submitting the item, must have a second for the item to move to the next agenda. In a time sensitive or emergency situation, items may be brought forth, and by approval vote of the Council, reviewed during the current meeting. (Discussed at Admin & Finance Committee in June 2015)**

**B. A Councilor who desires major policy or ordinance research should first raise the issue at a meeting under Council Business. The Council should consider items in light of City priorities and workload and agree to proceed with an issue or Ordinance before staff time is spent preparing a report. The Councilor may present information or a position paper or ask for a department report or committee recommendation. Councilors who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote.**

## **5. Attendance.**

Councilors will inform the Mayor or the City Manager if they are unable to attend any meeting. Additionally, the Mayor will inform the President Pro Tem or the City Manager regarding any absence by the Mayor.

**When unable to physically attend a Council meeting, City Council members may participate in Council meetings, including executive sessions and work sessions, by telephone. Telephonic participation must be approved in advance by the Mayor and there must be a quorum present in the City Council Chambers before telephonic participation will be allowed. All Council members, whether attending the meeting in person or by telephonic means, shall have identical voting rights. The phone participant must be telephonically present for the entire meeting.** (Consider moving this paragraph to the end of Section 2)

**6. Citizens Duties at City Council Meetings.**

Citizens desiring to address Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Presiding Officer. (Resolution No. 27 for 1998)

## **7. Councilor's Duties at City Council Meetings.**

Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the Orders of the Presiding Officer. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

Every Councilor desiring to speak shall first address the chair, and await recognition to obtain the floor. No person other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without permission of the Presiding Officer.

Any Councilor who has the floor shall confine himself or herself to the questions under debate, avoid personalities and refrain from impugning motives of any member argument or vote. No members shall address the chair or demand the floor while any vote is being taken.

Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

A Councilor once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled, to be in order, he or she shall be permitted to proceed; if ruled to be out of order, he or she shall remain silent or shall alter his or her remarks as to comply with the ruling. (Resolution No. 27 for 1998)

**8. Mayor.**

At its first meeting of the new term after each biennial general election, the council shall elect from its membership a chairperson who shall be mayor for a term of two years. (2014 City of Sweet Home Charter)

The mayor shall appoint the various committees provided for under the rules of the council or otherwise and shall fill all vacancies in committees of the council from that body. He/she shall sign all Ordinances passed by the Council within three days after passage. He/she shall sign all instruments and writings authorized by the charter, the laws of the State of Oregon or the City Council. In the absence of the Mayor, such instruments shall be signed by the President Pro Tem of the City Council. All orders on the city treasurer shall be signed by two of the three following named city officers, being the Mayor, the City Manager and the City Treasurer. (2014 City of Sweet Home Charter, Section 19)

**9. Mayor's Duties at City Council Meetings.**

The Mayor shall be the Chair of the City Council and shall preside over its deliberations. He/she shall have the authority to preserve order, enforce the rules of the council and determine the order of business, subject to the rules of the council. He/she may vote as a councilor. (City of Sweet Home Charter, Section 16)

The presiding officer shall preserve order and decorum. He or she may speak on all questions of order in preference to any other member and he or she shall decide on all questions of order, subject to an appeal to the Council. In cases of appeal from the decision of the Chairperson, the appeal shall be stated as follows: "Shall the decision of the Chairperson stand as the decision of the Council?" (SHMC 2.04.040)

**10. Order of Business.**

In the conduct of business of the City Council, the following procedure shall be substantially followed:

- A. Roll Call
- B. Consent Agenda
- C. Recognition of visitors and hearing of petitions
- D. Old business
- E. New business
- F. Introduction, first and second reading of ordinance bills
- G. Third reading of ordinance bills
- H. Reports of committees
- I. Reports of city officials
- J. Adjournment (SHMC 2.04.030)

**11. Ordinance Bills.**

- A. Proposed ordinances shall be known as "ordinance bills". They shall be numbered consecutively and filed by the City Manager in the order in which they are introduced.
  
- B. All bills and resolutions may be introduced by any member of the Council or any committee. If objection be made to the introduction of an ordinance bill or resolution, it shall lay over until the next meeting except when the bill is reported by a committee or unless otherwise directed by the Council. ( SHMC 2.04.070)

**12. President Pro Tem.**

At its first meeting in the new term after each biennial election, the council shall elect from its membership, a president pro tem for a term of two years. The president pro tem shall perform the duties of the Mayor in the absence of the Mayor. (2014 City of Sweet Home Charter, Section 17)

**13. Procedure.**

In all cases not specifically provided for herein or in the Charter, the Council shall be governed by the law and precedents laid down in the then current edition of *Robert's Rules of Order*.  
(SHMC 2.04.100)

**14. Quorum.**

A majority of council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by Ordinance. The Council shall keep a journal of its proceeding, and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the council shall be public. (2014 City of Sweet Home Charter, Section 15) This is a Charter provision (Section 15. Ask Robert about this.)

**15. Resolutions.**

All resolutions shall be in writing and numbered consecutively in the order in which they are introduced in each calendar year. (SHMC 2.04.060)

**16. Vote.**

The concurrence of a majority of a quorum shall be required to determine any matter before the Council except as provided otherwise in the Charter. (2014 City of Sweet Home Charter, Section. 18)

All questions shall be voted on by affirmation except those involving the expenditure of money and third reading of ordinance bills in which case a roll call shall be had. If the presiding officer doubts or a decision is called for, a roll call shall be had. (SHMC 2.04.050)

Every Councilor, when a question is taken, shall vote. If a Councilor is planning to abstain, the Councilor must declare the intent to abstain prior to the vote.

No Councilor shall be permitted to vote on any subject in which he or she has a conflict of interest.

**17. Debate and Withdrawal of Motions.**

No motion shall be debated until it has been seconded and distinctly announced by the presiding officer and shall have been reduced to writing if so desired by any member. It shall be read by the City Manager when required by members for information. A motion may be withdrawn at any time before amendment. (SHMC 2.04.090)

**18. Vacancies.**

An office shall be deemed vacant upon the incumbent's death, insanity, conviction of a felony, resignation, removal from the city or absence from the city for a period of 30 days without the consent of the council in the case of the mayor, manager, municipal judge or councilor, or without the consent of the manager in case of officers appointed by the manager; upon the incumbent's ceasing to possess the qualifications necessary for office; or upon the failure of the person elected or appointed to an office to qualify therefore on or before the day of his/her term of office commences; and in case of the mayor or a councilor, upon his/her absence from meetings of the council for 60 days without the consent of the council. (2014 City of Sweet Home Charter, Section 12)

Vacancies in office filled by election or by appointment by the council shall be filled by appointment by the council at any regular or special meeting, and the person so appointed shall serve the full unexpired term and until his/her successor is chosen and qualified. Vacancies in offices filled by appointment by the manager shall be filled by appointment by the manager. An officer appointed to fill a vacancy shall within 24 hours after his/her appointment qualify for office, and unless he/she does so, the office shall be considered vacant. During the temporary absence of any officer from the city for any cause his/her office may be filled temporarily in the manner provided for filling vacancies in office. (2014 City of Sweet Home Charter, Section 13)

**19. Ethics.**

All members of the City Council shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social status or economic position (Resolution No. 27 for 1998)

**20. Ex Parte Communications in Land Use.**

When Council receives written ex parte communication, Council should inform the citizen that the Council is interested in his or her perspective; however, because the Council is hearing the associated land use application, Council must refrain from reading and responding to information outside of the public hearing process. Council should inform the citizen that the information received is being forwarded to staff for inclusion in the public record. Council shall then forward all ex parte correspondence received to staff as soon as possible for inclusion in the land use file, and if possible, the record.

**21. Expenses and Reimbursement.**

Councilor expenditures for other than routine reimbursable expenses (e.g. budgeted conference registration, travel, etc.) will require advance Council approval according to the purchasing rules which apply.

**22. Interference in Administration.**

No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal, or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for manager, or discuss, directly or indirectly, with any such candidate, the matter of appointments to any city office or employment. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of council, may be removed therefrom by the council or by any court of competent jurisdiction; provided, however, that nothing herein contained shall be construed as prohibiting the council, while in open session, discussing with or suggesting to the manager, fully and freely, anything pertaining to city affairs and for the best interest of the city. Neither the manager nor any person in the employ of the city shall take any part in securing, or shall contribute any money toward the nomination or election of any candidate for the municipal office. (2014 City of Sweet Home Charter, Section 20)

### **23. Legal Advice.**

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council member should consult with the City Manager. Exceptions to this are issues related to the performance of the City Manager and unique or sensitive City business-related requests.

**24. Public Records.**

The disposition of public records created or received by Councilors shall be in accordance with Oregon Public Records Law. Written information incidental to the official duties of a member of the City Council, including mail messages, notes, memos and calendars (e.g., Outlook calendars and "Day Timers") are public records and are subject to disclosure under the Public Records Law.

**25. Representing the City.**

When any member of the City Council represents the City before another governmental agency, before a community organization or media, the official should first indicate the majority position of the Council. Upon returning, a reasonable effort should be made by the Councilor to communicate any information or questions pertinent to City business to the full Council within a reasonable timeframe.

When Councilors attend meetings of organizations such as the League of Oregon Cities or the National League of Cities and their boards and committees, they do so as individual elected officials and are free to express their individual views. If the City Council has an adopted policy relating to an issue under discussion, the Councilor is expected to report that fact.

By resolution, the Council may appoint one or two of its members to act as negotiators with groups, individuals, or other governmental entities. Any agreements made by such negotiators shall require approval of the Council as a whole to take effect.

## **26. Communication with Staff**

**A. City Council will respect the separation between policy making (Council function) and administration (City Manager function) by:**

- i. Working with the staff as a team with a spirit of mutual respect and support.**
- ii. Except in a Council meeting, not attempting to influence a City employee or the City Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.**
- iii. Limiting individual contacts with City staff to the City Manager, or other designated staff as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Manager authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Manager, so that workloads and work plans are not adversely impacted.**
- iv. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.**

**B. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.**

**C. The Mayor will refer any comments or questions regarding City personnel or administration to the City Manager. The Mayor may redirect other questions to a Council member or the City Manager, as appropriate. Council members may also address questions directly to the City Manager, who may either answer the inquiry or ask a staff member to do so.**

RESOLUTION NO. 27 FOR 1998

**A RESOLUTION ADOPTING CITY COUNCIL CODE OF ETHICS AND CONDUCT FOR ALL CITY COUNCIL MEETINGS.**

BE IT RESOLVED THAT Councilors shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social station or economic position.

BE IT FURTHER RESOLVED THAT Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

BE IT FURTHER RESOLVED THAT every Councilor desiring to speak shall first address the chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

BE IT FURTHER RESOLVED THAT DURING DEBATE

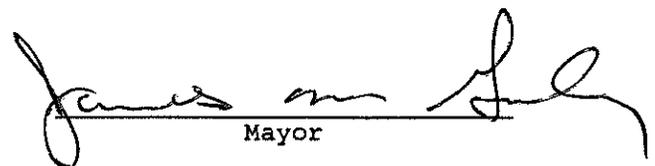
1. Any Councilor who has the floor shall confine himself or herself to the question under debate, avoid personalities and refrain from impugning the motives of any member argument or vote. No member shall address the chair or demand the floor while any vote is being taken.

2. Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

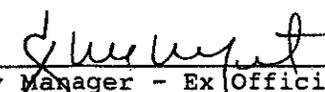
3. A Councilor once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order, he or she shall be permitted to proceed; if ruled to be out of order, he or she shall remain silent or shall alter his or her remarks as to comply with the ruling.

BE IT FURTHER RESOLVED THAT DURING MEETINGS Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Presiding Officer.

PASSED by the Council and approved by the Mayor this 10th day of November, 1998.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

CITY COUNCIL  
ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES

June 9, 2015

The City Council Administration & Finance Session was opened at 8:17 p.m. in the City Hall Annex.

Roll Call	Councilor Mahler	P
	Councilor Underwood	P
	Mayor Gourley	P

Staff: City Manager Craig Martin, City Attorney Robert Snyder, Recording Secretary Julie Fisher

Registered Visitors: Dave Trask, Jeff Goodwin, Bruce Hobbs

Media: Sean Morgan, New Era

The purpose of the meeting was to discuss Council Procedural Rules. The Council reviewed how items are to be brought initially to the City Council and who sets the Agenda. Other items reviewed were Council Rules and Meeting Conduct. The Committee reviewed several City Council Policies from various cities in Oregon.

The following Council Policy was agreed upon during the Administration and Finance Committee Meeting. Items brought to Council by a Councilor must be introduced during a City Council meeting and requested to be on the Agenda for the next meeting. The motion, which can be made by the Councilor submitting the item, must have a second for the item to move to the next Agenda. In a time sensitive or an emergency situation items may be brought forth and by approval vote of the Council reviewed during the current meeting.

Adjournment: The meeting was adjourned at 9:35 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration & Finance Committee Meeting on June 9, 2015.

Resolution No. 10 for 2015, a resolution adopting a Budget for 2015-2016, making appropriations and levying taxes

City Manager Martin read by title only, Resolution No. 10 for 2015, a resolution adopting a budget for 2015-2016, making appropriations and levying taxes.

**Councilor Hobbs made a motion to adopt Resolution No. 10 for 2015 with Councilor Goodwin seconding. Question was called and the motion passed with 6 ayes, 0 nays and 1 absent (Gourley).**

Resolution No. 11 for 2015, a resolution adopting the City of Sweet Home Supplemental Budget and making appropriations for Fiscal Year 2013-2014

City Manager Martin read by title only, Resolution No.11 for 2015, a resolution adopting the Sweet Home Supplemental Budget and making appropriations for Fiscal Year 2014-2015.

**Councilor Goodwin made a motion to approve Resolution No. 11 for 2015 With Councilor Hobbs seconding. Question was called and the motion passed with 6 ayes, 0 opposed and 1 absent (Gourley).**

Resolution No. 12 for 2015, a resolution certifying the City provides four or more services in order to receive State Revenues

City Manager Martin read by title only, Resolution No. 12 for 2015, a resolution certifying the City provides four or more services in order to receive State Revenues.

**Councilor Goodwin made a motion to approve Resolution No. 12 for 2015 With Councilor Underwood seconding. Question was called and the motion passed with 6 ayes, 0 opposed and 1 absent (Gourley).**

Resolution No. 13 for 2015, a resolution declaring the City's election to receive State Revenues

City Manager Martin read by title only, Resolution No. 13 for 2015, a resolution declaring the City's election to receive State Revenues.

**Councilor Goodwin made a motion to approve Resolution No. 13 for 2015 With Councilor Angulo seconding. Question was called and the motion passed with 6 ayes, 0 opposed and 1 absent (Gourley).**

#### Committee Reports:

##### Administration & Finance

Councilor Mahler stated the Administration & Finance committee met to discuss the Council Procedural Rules. The Council reviewed how items are to be brought to the City Council and who sets the Agenda.

CM Martin explained the Council Policy that was agreed upon during the Administration and Finance Committee Meeting. Items brought to Council by a Councilor must be introduced during a City Council Meeting and requested to be on the Agenda for the next meeting. The motion, which

can be made by the Councilor submitting the item, must have a second for the item to move to the next Agenda. In a time sensitive or an emergency situation items may be brought forth and by approval vote of the Council reviewed during the current meeting.

The Council decided to try out the new policy before adopting it either by ordinance or resolution.

Property None

Public Safety Councilor Trask stated the Public Safety Committee needed to review the issue of public consumption of alcohol and a similar recommendation from the Park Board as it related to alcohol and tobacco consumption in designated City Parks. The Committee will also review the noise complaint from outdoor speakers that was brought forward tonight. The Public Safety Committee scheduled a meeting immediately following the July 14<sup>th</sup> City Council Meeting.

Public Works None

*City Boards/Committees:*

Chamber of Commerce Councilor Hobbs announced the Chamber After Hours event will be at the Elks Lodge on 06/24/15 from 5:30pm-7:30pm and is also the regular night for steak dinners for only \$10.

Fire District None

Park Board PSM LaRoque announced the concept planning for Strawberry Park is underway. Open Houses in the park and phone interviews will take place to gather opinions of surrounding neighbors as to what they would like to see in Strawberry Park.

PSM LaRoque said the free Music in the Park will take place the first four Thursdays in July at Sankey Park.

Traffic Safety None

Tree Commission None

Y.A.C. None

*Regional Boards/Committees:*

Area Commission on Transportation (ACT) None

Print

Sweet Home, OR Code of Ordinances

**TITLE 2: ADMINISTRATION AND PERSONNEL**

Chapter

- 2.04. CITY COUNCIL
- 2.08. LOCAL CONTRACT REVIEW BOARD
- 2.12. LIBRARY BOARD OF TRUSTEES
- 2.16. PARK BOARD
- 2.20. CITY PLANNING COMMISSION
- 2.24. STREET TREE COMMISSION
- 2.28. TRAFFIC SAFETY COMMITTEE
- 2.44. MUNICIPAL COURT
- 2.48. PERSONNEL SYSTEM
- 2.52. EMERGENCY MANAGEMENT PROGRAM
- 2.56. CRIMINAL HISTORY RECORD CHECK POLICIES
- 2.60. POLICE DEPARTMENT POLICIES

**CHAPTER 2.04: CITY COUNCIL**

---

Section

- 2.04.010 Regular meetings.
- 2.04.020 Special meetings.
- 2.04.030 Order of business.
- 2.04.040 Presiding officer.
- 2.04.050 Manner of voting.
- 2.04.060 Resolutions.
- 2.04.070 Ordinance bills.
- 2.04.080 Signing and dating of resolutions and ordinances.
- 2.04.090 Debate and withdrawal of motions.

2.04.100 Procedure.

2.04.110 Elections officer.

2.04.120 Nominations.

§ 2.04.010 REGULAR MEETINGS.

The City Council shall hold regular meetings on the second and fourth Tuesdays of each month, commencing at the hour of 7:30 p.m.; however, when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, the meeting shall be held at the same hour on the next succeeding day not a holiday.

(Ord. 761, 1979; Ord. 340, 1958; Ord. 190, 1951)

§ 2.04.020 SPECIAL MEETINGS.

At special meetings of the Council, called in a manner provided by the Charter, no business shall be acted upon except that mentioned in the notice or call of the special meeting.

(Ord. 190, 1951)

§ 2.04.030 ORDER OF BUSINESS.

In the conduct of business of the Council, the following procedure shall be substantially followed:

- A. Roll call;
- B. Consent agenda;
- C. Recognition of visitors and hearing of petitions;
- D. Old business;
- E. New business;
- F. Introduction, first and second reading of ordinance bills;
- G. Third reading of ordinance bills;
- H. Reports of committees;
- I. Reports of city officials; and
- J. Adjournment.

(Ord. 884, 1983; Ord. 190, 1951)

§ 2.04.040 PRESIDING OFFICER.

The presiding officer shall preserve order and decorum. He or she may speak on all questions of order in preference to any other member and he or she shall decide on all questions of order, subject to an appeal to the Council. In cases of appeal from the decision of the Chairperson, the appeal shall be stated as follows: "Shall the decision of the Chairperson stand as the decision of the Council?"

(Ord. 190, 1951)

#### § 2.04.050 MANNER OF VOTING.

All questions shall be voted on by affirmation except those involving the expenditure of money and third reading of ordinance bills, in which case a roll call shall be had. If the presiding officer doubts or a decision is called for, a roll call shall be had.

(Ord. 1036, 1991; Ord. 190, 1951)

#### § 2.04.060 RESOLUTIONS.

All resolutions shall be in writing and numbered consecutively in the order in which they are introduced in each calendar year.

(Ord. 190, 1951)

#### § 2.04.070 ORDINANCE BILLS.

A. Proposed ordinances shall be known as "ordinance bills". They shall be numbered consecutively and filed by the City Manager in the order in which they are introduced.

B. All bills and resolutions may be introduced by any member of the Council or any committee. If objection be made to the introduction of an ordinance bill or resolution, it shall lay over until the next meeting except when the bill is reported by a committee or unless otherwise directed by the Council.

(Ord. 190, 1951)

#### § 2.04.080 SIGNING AND DATING OF RESOLUTIONS AND ORDINANCES.

All ordinances and resolutions shall be signed by the Mayor and City Manager and shall have therein the date of their passage by the Council and the date of approval by the Mayor.

(Ord. 190, 1951)

#### § 2.04.090 DEBATE AND WITHDRAWAL OF MOTIONS.

No motion shall be debated until it has been seconded and distinctly announced by the presiding officer and shall have been reduced to writing if so desired by any member. It shall be

read by the City Manager when required by members for information. A motion may be withdrawn at any time before amendment.

(Ord. 190, 1951)

#### § 2.04.100 PROCEDURE.

All cases not specifically provided for herein or in the Charter, the Council shall be governed by the law and precedents laid down in *Robert's Rules of Order*.

(Ord. 190, 1951)

#### § 2.04.110 ELECTIONS OFFICER.

The City Manager is the ex-officio City Recorder and is also the Chief Elections Officer of the city.

(Ord. 949, 1986)

#### § 2.04.120 NOMINATIONS.

Any qualified elector who has resided in the city at least one year may be nominated for the Council by one of the following methods.

A. A petition to make such a nomination shall be signed by not less than ten, nor more than 20, electors. No elector shall sign more than one such petition and, should an elector do so, his or her signature shall be void as to the petition or petitions last filed. The petitions shall be filed not earlier than 100 days, nor later than 64 days, before the election date. Each candidate shall have the signatures of the electors on his or her petition verified by the County Elections Officer, prior to filing the petition with the City Elections Officer.

B. A declaration of candidacy shall be signed and a fee of \$10 shall be paid to the city at the time of filing. The declaration of candidacy shall be filed not earlier than 100 days, nor later than 64 days, before the election date.

(Ord. 1050, 1992; Ord. 949, 1986)

## **CHAPTER 2.08: LOCAL CONTRACT REVIEW BOARD**

---

### Section

2.08.010 Designated.

2.08.020 City Council—Authority.

**§ 2.08.010 DESIGNATED.**

Pursuant to O.R.S. 279A.060, the City Council is designated as the Local Contract Review Board for the city. Relative to contract concerns of the city, and not as a limit thereon, the Board shall have all the powers granted under state law to a local contract review board.

(Ord. 1203, § 1, 2008; Ord. 659, 1976)

**§ 2.08.020 CITY COUNCIL—AUTHORITY.**

The City Council, acting as the Local Contract Review Board, shall adopt rules to govern public contracts of the city.

(Ord. 1203, § 1, 2008; Ord. 659, 1976)

## **CHAPTER 2.12: LIBRARY BOARD OF TRUSTEES**

---

### Section

2.12.010 Library—Established.

2.12.020 Library Board.

2.12.030 Board organization.

2.12.040 Library Board—General powers.

2.12.050 Acceptance of gifts for library purposes.

2.12.060 Internal administrative policies and procedures.

2.12.070 Prohibited actions and penalties.

**§ 2.12.010 LIBRARY—ESTABLISHED.**

A. A public library is established for the city under the provisions of O.R.S. 357.400 to 357.621.

B. The public library shall be financed through the use of General Fund monies, revenue obtained from the operation of the library, grants, gifts, donations and bequests received and designated to be used for library purposes and any tax levies that may be authorized by the electors.

C. The Sweet Home Public Library shall be the public agency responsible for providing and making freely accessible to all residents in the city library and information services suitable to persons of all ages.

(Ord. 983, 1989)

**§ 2.12.020 LIBRARY BOARD.**

A. The Sweet Home Public Library Board is created. The Board shall consist of five members to be appointed by the City Council.

B. The term of office of the Board members shall be four years and their terms shall commence on July 1 in the year of their appointment. The terms of office shall be staggered so that the terms of not more than two Board members will expire in the same year. Of the first five Board members appointed, one member shall initially hold office for one year, one for two years, one for three years and two for four years. At the expiration of the term of any members of the Board, the City Council shall appoint a new member or may reappoint a member for a term of four years. If a vacancy occurs during a term of office, the governing body shall appoint a new member for the balance of the unexpired term.

C. Members of the Board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

(Ord. 983, 1989)

**§ 2.12.030 BOARD ORGANIZATION.**

A. The Library Board shall elect a chairperson and vice-chairperson.

B. The Library Director shall be an ex-officio member and shall serve as Secretary to the Board and keep the record of its actions.

C. Three appointed members of the Board shall constitute a quorum.

D. The Board may establish and amend rules and regulations for its government and procedure consistent with the laws of the state and with the Charter, ordinances, resolutions and regulations of the city.

E. The Board shall meet at least once a month and at such other times as it may provide by its rules.

(Ord. 983, 1989)

**§ 2.12.040 LIBRARY BOARD—GENERAL POWERS.**

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority and this chapter shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city. The Board shall have powers and duties as follows.

A. Upon request by the City Manager, the Library Board may assist in the interview process of selecting and appointing a library director. The City Manager, as the fiscal and administrative agent for the library, shall have primary responsibility for library personnel, including recruitment, selection, classification and pay and supervision.

B. The Library Board shall make recommendations to the City Council about rules and policies for the efficient and effective operation of the library, its services and programs.

C. The Library Board shall approve the budget request prepared by the Library Director for submittal to the Budget Committee.

D. The Library Board shall make recommendations for the acceptance, use or expenditure of any real or personal property or funds donated to the library under § 2.12.050.

E. The Library Board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.

F. The Library Board shall approve an annual report to the state library and to the City Council submitted in a timely manner on a form supplied by the state library.

G. The Library Board shall develop and recommend to the City Council long-range plans for library service, consistent with city priorities and with state, regional and national goals for libraries.

(Ord. 983, 1989)

#### § 2.12.050 ACCEPTANCE OF GIFTS FOR LIBRARY PURPOSES.

Gifts of any real or personal property or funds donated to the library and accepted by the governing body shall be administered in accordance with each gift's terms and all property or funds shall be held in the name of the city.

(Ord. 983, 1989)

#### § 2.12.060 INTERNAL ADMINISTRATIVE POLICIES AND PROCEDURES.

The City Manager shall be the fiscal and internal administrative agent for the Sweet Home Public Library and the library shall operate in conformance with city administrative procedures, including those pertaining to the following:

- A. Personnel, including recruitment, selection, classification and pay for library personnel;
- B. Receipt, disbursement and accounting for monies;
- C. Maintenance of general books, cost accounting records and other financial documents;
- D. Budget administration; and
- E. Operation and maintenance of equipment and buildings.

(Ord. 983, 1989)

#### § 2.12.070 PROHIBITED ACTIONS AND PENALTIES.

A. It shall be unlawful for any person to willfully or maliciously detain any library materials belonging to the Sweet Home Public Library for 30 days after notice in writing from the Library Director that the library material is past due. The notice shall bear, upon its face, a copy of this section.

B. Violation of subsection A. of this section is punishable upon conviction by a fine of not less than \$25, nor more than \$200, and may be prosecuted under the provisions of Chapter 9.36 as now enacted and thereafter amended. The conviction and payment of the fine shall not be construed to constitute payment for library material, nor shall a person convicted under this section be thereby relieved of any obligation to return the material to the library.

(Ord. 983, 1989)

## CHAPTER 2.16: PARK BOARD

---

### Section

2.16.010 Established.

### § 2.16.010 ESTABLISHED.

A. *General.* There is established the park board of the city to serve at the pleasure and in service to the City Council. It shall consist of five voting members and one ex-officio member, to be appointed as follows:

1. The Chairperson of the Park Subcommittee of the City Council as appointed by the Mayor;
2. Four members at large appointed by the Mayor and confirmed the Council. Each term will be four years or until successors are appointed. The members of the first Board appointed shall draw lots for the length of their terms of office so that one member shall serve for one year, one for two years, one for three years and one for four years. At the expiration of the term of each member, the Mayor shall appoint a member to fill the vacancy; and
3. The City Manager or his or her appointed Park Director will serve as ex-officio member of the Board.

B. *Duties.* The Board is charged with the responsibility of recommending the following programs to the City Council:

1. A capital development program for each fiscal year, to include acquisition of new land and/or development of existing property;
2. An outline of the recreation programs to be carried on by the city's Recreation Department for the next fiscal year;
3. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and

4. Additional duties and studies as may be required from time to time by the City Council.

C. *Meetings.* There will be a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of next year's capital and recreation programs.

D. *Attendance.* Any member who misses two consecutive meetings without a leave of absence granted by the Chairperson will be asked to step down and a new member will be appointed to fill the vacancy.

E. *Chairperson.* The Board shall elect from its members a chairperson. It shall also keep a permanent record of its proceedings and deposit the record in the office of the City Recorder.

(Ord. 585, 1972)

## CHAPTER 2.20: CITY PLANNING COMMISSION

### Section

- 2.20.010 Establishment.
- 2.20.020 Membership.
- 2.20.030 Terms of office.
- 2.20.040 Vacancies and removal.
- 2.20.050 Presiding members.
- 2.20.060 Staff and consultation services—Expenses.
- 2.20.070 Meetings.
- 2.20.080 Conflict of interest.
- 2.20.090 Powers and duties.

### § 2.20.010 ESTABLISHMENT.

There is established a City Planning Commission for the city.

(Ord. 652, 1975)

### § 2.20.020 MEMBERSHIP.

A. The Planning Commission shall consist of seven voting members to be appointed by the City Council. These members shall not be officials or employees of the city. Not more than two of the members shall be non-residents of the city. To be eligible for appointment, non-city members must reside within the boundaries of Sweet Home School District No. 55.

B. In addition to the members appointed by the City Council, the City Manager and the City Engineer shall serve as ex-officio non-voting members of the Planning Commission.

C. No more than two of the voting members may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than two of the members appointed by the City Council shall be engaged in the same kind of business, trade or profession.

(Ord. 652, 1975)

#### § 2.20.030 TERMS OF OFFICE.

The term of office of voting members of the Planning Commission shall be four years, except that the following procedure shall be used for initial appointments. At the first meeting of the Planning Commission, the seven appointed members shall choose their term of office by lot as follows: one for one year; two for two years; two for three years; and two for four years. The Planning Commission shall immediately thereafter notify the City Council in writing of the allotment.

(Ord. 652, 1975)

#### § 2.20.040 VACANCIES AND REMOVAL.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the City Council, after hearing, for misconduct or non-performance of duty. A member who is absent from two consecutive meetings without the permission of the Planning Commission Chairperson is rebuttably assumed to be in non-performance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing.

(Ord. 652, 1975)

#### § 2.20.050 PRESIDING MEMBERS.

At its first meeting of each calendar year, the Planning Commission shall elect a chairperson and vice-chairperson to serve one-year terms. The Chairperson and Vice-Chairperson shall be eligible for reelection and shall be elected from among the voting members of the Planning Commission.

(Ord. 652, 1975)

#### § 2.20.060 STAFF AND CONSULTATION SERVICES—EXPENSES.

A. The City Manager shall provide the Commission with a secretary who shall keep an accurate record of Planning Commission proceedings.

B. The city shall provide the Planning Commission with such other staff and consultation services as is deemed necessary by the Planning Commission and City Council.

C. The expenses of the Planning Commission and those incurred by staff and consultants to the Commission shall be met by such funds as are budgeted by the City Council for such purposes.

D. Members of the Planning Commission shall receive no compensation, but shall be reimbursed only for duly authorized expenses.

(Ord. 652, 1975)

#### § 2.20.070 MEETINGS.

A. Four members of the Planning Commission appointed by the City Council shall constitute a quorum.

B. The Planning Commission may make and alter rules and regulations for its government and procedure consistent with the laws of the state and with the Charter and ordinances of the city.

C. The Planning Commission shall meet at least once a month, at such time and place as may be fixed. All meetings of the Planning Commission shall be open to the public.

D. Meetings other than at regularly-scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Special meetings may be called at any time by the Chairperson, or by three members, by notice served upon each member of the Planning Commission at least 24 hours before the time specified for the proposed meeting. Notice of a previously unannounced meeting shall be provided to the news media at least 24 hours prior to the meeting.

(Ord. 652, 1975)

#### § 2.20.080 CONFLICT OF INTEREST.

A. A member of the Planning Commission shall not participate in any Planning Commission proceeding or action in which any of the following has a direct or substantial interest:

1. The member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law;

2. Any business in which he or she is then serving or has served within the previous two years; or

3. Any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

B. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

(Ord. 652, 1975)

## § 2.20.090 POWERS AND DUTIES.

The duties of the Planning Commission shall include the following.

- A. The Planning Commission shall base its decisions relating to land use, public facilities, transportation, housing and related matters on the city General Plan as now or hereafter constituted.
- B. The Planning Commission shall conduct an overall review of the city General Plan every odd-numbered year and recommend to the City Council amendments to the plan.
- C. The Planning Commission shall recommend, after public hearing, to the City Council specific amendments to the city General Plan that may be proposed from time to time by the public, the Planning Commission or the City Council. The amendments shall be based upon further studies or changed community priorities or conditions.
- D. The Planning Commission shall formulate and recommend to the City Council various programs, policies and ordinances intended to implement the city's General Plan.
- E. The Planning Commission shall prepare, or cause to have prepared, various studies and plans related to community or neighborhood development problems, issues and needs.
- F. The Planning Commission shall review the annual capital improvement program for submittal to the City Council.
- G. On request, the Planning Commission shall review and submit recommendations to the City Council regarding city boundary changes or any public program for the acquisition and development of public facilities and transportation.
- H. The Planning Commission shall review and take final action on all proposed subdivisions.
- I. The Planning Commission shall conduct public hearings, prepare and maintain accurate minutes and records of these hearings and perform such other duties relating to the city's land use control ordinances, including zoning and subdivision regulations, as may be prescribed by state law and city ordinance.
- J. At the request of the City Council, the Planning Commission shall perform other duties related to some aspect of community planning and development.
- K. The Planning Commission shall submit an annual report to the City Council, by October 1 of each year, on the activities of the Planning Commission.
- L. The Planning Commission shall forward copies of the minutes of its proceedings to the City Council on a monthly basis.
- M. The Planning Commission shall encourage cooperation and coordination with public and semipublic agencies, civic and private organizations and other individuals and groups having an interest in the development of the city and its surrounding area.
- N. The Planning Commission shall also have all the powers which are now, or may hereafter be, given to it, under the general laws of the state or the Charter or ordinances of the city.

(Ord. 652, 1975)

## CHAPTER 2.24: STREET TREE COMMISSION

### Section

2.24.010 Established—Membership.

2.24.020 Term—Vacancies.

2.24.030 Quorum—Rules and meetings.

2.24.040 Powers and duties—Generally.

2.24.050 Reports.

2.24.060 Compensation.

### § 2.24.010 ESTABLISHED—MEMBERSHIP.

There is established a Street Tree Commission which shall consist of seven voting members and certain non-voting ex-officio members, including a representative of the Planning Commission, a member of the City Council, the City Planner and a representative from the Public Works Department.

(Ord. 1095, 1996; Ord. 993, 1989)

### § 2.24.020 TERM—VACANCIES.

A. Initial terms will be as follows:

1. Two terms of four years;
2. Two terms of three years;
3. Two terms of two years; and
4. One term of one year.

B. The terms of members shall be for four years, expiring on December 31 of the last year of the term. Any vacancy shall be filled by appointment by the Mayor with confirmation by the City Council for the unexpired portion of the term. Successors shall be appointed for four-year terms.

(Ord. 1095, 1996; Ord. 993, 1989)

### § 2.24.030 QUORUM—RULES AND MEETINGS.

Four voting members of the Street Tree Commission shall constitute a quorum. The Commission may make rules and regulations for its meetings and procedures consistent with city ordinances and shall meet at least once a month. In January each year, the Commission shall elect a chairperson and a vice-chairperson.

(Ord. 1095, 1996; Ord. 993, 1989)

**§ 2.24.040 POWERS AND DUTIES—GENERALLY.**

The powers, duties and responsibilities of the Street Tree Commission shall be as follows:

- A. To conduct an inventory of existing street trees, including historical trees and public properties in need of beautification and plantings and present a written report to the City Council of its findings;
- B. To develop and recommend to the City Council, for its adoption, a master list of street trees suitable for planting along the streets of the city. The list shall be reviewed annually, a copy of which shall be kept on file in the office of the City Recorder for public information;
- C. To develop and recommend to the City Council, for its adoption, an official street tree plan, designating specific trees for specified locations or streets in the city, a copy of which shall be kept on file in the office of the City Recorder for public information;
- D. To develop and recommend to the City Council, for its adoption, ordinances and policies for the planting, care and protection of street trees throughout the city;
- E. To act in an advisory capacity to the Planning Commission with respect to landscape design, suitable plantings, protection of natural vegetation and street tree requirements;
- F. To submit recommendations to the City Council regarding the beautification of public properties and rights-of-way; and
- G. To promote public knowledge and acceptance of the value of street tree planting programs and requirements.

(Ord. 993, 1989)

**§ 2.24.050 REPORTS.**

The Commission shall submit copies of its minutes to the City Council and shall prepare and submit such reports as from time to time may be requested of it by the City Council or the Planning Commission.

(Ord. 993, 1989)

**§ 2.24.060 COMPENSATION.**

Voting members of the Commission shall receive no compensation for services rendered. The Commission may receive gifts, bequests or devices of property to carry out any of the purposes of this chapter which shall be placed in a special account for use by the Commission.

(Ord. 993, 1989)

## CHAPTER 2.28: TRAFFIC SAFETY COMMITTEE

### Section

- 2.28.010 Establishment.
- 2.28.020 Membership.
- 2.28.030 Terms of office.
- 2.28.040 Powers and duties.

#### § 2.28.010 ESTABLISHMENT.

There is established a Traffic Safety Committee for the city.

(Ord. 707, 1977)

#### § 2.28.020 MEMBERSHIP.

A. The Traffic Safety Committee shall consist of seven voting members: the Chairperson of the City Council Public Safety Committee and six other persons as appointed by the City Council. No more than one of these voting members may be an official or employee of the city. Not more than two of the members shall be non-residents of the city. To be eligible for appointment, non-city members must reside within the boundaries of Sweet Home School District No. 55.

B. In addition to the seven voting members, the City Engineer and Police Chief shall serve as ex-officio non-voting members of the Traffic Safety Committee.

C. The Chairperson of the City Council Public Safety Committee shall be Chairperson of the Traffic Safety Committee. The Vice-Chairperson shall be elected by the Committee.

(Ord. 788, 1980; Ord. 707, 1977)

#### § 2.28.030 TERMS OF OFFICE.

The term of office of the six appointed members shall be for two years, except that the following procedure shall be used for initial appointments. At the first meeting of the Traffic Safety Committee, the six appointed members shall choose their term of office by lot as follows: three for one year and three for two years. The Traffic Safety Committee shall immediately thereafter notify the City Council in writing of the allotment.

(Ord. 788, 1980; Ord. 707, 1977)

#### § 2.28.040 POWERS AND DUTIES.

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

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

C. The Chairperson of the Traffic Safety Committee shall report the activities of the Committee to the regular Council meetings.

(Ord. 721, 1978; Ord. 707, 1977)

## **CHAPTER 2.44: MUNICIPAL COURT**

---

### Section

2.44.010 Proceedings.

2.44.020 Authority.

### § 2.44.010 PROCEEDINGS.

Except as otherwise provided by the Constitution and statutes of the state and the Charter of the city, all proceedings in the Municipal Court shall be governed and regulated by the general laws of the state applicable to justice courts in like or similar cases.

(Ord. 260, 1953)

### § 2.44.020 AUTHORITY.

The Municipal Judge may issue search warrants, inspection warrants and impound warrants to facilitate the enforcement of city ordinances, including any abatement processes therein. This source of authority is in addition to any other source of authority that the Municipal Court may have in issuing the warrants.

(Ord. 979, 1988)

## **CHAPTER 2.48: PERSONNEL SYSTEM**

---

### Section

2.48.010 Title.

2.48.020 Purpose.

2.48.030 Adoption and amendment of rules.

2.48.040 Administration of rules.

**§ 2.48.010 TITLE.**

The title of this chapter shall be, "The Personnel Ordinance of the City of Sweet Home".  
(Ord. 643, 1974)

**§ 2.48.020 PURPOSE.**

This chapter is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees.

(Ord. 643, 1974)

**§ 2.48.030 ADOPTION AND AMENDMENT OF RULES.**

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

(Ord. 643, 1974)

**§ 2.48.040 ADMINISTRATION OF RULES.**

The City Manager shall be responsible for:

A. Administering all the provisions of this chapter and of the personnel rules not specifically reserved to the City Council; and

B. Preparing or causing to be prepared and recommending to the City Council personnel rules and revisions and amendments to the rules.

(Ord. 643, 1974)

## CHAPTER 2.52: EMERGENCY MANAGEMENT PROGRAM

### Section

2.52.010 Purposes.

2.52.020 "Emergency" defined.

2.52.030 Emergency Program Manager.

2.52.040 Powers and duties of the Emergency Program Manager.

2.52.050 Emergency Operations Planning Team.

2.52.060 Powers and duties of the Emergency Operations Planning Team.

2.52.070 Emergency organization—composition.

2.52.080 Expenditures.

2.52.090 Violations—penalties.

### § 2.52.010 PURPOSES.

The declared purposes of this chapter are to:

A. Provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency management organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations and affected private persons; and

B. Implement the provisions of O.R.S. Chapter 401.

(Ord. 1147, § 1, 2002)

### § 2.52.020 "EMERGENCY" DEFINED.

As used in this chapter, *EMERGENCY* means any human-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, as defined in O.R.S. 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, crisis influx of migrants unmanageable by the county, civil disturbance, riot, sabotage, terrorist actions, including employment of weapons of mass destruction and war.

(Ord. 1203, § 5, 2008; Ord. 1147, § 2, 2002)

### § 2.52.030 EMERGENCY PROGRAM MANAGER.

The City Manager is designated as the City of Sweet Home Emergency Program Manager.

A. The Emergency Program Manager may appoint an Emergency Management Coordinator to serve as his or her deputy and to coordinate the preparation of the Emergency Management Plan and operation of the city's Emergency Communications Center.

B. The city's Emergency Program Manager shall be responsible for the development of the city's Emergency Plan which shall provide for the effective mobilization of all of the resources of the city, both public and private, to meet any condition constituting a local emergency and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan shall take effect upon adoption by resolution of the City Council.

(Ord. 1147, § 3, 2002)

#### § 2.52.040 POWERS AND DUTIES OF THE EMERGENCY PROGRAM MANAGER.

The Emergency Program Manager is empowered to:

A. Request the City Council to proclaim the existence or threatened existence of a "state of emergency" or to issue such proclamation if the City Council is not reasonably available. Whenever the Emergency Program Manager proclaims a state of emergency, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

B. Request the County Board of Commissioners to proclaim a "state of emergency" and provide needed resources when, in the opinion of the Emergency Program Manager, the locally-available resources are inadequate to cope with the emergency;

C. Control and direct the effort of the emergency organization of the city for the accomplishment of the purposes of this chapter;

D. Direct cooperation between and coordination of services and staff of the emergency organization of this city and resolve questions of authority and responsibility that may arise between them;

E. Represent the city in all dealings with the public or private agencies on matters pertaining to emergencies as defined in this chapter; and

F. In the event of the proclamation of a "state of emergency" as provided in this section, the proclamation of a "state of emergency" by the Governor or the existence of a "state of war emergency", the Emergency Program Manager is empowered, to the extent lawfully permissible:

1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by the emergency; provided, however, the rules and regulations must be confirmed at the earliest practicable time by the City Council;

2. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;

3. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in Linn County or the existence of a "state of war

emergency”, to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties; the persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency service workers;

4. To requisition necessary personnel or material of any city department or agency; and

5. To execute all of his or her ordinary power as City Manager, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him or her by O.R.S. Chapter 401, by any agreement approved by the City Council and by any other lawful authority.

(Ord. 1147, § 4, 2002)

#### **§ 2.52.050 EMERGENCY OPERATIONS PLANNING TEAM.**

The Emergency Operations Planning Team is created and shall consist of at least six representatives as designated by the city’s Emergency Program Manager.

(Ord. 1147, § 5, 2002)

#### **§ 2.52.060 POWERS AND DUTIES OF THE EMERGENCY OPERATIONS PLANNING TEAM.**

The Emergency Operations Planning Team shall, under the supervision of the Emergency Program Manager, develop emergency plans and manage the emergency program of the city and shall have such other powers and duties as may be assigned by the Emergency Program Manager.

(Ord. 1147, § 6, 2002)

#### **§ 2.52.070 EMERGENCY ORGANIZATION—COMPOSITION.**

All officers and employees of the city together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of this chapter, charged with duties incident to the protection of life and property in the city during the emergency, shall constitute the emergency organization of the city.

(Ord. 1147, § 7, 2002)

#### **§ 2.52.080 EXPENDITURES.**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

(Ord. 1147, § 8, 2002)

**§ 2.52.090 VIOLATIONS—PENALTIES.**

It shall be a misdemeanor, punishable by a fine not to exceed \$1,000 and imprisonment with a maximum of 30 days or both, for any person, during an emergency to:

A. Willfully obstruct, hinder or delay any member of an emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if the act is of such nature as to give, or be likely to give, assistance to the enemy or to imperil the lives and property of inhabitants of the city or to prevent, hinder or delay the defense or protection thereof; and

C. This section is not intended to, nor shall it prevent a peace officer from enforcing O.R.S. 162.247, Interfering With a Peace Officer.

(Ord. 1147, § 9, 2002)

## **CHAPTER 2.56: CRIMINAL HISTORY RECORD CHECK POLICIES**

---

Section

2.56.010 Required check.

2.56.020 Employment denial.

2.56.030 Appeal.

2.56.040 Notice.

**§ 2.56.010 REQUIRED CHECK.**

All applicants for employment and appointed volunteers with the City of Sweet Home will be required to authorize the city to conduct a criminal offender information check (CCH) through the OSP LEDS system.

(Ord. 1195, § 1, 2007)

**§ 2.56.020 EMPLOYMENT DENIAL.**

A. An applicant's conviction for any felony within the past 15 years preceding the date of application or conviction for any crime of dishonesty, crime against a person, crime involving narcotics or crime against property within the past five years or the applicant's failing to reveal on the application any criminal conviction shall be grounds to deny city employment to the applicant.

B. In addition, no applicant who is required to register as a sexual offender, as defined in O.R.S. 181.592, shall be eligible for employment with the city.

(Ord. 1195, § 2, 2007)

**§ 2.56.030 APPEAL.**

An applicant who is disqualified from employment with the city based on the applicant's CCH shall be informed of the basis of disqualification and may appeal the disqualification, only on the grounds that the information is incorrect. Any such appeal must be in writing, must state with particularity the grounds for the appeal and must be received by the city no later than seven calendar days from the date of disqualification notice.

(Ord. 1195, § 3, 2007)

**§ 2.56.040 NOTICE.**

All city job application forms shall contain notice to the applicant that any job offer will be conditioned on the applicant's written consent to a check of the applicant's criminal history information.

(Ord. 1195, § 4, 2007)

## **CHAPTER 2.60: POLICE DEPARTMENT POLICIES**

---

Section

2.60.010 Police Inventory and Search Policy adopted.

2.60.020 Vehicle inventory search.

**§ 2.60.010 POLICE INVENTORY AND SEARCH POLICY ADOPTED.**

Policy 902, inclusive, of the *Sweet Home Police Department Policy Manual* is hereby adopted. These policies pertain to searches of those in police custody.

(Ord. 1223, § 1, 2011)

**§ 2.60.020 VEHICLE INVENTORY SEARCH.**

Policy 510.6 of the *Sweet Home Police Department Policy Manual* is hereby adopted. This policy pertains to the inventory of vehicles towed or impounded by the Sweet Home Police Department.

(Ord. 1223, § 2, 2011)

DATE: November 29, 2016  
SUBJECT: Paperless Council Meetings  
SUBMITTED TO: City Council  
PREPARED BY: Christy S. Wurster, City Manager Pro-Tem

---

STATEMENT/PURPOSE:

The City of Sweet Home continually strives for efficiency and transparency in City operations. The City Council established fiscal year 2016-2017 goals which include the creation of technology assessment and plan to leverage existing resources to meet public expectations and better communicate with the public. The City Council has requested that staff evaluate moving to paperless agenda packets to save both environmental and financial resources.

BACKGROUND ANALYSIS:

The City Council has requested that staff evaluate the option of moving to paperless agenda packets. The City Council meets a minimum of 24 times per year for regular City Council meetings. For each meeting, City staff coordinates the compilation of 25 agenda packets that include the staff reports and supporting documentation for each item on the agenda. The agenda packet for a City council meeting typically ranges from 30 to 130 pages (based on the average 24 meetings for calendar year 2015). For calendar year 2015, paper agenda packets consumed 20,898 pieces of paper. In addition, agendas are prepared for committee meetings that include: Admin & Finance, Public Safety & Traffic Safety, and Public Works.

With advances in technology, the question has been raised whether continued use of paper agenda packets has become more expensive and a less efficient means of production. Electronic devices offer excellent readability and *can* include annotation software that allows for editing and markup of the electronic document. They may also simply be a way to access the link to the document without the additional software enhancements. Another option would be to utilize the device for remote access to a shared drive. The prices for these devices are dropping and the usability and functionality continue to improve. These devices have been successfully implemented in several cities. Legislative bodies have been able to integrate the devices into their duties without significant disruption. The one thing to keep in mind is that no matter how great the idea seems, if the City Council cannot easily access the materials the devices may never be used, or used to their full extent.

The staff reports and supporting documents are available to the public in electronic format on the City's website. They are also currently distributed to the City Council via email. The devices could replace the paper agenda packet that is produced for the Mayor, Council, and designated staff. Paper agenda packets could continue to be available to the public in the City Manager's office and at the meetings. The Council also may prefer to

offer all agenda packets in electronic format by projecting the agenda item on a screen for viewing by the public in attendance at the meetings.

Any implementation would include training for elected officials and staff. The City Manager's office would provide assistance with the use of the device and annotation software (if any) and our contract IT services, currently Cascade Computers, would provide hardware support.

If the City Council wishes to pursue this option further, staff has determined that best practices would require a clear policy on the terms of use and responsibility for the devices.

Issues for consideration:

1. Cost and procurement. There is currently no budget established for the purchase of the purchase of the devices/electronic equipment. The equipment itself will range from \$300+/- per unit. Will the City purchase warranties? Additional costs may include special software and annual licensing to enhance features available for agenda packets. Other costs may include monthly internet access fees per unit if this is desired by the City Council.
2. Intended uses of the electronic devices. Will the use be limited to paperless meeting agendas, sending and receiving City email, camera and video for City business, and/or internet access?
3. Distribution. Will the distribution include the City Council and Department Heads? What if a Councilor prefers paper format?
4. General care. Who will be responsible for damage protection? Electronic devices must be kept clean and free from writing, drawing, stickers, and labels that are not the property of the City. What if the device is lost or stolen?
5. Password protections. Every six months the passwords will be changed. If a password is misplaced the memory may need to be erased.
6. Will the wireless equipment be connected to the City's network? Does the City wish to include security that gives the ability to remotely wipe the memory of the device? Will periodic audits be performed to ensure devices are restricted to City use only?
7. Replacement schedule. Recommend upgrades every 3 or 4 years and included in the City Council annual budget.

FISCAL IMPACT:

There are no funds available in the fiscal year 2016-2017 budget. The following potential costs are listed for consideration:

- Monthly Copy Cost \$98.05 per month
- Staff Time to Copy Packets \$159.37 per month
- 7 devices x \$300 each – City Council
- 7 devices x \$300 each – Planning Commission
- Software- Civic Web
- Staff Time to Download Packets
- Only wi-fi enabled or internet access?

DATE: NOVEMBER 29, 2016

SUBJECT: RESOLUTION ESTABLISHING A POLICY FOR NAMING  
PUBLICLY OWNED FACILITIES

SUBMITTED BY: RAY TOWRY, City Manager

PREPARED BY: CHRISTY WURSTER, City Manager Pro-Tem

---

STATEMENT OF SUBJECT:

Should the City Council establish a policy for naming publicly owned facilities?

BACKGROUND ANALYSIS:

The Administrative and Finance Committee met in regular session on Tuesday, October 18, 2016 and directed staff to prepare a policy for the City of Sweet Home utilizing the City of Creswell policy as a template and forward it to the City Council for adoption.

FISCAL IMPACT:

Minimal.

**RESOLUTION \_\_\_\_\_ for 2016**

**A RESOLUTION OF THE SWEET HOME CITY COUNCIL ESTABLISHING A POLICY FOR NAMING PUBLICLY OWNED PROPERTIES OR FACILITIES**

**WHEREAS**, the City Council of the City of Sweet Home recognizes the need to establish a policy for naming parks, buildings and other city owned properties or facilities; and

**WHEREAS**, the City Council recognizes that there are City-owned properties and facilities which already have names commonly known throughout the community; and

**WHEREAS**, the City Council wishes to establish a procedure for recognizing and honoring persons by naming publically owned facilities after them; and

**NOW THEREFORE, THE SWEET HOME CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The City of Sweet Home adopts the following Public Facility Naming Policy:

- I. **PURPOSE:** To establish a uniform policy which will provide direction regarding naming or renaming city owned land, facilities, parks, and buildings, as well as the designation of commemorative street names and plaques, which are compatible with the community interest and which will enhance the values and heritage of the City of Sweet Home.
- II. **GENERAL:**
  - a. This policy establishes the guidelines, criteria and process for naming or renaming of city-owned property.
  - b. The City Council shall have the final authority to name and rename any or all City-owned property or portion thereof. This shall include the authority to revoke the name of a City-owned property. Names which would be detrimental to the mission or image of the City of Sweet Home will not be used to identify City-owned property.
  - c. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property shall not constitute an obligation or establish a right to name any land or facilities granted to the City.
  - d. It is the intent of the City Council to keep the name of any existing park, City-owned facility or other City-owned property unless there are compelling reasons to consider a name change.

- e. Official street names and addresses shall be established by the City of Sweet Home in accordance with the policies and procedures already outlined in City policy; the naming of streets and creation of addresses do not fall under this policy.
- f. Commemorative street name signs may be considered and shall be an addition to the street name; the official street name shall not be changed. A supplemental sign or plaque may be installed beneath the existing street name sign stating the commemorative name.
- g. All costs including staff time, labor and materials associated with the installation of plaques, monuments, and signs will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERIA:

- a. The size, wording and materials of any memorial or sign associated with the name of a City-owned property shall be reviewed by City staff for compliance with the City's Sign Code. Content of such shall be reviewed by staff and approved by the City Council prior to production.
- b. Whenever possible, naming shall begin early in the development and/or acquisition of City-owned property.
- c. Names shall be appropriate to the park, building or other City-owned facility and are encouraged to reflect the following:
  - i. history, flora, fauna, geographic area, or natural geologic features related to the City of Sweet Home;
  - ii. significant historical events, cultural attributes, local landmarks, or a historical figure; or
  - iii. City's ethnic and cultural diversity.
- d. Signs shall be written using the English alphabet.
- e. The City Council may consider the following when making a determination regarding names which honor individuals or families:
  - i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
  - ii. Have they made significant contribution to the betterment of a specific City-owned property; or
  - iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or

- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
  - v. Have they had a positive impact on the lives of Sweet Home residents; or
  - vi. Have they volunteered or worked for the city for ten (10) years or more; or
  - vii. Have they distinguished themselves through military service; or
  - viii. Are they a current or past resident of Sweet Home who has distinguished themselves?
- f. The City Council may name city-owned property after an individual who has served as a city official or was an employee of the City of Sweet Home provided that:
- i. They no longer work for the city; and,
  - ii. They made a contribution over and above the normal duties required by their position; or
  - iii. They had a positive impact on the past and future development of programs, projects or facilities within the City of Sweet Home; or
  - iv. They have made significant volunteer contributions to the community outside the scope of their job; or
  - v. They have had exceptionally long tenure with the City of Sweet Home (at least ten (10) years); or
  - vi. There is significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. PROCEDURE:

- a. A request to name or rename City-owned property shall be made on an application specifically designed for this purpose (Exhibit A).
- b. Fees associated with administrative and hard costs may be assessed and are the responsibility of the applicant. The administrative and processing fees shall be established by the Sweet Home City Council and shall be reflected on the City's fee schedule.

The fees shown below are intended as a guideline to the applicant. Fees will be assessed on actual costs and will be due throughout the process at the time when expenditures are to be made or prior to staff review. An applicant may choose to submit fees in a lump sum at the beginning of the process; any unused fees will be returned at the completion of the project.

The City Council has to right to adjust fees at their discretion upon application and consideration at a regularly scheduled City Council meeting.

Action	Fee
Notification of Public Hearing – legal notice includes staff time to process	\$ 400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in Section III of this policy.
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration without regard to the source of the nomination.
- e. The City Council may return the application to the applicant for further clarification if they so desire.
- f. After City Council review of the application a notice of intent to name a City-owned property shall be posted in public places and published at least once in the City’s paper of record for a thirty (30) day review process prior to City Council decision.
- g. After the thirty (30) day review period is completed a public hearing shall be placed on the agenda of the next regular meeting of the City Council.
- h. City Council will make a decision regarding the proposed name at the same City Council meeting.
- i. If the City Council rejects an application the applicant must wait a minimum of six (6) months before resubmitting the name for consideration.

Resolution No. \_\_\_\_\_ for 2016

**Section 2.** This policy shall take effect on the date of its adoption by the Sweet Home City Council.

ADOPTED this \_\_\_\_\_ day of November 2016, by the City Council of the City of Sweet Home.

APPROVED BY:

\_\_\_\_\_  
Mayor

ATTEST:

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

## City of Sweet Home Application for Naming Publicly Owned Facilities



*The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form and return completed form and the appropriate fees to City Hall for consideration.*

Publicly Owned Facilities or Property Considered for Naming:	
Current Name:	Proposed Name:

Applicants Name:			
Organization:			
Contact Info:	Address:		
	City	State:	Zip:
	Email:	Phone:	

Please provide an explanation of why the City should take this action:

For Official Use Only			
Date:	Received By:	Fee Pd:	Receipt #:

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
( ) Library Board	_____	_____
( ) Park Board	_____	_____
( ) Traffic Safety	_____	_____
( ) Tree Commission	_____	_____
( ) City Council	_____	_____

DRAFT

REQUEST FOR COUNCIL ACTION

November 22, 2016

SUBJECT: An ordinance combining the Public Safety Committee and the Traffic Safety Committee

SUBMITTED BY: ROBERT SNYDER, City Attorney

PREPARED BY: ROBERT SNYDER, City Attorney

---

STATEMENT OF THE SUBJECT:

A proposed ordinance for combining the Public Safety Committee and the Traffic Safety Committee.

RECOMMENDATION:

If the proposed ordinance meets with City Council approval read it for the first time at the council meeting.

BACKGROUND ANALYSIS:

The City Council has directed staff to prepare an ordinance to combine the Public Safety Committee which is currently a City Council committee and the Traffic Safety Committee which has been established in the municipal code in Chapter 2.28.

The proposed ordinance was taken from the current Traffic Safety Committee ordinance and blended with the practices that are currently being used for the Public Safety Committee.

## CHAPTER 2.28: TRAFFIC SAFETY COMMITTEE

### Section

- 2.28.010 Establishment.
- 2.28.020 Membership.
- 2.28.030 Terms of office.
- 2.28.040 Powers and duties.

#### § 2.28.010 ESTABLISHMENT.

There is established a Traffic Safety Committee for the city.  
(Ord. 707, 1977)

#### § 2.28.020 MEMBERSHIP.

A. The Traffic Safety Committee shall consist of seven voting members: the Chairperson of the City Council Public Safety Committee and six other persons as appointed by the City Council. No more than one of these voting members may be an official or employee of the city. Not more than two of the members shall be non-residents of the city. To be eligible for appointment, non-city members must reside within the boundaries of Sweet Home School District No. 55.

B. In addition to the seven voting members, the City Engineer and Police Chief shall serve as ex-officio non-voting members of the Traffic Safety Committee.

C. The Chairperson of the City Council Public Safety Committee shall be Chairperson of the Traffic Safety Committee. The Vice-Chairperson shall be elected by the Committee.  
(Ord. 788, 1980; Ord. 707, 1977)

#### § 2.28.030 TERMS OF OFFICE.

The term of office of the six appointed members shall be for two years, except that the following procedure shall be used for initial appointments. At the first meeting of the Traffic Safety Committee, the six appointed members shall choose their term of office by lot as follows: three for one year and three for two years. The Traffic Safety Committee shall immediately thereafter notify the City Council in writing of the allotment.

(Ord. 788, 1980; Ord. 707, 1977)

**§ 2.28.040 POWERS AND DUTIES.**

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

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

C. The Chairperson of the Traffic Safety Committee shall report the activities of the Committee to the regular Council meetings.

(Ord. 721, 1978; Ord. 707, 1977)

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

SWEET HOME ORDINANCE PERTAINING TO ESTABLISHMENT OF PUBLIC SAFETY AND TRAFFIC COMMITTEE

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 2.28.010 entitled ESTABLISHMENT is amended to read as follows:

There is established a Public Safety and Traffic Committee for the city.

Section 2. Sweet Home Municipal Code Section 2.28.020 entitled MEMBERSHIP is amended to read as follows:

A. The Public Safety and Traffic Committee shall consist of seven voting members: the Chairperson being a council member with two other council members appointed by the Mayor and four other persons as appointed by the City Council. No more than three of these voting members may be an official or employee of the city. Not more than two of the members shall be non-residents of the city. To be eligible for appointment, non-city members must reside within the boundaries of Sweet Home School District No. 55.

B. In addition to the seven voting members, the City Engineer and Police Chief shall serve as ex-officio non-voting members of the committee.

C. The Vice-Chairperson of the committee shall be appointed by the Mayor from the council members on the committee.

Section 3. Sweet Home Municipal Code Section 2.28.030 entitled TERMS OF OFFICE. is amended to read as follows:

The term of office of the four non council members shall be for two years, except that the following procedure shall be used for initial appointments. At the first meeting of the committee the four non council members shall choose their term of office by lot as follows: two for one year and two for two years. The committee shall immediately thereafter notify the City Council in writing of the allotment.

Section 4. Sweet Home Municipal Code Section 2.28.040 entitled POWERS AND DUTIES. is amended to read as follows:

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

DRAFT

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

C. The Chairperson of the committee shall report the activities of the committee to the regular Council meetings.

D. The committee shall review all public safety matters that are referred to it by the City Council.

PASSED by the Council and approved by the Mayor this day of November, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

REQUEST FOR COUNCIL ACTION

**DRAFT**

November 22, 2016

SUBJECT: An ordinance creating a Park And Tree Committee

SUBMITTED BY: ROBERT SNYDER, City Attorney

PREPARED BY: ROBERT SNYDER, City Attorney

---

STATEMENT OF THE SUBJECT:

A proposed ordinance to create a Park And Tree Committee from the Park Board and the Street Tree Commission membership.

RECOMMENDATION:

If the proposed ordinance meets with City Council approval read it for the first time at the council meeting.

BACKGROUND ANALYSIS:

The City Council has directed staff to prepare an ordinance that creates a committee from the membership of the Park Board and Street Tree Commission that can function as a joint committee to do the necessary business of either and to combine membership to help obtain a quorum in order to conduct their business.

The proposed ordinance provisions would provide for a joint committee that meets at least four times a year to conduct park board and/or tree commission business.

## CHAPTER 2.16: PARK BOARD

### Section

2.16.010 Established.

### § 2.16.010 ESTABLISHED.

A. *General.* There is established the park board of the city to serve at the pleasure and in service to the City Council. It shall consist of five voting members and one ex-officio member, to be appointed as follows:

1. The Chairperson of the Park Subcommittee of the City Council as appointed by the Mayor;
2. Four members at large appointed by the Mayor and confirmed the Council. Each term will be four years or until successors are appointed. The members of the first Board appointed shall draw lots for the length of their terms of office so that one member shall serve for one year, one for two years, one for three years and one for four years. At the expiration of the term of each member, the Mayor shall appoint a member to fill the vacancy; and
3. The City Manager or his or her appointed Park Director will serve as ex-officio member of the Board.

B. *Duties.* The Board is charged with the responsibility of recommending the following programs to the City Council:

1. A capital development program for each fiscal year, to include acquisition of new land and/or development of existing property;
2. An outline of the recreation programs to be carried on by the city's Recreation Department for the next fiscal year;
3. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and
4. Additional duties and studies as may be required from time to time by the City Council.

C. *Meetings.* There will be a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of next year's capital and recreation programs.

D. *Attendance.* Any member who misses two consecutive meetings without a leave of absence granted by the Chairperson will be asked to step down and a new member will be appointed to fill the vacancy.

E. *Chairperson.* The Board shall elect from its members a chairperson. It shall also keep a permanent record of its proceedings and deposit the record in the office of the City Recorder.  
(Ord. 585, 1972)

## CHAPTER 2.24: STREET TREE COMMISSION

### Section

- 2.24.010 Established—Membership.
- 2.24.020 Term—Vacancies.
- 2.24.030 Quorum—Rules and meetings.
- 2.24.040 Powers and duties—Generally.
- 2.24.050 Reports.
- 2.24.060 Compensation.

### § 2.24.010 ESTABLISHED—MEMBERSHIP.

There is established a Street Tree Commission which shall consist of seven voting members and certain non-voting ex-officio members, including a representative of the Planning Commission, a member of the City Council, the City Planner and a representative from the Public Works Department. (Ord. 1095, 1996; Ord. 993, 1989)

### § 2.24.020 TERM—VACANCIES.

A. Initial terms will be as follows:

1. Two terms of four years;
2. Two terms of three years;
3. Two terms of two years; and
4. One term of one year.

B. The terms of members shall be for four years, expiring on December 31 of the last year of the term. Any vacancy shall be filled by appointment by the Mayor with confirmation by the City Council for the unexpired portion of the term. Successors shall be appointed for four-year terms. (Ord. 1095, 1996; Ord. 993, 1989)

### § 2.24.030 QUORUM—RULES AND MEETINGS.

Four voting members of the Street Tree Commission shall constitute a quorum. The Commission may make rules and regulations for its meetings and procedures consistent with city ordinances and shall

meet at least once a month. In January each year, the Commission shall elect a chairperson and a vice-chairperson.

(Ord. 1095, 1996; Ord. 993, 1989)

#### § 2.24.040 POWERS AND DUTIES—GENERALLY.

The powers, duties and responsibilities of the Street Tree Commission shall be as follows:

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

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

C. To develop and recommend to the City Council, for its adoption, an official street tree plan, designating specific trees for specified locations or streets in the city, a copy of which shall be kept on file in the office of the City Recorder for public information;

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

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

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

G. To promote public knowledge and acceptance of the value of street tree planting programs and requirements.

(Ord. 993, 1989)

#### § 2.24.050 REPORTS.

The Commission shall submit copies of its minutes to the City Council and shall prepare and submit such reports as from time to time may be requested of it by the City Council or the Planning Commission.

(Ord. 993, 1989)

#### § 2.24.060 COMPENSATION.

Voting members of the Commission shall receive no compensation for services rendered. The Commission may receive gifts, bequests or devices of property to carry out any of the purposes of this chapter which shall be placed in a special account for use by the Commission.

(Ord. 993, 1989)

C. *Meetings.* There will be a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of next year's capital and recreation programs.

D. *Attendance.* Any member who misses two consecutive meetings without a leave of absence granted by the Chairperson will be asked to step down and a new member will be appointed to fill the vacancy.

E. *Chairperson.* The Board shall elect from its members a chairperson. It shall also keep a permanent record of its proceedings and deposit the record in the office of the City Recorder.  
(Ord. 585, 1972)

ORDINANCE BILL NO. FOR 2016

ORDINANCE NO.

SWEET HOME ORDINANCE PERTAINING TO PARK BOARD AND STREET TREE COMMISSION

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 2.16. is created to read as follows:

In addition to the other provisions of this chapter there shall be a combined Park Board and Street Tree Commission known as the Park and Tree Committee that shall be composed of all members of the Park Board and Street Tree Commission. The Committee shall meet at least four times in a calender year to discuss joint issues and conduct business of the Park Board and Street Tree Commission . This combined committee shall have the authority and power to conduct any and all business of the Park Board and/or Street Tree Commission and can use its membership to make a quorum to conduct the business of the Park Board and/or Street Tree Committee.

Section 2. Sweet Home Municipal Code Section 2.24. is created to read as follows:

In addition to the other provisions of this chapter there shall be a combined Park Board and Street Tree Commission known as the Park and Tree Committee that shall be composed of all members of the Park Board and Street Tree Commission. The Committee shall meet at least four times in a calender year to discuss joint issues and conduct business of the Park Board and Street Tree Commission . This combined committee shall have the authority and power to conduct any and all business of the Park Board and/or Street Tree Commission and can use its membership to make a quorum to conduct the business of the Park Board and/or Street Tree Committee.

PASSED by the Council and approved by the Mayor this \_\_\_\_ day of November, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

**DRAFT**

REQUEST FOR COUNCIL ACTION

November 22, 2016

SUBJECT: RESOLUTION FOR COMBINING THE ADMINISTRATION AND FINANCE COMMITTEE AND THE PROPERTY COMMITTEE

SUBMITTED BY: ROBERT SNYDER, City Attorney

PREPARED BY: ROBERT SNYDER, City Attorney

---

STATEMENT OF THE SUBJECT:

The combining of the Administration And Finance Committee with the Property Committee

RECOMMENDATION:

If the proposed resolution meets with City Council approval pass by motion of City Council.

BACKGROUND ANALYSIS:

The proposed resolution sets forth the desire of the City Council from its past discussions to combine the Administration and Finance Committee and the Property Committee. The proposed committee would keep the name of the Administration And Finance Committee but now also consider the property issues of the City that the Property Committee had been doing. The purpose of the combined committees is to have the number of meetings reduced and use the same three City Councilors for admin and finance and property issues.

# DRAFT

RESOLUTION NO. \_\_\_\_\_ FOR 2016

A RESOLUTION COMBINING THE ADMINISTRATION AND FINANCE COMMITTEE AND THE PROPERTY COMMITTEE.

WHEREAS, the Sweet Home City Council desires to combine the Administration And Finance Committee and the Property Committee;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES AS FOLLOWS:

The Administration And Finance Committee and the Property Committee are hereby combined in name and function into one committee known as the Administration And Finance Committee that shall preform the duties of both committees henceforth.

This resolution shall be effective upon the passage thereof.

PASSED by the City Council and approved by the Mayor this \_\_\_\_ day of November, 2016.

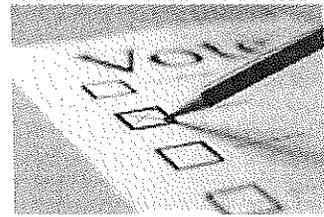
\_\_\_\_\_  
Mayor

ATTEST:

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

## **ELECTED ESSENTIALS 2017**

*Free training for newly-elected and experienced elected officials*



**"Elected Essentials" is a training for new and experienced elected officials. This League training is open exclusively to elected city officials and is free as part of membership in the League.**

### **DATES AND LOCATIONS**

**January 25 - Lebanon**  
Best Western Premier Boulder Falls Inn & Conference Center  
505 Mullins Drive, Lebanon, OR 97355

**Elected Essentials Training** (*open to elected officials only*): **8:30 a.m. - 4:15 p.m.**

**Regional Meeting** (*open to all city officials*): **4:30 p.m. - 6:30 p.m.**

### **PRELIMINARY AGENDA**

#### **Draft Schedule:**

8:30 a.m. - Coffee, Welcome and Introductions

12:00 p.m. - Lunch

4:15 p.m. - Conclude Elected Essentials Training

4:30 p.m. - Regional Meeting with Legislative Session Update

5:15 p.m. - Round Table Member Networking

6:30 p.m. - Conclude Regional Meeting