

# City of Shady Cove

## INSIDER



*City of Shady Cove*  
"and a river runs through it!"

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We're on the Web!  
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### FINANCIAL INFORMATION

Except for some minor fine tuning, the conversion of financial information to Caselle is complete. The information still needs to be formatted in a report corresponding to budget line items.

The City Administrator has provided the auditor with all necessary documents for an audit of fiscal year 2012/2013. The audit is scheduled for completion by February 15th, 2014.

### PLANNING COMMISSION

The Planning Commission (PC) is in progress to assist the City Council to meet one of the major goals of the City adopted in 2013: to update the Comprehensive Plan, a state-mandated planning document that guides City business.

The Comprehensive Plan update process will take months.

The Comprehensive Plan update process will be:

1. PC will have workshop meetings to incorporate new data into a Comprehensive Plan draft.
2. Prior to adoption by the City Council, the PC, after creating a draft document for review, will supply a copy to the Department of Land Conservation & Development (DLCD). DLCD will supply recommendations for further changes to the document.
3. PC will hold a Public Hearing (which may take a number of days) to hear citizens comments concerning the draft Comprehensive Plan.
4. PC makes further updates to the draft Comprehensive Plan with info received at the Public Hearings.
5. PC will make a final Comprehensive Plan and submit it to the City Council for their adoption.

Planning Commission workshops to work on updating the Comprehensive Plan will begin in February. It is unknown at this time when the Public Hearing will be held for citizen input to the Comprehensive Plan. But you can comment on the existing document and make suggestions for changes by sending an email or letter to the Planning Commission now. You can find the Comprehensive Plan adopted in 2004 posted on the City website by clicking on the Planning Information button.

## CITY COUNCIL MEETING: JANUARY 2, 2014

The Council discussed the need and merits of closing City Hall to the public, so that the reduced staff would have an opportunity to deal with programmable work without interruption. It was approved, by motion, that City Hall will be closed to the public on Wednesdays and open the other 4 days on the originally scheduled hours: 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm. The City Administrator was asked to prepare an Administrative Policy (14 - 02), reflecting that change, to be reviewed at the January 16th meeting.

The change was implemented on January 15th. It will remain in effect until a regular full time City Administrator is in place and the staff is brought up to the necessary complement of 3 Administrative Assistants. At that time, City Hall will again be open 5 days a week on the aforementioned schedule.

The Council approved Policy 14 - 01: Application for and

appointments to Standing Committees (Planning Commission and Budget Committee). Applications are required for all appointments, however current committee members seeking reappointment to the same committee may submit an abbreviated application. Applications are available at City Hall.

The City Council recessed to an Executive Session to consider the employment of a staff member as set forth in ORS 192.660 (2)(a).

## PUBLIC SAFETY

The City's Sheriff Oversight Committee, consisting of the Mayor, City Administrator, Councilor Ulrich and Emergency Management Committee Chair Ed Mayer, held their quarterly meeting with Sheriff's representatives Captain Terry Larson, Lieutenant Christine Bronson and Financial Manager Sue Watkins on January 15th. Several matters were discussed with the following beneficial agreements reached:

1. Ed Mayer will provide language to the Sheriff's Office, for union concurrence, wherein we are requesting that the duty rotation be revised for contract cities (Shady Cove). Currently, a Deputy has the opportunity to rotate, based on seniority,

each quarter. Our request is that rotation opportunity be less frequent, which would allow the Deputies to increase familiarity with the City and problem areas and equally important the citizens develop a familiarity with the Deputies. This is not a done deal. We will provide updated status as it occurs.

2. The evening duty Deputy will attend all (if not on a call) City Council meetings. He will provide an overview of activity in Shady Cove since the last meeting and subjects of interest regarding the Sheriff's Office. However, this will not be a venue for individual complaints.

3. Approximately every 2 months, a Sheriff's Supervisor will attend a Council Meeting to

make a presentation on a subject of interest. If you would like a presentation on a particular matter, so identify to the City Administrator.

4. The Sheriff's Office will continue to closely manage overtime charged to Shady Cove. To date, overtime charges have been quite modest.

## CITY COUNCIL MEETING: JANUARY 16, 2014

The Council had hoped to be in a position to discuss and possibly take some action concerning the City Administrator selection process. Unfortunately, timing did not work in our favor, so the matter will be on the February 6th council meeting agenda. Fortunately, that delay is not of great consequence because Aaron Prunty, as City Administrator ProTem, is doing an excellent job.

Deputy Sheriff, Thomas Hohl, was in attendance and introduced by the Mayor. He was well received by a packed council chamber, provided an overview of his background and said he was prepared to respond to any and all safety concerns expressed by the citizens of Shady Cove.

The Council reviewed and concurred with Policy 14 - 2, as noted in the foregoing first paragraph of the January 2, 2014 Council meeting.

A copy of the City's Capital Improvement Plan (CIP) was included in the meeting schedule. A brief discussion took place wherein the council was asked to be prepared to discuss in detail at our next meeting. The last update was June of 2009. Following a formal adoption of the updated CIP, the Council will review the System Development Charges (SDC's). Then, the Council should authorize expenditure for official recalculation based on the updated CIP. Funding for that recalculation is included in the current budget. ORS 223.297 specifies that establishment of an SDC must be based on a CIP that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee.

Once revised SDCs are adopted, the council will review the entire fee schedule. It is anticipated that the revised SDCs might be less than those currently in place.