

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.



**CITY OF SWEET HOME
CITY COUNCIL
AGENDA**

WIFI Passcode:
guestwifi

September 12, 2017, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Coleman
Councilor Gerson
Councilor Goble
Councilor Gourley

Mayor Mahler
Councilor Trask
Vacant

C. Consent Agenda:

- a) Approval of Minutes:
 - i. August 22, 2017 City Council Minutes – ES (pg. 4)
 - ii. August 22, 2017 City Council Minutes – WS (pg. 5-9)
 - iii. August 28, 2017 City Council Minutes – SP (pg. 10)
 - iv. August 31, 2017 City Council Minutes – WS (pg. 11)

D. Recognition of Visitors and Hearing of Petitions

E. Old Business:

- a) Motion to Excuse Councilor Coleman from August 15, 2017 Work Session
- b) Motion to Excuse Councilor Goble from August 31, 2017 Work Session
- c) Chamber of Commerce Contract (pg. 12-14)

F. New Business:

- a) **Request for Council Action** – Municipal Court New Software Purchase (pg. 15-25)

G. Introduction, First and Second Reading of Ordinance Bills

- a) INTRODUCTION

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

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- i. Request for Council Action - Ordinance No. ___ for 2017 – A Sweet Home Ordinance Establishing Certain City Committees (pg. 26-37)
- ii. Request for Council Action - Ordinance No. ___ for 2017 – An Ordinance Amending the Sweet Home Chronic Nuisance Ordinance (pg. 38- 47)
- b) FIRST READING
 - i. Ordinance No. ___ for 2017 – A Sweet Home Ordinance Establishing Certain City Committees (pg. 28-31)
 - ii. Ordinance No. ___ for 2017 – An Ordinance Amending the Sweet Home Chronic Nuisance Ordinance (pg. 40)
- c) SECOND READING

H. Third Reading of Ordinance Bills (Roll Call Vote Required)

I. Resolutions

- a) Resolution No. 18 for 2017 – A Resolution Accepting Corrections in a Deficit Fund Balance and Audit Deficiencies as Noted by the Auditors Following the June 30, 2016 Audit (pg. 48-53)

J. Reports of Committees:

Administrative & Finance/Property	Goble
Parks Board	Trask
Public Safety/Traffic Safety	Coleman
Public Works	Mahler
Tree Commission	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Coleman
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

K. Reports of City Officials:

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports:
 - i. Finance Director
 - (1) Finance Monthly Department Report August 2017 (pg. 54)
 - (2) Bank Reconciliation August 2017 (pg. 55-58)

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- (3) SHMC Monthly Report August 2017 (pg. 59)
 - ii. Library Services Director
 - iii. Community and Economic Development Director
 - iv. Police Chief
 - v. Public Works Director
 - vi. City Attorney's Report

L. 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.

SWEET HOME CITY COUNCIL
SPECIAL MEETING EXECUTIVE SESSION MINUTES

August 22, 2017

The City Council Executive Session was opened at 5:30 p.m. in the City Hall Annex.

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P	Vacant	
	Councilor Gourley	P		

Staff: City Manager Ray Towry and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2) (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

There was time for questions and comments, no official decisions were made.

The meeting adjourned at 6:15 p.m.

The foregoing is a true copy of the proceedings of the City Council at the August 22, 2017 Executive Session City Council Meeting.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

August 22, 2017

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

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Police Chief Jeff Lynn, Staff Engineer Joe Graybill, Public Works Director Greg Springman and Recording Secretary Julie Fisher

Visitors Registered to Speak: Gary Jarvis, Mary Jane Hildreth, Dale Jenkins and Larry Willett

Media: None

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P	Vacant	
	Councilor Gourley	P		

Mayor Mahler stated that Councilor Goble would need to be excused from the meeting early.

Consent Agenda: **Motion was made to approve the Consent Agenda. (Gerson/Trask) Motion carried 6 Ayes, 0 Opposed, 1 Vacant**

Items on the consent agenda are as follows:

- Approval of Minutes:
 - August 07, 2017 City Council Minutes – WS
 - August 08, 2017 City Council Minutes – WS
 - August 08, 2017 City Council Minutes
 - August 10, 2017 City Council Minutes
 - August 15, 2017 City Council Minutes - WS

Recognition of Visitors & Hearing of Petitions

Larry Willard
4426 Live Oak St.
Sweet Home, OR 97386

Mr. Willard introduced himself and stated he is working with Linn County Parks Department to make improvements to the dog park at Sunnyside. He listed many improvements that have been made and are planned for the dog park. Mr. Willard is seeking support from the Council for the project through Council networks to connect with partners who would be interested in being involved in the project. Mayor Mahler referred the topic to the Park Board.

Gary Jarvis
PO Box 284
Sweet Home, OR 97386

Mr. Jarvis introduced himself and stated he is before Council to acknowledge the good work the City has done to prepare for the 2017 Solar Eclipse. He thanked everyone who was involved to make Sweet Home a welcoming community.

Mary Jane Hildreth
920 14th Avenue
Sweet Home, OR 97386

Ms. Hildreth introduced herself and stated she would like to address issues regarding the Oregon Jamboree. She hoped the Jamboree would look for an alternative site that is not in a residential neighborhood and would be less of an impact on the residents.

Commander Dale Jenkins
1530 Tamarack #53
Sweet Home, OR 97386

Commander Jenkins stated he owns the American Legion building next to City Hall. The building is in poor repair and needs to be demolished. Commander Jenkins stated he is asking for support.

Old Business:

New Business:

Declaration of Council Vacancy

City Manager Towry stated Councilor Underwood resigned during the last meeting and explained the process to fill the vacancy for the remainder of the term.

Declaration of Council Vacancy
Request for Council Action –
Local Agency Agreement
Multimodal Transportation
Enhance Program

City Manager Towry introduced the Request for Council Action for the Local Agency Agreement Multimodal Transportation Enhance Program.

Motion to Accept Local Agency Agreement and authorize the contract with ODOT (Gourley/Gerson)

Councilor Gerson voiced concerns on the total cost of the project exceeding the estimate amount due to the age of the estimate.

City Engineer Graybill explained the elements of the project have to be documented within the original ODOT project scope. He suggested Brendon Burbank, local Agency Liaison, ODOT, Region 2, come before Council to explain the financials.

Motion and second were both withdrawn.

Sweet Home Police Department
Agency Review

Chief Lynn stated he was pleased with the results from the Agency Review and will use the suggestions as a roadmap for improvements moving forward. Chief Lynn discussed with Council recommendations that were made and steps the department is making based on those suggestions. Chief Lynn stated a work session with Council to discuss some of the topics would be beneficial.

Introduction, First and Second Reading of Ordinance Bills:

Introduction:

First Reading:

Second Reading:

Third and Final Reading of Ordinance Bills:

Resolutions:

Council Reports

Committee Reports:

Administration & Finance/
Property Committee None

Public/Traffic Safety None

Public Works Mayor Mahler reported they had a nice tour of the WWTP and it was a good eye opener on the facilities.

City Boards/Committees:

Chamber of Commerce
Bill Matthews Bill Matthews reported on the busy weekend with the Community Health Fair as well as staffing the Chamber with volunteers to be open to the public in response to forest fires in nearby communities.
Chamber of Commerce
Board Chairman

Fire District None

Park Board Councilor Trask reported the next meeting is Monday, August 28th.

Tree Commission None

Y.A.C. Councilor Gourley reported the YAC is meeting on the 29th with the City Manager.

Ad Hoc Committee
Community Healthcare Councilor Gourley reported the meeting was scheduled for the day of the Eclipse and was cancelled.

Bob Dalton Mr. Dalton reported the attendance at the Community Health Fair doubled from that of last year. The combination

of the Safety and Health Fair complemented each other very well. 15 cancer screenings were conducted and 1 individual was found to have skin cancer, Blood Sugar testing was also conducted.

Mr. Dalton thanked the committee, Public Works Department and the Police Department for their work for the event.

Dick Knowles
Sunset Lane
Sweet Home, OR 97386

Dick Knowles added that 15 or more contacts were received from parents seeking mental health services for their children.

Regional Boards/Committees:

Area Commission on Transportation (ACT) None

COG None

Solid Waste Advisory Council (SWAC) None

Mayor's Report None

City Manager's Report City Manager Ray Towry reported on actions that were taken by City staff to prepare for the Eclipse. This event tested the City's emergency response and went very well; however there have been a few items that have been identified to improve upon.

City Manager Towry reported the new Community and Economic Development Director (CEDD) will start next week.

Department Directors Reports:

Finance Director None

Library Director None

Community and Economic Development Director None

Police Chief None

Public Works Public Works Director Greg Springman reported the Park Lead position is open internally and will be posted to the public next week.

City Attorney None

Adjournment: With no further business the meeting adjourned at 8:10 PM.

The foregoing is a true copy of the proceedings of the City Council at the August 22, 2017 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
SPECIAL MEETING MINUTES

August 28, 2017

The City Council Special meeting was opened at 6:40pm in the City Hall Annex.

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB	Vacant	
	Councilor Gourley	P		

Motion to excuse Councilor Goble (Gerson/Gourley) 5 Ayes, 0 Opposed, 1 Absent and 1 Vacant

Staff: City Manager Ray Towry, City Engineer Joe Graybill, Public Works Director Greg Springman
Media: Audrey Caro, The New Era

The purpose of the meeting was to review the Local Agency Agreement Multimodal Transportation Enhance Program. Brennan Burbank with ODOT presented a Power Point on project specifics.

Motion to Approve the Local Agency Agreement Multimodal Transportation Enhance Program (Trask/Gourley)

Roll Call Vote:

Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye
Vacant	Vacant
Councilor Gerson	Aye
Councilor Goble	Absent
Councilor Coleman	Aye

The meeting adjourned at 7:28 pm.

The foregoing is a true copy of the proceedings of the City Council at the August 28, 2017 City Council Special Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
SPECIAL MEETING MINUTES

August 31, 2017

The City Council Work Session was opened at 6:30pm in the City Hall Annex.

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB	Vacant	
	Councilor Gourley	P		

Staff: City Manager Ray Towry, City Engineer Joe Graybill, Public Works Director Greg Springman, and Finance Director Pat Gray

Media: Audrey Caro, The New Era

The purpose of the meeting was to review the strategic work plan for the Waste Water Treatment Plant (WWTP). Public Works Director Greg Springman presented the Council with a Power Point that reviewed the WWTP history, operations overview, Phase 1 Project, project funding options and reviewed the Wastewater Fund.

There was time for questions and answers. No decisions were made by the Council during the Work Session.

The meeting adjourned at 8:09 pm.

The foregoing is a true copy of the proceedings of the City Council at the August 31, 2017 City Council Special Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

AGREEMENT FOR OPERATION OF THE SWEET HOME VISITOR'S CENTER

This agreement is made and entered into this 1st day of September 2017, by and between the CITY OF SWEET HOME, an Oregon municipal corporation, hereafter called the "CITY" and the SWEET HOME CHAMBER OF COMMERCE, an Oregon corporation and independent contractor, hereafter called the "CHAMBER".

In consideration of the mutual covenants and promises set forth herein, the CITY and the CHAMBER mutually agrees as follows:

Section 1: Term: ~~Renewal Provisions:~~ The term of this agreement shall commence on September 1, 2017 and terminate on June 30, 2018, and replaces the previous agreement between the City and the Chamber that ended on June 30, 2017.

Section 2: Payment: The sum to be paid the CHAMBER by the CITY for services rendered shall be in the amount of \$15,000 (fifteen thousand dollars) and is due to the CHAMBER in three installments; \$5,000 ~~no later than~~ by September 10, 2017; \$5000 by November 1, 2017; \$5000 by March 1, 2018 ~~and will conclude on June 30, 2018.~~

Section 3: The CHAMBER'S responsibilities: The CHAMBER agrees to provide services to the CITY by staffing and maintaining the Visitor's Center, located at 1545 Main St., Sweet Home. The hours of operation will be generally Monday through Friday 9:00 am to 4:00 pm and Saturday from 10:00 am to 2:00 pm, year round. Hours may be adjusted due to holidays, weather and other normal business demands. With the cooperation ~~with~~ of the building owners, the CHAMBER will be responsible for maintenance of the facilities to present a pleasing visual setting for visitors and the community. The CHAMBER will maintain the interior of the building in a clean and efficient manner. Information for events, maps, businesses, and other community relevant communication will be current and inviting. The CHAMBER will update the outside kiosk with current recreational maps and information as available.

Section 4: Insurance: The CHAMBER shall provide the CITY with proof of liability insurance and shall keep such insurance policies in full force and effect.

Section 5: Report: The CHAMBER will provide the CITY, 2 weeks prior to each payment, beginning with the November payment, a summary of the CHAMBER'S performance of the previous period. The report will contain various metrics ~~such as the~~ **including** number and types of visits, phone inquiries, web hits, Facebook activity, informational packets **distributed sent, membership growth, the zip codes of visitors, zip codes of where information packets are sent, samples of advertising efforts of the chamber** and other measurable activity. Also included in the report will be a brief recap of various achievements relative to ~~our~~ the

CHAMBER'S business plan objectives. Also included will be projected activities. The content of this report can and should be modified as appropriate **and agreed upon by both parties.**

Section 6: Assignment: The responsibility for performing the CHAMBER'S services under the terms of this agreement shall not be assigned, transferred, delegated, or otherwise be referred **by** the CHAMBER to a third party without the prior written consent of the CITY.

Section 7 6: Status as an Independent Contractor: In the performance of the work, duties and obligations required of the CHAMBER under this agreement, it is mutually understood and agreed that the CHAMBER is always acting and performing as an independent contractor.

No employee / employer relationship is created by this agreement. The CHAMBER shall not have any claims under this agreement or otherwise against the CITY for vacation pay, sick leave, retirement benefits, Social Security benefits, Workmen's Compensation benefits, unemployment or other employee benefits of any kind. The CITY shall neither have nor exercise any control over the methods by which the CHAMBER conducts its work and functions. The sole interest of the CITY is to assure the services covered by this agreement shall be performed in a competent, efficient and satisfactory manner.

Section 7 8: Applicable laws: The law of the State of Oregon shall be used in construing the agreement and enforcing the rights and remedies of the parties.

Section 8 9: **Withheld Payment: The CITY may withhold any future payment should the CHAMBER does not perform the duties as required by this agreement.**

Section 10: Termination: The CITY can terminate this agreement if the CHAMBER does not abide by the terms thereof or upon no funds being available to the CITY to provide payment.

Section 11: Change of Venue: If the CHAMBER moves from the present location the parties agree to renegotiate, if possible, the terms of this agreement.

Section 12: Time: Time is of the essence of this agreement.

Section 13: Merger: There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this agreement. Any amendments to this agreement shall be in writing and executed by both parties:

CITY OF SWEET HOME

SWEET HOME CHAMBER OF COMMERCE

Ray Towry, City Manager

Bill Matthews, Chamber Board President

Date: _____

Date: _____

DRAFT

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: September 12, 2017	TITLE: Municipal Court new software purchase	TYPE OF ACTION: — RESOLUTION
SUBMITTED BY: Pat Gray, Finance Director	ATTACHMENTS: Proposal from Tyler Technologies, list of current clients & summary sheet of software specifics	<input checked="" type="checkbox"/> MOTION
REVIEWED:		— OTHER

PURPOSE OF THIS MEMO: For Council to approve the purchase and implementation of new software in Municipal Court from Tyler Technologies not to exceed \$22,000 for licenses and software, \$3,525 in annual maintenance fees and \$6,625 to convert data from the old Clarity system to INCODE.

BACKGROUND/CONTEXT: In 2003 Municipal Court changed its software from Springbrook to Caselle. Springbrook no longer wanted to support Municipal Court software and at the time, the change allowed citations to be imported from the Police Department's program, Justice and offered a better window-based format.

Two years ago, Caselle upgraded its program to Clarity SQL which operates on a different platform. The upgrade to Clarity was not without issues. The desktop makes it difficult to see the many cases some of our court customers have in one viewing. Reports are difficult to run and several were lost they had been using, customer service does not return calls in a timely manner and custom work is always needing to be requested to make simple changes that staff needs.

Municipal Court software in Oregon is difficult to develop as each Court follows the direction of not only State laws, but city ordinances and local jurisdiction codes. It's even more difficult when a Court processes violations and misdemeanor cases, such as Sweet Home's Municipal Court. The majority of court software companies only handles violation cases since many city jurisdictions deal only with traffic violations with their county courts handling misdemeanors.

After the Clarity upgrade and wanting to utilize customer friendly services, like call outs and online payments, Court staff began researching different Court software options. Tyler Technology software was recommended by many courts as the direction to go for Municipal Court software. Tyler Technology's INCODE Court software is currently being used by 27 Municipal Court in Oregon. Two of Judge Blake's courts are using the INCODE software from Tyler Technology: Philomath and Happy Valley.

The INCODE software is compatible with the Justice software used by the Police Department which will allow the importation of citations to continue. In fact, when the Police Department upgrades to electronic tickets, the Court will be prepared to accept the new e-tickets with Tyler Technologies, whereas the current software from Clarity, cannot. Tyler Technologies offers auto populate payments, the current software requires a two module step with only one person able to be accept payments at a time.

Tyler Technology also accepts direct deposits from the collection agency with payments automatically updated to each case. Payments can be made online with customers able to view case information, court date, payments and payment date due information. Court currently uses a third party credit card payment site called nCourt, which offers nothing more but allowing the customer to enter a payment.

The INCODE docket is real time to meet the city attorney's needs for current information.

The Tyler Technology software provides auto call outs for jury selection, court reminder and warrant notifications. The current software and no other software has been found that can provide all of the services that Tyler Technology offers.

Staff has been contacted by two other software companies, VisionMunicipal Solutions and Journal Technologies but neither were able to offer the same level of services the Court would like to offer nor the needed integration with the police department's Justice program for citation imports.

THE CHALLENGE/PROBLEM: The current Municipal Court software is not efficient and does not offer upgrades that could improve the efficiency nor the desired processes desired by Court staff to provide better customer service to court customers. When the police department goes to electronic tickets, Municipal Court will not be able to accept them under the current software.

STAKEHOLDERS:

- Sweet Home Citizens – to ensure the City is using funds properly to purchase the most efficient software that provides better customer service options.
- City Council –to find processes and utilize technology that will meet City Council Goal #2 - 1 Update and streamline processes & 6. Employ sound technology to maximize efficiency.
- City Staff – to find the best software that is efficient and provides user friendly processes
- Municipal Court Customers – the desire to receive better customer service for payments, court information, jury reporting, warrant notifications and court date reminders

ISSUES & FINANCIAL IMPACTS: \$26,925 has been included in the 2017-2018 Municipal Court budget to address the technological needs of Court, including the purchase of new Court software. The \$6,625 needed for converting the old data can be paid for out of the Professional Service line in Municipal Court.

ELEMENTS OF A STABLE SOLUTION: Tyler Technology software is currently being used by 27 Municipal Courts in Oregon. Two of the courts are Judge Blake's courts in Philomath and Happy Valley. Courts using Tyler Technology software have reported smooth implementations, reliable data conversion and user friendly software that provides more customer service options unavailable with other software, including the current software used by the Court. A list of current users is included with the Proposal. Philomath is their newest customer and not yet on the list.

OPTIONS:

1. Do Nothing and continue with the current system.
2. Make a motion to move forward to purchase and implement the INCODE software as proposed by Tyler Technology in an amount not to exceed \$22,000 for licenses and software, \$3,525 in annual maintenance fees and \$6,625 to convert data from the old Clarity system to INCODE.

RECOMMENDATION:

2. Staff recommends Option 2 – Make a motion to move forward with the purchase and implement of the INCODE software as proposed by Tyler Technology in an amount not to exceed \$22,000 for licenses and software, \$3,525 in annual maintenance fees and \$6,625 to convert data from the old Clarity system to INCODE.



Quoted By: Jeff Driver
 Quote Expiration: 3/4/2018
 Quote Name: City of Sweet Home, OR - Court Conversion
 Quote Number: 2017-35987
 Quote Description: City of Sweet Home, OR - Court Conversion

Sales Quotation For

Patricia Gray
 City of Sweet Home
 1140 12th Ave Ste A
 Sweet Home , OR 97386-2111
 Phone: +1 (541) 367-4660
 Email: pgray@ci.sweet-home.or.us

Summary

Total Tyler Services	\$6,625	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
Summary Total	\$6,625	\$0
Contract Total	\$6,625	

One Time Fees

Recurring Fees

Detailed Breakdown of Conversions (Included in contract total)

Description	Hours	Unit Price	Programming Fee	Extended Price
Incode Court				
Court Case Management -Conversion	8	\$100	\$5,000	\$5,800
Warrants & Judgements -Conversion	4	\$100	\$1,500	\$1,900
Fee Instance, Payment Plans, Restitution -Conversion	8	\$100	\$4,500	\$5,300
			<i>Less Discount:</i>	<i>\$6,375</i>
		Total:		\$6,625

Comments

- Court Case Management conversion includes basic case data.



Quoted By: Jeff Driver
 Quote Expiration: 3/4/2018
 Quote Name: City of Sweet Home-LGD-CT
 Quote Number: 2017-35983
 Quote Description: City of Sweet Home-LGD-CT

Sales Quotation For

Patricia Gray
 City of Sweet Home
 1140 12th Ave Ste A
 Sweet Home , OR 97386-2111
 Phone: +1 (541) 367-4660
 Email: pgray@ci.sweet-home.or.us

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Court						
Criminal Court Case Mgt	\$6,600	76	\$7,600	\$0	\$14,200	\$1,650
Cashiering	\$1,100	4	\$400	\$0	\$1,500	\$275
Scheduling	\$4,000	0	\$0	\$0	\$4,000	\$1,000
<i>Sub-Total:</i>	<i>\$11,700</i>		<i>\$8,000</i>	<i>\$0</i>	<i>\$19,700</i>	<i>\$2,925</i>
TOTAL:	\$11,700	80	\$8,000	\$0	\$19,700	\$2,925

Tyler Software and Related Services - Annual

Description	One Time Fees			Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion	
Incode Court				
Incode Court Online Component	0	\$0	\$0	\$600
Incode Notifications for Court	0	\$0	\$0	\$0
<i>Sub-Total:</i>		<i>\$0</i>	<i>\$0</i>	<i>\$600</i>
TOTAL:	0	\$0	\$0	\$600

Other Services

Description	Quantity	Unit Price	Extended Price
Online Application -Set up fee	1	\$800	\$800
Project Management	1	\$1,500	\$1,500
TOTAL:			\$2,300

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$11,700	\$2,925
Total Tyler Annual	\$0	\$600
Total Tyler Services	\$10,300	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
Summary Total	\$22,000	\$3,525
Contract Total	\$25,525	

Comments

Client leaving Caselle

- Incode Court Online component displays citations for payment, payment plans, payment options, deferred disposition. Make payments, collects pleas from defendants, security SSL(secure socket layer), payment processing (credit card), and payment packet is created to be imported to Court system. Note that the defendant pays \$2.50-\$3.50 fee per transaction for payment on-line.
- Incode Notification for Courts (\$.20 per violation) - defendant notification by phone. Calls can be made for citation issued, court date reminders, court date missed and notification of next step, warrant issued, and payment plan due date reminder etc. Case is updated after each call. Call can be taken live, a message left, or no answer (court creates unique message for each call type and call can be in English or Spanish). The call can go to the attorney rather than the defendant. Incode Notification for Courts (\$.20 per text) - Defendant notification by text. Text can be made for the citation issues, court date reminder, court date missed and notification of next step, warrant issued, and payment plan due date reminder. Note: The Court will be billed by Tyler Technologies quarterly for the calls/texts conducted. The Court will be allowed 2 call campaigns in the first 30 days at no charge. Tyler will assist with the setup and creation of the campaigns. Trial offer is free for 30 days and the campaign is limited to a one year time frame. Both campaigns must be used within the 30 day time frame. If more than 2 campaigns are used, then the customer will be billed for the additional campaigns.

Tyler Technologies - Incode Court Case Management Clients - Oregon



State	Entity Name	Contact	Email Address	Phone	Joined INCODE	Previous
OR	City of Ashland	Vicki Christensen	christev@ashland.or.us	541-522-2077	2005	None
OR	City of Coburg	Mandy Balcom	mandy.balcolm@ci.coburg.or.us	541-682-7859	2016	Magic
OR	City of Cottage Grove	Kathy Kelly	courtclerk@cottagegrove.org	541-942-3346	1996	AIMS
OR	City of Dallas	Kim Lundy	kim.lundy@dallasor.gov	503-831-3505	2009	None
OR	City of Eagle Point	Melissa Owens	melissaowens@cityofeaglepoint.org	541-826-4212	2008	ASP
OR	City of Eugene	Gabriele Glenn	gabriele.a.glenn@ci.eugene.or.us	541-682-5442	2011	AIRS
OR	City of Fairview	Anastasia Olvera	olveraa@ci.fairview.or.us	503-674-6247	2009	None
OR	City of Florence	Kim Tidball	kim.tidball@ci.florence.or.us	541-997-3123	2015	Caselle
OR	City of Gervais	Clara Claxton	cclaxton@cityofgervais.com	503-792-4222	2008	None
OR	City of Happy Valley	Kim Carrier	kimc@ci.happy-valley.or.us	503-760-3325	2004	Springbrook
OR	City of Klamath Falls	Sue Kirby	sgkirby@ci.klamath-falls.or.us	541-883-5328	2013	HTE
OR	City of Lake Oswego	Karen Luby	kluby@ci.oswego.or.us	503-635-0259	2005	
OR	City of Medford	Denise Bostwick	court@cityofmedford.org	541-618-1706	2016	H.T.E.
OR	City of Milwaukie	Carla Bantz	bantz@ci.milwaukie.or.us	503-786-7502	2002	Springbrook
OR	City of Oregon City	Merri Ebbighausen	mebbighausen.orcity.org	503-657-8154	2014	
OR	City of Phoenix	Kathy Greenwood	kathy@phoenixoregon.gov	541-535-1955	2009	ASP/Harris
OR	City of Port Orford	David Johnson	djohnson@portorford.org	541-332-3681	2009	Excel Spreadsheet
OR	City of Roseburg	Savannah Wiberg	swiberg@cityofroseburg.org	541-672-7701	2014	New Dawn
OR	City of Sandy	Heidi Wammack	hwammack@cityofsandy.com	503-489-0940	2014	H.T.E.
OR	City of Scappoose	Cathy Carpenter	cathycarpenter@ci.scappoose.or.us	503-543-7146	2005	None

State	Entity Name	Contact	Email Address	Phone	Joined INCODE	Previous
OR	City of Springfield	Kathy Cunningham	kcunningham@springfield-or.gov	541-726-3748	2011	
OR	City of West Linn	Rhonda Wyant	rwyant@westlinnoregon.gov	503-656-3444	2010	H.T.E.
OR	City of Wilsonville	Pam Munsterman	munsterman@ci.wilsonville.or.us	503-570-1524	2005	

Court Management Program Tyler:
What we like about the program

- User friendly Dashboard
- Search features multiple options
- Ability to Red flag areas
- Ability to customizes filters
- Auto populate payments
- New case screen format can match our citation format
- All case information and entries are all on one screen
- Compatible with the PD's Justice program
- Import citations from PD, Crimes and Violations
- Docket is real time
- Alerts Warrant
- Filters active and non-active cases
- Macro ability to handle multiple cases:
 - Auto sentence orders
 - Auto set overs
 - Schedule late payments and creates letters
 - Updates all cases
 - Simplifies case process

- Direct Deposit from Collection agency, payments auto update to each case
- Auto updates fees to payment plan (Late fees, warrant fees, show cause and suspension fess)

Reports

- 80 Court reports
- Scheduled reports
- Archives reports so can be recalled

Jury Module

- Jury selecting
- Auto filtering
- Auto forms
- Auto Call outs
- Auto Reminders
- Auto update Jury source

Case Management Center

- Automated phone calls/emails
 - Late payments
 - Show Cause
 - Warrants
 - Court/Trial dates
 - Jury calls
 - And Auto updates case
 - Auto populate forms

Payments

- Can be made online
- Auto updates each case
- Auto updated payment schedule/contract
- Updates docket when payments made
- Real time payments with all computers
- Restrict selected cases option
- Defendant can view case information, court date, payments, payment due date online

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:
September 12, 2017

TITLE:
Certain City Committee Organization

TYPE OF ACTION:
Ordinance

ATTACHMENTS:
Three Current Ordinances

REVIEW: Admin & Finance Committee **SUBMITTED BY:** Robert Snyder, City Attorney

PURPOSE FOR THIS ORDINANCE:

The purpose of the proposed ordinance is to organize certain city committees in one ordinance.

BACKGROUND/CONTEXT:

This ordinance has been reviewed by the Administration And Finance Committee and each commission, board or committee that is being reorganized.

Most of the provisions of the proposed ordinance come from the separate current ordinances of the commission, board or committee and are made to apply to the listed committees in the proposed ordinance, however, some wording changes were made to the Park And Tree Committee duties by taking out the word "street" so that the duties apply to trees throughout the city. This ordinance combines the Park Board and the Street Tree Commission into one committee and combines the Public Safety Committee and the Traffic Safety Committee into one committee. The combining is being made to help with topic and policy overlap and quorum requirements.

The Library Board was in the draft ordinance but removed mainly because it is organized under ORS and requires several sections that do not apply to the other proposed committees. Looking forward it seems a better idea to have the Library Board organized under its own ordinance and incorporate the provisions that should apply to all commissions, boards and committees into that ordinance by an updated amendment.

THE QUESTION TO BE ADDRESSED:

Should the City Council combine into one ordinance the current three ordinances that apply to the Park Board, Traffic Safety Committee and Street Tree Commission? (The Public Safety Committee is currently a council committee.)

STAKEHOLDERS:

The city council and the citizen committee members that will volunteer for the committees.

ISSUES:

The formation and functioning of city committees in an ordinance that will set forth uniform procedures for the committees.

ELEMENTS OF A STABLE SOLUTION:

The proposed ordinance is made to have the committees operate more efficiently.

OPTIONS:

- 1.Pass the ordinance as proposed.
- 2.Amend the ordinance.
- 3.Leave the existing ordinances in place.

RECOMMENDATION:

If the ordinance meets with City Council approval read it for the first time in its entirety and if all the council members present agree read it by title only for its second reading.

ORDINANCE BILL NO. ____ FOR 2017

ORDINANCE NO. ____

SWEET HOME ORDINANCE ESTABLISHING CERTAIN CITY COMMITTEES

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1. Sweet Home Municipal Code Chapter 2.10 is created to read as follows:

CHAPTER 2.10 CITY COMMITTEES

Section

- 2.10.010 Establishment.
- 2.10.020 Membership.
- 2.10.030 Terms of office.
- 2.10.040 Rules of committee
- 2.10.050 Powers and duties.

2.10.010 ESTABLISHMENT.

There are established the following committees to serve at the pleasure and in service to the City Council:

1. Park And Tree Committee
2. Public And Traffic Safety Committee

2.10.020 MEMBERSHIP.

A. Each Committee listed in SHMC 2.10.010 shall consist of seven voting members appointed by the Mayor with members confirmed by the City Council.

B. Each Committee may have up to three non-voting ex-officio members who are appointed by the Mayor.

C. Each Committee shall have a Chairperson elected by the Committee and a Vice-chairperson elected by the Committee who shall have the same authority as the Chairperson when the Chairperson is absent.

D. Not more than two of the voting members of a Committee shall be non-residents of the city. A non-resident member must reside within the boundaries of the Sweet Home School District No. 55. The non-resident provision does not apply to any current member of a committee, board or commission that is being reorganized hereby.

E. If a vacancy occurs during a term of office the Mayor may appoint a city council member or non-council member with confirmation by the City Council to serve for the duration of the term of office on the Committee.

2.10.030 TERMS OF OFFICE.

A. This section shall not apply to an ex-officio member of a Committee.

B. The term of office of each committee member is four years or until a successor is appointed and confirmed as set forth above.

C. The term of office of each committee member shall be staggered so that the terms of not more than three committee members will expire in the same year.

D. Notwithstanding subsection B of this section the committee members of the first Committee appointed and confirmed shall draw lots for the length of their terms of office so that three members shall serve two years.

2.10.040 RULES OF COMMITTEE

A. The Committee shall take minutes of its meetings and 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 other city committees, boards or commissions.

B. In all cases not specifically provided for herein or in city charter, ordinance or rule, the Committee shall be governed by the law and precedents laid down in the then current edition of Robert's Rules Of Order.

C. A majority of committee members is a quorum to conduct business and the concurrence of a majority of a quorum shall be required to determine any matter before the Committee.

D. Voting members of a Committee shall receive no compensation for services rendered. The Committee may receive gifts, bequests or devices of property to carry out any of the purposes of the Committee. Gifts of any real or personal property or funds donated to the Committee 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.

E. A Committee shall be an advisory committee 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, charter or ordinances of the city.

F. 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 and confirmed as set forth above to fill the vacancy.

G. The minutes of the Committee shall be included in the City Council packets.

H. All annual reports of a Committee for the City Council shall be presented before April 1, of each year.

2.10.050 POWERS AND DUTIES

PARK AND TREE COMMITTEE:

The powers and duties of the Park And Tree Committee shall be as follows:

1. 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;

2. To develop and recommend to the City Council, for its adoption, a master list of trees suitable for planting within 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;

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

4. 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;

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

6. To promote public knowledge and acceptance of the value of tree planting and maintenance programs and requirements;

7. To develop a capital development program for each fiscal year, to include acquisition of new land and/or development of existing property for parks and other recreation areas;

8. To recommend recreation programming needs to be produced by the city;

9. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and

10. To perform additional duties and studies as may be required from time to time by the City

Council.

11. To meet a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of the next year's capital and recreation programs.

PUBLIC AND TRAFFIC SAFETY COMMITTEE:

The duties and powers of the Public And Traffic Safety Committee shall be as follows:

1. To work closely with the state's Traffic Safety Committee and 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.

2. To 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.

3. To review all public safety matters that are referred to it by the City Council.

Section 2. The existing Street Tree Commission, Park Board and Traffic Safety Committee are hereby dissolved and the current members thereof are hereby appointed by the Mayor and confirmed by the City Council to the respective Committees established herein that correspond to the powers and duties they were performing. SHMC Chapter 2.16, Chapter 2.24 and Chapter 2.28 are hereby repealed along with their enacting ordinances 585, 707, 721, 788, 993 and 1095.

PASSED by the Council and approved by the Mayor this day of , 2017.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

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.

Sweet Home - Administration and Personnel

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)

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)

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:
September 12, 2017

TITLE:
Amendment To Chronic Nuisance Ord.

TYPE OF ACTION:
Ordinance

ATTACHMENTS:
Chronic Nuisance Ord.

REVIEW: Public Safety Committee

SUBMITTED BY: Robert Snyder, City

PURPOSE FOR THIS ORDINANCE:

The purpose of the proposed ordinance is to amend certain portions of the Chronic Nuisance Ordinance for clarity and intent.

BACKGROUND/CONTEXT:

The Public Safety Committee has reviewed the proposed amendments and sent them to the City Council for further consideration. The proposed amendments come after the city has used the ordinance and seen that these amendments will help in the next uses of the ordinance for the city and the affected responsible parties.

The amendment in SHMC 8.12.040 is that a time for response to the police notification is set at 15 days to be made part of the notification letter.

The first amendment in SHMC 8.12.050 A is to recognize that not all responsible parties may be parties to the compliance agreement and the second amendment is to set a term for the compliance agreement.

The first amendment was brought about to recognize that not all responsible parties may be available for various reasons to sign the compliance agreement but the compliance agreement needs to be entered by the parties that are agreeable to its terms so that solutions can be obtained.

The second amendment puts in the ordinance a term for the compliance agreement so that the parties thereto have a set term in which to come up with their solutions. The term can be up to 12 months as determined by the Chief or designee based on the specific facts of each case.

The amendment in SHMC 8.12.050 B is to give the Chief Of Police or designee the flexibility to try to gain compliance using the voluntary compliance agreement before the case goes to the City Council and/or Court. An example would be that the notice is given for two violations and before a compliance agreement is in

place a third violation occurs say curfew or MIP or littering is the Chief then to send it all to Council or work out the compliance agreement? Under the proposed amendment the Chief would look at the factors in SHMC 8.12.080-effort taken by responsible party, bad behavior continuous, gravity of behavior, cooperativeness of responsible party and other factors deemed relevant and make the decision to continue with an agreement or not. Also, if say a third violation occurs a month into the compliance agreement-littering-should the compliance agreement be scrapped or new conditions be put in the compliance agreement to address the problem? The responsible parties should see that it will be better to be under the compliance agreement than not if something else happens. Finally, if a compliance agreement is successfully concluded there is no necessity to take the next step in the process of forwarding the case to City Council to have it decide what to do next i.e. court or other options. Therefore the proposed ordinance sets forth that no notification need be made when a compliance agreement is successfully completed.

THE QUESTION TO BE ADDRESSED:

Should the City Council amend the CNO to reflect the proposed amendments?

STAKEHOLDERS:

1. Property owners in Sweet Home can be affected by the CNO in that if violations occur on or near their property they can be notified by the Chief Of Police to start the process of correcting the violations from repeating.
2. Property owners who live near the chronic nuisance with a right to enjoy their property in peace.

ISSUES:

The proposed amendments are made to have the ordinance operate more efficiently.

ELEMENTS OF A STABLE SOLUTION:

An ordinance that allows for peaceful neighborhoods.

OPTIONS:

1. Pass the ordinance as proposed.
2. Amend the ordinance.
3. Leave the ordinance the same without amending it.

RECOMMENDATION:

If the ordinance meets with City Council approval read it for the first time in its entirety.

ORDINANCE BILL NO. _____ FOR 2017

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE SWEET HOME CHRONIC NUISANCE ORDINANCE

The City of Sweet Home does ordain as follows:

Section 1. SHMC 8.12.040 is amended to read as follows:

After two occurrences with citations and/or arrests on or near (as defined in this chapter) the property, of any of the prohibited acts or behaviors listed in this chapter, within a consecutive 90-day period, the Chief of Police or designee shall provide notification, via certified mail, return receipt requested, to all known responsible parties for the property, stating the times and places of the alleged occurrences, the potential liability for violation of this chapter and that a response is required on or before 15 days from the date of the notification. The City Manager and City Attorney shall be provided copies of the notice.

Section 2. SHMC 8.12.050 A. is amended to read as follows:

After providing notification to all known responsible parties, the Chief of Police or designee has the authority to solicit and obtain, on behalf of the city, a voluntary agreement ("compliance agreement") with the party(ies) to comply with the provisions of this chapter. The compliance agreement shall be in writing and signed by all known responsible parties that agree to abide by the compliance agreement and the Chief of Police or designee on behalf of the city. The compliance agreement shall be for a term not to exceed twelve months. A copy thereof shall be provided to the City Manager.

Section 3. SHMC 8.12.050 B. is amended to read as follows:

In proposing the compliance agreement, the Chief of Police or designee shall consider the factors outlined in SHMC 8.12.080 B. below. The Chief of Police or designee can modify the voluntary compliance agreement after considering said factors during the term of the compliance agreement to accomplish the abatement of the chronic nuisance including not counting against a responsible party to the compliance agreement continued prohibited acts or behavior with citations and/or arrests as listed in SHMC 8.12.020 of this chapter that occur before or during the compliance agreement. If a compliance agreement is successfully concluded no notification need be made as set forth in SHMC 8.12.060 A.

PASSED by the Council and approved by the Mayor this _____ day of _____, 2017.

Mayor

ATTEST: _____

City Manager - Ex Officio City Recorder

CHAPTER 8.12: CHRONIC NUISANCE PROPERTY

Section

8.12.010	Title of provisions.
8.12.020	Definitions.
8.12.030	Chronic nuisance property.
8.12.040	Pre-filing notification procedure.
8.12.050	Compliance agreement with responsible party(ies).
8.12.060	Commencement of actions; summons and complaint.
8.12.070	Remedies; civil penalty; enforcement order.
8.12.080	Defenses; mitigation.
8.12.090	Emergency remedy.
8.12.100	Costs; lien.
8.12.110	Severability.
8.12.120	Nonexclusive remedy.

§ 8.12.010 TITLE OF PROVISIONS.

This chapter shall be known as the “Chronic Nuisance Property Ordinance.”
(Ord. 1238, § 1 (part), 2014)

§ 8.12.020 DEFINITIONS.

As used in this chapter, the following definitions apply:

CHIEF OF POLICE. The Chief of Sweet Home Police Department or designee.

CITY MANAGER. The City Manager of the City of Sweet Home or designee.

CHRONIC NUISANCE PROPERTY. Real property premises (including industrial, commercial or residential buildings), herein also referred to as the “property,” “premises” or “subject property,” upon, near (as hereinafter described in this section) or in which three or more distinct occurrences of any of the below listed prohibited acts or behaviors (as defined in Oregon law or the SHMC) occur, or the patrons, employees, residents, owners or occupants thereof engage in three or more of said prohibited acts or behaviors on the property, or, in relation to the property within 400 feet of the property, and three or more citations are issued and/or arrests are made during any 90 consecutive day period:

Sweet Home - Health and Safety

1.	Criminal Homicide	O.R.S. 163.005
2.	Rape, Sodomy, and Unlawful Sexual Penetration	O.R.S. 163.355 to O.R.S. 163.411
3.	Menacing and Recklessly Endangering Another Person	O.R.S. 163.190 and O.R.S. 163.195
4.	Intimidation	O.R.S. 166.155 and O.R.S. 166.165
5.	Harassment	O.R.S. 166.065
6.	Disorderly Conduct II	O.R.S. 166.025
7.	Discharge of Weapons	O.R.S. 166.630 and O.R.S. 166.635 SHMC §§ 9.32.010, 9.32.020, 9.32.030 (See O.R.S. 166.172)
8.	Unnecessary Noise	SHMC § 9.20.020
9.	Providing Liquor	O.R.S. 471.410
10.	Minor in Possession of Alcohol	O.R.S. 471.430
11.	Assault and Strangulation	O.R.S. 163.160 to O.R.S. 163.187
12.	Sexual Abuse, Contributing to the Delinquency of a Minor And Sexual Misconduct	O.R.S. 163.415, O.R.S. 163.425, O.R.S. 163.427, O.R.S. 163.435, and O.R.S. 163.445
13.	Public Indecency	O.R.S. 163.465
14.	Controlled Substances	O.R.S. 167.222, O.R.S. 167.262 and O.R.S. 475.525 to O.R.S. 475.894
15.	Criminal Mischief	O.R.S. 164.345 to O.R.S. 164.365
16.	Criminal Mistreatment	O.R.S. 163.200 and O.R.S. 163.205
17.	Criminal Trespass	O.R.S. 164.245 and O.R.S. 164.255
18.	Unlawful Use of a Weapon	O.R.S. 166.220
19.	Prostitution and Related Offenses	O.R.S. 167.007 to O.R.S. 167.017
20.	Theft	O.R.S. 164.015 to O.R.S. 164.140
21.	Placing Offensive Substances in Waters, on Highways or Other Property and Offensive Littering	O.R.S. 164.785 and O.R.S. 164.805
22.	Arson and Related Offenses	O.R.S. 164.315 to O.R.S. 164.335
23.	Illegal Gambling	O.R.S. 167.122 and O.R.S. 167.127
24.	Curfew	SHMC § 9.28.010
25.	Purchasing Sex With a Minor	O.R.S. 163.413
26.	Any attempt to commit (as defined by O.R.S. 161.405) or conspiracy to commit (as defined by O.R.S. 161.450 and O.R.S. 161.455) any of the above offenses.	

OWNER. The person(s) (including individual(s), corporation, partnership or other entity) having legal or equitable title to the property. "Property" means any real property and any improvement thereon incidental or appurtenant, including but not limited to any room, apartment, house, building, structure or any separate part or portion thereof, whether permanent or not.

RESPONSIBLE PARTY. Includes:

1. The owner of the property, or the owner's manager or agent or other person or entity in control of the property on behalf of the owner; and/or,
2. The person of entity occupying the property, including, a bailee, lessee, tenant or other having possession.
3. **RESPONSIBLE PARTY** for a specific property shall be presumed from the following:
 - a. The owner and the owner's agent, as shown on the Assessor's tax rolls of Linn County.
 - b. The resident or occupant of the property, as shown on the records (including utilities records) of the City of Sweet Home.

COURT. A court of competent jurisdiction, which may address the respective issues.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.030 CHRONIC NUISANCE PROPERTY.

A. The behavior, acts or omissions described in this chapter are hereby declared to be nuisances and if they commonly reoccur in relation to a specific property, such property may be declared 'chronic nuisance property', thereby requiring the application of remedies set out in this chapter.

B. Any property within the City of Sweet Home, which is found to be a chronic nuisance property, shall be in violation of this chapter and subject to its remedies.

C. Any person who is a responsible party for property, which is deemed a chronic nuisance property, shall be in violation of this chapter and subject to its remedies.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.040 PRE-FILING NOTIFICATION PROCEDURE.

After two occurrences with citations and/or arrests on or near (as defined in this chapter) the property, of any of the prohibited acts or behaviors listed in this chapter, within a consecutive 90-day period, the Chief of Police or designee shall provide notification, via certified mail, return receipt requested, to all known responsible parties for the property, stating the times and places of the alleged

occurrences and the potential liability for violation of this chapter. The City Manager and City Attorney shall be provided copies of the notice.

(Ord. 1238, § 1 (part), 2014)

§ 8.12.050 COMPLIANCE AGREEMENT WITH RESPONSIBLE PARTY(IES).

A. After providing notification to all known responsible parties, the Chief of Police or designee has the authority to solicit and obtain, on behalf of the city, a voluntary agreement with the party(ies) to comply with the provisions of this chapter (“compliance agreement”). The compliance agreement shall be in writing and signed by all known responsible parties and the Chief of Police or designee on behalf of the city; a copy thereof shall be provided to the City Manager.

B. In proposing the compliance agreement, the Chief of Police or designee shall consider the factors outlined in § 8.12.080B. below.

C. The compliance agreement is strictly remedial in nature and shall not be interpreted to limit in any manner the authority of the city to commence an action against any responsible party or another for a violation of any provision of the Sweet Home Municipal Code or Oregon law.

D. If the compliance agreement is not followed as agreed, the city may proceed with civil action as provided in this chapter or the provisions of the O.R.S. or the Sweet Home Municipal Code.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.060 COMMENCEMENT OF ACTIONS; SUMMONS AND COMPLAINT.

A. In the event there occurs on or near (as defined in this chapter) the property three or more continued prohibited acts or behavior with citations and/or arrests as listed in § 8.12.020 of this chapter, contrary to the terms of the compliance agreement and/or in violation of this chapter, the Sweet Home City Council shall be advised and, upon deliberation, may direct that the city proceed to initiate court action pursuant to the provisions of this chapter or take such other action as the Council deems appropriate.

B. The Sweet Home Municipal Court shall have jurisdiction to hear the civil action as provided for herein using its municipal powers, justice court powers or powers otherwise given or held by it.

C. Following the filing of an action in a court of competent jurisdiction, upon verification of proper service of process of the summons and complaint, and a prima facie presentation to the court, a default judgment and order may be entered against a respondent who fails to duly appear before that court.
(Ord.1238, § 1 (part), 2014)

§ 8.12.070 REMEDIES; CIVIL PENALTY; ENFORCEMENT ORDER.

A. In the event the respondent(s) is found by a preponderance of the evidence to have violated this chapter, the court may, by judgment and order:

1. Require that the chronic nuisance property be closed against all use and occupancy for a period of not less than 30 days, but not more than 180 days; and/or,

2. Assess a civil penalty of up to \$500 per day for each day nuisance activities occur on (or near as defined herein) the property.

3. Subsequent acts and behavior in violation of the provisions of this chapter, which occur within two years following the entry of any earlier judgment and order, may be actionable, at the direction of the City Council, and, if violation(s) of this chapter is established, the chronic nuisance property may be closed in accordance with this section, and the court may impose a civil penalty of up to \$1,000 per day nuisance activities occur on (or near as defined herein) the property.

4. In addition to the above, the court may employ any other remedy provided by law, deemed by the court to be appropriate to abate the nuisance.

B. In addition to the above, the court may assess costs and charges as described in § 8.12.100. In lieu of closure of the property, at the court's discretion, the respondent may be permitted to file a bond with the city that is acceptable to the court and subject to the court's satisfaction of the respondent's good faith commitment to abatement of the nuisance. Such bond shall be in the amount of at least \$500 and shall be conditioned upon the non-recurrence, for a period of one year after entry of the judgment, of any of the acts or behaviors listed in § 8.12.020 of this chapter. Forfeiture of the bond is subject to court review and order.

C. The court may authorize the city to physically secure the subject property against use or occupancy, in compliance with the judgment or order, in the event the owner(s) or the responsible party(ies) fail to do so within the time specified by the court.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.080 DEFENSES; MITIGATION.

A. It is a defense to an action brought pursuant to this chapter, that the responsible party, the respondent, at the time the alleged action or behavior occurred, could not, in the exercise of reasonable care or diligence, determine that the property had become chronic nuisance property, or could not, in spite of the exercise of reasonable care and diligence, control the conduct leading to the determination that the property is a chronic nuisance property. The assertion that the party, the respondent, was not present at the property at the time the alleged acts or behavior occurred upon which the property was deemed chronic nuisance property, shall not, alone, be a defense to the action.

B. The court may consider any of the following factors, as appropriate, in its decision, and shall cite those found applicable:

1. The effort taken by the responsible party to mitigate or correct the alleged action or behavior which occurred at or near (as defined in this chapter) and in relation to the property;

2. Whether the alleged action or behavior was repeated or continuous;
 3. The magnitude or gravity of the alleged action or behavior;
 4. The cooperativeness of the responsible party with the city in causing the abatement of the alleged action or behavior;
 5. The cost to the city of investigating and abating action or behavior or attempting to correct the condition; or
 6. Any other factor deemed by the court to be relevant.
- (Ord. 1238, § 1 (part), 2014)

§ 8.12.090 EMERGENCY REMEDY.

In addition to any remedies available to the city under this chapter or otherwise, in the event the City Manager finds that a property or its use constitutes an immediate threat to the public safety and welfare, upon review and approval by the City Council, the city may apply to the court for such relief as is deemed appropriate.

(Ord. 1238, § 1 (part), 2014)

§ 8.12.100 COSTS; LIEN.

A. The court may assess the property owner(s) and the responsible party(ies) the following costs incurred by the city in the proceeding:

1. Costs incurred in the actual physical securing of the subject property against use or occupancy, including, but not limited to, the cost of personnel, materials, medical costs, consulting fees, notices and equipment charges;
2. The city's investigative costs; and,
3. Administrative costs and costs (collectively referred to as cost) incurred in pre-filing implementation of the abatement process, together with the cost of the initiation and conducting of the court action.

B. The City Manager may, within 14 days of the court's entry of judgment and order against the respondent(s), submit a signed detailed statement of costs to the court for its review. If no objection to the statement is made within 14 days after service on the respondent(s) of a copy of the statement, the amount submitted shall become a part of the judgment and a lien against the subject premises. A copy of the judgment and the statement of costs, together with a verified designation of the address and legal description of the property, shall be forwarded to the Sweet Home City Recorder, who shall enter the same in the Sweet Home City Lien Docket.

C. Persons assessed the costs and/or civil penalty pursuant to this chapter shall be jointly and severally liable for the payment thereof to the city.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.110 SEVERABILITY.

If any provisions of this chapter, or its application to any person or circumstance, is held to be invalid for any reason, the remainder of the chapter, or the application of its provisions to other persons or circumstances, shall not in any way be affected.
(Ord. 1238, § 1 (part), 2014)

§ 8.12.120 NONEXCLUSIVE REMEDY.

The remedies described in this chapter shall not be the exclusive remedies of the city in enforcement of the prohibition of the acts and behaviors described in § 8.12.020.
(Ord. 1238, § 1 (part), 2014)

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: September 12, 2017	TITLE: Adoption of Resolution that corrects a deficit fund balance and deficiencies reported in 2016 audit	TYPE OF ACTION: <u>X</u> RESOLUTION — MOTION — OTHER
SUBMITTED BY: Pat Gray, Finance Director	ATTACHMENTS: page 49 from the June 30, 2016 audit and the December 6, 2017 Auditor Findings Letter	
REVIEWED:		

PURPOSE OF THIS MEMO: For Council to adopt a resolution that accepts corrections in a deficit fund balance and audit deficiencies in internal controls as noted by the Auditors in the June 30, 2016 audit report.

BACKGROUND/CONTEXT: Following the June 30, 2016 audit, Grove, Mueller & Swank PC noted several significant deficiencies in the Finance Department due to lack of reviews and separation of duties. In order to correct these deficiencies the following changes were made:

The City Manager reviews the bank reconciliation process and journal entries that are processed by the Finance Director.

The Finance Director reviews adjustments made within the Municipal Court software.

An Accounting Supervisor position was reinstated at the July 11, 2017 Council meeting and the position was immediately filled, to review supporting documentation for payments and perform general ledger reconciliations.

Equipment purchased is recorded in the fixed asset system quarterly.

Transfers to the Project/Equipment Reserve Fund were appropriated correctly from General Fund Transfers in the 2017-2018 Adopted Operating Budget.

A \$7,260 expenditure in excess of appropriations also occurred in the Public Transit Grant Fund when the Senior Center received more grants funds in their 4th quarter reimbursement request than what was originally budgeted for the prior year. A 10% buffer was added in the 2017-2018 proposed budget to account for the possibility of any additional funds during the 4th quarter when it's too late for a supplemental budget.

Upon adoption, a Resolution will be submitted to the Secretary of State's office as required by ORS 297.466.

THE CHALLENGE/PROBLEM: How can the City address the deficit fund balance in the Public Transit Grant Fund as reported in the June 30, 2016 audit and internal control

deficiencies noted by the Auditors in their December 6, 2016 Management Letter following the same audit?

STAKEHOLDERS:

- Sweet Home Citizens – to ensure internal control processes are transparent and in compliance with auditor’s recommendations.
- City Council –to ensure state law is followed in response to audit deficiencies and internal control processes are in compliance.
- City Staff – to follow and ensure procedures are in compliance with auditor recommendations.

ISSUES & FINANCIAL IMPACTS: The Finance Department has been reorganized with an Accounting Supervisor position that currently oversees voucher documentation and reconciliations to start with. This position will continue working into more areas of the internal control and reporting requirements as time allows. Additional revenues/expenditures were budgeted in the 2017-2018 Public Transit Grant Fund to account for the possibility of additional funds received with the submission of the 4th quarter grant reimbursement by the Senior Center.

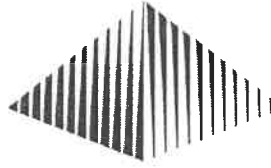
ELEMENTS OF A STABLE SOLUTION: A Resolution for the Secretary of State demonstrating actions to correct noted efficiencies found in the audit 2016 that will also implement safer financial practices.

OPTIONS:

1. Do Nothing
2. Suggest changes to the language of the Resolution.
3. Make a motion to adopt the Resolution accepting corrections to a Deficit Fund Balance and Audit Deficiencies as noted by the Auditors Grove, Mueller & Swank PC in their 2016 Audit.

RECOMMENDATION:

Staff recommends Option 3 – Make a motion to adopt the Resolution accepting corrections to a Deficit Fund Balance and Audit Deficiencies as noted by the Auditors Grove, Mueller & Swank PC in their 2016 Audit.



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

December 6, 2016

Honorable Mayor, City Council, and Management
City of Sweet Home
Sweet Home, Oregon

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sweet Home as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in internal control to be significant deficiencies:

LACK OF REVIEWS

Situation:

Multiple situations exist for which there is a lack of review. The Finance Director has the ability to process a check without any other documented review and approval of the transaction, there is no review of the bank reconciliation process or journal entries, and there is no review of adjustments made within the municipal court software.

Recommendation:

We recommend that a documented review process for checks prepared by the Finance Director be implemented which should include a review of supporting documentation and the check log to ensure that cash disbursements processed are obligations of the City, and that a documented review process be implemented over bank reconciliations and journal entries to ensure that items clearing the bank and journal entries recorded in the financial software are appropriate. We also recommend a timely review process be implemented over adjustments made within the municipal court software to ensure that adjustments to citations are allowed and appropriate.

We also became aware of matters that are opportunities for strengthening internal controls and operating efficiency. We have already discussed these comments and suggestions with management, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

We consider the following deficiencies in the City's internal control to be control deficiencies:

MAINTENANCE OF EQUIPMENT LISTING

Situation:

The equipment listing maintained in the system does not reflect additions and deletions for the period July 1, 2013 through June 30, 2016.

Recommendation:

We recommend that the listing be updated to include changes in order to maintain an accurate supporting list.

APPROPRIATIONS OF TRANSFERS

Situation:


Transfers to the Equipment fund for the Building Inspection, Parks Maintenance and Community Development departments in the General fund were appropriated as expenditures.

Recommendation:

We recommend that transfers be properly appropriated.

This communication is intended solely for the information and use of management, City Council, and others within the City of Sweet Home, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

CITY OF SWEET HOME, OREGON
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2016

TRANSFERS

Interfund transfers on a budgetary basis for the year ended June 30, 2016, consisted of the following amounts:

<u>Fund Name</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General	\$ 277,611	\$ 548,253
Public Safety	500,753	-
State Gas Tax	-	165,836
Library Local Option Levy	-	3,000
Path Program Reserve	75,000	-
Street Maintenance	-	25,000
Equipment Reserve	172,130	-
Police Facilities	-	753
Water	-	249,488
Wastewater	-	125,576
Water Depreciation	97,412	-
Storm Water Drainage	-	8,000
Storm Water Capital	3,000	-
	<u>\$ 1,125,906</u>	<u>\$ 1,125,906</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move revenues restricted to debt service from the funds collecting the revenues to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

EXPENDITURES IN EXCESS OF APPROPRIATIONS

The following funds had expenditures in excess of appropriations:

<u>Fund Name</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Public Transit Grant			
Operations	\$ 90,263	\$ 97,523	\$ (7,260)

NEW PRONOUNCEMENTS

GASB Statement No. 72 "Fair Value Measurement and Application" addresses accounting and financial reporting issues related to fair value measurements. It provides guidance for determining a fair value measurement for financial reporting purposes, as well as guidance for applying fair value to certain investments, and disclosures related to all fair value measurements. This statement was implemented in the current year.

RESOLUTION NO. 18 FOR 2017

A RESOLUTION ACCEPTING CORRECTIONS IN A DEFICIT FUND BALANCE AND AUDIT DEFICIENCIES AS NOTED BY THE AUDITORS FOLLOWING THE JUNE 30, 2016 AUDIT.

WHEREAS, Grove, Mueller & Swank, PC in performance of their annual audit noted that the Public Transit Grant Fund exceeded expenditures appropriation by \$7,260, Attachment A; and

WHEREAS, Grove, Mueller & Swank, PC in performance of their annual audit also noted some significant deficiencies in a letter to management dated December 6, 2016, Attachment B; and

WHEREAS, Oregon Revised Statutes 297.466 provides that corrections are required to be addressed through the adoption of a resolution and reported to the Secretary of State;

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

The Public Transit Grant reimbursements were increased by 10% in the 2017-2018 Adopted Budget to account for the possibility of last minute grant funds being available, but not known at the time the budget is originally developed.

The City Manager reviews the bank reconciliations and journal entries processed by the Finance Director.

The Finance Director reviews adjustments made within the Municipal Court software.

An Accounting Supervisor position was reinstated at the July 11, 2017 Council meeting and the position was immediately filled, to review supporting documentation for payments and perform general ledger reconciliations.

Equipment purchased is recorded in the fixed asset system quarterly.

Transfers to the Project/Equipment Reserve Fund were appropriated correctly from General Fund Transfers in the 2017-2018 Adopted Operating Budget.

PASSED by the Council and approved by the Mayor this 12th day of September, 2017.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



City of Sweet Home Finance Department Monthly Report

August 2017

- Met with City Manager, Public Works Director & Engineer to prepare Wastewater Treatment Plant Proposal for Council Work session August 31.
- Met with Health Fair Committee to plan August 19 health fair
- Finance department staff worked with Springbrook to move finance & UB data to Cloud system
- Finalized plans and hosted Eclipse Run/Walk on August 19
- Assisted with planning Eclipse event scenarios
- Updated departmental information on new city website
- Mailed 2017-2018 budget document off to GFOA for awards consideration
- Worked on 2016-2017 audit worksheets and reconciliations in preparation for October audit
- Completed and submitted the annual Equitable Sharing Agreement & Certification for the Police Department
- Assisted City of Lebanon staff with yearend reports following termination of Finance Director
- **Accounts Payable:** 171 checks were processed for payments of \$268,382.98 (list is included)
- **Passport Services:** 44 passports were processed and 20 sets of photos were taken in July
- **Lien Searches:** 64 lien searches were requested in July

	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	April 17	May 17	June 17	July 17	Aug 17	12 mos avg
Passport Applications	19	30	18	26	39	52	53	45	38	37	25	44	35
Lien Searches	85	45	40	35	40	25	35	24	45	41	52	64	44

- **Utility Billings:**

3324 Billing statements mailed in August

1274 Past Due Notices were mailed in August

132 Phones calls made to customers by staff prior to turn off

35 Accounts were turned off for non-payment on August 9, 2017

Total of 303 Service Requests were processed, 51 new account opened, 55 account closed, 0 accounts were put in or taken out of vacation status, 97 accounts were checked for leaks, 24 accounts had the meter re-read, 14 accounts had water turned back on, 17 meters were changed out, 6 new meters were installed, 4 emergency offs were ordered, 6 accounts had temporary water service and 19 miscellaneous requests were completed by Public Works

	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	April 17	May 17	June 17	July 17	Aug 17
Billing Statements	3310	3300	3301	3293	3293	3298	3293	3302	3292	3301	3316	3324
Past Due Notices	1265	1447	1158	1236	1343	1383	1220	1205	1263	1098	1239	1274
Phone Calls Made	83	142	142	101	120	156	146	0	128	109	0	132
Turn Offs	21	33	46	21	36	46	33	78	29	28	85	35

Bank Reconciliation

Checks by Date

User: pgray
 Printed: 09/01/2017 - 1:29PM
 Cleared and Not Cleared Checks

City of Sweet Home
1140 12th Avenue
(541) 367-5128
(541) 367-5113 Fax



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
85757	8/3/2017	ACCELA, INC. #774375		AP		1,396.00
85758	8/3/2017	AUDIO EDITIONS		AP		99.07
85759	8/3/2017	CARISSA BICKFORD		AP		15.58
85760	8/3/2017	CARTER'S FIRE SPRINKLER MAINI		AP		225.00
85761	8/3/2017	CASCADE EARTH SCIENCES		AP		4,500.00
85762	8/3/2017	CASELLE, INC.		AP		196.67
85763	8/3/2017	CITY OF SWEET HOME		AP		160.00
85764	8/3/2017	CIVICPLUS		AP		775.37
85765	8/3/2017	CLUTCH INDUSTRIES INC		AP		49.80
85766	8/3/2017	COMCAST		AP		149.85
85767	8/3/2017	PATRICIA COULTER LOY		AP		22.42
85768	8/3/2017	CUB-ALBANY PRINTING		AP		457.00
85769	8/3/2017	DAN DEE SALES		AP		300.00
85770	8/3/2017	DAY MANAGEMENT CORPORATIO		AP		810.00
85771	8/3/2017	DEMCO		AP		630.01
85772	8/3/2017	ENVIRONMENTAL HEALTH PROGF		AP		95.00
85773	8/3/2017	EZ DOOR OPENER, LLC		AP		159.95
85774	8/3/2017	FARONICS		AP		102.60
85775	8/3/2017	FASTENAL COMPANY		AP		18.12
85776	8/3/2017	GOVERNMENT FINANCE OFFICER		AP		280.00
85777	8/3/2017	INDUSTRIAL WELDING SUPPLY, IN		AP		120.51
85778	8/3/2017	KIP AMERICA, INC.		AP		240.00
85779	8/3/2017	KNIFE RIVER		AP		92.66
85780	8/3/2017	LINN COUNTY RECORDER		AP		110.00
85781	8/3/2017	TINA LINT		AP		22.18
85782	8/3/2017	LLOYD R. RICE TOWING SERVICE		AP		60.00
85783	8/3/2017	LR WINDOWS & CONSTRUCTION,		AP		2,155.00
85784	8/3/2017	M.L. HOUCK CONSTRUCTION CO.,		AP		35,869.67
85785	8/3/2017	MAILFINANCE		AP		704.25
85786	8/3/2017	MOONLIGHT BPO, INC.		AP		1,983.62
85787	8/3/2017	MOOSE CREEK MACHINE & REPAI		AP		282.00
85788	8/3/2017	MPH INDUSTRIES, INC.		AP		1,826.00
85789	8/3/2017	NATIONAL PHOTOCOPY CORPORA		AP		170.94
85790	8/3/2017	NEU FLO PLUMBING		AP		135.00
85791	8/3/2017	NORM'S ELECTRIC, INC.		AP		608.00
85792	8/3/2017	NORTHWEST NATURAL		AP		182.81
85793	8/3/2017	OREGON ASSOC. CHIEFS OF POLIC		AP		382.00
85794	8/3/2017	PACIFIC POWER		AP		21,738.56
85795	8/3/2017	PETROCARD		AP		1,855.04
85796	8/3/2017	PURCHASE POWER		AP		32.06
85797	8/3/2017	ROOTX		AP		275.96
85798	8/3/2017	SELECTEMP CORPORATION		AP		31.46
85799	8/3/2017	SOUTH FORK TRADING CO., INC.		AP		282.52
85800	8/3/2017	STANDARD INS. CO.		AP		4,007.65
85801	8/3/2017	STAPLES ADVANTAGE		AP		406.15
85802	8/3/2017	TELL & SELL		AP		48.75

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
85803	8/3/2017	THE PENWORTHY COMPANY		AP		256.80
85804	8/3/2017	ROBERT THOMBS		AP		93.15
85805	8/3/2017	THYSSENKRUPP ELEVATOR CORP.		AP		495.03
85806	8/3/2017	TERRY TILLINGHAST		AP		68.45
85807	8/3/2017	LARRY TOMBLESON		AP		87.90
85808	8/3/2017	TWGW, INC. NAPA AUTO PARTS		AP		526.51
85809	8/3/2017	VERIZON WIRELESS		AP		357.04
85810	8/3/2017	WELLS FARGO FINANCIAL LEASIN		AP		783.00
85811	8/3/2017	WELLS FARGO VENDOR FIN SERV		AP		453.93
85812	8/11/2017	323.TV, LLC		AP		300.00
85813	8/11/2017	A-1 COUPLING & HOSE		AP		190.95
85814	8/11/2017	AMERICAN LEGAL PUBLISHING C		AP		275.55
85815	8/11/2017	ARAMARK UNIFORM SERVICES		AP		490.24
85816	8/11/2017	AUDIO EDITIONS		AP		194.91
85817	8/11/2017	AUTO LEASING SPECIALISTS, LLC		AP		350.00
85818	8/11/2017	DENNIS BARNHART		AP		150.00
85819	8/11/2017	BI-MART CORPORATION		AP		132.34
85820	8/11/2017	BUCK'S SANITARY SERVICE, INC.		AP		378.00
85821	8/11/2017	CASCADE COMPUTER MAINTENA		AP		3,154.00
85822	8/11/2017	CENTER POINT LARGE PRINT		AP		175.56
85823	8/11/2017	CH2M OM SERVICES		AP		83,362.42
85824	8/11/2017	CITY DELIVERY SERVICE		AP		18.95
85825	8/11/2017	NANCY COFFELT		AP		300.00
85826	8/11/2017	COMCAST		AP		270.16
85827	8/11/2017	COMCAST BUSINESS		AP		1,035.02
85828	8/11/2017	CROP PRODUCTION SERVICES, INC		AP		788.25
85829	8/11/2017	BART CURRY		AP		52.08
85830	8/11/2017	FARMERS STATE BANK		AP		13,496.00
85831	8/11/2017	FEI PORTLAND WATERWORKS #30		AP		3,170.58
85832	8/11/2017	GOOD FAITH MANAGEMENT LLC		AP		113.69
85833	8/11/2017	HOY'S TRUE VALUE		AP		579.49
85834	8/11/2017	INGRAM LIBRARY SERVICES		AP		317.81
85835	8/11/2017	JUNIOR LIBRARY GUILD		AP		54.75
85836	8/11/2017	LES SCHWAB WAREHOUSE CENTE		AP		2,517.89
85837	8/11/2017	LIBDATA		AP		400.00
85838	8/11/2017	LIBERTY ROCK PRODUCTS, INC.		AP		234.08
85839	8/11/2017	LINN COUNTY TREASURER		AP		112.00
85840	8/11/2017	AUBREY LYNCH		AP		116.65
85841	8/11/2017	THE MORGAN CPS GROUP, INC.		AP		2,200.00
85842	8/11/2017	NATIONAL PHOTOCOPY CORPORA		AP		1,314.16
85843	8/11/2017	NET ASSETS		AP		444.00
85844	8/11/2017	NEW ERA		AP		215.00
85845	8/11/2017	NORTHWEST CODE PROFESSIONA		AP		515.60
85846	8/11/2017	OCLC, INC.		AP		1,392.77
85847	8/11/2017	OFFICE DEPOT		AP		186.77
85848	8/11/2017	ONE CALL CONCEPTS		AP		49.35
85849	8/11/2017	OREGON ASSOC. OF WATER UTILI.		AP		280.00
85850	8/11/2017	OREGON DEPT. OF REVENUE		AP		577.00
85851	8/11/2017	O'REILLY AUTOMOTIVE, INC.		AP		15.18
85852	8/11/2017	CRYSTAL PEARSON		AP		24.85
85853	8/11/2017	PETROCARD		AP		1,710.28
85854	8/11/2017	RELIABLE WELDING, INC.		AP		49.30
85855	8/11/2017	RENEWED PROPERTIES, LLC		AP		1,175.50
85856	8/11/2017	ROY'S GLASS & LOCK SERVICE		AP		23.50
85857	8/11/2017	SAIF CORPORATION		AP		1,243.15
85858	8/11/2017	CHAD SCHUSTER		AP		50.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
85859	8/11/2017	JENNIFER SEDLOCK		AP		68.07
85860	8/11/2017	SELECTEMP CORPORATION		AP		70.79
85861	8/11/2017	SUSIE SHA		AP		100.00
85862	8/11/2017	SHAMROCK SUPPLY COMPANY, IN		AP		44.00
85863	8/11/2017	SHERWIN WILLIAMS CO.		AP		772.19
85864	8/11/2017	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
85865	8/11/2017	MALISSA SWEETEN		AP		79.47
85866	8/11/2017	STEPHANIE SZUCH		AP		28.88
85867	8/11/2017	TCMS, INC.		AP		2,740.50
85868	8/11/2017	REBECCA THOMPSON		AP		98.21
85870	8/11/2017	WELLS FARGO FINANCIAL LEASIN		AP		49.00
85871	8/29/2017	AHA CONSULTING, INC.		AP		11,600.00
85872	8/29/2017	ALBERTSONS / SAFEWAY		AP		24.82
85873	8/29/2017	ALBERTSONS / SAFEWAY		AP		5.00
85874	8/29/2017	ARINA ANFILOFIEFF		AP		19.41
85875	8/29/2017	AUDIO EDITIONS		AP		202.12
85876	8/29/2017	JERRY & CINDY BAARSON		AP		750.00
85877	8/29/2017	DENNIS BARNHART		AP		225.00
85878	8/29/2017	GREGORY BEISNER		AP		750.00
85879	8/29/2017	BUCKMASTER, INC.		AP		257.00
85880	8/29/2017	BULLARD LAW		AP		205.00
85881	8/29/2017	BULLFROG ENTERPRISES		AP		358.17
85882	8/29/2017	CENTURYLINK		AP		1,337.30
85883	8/29/2017	CH2M OM SERVICES		AP		7,725.21
85884	8/29/2017	CHINOOK INSTITUTE FOR CIVIC L		AP		900.00
85885	8/29/2017	CIVICPLUS		AP		250.00
85886	8/29/2017	CNA SURETY		AP		100.00
85887	8/29/2017	COMCAST		AP		194.88
85888	8/29/2017	COMCAST BUSINESS		AP		1,457.28
85889	8/29/2017	CUES		AP		119.81
85890	8/29/2017	ECLECTIC EDGE EVENTS, LLC		AP		895.00
85891	8/29/2017	EQUINOX SOFTWARE, INC.		AP		1,000.00
85892	8/29/2017	PAT GRAY		AP		182.04
85893	8/29/2017	HAL'S DELIVERY & RELOCATION S		AP		1,500.00
85894	8/29/2017	HOME DEPOT CREDIT SERVICES		AP		47.50
85895	8/29/2017	JOHN DEERE FINANCIAL		AP		59.98
85896	8/29/2017	KIP AMERICA, INC.		AP		240.00
85897	8/29/2017	LINN COUNTY MEDICAL EXAMINI		AP		3,600.00
85898	8/29/2017	LINN COUNTY PRINTING & SUPPL		AP		104.30
85899	8/29/2017	METEREADERS, LLC		AP		3,720.00
85900	8/29/2017	MOONLIGHT BPO, INC.		AP		2,111.32
85901	8/29/2017	NATIONAL PHOTOCOPY CORPORA		AP		664.33
85902	8/29/2017	NEW ERA		AP		70.00
85903	8/29/2017	NORTHWEST NATURAL		AP		482.78
85904	8/29/2017	OFFICE DEPOT		AP		57.19
85905	8/29/2017	PETROCARD		AP		2,023.57
85906	8/29/2017	PETTY CASH - FINANCE OFFICE		AP		83.31
85907	8/29/2017	PETTY CASH - LIBRARY		AP		118.74
85908	8/29/2017	PROFESSIONAL SECURITY ALARM		AP		85.00
85909	8/29/2017	KEITH ROHRBOUGH		AP		650.00
85910	8/29/2017	SAMARITAN OCCUPATIONAL MED		AP		36.00
85911	8/29/2017	SELECTEMP CORPORATION		AP		94.38
85912	8/29/2017	SIERRA SPRINGS		AP		71.12
85913	8/29/2017	SNAP-ON-TOOLS		AP		77.50
85914	8/29/2017	JANELLA SPEARS		AP		45.00
85915	8/29/2017	SPOLETO'S PIZZARIA		AP		240.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
85916	8/29/2017	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
85917	8/29/2017	SYNCB/AMAZON		AP		1,959.67
85918	8/29/2017	US TACTICAL SUPPLY		AP		260.00
85919	8/29/2017	VAN DYKE'S SIGNMAKER, INC.		AP		620.00
85920	8/29/2017	WEATHERFORD THOMPSON COWG		AP		490.00
85921	8/29/2017	WELLS FARGO FINANCIAL LEASIN		AP		734.00
85922	8/29/2017	RUSSELL WESTBROOK		AP		22.64
85923	8/29/2017	WIRE WORKS LLC		AP		738.57
85924	8/29/2017	JEB ZARTMAN		AP		41.37
85925	8/31/2017	OREGON AFSCME COUNCIL 75		AP		1,137.04
85926	8/31/2017	STEELHEAD STRENGTH & FITNES		AP		668.70
85927	8/31/2017	SWEET HOME COMMUNITY FOUN		AP		125.00
85928	8/31/2017	UNITED WAY		AP		110.00
Total Check Count:						171
Total Check Amount:						268,382.98

**SWEET HOME MUNICIPAL COURT MONTHLY REPORT
AUGUST 2017**

OFFENSE CLASS	FILED	TERMINATED	TRIALS
MISDEMEANORS	17	(52)	0
VIOLATIONS	39	(40)	0
TOTALS	56	(92)	0

WARRANTS	68
SUSPENSIONS	10
SHOW CAUSE ORDERS	26
COURT ASSIGNED CASE	209

COURT REVENUE:

TOTAL DEPOSITS	+	8,514.57
TOTAL BAIL FORFEIT	+	
TOTAL BAIL (CURRENT MONTH)	-	
TOTAL REFUNDS (NON-BAIL)	-	
TOTAL COURT REVENUE		8,514.57

**TOTAL NON-REVENUE
CREDIT ALLOWED
AGAINST FINES:**

0.00

CASH PAYMENTS TO:

CITY	7,564.57
STATE	565.00
COUNTY	80.00
OTHER	305.00
TOTAL	8,514.57

COURT PAYMENTS:

CITY (FINES)	2,903.36
RESTITUTION & OTHER	305.00
UNITARY ASSESSMENT	565.00
COUNTY/JAIL ASSESSMENT (CA/CC)	80.00
LEMLA & SCFS	
DUII	
PAYMENTS TO OTHER AGENCIES	
CITY COSTS (FEES)	4,661.21
TOTAL COURT PAYMENTS	8,514.57

RECEIVED FROM COLLECTIONS THIS MO:	1,132.21
RECEIVED FROM COLLECTIONS TO DATE:	182,769.40
TURNT TO COLLECTIONS TO DATE:	2,041,653.91

BALANCE FORWARD: audited	1,120,962.93
NEW A/R IMPOSED BY JUDGE:	32,417.00
MINUS:	
PAYMENTS REC'D BY COURT:	(7,382.36)
NON-REVENUE CREDIT:	
SENT TO COLLECTIONS:	(22,176.60)
NET A/R	1,123,820.97



August 29, 2017

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

RE: Important Information—Price Changes

Dear Mr. Towry--

We are committed to delivering the entertainment and services our customers in the City of Sweet Home rely on today, and the new experiences they will love down the road. As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases.

Please note that effective October 1, 2017, certain fees and charges will increase for all video subscribers. The new fees and charges are set forth in the enclosed insert, which will be sent to subscribers at least thirty days before their rate change.

We know you may have questions about these changes. If I can be of further assistance, please contact me at (503) 605-6357.

Sincerely,

Tim Goodman
Director, Government Affairs



IMPORTANT INFORMATION REGARDING YOUR XFINITY SERVICES AND RATES

Adair Village, Albany, Benton County, Corvallis, Lebanon, Linn County, Millersburg, Philomath, Sodaville, Sweet Home, Tangent and Waterloo, OR

Effective October 1, 2017

Dear XFINITY customer,

We're committed to delivering the entertainment and services you rely on today — and the new experiences you'll love down the road.

As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases. As a result, prices for certain services and fees will be going up.

While some prices may have increased, please know we're always working to bring you greater value through better products, faster speeds, better services, and more entertainment, as well as exciting new developments in the near future, including:

- America's best Internet provider, according to Speedtest.net
- Fastest Internet and the most WiFi coverage throughout your home
- Millions of hotspots nationwide
- The most TV shows and movies available On Demand
- Innovative X1 Voice Remote that makes searching for shows and movies easier
- Self-service options to save you time and adapt to your schedule
- Access to Netflix content on XFINITY X1

We're excited to bring you even more, and we can't wait for you to see what's in store for the future of awesome.

Thank you for choosing to be our customer.

Sincerely,

Rodrigo Lopez

Senior Vice President, Oregon/SW Washington Region

Double Play Packages			Basic Services		
	Today	Starting 10/1		Today	Starting 10/1
Internet Plus Latino	\$72 ⁹⁵	> \$75 ⁹⁵	Limited Basic		
Internet Plus Choice (with HBO® or Showtime®)	\$72 ⁹⁵	> \$75 ⁹⁵	Albany, Lebanon, Linn (UO Albany), Linn (UO Lebanon), Linn (UO Sweet Home), Linn (UO Tangent), Millersburg, Sodaville, Sweet Home, Tangent, Waterloo	\$24 ⁴⁹	> \$26 ⁷⁵
Basic Services				Today	Starting 10/1
Limited Basic					
Adair Village, Benton County, Corvallis, Corvallis (OSU), Philomath	\$15 ¹²	> \$15 ⁷⁰			

For more information about all the taxes, fees, and surcharges on your bill, go to xfinity.com/pricechanges

If you're currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice plans, except for changes to the Broadcast TV Fee and Regional Sports Fee, the prices for those specific services will not be affected during the applicable period.

Basic Services

	Today		Starting 10/1
Broadcast TV Fee	\$6 ⁵⁰	>	\$8 ⁰⁰

XFINITY TV Services

	Today		Starting 10/1
Showtime®	\$10 ⁰⁰	>	\$12 ⁰⁰
Starz®	\$10 ⁰⁰	>	\$12 ⁰⁰
Cinemax®	\$10 ⁰⁰	>	\$12 ⁰⁰
The Movie Channel®	\$10 ⁰⁰	>	\$12 ⁰⁰
2 Premium Package	\$19 ⁹⁹	>	\$24 ⁰⁰
Service to Additional TV with TV Adapter	\$4 ⁹⁹	>	\$5 ⁹⁹

Miscellaneous Fees

	Today		Starting 10/1
Regional Sports Fee			
Adair Village, Benton County, Corvallis, Corvallis (OSU), Philomath, Tangent	\$4 ⁵⁰	>	\$5 ⁸⁵
Albany, Lebanon, Linn (UO Albany), Linn (UO Lebanon), Linn (UO Sweet Home), Linn (UO Tangent), Millersburg, Sodaville, Sweet Home, Waterloo	\$4 ⁵⁰	>	\$6 ⁵⁰

XFINITY Internet

	Today		Starting 10/1
Performance Starter	\$49 ⁹⁵	>	\$51 ⁹⁵
Performance Plus	\$64 ⁹⁵	>	\$66 ⁹⁵
Performance Pro	\$79 ⁹⁵	>	\$81 ⁹⁵
Blast! Pro	\$94 ⁹⁵	>	\$96 ⁹⁵
Internet/Voice Equipment Rental	\$10 ⁰⁰	>	\$11 ⁰⁰

XFINITY Voice

	Today		Starting 10/1
Internet/Voice Equipment Rental	\$10 ⁰⁰	>	\$11 ⁰⁰

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTION

Double Play Packages			Digital Services		
	Today	Starting 10/1		Today	Starting 10/1
Premier Bundle (with Performance Internet)	\$206 ⁴⁴	> \$211 ⁴⁴	Digital Preferred Package (with HBO®, The Movie Channel®, Starz® + Special Interest Tier)	\$117 ⁴⁹	> \$124 ⁴⁹
Starter Bundle (with Performance Starter Internet)	\$120 ⁹⁴	> \$122 ⁹⁴	Digital Preferred Plus Package	\$119 ⁴⁹	> \$124 ⁴⁹
Internet Performance Plus (with HBO®)	\$72 ⁹⁵	> \$75 ⁹⁵	Digital Preferred Package (with HBO®, Showtime®, Cinemax®, and The Movie Channel®)	\$134 ⁴⁹	> \$141 ⁴⁹
XFINITY Latino Paquete Doble			XFINITY TV Services		
	Today	Starting 10/1		Today	Starting 10/1
XFINITY 2150 Latino	\$67 ⁹⁰	> \$72 ⁹⁰	Multiple Premium Package (HBO® + Showtime®)	\$25 ⁰⁰	> \$27 ⁰⁰
XFINITY 2300 Latino	\$104 ⁹⁵	> \$109 ⁹⁵	Multiple Premium Package (HBO® + Starz®)	\$25 ⁰⁰	> \$27 ⁰⁰
XFINITY 2450 Latino	\$117 ⁹⁵	> \$122 ⁹⁵			
XFINITY 2600 Latino	\$132 ⁹⁵	> \$137 ⁹⁵			
Digital Services			XFINITY Internet		
	Today	Starting 10/1		Today	Starting 10/1
Family Package			Economy Plus	\$34 ⁹⁵	> \$39 ⁹⁵
Benton County, Corvallis	\$32 ⁷²	> \$33 ³⁰	Performance Plus (with XFINITY TV or Voice Service)	\$52 ⁹⁵	> \$56 ⁴⁵
Albany, Lebanon, Linn (UO Sweet Home), Sweet Home	\$42 ⁰⁹	> \$44 ³⁵	Performance (upgrade from Performance Plus)	\$9 ⁰⁰	> \$10 ⁵⁰
Expanded Basic	\$55 ⁸⁷	> \$55 ²⁹	Performance (with XFINITY TV or Voice Service)	\$61 ⁹⁵	> \$66 ⁹⁵
Digital Preferred (with HBO® + The Movie Channel®) - When subscribing to Starter	\$107 ⁴⁹	> \$114 ⁴⁹	Performance (Internet Service Only)	\$73 ⁹⁵	> \$77 ⁴⁵
Digital Preferred Plus Package (with Cinemax®)	\$117 ⁴⁹	> \$124 ⁴⁹	Blast! (upgrade from Performance)	\$14 ⁰⁰	> \$14 ⁵⁰
Digital Preferred Package (with HBO®, Cinemax®, Showtime® + The Movie Channel®)	\$117 ⁴⁹	> \$124 ⁴⁹	Blast! (upgrade from Performance Plus)	\$23 ⁰⁰	> \$25 ⁰⁰
Classic HBO® Package	\$109 ⁴⁹	> \$113 ⁴⁹	Extreme 150 (upgrade from Performance)	\$41 ⁰⁰	> \$39 ⁵⁰
Classic Starz Package	\$99 ⁴⁹	> \$101 ⁴⁹	Extreme 150 (With Preferred Plus/Premier/Complete Triple Play)	\$40 ⁰⁰	> \$35 ⁰⁰
Digital Premium Package (with HBO® + Cinemax® + Starz® + The Movie Channel®)	\$117 ⁴⁹	> \$124 ⁴⁹	Extreme 150 (With Starter/Preferred Triple Play)	\$50 ⁰⁰	> \$45 ⁰⁰
Digital Premier Tenant	\$83 ⁵⁰	> \$85 ⁵⁰	Extreme 250 (upgrade from Performance Plus)	\$85 ⁰⁰	> \$83 ⁰⁰

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTION

XFINITY Internet			Bulk Tenant		
	Today	Starting 10/1		Today	Starting 10/1
Extreme 250 (upgrade from Performance Internet Only)	\$76⁰⁰	> \$72⁵⁰	Tenant Preferred & Internet Package	\$80⁴⁵	> \$85⁴⁵
Extreme 250 (upgrade from Performance Pro)	\$70⁰⁰	> \$68⁰⁰	Tenant Digital Silver	\$36¹⁵	> \$41¹⁵
Extreme 250 (upgrade from Blast! Pro)	\$55⁰⁰	> \$53⁰⁰	Tenant Starter Package (with Starz®)	\$12⁶⁵	> \$14⁶⁵
1 Gig (Upgrade from Performance Plus)	\$95⁰⁰	> \$93⁰⁰			
1 Gig (Upgrade from Blast! Pro)	\$65⁰⁰	> \$63⁰⁰			

Small changes can lead to big energy savings.

Sign up for a free Be **watt**smart Workshop.



This is one class where the subject matter will save you plenty of money. Pacific Power is pleased to present Be wattsmart Workshops in your area. Please join us for an enlightening evening of interactive demonstrations, energy expertise and dinner on us.

The smarter you are about energy, the lower your electric bill will be.

This free workshop will put you on the path to lower electric bills by offering hands-on demonstrations and advice to help you evaluate your household energy use, including:



Insulation and weatherization



Lighting



Heating, cooling and ventilation



Water heating



Appliances

Seating is limited.

Sign up today at
pacificpower.net/bewattsmart.

Free Be **watt**smart Workshops

Sessions will be held from 6 - 8 p.m.
Dinner will be served.

September 12 – Astoria, The Loft at the Red Building

September 20 – Mill City, Mountain Café

September 21 – Lebanon, Boulder Falls Inn Best Western

September 26 – Hood River, Best Western Hood River Inn

September 28 – Pendleton, Hamley Steakhouse

October 3 – Redmond, Juniper Golf Course

October 5 – Lakeview, Elks Lodge #1536

October 10 – Coos Bay/North Bend, The Mill Casino

October 12 – Jacksonville, Bigham Knoll Ballroom

October 17 – Dallas, BeckenRidge Vineyard

October 19 – Corvallis, Vue Corvallis

