

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

May 22, 2018, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

WIFI Passcode:
guestwifi

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Briana	Councilor Gourley
Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Trask
Councilor Goble	

C. Consent Agenda:

- a) Approval of Minutes: May 08, 2018 – City Council (pg. 3-6)

D. Recognition of Visitors and Hearing of Petitions:

- a) If I Were Mayor Contest Winners
- b) Sportsman's Holiday Court

E. Old Business:

F. New Business:

- a) Request for Council Action – Chamber of Commerce Contract (pg. 7-20)
- b) Discussion Only – Community Grant Program (pg. 21-37)
- c) Request for Council Action – Grove, Mueller & Swank, PC Contract (pg. 38-45)
- d) Request for Council Action – Surplus Property – Mower (pg. 46-48)
- e) Request for Council Action – Utility Rate Review (pg. 49-53)
- f) Request for Council Action – Façade Improvement Program (pg. 54-59)

G. Introduction, First and Second Reading of Ordinance Bills

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

I. Resolutions

- a) Resolution No. 5 for 2018 - A Resolution to Designate City Property as Surplus and Authorize its Lawful Disposal (pg. 60)

J. Reports of Committees:

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.

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.

Administrative & Finance/Property (Minutes 05/01/18) (pg. 61)	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Briana
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Capitol Christmas Tree Committee	Coleman

K. Reports of City Officials:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports:
 - i. Finance Director
 - (1) Budget Committee Minutes 05/01/18 (pg. 62-63)
 - (2) FD Report April 2018 (pg. 64)
 - (3) Monthly Revenue vs Expenses (pg. 65-68)
 - (4) SHMC March 2018 (pg. 69)
 - ii. Library Services Director
 - (1) Library Advisory Board Minutes 04/12/18 (pg. 70)
 - (2) Patron Statistics Feb – April 2018 (pg. 71)
 - (3) Circulation Statistics Feb – April 2018 (pg. 72)
 - iii. Community and Economic Development Director
 - iv. Police Chief
 - v. Public Works Director
 - (1) Monthly Project Report May 2018 (pg. 73)
 - vi. City Attorney's Report

L. Adjournment

SWEET HOME CITY COUNCIL
MEETING MINUTES

May 08, 2018

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, Community and Economic Development Director Jerry Sorte, Library Services Director Rose Peda, Finance Director Brandon Neish, Public Works Director Greg Springman, City Attorney Robert Snyder, Police Chief Jeff Lynn, School Resource Officer Geoff Hamlin, and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Gary Jarvis

Media: Alex Paul, Albany Democrat Herald

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

Consent Agenda: Motion was made to approve the Consent Agenda as submitted. (Goble/Coleman) Motion passed with 7 Ayes, 0 Opposed, 0 Absent

Items on the consent agenda are as follows:
Approval of Minutes: April 24, 2018 – City Council

Recognition of Visitors & Hearing of Petition:

Gary Jarvis
2941 Foothills
Sweet Home, OR 97386

Gary Jarvis explained his ideas for cleaning up Sweet Home. He stated there is graffiti and dirt on the exterior of many of the Main Street properties. He suggested one month a year, a moratorium be set on water rates to help offset the cost to the business owners to encourage pressure washing. Mr. Jarvis was also concerned about conditions of the sidewalks in front of those buildings. His last concern was on the corner of 27th and Foothills and the repairs needed to the wooden bridge and asked who was responsible for that property. City Manager Towry will respond with the contact.

Proclamation: Older Americans Month – May 2018

Mayor Mahler read the Mental Health Month Proclamation.

Old Business:

None

New Business:

Request for Council Action:
Appointment to the Budget Committee – Hamlin

City Manager Towry introduced the Request for Council Action for appointment to the City of Sweet Home Budget Committee.

Motion to appoint Kenneth Hamlin to the City of Sweet

**Home Budget Committee with a term to expire May 8,2021.
(Trask/Briana) Motion Passed with 7 Ayes, 0 Opposed**

**School Safety – Informational
Presentation Chief Lynn & School
Resource Officer Geoff Hamlin**

Chief Lynn and School Resource Officer Hamlin reported to the Council on programs and plans throughout the school district to address threats. There will be a Community Connections forum at the high school on May 16th at 4:30pm where the district will also present information to the public on protocols. Officer Hamlin outlined procedures for threats made to the Sweet Home School District. An additional resource the district will be adding is Safe Oregon which is an additional 24/7 reporting tool created by Oregon State Police.

**Utility Rate Review –
Informational Presentation
Finance Director Neish**

City Manager Towry stated by Charter water and wastewater rates should be reviewed annually in May. Staff does not believe there is a need to raise wastewater rates, the wastewater fund is able to cover expenses and even anticipates a carry over for the Wastewater Treatment Plant upgrades. City Manager Towry referred to the water rate issue and was looking for consensus on how the Council would like information presented to them at the next Council meeting. Finance Director Neish presented a summary of consumption rates from April 2018. The consensus of the Council was to review rates at the next City Council meeting with options using the 300 cubic feet as the base.

**Introduction, First and Second
Reading of Ordinance Bills:**

Introduction:	None
First Reading:	None
Second Reading:	None
Third and Final Reading of Ordinance Bills:	None
Resolutions:	None

Committee Reports:

Administration & Finance/ Property Committee	Councilor Trask reported the Administration, Finance and Property Committee conducted interviews for the Budget Committee.
Public/Traffic Safety	None
Public Works	None

City Boards/Committees:

Chamber of Commerce	Councilor Coleman reported she is now working part time at the Chamber and is impressed with the amount of walk ins looking to join the Chamber.
---------------------	--

Fire District	None
Park & Tree Commission	Councilor Trask stated he appreciates all the work the Public Works crew has been doing.
Y.A.C.	Councilor Gourley reported the YAC is meeting weekly at noon on Wednesdays. The committee is looking to lead the Zombie Run and is also working to host a Rural Youth Leadership Summit.
Ad Hoc Committee Community Healthcare	None
Capitol Christmas Tree	Councilor Coleman reported banners and pole mount ornaments have been ordered. A donation from Murphy has been received towards the project. An ornament making event is happening this Friday and 600 ornaments are ready to decorate. The Marketing Team from Willamette National Forest has met with the committee to find way to promote events in Sweet Home. The committee is looking for ways to improve the Clover Park Tree Lighting Celebration Event. The next committee meeting is Tuesday at 10am at the Chamber.

Regional Boards/Committees:

Area Commission on Transportation (ACT)	Councilor Briana reported the next meeting on May 24 th .
COG	Councilor Gerson reported the COG is meeting next week.
Solid Waste Advisory Council (SWAC)	Councilor Goble reported the next meeting is on May 31 st .

Mayor's Report
Mayor Mahler announced a winner for the If I Were Mayor Contest who will be revealed during the next Council meeting.

City Manager's Report
City Manager Ray Towry reported on the Budget as being a fluid document. Budget meetings are scheduled on May 17th to review the Police, Library and Administrative budgets. May 30th is reserved to review Finance, Public Works and the Community and Economic Development Department Budget and the 31st is scheduled if needed. CM Towry stated that a final draft of the Council Rules is ready and will be reviewed one last time by City Attorney Snyder. A Work session will be scheduled soon to review Council Committees. CM Towry announced a 20th Anniversary Celebration of Wiley Creek Community on Thursday evening at 5:30pm

Department Directors Reports:

Finance Director	Finance Director Neish reported tomorrow is shut off day and there are 93 accounts scheduled to be shut off.
Library Director	Library Services Director Peda reported receiving a grant from the Trust Management LLC in the amount of \$9,908 which will go towards adding wireless printing and scanning at the public

computers and adding a kiosk with Lynda.com, a Microsoft training platform. LSD reported she will be meeting with Ron Feist with the USFS to discuss rural libraries along the route of the Capitol Christmas Tree to the Library of Congress and a way to connect them. The USFS will also be hanging the Fire Prevention posters in the library.

There will be two programs in the library, on May 10th at 6:15pm Ricardo Cardenas will be performing Latin American music and on May 15th at 4pm there will be a Ukulele Jam Session with Cinda Johnson.

Community and Economic
Development Director

Community and Economic Development Director Jerry Sorte talked about the Façade Improvement Program progress for Economic Development. The Planning Commission is working on Zone Text Amendments to comply with SB1051 on Accessory Dwellings. June 26th a Public Hearing will be scheduled before City Council. CEDD Sorte stated an RFP is going out for work in Sankey Park to include a pedestrian foot bridge and new restrooms.

Police Chief

None

Public Works

Public Works Director Springman provided a written report which he will keep updating and add Key Performance Indicators. The report is a snapshot of projects for Engineering and Public Works.

City Attorney

None

Adjournment:

With no further business the meeting adjourned at 7:52 PM.

The foregoing is a true copy of the proceedings of the City Council at the May 08, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 22, 2018	TITLE: Chamber Visitor Center Contract	TYPE OF ACTION: — RESOLUTION — MOTION <u>X</u> OTHER
SUBMITTED BY: City Manager Ray Towry	ATTACHMENTS: Chamber Reports Chamber Visitor Center Contract	
REVIEWED BY:		

PURPOSE OF THIS RCA:

To approve a contract with the Chamber of Commerce for operation of a visitor center.

BACKGROUND/CONTEXT:

The City has had an agreement with the Chamber of Commerce to operate a visitor center in the City of Sweet Home. In 2016 the City entered into a contract with the Chamber that defined specific desired outcomes and deliverables for the first time. Attached you will see how the City and Chamber have worked to produce better reports over time that produce useful information.

THE CHALLENGE/PROBLEM:

How do we continue to support the operation of a visitor center in a transparent manner that ensures an appropriate return on the taxpayer’s investment?

STAKEHOLDERS:

- City Residents. Residents, their friends and family are the funding source through tourism funds and taxes. They invest taxes and trust us to operate our local government as efficiently as possible.
- City Councilors. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation.
- Executive Management Team. Comprised of six department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible. All are fiscally conservative while five are well educated and well spoken.
- Business Community/Chamber of Commerce. Local organization comprised of business owners. The Chamber operates for the benefit of its member businesses and the community as a whole.
- Tourists: Tourists who visit our community may be reliant upon information provided by a visitor center.

ISSUES & FINANCIAL IMPACTS:

1. The Chamber is dependent upon this funding to operate the visitor center.
2. Tourists and businesses are reliant upon the services the Chamber provides.

ELEMENTS OF A STABLE SOLUTION:

Agreement with the Chamber to operate a visitor center in Sweet Home that is palatable to both entities.

OPTIONS:

1. *Do Nothing.* The agreement expires June 30, 2017. Failure to negotiate a new agreement may cause closure of the visitor center/Chamber office during peak visitor hours.
2. *Approve the contract as presented.* By approving the contract operation of the visitor center will continue with no gap in service.
3. *Renegotiate the Contract.* Council could attempt to direct staff to renegotiate and change terms of the contract. Council would need to give staff direction as to which specific terms of the agreement they'd like to see changed.
4. *Remand the contract to a committee to renegotiate terms.* Council can always ask committee to review the contract.

RECOMMENDATION:

Staff recommends option #2. *Approve the contract as presented.* The contract is fair, its structure encourages accountability and transparency.

**Sweet Home Chamber of Commerce / Visitor's Center
Activity Report
August – November 15, 2017**

Walk in/Call in/Mail out

August

- Walk in - 48
- Call in - 40
- Mail out - 4

September

- Walk in - 52
- Call in - 34

October

- Walk in - 50
- Call in - 45

November – Through 11/13

- Walk in – 20
- Call in -24

Website for Chamber/Face book

(Clicks and Actions refers to Comments and/or Likes and Shares)

August

- Reached - 20,316
- Clicks/Actions - 1537

September

- Reached - 15,011
- Clicks/Actions - 986

October

- Reached-32,112
- Clicks/Actions-986

November – Though 11/13

- Reached – 8989
- Clicks/Actions - 683

Commented [RT1]: I think Council is looking for what information is asked and what information is distributed in this data

Commented [RT2]: Where was it mailed to?

Commented [RT3]: I think Council would like to see these numbers separated in the future and analytics for both should be unique. The web site should be able to tell us what pages/information was accessed and from where, for instance. I would literally suggest printing the "Overview" page from the "Insights" tab from the Chamber Facebook Page and submitting it. It's quick, easy and Councilors can derive what they wish from the information.

Volunteer Hours – Not including Board Members

- August - 185
- September - 117
- October - 116
- November to date - 40

Paid Employee hours

- August 15th -30th- 61hrs
- September - 80hrs
- October - 80hrs
- November to date - 45hrs

The Chamber is still developing its measuring methods as it attempts to gather visitor information relating to demographics, interests, and other information that would help direct our efforts and make us even more valuable to the community. For instance; Zip Code gathering will be refined in the next period, we distributed a large number of literature over the last three months and we are developing a library back and some kind of inventory system, documenting visitor information as to interests and the content of conversations is difficult except in broad terms.

Events that we have helped or Sponsored for August Though Current

- Continuing Distribution of the Sweet Home Visitor's Guide
- Community Health Fair
- Judge for Pumpkin carving contest at Zombie Zoup run
- Boys and Girls Club Hula for Moola
- Key Bank Open House
- Halloween street Trick or Treating – Over 1000 pieces of candy distributed
- Chamber Open House
- CARDV Awareness month (Yard Display)
- CASA pajama drive
- Safeway Turkey bucks drive
- Christmas Parade Application assistance
- Community Christmas Card Project
- Christmas Tree Lighting Project
- Hero Banner Applications and Display of Banner
- Drop off location for the Free Christmas Store (Unwrapped Presents)
- Vets Ceremony
- Sister Community events – such as Mock interviews for job fair (High School)

The Chamber continues in the tasks of business plan development, re-writing bylaws, elections of new officers and event planning of 2018. We are also engaging community partners in various economic development initiatives.

Sweet Home Chamber of Commerce & Visitor's Center

Triannual Report to the City

November 2017 – February 2018

The Chamber has been very active in the community over the past 4 months, while providing various services to those visiting or inquiring about our community. Below you will find a partial listing of those activities that are in line with our mission - ***“To promote business, enhance economic development, and serve as a catalyst for improving the overall health of the community”***. It is also our obligation to serve as a primary provider of community information to visitors and those interested in the greater Sweet Home area.

Visitor's Center

Even in the Chamber's slow winter months we continue to serve a number of out-of-area visitors every week. While it is not possible to determine the intent of every visitor who comes in our door, generally they are looking for hiking trail information, camping facilities, driving directions and information about our community. We have extended our “library” to include more forest service maps, local business information, community services contact information, and housing information, both rental and for sale – these are referred to members. These visits are included in the attached activity report.

We are in the process of updating our outside kiosk with a new map provided by the Forest Service.

Visitor's Guide – The Chamber once again is sponsoring the Sweet Home Chamber of Commerce Visitor's Guide with the assistance of the New Era. This is a quality publication that has a distribution of over 4000 and serves as an important vehicle to promote Sweet Home and our business community. The Chamber invests more than \$2500 and many hours in this effort and the Chamber is a primary source of distribution. The new guide will be available in early April.

Events that we have sponsored, assisted with and / or materially supported:

Ambassador visits to new businesses

Chamber after hours events and Grand Openings

Professional Business luncheons

Various holiday events, including Christmas Tree Lighting, community Christmas Cards

Small business development classes through LBCC

Hero Banner Project

Sweet Heart Run

Rotary Club

CASA

SHARE

National Forest Service

The Chamber is involved in various community efforts to improve the Main Street corridor; address homeless and other community health issues; the National Christmas Tree project; and economic development forums.

Electronic Media - The Chamber is very active in social media with our Facebook page receiving a significant and increasing number of hits and positive dialogue. Our website sees a moderate degree of activity but we are doing some modifications so that we can be more informational and links to other community sites. This effort is an on-going project.

Attached is a recent sample of the weekly reports we are receiving from Facebook that we review. Weekly reports are available at the Chamber office. The challenge is making the information meaningful and analytical so that we can use this information as a tool to make better decisions.

Activity report for the period November 15th to February 28th:

November 15th – November 30th.

Walk in: 47

Call in : 54

Mail out: 0

December 1st – December 31st

Walk in: 52

Call in: 104

Mail out: 0

January 1st – January 31st

Walk in: 25

Call in: 88

Mail out: 1 (Minnesota) Zip Code 56570

February 1st – February 28th

Walk in: 30

Call in: 46

Mail out: 0

Period staff hours: 317

Period Volunteer hours: 298 plus Board hours

Note: As we refine our reporting, future reports will include comparisons with other periods' activity.

Overview

Promotions

Followers

Likes

Reach

Page Views

Page Previews

Actions on Page

Posts

Events

Videos

People

Shop

Messages

Page Summary Last 7 days

Export Data

Results from Feb 28, 2018 - Mar 06, 2018

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

Actions on Page

February 28 - March 6

1

Total Actions on Page 0%



Page Views

February 28 - March 6

86

Total Page Views 15%



Page Previews

February 28 - March 6

7

Page Previews 40%



Page Likes

February 28 - March 6

3

Page Likes 200%



Reach

February 28 - March 6

503

People Reached 21%



Recommendations

February 28 - March 6

We don't have data to show you this week.

Post Engagements

February 28 - March 6

181

Post Engagement 26%



Videos

February 28 - March 6

60

Total Video Views 1,900%



Page Followers

February 28 - March 6

4

Page Followers 100%



Recent Promotions on Sweet Home Oregon Chamber of Commerce and Visitor Center

Ads activity is reported in the time zone of your ad account.

Create New Promotion



Boosted Post

IMPORTANT ANNOUNCEMENT Due to the abun...

Promoted by Brian Adams on 05/17/2017

Completed

630

People Reached

40

Post Engagements

\$10.00

Spent of \$10.00

View Results



Event Promotion

General Membership Meeting
Friday, April 28, 2017, 6 PM - 8 PM

Promoted by Brian Adams on 04/27/2017

Completed

308

People Reached

14

Engagements

\$4.98

Spent of \$5.00

View Results

Manage All Promotions

Your 5 Most Recent Posts

Reach: Organic / Paid

Post Clicks

Reactions, Comments & Shares

Published	Post	Type	Targeting	Reach	Engagement	Promote
03/06/2018 9:01 am	Join Chamber member A&W in th eir yummy fundraiser for our SHH			65	0 3	
03/05/2018 7:23 pm	https://www.facebook.com/event s/1489697036794635/?ti=c			180	16 4	Boost Event
03/05/2018 7:11 am	Whoo hooo! Spring is coming an d True Clean is offering a great d			122	8 3	Boost Post
03/04/2018 6:10 am	Great news!! https://m.facebook. com/story.php?story_fbid=42133			265	80 1	Boost Post






[See All Posts](#)

Pages to Watch






Compare the performance of your Page and posts with similar Pages on Facebook.

[Add Pages](#)

Reactions, Comments & Shares

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Lebanon Oregon Cham...	1.9K	0.1%	12	69
2  Albany Area Chamber o...	1.7K	0.1%	38	45
YOU 3  Sweet Home Oregon Ch...	860	0.1%	8	21
4  Sweet Home Chamber o...	660	0.2%	0	0
5  City of Sweet Home	0	0%	0	0

Suggested Pages to Watch

+  Harvest Christian Center Sunday School 9:40 AM Morning ...	424			Watch Page
+  Sweet Home boys and g... Looking for the official page for th...	175			Watch Page
+  Lebanon Elks Lodge #16... Welcome to the Lebanon Elks Fa...	898			Watch Page
+  Sweet Home Christian C... We are a church that loves God a...	185			Watch Page
+  Sweet Home Public Libr... Your friendly neighborhood public...	479			Watch Page

[See More Suggested Pages](#)

AGREEMENT FOR OPERATION OF THE SWEET HOME VISITOR'S CENTER

This agreement is made and entered into this 1st day of ~~September 2017~~ July 2018, 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: The term of this agreement shall commence on ~~September 1, 2017~~ July 1, 2018 and terminate on June 30, ~~2018~~ 2019, and replaces the previous agreement between the City and the Chamber that ended on June 30, ~~2017~~ 2018.

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; of \$5,000. ~~by September 10, 2017; \$5000 by November 1, 2017; \$5000 by March 1, 2018.~~ Each installment will be paid to the Chamber within 30 days upon receiving the appropriate report as described in Section 5 of this agreement.

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 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, ~~two (2) weeks prior to each payment, beginning with the November payment,~~ a summary of the CHAMBER'S performance of the previous four-month reporting period. The report will contain various metrics including number and types of visits, phone inquiries, web hits, Facebook activity, informational packets distributed, 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 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: 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 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 9: Withheld Payment: The CITY may withhold any future payment should the CHAMBER 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 from 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

Greg Mahler, Mayor

Bill Matthews, Chamber Board President

Date: _____

Date: _____

Ray Towry, City Manager

Date: _____

WE NEED YOUR HELP!

THE SWEET HOME COMMUNITY FOUNDATION NEEDS YOUR SUPPORT. IF YOU ARE ABLE TO CONTRIBUTE, YOU WILL MAKE A DIFFERENCE!

YES, I WOULD LIKE TO HELP MAKE SWEET HOME A VIBRANT, LIVABLE COMMUNITY. I CAN CONTRIBUTE:

- Individual \$25.00
- Family \$50.00
- Supporter \$100.00
- Sponsor \$250.00
- Friend \$500.00
- Patron \$1,000.00
- Other \$ _____

CONTRIBUTIONS ARE TAX DEDUCTIBLE

PLEASE MAKE CHECK PAYABLE AND MAIL TO:

SWEET HOME COMMUNITY FOUNDATION
P. O. BOX 24
SWEET HOME, OR 97386

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____
FAX: _____
EMAIL: _____
 PLEASE CONTACT ME, I'D LIKE MORE INFORMATION!

OUR MISSION

TO IMPROVE THE QUALITY OF LIFE IN THE SWEET HOME COMMUNITY

A VOLUNTEER BOARD OF DIRECTORS, REPRESENTING A WIDE CROSS SECTION OF COMMUNITY MEMBERS, GOVERNS THE SWEET HOME COMMUNITY FOUNDATION.

CURRENT BOARD MEMBERS:

PRESIDENT BOB BURFORD
VICE PRESIDENT TIM MCQUEARY
TREASURER JOHN KUHN
SECRETARY WENDY YOUNGER

KRISTIN ADAMS
MAX THOMPSON
GINA RILEY
SHIRLEY WAY
CINDY GLICK

FOR MORE INFORMATION CONTACT:

WEBSITE:

WWW.SWEETHOMECOMMUNITYFOUNDATION.ORG

PHONE:

541-367-8969

E-MAIL:

INFO@SWEETHOMECOMMUNITYFOUNDATION.ORG



SWEET HOME
COMMUNITY FOUNDATION

A NONPROFIT 501(C)3 PUBLIC BENEFIT CORPORATION



SWEET HOME
COMMUNITY FOUNDATION



IMPROVING THE QUALITY OF LIFE IN SWEET HOME

“GIVE WHERE YOU LIVE”

FEDERAL TAX ID #91-1826453

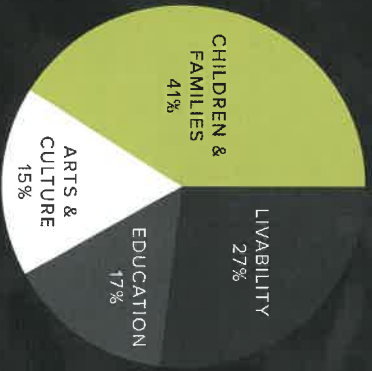
BACKGROUND

THE SWEET HOME COMMUNITY FOUNDATION IS A CHARITABLE 501(C)3 ORGANIZATION. THE SWEET HOME ECONOMIC DEVELOPMENT GROUP (SHEDG) ORIGINALLY SPONSORED THE ESTABLISHMENT OF THE FOUNDATION. SHEDG ENVISIONED A FOUNDATION TO PROVIDE COMMUNITY GRANTS AND THE ESTABLISHMENT OF A SIGNIFICANT ENDOWMENT FUND FOR THE SWEET HOME COMMUNITY.

WHAT IS THE SWEET HOME COMMUNITY FOUNDATION?

A TAX-EXEMPT PUBLIC BENEFIT FOUNDATION, ORGANIZED TO CREATE A SELF PERPETUATING FUND AND TO HELP MAKE SWEET HOME A SELF-SUFFICIENT, ECONOMICALLY AND SOCIALLY PROSPEROUS COMMUNITY.

WHAT DOES THE SHCF DO?



THE FOUNDATION DISBURSES CONTRIBUTIONS FROM INDIVIDUALS AND BUSINESSES, INCLUDING SUPPORT FROM THE OREGON JAMBOREE. THE FOUNDATION HAS ESTABLISHED A LONG TERM ENDOWMENT FOR THE SWEET HOME COMMUNITY.

ASSISTANCE CAN BE PROVIDED FOR FINANCIAL AND ESTATE PLANNING SO THAT YOUR ASSETS BENEFIT YOUR FAMILY, COMMUNITY AND CHARITABLE INTERESTS.

HOW DO I PARTICIPATE?

- CASH GIFTS
- OTHER GIFTS
- REQUESTS (I.E. WILLS/TRUSTS)
- VOLUNTEER TIME (BOARD MEMBER)

THE FOUNDATION ENABLES CITIZENS TO INVEST IN THE WELFARE AND FUTURE OF OUR COMMUNITY. ALL MONETARY CONTRIBUTIONS ARE TAX-DEDUCTIBLE UNDER IRS 501(C)3 AND RECEIVE THE FULLEST TAX DEDUCTION ALLOWED BY LAW. SHCF'S INTERNAL CONTROLS WILL ASSURE YOUR GIFT IS WELL MANAGED AND MEETS YOUR WISHES.

HOW ARE GRANT FUNDS DISBURSED?

APPLICATION FORMS FOR YOUR PROJECT PROPOSAL ARE AVAILABLE FROM OUR WEBSITE AT: WWW.SWEETHOMECOMMUNITYFOUNDATION.ORG THE APPLICATIONS ARE EVALUATED TO ENSURE THE PROJECT IS IN COMPLIANCE WITH THE FOUNDATION'S MISSION, MEETS THE CHARITABLE NEEDS IN SWEET HOME, AND CAN BE IMPLEMENTED SUCCESSFULLY. THE APPLICATION PERIOD OPENS JANUARY 15TH OF EACH YEAR AND CLOSSES AT THE END OF FEBRUARY. AWARDS ARE ANNOUNCED IN LATE MARCH.

SHOP WITH A COP PROJECT



HELPING THE COMMUNITY

MEALS ON WHEELS PROJECT

Meals On Wheels
Our Table or Yours

More information on Meals on Wheels, Community Dining or Volunteering please call 1-888-251-8392

Community Meals Available at:

- Albany Senior Center
- Brownsville Christian Church
- Corvallis Senior Center
- Lebanon Senior Center
- Mill City First Presbyterian Church

SUNSHINE INDUSTRIES PROJECT



60TH AVENUE PROJECT





SWEET HOME
COMMUNITY FOUNDATION

LEAVE A LOCAL
LEGACY

Your guide to enhancing our community's future.



Who We Are....

The Sweet Home Community Foundation (SHCF) is a 501 C (3) nonprofit organization that administers charitable funds received through gifts and bequests from individuals, businesses and other organizations. SHCF was formed in 1994 and plays an active role in securing Sweet Home's future. SHCF makes grants and other distributions to qualified organizations in the community. In addition, SHCF assists local ad hoc groups with fundraising and project administration for worthy endeavors.

SHCF's mission is to *"Improve the Quality life in the Sweet Home Community."* A primary part of this mission is to build and maintain a long term endowment fund that will benefit the community in future years. Donors to SHCF have flexibility to donate any amount to assist in our overall mission or to create named permanent endowment funds directed towards specific areas of community philanthropy. In short, we believe you should; *"Give Where You Live!"*

SHCF is governed by a ten member volunteer board of directors. The board represents a wide cross-section of demonstrated leadership in community affairs and interests. A primary responsibility of the board of directors is to assure that each fund is managed in an efficient and thoughtful way.

As you read this document, we hope you will find that, whether making a onetime gift or creating a Permanent Endowment Fund with SHCF, you are leaving a positive mark on the Sweet Home Community.

Why Give Through SHCF?

Permanence:

You can rest easy with the knowledge that your permanent endowment fund will be managed in perpetuity and that the gift always will serve its purpose. Potential recipients of endowment funds are investigated and grants are monitored by SHCF. Should, in the future, the original intended purpose of a gift become unnecessary, incapable of fulfillment or inconsistent with changing charitable and social needs, the board can apply the fund to purposes which closely parallel those the donor has specified.



Recognition:

By establishing a named, permanent fund with SHCF, a donor can give his or her family name a place in the philanthropic history of our Sweet Home Community. The fund is listed in the SHCF annual report and all grants made from the fund are identified as coming from the donor's named fund.

Flexibility:

Recognizing that community needs are certain to change, many donors allow the SHCF grants program to select the charitable causes and institutions to be assisted. A donor can, however, specify the particular area of community life to which his or her fund may be applied, name the specific agencies to which grants shall be given, and even advise SHCF as to what charitable organizations should receive grants.

Efficient Financial Management:

SHCF procedures assure that investment decisions are prudent. The funds are professionally managed through services provided by either the Oregon Community Foundation or another financial institution selected by the board of directors.

Tax Benefits:

Donors to SHCF are eligible to receive the maximum allowable income tax advantage of giving to a public charity.

Types of Funds:

General Discretionary Fund:

You may choose to make a gift or bequest for the broad charitable purposes of the Foundation as a whole. SHCF makes grants from these funds to local organizations providing for our community in the areas of; Children and Families; Livability; Arts and Culture and Education. We call these focused areas our "Community Building Blocks."

Field-of-Interest Fund:

You may direct your gift or bequest towards supporting any of our Community Building Block categories.

Donor Advised Fund:

On donations of at least \$5000, a provision may be added for SHCF to seek advice from the donor, or persons named by the donor, on distributions made from the fund. While the advice cannot be binding on SHCF, it is given full and careful attention.



Donor Designated Fund:

On donations of at least \$5000, a provision may be added to name one or more charitable organization(s) to be assisted by the fund. Should the designated charitable organization(s) cease to exist or the purpose it served becomes obsolete, SHCF has the responsibility and authority to re-direct the distributions to another similar charitable purpose.

Named Permanent Endowment Fund:

“Leave a Local Legacy” with a Named Permanent Endowment Fund. These funds assure that future generations will know of an individual’s or a family’s generosity and foresight for our community’s future. A \$20,000 minimum threshold is required to establish this fund but SHCF assists by allowing up to five years to fully establish the endowment. When a donor specifies the desire to establish a permanent endowment, SHCF will apply designated contributions to fund the future endowment. Once the minimum threshold is reached, the endowment will be established.

Agency Endowment Fund:

A charitable organization may transfer all or part of its endowment fund to SHCF to participate in SHCF’s larger investment program.

Ways to Establish a Fund:

Cash Gifts:

Cash gifts may be in the form of currency, check or money order. Checks and money orders should be made payable to Sweet Home Community Foundation.*

Appreciated Property:

Gifts of appreciated securities or real estate may allow a donor to make a substantial contribution and also gain important tax advantages. Except in limited situations, the donor may incur no capital gain on gifts or appreciated property.*

Life Insurance:

A donor who irrevocably transfers life insurance to SHCF can claim an income tax deduction for the policy's cost basis or an amount roughly equal to cash surrender value, whichever is less. *

Bequests:

A donor may create or add to a permanent endowment fund through a bequest in a will or trust. SHCF and the donor's fund can be named as the residuary beneficiary of a donor's estate, as the recipient of the assets of a charitable remainder trust. Bequests are normally deductible for federal estate and Oregon inheritance tax purposes.*



Private Foundation:

Private foundations can transfer their assets to SHCF to establish a donor's advised fund or supporting organization. In either case, the private foundation's name and philanthropic goals can be retained. No tax or penalty is assessed on such transfers.*

**SHCF urges you to consult a personal financial advisor, accountant or attorney who is knowledgeable about estate planning and can advise you how your gift to Sweet Home Community Foundation can best meet your individual needs, goals and objectives.*

SHCF Money Management:

Investment Policy

SHCF recognizes that permanent endowment funds exist to provide a perpetual resource for charitable purposes and that investment decisions, on balance, should be less speculative than those for personal investment. Its money management agreement with the financial institution follows a total return strategy with the intent of maximizing the long-term total return of the entire portfolio both from market value increases (realized and unrealized gains) and from current yield (interest and dividends).

Grant Distribution Policy

A grant percentage payout rate for permanent funds is determined from time to time based upon the expected total return on investment of those funds. Any net increase beyond that distribution accrues to the principal of the fund. New permanent endowment funds are invested for a minimum of twelve months before inclusion in the valuation for distribution.

Administrative Charges

SHCF assesses each permanent fund a nominal fee to defray a portion of administrative and investment expenses and governmental fees. However, since SHCF has no paid staff, its administrative operating expenses are minimal.

General Ledger

Detailed Trial Balance

User: ahelliwell
 Printed: 05/15/2018 - 8:30AM
 Period: 01 to 12, 2018



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
100	GENERAL FUND					
EXPENSE						
100-009	COMMUNITY SERVICE PROGRAMS					
100-009-444-522	COMMUNITY GRANTS	5,000.00				
8/31/2017 AP 2 175	033945 - SWEET HOME FARMERS MARKET Ck# 85962			500.00	0.00	
10/20/2017 AP 4 114	LITTLEP - LITTLE PROMISES CHILDRENS PR Ck# 86205			500.00	0.00	
12/15/2017 AP 6 92	033999 - SWEET HOME UNITED METHODIST Ck# 86476			1,090.00	0.00	
1/25/2018 AP 7 122	032050 - SINGING CHRISTMAS TREE Ck# 86685			320.00	0.00	
2/8/2018 AP 8 48	031535 - SWEET HOME PREGNANCY CENTER Ck# 86765			1,090.00	0.00	
3/22/2018 AP 9 111	FRIENDS - FRIENDS OF THE LIBRARY Ck# 86957			500.00	0.00	
100-009-444-522 Totals:	Var: 1,000.00	5,000.00	0.00	4,000.00	0.00	4,000.00
100-009 EXPENSE Totals:		5,000.00	0.00	4,000.00	0.00	4,000.00
EXPENSE Totals:		5,000.00	0.00	4,000.00	0.00	4,000.00
100 Totals:		-5,000.00	0.00	4,000.00	0.00	4,000.00
Report Totals:		-5,000.00	0.00	4,000.00	0.00	4,000.00

General Ledger

Detailed Trial Balance

User: ahelliwell
 Printed: 05/15/2018 - 8:55AM
 Period: 01 to 12, 2012



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
100	GENERAL FUND					
EXPENSE						
100-009	COMMUNITY SERVICE PROGRAMS					
100-009-444-522	COMMUNITY GRANTS	5,000.00				
9/23/2011 AP 3	133 FAIRSH - FAIR SHARE GLEANERS Ck# 74265			500.00	0.00	
10/7/2011 AP 4	37 031447 - SWEET HOME GEN. SOCIETY Ck# 74385			500.00	0.00	
1/20/2012 AP 7	149 003950 - BOYS & GIRLS CLUB OF SWEET HOM Ck# 74917			500.00	0.00	
6/18/2012 AP 12	135 031611 - SWEET HOME HIGH SCHOOL - DESK Ck# 75729			500.00	0.00	
	100-009-444-522 Totals:		Var: 3,000.00	5,000.00	0.00	2,000.00
	100-009 EXPENSE Totals:			5,000.00	0.00	2,000.00
	EXPENSE Totals:			5,000.00	0.00	2,000.00
	100 Totals:			-5,000.00	0.00	2,000.00
	Report Totals:			-5,000.00	0.00	2,000.00

General Ledger

Detailed Trial Balance

User: ahelliwell
 Printed: 05/15/2018 - 9:03AM
 Period: 01 to 12, 2011



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
100	GENERAL FUND					
EXPENSE						
100-009	COMMUNITY SERVICE PROGRAMS					
100-009-444-522	COMMUNITY GRANTS	5,000.00				
9/29/2010 AP 3 19	031610 - SWEET HOME SCHOOL DISTRICT #5: Ck# 72116			16,494.25	0.00	
9/30/2010 GL 3 23	from .522			0.00	11,494.25	
100-009-444-522 Totals:		5,000.00	0.00	16,494.25	11,494.25	5,000.00
100-009 EXPENSE Totals:		5,000.00	0.00	16,494.25	11,494.25	5,000.00
EXPENSE Totals:		5,000.00	0.00	16,494.25	11,494.25	5,000.00
100 Totals:		-5,000.00	0.00	16,494.25	11,494.25	5,000.00
Report Totals:		-5,000.00	0.00	16,494.25	11,494.25	5,000.00

General Ledger

Detailed Trial Balance

User: ahelliwell
 Printed: 05/15/2018 - 9:10AM
 Period: 01 to 12, 2010



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
100	GENERAL FUND					
EXPENSE						
100-009	COMMUNITY SERVICE PROGRAMS					
100-009-444-522	COMMUNITY GRANTS	5,000.00				
9/5/2009 AP 3 1	PURGED - Purged Vendor Ck# 69649			208.93	0.00	
9/16/2009 AP 3 14	031610 - SWEET HOME SCHOOL DISTRICT #5! Ck# 69716			500.00	0.00	
10/2/2009 AP 4 1	PURGED - Purged Vendor Ck# 69796			291.07	0.00	
2/19/2010 AP 8 11	HOPE - HOPE, INC. Ck# 70694			500.00	0.00	
6/30/2010 AP 12 24	PURGED - Purged Vendor Ck# 71516			495.77	0.00	
100-009-444-522 Totals:	Var: 3,004.23	5,000.00	0.00	1,995.77	0.00	1,995.77
100-009 EXPENSE Totals:		5,000.00	0.00	1,995.77	0.00	1,995.77
EXPENSE Totals:		5,000.00	0.00	1,995.77	0.00	1,995.77
100 Totals:		-5,000.00	0.00	1,995.77	0.00	1,995.77
Report Totals:		-5,000.00	0.00	1,995.77	0.00	1,995.77

2003 Grants - 6 total	Total Grant Award	\$ 13,980.00	\$ 13,980.00
2004 Grants - 8 total	Total Grant Award	\$ 16,215.00	\$ 16,215.00

2005 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
SH Kiwanis Club	Skateboard Park	\$ 1,500.00	
Little Promises Childcare	Storage Units/Security System	\$ 2,500.00	
OR COG	Senior Meals	\$ 2,000.00	
Samaritan Pacific Health Services	Senior Companion Program	\$ 2,000.00	
Helen Ramsedell	Storage Unit	\$ 2,000.00	
The President's Club	Save Weddle Bridge	\$ 2,500.00	
<i>7 grants awarded</i>		\$ 12,500.00	\$ 12,500.00

2006 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
Sweet Home Senior Center	Senior Center Storage Unit	\$ 500.00	
SH Pregnancy Center	Baby Safety	\$ 1,700.00	
SH Garden Club	Clover Memorial Park	\$ 500.00	
OR COG	Senior Meals	\$ 1,500.00	
SH School Dist.	AED (Pool)	\$ 1,600.00	
Sunshine Industries	Shredder	\$ 2,500.00	
Foster Elementary	Playground Equipment	\$ 700.00	
SH Singing Christmas Tree	Singing Christmas Tree	\$ 2,500.00	
SHEM	Computer & software	\$ 1,000.00	
Genealogical Society	Microfiche Reader/printer	\$ 1,000.00	
Sam Health/Pacific Sam Health	Senior Companion Program	\$ 1,500.00	
<i>11 Grants Awarded</i>		\$ 15,000.00	\$ 15,000.00

2007 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
City of Sweet Home	Hwy 228 Gateway project	\$ 2,500.00	

SH School District	Hawthorne Playground Equipment	\$ 2,000.00	
Kiwanis & Rotary Clubs (join Project	Community Events Tents	\$ 2,340.00	
South Santiam Watershed Council	Interpretive Signs @ Yukwah	\$ 858.00	
OR COG	Meals on Wheels	\$ 2,500.00	
SH Gleaners	Storage Containers	\$ 2,500.00	
Sam. Health	Senior Companion Program	\$ 2,500.00	
SH Genealogy Society	Copy Machine	\$ 1,000.00	
SH Pregnancy Center	Videos	\$ 780.00	
SHEM		\$ 16,978.00	\$ 16,978.00
<i>10 grants awarded</i>			

2008 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
Senior Services	Meals on Wheels	\$ 2,500.00	
Sweet Home Police/Linn Co. Law Enforcement	Shop w/ a Copy	\$ 1,125.00	
SHEM	Computer for Distribution Prog.	\$ 1,200.00	Did not use
SH Pregnancy Care Center	Infant Cribs, car seat & mattress	\$ 1,489.00	
<i>City of Sweet Home</i>	<i>SH Beautification 60th Ave. Proj.</i>	<i>\$ 2,500.00</i>	
ABC House	Teen Girl, Educ. & support	\$ 1,911.00	
Senior Companion Program	Shut-In Senior Visitation & Assist.	\$ 2,500.00	
SH Public Library	Summer Reading Program	\$ 2,500.00	
SH United Methodist Church	Manna Meal Program	\$ 1,320.00	
S. Santiam Watershed Council	STEWARDS Program	\$ 1,330.00	
<i>10 grants awarded</i>			
		\$ 18,375.00	\$ 18,375.00

2009 Grant Awards

ORGANIZATION	PROJECT	AMOUNT
Foster Elementary	Playground Equipt.	\$ 2,500.00
S. Santiam Watershed Council	STEWARDS Program	\$ 2,480.00
SHPD	Shop with a Cop	\$ 2,000.00
Little Promises Children's Program	Surveillance System (last phase)	\$ 550.00
Senior Center/Linn Shuttle	13th & Kalmia Bus Shelter Improvements	\$ 836.00
SH Pregnancy Care Center	Baby Safety Project	\$ 970.00
OR COG	Meals on Wheels	\$ 2,500.00

Kiwanis (Jim Riggs Center)	Com. Center Video Presentation Aids	\$ 400.00	
SH Boys & Girls Club	Image Makers Prog.	\$ 1,870.00	
<i>9 grants awarded</i>		\$ 14,106.00	\$ 14,106.00

2010 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
City of Sweet Home	Beautification Street Scape (2008 project was not funded)	\$ 2,000.00	
SHEM	Digital Copier System	\$ 1,505.00	
CASA of Linn Co.	CASA Training for SH Advocates	\$ 2,000.00	
ABC House	Client Advocacy in SH	\$ 960.00	
Fair Share Gleaners	Vehicle Safety Upgrades	\$ 2,000.00	
Boys & Girls Club	Power Hour/Homework Club - computer	\$ 1,500.00	
Sam. Health & Sam Pacific Health Services	Senior Companion Prog.	\$ 2,500.00	
OR COG	Senior Meals on Wheels	\$ 2,500.00	
<i>8 grants awarded</i>		\$ 14,965.00	\$ 14,965.00

2011 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
Fair Share Gleaners	Operation Cold Storage	\$ 1,000.00	
Little Promises Children's Program	Replacement of recalled childcare cribs	\$ 500.00	
CASA of Linn Co.	Volunteer Growth & Expansion in SH	\$ 100.00	
OR COG	Senior Meals/Meals on Wheels	\$ 2,500.00	
Sunshine Industries	Basic Life Skills Expansion Project	\$ 2,000.00	
Linn/Benton Young Marines	Camp Foster Cabin Restoration Project	\$ 2,500.00	
Sam. Health & Sam. Pacific Health	Senior Companion Prog.	\$ 2,500.00	
SH Pregnancy Care Center	Baby Safety Project	\$ 1,000.00	
SHEM	Facility Floor Mats	\$ 500.00	
<i>9 grants awarded</i>		\$ 12,600.00	\$ 12,600.00

2012 Grant Awards

ORGANIZATION	PROJECT	AMOUNT
Menonite Residential Services	Alpha House Floor Coverings	\$ 500.00
Sam Health & Sam Pacific Health Services	Senior Companion Program	\$ 500.00
SH Pregnancy Center	Baby Safety Project	\$ 500.00

SH Library	LEGOs at the Library	\$ 488.00	
OR COG	Senior Meals/Meals on Wheels	\$ 500.00	
East Linn Museum Society	East Linn Museum Roof Project	\$ 500.00	
SH Police Department	Shop w/ a Cop	\$ 500.00	
<i>7 grant awarded</i>		\$ 3,488.00	\$ 3,488.00

2013 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
E. Linn Ford Institute & B & G Club	Roy Johnston Field Renovation	\$ 1,000.00	
Fair Share Gleaners	Computer with Microsoft Word & printer	\$ 1,000.00	
COG	Senior Meals on Wheels	\$ 1,000.00	
SH Pregnancy Care Center	Baby Safety Project	\$ 348.00	
SH Singing Christmas Tree	Dimming System	\$ 250.00	
<i>5 grant awarded</i>		\$ 3,598.00	\$ 3,598.00

2014 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
SHHS - Basic Life Skills Class	Huskies Recycling	\$ 500.00	
OR COG	Senior Meals/Meals on Wheels	\$ 2,000.00	
Little Promises Children's Program	OK Kids Curriculum Update	\$ 750.00	
Fair Share Gleaners	Food Storage & Transport	\$ 1,000.00	
Friends of the Library	Library Stained Glass Window - Completion	\$ 2,190.00	
Sweet Home School Dist.	Digital Vision Screening Program	\$ 1,500.00	
Sunshine Industries	Community Center Project (tables, chairs)	\$ 2,000.00	
SH Pregnancy Care Center	Parenting DVD's-Parent Education	\$ 250.00	
<i>8 grant awarded</i>		\$ 10,190.00	\$ 10,190.00

2015 Grant Awards

ORGANIZATION	PROJECT	AMOUNT
City of Sweet Home - Planning Dept	Adopt a Park Program	\$ 536.00
East Linn Museum	ELMS Computer & Software Upgrade Project	\$ 1,000.00
SH Public Library	Early Literacy Station	\$ 2,500.00
Oak Height Elementary School	Real World Reading Room at Oak Heights	\$ 982.00

Oregon COG	Senior Meals on Wheels - SH	\$ 2,000.00	
SH Charter School	Playground Equipment Project	\$ 157.00	
SHEM	The Bug Stops Here Project	\$ 400.00	
SHPD	Shop with a Cop	\$ 1,000.00	
Sunshine Industries Unlimited	Understanding Disability by Family & Community Stories	\$ 300.00	
9 grants awarded		\$ 8,875.00	\$ 8,875.00

2016 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
SH Preg Care Center	Baby Safety Project	\$ 853.00	
SHHS Life Skills Class	Huskies Recycling	\$ 1,000.00	
Oregon COG	Senior Meals on Wheels - SH area	\$ 2,500.00	
Boys & Girls Club of the Greater Santiam	SH Summer Programs	\$ 1,500.00	
SHEM	totally Cool	\$ 2,000.00	
Oak Heights Elementary	Growing a Reading Culture	\$ 1,500.00	
6 grants awarded		\$ 9,353.00	\$ 9,353.00

2017 Grant Awards

ORGANIZATION	PROJECT	AMOUNT	
Oregon Cog	Senior Meals on Wheels - SH Area	\$ 2,500.00	
S. Santiam Natural Resrouce Education	STEWARDS Outdoor School	\$ 2,500.00	
SH Pregnancy Care Center	Baby Safety Project	\$ 1,618.00	
SH Genealogical Society	Keeping your memories alive	\$ 1,625.00	
Harvest Christian Center/Church of God	Back-2-School Backpack Bash	\$ 1,000.00	
Little Promises Childrens' Program	Playground Safety (materials)	\$ 2,500.00	
East Linn Museum	Child, Youth, & Adult Interactive History Class	\$ 600.00	
7 grants awarded		\$ 12,343.00	\$ 12,343.00

\$ 182,566.00

2018 Grant Awards

ORGANIZATION	PROJECT	AMOUNT
Oregon COG	Senior Meals/Meals on Wheels - SH Area	\$ 2,500.00
SH Pregnancy Care Center	Baby Safety Project	\$ 1,200.00

Cycle Forward	Providing Essential Hygiene Projects to SH Youth	\$ 562.00	
Holley PTC	Holley Playground	\$ 2,500.00	
SH Charter School	Liberty Garden to Cafeteria (green house building supplies)	\$ 2,500.00	
SHEM	MRE Project (industrial mobile shelves)	\$ 1,020.00	
		\$ 10,282.00	\$10,282
			\$ 192,848.00



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE: Audit Contract	TYPE OF ACTION: — RESOLUTION — MOTION <u>X</u> OTHER
SUBMITTED BY:	ATTACHMENTS: Grove, Mueller & Swank, P.C. Contract	
REVIEWED BY:		

PURPOSE OF THIS RCA:

To enter into contract with Grove, Mueller & Swank, P.C. for an amount not to exceed \$27,000 for audit services for the 2017-2018 fiscal year as required by state law.

BACKGROUND/CONTEXT:

The City has contracted with Grove, Mueller & Swank for auditing services since 2001. The contract to audit the City’s 2016-2017 fiscal year was \$26,000. As stated in the contract, Grove, Mueller & Swank have agreed to audit the City’s 2017-2018 records and perform the necessary testing required under state law and according to Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). Upon completion of the audit, the Auditors will deliver to the City a report outlining the qualitative aspects of the City’s significant accounting practices, any difficulties encountered during the audit, disagreements with Management (the City), significant issues arising from the audit and additional items.

THE CHALLENGE/PROBLEM:

Should City Council enter into a contract to continue auditing services with Grove, Mueller & Swank, P.C.?

STAKEHOLDERS:

- State of Oregon. State law requires annual audits of municipalities by a third party auditor
- Sweet Home Citizens. To ensure transparency of the City’s financial processes and records
- Sweet Home City Council. To ensure that the City’s financial records are in good standing.
- Sweet Home City Staff. For information on how City departments worked within their budgets during the fiscal year.

ISSUES & FINANCIAL IMPACTS:

\$26,000 has been budgeted for auditing services in the 2018-2019 operating budget

ELEMENTS OF A STABLE SOLUTION:

Continue to comply with state law and have an audit completed for the fiscal year ending June 30, 2017.

OPTIONS:

1. Do Nothing. Under state law, this is not a viable option.
2. Approve the contract with Grove, Mueller & Swank, P.C.

3. Direct staff to find another auditing service. The Council could request that the Finance Department look for another audit service that better fits the needs and wishes of the Council.

RECOMMENDATION:

Staff recommends option 2. Grove, Mueller & Swank has been auditing the City's financials for many years and is familiar with our practices and financial records. City Staff and the City Council have been pleased with past work completed by Grove, Mueller & Swank and the auditors have always been frank and honest with the City related to its financial health and reports. Additionally, while possible to find another audit service, the time required to locate and sign another firm could put the City in jeopardy of not completing its audit requirements timely. Should Council so wish, staff could certainly review options for future years.

CITY OF SWEET HOME
CONTRACT FOR SERVICES

THIS CONTRACT, made this 4th day of May, 2018, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and the City of Sweet Home, Oregon provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the year beginning July 1, 2017, and ending June 30, 2018, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.

Grove, Mueller & Swank, P.C. agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Grove, Mueller & Swank, P.C. are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Grove, Mueller & Swank, P.C. concerning such additional services.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract (unless agreed to by both parties). Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth the City of Sweet Home, hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 4, 2018 and the City, hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.



Katherine R. Wilson, CPA
Grove, Mueller & Swank, P.C.

Ray Towry, City Manager
City of Sweet Home

5/4/18
Date

Date



GROVE, MUELLER & SWANK, P.C.

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

May 4, 2018

City Council
City of Sweet Home
1140 12th Avenue
Sweet Home, Oregon 97386

You have requested that we audit 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, Oregon (the City), as of June 30, 2018 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP) require that certain required supplementary information such as management's discussion and analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Individual fund budgetary schedules for the general fund and major special revenue funds. Due to Oregon law, this RSI will receive an "in-relation-to" opinion.
- 3) Schedule of Changes in Funding Progress - Other Post-Employment Benefits.
- 4) The City's Proportionate Share of the Net Pension Liability(Asset) - Oregon Public Employee's Retirement System.
- 5) Schedule of the City's Contributions - Oregon Public Employee's Retirement System.

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining fund statements.
- 2) Individual fund budgetary schedules other than general fund and major special revenue funds.
- 3) Other financial schedules.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory section.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and in accordance with the Minimum Standards for Audits of Oregon Municipal Corporations. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we may request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the Minimum Standards for Audits of Oregon Municipal Corporations.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We also will issue a written report on compliance with Minimum Standards for Audits of Oregon Municipal Corporations upon completion of our audit.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- 1) For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- 3) To provide us with:
 - a) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b) Additional information that we may request from management for the purpose of the audit; and
 - c) Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- 4) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
- 5) For identifying and ensuring that the City complies with the laws and regulations applicable to its activities;
- 6) For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- 7) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 8) For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 9) For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Katherine Wilson, CPA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Grove, Mueller & Swank P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that Grove, Mueller & Swank, PC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will not exceed \$27,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

The audit documentation for this engagement is the property of Grove, Mueller & Swank P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank P.C.'s personnel. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit findings for guidance prior to destroying the audit documentation.

At the conclusion of our audit engagement, we will communicate to City Council the following significant findings from the audit:

- 1) Our view about the qualitative aspects of the City’s significant accounting practices;
- 2) Significant difficulties, if any, encountered during the audit;
- 3) Uncorrected misstatements, other than those we believe are trivial, if any;
- 4) Disagreements with management, if any;
- 5) Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- 6) Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- 7) Representations we requested from management;
- 8) Management’s consultations with other accountants, if any; and
- 9) Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,



James Mueller & [Signature]
CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Sweet Home, Oregon.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 22, 2018	TITLE: Surplus Vehicles and Equipment	TYPE OF ACTION: <u>X</u> RESOLUTION — MOTION — OTHER
SUBMITTED BY: Greg Springman, Public Works Director	ATTACHMENTS: Memorandum - Surplus Vehicles and Miscellaneous Equipment Resolution No. 6 for 2018	
REVIEWED: Ray Towry, City Manager		

PURPOSE OF THIS MEMO:

For Council to review the proposal and recommendation to adopt the City of Sweet Home Resolution No. 6 for 2018 and declare as surplus property the attached list of Sweet Home Public Works equipment and vehicles.

BACKGROUND/CONTEXT:

The Sweet Home Public Works Department maintain various equipment and vehicles to accomplish our missions. At times, that equipment and those vehicles either get replaced, upgraded or outlive their useful life expectancy. When that happens, a decision must be made on whether or not to keep those items in the City's inventory or to dispose of them according to City policy and State law.

THE CHALLENGE:

The challenge is to maintain modern, reliable equipment, including vehicles, that will meet the needs of the City. At different points in the life of equipment or vehicles, the maintenance cost associated with them begin to increase and the cost/benefit of that equipment comes into question. The following is the list of equipment and vehicles in question.

Public Works Equipment:

1 – John Deere Mower, L120, VIN# GXL120D160171

ISSUES & FINACIAL IMPACTS:

Public Works - The listed equipment for Public Works are beyond their useful life, are experiencing mechanical issues, or salvaged due to accident. Equipment has been removed from service. The Public Works Department will save funds by not investing in future maintenance costs to operate. Miscellaneous equipment is no longer utilized by Public Works Department and recognizes this property as surplus and considered of such little value that it should be discarded.

OPTIONS:

1. Do Nothing. Continue to keep the equipment and vehicles in the City's possession.
2. Authorize the City Department's to Surplus the listed items – These items have no further functional, useful value to the city.
3. Request Additional information on the specific item listed.

RECOMMENDATION:

1. City staff recommend option #2. Authorize the Public Works Department to surplus the listed item. This item has no further functional and useful value to the city.

MEMORANDUM



TO: Sweet Home City Council
FROM: Greg Springman, Public Works Director
DATE: May 22, 2018
SUBJECT: Surplus Vehicles and Miscellaneous Equipment

The following is a list of Public Works Department vehicles and equipment which have been decommissioned. The Sweet Home City Council is required designate all surplus vehicles and equipment prior to its disposal.

Public Works Equipment:

1 – John Deere Lawn Mower, Model L120





REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE: Water Rate Review	TYPE OF ACTION: — RESOLUTION — MOTION <u>X</u> OTHER
SUBMITTED BY: Brandon Neish, Finance Director	ATTACHMENTS: Projected revenue for water fund Projected billing by consumption level	
REVIEWED BY: Ray Towry, City Manager		

PURPOSE OF THIS RCA:

To review the proposed 2018-2019 budget for the Water Fund and determine appropriate rates charged to users for use of city water.

BACKGROUND/CONTEXT:

ORS 294.388(1) states that “each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period.” Projected expenses for the 2018-2019 fiscal year total \$2.3 million while projected resources with no change to current utility rates totals \$2.2 million. Pursuant to Oregon State Statutes, the City must choose to revise its current rate schedule to generate additional revenue or reduce proposed expenses to match current revenue projections. Staff has prepared four options to present to Council to best meet operational needs while balancing the impact of rates on City residents.

THE CHALLENGE/PROBLEM:

How do we approach utility rates in a way that addresses operational needs in alignment with Council goals while ensuring that users are not priced out of the system and eliminates mid-year surprises?

STAKEHOLDERS:

- City of Sweet Home Residents and Businesses. Residents and commercial businesses are the sole users of water and therefore pay for the distribution and usage. All water users expect that the City is using resources appropriately and accurately billing them for necessary expenditures that will deliver clean, consistent water when they need it.
- Sweet Home City Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works Staff. Public Works staff ensures the Water Distribution system is maintained and that everyone gets water throughout the city. Appropriate rates provide necessary resources used to maintain a level of service expected by water users
- Jacobs. Jacobs (CH2M) is our contract water plant operators. Their fees are calculated into our expenses and utilized to determine the budget and rates.
- Sweet Home Community & Economic Development. Regular review of expenditures within the water fund and, subsequently, water rates ensures that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

ISSUES & FINANCIAL IMPACTS:

1. Increasing utility rates – Citizens have many utility bills to pay including the city's utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with sufficient resources to back necessary expenditures. Under scenarios one and three, the average consumer would see an increase of \$1.75 or \$.41 respectively per month. The difference in the proposals is a difference in philosophy. It is up to the elected officials to determine what is best for the citizenry of Sweet Home.
2. Oregon Revised Statutes – As previously explained, the ORS requires that the City maintain a zero or positive fund balance at the end of a given fiscal year. This requires the City and the Council to act accordingly. The decision then becomes one of raising rates or reducing expenses. When managing a fund in which nearly 62% of its resources come from the user fees generated, options are limited in decision-making.
3. Division resources – When Public Works/Jacobs is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Department and Division the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses such as fixing leaking pipes and inspecting reservoirs.

ELEMENTS OF A STABLE SOLUTION:

To better estimate needed resources and rate structures, the City contracted with an organization that constructed a calculator, based in Microsoft Excel, which would determine appropriate rates given budgeted expenditures. For several years, the calculator has been manipulated to balance Council wishes. City staff suggests adopting a methodology presented in the options below and sticking with that methodology for five to ten years to determine if the calculator is effective and useful in establishing water rates. Additionally, reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Water Fund and ensures rate payers are not saddled with significant increases at one time.

OPTIONS:

1. Do Nothing. Rates would remain the same with a base rate (paid by all customers regardless of consumption and based on meter size) and a commodity rate applied per 100 cubic feet of water used over 400 cubic feet. This results in a projected budgeted deficit of \$123,626 which would require making expenditure reductions to comply with ORS 294.388(1). Reducing budgeted expenditures would impact services delivered to customers.
2. Increase the base rate and the commodity while reducing included consumption from 400 to 300 cubic feet using current methodology. Currently, the calculator was built in a manner that divided expenditures into two categories; expenditures impacting the base rate and others impacting the commodity rate. This proposal would not change the methodology and would result in an increased utility bill to customers averaging \$1.75 per month.
3. Increase the base rate and the commodity while reducing included consumption from 400 to 300 cubic feet and revise methodologies where the base rate includes all expenditures except depreciation and transfer to equipment reserves. The City Council may determine, after reviewing the attached documentation, that it is appropriate to change the current methodology. This option would move all of the aforementioned expenditures currently used in computing the commodity to the base rate and would move the depreciation expense and transfer to equipment reserves to the commodity calculation. This option would tell consumers that those who use more water should contribute more toward future infrastructure needs while ensuring that all users are paying equally for all other expenditures.

4. Increase the base rate and the commodity while reducing included consumption from 400 to 300 cubic feet and revise methodologies where the commodity rate includes personnel expenditures, depreciation and transfer to equipment reserves. The City Council may determine, after reviewing the attached documentation, that it is appropriate to change the current methodology. This option would include all personnel related expenses, depreciation and transfer for equipment reserves in the calculation of the commodity rate while leaving materials and services related expenditures in the base rate calculation. This option would tell consumers that those who use more water should contribute more toward staff time and future infrastructure needs while ensuring that all users are paying equally for all materials.

RECOMMENDATION:

Staff recommends adjusting the rates in order to maintain an adequate fund balance at the end of the 2018-2019 fiscal year. To achieve this, the City Council could adopt any of options two through four. City staff also recommends that Council consider that in choosing an option, they are also choosing a “new” methodology for billing that should be continued for several years. As discussed previously, the calculator sanctioned for development by the City many years ago has not been used for its stated purpose. Staff recommends that the Council give a chosen methodology time to determine its functionality and how it impacts the rates in the future.

Projected Revenue for Water Fund (full base change with rate increase)

Commodity Charges

	current	proposal #1	proposal #2	proposal #3
	400 cu. ft included	300 cu. ft included	300 cu. ft included	300 cu. ft included
	in Base	in Base w/adj per "magic spreadsheet"		

Residential Use Charges

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	2,780	\$ 26.58	886,709	\$ 26.68	890,045	\$ 48.74	1,625,966	\$ 22.91	764,278
1"	45	33.32	17,993	33.78	18,241	61.86	33,404	28.98	15,649
1 1/2"	19	42.30	9,644	43.25	9,861	79.35	18,092	37.08	8,454
2"	10	67.00	8,040	69.29	8,315	127.45	15,294	59.35	7,122
3"	3	248.88	8,960	261.04	9,397	481.64	17,339	223.34	8,040
4"	1	316.24	3,795	332.06	3,985	612.82	7,354	284.08	3,409
6"	-	473.43	-	497.77	-	918.91	-	425.79	-
8"	-	653.06	-	687.15	-	1,268.73	-	587.76	-
Base Revenue			\$ 935,140.56	\$ 939,843.96	\$ 1,717,449.48	\$ 806,952.24			
charge per 100 CF			\$6.50	\$7.05	\$1.96	\$7.86			
Use per year (in 100 CF)			136,378	136,378	136,378	136,378			
			\$886,457	\$961,465	\$267,301	\$1,071,931			

Residential Water Revenue \$1,821,597.56 \$1,901,308.86 \$1,984,750.36 \$1,878,883.32

Commercial

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	191	\$ 26.58	60,921	\$ 26.68	61,151	\$ 48.74	111,712	\$ 22.91	52,510
1"	40	33.32	15,994	33.78	16,214	61.86	29,693	28.98	13,910
1 1/2"	18	42.30	9,137	43.25	9,342	79.35	17,140	37.08	8,009
2"	7	67.00	5,628	69.29	5,820	127.45	10,706	59.35	4,985
3"	1	248.88	2,987	261.04	3,132	481.64	5,780	223.34	2,680
4"	4	316.24	15,180	332.06	15,939	612.82	29,415	284.08	13,636
6"	3	473.43	17,043	497.77	17,920	918.91	33,081	425.79	15,328
8"	1	653.06	7,837	687.15	8,246	1,268.73	15,225	587.76	7,053
Base Revenue			\$ 134,726.08	\$ 137,764.20	\$ 252,750.84	\$ 118,112.28			
Charge per 100 CF			\$5.95	\$6.94	\$1.96	\$7.78			
Use per year (in 100 CF)			34,833	34,833	34,833	34,833			
			\$207,256	\$241,741	\$68,273	\$271,001			

Commercial Water Revenue \$341,982.43 \$379,505.22 \$321,023.52 \$389,113.02

Industrial & Bulk

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	4	\$ 26.58	1,276	\$ 26.68	1,281	\$ 48.74	2,340	\$ 22.91	1,100
1"	4	33.32	1,599	33.78	1,621	61.86	2,969	28.98	1,391
1 1/2"	2	42.30	1,015	43.25	1,038	79.35	1,904	37.08	890
2"	4	67.00	3,216	69.29	3,326	127.45	6,118	59.35	2,849
3"	1	248.88	2,987	261.04	3,132	481.64	5,780	223.34	2,680
4"	-	316.24	-	332.06	-	612.82	-	284.08	-
6"	-	473.43	-	497.77	-	918.91	-	425.79	-
8"	-	653.06	-	687.15	-	1,268.73	-	587.76	-
Base Revenue			\$ 10,092.96	\$ 10,398.48	\$ 19,110.48	\$ 8,909.52			
Charge per 100 CF			\$5.21	\$6.04	\$1.96	\$7.54			
Use per year (in 100 CF)			8,402.00	8,402.00	8,402.00	8,402.00			
			\$43,773	\$50,747	\$16,467	\$63,350			

Industrial/Bulk Water Revenue \$53,866.38 \$61,145.56 \$35,577.40 \$72,259.60

Revenue	\$2,217,446	\$2,341,960	\$2,341,351	\$2,340,256
Expense	\$2,341,072	\$2,341,072	\$2,341,072	\$2,341,072
	(\$123,626)	\$888	\$279	(\$816)

Cubic Feet	Current Water		300 cf incl. in base		300 cf incl. in base		300 cf incl. in base	
	Rates	Current Rate	Proposal #1		Proposal #2		Proposal #3	
		Total w/WW+Storm	Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm
100	\$ 26.58	\$ 68.45	\$ 26.68	\$ 68.55	\$ 48.74	\$ 90.61	\$ 22.91	\$ 64.78
200	26.58	68.45	26.68	68.55	48.74	90.61	22.91	64.78
300	26.58	68.45	26.68	68.55	48.74	90.61	22.91	64.78
400	33.08	84.73	33.73	85.38	50.70	102.35	30.77	82.42
500	39.58	101.01	40.78	102.21	52.66	114.09	38.63	100.06
600	46.08	117.29	47.83	119.04	54.62	125.83	46.49	117.70
700	52.58	133.57	54.88	135.87	56.58	137.57	54.35	135.34
800	59.08	149.85	61.93	152.70	58.54	149.31	62.21	152.98
900	65.58	166.13	68.98	169.53	60.50	161.05	70.07	170.62
1000	72.08	182.41	76.03	186.36	62.46	172.79	77.93	188.26
1100	78.58	198.69	83.08	203.19	64.42	184.53	85.79	205.90
1200	85.08	214.97	90.13	220.02	66.38	196.27	93.65	223.54
1300	91.58	231.25	97.18	236.85	68.34	208.01	101.51	241.18
1400	98.08	247.53	104.23	253.68	70.30	219.75	109.37	258.82
1500	104.58	263.81	111.28	270.51	72.26	231.49	117.23	276.46
1600	111.08	280.09	118.33	287.34	74.22	243.23	125.09	294.10
1700	117.58	296.37	125.38	304.17	76.18	254.97	132.95	311.74
1800	124.08	312.65	132.43	321.00	78.14	266.71	140.81	329.38
1900	130.58	328.93	139.48	337.83	80.10	278.45	148.67	347.02
2300	137.08	345.21	146.53	354.66	82.06	290.19	156.53	364.66
2500	143.58	361.49	153.58	371.49	84.02	301.93	164.39	382.30
2600	150.08	377.77	160.63	388.32	85.98	313.67	172.25	399.94
Average Rate	\$ 38.64	\$ 98.65	\$ 39.76	\$ 99.77	\$ 52.38	\$ 112.39	\$ 37.49	\$ 97.50
Base Rate	\$ 26.58		\$ 26.68		\$ 48.74		\$ 22.91	
Commodity	\$ 6.50		\$ 7.05		\$ 1.96		\$ 7.86	

= Average consumption (April 2018)

= Annual average consumption (2017)



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 22, 2018	TITLE: Review of Economic Development Strategy	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: Jerry Sorte, CEDD Director	ATTACHMENTS: Commercial Exterior Improvement Program	
REVIEWED BY: R. Towry, City Manager		

PURPOSE OF THIS RCA:

The purpose of this RCA is to present the 2018 Commercial Exterior Improvement Program (CEIP) to the City Council for review and approval. If the CEIP is approved by the City Council, the City will solicit applications under the specifications of the Program in order to incentivize improvements to the exteriors of commercial buildings in Sweet Home.

BACKGROUND/CONTEXT:

City staff has participated in meetings with a coalition of economic development stakeholders that has formed around the Sweet Home Active Revitalization Effort (SHARE). SHARE meetings regularly include representation from the School District, Chamber of Commerce, SHEDG, LBCC Small Business Development Center, Forest Service, City, and interested citizens.

SHARE identified a commercial exterior improvement program as the place to start in order to encourage business owners to improve the exteriors of their buildings. A commercial exterior improvement program had previously been administered by SHEDG. The purpose of this program is to increase the aesthetic quality of Sweet Home's business districts in order to attract customers, visitors, and prospective business operators to Sweet Home.

Staff presented a draft Economic Development Strategy to the City Council at the March 27, 2018 City Council meeting. At that meeting the Council provided unanimous consent to move forward with the program. Staff is now seeking City Council approval to implement the attached program.

Highlights of the commercial exterior improvement program include:

- A Grant Review Committee would review applications under the CEIP and make a recommendation of approval or denial to the City Manager, or designee.
- Eligible businesses could qualify for matching grants that range from 50-75% of project costs.
- Eligible improvements include: ADA projects, new or replacement awnings, façade enhancements, parking lot improvements, landscaping, and replacement business signs.
- Grant amounts would be limited to \$5,000; however, improvements that would result in exceptional public benefit could be approved by the Mayor and City Manager.

- Funds would be reimbursed to the grant recipient after they have completed their approved project.

Staff is in the process of working with the Oregon Cascades West Council of Governments to determine if and how the COG can assist in the implementation of the program. We may draft an intergovernmental agreement with the COG for program administrative assistance and present that to the Council in the near future.

THE CHALLENGE/PROBLEM:

Does the attached program meet the City Council’s objectives for a commercial exterior improvement program?

STAKEHOLDERS:

- City of Sweet Home Residents – Residents provide City funds directly and indirectly through taxes and fees.
- Property Owners –Owners of commercial properties may benefit from these programs. They may choose to make exterior improvements to their buildings.
- Business Owners – Business owners may benefit from these programs. They may apply to make business exterior improvements.
- Local and Regional Economic Development Groups: (Chamber of Commerce; Sweet Home Active Revitalization Effort (SHARE); Sweet Home Economic Development Group; Oregon Cascades West Council of Governments; Linn-Benton County Community College Small Business Development Center; Regional Accelerator and Innovation Network (RAIN); Business Oregon) – The commercial exterior improvement program may increase economic activity overall and allow local and regional economic development groups to better meet their objectives.

ISSUES & FINANCIAL IMPACTS:

Economic Development funds would be spent as a part of a matching grant program. There is currently approximately \$200,000 allocated for economic development projects.

ELEMENTS OF A STABLE SOLUTION:

Approval or direction for the façade improvement program to help local downtown businesses be more attractive and inviting for local shoppers, tourists and others who may be in the community.

OPTIONS:

1. Move to approve the attached Commercial Exterior Improvement Program;
2. Move to approve the attached Commercial Exterior Improvement Program with amendments (specify);
3. Direct staff to make changes (specify) and return for Council consideration;
4. Take no action; or
5. Other

RECOMMENDATION:

Staff recommends that the City Council choose Option 1 and move to approve the attached Commercial Exterior Improvement Program.

Sweet Home Commercial Exterior Improvement Program (CEIP)

May 17, 2018

1.0 PURPOSE AND INTENT

- 1.1 The Sweet Home City Council's Vision and Mission Statement for 2017-2018 states in part that the Council aspires: "to create an economically strong environment in which businesses prosper." This environment includes:
 - 1.1.1 Implementing a business vitalization program,
 - 1.1.2 Supporting future economic development efforts within City Hall, and
 - 1.1.3 Developing economic opportunities with regional partners.
- 1.2 The purpose and intent of the Commercial Exterior Improvement Program (CEIP) is to support this vision by offering grants to incentivize the improvement of commercial exteriors in Sweet Home. The purpose is to increase the aesthetic quality of Sweet Home's business districts in order to attract customers, visitors, and prospective business operators to Sweet Home.

2.0 PROGRAM OBJECTIVES

- 2.1 Exterior facades shall be updated and integrated into a design that complements adjacent structures to provide a harmonious composition of masses, materials, colors, and textures.
- 2.2 Exterior lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
- 2.3 Exterior building components, such as windows, doors, eaves and parapets, shall have appropriate proportions and relationship to one another.
- 2.4 Exterior design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.
- 2.5 Exterior signs should be a part of the architectural concept. Size, materials, color, lettering and location shall be harmonious with the building design and the number of signs shall be minimized.

3.0 APPLICATION PROCESS

- 3.1 Applications are available at 1) Sweet Home City Hall, 2) the City's website under the Community and Economic Development Department, and 3) the Chamber of Commerce, 1575 Main Street. Completed applications include the application form and supplemental material; which may include but is not limited to: evidence of property and/or business ownership, a photograph of the current business exterior to be improved, property equity information, and a description of methods and materials to be used. The applicant must also provide itemized cost estimates from a licensed contractor and the amount of the grant requested. Cost estimates may be provided by the applicant for those improvements that would and can lawfully be completed by the applicant. Please submit applications to Sweet Home City Hall. Applicants may refer to the CEIP Checklist for a complete list of required items.
- 3.2 Completed applications shall be submitted to the City of Sweet Home Community and Economic Development Department at City Hall.

- 3.3 If the applicant is not the owner of the property to be improved, written authorization from the property owner must be submitted with the application.
- 3.4 The City may contract with the Oregon Cascades West Council of Governments to assist in the administration of this program.

4.0 ELIGIBILITY

4.1 Eligible Businesses are defined as those businesses that comply with the following:

- 4.1.1 Eligible businesses must be located within a commercial zone and the city limits of Sweet Home.
- 4.1.2 Building owners and business operators must be current with all City taxes, licenses and fees.
- 4.1.3 Business owners and operators may be subject to a title search and/or credit check.

4.2 Eligible Improvements and their matching amount include:

IMPROVEMENT	MATCHING GRANT (Percentage indicates maximum amount of grant funds available)
Americans with Disabilities Act Compliance	75%
Awning	50%
Façade Enhancement	50%
Façade Enhancement Consistent with Approved Options	75%
Landscaping	50%
Painting	50%
Parking Lot	50%
Pedestrian Environment (sidewalks, walkways, public plaza, lighting, code compliance, roof, rot repair, masonry cleaning, rain gutter and downspout repair, new siding)	75%
Replacement Signs	50%

4.3 Eligible improvements are those improvements listed in Section 4.2 and found by the Grant Review Committee (“Committee”) to be the consistent with the Purpose and Intent of this program listed in Section 1.0 and the Program Objectives listed in Section 2.0.

4.4 Each eligible business may receive up to \$5,000, or the level determined in Section 4.5, each calendar year. This waiting period may be waived to all eligible businesses by the City Manager upon recommendation by the Committee and availability of funds.

4.5 Grants that exceed \$5,000 may be approved according to the matching levels listed in Section 4.2 upon a finding by the Committee, City Manager, and Mayor that the

project would provide an exceptional public benefit and comply with the Purpose and Intent of the program listed in Section 1.0 and the Program Objectives listed in Section 2.0.

4.6 Eligible improvements include those projects for which expenses were incurred after January 1, 2018.

5.0 CONDITIONS AND CONSIDERATIONS

- 5.1 The City Manager, or designee, shall have the authority to approve grants listed under Section 4.4. The City Manager, or designee, and Mayor shall have the authority to approve grants listed under Section 4.5.
- 5.2 All eligible improvements shall be completed within six (6) months from the date that the applicant receives final approval for a grant request. Extensions shall not be granted; however, an eligible business may reapply under the rules that are in effect at the time of reapplication.
- 5.3 The CEIP is a reimbursement program. Upon completion of an approved improvement, the applicant shall submit receipts that clearly itemize the expenses incurred to complete the improvement. Funds shall be disbursed upon verification by the Committee that the project was completed according to the approved grant percentages and all terms specified when the grant was approved.
- 5.4 Improvements that are not completed as proposed may not be provided reimbursement. The Committee shall have the authority to review these instances on a case by case basis. At no times shall the grant reimbursement exceed the agreed upon match percentage.
- 5.5 The City may contract with local design professionals to assist with design services.
- 5.6 All improvements shall comply with all applicable local, state, and federal requirements. These include, but are not limited to: all applicable planning and building codes. Work shall be completed by a licensed contractor; however, work may be completed by a property owner or business operator only if disclosed as a part of the grant application and permissible under all applicable local, state, and federal laws.

6.0 THE GRANT REVIEW COMMITTEE

- 6.1 The City Manager shall appoint the members of the Grant Review Committee (Committee).
- 6.2 The Committee shall consist of five (5) members. The Committee shall include one (1) representative from the City Council, one (1) representative from the Chamber of Commerce, and three (3) members that are engaged in local economic development efforts.
- 6.3 A quorum of the Committee shall consist of three (3) members. Recommendations by the committee may be provided by a majority vote of the quorum.
- 6.4 The Committee shall meet at times and locations that are agreeable to committee members.
- 6.5 The Committee shall review all grant applications and determine business and improvement eligibility under this program. The Committee shall make recommendations as authorized under this program.
- 6.6 The Committee shall make grant award recommendations of approval or denial to the City Manager for those grant awards of \$5,000 or less as described in Section 4.4. The Committee shall make grant award recommendations of approval or denial

to the City Manager and Mayor on those grant awards that would exceed \$5,000; as described in Section 4.5.

7.0 PROGRAM IMPLEMENTATION

- 7.1 Where a question regarding implementation of this program arises, or where sections of this program may conflict, the City Manager, or designee, in consultation with the Grant Review Committee shall be authorized to determine the appropriate course of action as specified under this Section and guided by the Purpose and Intent statement listed in Section 1.0 and Program Objectives listed in Section 2.0. Modifications to the program shall only be made as specified under Section 7.2 and 7.3.
- 7.2 Minor modifications to this program; which are defined as those changes that do not significantly alter the terms by which funds are distributed under this program, may be approved by the City Manager upon recommendation by the Committee.
- 7.3 Major modifications to this program; which are defined as those changes that exceed minor modifications listed under Section 7.2 must be approved by the City Council.

RESOLUTION NO. 5 FOR 2018

A RESOLUTION TO DESIGNATE CITY PROPERTY AS SURPLUS AND AUTHORIZE ITS LAWFUL DISPOSAL.

WHEREAS, the City has determined there is no longer a use for the following City property;

John Deere Mower, Model L120
VIN# GXL120D160171

WHEREAS, the City recognizes this equipment as surplus and considered little value that it should be sold and removed from the Public Works Department fleet;

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Sweet Home does hereby declare the equipment listed on the attachment as surplus and available for sale or its lawful disposal.

PASSED by the Council and approved by the Mayor, this 22th day of May 2018.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

May 01, 2018

The meeting of the Administration, Finance and Property Committee was called to order at 5:30 p.m. in the City Hall Annex (Council Chambers).

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

Registered Visitors: None

Media: None

Committee Present: Councilor Gerson, Councilor Trask

The purpose of the Administration and Finance Committee meeting was to interview for the City of Sweet Home Budget Committee.

The Administration and Finance Committee interviewed Kenneth Hamlin and recommended to the City Council that Mr. Hamlin be appointed to the City of Sweet Home Budget Committee.

With no further business the meeting adjourned at 5:42 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on May 1, 2018.

CITY OF SWEET HOME
BUDGET COMMITTEE MEETING MINUTES
May 1, 2018

Mayor Mahler called the meeting to order at 6:00 p.m. in the City Hall Annex.

Roll Call:

		Mayor Mahler	P
Dave Holley	P	Councilor Briana	P
Derek Dix	P	Councilor Coleman	P
Dave Journey	P	Councilor Gerson	P
Gerrit Schaffer	P	Councilor Goble	AB
		Councilor Gourley	P
		Councilor Trask	P

Staff Present: City Manager Ray Towry, Finance Director Brandon Neish, Library Services Director Rose Peda, Public Works Director Greg Springman, Community and Economic Development Director Jerry Sorte and Recording Secretary Julie Fisher

Media: Sean Morgan, The New Era

The purpose of the meeting was to receive the 2018-2019 Proposed Budget and Budget Message; to elect a new Budget Committee Chair and Vice Chair; and to set meeting dates.

ELECTION OF CHAIR: Councilor Gerson nominated Dave Holley as the 2018-2019 Chairperson with Dave Journey seconding. There were no additional nominations. Question was called and the motion passed in a vote of 10 ayes, 0 opposed, 1 absent (Goble,) and 3 vacant.

ELECTION OF VICE CHAIR: Councilor Gourley made a motion to appoint Dave Journey as the Vice Chair of the 2018-2019 Budget Committee with Councilor Trask seconding. There were no additional nominations for Vice Chair. Question was called and the motion passed in a vote of 10 ayes, 0 opposed, 1 absent (Goble) and 3 vacant.

BUDGET MESSAGE: City Manager Ray Towry read the Sweet Home Budget Message for Fiscal Year 2018-2019 in the beginning of the Proposed Budget and gave a budget overview explaining the budget is an outcome orientated budget.

SET MEETING DATES: Meeting dates were set for Thursday May 17, 2018 (Police Department, Library and Administration), Wednesday, May 30, 2018 (Public Works, Finance and CEDD Funds), Thursday May 31, 2018 (if needed). The meetings were scheduled to be held in the City Hall Annex/Council Chambers starting at 6:00 pm. All meetings are open to the public.

Finance Director Brandon Neish explained the layout of the budget document and encouraged the Committee to stop by City Hall if they would like meet to discuss the

budget.

Chairman Holley expressed the new budget document format and layout will be a learning curve and encouraged anyone with questions to visit the City Manager and Finance Director.

ADJOURNMENT: With no further business Dave Holley motioned to adjourn at 6:35 p.m.



City of Sweet Home Finance Department Monthly Report

April 2018

Finance Activities:

- Accounts Payable:
 - 170 checks were processed for payments totaling \$654,424.11
- Passport Applications processed: 35
- Passport Photos: 28
- Lien Searches: 85

Utility Billing Activities:

- Service Requests processed: 171
- New customers to Sweet Home: 15 (12 own - 3 rent)
- Accounts opened: 38
- Account closed: 39

	April
UB Statements Processed	3,299
Past Due Notices Processed	1,085
Number of accts turned off for non-payment	63

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 05/16/2018 - 9:31PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/3/2018	CHILD SUPPORT ACCOUNTING UN		AP	4/3/2018	917.00
0	4/3/2018	OREGON PAYROLL TAXES		AP	4/3/2018	8,096.04
0	4/3/2018	NATIONWIDE-PAYROLL DEDUCTIC		AP	4/3/2018	1,550.00
0	4/3/2018	Vantagepoint Trf. Agents 108524/10904		AP	4/3/2018	26,269.97
0	4/3/2018	PERS		AP	4/3/2018	12,882.51
0	4/3/2018	FEDERAL PAYROLL TAXES		AP	4/3/2018	17,945.19
0	4/3/2018	SWEET HOME POLICE EMPLOYEE!		AP	4/3/2018	1,440.00
0	4/3/2018	FICA PAYROLL TAXES		AP	4/3/2018	31,072.98
0	4/3/2018	EBS TRUST		AP	4/3/2018	76,916.49
0	4/3/2018	HSA - PAYROLL DEDUCTIONS		AP	4/3/2018	775.00
0	4/3/2018	ASI-PAYROLL DEDUCTIONS		AP	4/3/2018	120.00
0	4/3/2018	Vantagepoint Trf. Agents 705507		AP	4/3/2018	458.33
0	4/3/2018	Vantagepoint Trf. Agents 300619		AP	4/3/2018	3,670.00
0	4/3/2018	AFLAC		AP	4/3/2018	866.58
0	4/3/2018	FIRST INVESTORS - PAYROLL DED		AP	4/3/2018	350.00
0	4/3/2018	MEDICARE		AP	4/3/2018	7,402.93
86981	4/3/2018	OREGON AFSCME COUNCIL 75		AP		1,090.39
86982	4/3/2018	OREGON DEPT. OF REVENUE		AP		1,012.71
86983	4/3/2018	STEELHEAD STRENGTH & FITNES		AP		713.80
86984	4/3/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
86985	4/3/2018	UNITED WAY		AP		40.00
86986	4/3/2018	PERKINS ALEX		AP		30.00
86987	4/3/2018	ANDERSON ENTERPRISES		AP		216.00
86988	4/3/2018	COMCAST		AP		198.17
86989	4/3/2018	COMCAST BUSINESS		AP		1,490.36
86990	4/3/2018	CUES		AP		1,800.00
86991	4/3/2018	DAN DEE SALES		AP		122.00
86992	4/3/2018	DEMCO		AP		341.35
86993	4/3/2018	BONNIE FRITZ		AP		29.26
86994	4/3/2018	HOME DEPOT CREDIT SERVICES		AP		240.17
86995	4/3/2018	GERALD HOWARD		AP		20.00
86996	4/3/2018	JUNIOR LIBRARY GUILD		AP		54.75
86997	4/3/2018	KIP AMERICA, INC.		AP		240.00
86998	4/3/2018	LEGISLATIVE COUNSEL		AP		180.00
86999	4/3/2018	LITHIA MOTOR SUPPORT SERVICE		AP		212.13
87000	4/3/2018	METEREADERS, LLC		AP		1,879.80
87001	4/3/2018	MOONLIGHT BPO, INC.		AP		605.72
87002	4/3/2018	NATIONAL BUSINESS SOLUTIONS		AP		780.52
87003	4/3/2018	NORTHWEST NATURAL		AP		990.42
87004	4/3/2018	O & M POINT S TIRE & AUTO SERV		AP		115.50
87005	4/3/2018	OREGON LIBRARY ASSOCIATION		AP		300.00
87006	4/3/2018	O'REILLY AUTOMOTIVE, INC.		AP		5.13
87007	4/3/2018	PETROCARD		AP		4,417.71
87008	4/3/2018	PATRICIA RICE		AP		124.99
87009	4/3/2018	SANTIAM DISCOUNT VARIETY		AP		23.00
87010	4/3/2018	STANDARD INS. CO.		AP		7,911.98

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87011	4/3/2018	SWEET HOME CHAMBER OF COMI		AP		2,500.00
87012	4/3/2018	TWGW, INC. NAPA AUTO PARTS		AP		385.41
87013	4/3/2018	D. MACK WALLS		AP		385.00
87014	4/3/2018	WELLS FARGO VENDOR FIN SERV		AP		157.93
87015	4/6/2018	ALSCO		AP		308.22
87016	4/6/2018	AMERICAN LEGAL PUBLISHING C		AP		1,967.10
87017	4/6/2018	CASELLE, INC.		AP		196.67
87018	4/6/2018	COMCAST		AP		166.53
87019	4/6/2018	DELUXE FOR BUSINESS		AP		97.70
87020	4/6/2018	HENSON HEATING		AP		72.80
87021	4/6/2018	INDUSTRIAL WELDING SUPPLY, IN		AP		80.56
87022	4/6/2018	LAW OFFICE OF PERRY & MOELLE		AP		240.00
87023	4/6/2018	LINN COUNTY RECORDER		AP		55.00
87024	4/6/2018	BRANDON NEISH		AP		437.65
87025	4/6/2018	NET ASSETS		AP		343.00
87026	4/6/2018	NEW ERA		AP		274.00
87027	4/6/2018	RICK NORTHERN		AP		68.07
87028	4/6/2018	NORTHWEST NATURAL		AP		1,905.54
87029	4/6/2018	OFFICE DEPOT		AP		188.25
87030	4/6/2018	OLD REPUBLIC SURETY COMPANY		AP		100.00
87031	4/6/2018	OREGON CITY ATTORNEYS ASSOC		AP		75.00
87032	4/6/2018	OREGON DEPT OF ENVIRONMENT		AP		714.36
87033	4/6/2018	OREGON STATE BAR		AP		47.00
87034	4/6/2018	PACIFIC POWER		AP		21,334.01
87035	4/6/2018	CASSIE PETTIT		AP		68.07
87036	4/6/2018	SIERRA SPRINGS		AP		76.44
87037	4/6/2018	SOUTH FORK TRADING CO., INC.		AP		655.74
87038	4/6/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
87039	4/6/2018	SWEET HOME CHAMBER OF COMI		AP		5,000.00
87040	4/6/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
0	4/15/2018	ASI-PAYROLL DEDUCTIONS		AP	4/13/2018	15.00
0	4/15/2018	ADVANCES		AP	4/13/2018	18,150.00
0	4/15/2018	OREGON PAYROLL TAXES		AP	4/13/2018	5,202.17
0	4/15/2018	FEDERAL PAYROLL TAXES		AP	4/13/2018	6,406.95
87041	4/17/2018	OREGON DEPT OF ENVIRONMENT		AP		259,782.00
87042	4/17/2018	OREGON DEPT OF ENVIRONMENT		AP		27,070.00
87043	4/18/2018	ACCELA, INC. #774375		AP		1,597.00
87044	4/18/2018	ALBANY DEMOCRAT HERALD		AP		356.57
87045	4/18/2018	ARAMARK UNIFORM SERVICES		AP		627.83
87046	4/18/2018	BLACK KNIGHT EMBLEM & INSIG		AP		163.00
87047	4/18/2018	BLACKSTONE PUBLISHING		AP		80.62
87048	4/18/2018	BUCK'S SANITARY SERVICE, INC.		AP		348.00
87049	4/18/2018	CALIBRE PRESS		AP		229.00
87050	4/18/2018	COMCAST		AP		149.85
87051	4/18/2018	COMCAST BUSINESS		AP		171.31
87052	4/18/2018	DAN DEE SALES		AP		437.00
87053	4/18/2018	DCBS FISCAL SERVICES		AP		4,794.58
87054	4/18/2018	DEL/CHILDREN'S TRUST OF WASH		AP		1,020.00
87055	4/18/2018	KIRA DENTON		AP		50.00
87056	4/18/2018	EMPOWER DIGITAL SOLUTIONS, II		AP		240.00
87057	4/18/2018	EZ DOOR OPENER, LLC		AP		1,995.00
87058	4/18/2018	FASTENAL COMPANY		AP		183.22
87059	4/18/2018	FEI PORTLAND WATERWORKS #3C		AP		6,863.09
87060	4/18/2018	GATEWAY IMPRINTS, INC.		AP		286.25
87061	4/18/2018	HOY'S TRUE VALUE		AP		5,569.53
87062	4/18/2018	HUTCHINS WELDING AND REPAIR		AP		205.83

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87063	4/18/2018	INGRAM LIBRARY SERVICES		AP		441.13
87064	4/18/2018	INTERNATIONAL ASSOC. FOR PRO		AP		50.00
87065	4/18/2018	LANE FOREST PRODUCTS		AP		1,295.00
87066	4/18/2018	LES SCHWAB WAREHOUSE CENTE		AP		133.42
87067	4/18/2018	LIBERTY ROCK PRODUCTS, INC.		AP		230.72
87068	4/18/2018	METEREADERS, LLC		AP		562.62
87069	4/18/2018	MOONLIGHT BPO, INC.		AP		2,145.17
87070	4/18/2018	MOOSE CREEK MACHINE & REPAI		AP		95.00
87071	4/18/2018	NATIONAL BUSINESS SOLUTIONS		AP		250.30
87072	4/18/2018	NEW ERA		AP		2,845.67
87073	4/18/2018	O & M POINT S TIRE & AUTO SERV		AP		15.50
87074	4/18/2018	OFFICE DEPOT		AP		194.62
87075	4/18/2018	OK COUNTRY FEED & SUPPLY		AP		48.47
87076	4/18/2018	OREGON ASSOC. OF WATER UTILI.		AP		1,160.00
87077	4/18/2018	OREGON CHEM DRY		AP		1,248.03
87078	4/18/2018	O'REILLY AUTOMOTIVE, INC.		AP		40.88
87079	4/18/2018	PASTEGA COFFEE SERVICE		AP		81.58
87080	4/18/2018	PETROCARD		AP		4,880.56
87081	4/18/2018	PITNEY BOWES		AP		147.72
87082	4/18/2018	RENEWED PROPERTIES, LLC		AP		235.68
87083	4/18/2018	GINA RILEY		AP		55.23
87084	4/18/2018	SAIF CORPORATION		AP		75.00
87085	4/18/2018	SAMARITAN HEALTH SERVICES		AP		25.00
87086	4/18/2018	SAMARITAN OCCUPATIONAL MED		AP		72.00
87087	4/18/2018	SEAMINGLY CREATIVE		AP		25.00
87088	4/18/2018	STAPLES ADVANTAGE		AP		827.09
87089	4/18/2018	BRIAN STEVENS		AP		134.39
87090	4/18/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
87091	4/18/2018	SWEET HOME INN		AP		225.00
87092	4/18/2018	SWEET HOME SCHOOL DISTRICT #		AP		95.40
87093	4/18/2018	TEC EQUIPMENT, INC.		AP		321.36
87094	4/18/2018	US MINI MART		AP		25.00
87095	4/18/2018	VALLEY FIRE CONTROL, INC.		AP		251.25
87096	4/18/2018	VERIZON WIRELESS		AP		1,078.18
87097	4/18/2018	WELLS FARGO FINANCIAL LEASIN		AP		49.00
87098	4/18/2018	WELLS FARGO VENDOR FIN SERV		AP		296.00
87099	4/18/2018	WILBUR-ELLIS COMPANY LLC		AP		975.76
87100	4/18/2018	WILDISH SAND & GRAVEL CO.		AP		368.86
87101	4/18/2018	Z & L ENTERPRISES, LLC		AP		267.60
87102	4/23/2018	BACKFLOW MANAGEMENT, INC.		AP		495.00
87103	4/23/2018	BERKSHIRE HATHAWAY HOME SE		AP		52.08
87104	4/23/2018	BI-MART CORPORATION		AP		5.99
87105	4/23/2018	ELIJAH R. L. BROWN		AP		725.00
87106	4/23/2018	BULLARD LAW		AP		7,053.50
87107	4/23/2018	CASCADE COMPUTER MAINTENA		AP		3,154.00
87108	4/23/2018	CASELLE, INC.		AP		196.67
87109	4/23/2018	CENTER POINT LARGE PRINT		AP		175.56
87110	4/23/2018	CENTURYLINK		AP		1,355.80
87111	4/23/2018	CH2M OM SERVICES		AP		2,500.00
87112	4/23/2018	COMCAST		AP		268.77
87113	4/23/2018	COMCAST BUSINESS		AP		899.75
87114	4/23/2018	DAN DEE SALES		AP		100.00
87115	4/23/2018	DEMCO		AP		301.33
87116	4/23/2018	KANDI FAULKNER		AP		36.11
87117	4/23/2018	ICMA		AP		832.32
87118	4/23/2018	LINN COUNTY RECORDER		AP		320.00

**SWEET HOME MUNICIPAL COURT MONTHLY REPORT
MARCH 2018**

OFFENSE CLASS	FILED	TERMINATED	TRIALS
MISDEMEANORS VIOLATIONS	<u>36</u>	<u>28</u>	<u>7</u>
	<u>34</u>	<u>32</u>	<u> </u>
TOTALS	<u><u>70</u></u>	<u><u>60</u></u>	<u><u>7</u></u>

WARRANTS	<u>69</u>
SUSPENSIONS	<u>26</u>
SHOW CAUSE ORDERS	<u>6</u>
COURT ASSIGNED CASE	<u>252</u>

COURT REVENUE:

TOTAL DEPOSITS	+	<u>18,958.94</u>
TOTAL BAIL FORFEIT	+	<u>0.00</u>
TOTAL BAIL (CURRENT MONTH)	-	<u>0.00</u>
TOTAL REFUNDS (NON-BAIL)	-	<u>0.00</u>
TOTAL COURT REVENUE		<u><u>18,958.94</u></u>

TOTAL NON-REVENUE CREDIT ALLOWED AGAINST FINES:

<u>0.00</u>

CASH PAYMENTS TO:

CITY	<u>17,229.94</u>
STATE	<u>1,191.00</u>
COUNTY	<u>130.00</u>
OTHER	<u>408.00</u>
TOTAL	<u><u>18,958.94</u></u>

COURT PAYMENTS:

CITY (FINES)	<u>3,179.11</u>
RESTITUTION & OTHER	<u>408.00</u>
UNITARY ASSESSMENT	<u>1,091.00</u>
COUNTY/JAIL ASSESSMENT (CA/CC)	<u>130.00</u>
LEMLA & SCFS	<u> </u>
DUII	<u>100.00</u>
PAYMENTS TO OTHER AGENCIES	<u>0.00</u>
CITY COSTS (FEES)	<u>14,050.83</u>
TOTAL COURT PAYMENTS	<u><u>18,958.94</u></u>

RECEIVED FROM COLLECTIONS THIS MO:	<u>9,123.25</u>
RECEIVED FROM COLLECTIONS TO DATE:	<u>220,964.00</u>
TURNED TO COLLECTIONS TO DATE:	<u>85,463.00</u>

BALANCE FORWARD: audited	<u>1,597,307.32</u>
NEW A/R IMPOSED BY JUDGE:	<u>47,391.00</u>
MINUS:	
PAYMENTS REC'D BY COURT:	<u>(9,835.69)</u>
NON-REVENUE CREDIT:	<u>0.00</u>
SENT TO COLLECTIONS:	<u>(85,463.00)</u>
NET A/R	<u>1,549,399.63</u>

Library Advisory Board Minutes
April 12, 2018
Meeting time 4:30pm

Present at the meeting were Kevin Hill, Charlene Adams, Diane Gerson, Don Hopkins, Eva Journey and Rose Peda.

Motion to approve the minutes as present for the March 8, 2018 meeting. (Motion approved 5 ayes, 0 opposed).

The Board reviewed the financial expenditures for the month of March. The following items were discussed: Newspaper renewals, Sonicwall renewal and the quarterly payment to the HVAC contractor (TCMS). Diane Gerson inquired what the HVAC contract entailed. Rose explained that if anything happened to the HVAC units, TCMS would fix the units at no charge. Rose reported that there may be some overages on budget line items (specifically office supplies, books and programs). But the total for the Materials and Services will not be over. Rose corrected information regarding the lighting upgrade previously given to the Board the actual cost was \$6,500.

Diane asked if we spent more money on books this year than last year. Rose replied that we did. Diane wondered if we were taking advantage of the resource sharing. Rose responded that the library is a very active participant in the resource sharing. The increase in spending for books was to replace materials that had been weeded because the material was dated. We also added to the collection materials that seemed to be lacking. The collection seemed to be heavy with genre focus. Recent purchases have balanced the collection. Diane asked if this is consistent with what the public wants. Rose replied that she has received positive comments on the collection and what's available. Charlene asked if this would happen again next year or if we were doing catch-up. Rose responded that we were doing catch-up. Rose reported that the library purchased all of the Oregon Battle of the Books for 2019.

The Board reviewed the Library report which was part of the City Council packet. There was discussion of the State Library Director.

The upcoming programs were presented. Tuesday afternoon program presented by Brad Story and Thursday evening program will be classical Latin America music.

Rose reported that all of the summer reading programs have been scheduled and we are working on a few teen programs. The library has been invited to attend an informational open house for HeadStart at the end of April. With the help of volunteers, we will be in front of Safeway talking to parents and children about the summer reading program.

During the summer, we will be having two evening programs one from the Australian performers and the other from an artist from New York doing library programs as he travels across the country.

Rose distributed copies of the explanation and the need for the library renovation. There was discussion regarding the needed updates and the process. **Motion was made to move forward with a capital campaign to remodel / renovate the library. Motion approved 5 ayes, 0 opposed.**

Meeting adjourned at 5:30pm.

Next meeting May 10, 2018 at 4:30pm.

Statistics for February, 2018		Statistics for March, 2018		Statistics for April, 2018	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	174	OPAC Logins	230	OPAC Logins	281
SIP2 Logins	316	SIP2 Logins	371	SIP2 Logins	375
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3709	Checkouts	3999	Checkouts	3297
Renewals by Staff	762	Renewals by Staff	883	Renewals by Staff	777
Renewals by OPAC	124	Renewals by OPAC	169	Renewals by OPAC	156
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	95	Holds by Staff	146	Holds by Staff	172
Holds by OPAC	77	Holds by OPAC	129	Holds by OPAC	185
ACTIVE PATRONS	2474	ACTIVE PATRONS	2478	ACTIVE PATRONS	2477
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	36	Resident	47	Resident	19
NonResident	11	NonResident	5	NonResident	2
ITEM COUNTS	36730	ITEM COUNTS	36031	ITEM COUNTS	36174
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	410	Logins this month	392	Logins this month	405
Pages printed	912	Pages printed	1179	Pages printed	690

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2018	February	March	April
Auto Manuals	0	1	0
Books on CD	114	85	110
Children's Board Books	53	62	50
Children's Easy Readers	364	424	247
Children's Fiction	332	360	254
Children's Graphic Novels	116	127	126
Children's NonFiction	375	341	278
Children's Picture Books	574	558	420
Children's Ready to Read	158	79	90
DVDs	914	1043	967
Fiction	359	399	353
Magazines	38	71	59
Music CD	52	39	12
Mystery	157	275	292
New Fiction	227	237	219
New NonFiction	83	96	80
New Mystery	130	150	143
New Science Fiction	8	7	5
NonFiction	239	296	265
Northwest	20	12	15
Paperback General	18	11	8
Paperback Mystery	26	39	19
Paperback Romance	33	17	12
Paperback Westerns	13	6	10
Paperback Science Fiction	6	7	3
Science Fiction / Fantasy	24	16	28
Teen Fiction	115	127	90
Teen Graphic Novel	25	83	43
Teen NonFiction	1	5	3
Videos	10	0	0
Westerns	37	42	32
Ukuleles			6
TOTALS	4595	5051	4367

MEMORANDUM



TO: Greg Springman, Public Works Director
FROM: Trish Rice, Engineering Tech
DATE: May 2, 2018
SUBJECT: Engineering Division Monthly Report

PROJECT: Pole-Mount Holiday Ornaments

SCOPE: Assist the Capitol Christmas Tree Committee by identifying & resolving needed updates or repairs on power pole fixtures for the holiday ornaments.

STATUS: Crew has visually inspected brackets & identified brackets for repair.

PROJECT: Wastewater Treatment Plant Facility Plan Phase 1

SCOPE: Upgrades to equipment & processes for DEQ Compliance

STATUS: Soil borings for geotechnical engineering are complete. Upcoming events include site elevation surveying and structural condition assessment of existing structures.

PROJECT: DEQ - 18th Ave groundwater contamination resolution

SCOPE: Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18th Ave and north of Tamarack St.

STATUS: Project is in predesign by 3rd party.

PROJECT: Air/Vacuum Valve Program

SCOPE: Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

STATUS: Temporarily on hold due to staffing shortage.

PROJECT: Water Service Reconnection Program

SCOPE: On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

STATUS: Plans for Elm St service reconnections complete. Ready for bid pending funding.

PROJECT: Bus Shelters (collaboration w/Linn Shuttle)

SCOPE: Support Linn Shuttle grant project to install bus shelters at highway locations.

STATUS: Linn Shuttle has retained a contractor for installation and has ordered the shelters.

PROJECT: 10th Ave Reservoir Leak & SCADA Relocation

SCOPE: Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

STATUS: The original reservoir has substantial leaks. PW Maintenance is working to isolate the tank & quantify the leak rate. The SCADA contractor is preparing a quote for relocating equipment onto the newest reservoir on 10th Ave which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated.



April 30, 2018

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

Dear Mr. Towry,

As part of Comcast's ongoing commitment to keep you informed, we want to let you know that there are some upcoming changes to our channel lineup that will result in the following:

EFFECTIVE MAY 31, 2018: On May 31st Comcast will drop MGM -HD across the entire company. MGM-HD is carried in our Digital Preferred package. Our agreement with MGMHD will expire on this date and viewership of this channel has been very low.

As always, should you have any questions, please feel free to contact me at (503) 605-6357.

Sincerely,

Tim Goodman
Director, Government Affairs & Regulatory Affairs

Mid-Valley Bicycle Club
PO Box 1373
Corvallis, Oregon 97333-1373



City of Sweet Home
1140 12th Ave.
Sweet Home, Oregon 97386

RE: Northwest Tandem Rally June 29-July 5, 2018

May 10, 2018

Dear City Manager,

The Mid-Valley Bicycle Club will be hosting the NW Tandem Rally June 29-July 5, 2018. We will begin and end all our rides at Timber Ridge School in Albany. We will be riding through Sweet Home on Tuesday, July 3, 2018.

These attachments are submitted to inform you and other interested persons about our event. We have included the route maps for your information. Here is a link to our website with additional details about the NWTR <https://nwtr.org/2018>.

We may be applying road markings to public roads under your jurisdiction. These markings will be 12" x 15" (approximate size) standard "Dan Henry" symbols (right, left or straight) made with spray chalk. This medium is environmentally sound and will wash off with normal precipitation.

If you have questions or require additional information, please contact me at 541-740-0668 or at meitle@comcast.net.

Thank You,

Nancy Meitle

Tuesday July 3rd, 2018
Santiam River - Waterloo
44 miles
72 miles

