

MISSION STATEMENT

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



# CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:  
guestwifi

October 09, 2018, 6:30 p.m.  
Sweet Home Police Department, 1950 Main Street  
Sweet Home, OR 97386

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

**A. Call to Order and Pledge of Allegiance**

**B. Roll Call:**

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

**C. Consent Agenda:**

- a) Approval of Minutes: September 25, 2018 (pg. 3-6)

**D. Recognition of Visitors and Hearing of Petitions:**

- a) **Special Department Reports from Staff:**
  - i. Police Department Sergeant Cummings
  - ii. Streets Crew Lead Brian Womack
  - iii. Water Distribution Crew Lead Wesley Glen
  - iv. Fleet/Water Collection Crew Lead Tim Riley/Dean LeBret
  - v. Park Crew Leader Kevin Makinson
  - vi. Library Services Director Joy Kistner
  - vii. Finance Department Cindi Robeck
  - viii. Community and Economic Development Jerry Sorte
  - ix. Executive Department Julie Fisher

**E. Old Business:**

**F. New Business:**

- a) Request for Council Action – Appointment to the Charter Review Committee (pg. 7-10)
- b) Request for Council Action - 2017/18 Budget Review/Year End Transfers Resolution (pg. 11-20)
- c) Chamber of Commerce – Discussion of a Local Business License – Discussion Only

**G. Ordinance Bills**

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

*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.

**H. Reports of Committees:**

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports:
  - i. Finance Director
    - (1) FD Quarterly Report – Presentation Only
  - ii. Library Services Director
  - iii. Community and Economic Development Director
    - (1) Monthly Report - Sept 2018 (pg. 21-22)
  - iv. Police Chief
  - v. Public Works Director
    - (1) PW Monthly Report – Sept 2018 (pg. 23-25)
  - vi. City Attorney’s Report

**I. Reports of City Officials:**

Administrative & Finance/Property	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

**J. Council Business for Good of the Order:**

**K. Adjournment**

---

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

SWEET HOME CITY COUNCIL  
MEETING MINUTES

September 25, 2018

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

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

Visitors Registered to Speak: Bonnie Neal, Matt Jordan

Media: Sean Morgan, The New Era  
Alex Paul, Albany Democrat Herald

<b>Roll Call:</b>	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB		

Motion to excuse Councilor Goble (Trask/Gourley) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble)

**Consent Agenda:** Motion was made to approve the Consent Agenda as submitted. (Gerson/Briana) Motion passed with 6 Ayes, 0 Opposed, 1 Absent (Goble)

Items on the consent agenda are as follows:  
Approval of Minutes: September 11, 2018 – Regular Meeting

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

Bonnie Neal  
PO Box 466  
Sweet Home, OR 97386

Bonnie Neal addressed the Council regarding travel to the Capitol Christmas Tree Event stating all of the Councilors could attend the meeting as long as they did not meet together

Matt Jordan  
40475 Hwy 228  
Sweet Home, OR 97386

No Drought owner Matt Jordan requested Council review the Bulk Water Rates. Mayor Mahler referred Mr. Jordan to Finance Director Neish and City Manager Towry.

**Old Business:**

Water Quality Presentation – Linn County Health District

Rick Partipilo with Linn County addressed the Council on the former Weyerhaeuser Mill site and gave updates on the County’s clean up efforts including costs and next steps.

Facility Dude – Date Demonstration  
Patricia Rice, Engineer Tech  
City of Sweet Home

Trish Rice, Engineer Technician for Sweet Home Public Works presented a demonstration to the Council of the new Facility Dude program that includes a citizens portal for the public to

report items such as potholes, damaged street signs, water main breaks and Code Enforcement issues.

Lynda.com Demonstration – LSD  
Rose Pead and Intern Danielle Herb

Danielle Herb, Intern for the Sweet Home Public Library, gave a presentation to the Council on Lynda.com, a free online training resources now available to City of Sweet Home library patrons.

Code Enforcement Presentation –  
Tommy Mull, CEO

Code Enforcement Officer Tommy Mull gave a presentation to the Council on current Code Enforcement efforts and progress that has been made.  
Councilor Trask suggested a return to the task of a Livability Code for the City of Sweet Home.

**New Business:**

Request for Council Action –  
Reappointment to the Library  
Advisory Board – Eva Journey

Motion to reappoint Eva Journey to the Library Advisory Board with a term to expire June 30, 2022. (Briana/Trask). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).

Request for Council Action – IGA  
Linn County Transient Lodging Tax

Motion to approve the Intergovernmental Agreement with Linn County and collect their Transient Lodging Tax in return for 5% of the amount the City collects on Linn County’s behalf. (Trask/Coleman). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).

**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 No Report

Public/Traffic Safety No Report

Public Works No Report

*City Boards/Committees:*

Chamber of Commerce No Report

Fire District Councilor Trask reported Mr. Emmert passed away, his service will be held Friday at the Community Chapel.

	Councilor Trask thanked the taxpayers for the new medic unit.
Park & Tree Commission	Councilor Trask reported Ashbrook Park has had a lot of improvements and encouraged everyone to go by there.
Y.A.C.	Councilor Gourley reported Zombie Zoup planning is in progress.
Ad Hoc Committee Community Healthcare	No Report
Capitol Christmas Tree	Councilor Coleman reported the next meeting is Tuesday at 10am at the Chamber.

*Regional Boards/Committees:*

Area Commission on Transportation (ACT)	No Report
COG	Councilor Gerson provided the Council with a written report.
Solid Waste Advisory Council (SWAC)	No Report

Mayor's Report  
Mayor Mahler reported he would be out of town Thursday thru Sunday, Pro-Tem Trask will be available.

City Manager's Report  
City Manager Towry reported the Personnel Policy will be revised as time permits. The City Hall Bid Process closes tomorrow. A motivational clip from motivational speaker and Linfield Basketball Coach, Jon Willis was presented.

Department Directors Reports:

Finance Director  
Finance Director Neish announced hardcopies of the Adopted Budget are available at City Hall. The RFP for IT Services has been extended until October 5<sup>th</sup>. New payment options are available at City Hall. The number of customers turned-off for non-payment has decreased from 85 to 48. FD Neish presented Revenue vs. Expense Graphs for July and August.

Library Director  
Library Services Director Peda announced a Traveling Lantern Show on October 18<sup>th</sup> at 4pm.

Community and Economic  
Development Director  
CEDD Jerry Sorte announced the Harvest Festival on October 6<sup>th</sup> from 10am until 2pm at Sankey Park. Two CEIP (City Economic Improvement Program) Grants have been approved. CEDD Sorte announced a fair number of single-family units coming into Sweet Home's Planning and Building Department.

Police Chief  
No Report

Public Works

No Report

City Attorney

None

Adjournment:

With no further business the meeting adjourned at 8:44 PM.

The foregoing is a true copy of the proceedings of the City Council at the September 25, 2018 regular City Council Meeting.

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder

# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> October 9, 2018	<b>TITLE:</b> Charter Review Committee Appointment	<b>TYPE OF ACTION:</b> <u>  </u> RESOLUTION <u>  X  </u> MOTION <u>  </u> OTHER
<b>SUBMITTED BY:</b> Ray Towry, City Manager	<b>ATTACHMENTS:</b> Application for Charter Review Committee - Holley	
<b>REVIEWED:</b>		

**PURPOSE OF THIS MEMO:** Appointment to the Charter Review Committee.

**BACKGROUND/CONTEXT:**

City Council created a seven-member City Charter Review Committee made up of three At Large Citizen positions, two former City Councilors, and two current City Councilors. The role of the Committee is to review the current City Charter and make recommendations for changes that must be authorized by the majority vote of Sweet Home citizens. Mr. Holley would fill the second Former City Councilor position with Tim McQueary.

Sweet Home Charter Review structure was established as follows:

- Citizen At Large – Vacant
- Citizen At Large – Vacant
- Citizen At Large – Vacant
- Former City Councilor – Tim McQueary – Appointed 08/14/18
- Former City Councilor – VACANT
- Current City Councilor – Diane Gerson – Appointed 08/14/18
- Current City Councilor – Dave Trask – Appointed 08/14/18

**THE CHALLENGE/PROBLEM:** Does the Council want to fill vacancies on the Charter Review Committee?

**STAKEHOLDERS:**

City of Sweet Home Citizens: The Charter is designed to ensure local government operate in a legal, fair and transparent manner. The Charter spells out the roles of the Mayor, Councilors, City Manager, Municipal Judge and other City personnel. It further spells out some specific rules for operation.

City Council: The Charter spells out the rules and functions of the Council. An updated Charter may increase a Councilor’s responsibilities or decrease their responsibilities.

City Manager and Staff: The Charter spells out the rules and functions of the City Manager and their relationship with the City Staff. An updated Charter may increase responsibilities or decrease their responsibilities.

**ISSUES & FINANCIAL IMPACTS:**

1. None Known: There are always “unintended consequences” to decisions and changes could impact processes costs either positively or negatively.

**ELEMENTS OF A STABLE SOLUTION:**

Appointment(s) by the Council to fill the City Charter Review Committee vacancies.

**OPTIONS:**

1. *Do Nothing.*
2. *Seek Additional Applicants*
3. *Make a Motion* to appoint former Mayor and City Councilor Dave Holley to the Sweet Home Charter Review Committee

**RECOMMENDATION:**

It is recommended Make a Motion to appoint former City Councilor Dave Holley to the Sweet Home Charter Review Committee.





CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
Jfisher@ci.sweet-home.or.us

### BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Dave Holley

Permanent Address: 607 7<sup>th</sup> Ave

Mailing Address: same

Contact Phone Number: 541-367-4670

E-Mail Address: \_\_\_\_\_

Preferred method of contact:  Mail  Phone  Email

Occupation: Retired Employer: \_\_\_\_\_

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment:  Yes  No Charter Review Comm

If yes, how long have you served in this capacity: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 65 Year(s) \_\_\_\_\_ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. Past charter comm - city council - Budget com

3. List current involvement in other community groups and/or activities.

4. What special contribution do you feel you can make to the group/position you are applying for?

**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Dave Bellamy, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Dave Bellamy  
Signature

9-20-18  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> October 9, 2018	<b>TITLE:</b> Resolution Transfer for Finance Department in FY18	<b>TYPE OF ACTION:</b> <u>  X  </u> RESOLUTION — MOTION — OTHER
<b>SUBMITTED BY:</b> Brandon Neish, Finance Director	<b>ATTACHMENTS:</b> Local Budgeting Manual Resolution No. 12 for 2017 Resolution No. 15 for 2018	
<b>REVIEWED BY:</b> Ray Towry, City Manager		

**PURPOSE OF THIS RCA:**

To review the 2018 Fiscal Year and adjust the General Fund Finance Department budget to accommodate for unanticipated expenses during the fiscal year.

**BACKGROUND/CONTEXT:**

The City of Sweet Home officially wrapped up the 2018 Fiscal Year on June 30, 2018. Up to this point, a review of all transactions, balancing and adjustments has occurred to close out the fiscal year and prepare for an audit of city finances. Included in this process are any adjustments needed to align spending with Council directives.

Council adopted the 2017-2018 Fiscal Year Budget on June 27<sup>th</sup>, 2017 by Resolution No. 12 for 2017 (included). The city ended the year with a healthy fund balance in all but one of its funds and was well within budget as adopted across all but one (1) organization budget. Overall, the City underspent expenditure authority by \$1.2 million specifically in the General Fund and additional savings was observed in other funds.

ORS 294.463(1) states that “except as provided in subsection (2) of this section, transfers of appropriations may be made within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditure and the amount transferred.” The Finance Department did overspend its budget as adopted by Resolution No. 12 for 2017 and therefore needs an adjustment from another organization within the General Fund Budget.

**THE CHALLENGE/PROBLEM:**

To comply with state law, the City needs to cover a deficit incurred by one of its departments within the General Fund.

**STAKEHOLDERS:**

- City of Sweet Home Citizens – Citizens are involved in all aspects of the budget process to ensure open and transparent use of taxpayer funds by the city.
- City of Sweet Home City Council – The City Council is the budgetary authority for the city working in collaboration with the Budget Committee to review and adopt the city’s annual budget. The Council is also responsible for any adjustments to the adopted budget during a fiscal year.
- City of Sweet Home Staff – City staff work to ensure the city is meeting legal requirements and ensure that the budget is sound and represented truthfully.

**ISSUES & FINANCIAL IMPACTS:**

During the 2018 Fiscal Year, the Finance Department had an unbudgeted, unanticipated expense due to the retirement of a long-term staff member. Additionally, the department, in pursuing Council goals, entered into agreements with Springbrook for a new Employee Self-Service Module and a move to the Cloud that resulted in an overextended budget. State law requires an intrafund resolution transfer to correct the overextended budget that states the need for the transfer, the purpose of the expenditure and the amount to be transferred [ORS 294.463(1) and (3)].

**ELEMENTS OF A STABLE SOLUTION:**

To comply with state law, a resolution transfer must be completed to close out the 2018 Fiscal Year.

**OPTIONS:**

1. Do Nothing. Council could choose to do nothing at this time. The city could risk an audit note as a result.
2. Approve Resolution No. 15 for 2018.
3. Refer the matter to the Budget Committee for review. Council could defer this matter to the Budget Committee for further review though state law does not necessitate the need for Budget Committee involvement.

**RECOMMENDATION:**

Staff recommends option 2, Approve Resolution No. 15 for 2018. This ensures compliance with state law and helps to ensure a clean audit for the 2018 Fiscal Year.

## Resolution No. 15 for 2018

### A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS WITHIN THE GENERAL FUND.

WHEREAS, Oregon Revised Statutes 294.456(3) outlines appropriation requirements for Local Budget Law which requires that appropriations are made by fund and either organizational unit or program, and;

WHEREAS, The City of Sweet Home adopted the 2017-2018 Fiscal Year Budget on June 27, 2017 by Resolution No. 12 for 2017 which authorized expenditure authority of \$389,569 for the Finance Department, and;

WHEREAS, the Finance Department incurred unanticipated expenses related to personnel changes totaling \$38,900, and;

WHEREAS, the City purchased additional financial software aimed at achieving goals established by the City Council totaling \$12,482, and;

WHEREAS, the Non-Departmental Materials & Services budget ended Fiscal Year 2018 with \$142,000 in additional expenditure authority, and;

WHEREAS, ORS 294.463(1) allows for intrafund transfers of expenditure authority by resolution,

THEREFORE, BE IT RESOLVED THAT THE CITY OF SWEET HOME authorizes a transfer of 2018 expenditure authority from the General Fund Non-Departmental Materials & Services budget to the General Fund Finance Department budget to cover additional expenses incurred in personnel and technical services as follows:

	<b>Existing</b>	<b>Changes</b>	<b>Adjusted</b>
General Gov't Legislative	\$19,530	-0-	\$19,530
Executive Department	278,917	-0-	278,917
Finance Department	388,569	51,382	439,951
Municipal Court	302,184	-0-	302,184
Community Development Dept.	301,329	-0-	301,329
Parks	235,785	-0-	235,785
Building Program	185,289	-0-	185,289
Community Service Programs	28,410	-0-	28,410
Non-Departmental	797,235	(51,382)	745,853
Capital Outlay	198,216	-0-	198,216
Operating Contingencies	100,000	-0-	100,000
Transfers to Other Funds	282,500	-0-	282,500
<b>Total</b>	<b>\$3,117,964</b>	<b>-0-</b>	<b>\$3,117,964</b>

This resolution shall take effect upon its approval and passage.

PASSED by the Council and approved by the Mayor this 9<sup>th</sup> day of October 2018

---

Mayor

---

City Manager – Ex Officio City Recorder

not whether a supplemental budget is required. It is common to need a supplemental budget even if the expenditures are changing by less than 10 percent. Whether a supplemental budget is required is determined by the criteria in ORS 294.471 and 294.473 and by whether some other “exception to Local Budget Law” can be found that describes the situation and allows the contemplated change without a supplemental budget. See “Exceptions to Local Budget Law” at the end of this chapter.

### **Completing the notice of supplemental budget hearing**

The form provided by the Department of Revenue for publishing notice of a supplemental budget is designed to provide summary information on the changes being made by the supplemental budget. Prepare a summary for each fund that is changing by more than 10 percent. For each such fund, indicate the new total of each resource item that is changing, the new total for each expenditure category that is changing, and the new fund total resources and requirements. Do not show resource items or expenditure categories that are not changing. Note that the new fund total may not equal the amount of the changes shown in the summary because there could be other resources or requirements in the fund that are not changing.

### **Reflecting a supplemental budget in next year’s budget document**

When preparing the budget detail sheets for the coming fiscal year, revise the figures in the column “Adopted Budget This Year” to include the changes made by any supplemental budgets during the current year.

### **Resolution transfers**

The adopted budget may include budgeted transfers of resources between funds. In addition, it often becomes necessary after the budget is adopted to transfer appropriation authority (and in some cases, resources) from one fund to another or between appropriation categories within the same fund. The governing body may authorize some transfers of appropriation authority by passing a resolution or ordinance. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations [OAR 150-294.450(3)(1)]. In general, a resolution may not be used to authorize the creation of a new appropriation category that does not already exist. That requires a supplemental budget. The only exception to this rule is the creation of a “transfer” appropriation category used to transfer resources from one fund to another when a corresponding appropriation is also being transferred to the same target fund.

The resolution or ordinance authorizing a transfer must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred [ORS 294.463(1) and (3), renumbered from 294.450(1) and (3)].

Transfers authorized by resolution can occur either within a fund, or from one fund to any other fund [ORS 294.463(3), renumbered from 294.450(3)].

### **Intrafund transfers**

Appropriations can be transferred within a fund from an existing appropriation category to another existing appropriation category by resolution or ordinance. For example, appropriation authority can be transferred from a fund’s existing materials and services appropriation to the fund’s existing capital outlay appropriation. The materials and services category is decreased and capital outlay is increased by an equal amount. The net change in the fund’s total appropriations is zero.

Intrafund resolution transfers do not require the transfer of resources. No additional revenue is received by the fund; the expenditures are just shifted from one appropriation category to another.

### **Contingency transfers**

A common situation in which appropriations are transferred from one category to another within a fund is when a specific need is identified for money that was budgeted and appropriated as operating contingency. To make the expenditure, the appropriation authority must be transferred from the contingency category to the appropriation category from which it will be expended. The contingency appropriation is reduced and the receiving appropriation category is increased by the same amount so the fund remains in balance.

## Step 2—Interfund transfer (appropriation received in utility fund)

	Existing	Changes	Adjusted
Materials and services	\$118,700	2,000	\$120,700
Capital outlay	<u>1,000</u>	<u>-0-</u>	<u>1,000</u>
<b>Total</b>	\$119,700	2,000	\$121,700

The utility fund material & services appropriation is increased \$2,000 so the additional expenditures can be made. The fund's resources are also increased by the same amount, so the fund remains in balance.

### Total appropriations after transfers

General fund	\$221,476
Utility fund	<u>121,700</u>
<b>Total appropriations all funds</b>	\$343,176

The total appropriations in all funds have increased \$2,000 because of the new amount of capital outlay appropriation in the utility fund.

## Appropriation vs. line item transfers

Notice that this discussion has been of transferring appropriation authority. It has been about changing the amounts in the appropriation categories within a fund, not necessarily the amounts budgeted for individual line items. A governing body may choose to appropriate all the way down to the level of line item detail, but that is not common. More often, a local government appropriates only to the level of detail that is required by ORS 294.456 (renumbered from 294.435). That is, in each fund, most local governments appropriate only to the level of organization unit or program or by the major object classifications of personnel services, materials and services, capital outlay, debt service, transfers, contingencies, and special payments. Schools generally appropriate only to the "function" level of detail in each fund. The function categories are: instruction, support services, enterprise and community services, facilities acquisition and construction, interagency/interfund transfers, debt service and contingency.

Assuming that a local government appropriates only to the level required by ORS 294.456 (renumbered from 294.435), the amounts expended for an individual budget line item within each of those appropriation categories can exceed the budgeted amount for that individual line item without the necessity of transferring or otherwise changing appropriations, as long as some other budgeted line item expenditure is reduced, so the total for the appropriation category is not exceeded. In other words, the limitation is the amount of the appropriation, not the amount budgeted for an individual line item.

## Interfund loans

A local government may loan money from one fund to another, provided the loan is authorized by an official resolution or ordinance (ORS 294. 468, renumbered from 294. 460). The resolution or ordinance must state the fund from which the loan is made, the fund to which the loan is made, the purpose of the loan, and the principal amount of the loan. If the loan is an operating loan (that is, to pay for operating expenses), it must be repaid to the fund from which it is borrowed by the end of the fiscal year, or the repayment must be budgeted and made in the next fiscal year.

If the loan is a capital loan (that is, for the acquisition of a capital asset), it must be repaid in full within 10 years of the date of the loan. The resolution must set forth a schedule under which the principal and interest is to be budgeted and repaid. It must also state the rate of interest. The rate of interest may be the current rate of return on monies invested in the local government investment pool under ORS 294.805 to 294.895, or may be such other rate as the governing body determines.

If the loan will be repaid in the current fiscal year, no action by the governing body is necessary in regard to the budget. The current budget is not adjusted to show the loan transaction. The local government's accounting records will show the loan and the repayment.

If the loan will be repaid in one or more future fiscal year(s), the loan repayment must be budgeted and a separate debt service appropriation made for the expenditure. Do not show the loan amount as a deficit resource [OAR 150-294.361(1)(B)]. This is not an acceptable budgeting practice.

**A RESOLUTION ADOPTING A BUDGET FOR 2017-2018, MAKING APPROPRIATIONS AND LEVYING TAXES.**

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption budget estimates and appropriations for the City of Sweet Home for the fiscal period of July 1, 2017 to June 30, 2018;

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

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4157 per \$1,000 of assessed value for General Fund operations, the rate of \$7.85 per \$1,000 of assessed value for the Police Local Option Levy, the rate of \$1.17 per \$1,000 of assessed value for the Library Local Option Levy; and non-advalorum – customer sewer usage charges not to exceed \$33,512.84 and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
Permanent Tax Rate	\$1.4157/\$1000	
Local Option Levies	\$9.0200/\$1000	
Customer Sewer Usage Charges		\$33,512.84

Be it further resolved that the City Council adopts the 2017-2018 budget approved by the Budget Committee in the total sum of \$23,634,755 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2017 as follows:

GENERAL FUND

General Government Legislative	\$ 19,530
Executive Department	278,917
Finance Department	388,569
Municipal Court	302,184
Community Development Dept.	301,329
Parks	235,785
Building Program	185,289
Community Service Programs	28,410
Non-Departmental	797,235
Capital Outlay	198,216
Operating Contingencies	100,000
Transfers to Other Funds	<u>282,500</u>
	<b>\$3,117,964</b>



SPECIAL REVENUE FUNDS

**COPY**

Police Levy Fund:		
Police & Communications Operations	\$2,630,541	
Capital Outlay	13,920	
Operating Contingencies	50,000	
Transfers to Other Funds	<u>10,000</u>	
		\$2,704,461
Library Levy Fund:		
Operations	\$ 324,767	
Capital Outlay	1,000	
Operating Contingencies	10,000	
Transfers to Other Funds	<u>13,000</u>	
		\$ 348,767
State Gas Tax Fund:		
Operations	\$ 427,592	
Capital Outlay	8,750	
Operating Contingencies	37,112	
Transfers to Other Funds	<u>202,242</u>	
		\$ 675,696
Street Maintenance Improvements:		
Operations	\$ 470,000	
Capital Outlay	710,000	
Transfers to Other Funds	<u>25,000</u>	
		\$1,205,000
Path Program Fund:		
Capital Outlay		\$ 165,000
Public Transit Grant:		
Operations		\$ 104,515
Special Events Fund:		
Operations		\$ 5,000
Economic & Community Development Fund:		
Operations		\$ 416,547
Community Center Operating Fund:		
Operations	\$ 40,100	
Operating Contingencies	<u>1,000</u>	
		\$ 41,100

Parks & Recreation Program:		
Operations	\$ 1,333	<b>COPY</b>
Capital Outlay	<u>41,561</u>	
		\$ 42,894

Weddle Bridge Fund:		
Operations		\$ 4,715

Special Assessments:		
Transfers		\$ 776

RESERVE FUNDS

Project/Equipment Reserve:		
Capital Outlay		\$ 165,000

Narcotic Enforcement Reserve Fund:		
Capital Outlay		\$ 93,248

Building Fund:		
Capital Outlay		\$ 391,364

Water SDC Fund:		
Operations	\$ 75,000	
Capital Outlay	<u>200,000</u>	
		\$ 275,000

Wastewater SDC Fund:		
Operations	\$ 50,000	
Capital Outlay	<u>300,000</u>	
		\$ 350,000

Storm Water SDC Fund:		
Capital Outlay	<u>\$ 10,700</u>	
		\$ 10,700

CAPITAL PROJECT FUNDS

**COPY**

Water Capital Construction Fund:		
Capital Outlay		\$ 170,000
Water Depreciation Reserve Fund:		
Operations	\$ 140,000	
Capital Outlay	<u>420,000</u>	
		\$ 560,000
Wastewater Capital Construction Fund:		
Operations	\$ 75,000	
Capital Outlay	<u>435,000</u>	
		\$ 510,000
Wastewater Depreciation Reserve Fund:		
Operations	\$ 750,000	
Capital Outlay	<u>2,590,334</u>	
		\$3,340,334
Storm Water Capital Fund:		
Operations	\$ 10,000	
Capital Outlay	<u>55,000</u>	
		\$ 65,000
Storm Water Depreciation Fund:		
Operations	\$ 10,000	
Capital Outlay	<u>120,000</u>	
		\$ 130,000

ENTERPRISE FUNDS

Water Fund:		
Operations	\$1,149,177	
Capital Outlay	10,220	
Debt Service	498,592	
Operating Contingencies	71,153	
Transfers to Other Funds	<u>567,356</u>	
		\$2,296,498

Wastewater Fund:

Operations	\$1,187,665
Capital Outlay	23,085
Debt Service	881,177
Operating Contingencies	40,111
Transfers to Other Funds	<u>413,702</u>

**COPY**

\$ 2,545,740

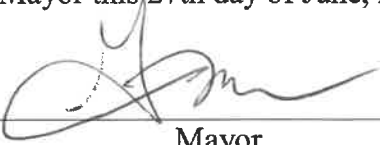
Storm Water Drainage Fund:

Operations	\$ 84,588
------------	-----------

Total Appropriations \$19,819,907

PASSED by the Council and approved by the Mayor this 27th day of June, 2017.

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

  
\_\_\_\_\_  
Mayor

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: October 2, 2018

SUBJECT: Community and Economic Development Department Report for September 2018

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities for the month of September 2018.

## 1. BUILDING

- Summary of Building Program Permits Issued (September 1, 2018 – September 30, 2018).

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	5
Residential Manufactured Dwellings	4
Residential Structural	6
Residential Mechanical Permits	4
Residential Plumbing	2
Residential Demolition	0
Commercial Mechanical	3
Commercial Structural	7
Commercial Plumbing	1
Commercial Demolition	1
<b>Total Permits</b>	<b>33</b>
<b>Value Estimate of All Permits</b>	<b>\$1,435,712</b>

## 2. PLANNING

- Summary of Planning Division Permits Issued (September 1, 2018 – September 30, 2018).

Permit Type	Number of Permits
Conditional Use Permits	0
Variance	1
Partition	2
Property Line Adjustments	0

Notes: Staff is currently managing a zone change application (ZC 18-03) and conditional use permit application (CU 18-12) as a part of the permitting process for the new City Hall. The portion of the City Hall property where the buildings are located is zoned Residential Low-Density (R-1). Application ZC 18-03 would change the zoning to Commercial Highway (C-2). The C-2 zone would implement the existing Highway Commercial designation that applies to the

property on the Sweet Home Comprehensive Plan Map. The C-2 Zone permits governmental use of the property through a conditional use permit application. Application CU 18-12 is the conditional use permit application to authorize the City Hall facility.

The Planning Commission will hold public hearings to make a recommendation on ZC 18-03 and a decision on CU 18-12 on October 15, 2018 at 7:00 PM. An approval of CU 18-12 would be dependent on approval of the zone change. The City Council is scheduled for a public hearing on the proposed zone change on October 23, 2018 at 6:30 PM. It is possible that at the Planning Commission's public hearing a member of the public or the Planning Commission may request that the record be left open in order to submit additional information. Under state rules, the record would need to be left open for a minimum of seven (7) days. If this were to occur, the Planning Commission would likely continue the hearing until October 22, 2018. In this instance, the Planning Commission's recommendation would be provided to the City Council at the Council's October 23 hearing.

### **3. ECONOMIC DEVELOPMENT**

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on September 13, 2018. I also attended a SHARE strategy meeting that was held on September 28, 2018. At that meeting, City Manager Towry and I presented the concept of establishing an innovation hub that is modeled after the Corvallis Foundry ([www.corvallisfoundry.com](http://www.corvallisfoundry.com)). An innovation hub is a physical location where entrepreneurs, remote workers, and new businesses could rent work space and connect. The location would be a central hub for providing resources to small business, and would be a location to hold business networking, resource and training events. The SHARE group voiced support for moving forward with this project, and they indicated that the concept of an innovation hub had been discussed before, but was not able to get off the ground.

Continuing on the first Thursday of the month from 9 AM to noon at Sugar Vibes in Sweet Home, the Regional Accelerator and Innovation Network (RAIN) Venture Catalyst, Corey Wright will hold "mentor hours." This consists of free business coaching with experienced entrepreneurs. Corey Wright is a resource to Sweet Home entrepreneurs and can be contacted at [corey@oregonrain.org](mailto:corey@oregonrain.org). George Medellin, Small Business Development Center (SBDC) Business Advisor and Bob Briana are also planning to hold weekly business networking meetings on Tuesdays from 10:00 -11:30 AM at the Chamber of Commerce starting on October 9, 2018 and continuing weekly through December 4, 2018.

### **4. PARKS**

Planning is in its final stages for Harvest Festival; which will take place on Saturday, October 6, 2018 from 10 AM to 2 PM. Staff continues to implement parks improvements at Sankey Park. The City has ordered a new restroom facility that will be installed at Sankey Park. Staff anticipates that installation will occur during the next two months.

### **5. CODE ENFORCEMENT**

Code enforcement is focusing on requiring clean-up of visible junk and debris. As a part of this program, the department plans to host a clean-up day at the Transfer Station on November 3, 2018. This will be a day when all city residents will be able to dispose of garbage free of charge.

# MEMORANDUM



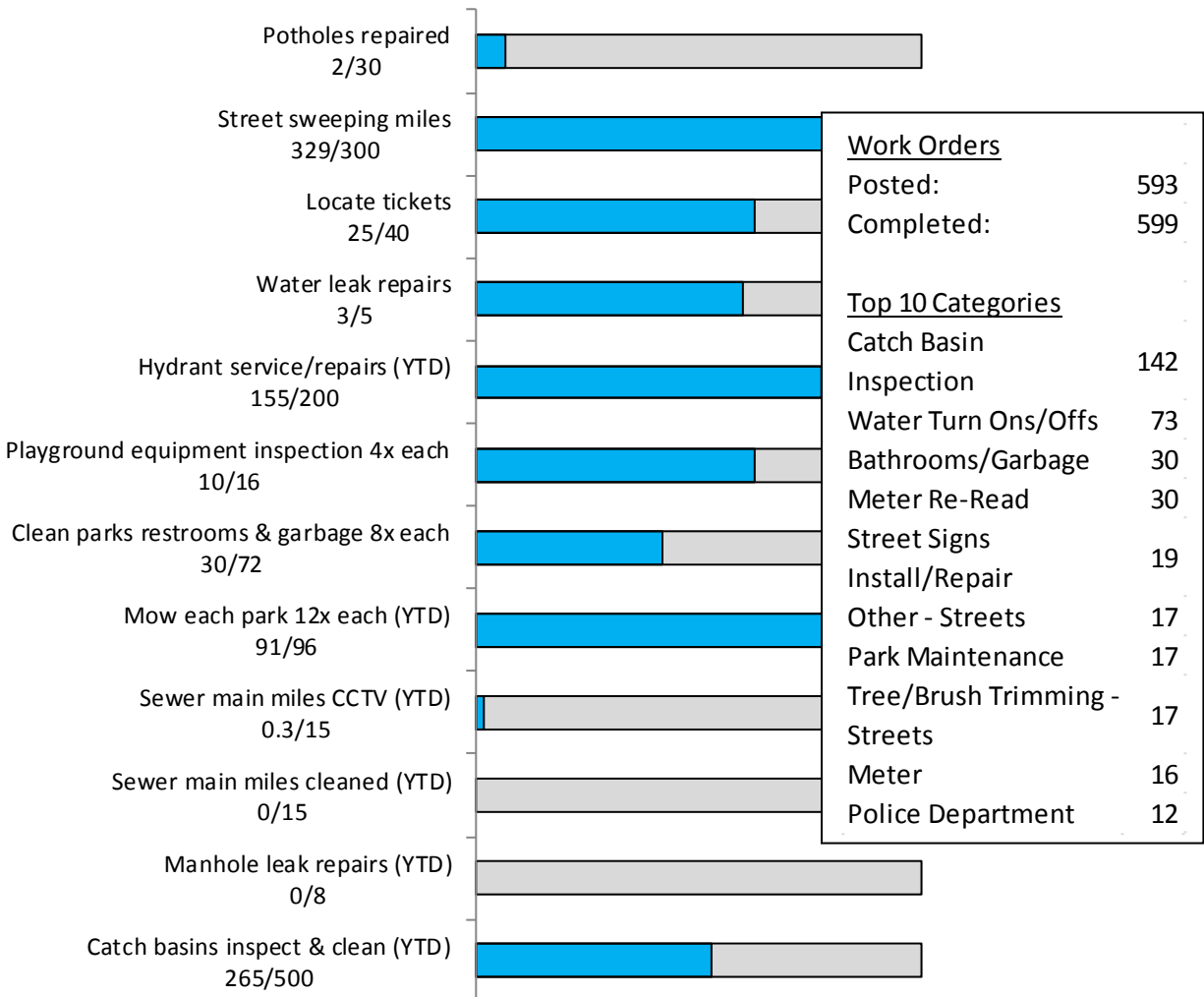
TO: Ray Towry, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: October 2, 2018  
 SUBJECT: Public Works Activities Report/September 2018

This memorandum provides a brief periodic update of specific projects and activities performed by the Public Works Department.

## Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis and may not reflect work done prior to implementing our new Dude Solutions work order system.

### September 2018



## **Current & Upcoming Projects**

### Wastewater Treatment Plant Improvement Project

**Scope:** Upgrades to equipment & processes for DEQ Compliance.

**Status:** Project on schedule. Staff & design team conducted site visits to The Dalles WWTP, and Pendleton WWTP August 28th and 29th. Staff is schedule to tour Florence WWTP Biosolids composing facility.

### Dude Solutions - Work Order Management System

**Scope:** Replace existing PubWorks database with Dude Solutions work order management system.

**Status:** Software purchased. Training completed in May 2018. Software currently utilized by PW staff. Staff to schedule demonstration for City Council.

### Fall Leaf Collection Program

**Scope:** Develop program to remove leaves from the City right of ways.

**Status:** Staff sent information out to the community, asking residence to schedule leaf collection starting October 1<sup>st</sup>, through December 15, 2018. Residences can schedule by calling Public Works, or requesting pick up through pour Citizens Portal on the City website. Staff tested all equipment to ensure program success.

### Sankey Park Restroom Installation

**Scope:** Install new restroom facility in Sankey Park.

**Status:** Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for December, 2018.

### Parks Irrigation System Improvements

**Scope:** Inspect and repair existing irrigation systems in Sankey Park, Northside Park, and Ashbrook Park.

**Status:** Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair.

### 2018 Overlay Project

**Scope:** 2" pavement overlay on 18<sup>th</sup> Ave, Ames Creek Rd, 45<sup>th</sup>-46<sup>th</sup>-47<sup>th</sup> Aves, & Kalmia St.

**Status:** Project is in preliminary design and planning.

### Weddle Bridge Inspection and Tuning

**Scope:** Inspect and maintain Weddle Bridge.

**Status:** Inspection of Weddle Bridge is required to certify structural integrity. Report will follow the inspection process with recommendations.



### Public Works Facility Security Upgrades

**Scope:** Install security system at Public Works Facility

**Status:** Staff installed new security system at Public Works Facility. Staff is making camera adjustments as needed to ensure proper camera coverage of Public Works grounds. Staff is in discussion with an alarm system vendor for the equipment yard.

### DEQ - 18<sup>th</sup> Ave Groundwater Contamination Resolution

**Scope:** Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18<sup>th</sup> Ave and north of Tamarack St.

**Status:** Staff will proceed with LID for secure funding.

### 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:** New valve installed at Lake Pointe Pump Station. New valve installed at highway by Murphy Mill. Replaced existing dysfunctional valve at 44<sup>th</sup> Ave. Work will be ongoing.

### 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 water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018.

### 10<sup>th</sup> Ave Reservoir Leak & SCADA Relocation

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

**Status:** Staff located and isolated valve for this reservoir. Staff to determine water loss. The SCADA contractor is preparing a quote for relocating equipment onto the newest reservoir on 10<sup>th</sup> Ave which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated.

### Linn Shuttle Bus Shelters

**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. Staff is assisting with the ODOT application.