

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

May 14, 2019, 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 Coleman	Mayor Mahler
Councilor Gerson	Councilor Nash
Councilor Goble	Councilor Trask
Councilor Gourley	

C. Consent Agenda:

- a) Approval of Minutes: April 04, 2019 City Council Special Meeting (pg. 3)
April 23, 2019 City Council Meeting (pg. 4-8)
April 29, 2019 City Council Executive Session (pg. 9)
April 30, 2019 City Council Special Meeting (pg. 10-11)

D. Recognition of Visitors and Hearing of Petitions:

- a) If I Were Mayor Contest Winners (pg. 12-14)
- b) Youth Advisory Council

E. Old Business:

F. New Business:

- a) **Public Hearing: 2019-2020 City of Sweet Home Budget** (pg.15- 17)
- b) Discussion Only - Water Rates (pg. 18-24)
- c) Discussion Only - Storm Utility Fees (pg. 25-28)

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)**
 - (1) Ordinance Bill No. 1 for 2019 – Ordinance Bill No. 1274- Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee (pg. 29)

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

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H. Reports of Committees:

Administrative & Finance/Property	Goble
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments	Gerson
Area Commission on Transportation	Trask
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health (Minutes 04-15-19) (pg. 30-31)	Gourley
Legislative Committee	

I. Reports of City Officials:

- a) Mayor's Report
 - i. Committees – Council Representation Appointment
 - (1) Administrative, Finance and Property
 - (2) Park and Tree Committee
 - (3) Youth Advisory Council
 - (4) Chamber of Commerce
 - (5) Council of Governments
 - (6) Area Commission on Transportation
 - (7) Solid Waste Advisory Council
 - (8) Ad Hoc Committee on Health
 - (9) Legislative Committee
- b) City Manager's Report
- c) Department Director's Reports: (1st Meeting of the Month)
 - i. Library Services Director
 - (1) Department Report (pg. 32)
 - (2) Patron Statistics Feb, Mar, Apr 2019 (pg. 33)
 - (3) Circulation Statistics by Item Feb, Mar, Apr 2019 (pg. 34)
 - (4) Library Advisory Board Minutes 04-11-19 (pg. 35)
 - ii. Community and Economic Development Director
 - (1) Department Report (pg. 36-37)
 - iii. Public Works Director
 - (1) Department Report (pg. 38-40)
- d) Department Director's Reports: (2nd Meeting of the Month)
 - i. Finance Director
 - (1) Budget Committee Minutes 04-25-19 (pg. 41-42)
 - (2) Budget Committee Minutes 04-29-19 (pg. 43-44)
 - (3) Budget Committee Minutes 04-30-19 (pg. 45)
 - ii. Police Chief
 - iii. City Attorney's Report

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
SPECIAL MEETING MINUTES

April 4, 2019

The City Council Special Meeting was opened at 6:47 p.m. in the Sweet Home Police Department Conference Room.

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

Staff: City Manager Ray Towry, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

The purpose of the meeting was to discuss a 5 Year Service Agreement with an Internet Provider. The Council reviewed plan options. Discussion ensued.

Motion to accept a 5 Year Service Agreement with Comcast for Internet Services (Goble) Motion dies for lack of a second.

Motion to ask Comcast to present to Council during the 2nd meeting in April (Trask/Gerson) Motion passes with 4 Ayes (Trask, Gerson, Mahler and Gourley) and 3 Opposed (Nash, Coleman and Goble).

The meeting adjourned at 7:15 p.m.

The foregoing is a true copy of the proceedings of the City Council at the April 4, 2019 City Council Special Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

April 23, 2019

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, City Attorney Robert Snyder, Public Works Director Greg Springman, Police Chief Jeff Lynn, Library Services Director Rose Peda, Community and Economic Development Director Interim Joe Graybill and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Sarah Hewitt, Youth Advisory Council, Sweet Home Active Revitalization Effort (SHARE) Committee

Media: Sean Morgan, The New Era

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

Motion to excuse Councilor Coleman (Gerson/Goble) motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

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

Items on the consent agenda are as follows:
Approval of Minutes: April 4, 2019 Special Meeting
April 9, 2019 City Council

Recognition of Visitors & Hearing of Petition:

Sarah Hewitt
Youth Advisory Council

Sarah Hewitt, a representative of the Youth Advisory Council reported that the YAC will be presenting a report at the next City Council meeting. The YAC is planning their Leadership Summit.

Sweet Home Active Revitalization Effort (SHARE)

JoAnn McQueary
George Medellin
Bill Matthews
Scott Swanson
Ron Moore
Brad of foundrycollective.org

Representatives from SHARE presented to the Council the history of SHARE, successes in Community and Economic Development and Community Vitality and current project and goals. SHARE presented a Foundry Concept for small business start up and suggested the old City Hall as a temporary location.

Consensus of the Council was to move forward with future discussion on utilizing the old City Hall building as a location for a Foundry or small business start up opportunity.

Old Business:

New Business:

Proclamation – Mental Health Month Mayor Mahler read the 2019 Mental Health Month Proclamation.

Request for Council Action- WWTP Plant Project There was a brief summary by PWD Springman and Preston Van Meter of Murraysmith, on the Wastewater Treatment Plant Project which began in February 2018. If approved, the final design will be presented in June.

Motion to approve Murraysmith’s 20% Schematic Design for the WWTP Improvement Project and Authorize Murraysmith to develop a scope of work for the final design and construction management services (Gourley/Gerson).

Roll Call Vote:

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

Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

Request for Council Action – Appointment to the Budget Committee – Briana City Manager Towry introduced the Request for Appointment to the Budget Committee. Mr. Briana was interviewed by the Administration, Finance and Property Committee on April 11th and their recommendation was to appoint Mr. Briana to a three-year term.

Motion to appoint Robert Briana to the Sweet Home Budget Committee for a three-year term to expire December 31, 2021 (Gourley/Goble) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

Request for Council Action – Appointment to the Charter Review Committee City Manager Towry introduced the Request for Appointment to the Charter Review Committee. Mr. Briana was interviewed by the Administration, Finance and Property Committee on April 11th and their recommendation was to appoint Mr. Briana to the Charter Review Committee.

Motion to appoint Robert Briana to the Sweet Home Charter Review Committee (Gourley/Goble) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

Request for Council Action – Appointment to the Planning Commission City Manager Towry introduced the Request for Appointment to the Planning Commission. Jeffrey Parker was interviewed by the Administration, Finance and Property Committee on April 11th and their recommendation was to appoint Mr. Parker to a four-

year term.

Motion to appoint Jeffrey Parker to the Sweet Home Planning Commission for a four-year term to expire December 31, 2022 (Gerson/Trask). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

Request for Council Action –
Library Needs Assessment

Library Services Director Peda introduced the Request for a Library Needs Assessment and conceptual drawings. The Request for Proposal process only yielded one proposal from a qualified architect – FFA Architecture & Interiors in the amount of \$49,875. The Friends of the Library have committed \$5,000 towards a Ford Family Grant for an additional \$5,000.

Motion to authorize the City of Sweet Home to enter into a contract with FFA Architecture and Interiors for \$49,875 to provide a needs assessment, community forums, and conceptual drawings for their proposal. (Goble/Gerson).

Roll Call Vote:

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

Motion passed with 6 Ayes and 0 Opposed and 1 Absent (Coleman)

Request for Council Action –
Approval for Fiber Optic Installation

The Request for Approval for Fiber Optic Installation was removed from the Agenda.

Request for Council Action -
Resolution No. 9 for 2019 -
Non-Represented Salary Schedule

City Manager Towry introduced the Request to approve a Resolution authorizing salary increases for non-represented employees for positions found not to be in line with market comparables.

There was discussion on policy to determine comparables by population and region.

Motion to Approve Resolution No. 9 for 2019 – A Resolution Establishing Salary Schedules for Non-Represented Employees (Trask/Goble).

Roll Call Vote:

Councilor Trask	Aye
Councilor Coleman	Absent
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	No
Mayor Mahler	Aye
Councilor Nash	Aye

Request for Council Action –
Adoption of City of Sweet Home
Mission Statement, Vision
Statement and Council Goals

City Manager Towry reviewed updates to the Council Goals as identified by the Council during the City Council Training held March 21-23, 2019. The goals were also brought to Council for Public Comment on April 9th and April 23rd.

Motion to Approve Resolution No. 10 for 2019 – A Resolution Adopting the Fiscal Year 2019 – 2020 City Council Goals (Gerson/Goble). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman).

**Request for Council Action and
First Reading of Ordinance Bills:**

None

Second Reading:

Ordinance Bill No. 1 for 2019 –
Ordinance Bill No. ____ - Sweet
Home Ordinance Pertaining to
Dissolution of Public Safety and
Traffic Committee.

City Attorney Robert Snyder read by title only Ordinance No. 1 for 2019 – Ordinance Bill No. ____ - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee.

Motion to move Ordinance No. 1 for 2019 – Ordinance No. ____ to third and final reading on May 14 2019 (Goble/Trask) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman).

**Third and Final Reading of
Ordinance Bills:**

None

Mayor's Report

No Report

City Manager's Report

City Manager Towry reported interviews for the Community and Economic Development Director will be held on Friday, April 26th.

City Manager Towry reported working in collaboration on Economic Development with eight cities in Linn and Benton counties.

City Manager Towry reported Councilor Trask, Councilor Coleman, PWD Springman and Preston Van Meter with Murraysmith, spoke at the Capitol regarding HB5030 hoping to secure 12M in funding toward the Wastewater Treatment Plant Project.

Department Directors Reports:

Mayor Mahler asked if there were any questions of staff. There were none.

Committee Reports:

Administration & Finance/
Property Committee

No Report

City Boards/Committees:

Chamber of Commerce	No Report
Park & Tree Commission	Councilor Trask reported the Arbor Day Tree Planting at Sankey Park on April 24, 2019.
Y.A.C.	Councilor Gourley stated she is waiting for the YAC bylaws to come before Council.
Ad Hoc Committee Community Healthcare	Councilor Gourley reported the Community Health Committee meetings were not included in the packet.

Regional Boards/Committees:

Area Commission on Transportation (ACT)	No Report
Council of Governments (COG)	No Report
Solid Waste Advisory Council (SWAC)	No Report
Council Business for Good of the Order:	None

Adjournment: The meeting adjourned at 8:45pm.

The foregoing is a true copy of the proceedings of the City Council at the April 23, 2019 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
EXECUTIVE SESSION MEETING MINUTES

March 12, 2019

The City Council Executive Session was opened at 5:08 p.m. in the Sweet Home Police Department.

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

Staff: City Manager Ray Towry, City Attorney Robert Snyder, Police Chief Jeff Lynn, and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

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

The meeting adjourned at 5:51 p.m.

The foregoing is a true copy of the proceedings of the City Council at the March 12, 2019 Executive Session City Council Meeting.

Mayor

ATTEST:

City Manager– Ex Officio City Recorder

SWEET HOME CITY COUNCIL
SPECIAL MEETING MINUTES

April 30, 2019

The City Council Special Meeting was opened at 5:30 p.m. in the Sweet Home Police Department Conference Room.

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

Staff: City Manager Ray Towry, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Motion to excuse Councilor Nash (Goble/Trask). Motion passed with 4 Ayes, 3 Absent (Coleman, Gerson, Nash) and 0 Opposed.

Motion to excuse Councilor Coleman and Councilor Gerson (Gourley/Trask). Motion passed with 3 Ayes, 3 Absent (Coleman, Gerson, Nash) and 1 Opposed (Goble).

The purpose of the meeting was to discuss a 3 Year Service Agreement with Internet Providers.

Councilor Trask excused himself due to a perceived Conflict of Interest. Councilor Trask was employed with CenturyLink.

The Council reviewed plan options including the current contract with Comcast.

Motion to enter into a three-year agreement with CenturyLink and Comcast. The City would use CenturyLink for City Hall and the phone service and would continue to use Comcast for three other City locations (Goble/Gourley)

Roll Call Vote:

Councilor Trask	Abstain
Councilor Coleman	Absent
Councilor Gerson	Absent
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Nash	Absent

The motion passed with 3 Ayes (Mahler, Goble, Gourley), 1 Abstain (Trask), 0 opposed, and 3 Absent (Coleman, Gerson, Nash)

The meeting adjourned at 5:35 p.m.

The foregoing is a true copy of the proceedings of the City Council at the April 30, 2019 City Council Special Meeting.

Mayor

ATTEST:

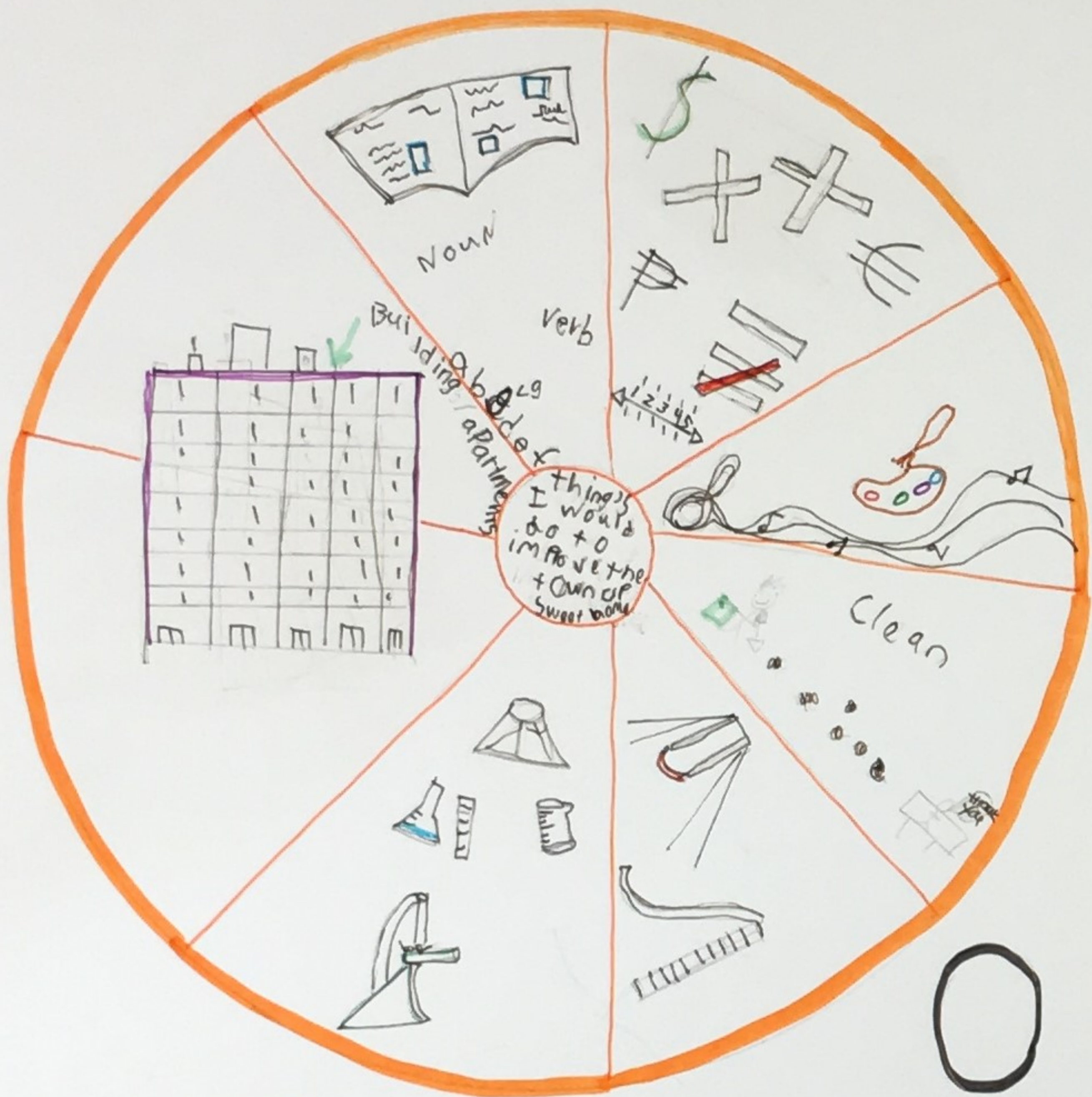
City Manager – Ex Officio City Recorder

If I were Mayor...

1. I would sit in my office chair and think of way to help the town while in my PJ's watching NINJA on Twitch.

2. I would also spend time cleaning the town and parks.

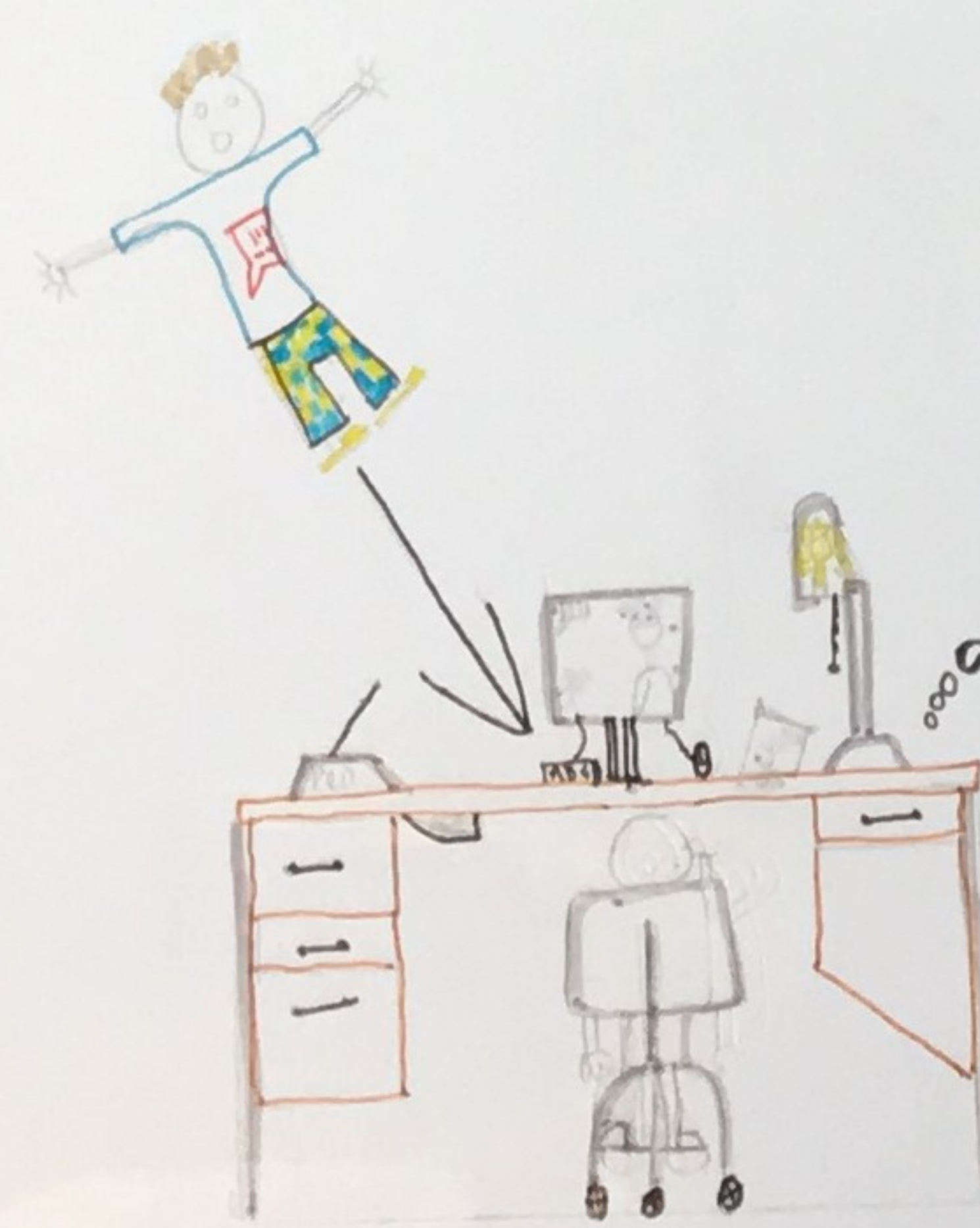
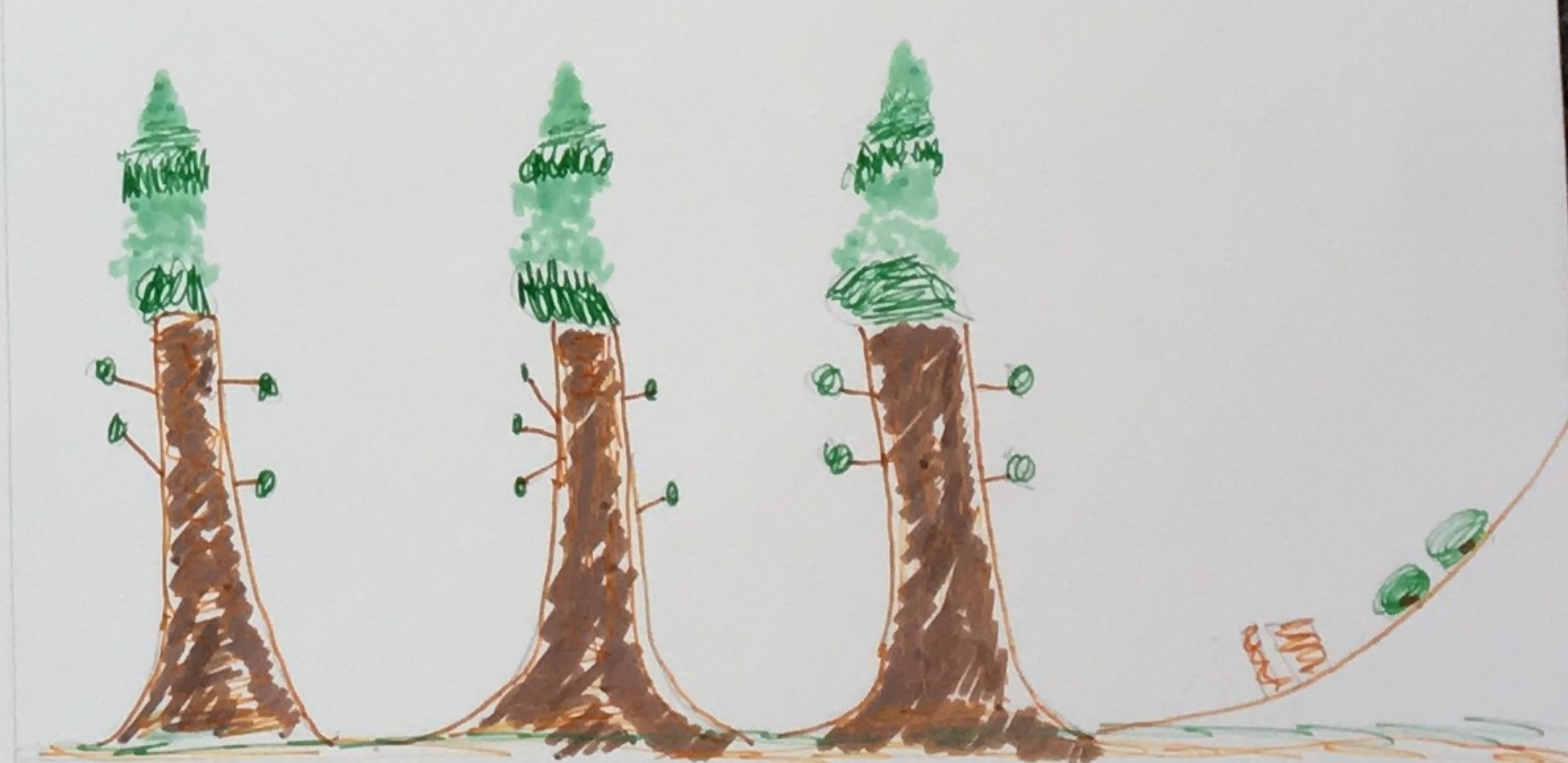
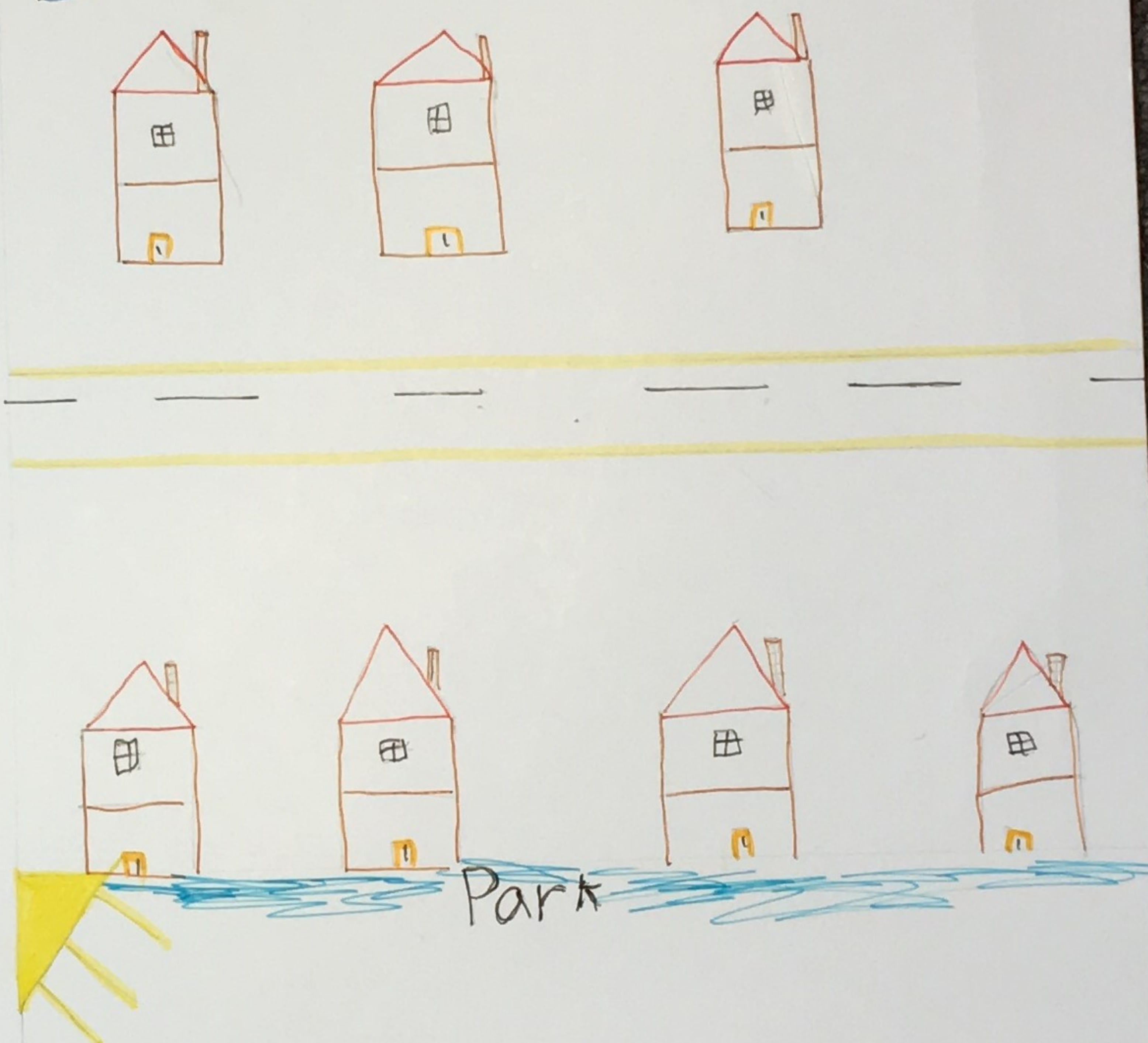
1



I hope I win

2

+ OWN / Neighborhood



If I Were Mayor
By: Peyton Lindsey
Grade 6th



If I were mayor, I would add more trash cans in town, and on highways. I think we should do this because, there won't be that much trash all over. I think that small towns have more garage all over because they are a small town. Everywhere I look I see either garage, or someone throwing it on the ground. Like when I go swimming at foster lake I will go underwater and see beer cans, and soda rings down there.

And the first thing that comes to my mind is that these fish are going to die. Then how we will have fish in our lake if someone goes swimming everyday in the summer and they throw trash in a lake none of our fish will survive.

So my idea was to put a trash can every mile through out a town. And they would also be at lakes in rivers. So people know that is there is a trash can they will throw there trash in it then apossse to throwing it on the ground.

My other idea is that if there is trash all over the ground, and they pick up a gallon of trash they get paid 10\$. That way people are encouraged to clean our town so more people would come live or visit here. But the one thing that could go wrong is that they know they threw trash on the ground. And then they would just clean it all up.

So my idea is that u have to go to a certain location and get a garbage bag and then go with a group of people to a certain spot and clean it up. So then they will not be able to just get it from there house and then just say I pick up all this garage.

Because this is my point of view seeing it as you do something good for your town and or city you should be rewarded. Because they are doing something that is amazing for the town and they should be recognized.

One of the other things is on parks there are a lot of little kids playing around. And a park could have been where someone had done drugs and left the trash out from doing it which could have been dangerous for little kids that don't know what they are. Meaning that they could playing with them and then get hurt. So my idea is to put a gate on the park.

That is what a park near a school does to keep it clean and kids safe. Because aren't kids everything when it comes to safety? And my other idea for the parks is cleaning it up. I think every 6 months for all of the parks. Because then at least most of the time our parks will be safe and kid friendly. And isn't a mayor's main priority is to be making sure kids and adults are safe.

My next topic I feel like should be said about is students. I brought up this topic is because on these playgrounds there is always harmful stuff if these children do not know it can harm them and proceed to play with it. So my idea is that we can keep this from happening when the students leave school after hours there is a fence around this play area. So when they leave a teacher or chaperone can close the gate. That being said so no one can go in that certain way and know one can come out that way.

The reason this should be dealt with like that I think is because there are playgrounds all over town and you decided to come to a school playground and play with your child you should not be smoking and then the next time the students go to school they could find cigarettes, drugs tobacco, and many more harmless things to children.

The last topic I want to bring up is water fountains. The reason why I brought up this topic is because, they are never in a convenient spot. So my idea is to put more throughout the town. With a bench beside it. The reason why I say this is because when you are running or walking home from school there is never a place to sit or get a drink of water. Like if you have a bunch of books on your back then of course you will get tired quickly.

Same with if you are running and your water bottle is empty. There is no way to know where to fill it up. But people are always making it to where they overflow and then know one can use them. So my idea is putting a timer on it. For about one minute, so then it is enough to fill your water bottle up or get a drink of water. The reason is because at our baseball fields, there is a water fountain and someone always breaks it and makes it overflow. And it gets fixed every year and the same thing happens. So if we put a timer on it then there is no way it could happen.



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE:	TYPE OF ACTION:
May 14, 2019	Staff Report – FY2020	— RESOLUTION
SUBMITTED BY:	Approved Budget for Public	— MOTION
B. Neish, Finance Director	Hearing	<input checked="" type="checkbox"/> OTHER
REVIEWED BY:	ATTACHMENTS:	
R. Towry, City Manager	Approved changes from Proposed 2020 Budget	
	Sweet Home 2020 Approved Budget	
RELEVANT CODE/POLICY:	TOWARD COUNCIL GOAL:	
ORS 294.453(1)	2: Be an effective and efficient government.	
ORS 294.438	2.3: Invest in long term staff stability & training	
	2.5: Continue to implement financial “best” practices	

PURPOSE OF THIS RCA:

Provide City Council with a staff report regarding the 2019-2020 Approved Budget for the Public Hearing.

BACKGROUND/CONTEXT:

The State of Oregon has outlined the necessary steps municipal organizations are required to follow when drafting and adopting a budget which is required in order to operate annually. Oregon Revised Statute (ORS) Chapter 294 contains Oregon’s Local Budget Law. ORS 294 requires the creation of a Budget Committee containing an equal number of citizens as there are Councilors on the City Council. For Sweet Home, there are seven seats for the seven Councilors and another seven seats for citizen members on the Budget Committee.

The Budget Committee is tasked with reviewing the fiscal year Proposed Budget as presented by the Budget Officer/City Manager [SHMC Chapter VI, Section 20(c)(8)]. Annually, the Budget Committee convenes to hear the Budget Message delivered by the City Manager and then deliberates during open, public meetings the proposed budget. The Budget Committee then has a duty to revise and/or approve the budget under ORS 294.428(1). Once the budget is approved, it is forwarded to the City Council for another public hearing and final adoption.

The Sweet Home Budget Committee met on April 4th, 2019 to receive the budget and hear the Budget Message. The committee also elected a Chair and Vice Chair at this meeting as required by ORS 294.414(9). On April 25th, the committee reconvened to review the budgets for the Library, Police Department and the Executive Department. On April 29th, the committee met again to review the budgets for Public Works, Community & Economic Development and the Finance Departments. On April 30th, the Budget Committee met for a final meeting to revise and approve the budget to be forwarded to the City Council. Public comment was accepted at all the Budget Committee meetings and all the meetings were noticed in the local newspaper as required by ORS 294.448(2). The first public meeting notice was published on March 27, 2019 in the New Era, Sweet Home’s local paper. Additional notices were published on April 17th and April 24th in the New Era. The committee heard from multiple individuals about the proposed budget and made changes it deemed necessary.

Once the budget was approved on April 30th, 2019, City staff drafted and published the revised budget and noticed the Public Hearing for City Council in the New Era. The LB-1 form, Notice of Budget Hearing was published in the New Era on May 8th outlining the 2017-18 Actuals, the 2018-19 Adopted Budget and the 2019-20 Approved Budget. The notice also informed the public of the Public Hearing to be held on May 14th during the City Council meeting at 6:30 p.m. at the Sweet Home Police Department. City staff also published the approved budget on its website on May 8th for public consumption.

THE CHALLENGE/PROBLEM:

How does City Council approve the budget in accordance with ORS 294, Oregon's Local Budget Law?

STAKEHOLDERS:

- City of Sweet Home Citizens – The budget for the City acts as a governing document for a fiscal year outlining priorities and needs. The citizens directly benefit from the work done by City staff which requires resources and a plan. The public hearings afford citizens with the best opportunity to shape the coming fiscal year.
- City of Sweet Home Staff – The priorities outlined in a budget give staff their direction for the year. Council goals are a common theme in the budget and the projects therein. Without a budget in place, staff is unable to complete projects or operate per ORS. Staff relies on a budget in order to do the most good, for the most people for the longest period of time.
- City of Sweet Home City Council – The budget provides the Council with an opportunity to shape the direction of the city. Council can prioritize projects deemed as important and needed for the community. The public hearing is the best opportunity for citizens to relay their thoughts and needs to the Council that can then shape the outcome of the adopted budget.

ISSUES & FINANCIAL IMPACTS:

"This budget reflects a choice – not an easy choice, but the right choice" (George Pataki). The 2020 Approved Budget is not without its hard choices. Much of the budget centers around how best to continue operating at a level that the Council, and by extension, the citizens expect and deserve. The budget was reviewed, revised and approved by seven taxpaying citizens of the community and the seven City Councilors that comprise the Budget Committee.

The approved budget includes a new fund, an Internal Service Reimbursement Fund. These expenses include costs associated with processing payroll, paying city bills, legal expenses, human resources, budget and other financial resources. Simply put, the requirements of this fund include administrative costs necessary for the government to function. An Internal Service fund is not a new practice. In fact, the Government Finance Officers Association (GFOA) considers the practice a "best practice" or a professional procedure that is accepted as being correct or most effective. All divisions of the government, including the General Fund will pay into this fund to cover administrative costs effectively providing taxpayers with more services for their money. Expediency in building and planning, effective police services, efficient delivery of treated water and much more can continue unimpeded under the approved budget.

The approved budget continues to build on past advances in the city such as upgrading equipment past the useful life. The Library budget includes funding to begin a needs assessment and architectural designs for either a renovation of the current library facility or a new library. The Police Department budget includes funding to replace aged dispatch equipment that has been in service for 18+ years. Public Works has funding to continue improving the City's park system and purchase equipment that will allow the department to be more effective and efficient. The approved budget allows the City to continue operating at peak efficiency and run like a business; responsive to community needs and the ability to change course at the benefit to the City.

ELEMENTS OF A STABLE SOLUTION:

Sweet Home must have an adopted budget by July 1st, 2019 in order to continue operations. To comply with Oregon Local Budget Law, a public hearing must precede adoption by Council.



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 14, 2019	TITLE: Water Utility Fee Review (Information only)	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, Finance Director	ATTACHMENTS: Water Rate Proposals Rates by Consumption (Residential) Water Enterprise Budget	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager		<input checked="" type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SHMC 13.04.050 Resolution No. 7 for 2018	TOWARD COUNCIL GOAL: 1.2(a): Increase community awareness of infrastructure needs (Water)	

PURPOSE OF THIS RCA:

To review the proposed 2019-2020 budget for the Water Fund and determine appropriate rates charged to users for use of City water. This is for **information only** and a public hearing and vote on rates shall occur at the May 28, 2019 meeting.

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 2019-2020 fiscal year in the Water Fund total \$2.5 million while projected resources with no change to current utility rates totals \$2.3 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 three options for water rates 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?

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.
- City of Sweet Home City Council – 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 utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility 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 utility funds and, subsequently, utility rates ensure 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 enough resources to back necessary expenditures. Under scenarios one and three, the average water consumer would see an increase of \$1.25 or \$2.03 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 Divisions 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:

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.

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
Fund: 500	Water							
000	Revenue							
500-000-300-000	Beg. Working Capital	239,568	200,149	82,540	287,702	287,702	287,702	
500-000-340-001	Water User Fees	2,038,334	2,109,906	2,196,431	2,392,311	2,392,311	2,392,311	
500-000-340-002	Water Connection Fees	26,164	19,852	-	20,000	20,000	20,000	
500-000-361-000	Interest	2,318	4,106	2,000	3,212	3,212	3,212	
500-000-390-001	Misc. Revenues	12,430	14,936	7,500	7,500	7,500	7,500	
000	Revenue	2,318,814	2,348,948	2,288,471	2,710,725	2,710,725	2,710,725	
009	Public Works							
<i>009-333</i>	<i>Water Treatment</i>							
500-009-333-110	Staff Pay	56,487	36,078	20,829	-	-	-	
500-009-333-130	Overtime	240	64	-	-	-	-	
500-009-333-210	Group Insurance	18,440	9,640	5,620	-	-	-	
500-009-333-220	FICA/Medicare	4,175	2,712	1,587	-	-	-	
500-009-333-230	Retirement	8,114	5,305	2,992	-	-	-	
500-009-333-250	Unemployment Contribution	55	36	-	-	-	-	
500-009-333-260	Workers' Compensation	1,078	865	337	-	-	-	
	Personnel Services	88,591	54,701	31,365	-	-	-	-
500-009-333-310	Memberships/Dues	69	-	300	-	-	-	
500-009-333-320	Professional Services	522,827	625,591	530,640	546,560	596,559	596,559	
500-009-333-340	Technical Services	12,337	10,435	15,000	-	-	-	
500-009-333-430	Equipment Repair & Maintenance	-	-	10,000	10,000	10,000	10,000	
500-009-333-520	Insurance	-	-	-	-	-	14,141	
500-009-333-540	Advertising	865	-	-	-	-	-	
500-009-333-580	Training/Travel	25	-	-	-	-	-	
500-009-333-610	Office Supplies	406	411	-	-	-	-	
500-009-333-613	Uniforms/Clothing	-	-	-	-	-	-	
500-009-333-614	Tools & Small Equipment	-	-	-	-	-	-	
500-009-333-620	Utilities	-	83	-	-	-	-	
	Materials & Services	536,529	636,519	555,940	556,560	606,559	620,701	
500-009-333-730	Projects & Improvements	-	-	5,000	-	-	-	
500-009-333-741	Machinery	-	-	4,000	-	-	-	
	Capital Outlay	-	-	9,000	-	-	-	
009-333	Water Treatment Expense	625,120	691,220	596,305	556,560	606,559	620,701	-

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
009	Public Works							
009-433	Water Operations							
500-009-433-110	Staff Pay	223,879	177,285	254,189	187,548	187,548	187,548	4.00
500-009-433-130	Overtime	2,444	1,832	2,500	2,500	2,500	2,500	
500-009-433-210	Group Insurance	73,418	60,623	98,797	74,984	74,984	74,984	
500-009-433-220	FICA/Medicare	16,969	13,515	19,011	14,346	14,346	14,346	
500-009-433-230	Retirement	26,508	22,747	31,469	22,508	22,508	22,508	
500-009-433-250	Unemployment Contribution	236	180	252	191	191	191	
500-009-433-260	Workers' Compensation	4,734	4,554	7,448	5,269	5,269	5,269	
	Personnel Services	348,188	280,736	413,666	307,346	307,346	307,346	4.00
500-009-433-310	Memberships/Dues	1,059	544	1,000	1,000	1,000	1,000	
500-009-433-320	Professional Services	36,178	24,555	25,000	25,000	25,000	25,000	
500-009-433-340	Technical Services	18,904	11,520	33,000	33,000	33,000	33,000	
500-009-433-400	Easements	1,158	1,158	1,200	1,200	1,200	1,200	
500-009-433-430	Equipment Repair & Maintenance	1,984	2,806	3,000	7,000	7,000	7,000	
500-009-433-431	Building Repair & Maintenance	-	-	2,500	2,000	2,000	2,000	
500-009-433-432	Grounds Maintenance	1,308	4,516	-	100	100	100	
500-009-433-442	Equipment/Vehicle Rental	-	-	2,000	2,000	2,000	2,000	
500-009-433-520	Insurance						6,122	
500-009-433-540	Advertising	1,007	1,315	1,000	1,000	1,000	1,000	
500-009-433-580	Training/Travel	2,280	2,398	4,500	4,500	4,500	4,500	
500-009-433-610	Office Supplies	4,405	3,483	7,000	7,000	7,000	7,000	
500-009-433-612	Operating Supplies	97,947	75,919	105,000	115,500	115,500	115,500	
500-009-433-613	Uniforms/Clothing	3,623	2,648	3,000	3,000	3,000	3,000	
500-009-433-614	Tools & Small Equipment	781	1,352	2,000	5,000	5,000	5,000	
500-009-433-617	Furniture	317	525	1,500	1,000	1,000	1,000	
500-009-433-620	Utilities	16,206	18,766	10,000	15,000	15,000	15,000	
500-009-433-622	Electricity							
	Materials & Services	187,158	151,505	201,700	223,300	223,300	229,422	
500-009-433-720	Buildings	352	-	-				
500-009-433-730	Projects & Improvements	-	-	-				
500-009-433-741	Machinery	-	1,174	-				
500-009-433-742	Vehicles				57,500			
	Capital Outlay	352	1,174	-	57,500	-	-	
009-433	Water Operations Expense	535,698	433,415	615,366	588,146	530,646	536,768	4.00

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
009-470	Debt Service							
500-009-470-801	Debt Service - Principal	335,228	337,821	345,539	348,361	348,361	348,361	
500-009-470-802	Debt Service - Interest	165,263	160,770	155,677	149,824	149,824	149,824	
009-470	Debt Service	500,491	498,591	501,216	498,186	498,186	498,186	
	Revenue	\$ 2,318,814	\$ 2,348,948	\$ 2,288,471	\$ 2,710,725	\$ 2,710,725	\$ 2,710,725	
	Expense	1,661,309	1,623,226	1,712,887	1,642,892	1,635,391	1,655,654	4.00
	Net from Operations	657,505	725,723	575,584	1,067,834	1,075,334	1,055,071	4.00
010	Transfers							
500-010-491-020	Transfer Out for Services	417,356	452,356	162,252	401,339	381,480	373,169	
500-010-491-040	Transfer Out for Capital	40,000	115,000	351,677	459,536	424,927	424,927	
010	Transfers	457,356	567,356	513,929	860,875	806,407	798,096	
500-2xx-490-001	Contingency			56,309	55,434	55,209	55,817	
500-010-490-002	Unappropriated Ending Fund Balance							
500	Water Fund	\$ 200,149	\$ 158,367	\$ 5,346	\$ 151,525	\$ 213,719	\$ 201,159	4.00
	Months of Expenditures Available	1.00	1.00	-	2.00	2.00	2.00	

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

Commodity Charges

		current 300 cu. ft included		proposal #1 300 cu. ft included Adjust per "magic spreadsheet"		proposal #2 400 cu. ft included Adjust per "magic spreadsheet"		proposal #3 300 cu. ft included Revert to former structure	
Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	2,827	\$ 22.91	777,199	\$ 19.99	678,141	\$ 19.99	678,141	\$ 22.12	750,399
1"	46	28.98	15,997	25.27	13,949	25.27	13,949	27.98	15,445
1 1/2"	19	37.08	8,454	32.31	7,367	32.31	7,367	35.80	8,162
2"	10	59.35	7,122	51.67	6,200	51.67	6,200	57.29	6,875
3"	3	223.34	8,040	194.23	6,992	194.23	6,992	215.53	7,759
4"	1	284.08	3,409	247.03	2,964	247.03	2,964	274.14	3,290
6"	-	425.79	-	370.23	-	370.23	-	410.89	-
8"	-	587.76	-	511.03	-	511.03	-	567.18	-
Base Revenue		\$	820,221.24	\$	715,613.52	\$	715,613.52	\$	791,929.80
charge per 100 CF			\$7.86		\$9.25		\$11.64		\$8.80
Use per year (in 100 CF)			115,516		115,516		80,644		115,516
			\$907,956		\$1,068,523		\$938,696		\$1,016,541

Residential Water Revenue **\$1,728,177.00** **\$1,784,136.52** **\$1,654,309.68** **\$1,808,470.60**

Commercial

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	188	\$ 22.91	51,685	\$ 19.99	45,097	\$ 19.99	45,097	\$ 22.12	49,903
1"	38	28.98	13,215	25.27	11,523	25.27	11,523	27.98	12,759
1 1/2"	19	37.08	8,454	32.31	7,367	32.31	7,367	35.80	8,162
2"	7	59.35	4,985	51.67	4,340	51.67	4,340	57.29	4,812
3"	1	223.34	2,680	194.23	2,331	194.23	2,331	215.53	2,586
4"	4	284.08	13,636	247.03	11,857	247.03	11,857	274.14	13,159
6"	3	425.79	15,328	370.23	13,328	370.23	13,328	410.89	14,792
8"	1	587.76	7,053	511.03	6,132	511.03	6,132	567.18	6,806
Base Revenue		\$	117,036.96	\$	101,976.36	\$	101,976.36	\$	112,979.64
Charge per 100 CF			\$7.78		\$9.22		\$11.61		\$8.69
Use per year (in 100 CF)			42,570		42,570		42,570		42,570
			\$331,195		\$392,495		\$494,238		\$369,933

Commercial Water Revenue **\$448,231.56** **\$494,471.76** **\$596,214.06** **\$482,912.94**

Industrial & Bulk		Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
Meter Size	Customers								
3/4"	5	\$ 22.91	1,375	\$ 19.99	1,199	\$ 19.99	1,199	\$ 22.12	1,327
1"	4	28.98	1,391	25.27	1,213	25.27	1,213	27.98	1,343
1 1/2"	2	37.08	890	32.31	775	32.31	775	35.80	859
2"	4	59.35	2,849	51.67	2,480	51.67	2,480	57.29	2,750
3"	1	223.34	2,680	194.23	2,331	194.23	2,331	215.53	2,586
4"	-	284.08	-	247.03	-	247.03	-	274.14	-
6"	-	425.79	-	370.23	-	370.23	-	410.89	-
8"	-	587.76	-	511.03	-	511.03	-	567.18	-
Base Revenue		\$	9,184.44	\$	7,998.72	\$	7,998.72	\$	8,865.72
Charge per 100 CF			\$7.54		\$9.14		\$11.51		\$7.87
Use per year (in 100 CF)			11,565.00		11,565.00		11,565.00		11,565.00
			\$87,199		\$105,703		\$133,112		\$91,016

Industrial/Bulk Water Revenue **\$96,383.54** **\$113,701.82** **\$141,110.87** **\$99,881.27**

Utility Fee Revenue	\$2,272,792	\$2,392,310	\$2,391,635	\$2,391,265
Add'l Fund Revenues	\$30,712	\$30,712	\$30,712	\$30,712
Expense	-\$2,509,566	-\$2,509,566	-\$2,509,566	-\$2,509,566
	(\$206,062)	(\$86,544)	(\$87,219)	(\$87,589)

Cubic Feet	Number of Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)		400 cf incl. in base Proposal #2 (current structure)		300 cf incl. in base Proposal #3 (former structure)	
				Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm
100	211	\$ 22.91	\$ 64.78	\$ 19.99	\$ 61.86	\$ 19.99	\$ 61.86	\$ 22.12	\$ 63.99
200	367	22.91	64.78	19.99	61.86	19.99	61.86	22.12	63.99
300	455	22.91	64.78	19.99	61.86	19.99	61.86	22.12	63.99
400	428	30.77	82.42	29.24	80.89	19.99	71.64	30.92	82.57
500	323	38.63	100.06	38.49	99.92	31.63	93.06	39.72	101.15
600	249	46.49	117.70	47.74	118.95	43.27	114.48	48.52	119.73
700	169	54.35	135.34	56.99	137.98	54.91	135.90	57.32	138.31
800	97	62.21	152.98	66.24	157.01	66.55	157.32	66.12	156.89
900	69	70.07	170.62	75.49	176.04	78.19	178.74	74.92	175.47
1000	43	77.93	188.26	84.74	195.07	89.83	200.16	83.72	194.05
1100	30	85.79	205.90	93.99	214.10	101.47	221.58	92.52	212.63
1200	16	93.65	223.54	103.24	233.13	113.11	243.00	101.32	231.21
1300	9	101.51	241.18	112.49	252.16	124.75	264.42	110.12	249.79
1400	8	109.37	258.82	121.74	271.19	136.39	285.84	118.92	268.37
1500	10	117.23	276.46	130.99	290.22	148.03	307.26	127.72	286.95
1600	3	125.09	294.10	140.24	309.25	159.67	328.68	136.52	305.53
1700	3	132.95	311.74	149.49	328.28	171.31	350.10	145.32	324.11
1800	3	140.81	329.38	158.74	347.31	182.95	371.52	154.12	342.69
1900	5	148.67	347.02	167.99	366.34	194.59	392.94	162.92	361.27
2300	1	156.53	364.66	177.24	385.37	206.23	414.36	171.72	379.85
2500	1	164.39	382.30	186.49	404.40	217.87	435.78	180.52	398.43
2600	1	172.25	399.94	195.74	423.43	229.51	457.20	189.32	417.01
Average Rate		\$ 37.49	\$ 97.50	\$ 37.15	\$ 97.16	\$ 34.75	\$ 94.76	\$ 38.44	\$ 98.45
Base Rate		\$ 22.91		\$ 19.99		\$ 19.99		\$ 22.12	
Commodity		\$ 7.86		\$ 9.25		\$ 11.64		\$ 8.80	

 = Annual average consumption (2018)
 \$\$\$ = 1st increase from current structure



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE:	TYPE OF ACTION:
May 14, 2019	Storm Water Utility Fee Review (Information only)	— RESOLUTION
SUBMITTED BY:	ATTACHMENTS:	— MOTION
B. Neish, Finance Director	Water Rate Proposals Rates by Consumption (Residential)	✓ OTHER
REVIEWED BY:	Water Enterprise Budget Storm Water Enterprise Budget	
R. Towry, City Manager		
RELEVANT CODE/POLICY:	TOWARD COUNCIL GOAL:	
SHMC 13.09.050(D) Resolution No. 7 for 2018	1.1(b): Develop specific steps for implementation of the adopted master plans (Sewer) 1.2(b): Increase community awareness of infrastructure needs (Sewer)	

PURPOSE OF THIS RCA:

To review the proposed 2019-2020 budget for the Storm Water Fund and determine appropriate rates charged to users for use of City storm water utility. This is for **information only** and a public hearing and vote on rates shall occur at the May 28, 2019 meeting.

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 2019-2020 fiscal year in the Storm Water Fund, projected expenses for the coming fiscal year total \$106k with resources totaling \$62k with no change to current rates. 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 a recommendation for Council regarding the Storm Water fee.

The Storm Water drainage utility, implemented by Ordinance 1196 in 2006, was established “for the purpose of providing funds for the management, maintenance, extension and construction of public stormwater drainage facilities within the city.” At the time of implementation in 2006, an analysis concluded that an appropriate rate for the Storm Water drainage utility would be \$4 per EDU per month. After public input and Council review, the utility fee was set at \$1 per EDU per month. The rate has not been revised since its implementation. In its five-year Capital Improvement Plan, Public Works identified two projects totaling \$165k to increase capacity in the Storm Water system and develop a master plan in accordance with Council goal #1.

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?

STAKEHOLDERS:

- City of Sweet Home residents and businesses – Residents and businesses benefit from the Storm Water drainage system which mitigates flooding in streets, residences and businesses. Without the storm water system, water would run along surfaces with no impedance potentially resulting in damages and other flooding concerns. The storm water system collects the rainwater and water from other sources and routes it to the South Santiam through storm drains and pipes. The fee supporting the operations and maintenance of this system is the Storm Water fee currently imposed on utility bills as \$1.00/EDU.
- City of Sweet Home City Council – 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 utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure 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 enough resources to back necessary expenditures. An additional \$2 per EDU per month increase in the Storm Water rate is being proposed by staff to stabilize the Storm Water fund and provide capital funding for future projects. 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 is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Storm Water division the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses such as fixing leaking pipes.

ELEMENTS OF A STABLE SOLUTION:

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Storm Water fund and ensures rate payers are not saddled with significant increases at one time.

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
Fund: 560	Storm Water							
000	Revenue							
560-000-300-000	Beginning Fund Balance	153,405	25,372	6,995	25,131	25,131	25,131	
560-000-340-001	Storm Water User Fees	61,418	61,951	61,962	185,886	185,886	185,886	
560-000-361-000	Interest	889	251	529	250	250	250	
000	Revenue	215,713	87,575	69,486	211,267	211,267	211,267	
009	Public Works							
<i>009-434</i>	<i>Storm</i>							
560-009-434-110	Staff Pay	46,413	46,788	38,431	23,614	23,614	23,614	0.50
560-009-434-130	Overtime	698	109	-	-	-	-	
560-009-434-210	Group Insurance	16,187	17,044	15,136	9,184	9,253	9,253	
560-009-434-220	FICA/Medicare	3,547	3,527	3,246	1,807	1,807	1,807	
560-009-434-230	Retirement	5,653	5,628	5,489	2,834	2,834	2,834	
560-009-434-250	Unemployment Contribution	36	47	55	24	24	24	
560-009-434-260	Workers' Compensation	943	1,260	1,534	651	651	651	
	<i>Personnel Services</i>	<i>73,477</i>	<i>74,402</i>	<i>63,891</i>	<i>38,114</i>	<i>38,183</i>	<i>38,183</i>	<i>0.50</i>
560-009-434-320	Professional Services	980	1,009	1,000	1,000	1,000	1,000	
560-009-434-340	Technical Services	-	-	1,000	1,000	1,000	1,000	
560-009-434-430	Equipment Repair & Maintenance	-	-	600	600	600	600	
560-009-434-612	Operating Supplies	31	3,481	750	750	750	750	
	<i>Materials & Services</i>	<i>1,011</i>	<i>4,490</i>	<i>3,350</i>	<i>3,350</i>	<i>3,350</i>	<i>3,350</i>	
560-009-434-730	Projects & Improvements	1,852	-	-	65,000	65,000	65,000	
	<i>Capital Outlay</i>	<i>1,852</i>	<i>-</i>	<i>-</i>	<i>65,000</i>	<i>65,000</i>	<i>65,000</i>	
009-434	Storm Water Expense	76,340	78,892	67,241	106,464	106,533	106,533	0.50
	Revenue	\$ 215,713	\$ 87,575	\$ 69,486	\$ 211,267	\$ 211,267	\$ 211,267	
	Expense	76,340	78,892	67,241	106,464	106,533	106,533	0.50
	Net from Operations	139,372	8,682	2,245	104,803	104,734	104,734	0.50

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
010	Transfers							
560-010-491-040	Transfer Out for Capital	114,000	-	-	-	-	-	
010	Transfers	114,000	-	-	-	-	-	
560	Storm Water Fund	\$ 25,372	\$ 8,682	\$ 2,245	\$ 104,803	\$ 104,734	\$ 104,734	0.50
	Months of Expenditures Available	4.00	1.00	-	12.00	12.00	12.00	

ORDINANCE BILL NO.1 FOR 2019

ORDINANCE NO. 1274

SWEET HOME ORDINANCE PERTAINING TO DISSOLUTION OF THE PUBLIC AND TRAFFIC SAFETY COMMITTEE

WHEREAS, the Sweet Home City Council desires to dissolve the Public And Traffic Safety Committee;

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 2.10.010 titled ESTABLISHMENT is amended by removing therefrom the reference to Public And Traffic Safety Committee and leaving subsection 2. for expansion.

Section 2. The part of Sweet Home Municipal Code Section 2.10.050 titled POWERS AND DUTIES pertaining to PUBLIC AND TRAFFIC SAFETY COMMITTEE is hereby removed therefrom.

Section 3. The Public And Traffic Safety Committee is hereby dissolved.

PASSED by the Council and approved by the Mayor this 14th day of May, 2019.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

SWEET HOME CITY COUNCIL
COMMUNITY HEALTH COMMITTEE
MEETING MINUTES

April 15, 2019

The meeting was called to order at 6:00 p.m. in the City Hall Conference Room.

Present: Larry Horton, Chief Lynn, Bob Dalton, Dick Knowles, Marty Cahill, Councilor Gourley, Jim Gourley, Ronda Greene

Approval of Minutes March 18, 2019: (Gourley/Dalton)

Committee Reports:

Health Fair Committee: Bob Dalton reported Dave Bauer with Steelhead Fitness will be doing a fitness run. The Chamber has been promoting the Health Fair through their web page.

Western University will be bringing "hands on" activities.

Samaritan has committed to bring the medical van (unless something changes).

Vender applications go out next month. New ideas that could be included: Events available on City Calendar, adding a smaller banner and possible blood drive or other activity. Ronda Greene asked if health fair topics could include "mental health first aid," or "trauma informed care." Marty Cahill stated that Samaritan will bring what resources that they could.

Western University Project: Larry Horton reported an outreach plan has been developed. The WU students have contacted Tom Yahraes and moving forward with that part of the program. Project funding thru the City should be explored.

Hero Banner Project: Jim Gourley reported he is getting ready for spring orders and could use volunteers to help identify community members that may need help purchasing banners.

Community Resources Committee: Henry Wolthuis (attending another meeting) Lisa Gourley reports that Henry is working on creating community partnerships to achieve services.

New Business:

Goals: Group discussed that the goals have changed over the course of time. That the goals need to be reflective of the City's health goals and be within the scope of the Committees abilities.

Task: for the Committee to create goals that are current and achievable. Send out City Councils current health goals to everyone attending CHC meetings.

All sub-committee chairs and committee members will have the opportunity to respond with their ideas for new Community Health Committee goals.

The Committee will then codify their goals and their activities.

Good of the Order:

Dick Knowles asked to have events on the City Calendar. A weblink for health care on the City web site was a goal that had been identified in the earlier goals.

Larry Horton asked for a copy of "all" of the past committee goals.

Meeting adjourned.

With no further business the meeting adjourned. Next meeting May 20, 2019.

The foregoing is a true copy of the proceedings of the City Council Community Health Committee Meeting on April 15, 2019.

Chair – Councilor Gourley

Date:



City of Sweet Home
Sweet Home Public Library
1101 – 13th Avenue
Sweet Home, OR 97386
541-367-5007

Sweet Home Public Library

April happenings at the Library!

Statistics

Patrons checked out 3473 items and 789 items were renewed.

Patrons placed 300 items on hold.

Staff issued 34 new library cards to patrons and 9 nonresident cards.

443 individuals signed on to use the computers in the library and printed 1,217 pages.

Resource sharing **savings** was **\$2,804.10** for the month of April.

Events

We offered 8 baby, toddler and preschool storytimes with 85 children and 49 parents in attendance.

We finalized our summer reading themed programs “A Universe of Stories.”

To “kick-off” these wonderful summer events, we scheduled performer Rhys Thomas “Jugglemania” to perform at Sankey Park -11am, Northside Park - 1pm and Andrew Wiley Park - 3pm on Saturday, June 15th.

All our programs will be held at the Boys and Girls Club at 10am.

June 26, 2019	Science Tellers – “Aliens Escape From Earth”
July 3, 2019	Museum of Natural & Cultural History – “Our Place in Space”
July 10, 2019	Eugene Science Center – “A Universe of Science”
July 17, 2019	Mad Science – “Explore the Science of Space”
July 24, 2019	Curt Carlyle – “The Curt Show”
July 31, 2019	Yuki Martin – “Space Origami”
August 7, 2019	Traveling Lantern – “My Mother the Astronaut”

Our final program will be an all-day event with OMSI on August 13. OMSI will bring their Portable Planetarium and Your Galactic Address.

These programs would not be possible without the support of the Friends of the Library, Oregon Community Foundation, Oregon State Library and the Ready to Read grant, and Linn County Cultural Coalition grant.

Respectfully submitted by - Rose Peda, Library Services Director
May, 2019

Statistics for February		Statistics for March		Statistics for April	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	231	OPAC Logins	301	OPAC Logins	287
SIP2 Logins	339	SIP2 Logins	447	SIP2 Logins	389
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3188	Checkouts	3508	Checkouts	3473
Renewals by Staff	478	Renewals by Staff	567	Renewals by Staff	532
Renewals by OPAC	277	Renewals by OPAC	309	Renewals by OPAC	257
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	96	Holds by Staff	149	Holds by Staff	150
Holds by OPAC	94	Holds by OPAC	159	Holds by OPAC	150
ACTIVE PATRONS	2420	ACTIVE PATRONS	2412	ACTIVE PATRONS	2404
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	21	Resident	54	Resident	26
NonResident	3	NonResident	9	NonResident	8
ITEM COUNTS	35885	ITEM COUNTS	35860	ITEM COUNTS	35868
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	361	Logins this month	487	Logins this month	443
Pages printed	839	Pages printed	1064	Pages printed	1217
Resource Sharing Savings \$2,742.62		Resource Sharing Savings \$3,277.84		Resource Sharing Savings \$2,804.10	

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

	February	March	April
Auto Manuals	1	0	0
Books on CD	166	166	148
Children's Board Books	85	99	76
Children's Easy Readers	191	249	189
Children's Fiction	321	326	293
Children's Graphic Novels	118	88	137
Children's NonFiction	214	255	251
Children's Picture Books	349	440	455
Children's Ready to Read	64	88	47
Children's 100 Books	60	60	63
Children's VOX Books	146	139	95
DVDs	694	708	763
Fiction	323	352	366
Magazines	23	40	43
Music CD	22	39	59
Mystery	278	245	266
New Fiction	194	211	213
New NonFiction	80	98	61
New Mystery	113	127	124
New Science Fiction	7	8	6
NonFiction	217	270	286
Northwest	30	12	17
Paperback General	3	21	15
Paperback Mystery	32	23	28
Paperback Romance	18	54	38
Paperback Westerns	9	17	6
Paperback Science Fiction	8	14	10
Science Fiction / Fantasy	20	31	26
Teen Fiction	75	124	87
Teen Graphic Novel	22	42	33
Teen NonFiction	1	5	2
Westerns	45	24	48
Ukuleles	8	9	11
TOTALS	3937	4384	4262

Library Advisory Board Meeting Minutes
April 11, 2019
Meeting time 4:30pm

Present at the meeting were Kevin Hill, Diane Gerson, Eva Journey, Charlene Adams

Motion to approve the minutes for the March 28, 2019 as presented. (Kevin made the motion, Eva seconded). Motion approved (4 ayes, 1 absent, 0 opposed).

The Library Board reviewed the financial expenditures for the month of March. There was discussion of the Materials and Services and Personnel at 80%. The Board determined that we are about $\frac{3}{4}$ through the year and felt the library was "on track". Rose explained the expenditures for HVAC and the library front doors. There was also explanation to purchase the new computer desks. The Board questioned why the City was late in paying bills.

The Board then reviewed the circulation, patron and Library Happenings for the month of March. The Baby programs and Preschool and Toddlers programs and are very well attended and staff do a wonderful job.

The Mayor read the proclamation for National Library Week.

Rose reviewed the summer reading programs to date. The Library is working with the New Era to design the reading booklets. We received the items including tshirts, stickers, bags, and summer reading incentives for the summer reading program.

The RFP for the Library Needs Assessment is expected on April 15 at 3pm. Rose asked if any of the Board members would like to review the proposals before they go to the City Council. Rose explained that the Library would only be receiving one proposal because one consultant called and stated that she would not be submitting a proposal. The other consulting firm did not respond to the email or follow up phone calls.

The Library budget will go before the budget committee on April 25 at 6pm. The three funds presented on that day will be police, library and executive.

MEMORANDUM



TO: City Council
 Ray Towry, City Manager
 Interested Parties

FROM: Joe Graybill, Interim Community and Economic Dev. Dir.

DATE: May 14, 2019

SUBJECT: Community and Economic Development Department Report for April 2019

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities for the month of April 2019, as well as notes on current projects.

1. BUILDING

- Summary of Building Program Permits Issued (April 1, 2019 – April 31, 2019).

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	2
Residential Manufactured Dwellings	1
Residential Structural	4
Residential Mechanical Permits	11
Residential Plumbing	8
Residential Demolition	0
Commercial Mechanical	2
Commercial Structural	6
Commercial Plumbing	1
Commercial Demolition	0
Commercial Site Development	0
Total Permits	35
Value Estimate of All Permits	\$838,060.00
Fees Collected	\$13,723.98

2. PLANNING

- Summary of Planning Division Permits Issued (April 1, 2019 – April 31, 2019).

Permit Type	Number of Permits
Conditional Use Permits	4
Variance	0
Partition	0
Property Line Adjustments	0

- The Department is currently working on updates to the Sweet Home Municipal Code (SHMC), Planning Commission procedures, and updating and improving Land Use Applications with OCWCOG staff (Dana Nichols). Staff has identified several amendments that are needed now to facilitate administration of the SHMC. Staff is also working on a comprehensive code update project, with a consultant, John Morgan CPS, meeting this month to review code updates and next steps. Once the code is ready after staff and peer review, it would be presented to the Planning Commission for review and public review

process. This provides an opportunity for robust review and public input in order to ensure that the code meets the needs of the City Council and Sweet Home community.

- There are 6 applications in the queue for May.
- Oregon Cascades West Council of Government (OCWCOG) personnel are now working with the Planning Office with office hours on Mondays, and in Planning Commission.

3. ECONOMIC DEVELOPMENT

- Discussion continues on the concept of establishing an innovation hub that is modeled after the Corvallis Foundry (www.corvallisfoundry.com), as a public workspace and business incubator. The location would be a central hub for providing resources to small business, and be a location to hold business networking, resource and training events.
- Conversation continue with Linn County with options with the Mill Property. Currently a partition request is in the system to separate the two properties south of the RR Tracks.
- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) is making progress with property and deed listings, cost estimates, and ownership.

4. CODE ENFORCEMENT

Summary of Actions (April 1, 2019 – April 31, 2019).

CE currently has 22 open cases. Safeway carts returned: 6, Violations Resolved: 27.

Enforcement Type	Number of Cases
Animal	7
Abandon Vehicle	2
Open Storage	18
Blight	11
Living in a RV	5
Public Nuisance	5
Tall Grass & Weeds	Starting in May.
Public R.O.W., Minimum Housing, Clear Vision.	7, 1, 2 (10)
Notice Issued, Pending Citation	1, 1 (2)

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- The next step in the grant application is a presentation to the Oregon Parks and Recreation Department (OPRD) in June.
- Removal of the old restrooms and storage buildings at Sankey Park has been completed.

6. OTHER PROJECTS

- Progress meeting with ODOT Scoping Team on the Foster Sidewalk Project with engineering planned for later this year.
- Consultation with ODOT improvements at 22nd Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc.
- Official Substantial Completion on the New City Hall occurred last week, the building now is under construction and equipment warranty. The remaining installation work is electronic components for networking and security. The property line adjustment for the east property line at the NCH should be resolved in June.

MEMORANDUM



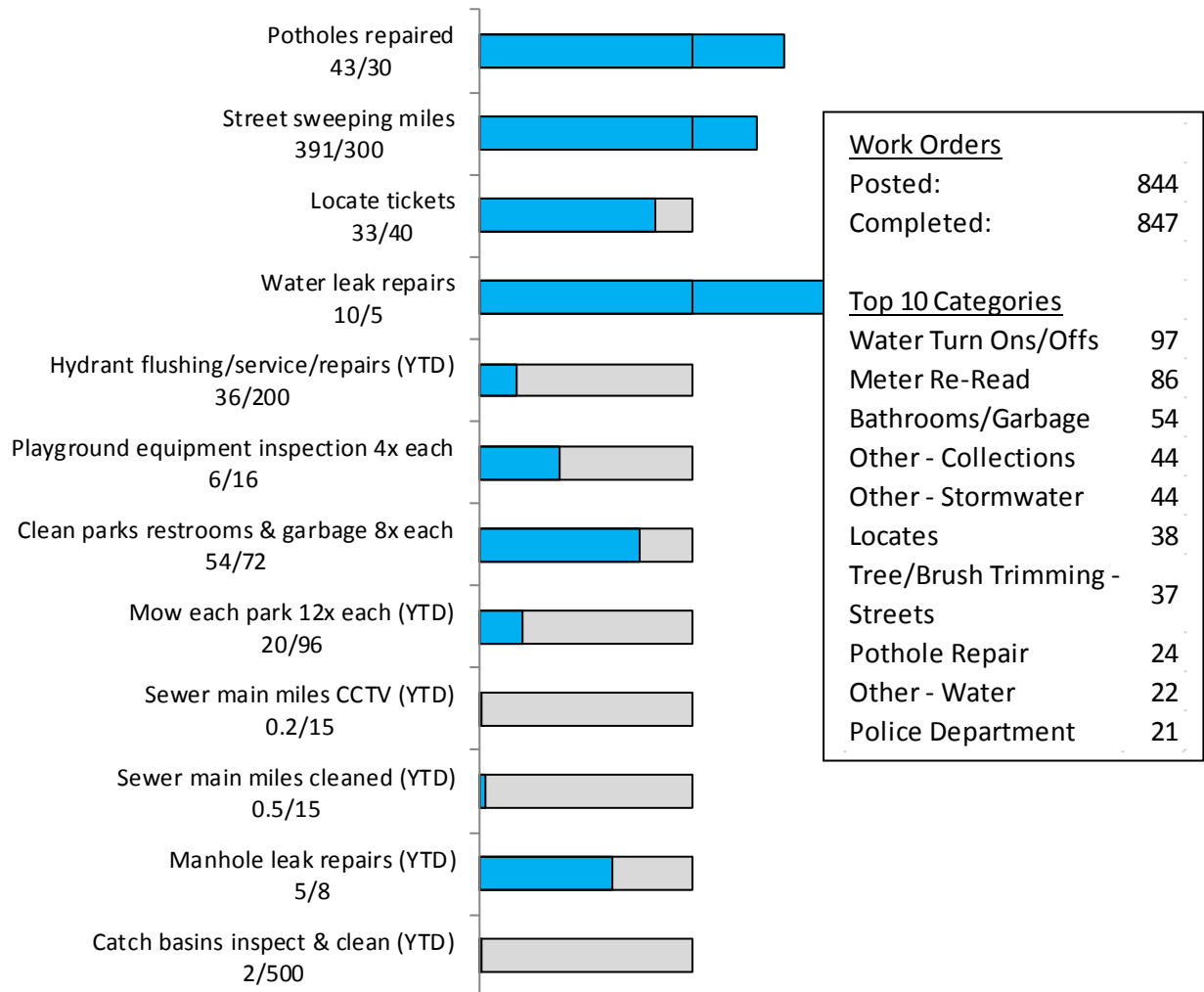
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: May 8, 2019
 SUBJECT: Public Works Activities Report/April 2019

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.

April 2019



Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Staff & design team finished last workshop in February, 2019. Murraysmith will present 20% Schematic Design to Council on March 12, 2019. Public Hearings on March 26, 2019, and April 9, 2019. Staff will present to Council proposal for final design in May, 2019.

Fall Leaf Collection Program

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

Status: The Fall Leaf Collection Program officially ended on December 15, 2018. The Public Works Department has described it as a huge success. Public Works had 261 pickup work order requests, with an estimated 1350 cubic yards of leaves removed.

Water Leak Detection Project

Scope: Contract services to identify water leaks throughout the 54 miles of water distribution system.

Status: American Leak Detection has completed their review of the City's water distribution system. PW staff has begun to schedule, and make repairs on the identified water leaks. Approximately 30 repairs have been completed by PW staff. Staff will calculating Water Loss quarterly.

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 January, 2019. PW staff completed rough grading for restroom, offsite utilizes in pad, and completed parking lot improvements.

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. Project will resume in Spring 2019.

2018 Overlay Project

Scope: 2" pavement overlay on 18th Ave, Ames Creek Rd, 45th-46th-47th 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 - 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: 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 44th 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 Street water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018. Staff completed bid process, but will add additional street repair work to the project, then re-bid the project.

10th 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 completed the relocating of SCADA 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. All work has been completed.

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 assisted Linn Shuttle with the ODOT application.

CITY OF SWEET HOME
BUDGET COMMITTEE MEETING MINUTES
April 25, 2019

Chairman Holley called the meeting to order at 6:02 p.m. in the Police Department Conference Room.

Roll Call:

		Mayor Mahler	P
Dave Holley	P	Councilor Coleman	P
Robert Briana	P	Councilor Gerson	P
Derek Dix	P	Councilor Goble	P
Dave Journey	P	Councilor Gourley	P
Kenneth Hamlin	AB	Councilor Nash	P
Gerritt Schaffer	P	Councilor Trask	P

Staff Present: City Manager Ray Towry, Finance Director Brandon Neish, Library Services Director Rose Peda, Public Works Director Greg Springman, Interim Community and Economic Development Director Joe Graybill, Police Chief Jeff Lynn and Recording Secretary Julie Fisher

Media: Sean Morgan, The New Era

The purpose of the meeting was to review the proposed 2019-2020 budget for Local Option Levy Departments (Police and Library) as well as the Administrative Departments.

Finance Director Brandon Neish reviewed “changes” to the Budget book to correct typos in the Expense Summary, Capital Outlay, and Police Department. The layout of the Budget Document was discussed as tabs 5-16 is by Department, however tables 18-21 is by Fund which is the format the State requires.

Finance Director Neish explained Internal Service Reimbursement Funds as defined by GFOA as “best practice”. Significant discussion ensued. Discussion centered on actual cost analysis, public perception and the importance of communicating the change to be transparent.

LIBRARY SERVICES: Library Services Director Peda introduced the library services budget. There were few questions of the Library funds. Administrative cost charged against the levies were discussed and discouraged by Chairman Holley. Additional options included charging a flat 5% Administrative cost. There were no proposed changes to the Library Budget.

POLICE DEPARTMENT: Chief Jeff Lynn introduced the Police Department Budget. There were few questions by the committee. Chief Lynn explained changes to the 2019-2020 Budget including adding a .5 FTE dispatch position, upgrade dispatch consoles, and request for a specific supervisor patrol vehicle. An accounting change required by the auditors allocated any vehicle lease in the capital outlays fund. There were no proposed changes in the Police Department Fund.

Lois and Gary Jarvis both spoke regarding Administrative Fees being charged to the levies and were concerned of public perception and the possibility of a recession.

EXECUTIVE/LEGISLATIVE: The funds for Executive/Legislative were reviewed. No changes were expected. There were a few clarifying questions from the committee.

NON-DEPARTMENTAL: The funds for non-departmental funds were reviewed. Ken Bronson with the Jim Riggs Community Center who oversees the Sweet Home Shopper and Linn County Shuttle explained \$22,200 which the City appropriates towards those transportation entities. Mr. Bronson explained the City's funding is key for Federal Grant Funds. Mr. Bronson also discussed the Public Transportation Tax which is 1/10th of 1% of employee earnings which means additional funding for transportation services and expansion of local services.

ADJOURNMENT: With no further business Dave Holley motioned to adjourn at 8:28 p.m.

CITY OF SWEET HOME
 BUDGET COMMITTEE MEETING MINUTES
 April 29, 2019

Chairman Holley called the meeting to order at 6:00 p.m. in the Police Department Conference Room.

Roll Call:

		Mayor Mahler	P
Dave Holley	P	Councilor Coleman	AB
Robert Briana	P	Councilor Gerson	P
Derek Dix	P	Councilor Goble	P
Dave Journey	P	Councilor Gourley	P
Kenneth Hamlin	AB	Councilor Nash	AB
Gerritt Schaffer	P	Councilor Trask	P

Staff Present: City Manager Ray Towry, Finance Director Brandon Neish, Public Works Director Greg Springman, Library Services Director Rose Peda, Interim Community and Economic Development Director Joe Graybill, Police Chief Jeff Lynn and Recording Secretary Julie Fisher

Media: Sean Morgan, The New Era

The purpose of the meeting was to review the proposed 2019-2020 budget for Public Works, Community and Economic Development and Finance.

Finance Director Brandon Neish gave a brief synopsis on changes to the Internal Services Funds since the last Budget Committee Meeting due to some concerns that had been brought forward.

PUBLIC WORKS: Public Works Director Springman reviewed some of the projects completed by PW the past year. PWD Springman introduced the Public Works Funds. To support and Public Works, PWD Springman asked for 1FTE Engineer Tech. Replacement of a water truck, boom truck. Bobcat, trailer, snowplow and trailer were all requested.

Parks and Facilities: As a part of this budget, \$250,000 in funds and in-kind donation will go towards the Sankey Park Improvement Grant. Seasonal temporary employees are included in the budget to help in this area. Strawberry Park Improvements were not included in this budget.

Water: Proposals include operational needs for the water system and improvements to the water reservoir on 10th Avenue.

Wastewater: Final design with Murraysmith for the WWTP will coming forth soon.

Stormwater: Storm drain improvements were identified and improvements to drainage issues at 35th and Long Street.

Streets: A thin overlay on 29th Avenue was identified as a priority. Portable Radar Speed Signs were identified as a need to start controlling our corridors. General paving needs were listed and discussed.

COMMUNITY AND ECONOMIC DEVELOPMENT: Interim Community and Economic Development Director Interim Joe Graybill presented the CEDD Budget. Personnel: Changes were discussed including adding a PT Temporary Project Assistant. Planning Services are being contracted by the (COG) Council of Governments. Code updates and System Development Fees will be updated by contract services as well.

Special Events: Harvest Festival and Movies in the Parks are proposed in the Budget.

The City's Transportation System Plan (TSP) is overdue for an update and is identified in the Budget.

Economic Development: The CEIP and Foundry Projects were identified.

FINANCE: Finance Director Neish presented the Budget for the Finance Department that did not include many changes. The goal for the Finance Department is the automation of processes.

Municipal Court: No changes were proposed.

Gerritt Schaffer proposed a raise to the City Council. Robert Briana agreed. The proposal would be brought to City Council for approval.

Public Comment:

Members of the Sweet Home Police Department and the public spoke in opposition of the Administrative Charges stating they were not appropriate use of levy funds.

City Manager Towry explained further the Administrative Charges and methods of figuring costs to each department.

There was extensive discussion on the Administrative Charges.

Chairman Holley instructed staff to provide the committee with additional information to include a budget with the Internal Service Funds and a budget without. The Committee will meet again on April 30, 2019 at 6pm.

ADJOURNMENT: With no further business Dave Holley motioned to adjourn at 8:08 p.m.

CITY OF SWEET HOME
BUDGET COMMITTEE MEETING MINUTES
April 30, 2019

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

Roll Call:

		Mayor Mahler	P
Dave Holley	P	Councilor Coleman	P
Derek Dix	P	Councilor Gerson	AB
Dave Journey	P	Councilor Goble	P
Gerrit Schaffer	P	Councilor Gourley	P
Kenneth Hamlin	AB	Councilor Nash	AB
Robert Briana	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, Police Chief Jeff Lynn and Recording Secretary Julie Fisher

Media: Sean Morgan, The New Era

The purpose of the meeting was to review the proposed 2019-2020 Budget.

Motion to approve the Internal Service Fund with the administrative charges as proposed which includes \$180,398 to be charged to the Sweet Home Police Department and \$47,343 to be charged to the Sweet Home Library. (Trask/Gourley)

Motion for the budget committee of the City of Sweet Home approve the budget for the 2019-2020 fiscal year in the amount of \$19,761,737.00 (Journey/Mahler) 10 Ayes, 0 Opposed, 3 Absent (Hamlin, Gerson, Nash)

Motion for the Budget Committee of the City of Sweet Home approve property taxes for the 2019-2020 fiscal year at the rate of \$1.4157 per \$1,000 of assessed value for the permanent rate tax levy, in the amount of \$7.85 per \$1,000 of assessed value for the Police local option tax levy and in the amount of \$1.17 per \$1,000 of assessed value for the Library Services local option tax (Trask/Briana) 10 Ayes, 0 opposed, 3 Absent (Hamlin, Gerson, Nash)

Chairman Holley stated his term has ended and he will not seek additional terms. Committee members thanked Chairman Holley for his many years of service.

ADJOURNMENT: With no further business Dave Holley motioned to adjourn at 6:22 p.m.

Susan Olson, Secretary
Sweet Home Parade Committee
C/O 201 Osage Street
Sweet Home, Oregon 97386

City of Sweet Home, City Council

Ray Towry, City Manager

1140 12th Street

Sweet Home Chamber of Commerce

George Medellin, Board President

1575 Main Street

The New Era

Scott Swanson, Publisher

1313 Main Street

Gentlemen;

The organization known as the Sweet Home Parade Committee has decided to dissolve its membership and responsibilities. When the Committee was formed ten years ago, it took on the responsibility for both the Sportsman's Holiday Parade and the annual Sweet Home Christmas Parade, The Chamber of Commerce had decided to no longer present the parades and several people joined together to form the Parade Committee. In an agreement with the Chamber, the Parade Committee was allowed to use the liability coverage of the Chamber.

Four years ago, under a former Chamber Executive Director, the Committee was charged \$500.00 to use this coverage, under the premise that each time the coverage was used it cost the Chamber that amount. Knowing that was not the case set a rift between the Chamber and the Committee. Also the newer Board of the Chamber decided they would take back the presentation of the Sportsman's Holiday Parade. They did not discuss it with the Committee, just decided to do it. In an attempt to be accommodating, they let the Parade Committee continue to present the Christmas Parade.

With the help of Community members and sponsors The Committee was able to raise the funds to cover presentation of the Christmas Parade for two years. Without this support, the Christmas Parade would have gone by the way side. Last year (2018), the Committee stepped aside to let the city and the US Forest Service present the Capitol Christmas Tree Parade.

Since that parade six months ago, Parade Committee members have had discussions concerning a 2019 Christmas Parade. Many members have since gotten involved in other community activities and find themselves and their time monopolized by these other activities. As a result and after a survey of the Committee members, dissolution of the Committee has been decided upon.

The Sweet Home Parade Committee has no plans for a 2019 Sweet Home Christmas Parade. We leave decisions concerning one in the hands of the City of Sweet Home and the Sweet Home Chamber of Commerce.

Jan Hufford would like to see the tradition of the Christmas Popcorn Yule log continued and is more than happy to create it as she has for the last three parades. She will need donations and volunteers to continue this resurrected tradition.

The members of the Sweet Home Parade Committee want to recognize the community of Sweet Home and all the sponsors who supported the last few Christmas Parades that we organized and presented. Our heartfelt gratitude is extended to them and all the parade participants.

Sweet Home is a wonderful community in which to live and play.

Respectfully submitted

Susan Olson

Sweet Home Parade Committee Members:

Paige Banta

Cassie Richie

M. Don Gonzales

Debbie Walvatne

Jan Hufford

Cody Walvatne

Sherry Ingram

Sue Olson

Ken Johnston

And other security and parade marshal volunteers