CITY OF SWEET HOME
CITY COUNCIL
AGENDA

June 23, 2020, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

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.

Meeting Information

The City Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit **live.sweethomeor.gov**. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call.

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

Approval of Minutes:

a) 2020-06-09 City Council Minutes - ES (pg. 3)

b) 2020-06-09 City Council Minutes (pg. 4-9)

Recognition of Visitors and Hearing of Petitions:

Old Business:

a) Request for Council Action – City of Sweet Home Fleet Policy Revision (pg. 10-53)

b) Request for Council Action - Resolution No. 15 for 2020 - 2020-2021 Budget Adoption (pg. 54-178)

c) Water Utility Fee Review (pg. 179-191)

d) PUBLIC HEARING - USDA Rural Development Grant Application (pg. 192-232)

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.

New Business:

a) Request for Council Action - Resolution No. 16 for 2020 - 2020-2021 Declaration of Election for State Revenue Sharing Funds (pg. 233-235)

b) Request for Council Action - Resolution No. 17 for 2020 - Certification of Eligibility for State Revenue Sharing Funds (pg. 236-238)

c) Request for Council Action - Resolution No. 18 for 2020 - Certification of Eligibility for Marijuana State Revenue Sharing Funds (pg. 239-241)

d) Request for Council Action - Resolution No. 19 for 2020 City Hall Park Property Exchange and Property Line Adjustment.(pg. 242-282)

e) Request for Council Action - Removal of City Easement on Private Property at 1502 Main (pg. 283-287)

f) Request for Council Action - Oregon Cascades West Council of Governments IGA for Technology Services (pg. 288-296)

g) Request for Council Action - CARES Act Funding and Grant Agreement (pg. 297-320)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

a) Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area(pg. 321-329)

Third Reading of Ordinance Bills (Roll Call Vote Required)

a) Ordinance No 9 for 2020 - An Ordinance Amending the Official Zoning Map (pg.330-346)

Reports of Committees:

Administrative and Finance/Property

Park and Tree Committee

Youth Advisory Council

Chamber of Commerce

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

Legislative Committee

Reports of City Officials:

Mayor's Report

City Manager's Report

Department Director's Reports (2nd meeting of the Month)

Finance Director

a) May 2020 Monthly Report (pg. 347-356)

Police Chief

a) Police Department Monthly Report 06-23-20(pg. 357-359)

City Attorney

Council Business for Good of the Order Adjournment

CITY OF SWEET HOME
CITY COUNCIL EXECUTIVE SESSION
MINUTES

June 09, 2020, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi
PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.
Please sign in if you wish to speak as Executive Sessions are not open to the public.

Call to Order

The meeting was called to order at 5:31 PM

Roll Call

PRESENT
Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Cortney Nash (Absent)
Councilor Dave Trask
Councilor James Goble (Video)
Councilor Lisa Gourley (Video)
Councilor Susan Coleman

The executive session is held pursuant to ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

Official representatives of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during the executive session, except to state the general subject of the session as previously announced. No formal actions may be taken in executive session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

Adjournment

The meeting was adjourned at 6:27 PM. No official business was conducted during the Executive Session.

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.

CITY OF SWEET HOME
CITY COUNCIL
MINUTES

June 09, 2020, 6:30 PM
Sweet Home City Hall, 3225 Main Street
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Mission Statement

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call

PRESENT
Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Cortney Nash (video)
Councilor Dave Trask
Councilor James Goble (video)
Councilor Lisa Gourley (video)
Councilor Susan Coleman

Consent Agenda:

Motion for approval of the Consent Agenda

Motion made by Councilor Trask, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

a) Request for Council Action – Library Advisory Board Appointment

Approval of Minutes:

a) 2020-05-26 City Council Minutes

b) 2020-06-02 Special City Council Meeting Minutes

Recognition of Visitors and Hearing of Petitions:

a) Katherine Wilson, Grove, Mueller & Swank, P.C.

Katherine Wilson, Grove, Mueller & Swank, P.C. presented the Financial Statement Audit and the Independent Auditors Report. Grove, Mueller & Swank, P.C recommended changes to account reconciliation process due to untimely reconciliations.

There were no questions from the Councilors.

Old Business:

a) Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area

City Attorney Robert Snyder presented to Council proposed Ordinance No. 7 for 2020 - An Ordinance relating to Water System in Critically Affected Chemical Area. Water quality in this area has improved, and with the City's permission, DEQ will allow well owners an option of city water connection or not, after review of each case. The proposed ordinance is an amendment to current ordinance.

Motion to move Ordinance No. 7 for 2020 to first reading.

Motion made by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman
Voting Nay: President Pro Tem Gerson

New Business:

a) Information Only – City of Sweet Home Fleet Policy Revision

City Manager Towry presented the revised City of Sweet Home Fleet Policy for information only.

The Council asked staff to research if the City could require mandatory testing after any type of accident. The Council also asked to clarify eating and driving in the policy. There were a few typos found and will be corrected before the policy returns to Council.

b) Request for Council Action - Resolution No. 14 for 2020 - A Resolution Approving Setting Civil Penalty

City Attorney Snyder explained the Civil Penalties were removed from Code and not added to the Fee Schedule. The proposed resolution covers the fees set by resolution for Civil Penalties.

Motion to approve Resolution No. 14 for 2020 - A Resolution Approving Setting Civil Penalty.

Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

c) Request for Council Action – 2019-20 Audit Contract

Finance Director Neish and City Manager Towry requested to renew the audit contract with Grove, Mueller and Swank P.C.

Motion to approve the 2019-2020 Audit Contract.

Motion made by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask,

Councilor Goble, Councilor Gourley, Councilor Coleman

d) Request for Council Action – FEMA/State of Oregon Infrastructure Contract

City Manager presented the FEMA/State of Oregon Infrastructure Contract stating it is necessary to claim FEMA funds for COVID-19 Response. Director Neish is overseeing and tracking all COVID-19 expenses.

Motion to approve FEMA/State of Oregon Infrastructure Contract.

Motion made by Councilor Gourley, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

e) Request for Council Action - City Manager Contract

City Manager Towry reviewed proposed changes to the City Manager's contract to include use of a city vehicle, increase of vacation allotment, and updating address etc.

Motion to approve City Manager Contract.

Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

f) Request for Council Action - Enterprise Fleet Management Agreement

Ryan Alford with Enterprise Fleet Management gave a short presentation regarding the fleet management program. There were questions from Council.

Motion to approve the Fleet Management Agreement with Enterprise.

Motion made by Councilor Trask, Seconded by Councilor Nash.
Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Coleman
Voting Nay: President Pro Tem Gerson, Councilor Gourley

g) Request for Council Action - Intergovernmental Agreement with Linn County for Emergency Small Business and Microenterprise Assistance CDBG Application and Sub-Grantee Agreement with Community Lending Works

CEDD Blair Larsen presented the Request for Council Action to enter into an Intergovernmental Agreement with Linn County for Emergency Small Business and Microenterprise Assistance CDBG Application and Sub-Grantee Agreement with Community Lending Works.

Community Development Finance Institution (CDGI), would be issuing the grant and verifying applications. An agreement in place with CDFI and the City would not mean an exchange of funds. The draft is not yet in place, but CEDD Larsen asked for approval noting the agreement does not affect the budget, just program.

Motion to approve the IGA with Linn County and authorization to enter into an agreement with Community Lending Works, include draft as part of application.

Motion made by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

h) PUBLIC HEARING - 2020-21 Approved Budget

The Public Hearing for the 2020-21 Approved Budget was opened at 7:55 PM.

Mayor Mahler asked of the Council for any Exparte, Conflict of Interest, or Personal Bias. By Roll Call Vote, there was none.

Staff Report: Finance Director Neish presented the 2020-2021 Budget Committee Approved Budget. The Budget Committee met May 5,14,19 and recommended approval of the budget. The required LB1 Public Meeting Notice was published on social media accounts, the City website, and the New Era's social media site as well.

The Mayor asked for Testimony in Favor, Testimony in Opposition, and Neutral Testimony. There was no testimony received.

Public Hearing Closed at; 7:59 PM

No decision was made to give the Public a chance for Public Comment. Adoption of the Resolution will be on the June 23rd City Council Agenda.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Ordinance No. 7 for 2020 was read in its entirety.

Motion to move Ordinance No. 7 for 2020 to second reading.

Motion made by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Second Reading of Ordinance Bills

a) Ordinance No 9 for 2020 - An Ordinance Amending the Official Zoning Map

Ordinance No. 9 for 2020 - An Ordinance Amending the Official Zoning Map was read by title only.

Motion to move Ordinance No. 9 for 2020 to third and final reading

Motion made by Councilor Gourley, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Administrative and Finance/Property

Minutes from the May 26, 2020 Administration, Finance and Property Committee were included in the packet.

a) 2020-05-26 Admin, Finance & Property Committee Minutes

Reports of City Officials:

Mayor's Report

Mayor Mahler thanked the community and staff for encouragement during his surgery.

City Manager's Report

City Manager Towry stated he would be out next week for Bereavement Leave.

A Council workshop is needed to prioritize Economic Development projects.

City Manager Towry reported on the quality of staff and the executive team, which is not only made up of Department Heads but also middle management. Many of those team members have voluntarily given up their COLA increase to help support other staff and ensure, given uncertain economic future, the City will not have to lay anyone off. This is strictly voluntary for the benefit of the community and staff. If financial reports allow the restitution of COLAs or back pay, staff will notify City Council. City Manager Towry stated it is a pretty impressive group that would volunteer to do that for their team and their community.

Department Director's Reports (1st meeting of the Month)

Library Services Director

a) Sweet Home Public Library Monthly Report, May 2020

Community and Economic Development Director

a) CEDD Monthly Report for May, 2020

Public Works Director

a) June 2020 Public Works Monthly Report

Public Works Director Springman presented information regarding the repair of the 9th Avenue water leak and the water loss data report. It was noted, the water loss retained from the leak repair could fill the Sweet Home Public Pool three times per day.

City Manager stated the Council recently passed a resolution setting new water rates with a slight increase to the average consumer. There are still capital projects that are necessary, however given the successful repair water loss has been cut more than half and with the possibility of a recession, staff wonders if it would be appropriate to continue with a rate increase. City Manager Towry proposed postponing some work and completing projects that are possible without an increase. If the Council was to rescind rates some projects would have to be put off at least one year. Public Works Director Springman cautioned the postponement of projects and stated there are needed repairs to the system and additional leaks are occurring.

Motion to revisit Utility Rates during the June 23, 2020 meeting.

Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Motion to table the new water rates for one month.

Motion made by Councilor Gourley, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Goble

Council Business for Good of the Order

Councilor Gerson asked with the many outstanding projects with ODOT, if a liaison to ODOT was necessary. City Manager Towry stated our communications and relationships with Senator Girod and Representative Sprenger are the key for aide in many projects.

Adjournment

With no further business, the meeting adjourned at 8:35 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – City of Sweet Home Fleet Policy Revision
Preferred Agenda:	June 6, 2020 Introduction June 23, 2020 Adoption
Submitted By:	Julie Fisher, Admin Assistant
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X___ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	City of Sweet Home Fleet Policy
Towards Council Goal:	2.1: Update & streamline process 2.3: Invest in long term staff stability & training
Attachments:	Resolution No. 13 for 2020, 2020 City of Sweet Home Fleet Policy Track Changes, City of Sweet Home Fleet Policy Final.

Purpose of this RCA:

Revisions to the City of Sweet Home Fleet Policy

Background/Context:

The City of Sweet Home Fleet Policy was last updated in 2011. Changes to BOLI rules now enables the City to allow drivers who are 18 years of age (previously 21 years of age). This new rule aids the City in recruitment of Seasonal Temporary Employees. The updates also include revised procedures for employees to follow in the event of an accident and added a Daily Driver's Vehicle Inspection Report.

The Challenge/Problem:

Necessary updates to the Fleet Policy for the City of Sweet Home

Stakeholders:

- City of Sweet Home Staff – These changes aim to improve policies regarding Fleet and Safety. Both updates are advantageous to recruit, train, and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Sweet Home must have up to date policies and training to recruit and retain employees and to maintain a safe workplace.

Options:

1. *Do Nothing*. There would be no revisions to the Fleet Policy.
2. *Approve Resolution 13 for 2020 as presented*.
3. *Recommend additional revisions.* Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.

Recommendation:

Recommendation is option #2 Approve Resolution 13 for 2020 as presented

City of Sweet Home

FLEET SAFETY PROGRAM

Updated May 26, 2020
Adopted by City Council
Resolution No. 13 for 2020

CITY OF SWET HOME
FLEET AND SAFETY POLICY

INTRODUCTION

Policy: City of Sweet Home Fleet and Safety Policy Introduction

~~City of Sweet Home~~

~~POLICY: City of Sweet Home Fleet Safety Policy Introduction~~

Purpose

This Fleet Safety Program and vehicle operation rules are published for the information and guidance of employees of the City of Sweet Home. To drive safely is the first and foremost duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of Sweet Home and the driver.

Drivers are required to observe all State vehicle operation laws, procedures outlined in this manual, the City Personnel Policy, and any applicable department vehicle and equipment operation policies at all times.

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

~~PLEASE NOTE:~~

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT TAKE THE TIME TO PERFORM IT **SAFELY!**

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 1

CONDITIONS FOR DRIVING VEHICLES

POLICY: City of Sweet Home Fleet and Safety Policy
Conditions for Driving Vehicles
Section 1

Purpose Policy regarding the criteria an employee must meet to be able to drive a City vehicle. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules

~~**SECTION 1**~~

~~In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.~~

QUALIFICATIONS

To qualify as a driver of the City of Sweet Home's vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age, or 18 years of age if an employee. (per OSHA)

2. Must have a current state of Oregon Driver's License.

3. Must have in effect a current liability insurance policy for his/her personal vehicle.

4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving the City of Sweet Home's vehicles, or use of person vehicle for the conduct of official City activities.

5. Must have in possession while driving vehicles, a valid Oregon Driver License.

6. Be approved by your supervisor to drive on City of Sweet Home business.

7. Attended a sponsored defensive driving class at least once every three years.

SECTION 2

DRIVER ELIGIBILITY GUIDELINES

~~Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules.~~

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

1. **No major violations in the previous three years.** Major violations include:
    - Driving under the influence of alcohol or drugs
    - Driving while license is suspended or revoked
    - Leaving the scene of an accident
    - Reckless driving
    - Road rage incidents
    - Other similarly serious violations
2. **No more than two minor violations in the previous three years.** Minor violations include:
    - Speeding 20 MPH or less over the posted limit
    - Failure to obey a traffic control or signal
    - Improper lane change

- Failure to signal
- Failure to yield the right of way
- Other similar violations
- Failure to wear a seat belt
- Cell phone or texting violations

~~3.~~ **No more than one at-fault accident in the previous three years.** All accidents are considered at-fault unless proven otherwise.

3.

Supersedes: SHPP Section	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 2

DRIVER ELIGIBILITY AND SUPERVISION GUIDELINES MATRIC

Purpose: City of Sweet Home Fleet and Safety Policy
Driver Eligibility and Supervision Guidelines Matrix
Section 2

Purpose Establish guidelines to indicate those drivers who would be deemed unacceptable to drive a fleet vehicle or to drive a personal vehicle on company business.

~~Driver Eligibility and Supervision Guidelines Matrix~~

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	1 or More
0	**Clear**	**Acceptable**	**Borderline**	**Prohibited**	**Prohibited**
1	**Acceptable**	**Acceptable**	**Borderline**	**Prohibited**	**Prohibited**
2	**Acceptable**	**Borderline**	**Prohibited**	**Prohibited**	**Prohibited**
3	**Borderline**	**Prohibited**	**Prohibited**	**Prohibited**	**Prohibited**
4	**Prohibited**	**Prohibited**	**Prohibited**	**Prohibited**	**Prohibited**
5	**Prohibited**	**Prohibited**	**Prohibited**	**Prohibited**	**Prohibited**

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 3

DRIVER SUPERVISON

Policy: City of Sweet Home Fleet and Safety Policy
Driver Supervision
Section 3

Purpose The Driver Supervision policy and operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on City business.

Policy

1. Motor Vehicle Records: The City monitors driving records as a component of Risk Management, in order to identify needs for driver improvement. If the record check reveals any traffic crimes, license suspension, multiple infractions as identified in the driver guideline matrix, the employee may be required to participate in additional driver safety training, or e subject to discipline up to and including termination of employment.

2. Accident Review: All vehicle accidents will be investigated by the Police Department or local law enforcement agency. Law enforcement vehicle accident/incident reports will be reviewed by the Safety Committee to determine preventability.

    a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.

    b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

    c) The involved driver will be advised of the decision and will be subject to a driving performance review per City policy. For law enforcement personnel this will likely be accompanied with disciplinary sanctions in accordance with City Personnel and appliable Department Policies.

“HOW TO DETERMINE PREVENTABILITY”

This guide is to be used by the Vehicle Safety Committee in determining if an accident is Preventable or Non-Preventable:

1. What is a Preventable accident?

   A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a Non-Preventable Accident?

   A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of Sweet Home.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

PERSONAL USE OF CITY VEHICLES

The City of Sweet Home prohibits the personal use of vehicles unless approved by supervisor as outlined in the Sweet Home Personnel policy and procedure handbook.

VEHICLE APPEARANCE

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum for housekeeping, but also to limit driving distractions.

SUGGESTIONS

The City of Sweet Home will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safe.

MOVING VIOLATIONS

Employees operating City vehicles or personal vehicles for the conduct of official City business will be liable for all speeding, traffic violations, and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free” accessory”. Texting while driving is prohibited.

PASSENGERS

Your supervisor must approve all non-City employee passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 4

SAFETY

Policy: City of Sweet Home Fleet and Safety Policy
Safety
Section 4

Purpose Policy to establish procedures to make sure that all vehicles that are used for City business are maintained to an acceptable level of safety and that basic devices are in operating condition.

~~SECTION 4~~

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition in accordance with established Department policy. A post-trip inspection should be made at the end of each shift and or vehicle use, to effectively report any damage or concerns on vehicle at the completion of the trip.

SAFE DRIVING

Be a Defensive driver:

A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert,

recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

Speed:

The maximum speed limit is the "posted speed limit". Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing:

When practicable, walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two persons available in the vehicle, one person should safely stand behind the vehicle to "spot" while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

Vehicles have NO right-of -way where pedestrians are concerned. Legally, pedestrians may walk on either side of the road, they can legally cross at all intersections whether marked by a crosswalk or not, and they can step out from behind a parked car on a busy city street. Never assume that pedestrians, especially younger children, see you.

Seat Belts and other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances, or medications

3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list in not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 5

ACCIDENTS AND INCIDENTS

Policy: City of Sweet Home Fleet and Safety Policy
Accidents an Incidents
Section 5

Purpose Policy to establish procedures for employees to follow in the event of an accident.

~~ACCIDENTS & INCIDENTS~~

~~1.~~ **YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.**

1. Get medical attention immediately, if needed. Prevent the moving of injured persons unless absolutely necessary.

~~1.~~ Contact ~~In case of an accident,~~ the Police Department or local law enforcement agency and your immediate supervisor as soon as possible. Be specific about location, time, extent of injury (if known) and damage, and how you can be reached.

2. If you cannot make contact with your immediate supervisor, contact your Department Head and/or the City Manager's office to notify them of the incident. Do not leave vehicle unattended after an accident except in an extreme emergency.

3. Park safely and set out warning devices. Do not leave vehicle unattended after an accident except in an extreme emergency.

~~2. Prevent the moving of injured persons unless absolutely necessary.~~

4. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, your entities name and offer to show your license.

5. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night

6. Stay at the scene of the accident until instructed by a police officer to proceed.

7. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.

~~3. Information needed to properly complete accident reports:~~

~~a) Location, time, and date~~
~~b) Make, model, type and license of other vehicles involved.~~
~~c) Registered owner of other vehicle(s) involved.~~
~~d) Driver's name, age, address, and license number of other vehicle involved~~
~~e) All occupants' names and addresses in other vehicles involved~~
~~f) Names and addresses of all possible witnesses~~
~~g) Name of police or local law enforcement agengy to which accident was reported.~~
~~h) Name and DPSST numbers of the police officers at the scene~~
~~i) Name of the insurance company which covers the other vehicles involved.~~
~~j) Names and addresses of persons injured and the extent of the injury.~~
~~k) Names of fire and/or medical personnel on scene.~~

~~4. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.~~

~~Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.~~

8. The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol when an employee is involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person, or which results in any property damage beyond damage determined by the City to be more than trivial (de minimis). In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.

9. Information needed to properly complete accident reports:

   a) Location, time, and date
   b) Make, model, type and license of other vehicles involved.
   c) Registered owner of other vehicle(s) involved.
   d) Driver's name, age, address, and license number of other vehicle involved
   e) All occupants' names and addresses in other vehicles involved
   f) Names and addresses of all possible witnesses
   g) Name of police or local law enforcement agengy to which accident was reported.
   h) Name and DPSST numbers of the police officers at the scene
   i) Name of the insurance company which covers the other vehicles involved.
   j) Names and addresses of persons injured and the extent of the injury.
   k) Names of fire and/or medical personnel on scene.

10. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.

    Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.

11. ~~**Seat Belts and other Safety Policies**~~

    ~~9. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.~~

10. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications

11. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list in not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

ACKNOWLEDGMENT OF RECEIPT

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the City of Sweet Home.

I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of City vehicles.

2. Maintaining a professional appearance of vehicle and equipment.
3. Ensuring safe operation of all vehicles and equipment.

4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports.

5. Submitting any accident reports.

6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record.

7. Keeping the City Manager's Office of changes in my driving status.

8. Failure to comply with the conditions listed above may result in disciplinary action including termination.

Employee Signature Date:~~I have received a copy of the **City of Sweet Home's** Fleet Safety Program Handbook, and confirm I have read, understand, and will abide by its contents. If I have any questions regarding the Handbook's provisions, I will discuss them with my supervisor.~~

ATTACHMENT A
DAILY DRIVER'S VEHICLE INSPECTION REPORT

Vehicle #: _____

Suggested Procedures:

1. Check under hood
2. Start engine
3. Proceed with the in-cab check
4. Walk around and examine the vehicle
5. Look under for leaks
6. Test brakes, steering and transmission before leaving.

IN CAB

❑ Mirrors, windshield, windows
❑ Horn, wipers and washers
❑ Defroster, heater
❑ Illuminated warnings
❑ Instruments and gauges
❑ Emergency equipment – fire extinguishers
❑ Seat belts
❑ Steering
❑ Cab – locks, latches, doors
❑ Brakes – service, parking
❑ Clutch

EXTERIOR

❑ Lights, flashers, signals
❑ Reflectors
❑ Tires, wheels, lugs, studs, drums
❑ Body Damage
❑ Cargo area condition – floor, wall, roof, door

Other Repair Found: _____

Vehicle Inspection Report: _____
Completed by: _____ Date: _____

All Repairs Completed:

Certified by: _____ Date: _____

~~Date~~ _____

~~Employee Signature~~ _____

~~Please read and sign, then return this page to the Human Resources~~

RESOLUTION NO. 13 FOR 2020

A RESOLUTION ADOPTING THE REVISED CITY OF SWEET HOME FLEET SAFETY POLICY

WHEREAS, it is in the best interest of the citizens of the City of Sweet Home and the employees of the City of Sweet Home that certain policies relating to Employee Safety by the City of Sweet Home be clearly set forth; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a manual of Fleet Safety Policies for City employees; and

WHEREAS, the adoption of these policies appear to be in the best interest of the City of Sweet Home and its employees, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

WHEREAS, the plan shall take effect upon adoption by resolution of the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the City Council hereby adopts the said Revised City of Sweet Home Fleet Safety Policy which is attached hereto.

This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 23rd day of June 2020.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder

City of Sweet Home

FLEET SAFETY PROGRAM

Updated May 26, 2020
Adopted by City Council
Resolution No. 13 for 2020

CITY OF SWET HOME
FLEET AND SAFETY POLICY

INTRODUCTION

Policy: City of Sweet Home Fleet and Safety Policy Introduction

Purpose

This Fleet Safety Program and vehicle operation rules are published for the information and guidance of employees of the City of Sweet Home. To drive safely is the first and foremost duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of Sweet Home and the driver.

Drivers are required to observe all State vehicle operation laws, procedures outlined in this manual, the City Personnel Policy, and any applicable department vehicle and equipment operation policies at all times.

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT TAKE THE TIME TO PERFORM IT **SAFELY!**

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 1

CONDITIONS FOR DRIVING VEHICLES

POLICY: City of Sweet Home Fleet and Safety Policy
Conditions for Driving Vehicles
Section 1

Purpose Policy regarding the criteria an employee must meet to be able to drive a City vehicle. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules

QUALIFICATIONS

To qualify as a driver of the City of Sweet Home's vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age, or 18 years of age if an employee. (per OSHA)

2. Must have a current state of Oregon Driver's License.

3. Must have in effect a current liability insurance policy for his/her personal vehicle.

4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving the City of Sweet Home's vehicles, or use of person vehicle for the conduct of official City activities.

5. Must have in possession while driving vehicles, a valid Oregon Driver License.

6. Be approved by your supervisor to drive on City of Sweet Home business.

7. Attended a sponsored defensive driving class at least once every three years.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

1. **No major violations in the previous three years.** Major violations include:
    - Driving under the influence of alcohol or drugs
    - Driving while license is suspended or revoked
    - Leaving the scene of an accident
    - Reckless driving
    - Road rage incidents
    - Other similarly serious violations
2. **No more than two minor violations in the previous three years.** Minor violations include:
    - Speeding 20 MPH or less over the posted limit
    - Failure to obey a traffic control or signal
    - Improper lane change
    - Failure to signal
    - Failure to yield the right of way
    - Other similar violations
    - Failure to wear a seat belt
    - Cell phone or texting violations
3. **No more than one at-fault accident in the previous three years.** All accidents are considered at-fault unless proven otherwise.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 2

DRIVER ELIGIBILITY AND SUPERVISION GUIDELINES MATRIC

Purpose: City of Sweet Home Fleet and Safety Policy
Driver Eligibility and Supervision Guidelines Matrix
Section 2

Purpose Establish guidelines to indicate those drivers who would be deemed unacceptable to drive a fleet vehicle or to drive a personal vehicle on company business.

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	1 or More
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 3

DRIVER SUPERVISON

Policy: City of Sweet Home Fleet and Safety Policy
Driver Supervision
Section 3

Purpose The Driver Supervision policy and operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on City business.

Policy

1. Motor Vehicle Records: The City monitors driving records as a component of Risk Management, in order to identify needs for driver improvement. If the record check reveals any traffic crimes, license suspension, multiple infractions as identified in the driver guideline matrix, the employee may be required to participate in additional driver safety training, or be subject to discipline up to and including termination of employment.

2. Accident Review: All vehicle accidents will be investigated by the Police Department or local law enforcement agency. Law enforcement vehicle accident/incident reports will be reviewed by the Safety Committee to determine preventability.

    a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.

    b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

    c) The involved driver will be advised of the decision and will be subject to a driving performance review per City policy. For law enforcement personnel this will likely be accompanied with disciplinary sanctions in accordance with City Personnel and appliable Department Policies.

“HOW TO DETERMINE PREVENTABILITY”

This guide is to be used by the Vehicle Safety Committee in determining if an accident is Preventable or Non-Preventable:

1. What is a Preventable accident?

   A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a Non-Preventable Accident?

   A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of Sweet Home.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

PERSONAL USE OF CITY VEHICLES

The City of Sweet Home prohibits the personal use of vehicles unless approved by supervisor as outlined in the Sweet Home Personnel policy and procedure handbook.

VEHICLE APPEARANCE

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum for housekeeping, but also to limit driving distractions.

SUGGESTIONS

The City of Sweet Home will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safe.

MOVING VIOLATIONS

Employees operating City vehicles or personal vehicles for the conduct of official City business will be liable for all speeding, traffic violations, and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free” accessory”. Texting while driving is prohibited.

PASSENGERS

Your supervisor must approve all non-City employee passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

SECTION 4

SAFETY

Policy: City of Sweet Home Fleet and Safety Policy
Safety
Section 4

Purpose Policy to establish procedures to make sure that all vehicles that are used for City business are maintained to an acceptable level of safety and that basic devices are in operating condition.

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition in accordance with established Department policy. A post-trip inspection should be made at the end of each shift and or vehicle use, to effectively report any damage or concerns on vehicle at the completion of the trip.

SAFE DRIVING

Be a Defensive driver:

A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.”

Speed:

The maximum speed limit is the “posted speed limit”. Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing:

When practicable, walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two persons available in the vehicle, one person should safely stand behind the vehicle to "spot" while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

Vehicles have NO right-of -way where pedestrians are concerned. Legally, pedestrians may walk on either side of the road, they can legally cross at all intersections whether marked by a crosswalk or not, and they can step out from behind a parked car on a busy city street. Never assume that pedestrians, especially younger children, see you.

Seat Belts and other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or

driving under the influence of alcoholic beverages, illegal substances, or medications

3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

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It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list in not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

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Policy: City of Sweet Home Fleet and Safety Policy
Accidents an Incidents
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Purpose Policy to establish procedures for employees to follow in the event of an accident.

YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.

1. Get medical attention immediately, if needed. Prevent the moving of injured persons unless absolutely necessary.

2. Contact the Police Department or local law enforcement agency and your immediate supervisor as soon as possible. Be specific about location, time, extent of injury (if known) and damage, and how you can be reached. If you cannot make contact with your immediate supervisor, contact your Department Head and/or the City Manager's office to notify them of the incident. Do not leave vehicle unattended after an accident except in an extreme emergency.

3. Park safely and set out warning devices. Do not leave vehicle unattended after an accident except in an extreme emergency.

4. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, your entities name and offer to show your license.

5. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night

6. Stay at the scene of the accident until instructed by a police officer to proceed.

7. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.

8. The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol when an employee is involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person, or which results in any property damage beyond damage determined by the City to be more than trivial (de minimis). In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.

9. Information needed to properly complete accident reports:

    a) Location, time, and date
    b) Make, model, type and license of other vehicles involved.
    c) Registered owner of other vehicle(s) involved.
    d) Driver's name, age, address, and license number of other vehicle involved
    e) All occupants' names and addresses in other vehicles involved
    f) Names and addresses of all possible witnesses
    g) Name of police or local law enforcement agency to which accident was reported.
    h) Name and DPSST numbers of the police officers at the scene
    i) Name of the insurance company which covers the other vehicles involved.
    j) Names and addresses of persons injured and the extent of the injury.
    k) Names of fire and/or medical personnel on scene.

10. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.

11. Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.

Supersedes: *SHPP Section*	*Adopted by City Council:*	*Effective Date:*
City Manager:		

ACKNOWLEDGMENT OF RECEIPT

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the City of Sweet Home.

I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of City vehicles.

2. Maintaining a professional appearance of vehicle and equipment.
3. Ensuring safe operation of all vehicles and equipment.

4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports.

5. Submitting any accident reports.

6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record.

7. Keeping the City Manager's Office of changes in my driving status.

8. Failure to comply with the conditions listed above may result in disciplinary action including termination.

_____ _____

Employee Signature Date:

ATTACHMENT A
DAILY DRIVER'S VEHICLE INSPECTION REPORT

Vehicle #: _____

Suggested Procedures:

1. Check under hood
2. Start engine
3. Proceed with the in-cab check
4. Walk around and examine the vehicle
5. Look under for leaks
6. Test brakes, steering and transmission before leaving.

IN CAB

- ❑ Mirrors, windshield, windows
- ❑ Horn, wipers and washers
- ❑ Defroster, heater
- ❑ Illuminated warnings
- ❑ Instruments and gauges
- ❑ Emergency equipment – fire extinguishers
- ❑ Seat belts
- ❑ Steering
- ❑ Cab – locks, latches, doors
- ❑ Brakes – service, parking
- ❑ Clutch

EXTERIOR

- ❑ Lights, flashers, signals, reflectors
- ❑ Leaks – water, oil, fuel, grease
- ❑ Tires, wheels, lugs, studs, drums
- ❑ Body Damage
- ❑ Cargo area condition – floor, wall, roof, door

Other Repair Found: _____

Vehicle Inspection Report:
Completed by: _____ Date: _____

All Repairs Completed:
Certified by: _____ Date: _____

REQUEST FOR COUNCIL ACTION

Title:	Adoption of 2020-2021 Operating Budget
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SH Charter Chapter 6; Sec. 20 (8) SH Financial Policy ORS Chapter 294
Towards Council Goal:	Goal 1.2: Increase community awareness of infrastructure needs and appropriate planning documents Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc. Goal 4.2: Lead community economic development efforts
Attachments:	2020-2021 Approved Budget Resolution No. 15 for 2020

Purpose of this RCA:

To review and adopt the 2020-2021 Budget for the City of Sweet Home.

Background/Context:

The City of Sweet Home Budget Committee, consisting of the seven community members and the seven City Councilors, met on April 29, 2020 to receive the Budget Message from the City Budget Officer and begin deliberations on the 2020-2021 Proposed Budget. The committee met three additional times on May 5th, May 14th and May 19th to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee unanimously approved an amended budget and approved the property tax rates for 2020-2021 at their May 19th meeting. The LB-1 form was posted on the City's website and social media pages on June 3, 2020 and the New Era posted the LB-1 on their social media page on June 4, 2020. A public hearing on the approved budget was held during the June 9, 2020 City Council meeting. With the completion of the Public Hearing, all steps for the adoption of the 2020-2021 budget have been completed per Oregon Local Budget Law (Oregon Revised Statutes Chapter 294).

The Challenge/Problem:

Will the City Council adopt the 2020-2021 Budget in the amount of $29,363,383 with transfers and contingencies, make appropriations and levy taxes for the City to continue operating after June 30, 2020?

Stakeholders:

- State of Oregon – State law requires most local government entities to adopt a budget prior to the start of each fiscal year. Additional resolutions are also necessary to receive State Revenue Sharing funds each fiscal year.
- City of Sweet Home residents – Citizens are provided essential services as a result of the adopted budget and expect those services will continue annually.
- City of Sweet Home City Council – Adopting the budget is required annually per Oregon Revised Statutes (ORS) Chapter 294 which necessitates the approval of spending and priorities contained therein by Council members.
- City of Sweet Home City Staff – Staff is responsible for compiling the budget annually based on the goals established by the City Council and priorities for citizens. An adopted budget allows staff to continue operations in their departments each year after June 30.

Issues and Financial Impacts:

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2020. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

Elements of a Stable Solution:

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2020-2021 fiscal year beginning July 1, 2020.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. *Amend the 2020-2021 Approved Budget*. The document presented to the Council was unanimously approved by the Budget Committee during their May 19th meeting. The Council could choose to revise the approved budget by increasing any expenditure, transfer out or contingency by $5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. *Adopt Resolution No. 15 for 2020, Adopting a budget for 2020-2021, Making Appropriations and Levying Taxes*. Council could choose to adopt Resolution No. 15 completing the budget process for the 2020-2021 fiscal year.

Recommendation:

Staff recommends option 3, *Adopt Resolution No. 15 for 2020, Adopting a budget for 2020-2021, Making appropriations and Levying Taxes*. The Budget Committee reviewed the budget and heard from the public regarding the proposed budget and chose to move the document, with adjustments, forward to the City Council for adoption. The Approved Budget provided meets various Council goals and includes staff best efforts to provide "real numbers" and demonstrate, through allocations, its plans and priorities for the coming fiscal year.

Resolution No. 15 for 2020

A RESOLUTION ADOPTING A BUDGET FOR 2020-2021, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2020 and ending June 30, 2021;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

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 Services Local Option Levy and non-advalorum – customer sewer usage charges not to exceed $37,642.71 and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
Permanent Tax Rate	$1.4157 per $1,000	
Local Option Levies	$9.0200 per $1,000	
Customer Sewer Usage Charges		$37,642.71

Be it further resolved that the City Council adopts the 2020-2021 budget approved by the Budget Committee in the total sum of $29,363,383 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2020 as follows:

General Fund		
Municipal Court	281,011	
Community & Economic Development	692,220	
Parks & Facilities	499,998	
Materials & Services	519,402	
Operating Contingency	78,173	
Transfers to Other Funds	99,847	$ 2,170,651.00
Special Revenue Funds		
Public Safety:		
Police Department	3,110,371	
Operating Contingency	237,788	
Transfers to Other Funds	83,944	$ 3,432,103.00
Library Services:		
Library	449,228	
Operating Contingency	18,262	
Transfers to Other Funds	13,000	$ 480,490.00

Internal Services:		
Executive & Legislative	324,712	
Finance	557,398	
Public Works Administration	485,432	
Personnel Services	104,029	
Materials & Services	17,138	
Operating Contingency	69,876	$ 1,558,585.00
State Gas Tax:		
Streets	446,214	
Capital Outlay	397,188	
Operating Contingency	30,242	
Transfers to Other Funds	1,940	$ 875,584.00
Street Maintenance & Improvements:		
Streets	300,000	
Transfers to Other Funds	- 0 -	$ 300,000.00
Project & Equipment Reserve:		
Police Department	138,000	
Public Works	230,000	$ 368,000.00
Path Program:		
Streets		$ - 0 -
Public Transit Grant:		
Materials & Services		$ 102,028.00
Weddle Bridge:		
Parks & Facilities		$ 5,018.00
Special Events:		
Materials & Services		$ 9,100.00
Economic & Community Development:		
Economic Development		$ 464,696.00
Community Center Operations:		
Materials & Services		$ 46,030.00
Parks & Recreation:		
Parks & Facilities		$ 41,873.00
Police/Emergency Dispatch Facility G.O. Bond:		
Transfers to Other Funds		$ - 0 -
Special Assessments:		
Transfers to Other Funds		$ - 0 -

Reserve Funds

Narcotic Enforcement Reserve:	
Police Department	$ 5,700.00

Storm Water System Development (SDC)		
Storm Water		$ 105,000.00
Capital Project Funds		
Water Capital:		
Water Operations		$ 362,188.00
Water Depreciation Reserve:		
Water Operations		$ 825,000.00
Wastewater Capital:		
Wastewater Operations		$ 95,000.00
Wastewater Depreciation Reserve:		
Wastewater Operations		$ 11,902,458.00
Storm Water Depreciation Reserve:		
Transfer to Other Funds		$ 142,870.00
Enterprise Funds		
Water Fund:		
Water Treatment	842,438	
Water Operations	756,229	
Debt Service	500,215	
Operating Contingency	70,143	
Transfers to Other Funds	589,536	$ 2,758,561.00
Wastewater Fund:		
Wastewater Treatment	921,852	
Wastewater Operations	619,536	
Debt Service	836,508	
Operating Contingency	75,069	
Transfers to Other Funds	764,000	$ 3,216,965.00
Storm Water Fund:		
Storm Water	41,854	
Transfers to Other Funds	53,629	$ 95,483.00
Total Appropriations		**$ 29,363,383.00**

PASSED by the Council and approved by the Mayor this 23rd day of June, 2020.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

2021

APPROVED BUDGET

City of Sweet Home

2020-2021 Operating Budget

For the period from July 1, 2020 through June 30, 2021

Vision Statement

WE, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

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 value assets available, we will be responsive to the community while planning and preparing for the future.

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2020-2021 Proposed Budget Message

TO: City Council
Budget Committee Members
Citizens of Sweet Home

FROM: Ray Towry, City Manager

DATE: April 29, 2020

Enclosed is the proposed 2020-21 budget for your review. This budget makes relatively positive assumptions and is opportunistic for the next year with the clear understanding of the need to be responsive to changes in revenues going forward.

Municipal budgeting is part science, part art, and part use of a crystal ball. The last three years have seen us successfully forecast General Fund revenues within 1%. Normal practice was to look for and identify local, state, and national trends; try to understand the impact that any new legislation may have upon our community; and utilize state budget forecasts to derive our revenue figures. Normal, however, went out the window with the onset of the COVID-19 pandemic. There is no trend to apply in this situation and while there are everchanging state projections we refer to; a crystal ball may prove to be the best tool we have for this budget. There is no blueprint or template to follow for our current situation.

The FY 2019-20 budget assumed $23,875,422 of revenue. The 2020-21 assumes $34,664,941 of revenue, an additional $10,789,519 primarily due to grants allowing continuation of the Wastewater Treatment Plant (WWTP) and Sankey Park projects and a reclassification of internal service charges.

Most of our revenues are from utility fees and property taxes. Changes in property taxes are delayed by at least a year for assessed valuations to catch up with changes in the real estate market, so we are cautiously optimistic for FY 2020-21. That said, this budget assumes a decrease in state pass through revenues such as the gas tax and payroll tax – both used to fund the street division. It also assumes a significant drop in the

Transient Occupancy Tax, a rise in uncollected property tax and no change in compression; all equating to less revenue than we would have forecast only a few weeks ago.

Compression fell to 19% for FY 2019-20, much better than the 30% - 35% we experienced during the recession. This FY 2020-21 budget assumes compression stays flat instead of continuing to decrease as it has for the past three fiscal years. We do anticipate the following year, FY 2021-22, will see an increase in compression with a correlating decrease to property values and property tax collections.

We preserve many capital projects in this budget. However, we are aware of the looming uncertainty and have forecast for it. We present this budget knowing full well some of it may not come to fruition as a result of the COVID-19 pandemic's effect on the economy. However, should we have the funding in the budget, the decreased costs for materials should present an opportunity to realize savings in projects and help stimulate the local economy at the same time. Oregon purchasing laws will require authorization from the City Council to advertise for a bid, accept the bid and approve a contract. The Council will need to vote on any effort to move a project forward. Yet, having the project in the budget allows the City to be agile and take advantage of lower market prices without missing potential windows of opportunity by having to convene special public hearings for additional budget appropriations.

That said, our sound financial practices and work in Salem allow us to assume a reasonably good financial outlook for the immediate future and ability to adjust expectations in following years as needed. Utilizing our updated forecasting formulas, this budget preserves at least five to six months of operating expenses for beginning fund balances in all funds out to 2024, except enterprise funds which remain at two months.

We enacted a spending freeze in March with the onset of the COVID-19 pandemic, as such you will see a large carryover from this year to next year. Street improvement projects were put on hold this year in an abundance of caution. The Wastewater Treatment Plant and Sankey Park project continue on-schedule because they are largely funded from outside grants. There are about $9.5 million dollars of outside funding were secured so far for these projects and we will continue to seek additional external funding for them. Failure to continue these projects would jeopardize those grant funds. These grant funds account for the increased spending in this budget.

City Council narrowly approved a slight increase for water rates for FY 2020-21. However, most consumers are still paying less than they did two years ago for their water. These rates allow for some much-needed capital item in the water delivery system. Namely a backwash system upgrade, variable frequency drive, 9th Avenue two-inch galvanized pipe and service replacement as well as replacement of water meters that are two to three times past their lifespan and erroneously reporting water usage. Should the economy not rebound we fully expect Council may cut back on the projects and lower the rate.

The community approved an increase in the Public Safety Levy in 2015. That increase and a recovering economy allowed sorely needed improvements to radio equipment, safety equipment, staffing, training, and the fleet vehicles within the Police Department. City Council stated they would not collect the entire Public Safety Levy of $7.85 per $1,000 assessed value if it was not needed. This budget follows through on that Council promise, asking to collect 30 cents less per $1,000, down to $7.55/$1,000 of assessed valuation. This is a savings of about $230,000 to the community. This lower collection rate and estimated loss of revenues equates to about $400,000 less revenue in the Public Safety Levy than last year. As a result, the Police Department is not filling two full time equivalent employees (FTE). However, the amount for one FTE is in the Police contingency fund, allowing Council to approve filling a position if conditions allow later in the year and returning FTE to 2020 levels.

We project the Library budget to remain relatively flat for the upcoming year because its revenues are almost strictly related to property taxes. Again, any decrease in property values as a result of the COVID-19 pandemic won't be reflected in property tax collections for at least a year.

This budget is designed to allow the community to continue moving forward and take advantage of falling market prices for goods and services, while allowing the City Council to maintain control over expenditures and adjust as needed.

Thank you all for your time. Thank you for the opportunity to serve you,

Raymond Towry
City Manager

Approved Changes from Proposed Budget

Account	Proposed	Approved	Variance
General Fund			
Revenues:			
100-002-335-014 (Marijuana Local Option Tax)	$0	$182,783	$182,783
Net to General Fund Balance			**+$182,783**

Public Safety Fund (Police Department)			
Revenues:			
200-007-311-010 (Current Property Taxes)	$2,855,822	$2,969,298	$113,476
200-007-335-014 (Marijuana Local Option Tax)	$184,783	$0	-$182,783
Total Revenue Adjustments	**$3,040,605**	**$2,969,298**	**-$69,307**
Expenses:			
200-007-421-110 (Staff Pay)	$1,407,701	$1,466,015	$58,314
200-007-421-210 (Group Insurance)	$419,259	$457,842	$38,583
200-007-421-220 (FICA/Medicare)	$117,312	$123,288	$5,976
200-007-421-230 (Retirement)	$217,233	$227,573	$10,340
200-007-421-250 (Unemployment Contribution)	$1,485	$1,543	$58
200-007-421-260 (Workers' Compensation)	$31,700	$33,372	$1,672
200-007-490-000 (Contingency)	$232,041	$237,788	$5,747
Total Expense Adjustments	**$2,426,731**	**$2,547,421**	**$120,690**
Net to Public Safety Fund Balance			**-$189,997**

Net Adjustments to Fund Balances	**-$7,214**

Vision Statement

WE, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

WE ASPIRE to make Sweet Home a community people find desirable to live in.
WE ASPIRE to have an effective and efficient local government.
WE ASPIRE to provide viable and sustainable infrastructure.
WE ASPIRE to provide viable and sustainable essential services.
WE ASPIRE to create an economically strong environment in which businesses and community members prosper.

Council Goals

Goal #1 - Infrastructure

- Develop specific steps for implementation of the adopted master plans.
    - Water
    - Sewer
    - Streets
    - Parks
    - Property

- Increase community awareness of infrastructure needs and appropriate planning documents.
    - Water
    - Sewer
    - Streets
    - Parks
    - Property

Goal #2 - Be an effective and efficient government.

- Update and streamline processes.
- Develop continuity in planning and permitting process.
- Invest in long-term staff stability and training.
- Develop transparency in all communications
- Continue to implement strong financial “best” practices.
- Employ sound technology to maximize efficiency.

Goal #3 - Essential Services

- Increase access to quality healthcare services in Sweet Home.
    - Memory Care
    - Senior Assisted Living
    - Physical Therapy
    - Urgent Care
    - Mental/Behavioral Health
- Improve community safety, police, community design, etc.
- Develop partnerships with regional services and work to connect them with the appropriate members of the public.

Goal #4 - Economic Strength

- Implement vitalization programs.
- Lead community economic development efforts.
- Develop economic opportunities with regional partners.
- Develop a downtown streetscape plan.

City Profile

City Overview

The City of Sweet Home, approximately 6.5k square miles, is the third largest city in Linn county and is located at the east end of the county. The city lies at the foot of the Cascade Mountains, next to the pristine Santiam River and near Foster and Green Peter Reservoirs.

Located in the Mid-Willamette Valley, Sweet Home offers close proximity to major urban areas for commuters and shoppers; Portland is 100 miles away, Salem is 50 miles away as is Eugene and Albany is 25 miles away.

Operating under the provisions of its own Charter and applicable state law, Sweet Home has a Council/Manager form of government. The City Council consists of seven members elected by the citizens of Sweet Home to serve overlapping terms of two and four years. The Mayor is elected by the Council members to serve for a term of two years. The current Mayor is Greg Mahler, a Sweet Home native.

The City of Sweet Home provides municipal services including police protection, emergency dispatch services, street construction and maintenance, library services, building and planning, zoning and general administration.

While the city contracts out the operation of its water and wastewater treatment plants, it continues to maintain the distribution and collection systems throughout the city.

History

Settlers first arrived in the Sweet Home Valley in 1851. Early settlers shared the valley with the friendly Santiam band of the Kalapuyan tribe. The camas plant and antlered game were plentiful.

The Native Americans occupied this part of Eastern Linn County until 1922 when Indian Lize, the last remaining member of the Kalapuyan tribe died.

This historic town began with two other names: the upper part of town was nicknamed Mossville, the lower part was called Buck Head. According to historians, Sweet Home was later named after the lovely green “Sweet Home Valley.” The winding clear water of the South Santiam River finds its way through the edge of the city where high, tree covered mountains tower over the small community.

In 1893, Sweet Home became an incorporated city in Linn County, Oregon. A toll gate was built a few miles east of town, charging travelers wanting to cross over the Cascade Range. As recently as 1878, Sweet Home consisted of only four-square blocks, totaling 32 lots. Almost overnight, because of the demand of lumber created by the defense program of the 1940s, the “sleepy little village” was transformed into a pulsing boomtown with logging operations starting throughout the area. A second “shot in the arm” was given to the community in 1962 when construction work began on nearby Green Peter Dam and continued as construction began on the Foster Dam in 1966. Instead of Sweet Home being hidden away by itself, as it was for 80 years, it now became the gateway to recreation and industrial activities in eastern Linn County.

During the 1980s, Sweet Home experienced a major decline in population and industry as environmental issues forced the closure of sawmills and logging operations. During these tough times, the community banded together and rode through the changes, eventually turning the tide of recession into a wave of progression. Throughout the 1990s, using grant dollars provided by the Federal government, Sweet Home’s downtown corridor was revitalized, small businesses were encouraged to come to Sweet Home, and assisted living facilities were built to accommodate a retiring community.

Today

Today Sweet Home offers a unique and very livable location for families who prefer the small-town lifestyle. It provides the best of two worlds – far enough off the I-5 corridor to be a comfortable rural community, yet close enough for quick trips to metropolitan areas. Individuals from Sweet Home pride themselves on their self-sufficiency and community cooperation. Yet the residents from this beautiful area can drive less than sixty miles to access two major universities, two metropolitan areas with all of their cultural and shopping opportunities, the state capitol and endless recreational opportunities.

Sweet Home attracts visitors year-round to its undeveloped, hidden beauty. In winter, the snowcapped Cascade Mountains boast both downhill and cross-country skiing. There is excellent deer and elk hunting in the fall. During the spring and summer, water sport enthusiasts enjoy sailing and water skiing on Green Peter and Foster Lakes. Visitors enjoy fishing on Foster Lake and campers and hikers use the many available parks and campgrounds around the area.

A stop at the remarkable East Linn Museum is a must for all visitors. The building and surrounding grounds house generations of artifacts that depict the many phases of Sweet Home's rich heritage. Axes, mauls and cross-cut saws are surviving reminders of early logging methods.

The Weddle Covered Bridge, a community restoration project that adjoins historic Sankey Park, is not only a favorite location for weddings, anniversary parties, music and dances, but also the background for the annual Oregon Jamboree. The Northwest's premier three-day country music and camping festival, the Oregon Jamboree more than doubles the population of Sweet Home for three days in August with more than 25 shows and a whole lot of fun.

Community Profile

Sweet Home has an estimated 9,340 residents. It is the third largest city in Linn County and the 66th largest in the State of Oregon. The City encompasses 6,439 square miles and is 537 feet above sea level. The largest employer in Sweet Home is the Sweet Home School District with over 300 full-time equivalent employees. The City of Sweet Home employs 66 people, including six City Councilors, one Mayor, one contracted Municipal Court Judge and one contracted City Attorney.

Year founded	1851
Date of incorporation	February 10, 1893
Form of government	Council / Manager
Total Assessed Value/Real Market Value of property	$550,426,130 / $805,050,958

2019 Community Statistics

Community & Economic Development

Building inspections	1,544
Building valuations	$23,045,683
Code Enforcement cases cleared	506
Commercial Exterior Improvement Program grants funded	4
Planning actions	45
Sankey Park phase two hours	208

Police Protections:

Calls for Service	8,639
Communications Dispatchers	4
Sworn Police Officers	15
Traffic stops	1,658

Library:

Materials circulated	49,882
Programs hosted	42
Registered library patrons	3,259
Resource sharing savings (regional collaboration)	$35,107

Streets:

Leaves collected	1,694 cubic yards
Miles of city streets	44
Miles of state highways	5.6
Street sweeping miles	4,142
Potholes fixed	544

Sewage Collection:

Miles of sanitary sewer	49.4

Water Distribution:

Miles of water lines	54
Number of residential and commercial hookups	3,400
Water leaks fixed	120

Parks

Number of city parks	5
Size of park lands	336 acres
Number of park mowing	129
Parks bathroom and garbage services	742 visits

Budget Committee

City Council Members

Greg Mahler, Mayor

Susan Coleman

Diane Gerson, President Pro Tem

James Goble

Lisa Gourley

Courtney Nash

Dave Trask

Citizen Members

Robert Briana

Derek Dix

Kenneth Hamlin

Dave Jurney

David Lowman

Gerritt Schaffer

Lisa Willson

Administrative Staff

Ray Towry, City Manager

Blair Larsen, Community & Economic Development Director

Jeff Lynn, Chief of Police

Brandon Neish, Finance Director

Rose Peda, Library Services Director

Greg Springman, Public Works Director

Budget Process

Budgeting in the State of Oregon

A budget as defined by Oregon Revised Statutes (ORS), is a financial plan containing estimates of revenues and expenditures for a given period or purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled by ORS. The state's local budget law is set out in ORS 294.305 to 294.520, and 294.555 and 294.565. Oregon local budget law has four major purposes:

Establish standard procedures
Outline programs and services and the fiscal policy to carry them out
Provide methods of estimating revenues, expenditures and proposed levies
Encourage citizen involvement in budget formulation before budget adoption

Budgeting in the City of Sweet Home

Budget Adoption

The City of Sweet Home prepares and adopts a budget in accordance with its City Charter and ORS 294.305 through 294.565. These statutes provide legal standards for preparing, presenting, adopting, implementing and monitoring the budget. The budget format for the 2018-2019 fiscal year was changed to allow for easier review and understanding. The budget is presented by department and consists of some consolidation of account codes to give the city greater flexibility in an ever-changing environment. Over-expenditures in any major category (personnel, materials & services and capital outlay) are prohibited and unexpended budget appropriations lapse at the end of the fiscal year.

The City Manager is the Budget Officer and has responsibility for management of the overall City budget and maintaining budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments. Under the City's expenditure limitation, total expenditures cannot exceed the final appropriation once the budget is adopted.

Budget Amendments

Supplemental budgets are adopted through the similar process used for the regular budget (including the use of public hearings but excluding Citizen's Budget Committee meetings) and shall not extend beyond the end of the year during which they are submitted. Supplemental budgets cannot be used to authorize a tax levy.

By transferring appropriations, the city usually has enough flexibility to carry out the programs prescribed in its adopted budget. There will be times, however, when an adopted budget has no authority to make certain expenditures or when revenues are received for which the City has no prior knowledge. In those cases, it is possible to use a supplemental budget to authorize expenditures and/or appropriate additional revenues in the current fiscal year.

The Budget Committee

The Budget Committee is the planning board of the city. It consists of the governing body (City Council) plus an equal number of local voters (citizen members of the Budget Committee) appointed by the Council. The City of Sweet Home has 14 Budget Committee positions, with the votes of all members equal. State law (ORS 294.336) mandates a budget committee for all Oregon local governments.

Appointive members of a budget committee serve for terms of three years. The terms must be staggered as near as practical. The Budget Committee reviews the proposed budgeted submitted by the City Budget Officer. In Sweet Home, this is the City Manager. The committee may approve the proposed budget intact or change part or all of it prior to final approval. After notices and publications are filed according to state law, the budget is forwarded to the City Council for one final Public Hearing and formal adoption prior to June 30. The fiscal powers of the Budget Committee are:

- Specify and approve the amount of tax revenue or tax rate for all funds.
- Establish the maximum total expenditures for each fund.
- Approve the total taxes for the local government as an amount or rate.
- Approve the proposed budget and forward it on to the City Council for adoption.

Basis of Accounting

Budget Basis

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectable within the current period, or soon after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, franchise fees and assessment lien installments received within approximately 60 of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for the interest on general long-term obligations which is recorded when due.

Audit Basis

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules and procedures necessary to describe accepted accounting practice at a particular time.

The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except the Proprietary Funds (i.e. water, wastewater and storm water). The audit uses the accrual method of accounting for the Proprietary Funds. The CAFR shows all the city's funds on both a budgetary and GAAP basis for comparison purposes.

Budgeting by Fund

The City of Sweet Home budget is organized internally on the basis of funds, or account groups, and is considered a separate accounting entity. While the budget is completed based on the various funds, the budget is displayed by department for the purposes of this document. The operations of each fund are accounted for with a separate set of self-balancing accounts. The various funds used by Sweet Home are grouped by two types: governmental and proprietary funds.

Governmental funds finance most of the city's functions and include the General Fund, Special Revenue, Debt Service and Capital Project funds. Proprietary funds are used to account for the city's activities that are similar to those often found in the private sector.

In the 2020-2021 approved budget, the City of Sweet Home has budgeted for revenues and expenditures in 27 funds.

Fund Type:	Fund Name:	Fund Number:
General	General Fund	100
Special Revenue	Public Safety Levy (expires June 2021)	200
	Library Services Levy (expires June 2021)	201
	Project & Equipment Reserve	202
	Narcotic Enforcement Reserve	204
	Internal Services Fund	290
	Community Center Operating	300
	Parks & Recreation	457
	Street Maintenance Improvement	570
	State Gas Tax	575
	Path Program	580
	Weddle Bridge	753
	Special Events	754
	Public Transit	755
	Economic & Community Development	760
Capital Projects	Water SDC Reserves	501
	Water Construction	502
	Water Depreciation	503
	Wastewater SDC Reserves	551
	Wastewater Construction	552
	Wastewater Depreciation	553
	Storm Water SDC	561
	Storm Water Construction	562
	Storm Water Depreciation	563
Proprietary/Enterprise	Water	500
	Wastewater	550
	Storm Water	560

Fund Resources and Purpose

FUND	PURPOSE	REVENUE
General Fund		
General Fund	The General Fund is used to account for all financial resources except for those to be accounted for in another fund. Municipal Court, Community & Economic Development and Parks are departments within the General Fund.	Receives revenues from property tax, interest, transfers from other funds, licenses, permits, state sources, contracts for services, municipal court fines, grants, leases, rents, refunds and donations.
Special Revenue Funds		
Public Safety Levy	The Public Safety Levy Fund is used to account for Police and Dispatch services.	
Library Services Levy	The Library Levy Fund is used to operate Library services.	The primary source of revenues for this fund is from a five-year local option levy.
Narcotics Enforcement	The Narcotic Enforcement Fund accounts for revenue received from other government agencies due to forfeiture or seized property.	The primary source of revenue is funds paid to the city by other governmental agencies.
State Gas Tax	The State Gas Tax Fund accounts for the maintenance and operation of the city's streets.	The primary sources of revenue are state shared highway funds.
Path Program	This fund is used for path development within the city.	The majority of this fund's revenue comes from a working capital carryover with ten percent of the state gasoline tax money transferred in.
Public Transit Grant	This fund is used for a pass-through grant the Senior Center receives to operate the bus service in Sweet Home.	The funds are received from the State of Oregon and sent directly to the Senior Center.
Community Center Operations	This fund was established to pay for utilities associated with the operations of the Senior Center and Boys & Girls Club in the community center.	Revenues come from reimbursements from the Senior Center and Boys & Girls club each quarter as billed by the City.
Parks & Recreation Program	This fund began with the construction of the skate park to help fund projects or improvements in the parks in Sweet Home. Requests from this	Donations received on water bills and directly from people to support park improvements are kept in this account.

	fund need to be authorized by City Council.	
Weddle Bridge	This fund is used for the preservation of Weddle Bridge in Sankey Park.	Funds have been transferred from the General Fund in the past and donations directly for the bridge are recognized in this fund.
Special Events	Special events for fundraisers for parks or nonprofits in Sweet Home are recognized in this fund.	Sponsorships and registrations for special events are posted in this fund. Council has also transferred funds to help support these events.
Economic & Community Development	The Budget Committee renamed the Housing Rehabilitation Fund in order to use old repaid loans that have been sitting inactive for years.	Receives revenues from repayment of housing rehabilitations funds originally provided through federal programs which will be used for Economic Development projects.
Special Assessments	This fund was created in 1978 when 237 assessments were levied against properties who benefited from the Foster Midway sewer project. Only six assessments remain and collection is rare. Any payments are transferred to the General Fund.	Assessment payments are recognized in this fund and transferred to the General Fund.
Reserve Funds		
Project/Equipment Reserve	This fund is used to accumulate funds for future equipment purchases and projects specific to departments.	The revenue in this fund comes from inter-fund transfers from other funds within the city.
Building Reserve	The Building Reserve Fund is used to accumulate funds for future capital expenditures related to city-owned buildings and property.	The primary source of revenue is transfers from the General Fund.
Water System Development (SDC) Reserve	The SDC reserve is used to accumulate funds for future water system development costs.	The primary sources of revenue come from water system development charges.
Wastewater System Development (SDC) Reserve	The SDC reserve is used to accumulate funds for future sewer system development costs.	The primary sources of revenue come from wastewater system development charges.
Storm Water System Development (SDC) Reserve	The SDC reserve is used to accumulate funds for future storm water system development costs.	The primary sources of revenue would normally come from storm water system development charges but since there are no fees established, any revenue recognized in this fund would be transfers in from the storm water fund.

Enterprise Funds		
Water	The Water Fund accounts for the resources and expenses related to the supply, treatment and distribution of water.	The primary source of revenue is user fees.
Wastewater	The Wastewater Fund accounts for the resources and expenses related to the supply, treatment and collection of sewage.	The primary source of revenue is user fees.
Storm Water	The Storm Water Fund accounts for the resources and expenses related to the maintenance of the city's storm water system.	The primary source of revenue is user fees.
Capital Funds		
Street Maintenance Improvement	The Street Maintenance Improvement Fund is used to accumulate funds for future construction and maintenance of city streets.	The primary source of revenue is interest earned on money transferred to the city from Linn County in 1991-92 with a road transfer agreement.
Water Capital	Expenditures from this fund are used to build and improve the water treatment plant and water lines.	Revenues are from bond sales, state grants, loans and transfers in from the Water Operating Fund.
Wastewater Capital	Expenditures from this fund are used to build and improve the wastewater treatment plant and collection lines.	Revenues are from bond sales, state grants, loans and transfers in from the Wastewater Operating Fund.
Storm Water Capital	Expenditures from this fund are used to build and improve the storm water system.	Revenues are from bond sales, state grants, loans and transfers in from the Storm Water Operating Fund.
Water Depreciation	This fund was developed after the 2000 rate study. This fund will be used for upgrades and replacement of the current system.	Transfers from the Water Operating Fund equal to the depreciation of assets in the audit are made annually.
Wastewater Depreciation	This fund was developed after the 2000 rate study. This fund will be used for upgrades and replacement of the current system.	Transfers from the Wastewater Operating Fund equal to the depreciation of assets in the audit are made annually.
Storm Water Depreciation	This fund is to be used for upgrades and maintenance of the current storm water system.	Revenues would be transfers from the Storm Water Operating Fund.

Budget Summary
Fiscal Year 2021

Introduction

This section of the budget document provides an overview of the financial information related to the operations of the City of Sweet Home for fiscal year 2020-2021 as well as information on longer term financial planning considerations.

Summary of the Operating Budget

The approved budget for FY 2020-2021 is balanced per state law. The city's projected new revenue for the year is expected to be $21.7 million. The expenditure budget includes $25.7 million for operating expenses (which includes $11.9 million in construction funds for the Wastewater Treatment Plant) and $1.3 million in non-operating expenditures for a total budget of $27.0 million. While this leads to a spending deficit of $4.0 million, the difference will be backfilled by a $13.1 million beginning fund balance which is roughly equal to six months of general operating expenses. Without the treatment plant expenses, the City would be adding $4.2 million to its fund balances.

Consolidated Financial Summary for All Departments

	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget	Variance from 19-20 Adopted	% Variance
Revenue						
Beginning Balance	$11,030,377	$10,397,757	$13,062,436	$13,062,436	$2,664,679	25.6%
Property Taxes (current)	$3,717,433	$3,867,674	$3,961,493	$4,074,969	$207,295	5.4%
Service Charges	$1,486,748	$1,203,590	$1,297,660	$1,297,660	$94,070	7.8%
Grants, Gifts and Donations	$1,098,120	$2,523,358	$9,023,621	$9,023,621	$6,500,263	257.6%
Internal Svc Reimb.	$0	$0	$1,307,074	$1,307,074	$1,307,074	N/A
Utility Fees	$5,316,819	$5,629,599	$5,633,779	$5,633,779	$4,180	0.1%
All Other Revenues	$495,531	$253,444	$378,878	$378,878	$125,434	49.5%
Total Revenues	**$23,145,028**	**$23,875,422**	**$34,664,941**	**$34,778,417**	**$10,902,995**	**46.7%**
Expenditure by Category of Expense						
Personnel Services	$5,042,257	$5,502,598	$5,522,574	$5,637,517	$134,919	2.5%
Materials & Supplies	$3,396,629	$3,583,659	$5,198,202	$5,198,202	$1,597,713	44.6%
Capital Outlay	$1,854,335	$6,512,641	$14,862,622	$14,862,622	$7,974,981	122.5%
Debt Service	$1,337,724	$1,372,482	$1,336,723	$1,336,723	$-35,759	-2.6%
Transfers	$0	$0	$0	$0	$0	N/A
Contingencies	$0	$394,059	$573,806	$579,553	$185,494	47.1%
Unapprop/End Balance	$11,514,083	$6,509,983	$7,171,014	$7,163,800	$653,817	10.0%
Total Exp & Fund Balance	**$23,145,028**	**$23,875,422**	**$34,664,941**	**$34,778,417**	**$839,311**	**3.5%**

Revenue Summary

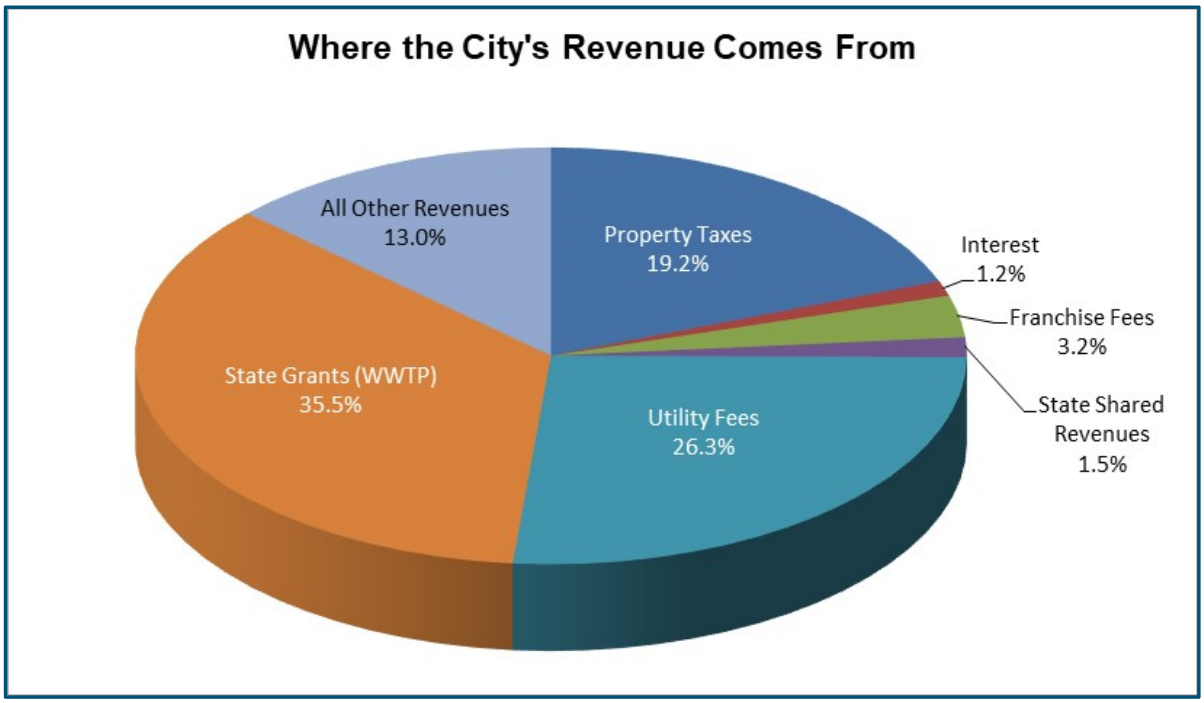
Revenue projections are the core of the budget process and are developed early in the process to provide parameters within which department requests are evaluated. The city conservatively projects revenues to minimize the impact of fluctuations in the economy and unexpected reductions in city revenue. In the past, market value has declined instead of increasing potentially reducing the tax revenue the city receives. In years where there is no decline, the conservative predictions allow the city to build reserves and fund much needed infrastructure projects.

For the 2020-2021 budget, revenue has also been separated into the individual departments based on what is considered dedicated revenue. For example, the Finance Department is responsible for the processing of passport applications and photographs. The revenue generated from those responsibilities has been placed in the Finance budget to adequately depict what resources are necessary to fully fund a department. In the case of Finance, the revenue generated from dedicated revenues is not enough to fully fund department expenses which means that funding from non-departmental resources must be used to backfill.

Assumptions used in developing this year's revenue projection were based on a five-year trend (when possible) and include:

- Property tax: In the general fund, 3% assessed value increases on properties in Sweet Home and a 2% reduction in tax collections; the police and library funds are similar but include calculations for compression which are projected to remain at 19%.
    - For the Police Levy, the City proposed taking $7.55 per $1,000 assessed value, a one-time $.30 per $1,000 assessed value decrease in the levy rate, resulting in savings to property owners of $70 for a $235,000 property. The Budget Committee revised the proposal, opting to tax the full levy for $7.85 per $1,000 assessed value.
- Changes to anticipated franchise revenue received based on historical trends.
- Changes in state revenue sharing based on revised state projections.
- Increase in water rates to cover necessary expenses in fund and complete essential projects that will benefit the long-term stability of the City's distribution system. No increase in wastewater rates or storm water fees.

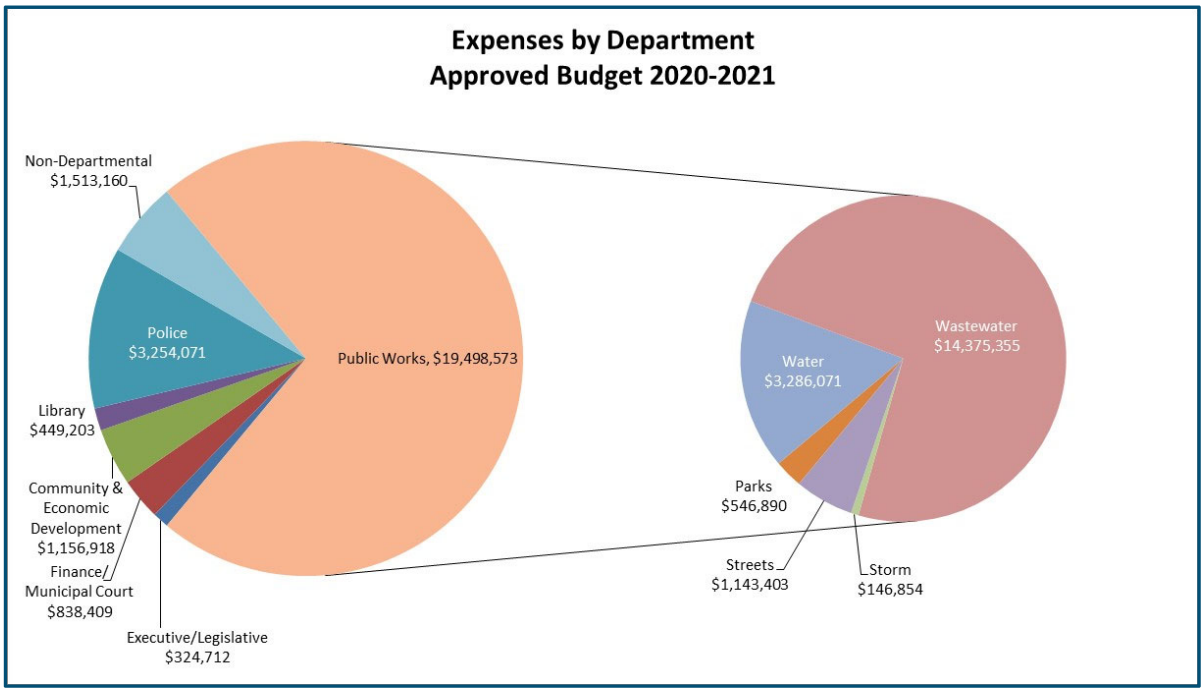
Revenues for fiscal year 2020-2021 are not enough to completely balance the expenditures totaling $27.0 million, of which $11.9 million is slated for the construction and rehabilitation of the Wastewater Treatment Plant. As a result, the city expects to utilize beginning fund balances to offset the shortfall in generated revenue. Of the $21.7 million in generated revenue, the largest portion (35.5%) comes from grants provided by the State of Oregon for the Wastewater Treatment Plant. Across the City's budget, the state contributes 37.0% of total revenues while citizens and customers contribute 45.5%.



Expense Summary

Under Oregon Local Budget Law, the city has the authority to appropriate all revenue sources. The City of Sweet Home therefore prepares an annual budget and financial plan for all funds which mean that funds are appropriated. The only exception to this is unappropriated amounts set aside to carry funds over to the following budget year until tax money is received in the General Fund, Public Safety Levy and the Library Levy.
This year, the city has budgeted via the various funds listed on pages 15-17 but for the purposes of displaying this budget has grouped the budget by department. The idea is to produce a more outcomes-based budget and to make the budget easier to review and find information quickly. Appropriations by department are depicted below.

Public Works, the largest department in the city organization both by staffing and total expenditures consumes nearly three-quarters of the city's total expenses. The Police Department accounts for 11.9%. 76% of the staff within the city work between either Public Works or the Police Department, a major driver for the expenses outlined below.



Property Taxes

The city levies three tax amounts each year; a permanent rate for general operations, a local option levy for police services and a local option levy for library services. Revenues from the permanent and local option tax rates are subject to Measure 5 compression by Oregon law. Under Measure 5, compression occurs when the general government tax rate for all taxing entities exceeding $10 per $1,000 of real market value (RMV). Each taxing entity's rate, beginning with the Local Option Levies, are proportionately reduced until the $10 limit is met. This is done on a property-by-property basis. There are currently nine taxing entities sharing the $10 tax rate.

Use

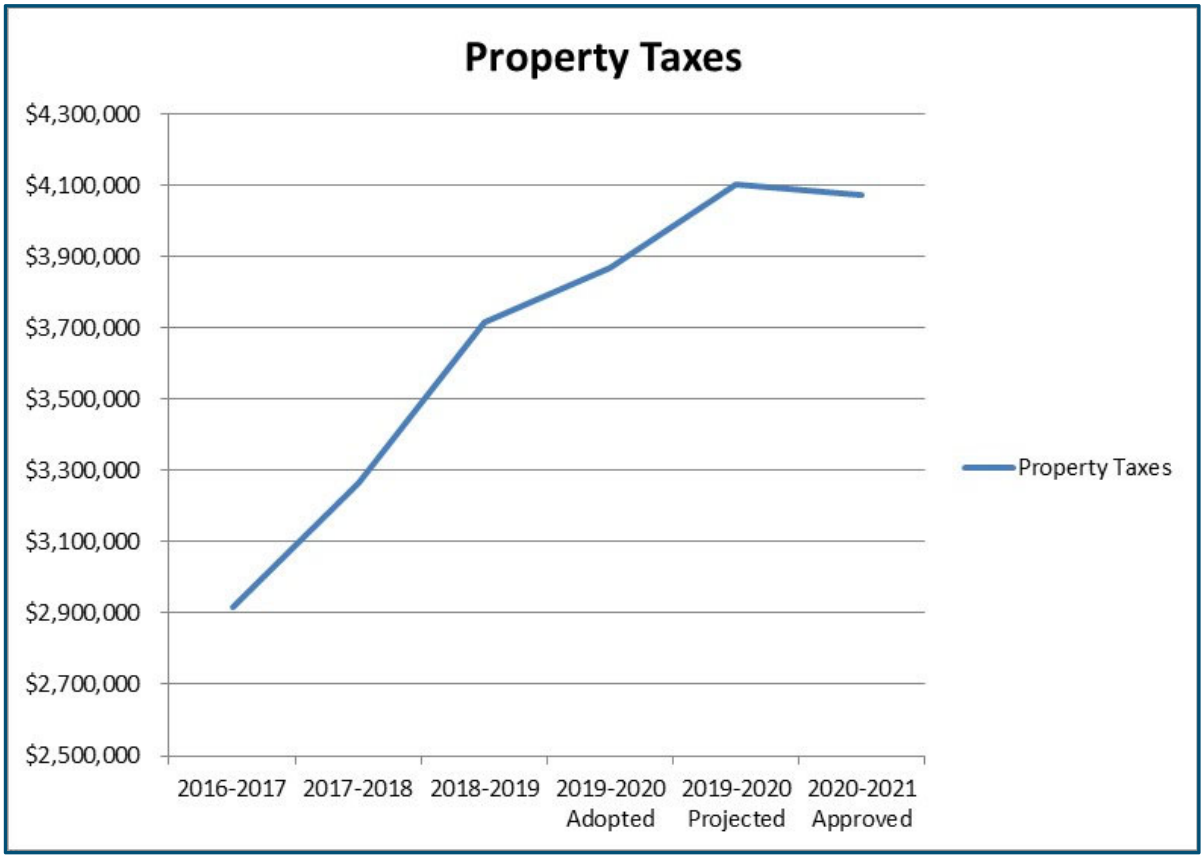
The permanent rate for general operations is $1.4157 per $1,000 Assessed Value (AV) as determined by the Linn County Assessor's Office. This is the maximum amount the city can levy under the Oregon Constitution. Voter approval is needed to levy additional taxes. The local option levy for Police Services must be renewed by Sweet Home voters every five years. This is a temporary levy and was last approved by voters in November 2016. The renewal included a rate increase from $6.40 to $7.85 per $1,000 AV. These revenues are used exclusively for police services and cannot be used for any general operations. For the 2021 fiscal year, staff is proposing that the Budget Committee approve the Police Department budget using a $7.55 per $1,000 AV rate, a $.30 decrease in the taxing rate. The local option levy for Library Services is also renewed by Sweet Home voters every five years. This temporary levy was approved by voters in November 2016 with a rate increase from $.82 to $1.17 per $1,000 AV. These revenues can only be used to fund library services.

Assumptions

The Budget Committee approved a 2.7% increase on the receipt of permanent tax revenue, a 6.1% increase for the Public Safety Levy, and a 9.0% increase for the Library Services Levy. Historically, the city has seen a smaller increase on the permanent tax receipts as it is the last tax rate to be compressed under Measure 5. As a result, the increased tax revenue assumes that properties have increased in their AV at the 3.0% per year allowance. After a period of increasing property tax receipts, the City is projecting a small decrease in property tax revenue due to the COVID-19 pandemic. The assumption utilized includes a reduced collection rate as

individuals defer their mortgage payments and a flattening of compression at 19% for the two levy funds as the real estate market levels off.

Property Taxes Received					
	General	Police Levy	Library Levy	Total	Change
2017-18	$617,935	$2,302,769	$343,215	$3,263,919	11.9%
2018-19	$634,765	$2,682,810	$399,858	$3,717,433	13.9%
2019-20 Adopted	$663,288	$2,798,260	$406,126	$3,867,674	4.0%
2019-20 Projected	$673,543	$2,985,220	$444,486	$4,103,239	10.4% (from 18-19 actual)
2020-21 Proposed	$663,113	$2,855,822	$442,558	$3,961,493	-3.5% (from 19-20 projected)
2020-21 Approved	$663,113	$2,969,298	$442,558	$4,074,969	-0.6% (from 19-20 projected)



Service Charges

Service charges consist of many different line items in the Sweet Home budget. The budget lines that make up the service charges are defined by the Oregon LB-1, Notice of Budget Hearing form. It includes revenues from any charges the city imposes for services provided. This includes franchise fees, permitting and licensing fees and others. What is included in service charges on the LB-1 form but not in this budget document is utility revenue; funds received from customers for water and sewer usage.

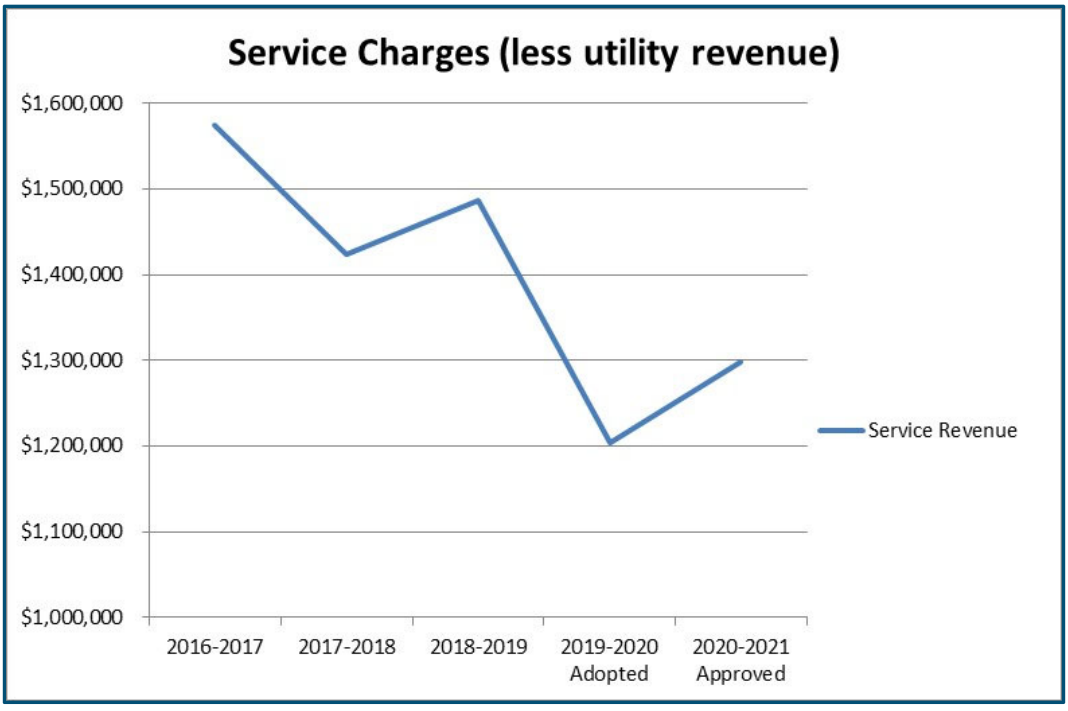
Uses

The broad net under which service charges fall includes revenue that is spread across many funds. For example, water connection fees are contained in fund 500 while franchise fees are collected in the general fund, fund 100. The revenue tagged as a service charge is unrestricted in all funds and can be spent on all operational needs.

Assumptions

The COVID-19 pandemic makes service charges very hard to predict. Given the economic slowdown that has paralleled the pandemic, the City has reduced or held flat its projections on these fees. The increase in this section comes from a change in accounting practice related to public transportation grant funds in accordance with advice from the City's auditors.

Service Charges Received			
	Revenues	Increase/(Decrease)	% change
2017-18	$1,423,154	$-151,530	-9.6%
2018-19	$1,486,748	$63,594	4.5%
2019-20 Adopted	$1,203,590	$-283,158	-19.0%
2020-21 Proposed	$1,297,660	$94,070	7.8%
2020-21 Approved	$1,297,660	$94,070	7.8%



Gifts, Grants and Donations

The city receives funding by way of grants from State and Federal agencies along with contributions from individuals and businesses. The State of Oregon defines this line as revenues given to the city by others during the budget year including revenue sharing from the state.

The lion's share of this funding is grants and state revenue sharing. Revenue sharing is distributed to assist cities provide basic services and meet the community's needs. Historically, the state has shared revenue received from taxes on cigarette, liquor, gas and now, marijuana sales. Commonly called "sin taxes," these revenues are primarily proportioned out to cities based on population with the exception of the marijuana tax which will be proportioned out based upon licenses issued by the state. The state used a population of 9,340 to calculate the revenue Sweet Home can expect to receive.

Use

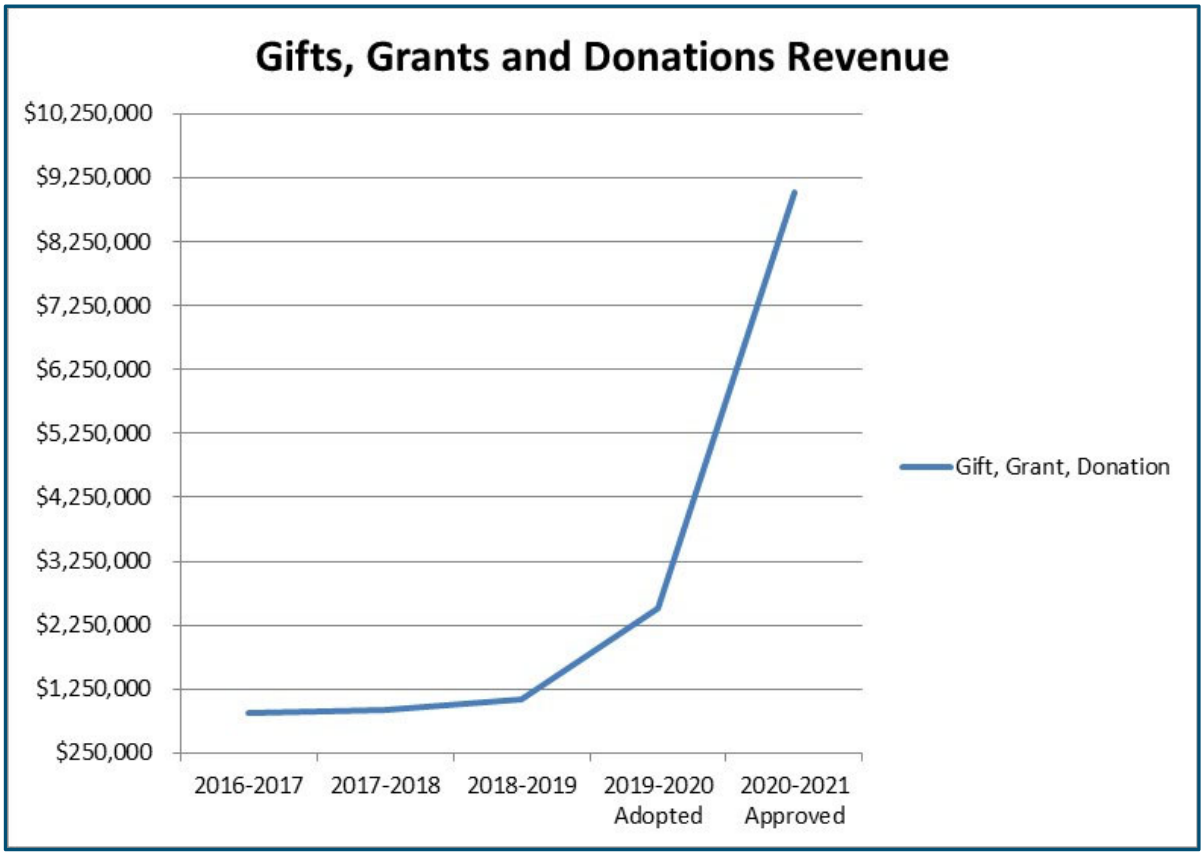
The city recognizes the cigarette taxes, liquor taxes, marijuana taxes and state revenue sharing revenues in the General Fund. There are no restrictions on these revenues. The gas tax revenue is recognized in the State Gas Tax Fund and is dedicated to street maintenance projects in Sweet Home.

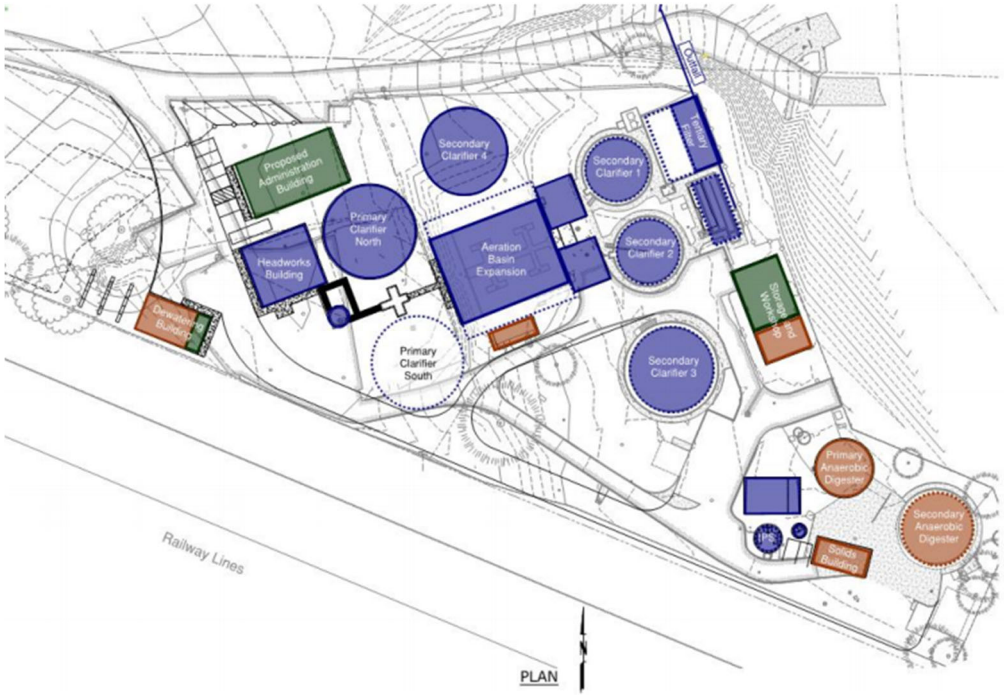
Grants and donations received by various departments is generally restricted for certain uses. For example, the 2020-2021 approved budget includes $7.7 million in expected receipts from the state of Oregon to aid in the construction of the rehabilitation project at the Wastewater Treatment Plant. The revenue has been budgeted in the Wastewater Depreciation fund where construction funds are budgeted to begin the process to overhaul the plant. Donations received for parks projects are budgeted in the Parks & Recreation fund to continue the great work toward improving city parks.

Assumptions

A significant increase was budgeted in Gifts, Grants and Donations thanks in no small part to the contributions from the State of Oregon for the City's Wastewater Treatment Project. In total, approximately $13.0 million has been dedicated to the City for this project in the form of both grants and loan forgiveness guarantees. This will significantly reduce the burden on the City and its utility customers in paying for the $28.2 million plant renovation and set Sweet Home up for future successes. The proposed budget also includes the Oregon Parks & Recreation Grant funds which the City applied for in April 2019 and was awarded in August 2019. The City received $243k from this grant and will draw down $134k in this fiscal year. The grant is funding projects in Sankey Park as part of its master plan.

Gifts, Grants and Donations Received			
	Revenues	Increase/(Decrease)	% change
2017-18	$911,099	$47,952	5.6%
2018-19	$1,098,120	$187,021	20.5%
2019-20 Adopted	$2,523,358	$1,425,238	129.8%
2020-21 Proposed	$9,023,621	$6,500,263	257.6%
2020-21 Approved	$9,023,621	$6,500,263	257.6%





Wastewater Treatment Plant Rehabilitation Plan

Utility Revenues

The City produces and sells potable water for customers inside the city limits and for a small number of customers outside city limits. The city also levies a charge on each user for the city's sewage system having a sewer connection or otherwise discharging sewage, industrial waste or other liquids in the city's sewage system. In 2008, the city began collecting a storm water drainage utility fee that has not increased since its inception. The rates are based on a customer using 300 cubic feet initially before being charged a commodity per 100 cubic feet.

Uses

The revenue generated by water, wastewater and storm water fees are used to cover the cost of operations, administration, maintenance and replacement of the city's water treatment and distribution system, the wastewater collection and treatment system and preventive maintenance in the storm water system to minimize local flooding.

Structure

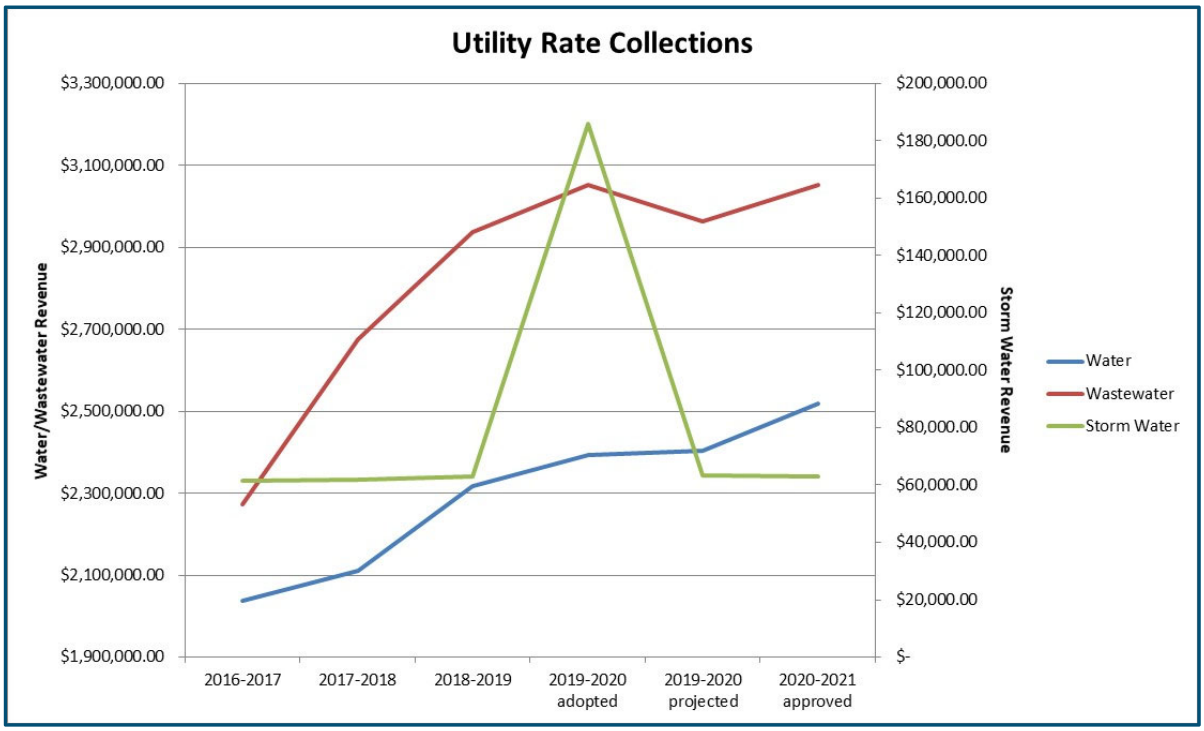
Water rate* - $21.70 base charge + $10.28 per 100 cubic feet (1 cubic foot = 7.48 gallons)
Wastewater rate - $40.87 base charge + $9.78 per 100 cubic feet
Storm water - $1.00 per Equivalent Dwelling Unit (EDU)

* Rate for residential customer with ¾" meter (standard)

Assumptions

The Budget Committee approved the budget with no changes to the wastewater and storm water rates in the 2020-2021 budget. After Council review and adoption, the Budget Committee did approve a budget for the water utility which includes a 10.1% increase in the average, 600 cubic foot water rate ($4.80 monthly increase for average residential user). For 43.7% of our consumers, the adopted rate increase is 8.6% or $1.71 per month. The revised rate was reviewed and adopted by the City Council during their meeting on April 14, 2020 after three meetings discussing the rate and available options. The increase of the water rate ensures adequate fund balance in the future and provides some space for capital projects that are essential to the long-term viability of the City's distribution system and others that are included in the five-year Capital Improvement Plan.

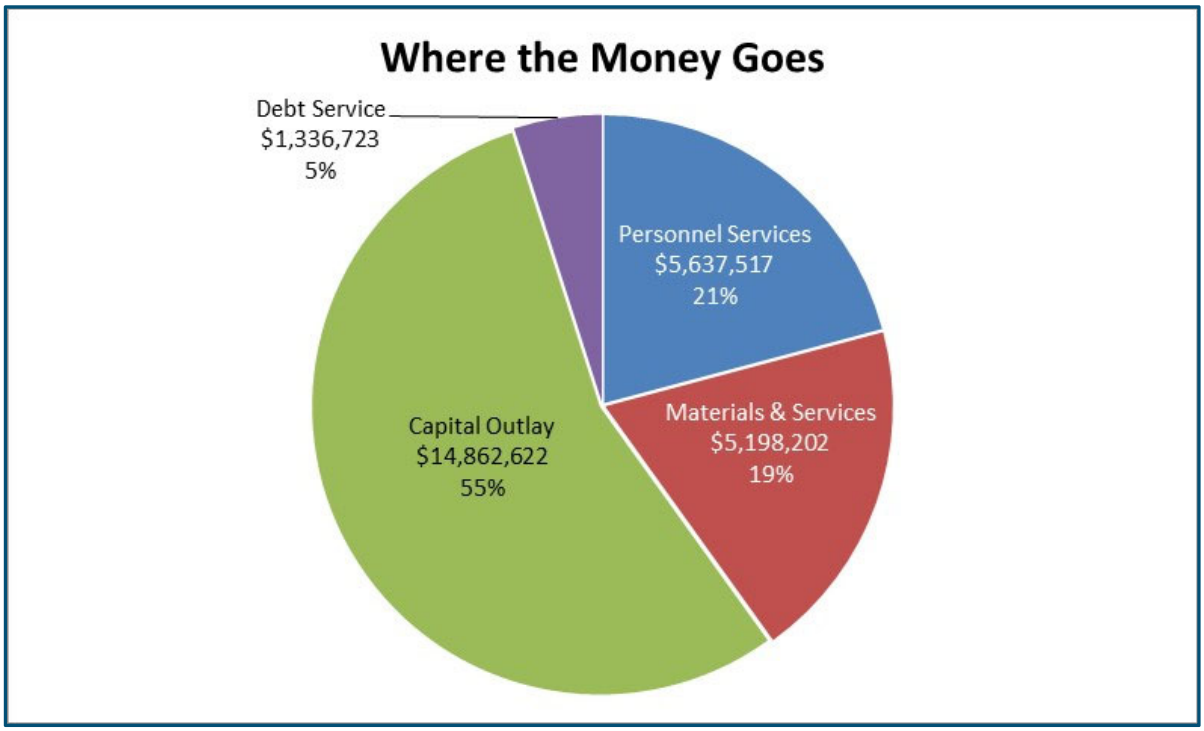
Utility Fee Revenues Received			
	Revenues	Increase/(Decrease)	% change
2017-18	$4,846,697	$475,370	10.9%
2018-19	$4,846,697	$475,370	10.9%
2019-20 Adopted	$5,346,066	$499,369	10.3%
2020-21 Proposed	$5,595,804	$249,738	4.7%
2020-21 Approved	$5,595,804	$249,738	4.7%


Utility Rate Collections
$3,300,000.00
$3,100,000.00
$2,900,000.00
$2,700,000.00
$2,500,000.00
$2,300,000.00
$2,100,000.00
$1,900,000.00
Water/Wastewater Revenue
$200,000.00
$180,000.00
$160,000.00
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$-
Storm Water Revenue
2016-2017
2017-2018
2018-2019
2019-2020 adopted
2019-2020 projected
2020-2021 approved
Water
Wastewater
Storm Water

Appropriations by Classifications

In addition to reviewing the budget by department, it is important to know how much of the budget is being spent on certain classifications of expenditure. The City budgets using six major classifications: personnel services, materials & services, capital outlay, transfers, debt service and contingencies.

The largest category of expenditures in the operating budget at 54.6% is dedicated to Capital Outlay. The capital budget typically consumes the largest piece of the appropriations pie due to the price tag on equipment and infrastructure however, this fiscal year, capital spending is proposed to be significantly higher than normal due to the slated construction at the Wastewater Treatment Plant. Second to capital, personnel services, which consists of 20.8% of the total operating expenditures this year, is the largest cause for concern as wages and benefit costs continue to rise. For the 2020-2021 fiscal year, benefits and other requirements of the city for federal and state taxes total 34.3% of the total cost of labor. That means for every $1 the city spends on wages, it will spend an addition $.34 to cover other payroll expenses (OPE). OPE includes health/dental/vision insurance, Social Security, Medicare, retirement and workers' compensation benefits.



Personnel Services

The personnel services budget includes salaries and wages paid to full-time, part-time and contracted employees. Additionally, the benefits as described above are included as well. Personnel costs make up 20.8% of the city's total expenses and in some departments can account for over 80% of the department's total expenditures.

Department	Personnel Expense (Proposed)		Personnel Expense (Approved)		% of Dept. Expenditures
Non-Departmental	$589,458		$589,458		42.1%
Executive/Legislative	$280,762		$280,762		86.5%
Finance & Municipal Court	$623,931		$623,931		74.4%
Community & Economic Development	$492,122		$492,122		42.5%
Library	$239,243		$239,243		53.0%
Police Department	$2,271,940		$2,386,883		73.4%
Parks	$194,157		$194,157		35.5%
Water	$358,838		$358,838		12.3%
Wastewater	$186,613		$186,613		1.3%
Storm Water	$38,504		$38,504		26.2%
Streets	$247,006		$247,006		21.6%
Total Personnel Expense	$5,522,574		$5,637,517		20.5%

The city has two separate represented bargaining units. The American Federation of State, County and Municipal Employees (AFSCME) covers all the city's non-management, general employees working half-time or more in City Hall, Court, the Library and Public Works. The Sweet Home Police Employees Association (SHPEA) covers all non-management police officers and dispatchers in the Police Department. Non-represented (management) employees do not have a labor agreement.

Salaries are budgeted at the current pay level with step increases approved based on each employee's annual review date and the existing pay schedules, sans positions already at the top step. At the time of initial publication, negotiations were still on-going with the AFSCME union after their contract expired June 30, 2019. The City and SHPEA settled in December 2019. The SHPEA contract included a 4.0% cost of living adjustments (COLA) for dispatchers and 3.0% for Police Officers, Detectives, Community Services Officer and the School Resource Officer in year one (FY2020). For the 2021 fiscal year, COLAs of 3.0% are budgeted for all SHPEA employees as written in the contract. Additional compensation such as certificate incentives, recognition of longevity, in-lieu of holiday pay, overtime, standby time and temporary duty assignments are also included in the calculations. Given the on-going nature of the AFSCME negotiations, the approved budget contains contingency funds that should cover additional increases should it be necessary, though an estimated increase for 2021 is included in the figures.

Health insurance costs are budgeted with an increase of 5.5% over the 2019-2020 rates. Employees continue to pay 5% of the total premium costs. For general service employees and non-sworn police employees, the city continues to pay 12% of salary into an ICMA retirement account (15.7% for management employees). Sworn police officers are required by Oregon law to participate in PERS which currently sees a city contribution of 12.98% and 7.99% for PERS Tier 1 or 2 and OPSRP respectively. In addition, the city provides an additional 6% for each category. For the upcoming fiscal year, the PERS rates for Sweet Home are slated to increase 0.85% and 2.43% depending on the program the Officer is in. Over the next six to ten years, the Police Levy will incur steep cost increases as PERS rates are expected to climb approximately 5% of payroll in each biennium for the foreseeable future. The silver lining in this is that the city will not see cost increases like that of other cities as

only 21% of our total retirement costs are associated with PERS. Nonetheless, it is an issue for the city and the Budget Committee to remain aware of in the long-term.

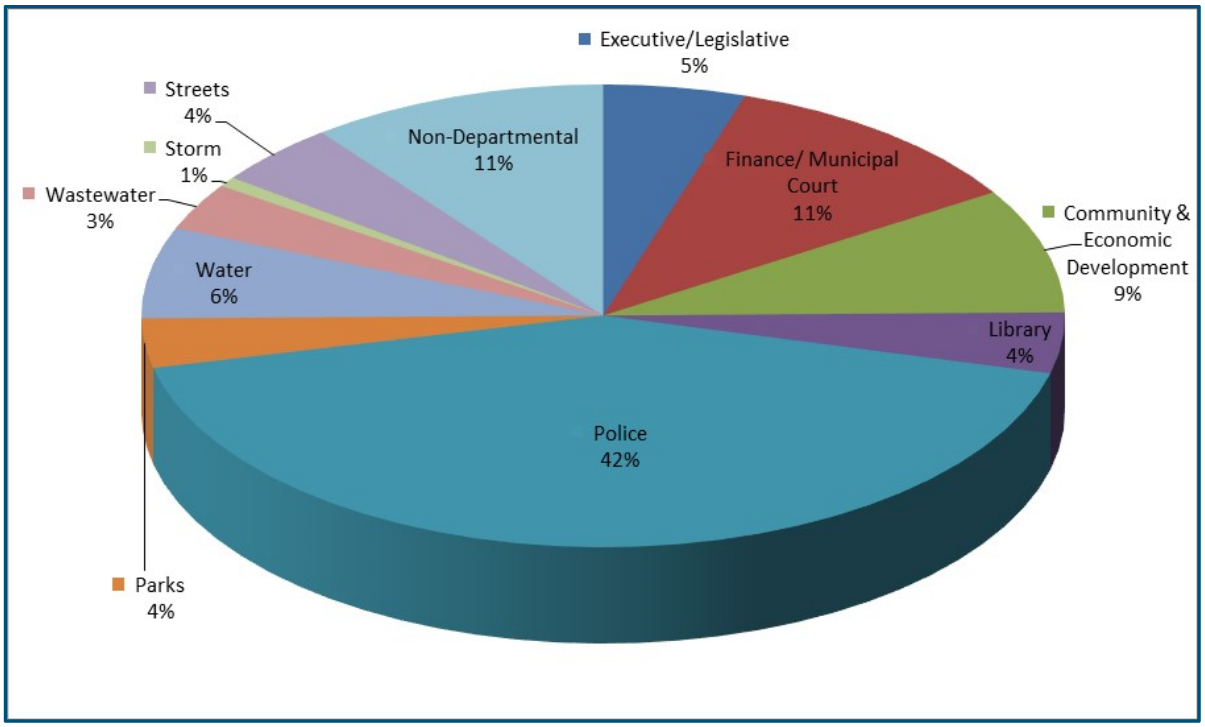
Staffing Levels

The 2020-2021 approved budget includes a total of 56.00 full-time equivalencies (FTE), down 4.6% from the 2019-2020 adopted budget of 58.70 FTE.

Staffing level changes within this budget initially included removing a 1.0 FTE Police Officer while freezing a second position and freezing 2.0 FTE Municipal Maintenance Workers. The frozen positions were vacated during the 2020 fiscal year and were frozen to reduce costs in funds that need long-term fiscal stability. For example, one of the Municipal Maintenance Workers is from the Gas Tax Fund (fund 575) which is facing a decline in state appropriations as the state and country deal with the fallout from the COVID-19 pandemic. The Budget Committee approved budgeting one of the unbudgeted Police Officers while leaving the second position frozen. The Municipal Maintenance Workers are still left unbudgeted in the approved budget.

Salary costs have been combined into one-line item in a bid to allow the city to respond quickly to changing environments. A complete list of the budgeted positions that make up the combined salary ask can be found in the appendix but is subject to change as the City focuses on achieving targeted outcomes and as new opportunities present themselves.

Personnel Services by Department



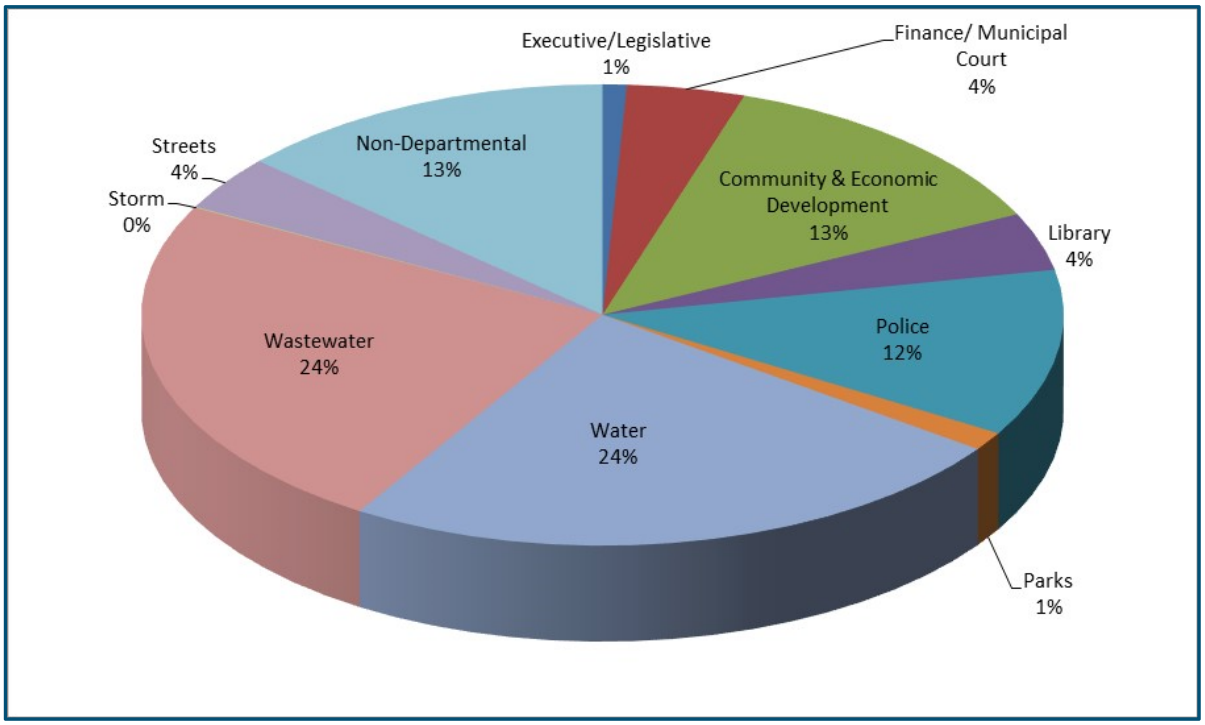
Materials & Services

The Materials & Service budgets within departments include costs for purchases such as:

- Paper, office supplies, library books, small tools
- Contractual services such as janitorial, audit and consulting services
- Overhead charges such as electricity, telephone and natural gas
- Fuel and maintenance for vehicles and equipment
- Memberships and training expenses for City employees
- Minor building repairs
- Computer software and upgrades
- Memberships and subscriptions

Department	Materials & Services Expense (Proposed)	% of Dept. Expenditures
Non-Departmental	$693,723	45.8%
Executive/Legislative	$43,950	13.5%
Finance & Municipal Court	$214,478	25.6%
Community & Economic Development	$664,796	57.5%
Library	$209,960	46.7%
Police Department	$607,188	18.7%
Parks	$84,131	15.4%
Water	$1,239,829	37.7%
Wastewater	$1,237,588	8.6%
Storm Water	$3,350	2.3%
Streets	$199,209	17.4%
Total Materials & Supplies Expense	$5,198,202	21.4%

Materials & Services by Department



Capital Outlay

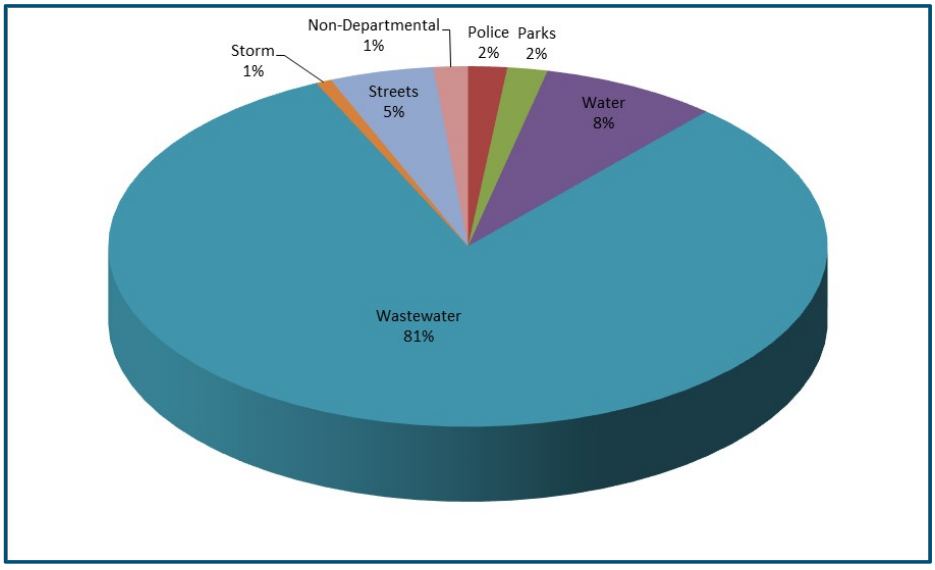
Capital expenditures include all anticipated expenditures for individual items with costs equal to or greater than $5,000 and have a useful life of three or more years such as machinery, equipment or buildings. Capital expenditures may include:

- Purchase of land.
- Purchase of buildings, major permanent structural alterations, installations of HVAC systems and fire protection systems.
- Projects or improvements not associated with buildings such as fences, retaining walls, streets, curbs or drains.
- Equipment and machinery such as drill presses, bobcats, recreation equipment, radios, etc.
- Vehicles such as police cars, trucks, buses or motorcycles

The 2020-2021 approved budget requests $14.5 million for capital purchases and projects across all departments. This is an increase of $8.0 million from the prior year budget. However, the 2020-2021 approved budget includes $11.9 million in capital constructions funds for the Wastewater Treatment Plant which, if excluded, would result in a capital budget that exceeds the prior year by $2.8 million.

Department	Capital Outlay Expense (Proposed)	% of Dept. Expenditures
Non-Departmental	$230,000	15.2%
Executive/Legislative	$0	0.0%
Finance & Municipal Court	$0	0.0%
Community & Economic Development	$0	0.0%
Library	$0	0.0%
Police Department	$260,000	8.0%
Parks	$268,600	49.1%
Water	$1,187,188	36.1%
Wastewater	$12,114,646	84.3%
Storm Water	$105,000	71.5%
Streets	$697,188	61.0%
Total Capital Expense	$14,862,622	55.2%

Capital Expenditures by Department



Interfund Transfers

Transfers represent the movement of monies between funds within the city organization. This is normally done to move money from the operating funds into other funds where they will be saved for future expenditures or used to complete capital projects. Some departments also make transfers into the Project/Equipment Reserve Fund to save for future projects or equipment purchases.

Debt Services

Debt services includes appropriations for all the city's long-term debt, including revenue bonds, general obligation bonds and other types of long-term financing such as loans from the state of Oregon.
Per City policy, the city's legal debt limit is 3% of real market value (RMV) within the city. Based on the current market value of $805,050,958, the city's debt authority is $24.2 million.

As of June 30, 2019, the city has the following outstanding debt:

Sweet Home City Hall (NCH)

2018 – Interfund Loan (Water Depreciation Fund) – Interest Rate 2.5%	$800,000

Water Treatment Plant

2004 – S04002 State Revolving Loan – Interest Rate 1%	$5,297,376
2004 – G04003 State Revolving Loan – Interest Rate 1%	$2,551,994

Wastewater Inflow & Infiltration Project

2002 – R89750 State Revolving Loan – Interest Rate 3.14%	$1,463,760
2005 – R89751 State Revolving Loan – Interest Rate 2.9%	$3,080,601
2009 – R89752 State Revolving Loan – Interest Rate 0%	$3,250,000
Total Outstanding Debt	**$16,443,731**

Debt Payments for Fiscal Year 2020-2021

Issue	Principal	Interest	Total Payment	Fund
S04002	$230,230	$50,694	$280,924	Water (500)
G04003	$126,054	$93,237	$219,291	Water (500)
R89750	$232,489	$37,075	$269,564	Wastewater (550)
R89751	$235,953	$80,991	$316,944	Wastewater (550)
R89752	$250,000	$0	$250,000	Wastewater (550)
Interfund (NCH)	$73,192	$18,215	$91,407	Building (310)
Total Payments	$1,147,918	$280,212	$1,428,130	

Contingencies

Contingency appropriations are budgeted to allow the city to deal with emergencies and may be used following approval of the City Council. If the City Council authorizes the use of contingency funds, the budget is transferred by resolution to the appropriate expenditure category. There will never be actual expenditures in the classification of contingencies.

All the City's operating funds are required to have a budgeted contingency amount per the City's Financial Policies. The City has also implemented a contingency requirement for all funds that have personnel expenses. This 2% contingency will cover any departures that occur mid-year as well as any accrued leave payouts and other situations.

Contingencies approved for the 2020-2021 budget are:

Fund	Amount
General	$77,668
Internal Service	$69,876
Police	$237,788*
Library	$18,262
Water	$70,143
Wastewater	$75,069
State Gas Tax	$30,242
Total Contingencies Proposed	$573,301

* The Police Department contingency includes one (1) full-time Police Officer position. Should funding scenarios for 2021 improve, having the funding allocated in the contingency allows for the City Council to move the position to active status by resolution. The position cannot be filled unless authorized by the Council when funding is reserved in contingency accounts.

Unappropriated and Reserved for Future Expenditures

The purpose of an unappropriated ending fund balance is to provide the local government with a cash or working capital balance with which to begin the fiscal year following the one for which the budget is being prepared. The city uses an unappropriated ending fund balance in the three funds that are tax supported to provide capital until tax revenues become available in November of each year. The unappropriated set aside is an amount that is enough to fund the cash requirements of these funds for the first four months of the fiscal year. A previous recommendation from the City's auditors has resulted in the City working to set aside six to twelve months of unappropriated ending fund balance to weather economic downturns and unforseen expenditures. The City's proposed budget for 2020-2021 contains funds with excess of six month reserves in the proposed year but demonstrates that after five years, the funds will have enough to maintain a six month reserve.

In the 2020-2021 budget, the following amounts have been approved as unappropriated reserves.

Fund	Budget	4 Months Requirement	Difference
General Fund	$982,959	$684,490	$298,469
Public Safety Levy	$1,514,664	$1,075,823	$438,841
Library Services	$418,556	$155,830	$262,726

Non-Departmental Budget

This “department” is used for city-wide expenditures, which would be difficult to charge to individual departments. Items such as the City’s Communications Specialist, labor relations and the City Attorney’s retainer are contained in this budget. Additionally, this budget includes funding for tourism programs and streetlights in this section. The revenue generated here funds many of the departments across the city as they do not typically generate enough dedicated revenue to be considered self-sustainable. This year, Public Works administration has also been added to Non-Departmental. This includes the Public Works Director and some of the management staff within Public Works.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Property Taxes	636,835	668,719	682,568	682,113	682,113	-0.1%
Franchise & Fees	685,940	699,890	689,710	705,830	705,830	2.3%
State Shared Revenue	287,588	362,381	317,446	299,593	482,376	52.0%
Other Undedicated Revenue	205,689	229,940	132,222	1,529,955	1,529,955	1,057.1%
Total Non-Dept Revenue	$1,816,052	$1,960,930	$1,821,946	$3,217,491	$3,400,274	86.6%
Expenditures						
Personnel Services	61,521	129,494	657,769	589,461	589,461	-10.4%
Materials & Supplies	756,355	741,109	445,237	693,699	693,699	55.8%
Capital Outlay	1,030	1,141,726	230,000	230,000	230,000	0.0%
Total Expenditures	$818,906	$2,012,329	$1,333,006	$1,513,160	$1,513,160	13.5%
Transfers, Net In/(Out)	(282,500)	1,127,441	976,085	(7,463)	(7,463)	-100.8%
Staffing Levels			6.85	6.05	6.05	-11.7%

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
NON-DEPARTMENTAL RESOURCES									
300-000	Beginning Fund Balance	2,732,747.94	2,550,153.96	1,987,814.00	1,605,638.00	1,584,652.00	1,584,652.00		
311-010	Current Property Taxes	617,935.01	634,765.01	663,288.00	655,803.00	663,113.00	663,113.00		3% AV inc, -2% collection rate
319-010	Delinquent Property Taxes	18,900.12	33,954.19	19,280.00	23,941.00	19,000.00	19,000.00		
	Subtotal Property Taxes	**636,835.13**	**668,719.20**	**682,568.00**	**679,744.00**	**682,113.00**	**682,113.00**		
318-021	Franchise - PPL	449,555.83	464,750.74	458,592.00	480,459.00	480,459.00	480,459.00		
318-022	Franchise - NW Natural	72,172.55	71,316.79	73,623.00	70,000.00	70,000.00	70,000.00		
318-023	Franchise - Cable TV	100,993.57	74,558.41	100,994.00	100,994.00	100,994.00	100,994.00		
318-024	Franchise - Telephone	14,098.09	11,790.22	12,724.00	11,500.00	11,500.00	11,500.00		
318-025	Franchise - Sanitation	40,071.59	72,489.42	40,877.00	40,877.00	40,877.00	40,877.00		
395-012	Special Events Revenue	9,048.50	4,984.60	2,900.00	2,000.00	2,000.00	2,000.00		
	Subtotal Franchise & Fees	**685,940.13**	**699,890.18**	**689,710.00**	**705,830.00**	**705,830.00**	**705,830.00**		
335-010	State Revenue Sharing	75,407.97	103,816.15	110,255.00	91,666.00	91,666.00	91,666.00		
335-011	Cigarette Taxes	11,250.17	9,538.81	10,975.00	11,021.00	10,554.00	10,554.00		
335-012	Liquor Taxes	130,698.87	152,665.44	171,216.00	181,103.00	184,839.00	184,839.00		
335-013	Transient Occupancy Tax	30,283.56	24,981.72	25,000.00	27,534.00	12,534.00	12,534.00		-$15k Jamboree TOT receipt
335-014	Marijuana Local Option Tax	39,947.23	71,378.72	-	-	-	182,783.00		
	Subtotal State Shared Revenue	**287,587.80**	**362,380.84**	**317,446.00**	**311,324.00**	**299,593.00**	**482,376.00**		
330-030	Misc. Operating Grants	2,997.12	(1,490.79)	-	2,000.00	2,000.00	2,000.00		
334-030	State Operating Grant	74,743.00	102,029.00	-	102,029.00	102,029.00	102,029.00		Public Transit funds
361-010	Interest	40,550.16	67,495.92	35,750.00	47,963.00	41,567.00	41,567.00		
361-021	SAIF Dividend	16,769.00	9,689.00	17,675.00	10,000.00	10,000.00	10,000.00		
362-010	Lease Revenue	51,312.62	49,102.93	68,616.00	67,285.00	67,285.00	67,285.00		
390-010	Administrative Chrgs for Svc					789,675.00	789,675.00		New accounts for ISR from depts.
390-020	Finance Chrgs for Svc					517,399.00	517,399.00		
395-011	Miscellaneous Revenues	19,317.16	3,113.92	10,181.00	-	-	-		
TOTAL NON-DEPT RESOURCES		**$ 4,548,800.06**	**$ 4,511,084.16**	**$ 3,809,760.00**	**$ 3,531,813.00**	**$ 4,802,143.00**	**$ 4,984,926.00**		
NON-DEPARTMENTAL EXPENSES									
110	Staff Pay (Communications)		44,306.46	31,147.00	35,312.00	35,232.00	35,232.00	0.80	Increase FTE for communications
110	Staff Pay (PW Admin)			359,488.00	329,744.00	315,878.00	315,878.00	5.00	-1.0 FTE Engineering Tech I
112	City Attorney	56,993.04	56,993.04	56,994.00	56,994.00	56,994.00	56,994.00	0.25	
130	Overtime		68.66						

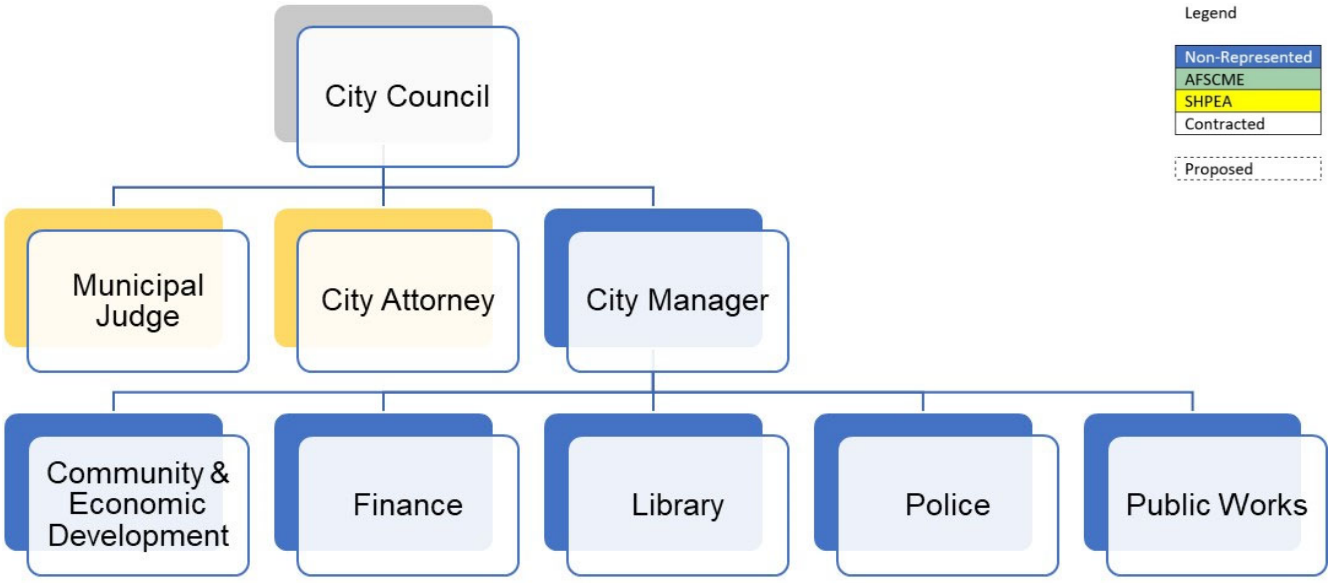
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
210	Group Insruance		15,002.65	115,934.00	92,489.00	92,080.00	92,080.00		
220	FICA/Medicare	4,359.96	7,709.48	29,828.00	32,289.00	31,224.00	31,224.00		
230	Retirement		5,325.00	54,558.00	51,786.00	49,853.00	49,853.00		
250	Unemployment	57.00	61.16	449.00	422.00	408.00	408.00		
260	SAIF/WBF	111.16	27.74	9,371.00	8,248.00	7,792.00	7,792.00		
	TOTAL PERSONNEL COST	**61,521.16**	**129,494.19**	**657,769.00**	**607,284.00**	**589,461.00**	**589,461.00**	**6.05**	
310	Memberships	9,972.86	17,207.54	10,903.00	11,448.00	11,448.00	11,448.00		
311	Subscriptions		58.07						
320	Professional Services	100,723.32	66,199.80	25,000.00	42,000.00	42,000.00	42,000.00		
321	Labor Relations	6,008.51	50,311.40	15,000.00					
331	Auditing	36,000.00	18,800.00						
332	Investment Services	1,250.00	-						
333	Lien Search	4,812.00	5,853.00						
340	Technical Services	13,691.81	19,764.75	3,255.00	8,583.00	11,208.00	11,208.00		
341	Codification of Ordinance	3,539.25	1,731.90	5,000.00	5,000.00	5,000.00	5,000.00		
423	Custodial		7,067.17						
430	Equipment Repair & Maint.	8,834.95	3,257.63	5,000.00	5,000.00	5,000.00	5,000.00		
431	Building Repair & Maint.	7,803.02	21,844.94	7,250.00	7,250.00	7,250.00	7,250.00		
432	Grounds Maintenance	1,598.89	423.50						
520	Insurance	162,145.65	167,361.49	73,499.00	61,417.00	61,417.00	61,417.00		Insurance billed direct to other funds
540	Advertising		151.50						
541	Tourism	17,500.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00		
580	Training/Travel		2,388.11						
610	Office Supplies	317.31	1,020.58	250.00		300.00	300.00		
611	Cleaning Supplies	10,466.83	934.07	8,500.00	8,500.00	8,500.00	8,500.00		
612	Operating Supplies	270.00	2,739.86						
614	Tools & Small Equipment		650.17						
615	Bank Expense	41,473.73	58,342.41	40,780.00					
617	Furniture		299.94						
619	Computers		15,221.37						
620	Utilities	29,688.07		194,383.00	40,780.00	40,780.00	40,780.00		Community Center (not enough history)
621	Natural Gas		7,125.98						
622	Electricity	182,505.35	203,542.52		194,383.00	185,000.00	185,000.00		
623	Phone		1,981.67			630.00	630.00		
630	Food & Beverage				5,000.00	5,000.00	5,000.00		
640	Books & Periodicals	695.00	145.50						
803	Special Events	9,210.05	3,675.96	8,007.00	9,100.00	9,100.00	9,100.00		
805	Safety Incentive Program	3,604.95	3,975.00	5,000.00	5,000.00	5,000.00	5,000.00		
806	Elderly Nutrition		1,200.00	1,210.00	1,210.00	1,210.00	1,210.00		
807	Senior Center	22,200.00	30,095.00	22,200.00	22,200.00	22,200.00	22,200.00		
808	Community Grants	78,743.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		
809	Grant Expense	3,300.82			102,029.00	102,029.00	102,029.00		Public Transit funds
810	Economic Development		2,738.21						
812	Administrative Chrgs for Svc					49,026.00	49,026.00		New accounts for ISR support
813	Finance Chrgs for Svc					101,601.00	101,601.00		
	TOTAL MATERIALS & SERVICES	**756,355.37**	**741,109.04**	**445,237.00**	**548,900.00**	**693,699.00**	**693,699.00**		

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
710	Land								
731	Construction		1,131,726.26						
741	Machinery	1,029.99	10,000.00						
742	Vehicles			230,000.00	230,000.00	230,000.00	230,000.00		PW Vehicles (F150, '94 Flatbed, Backhoe)
	TOTAL CAPITAL OUTLAY	**1,029.99**	**1,141,726.26**	**230,000.00**	**230,000.00**	**230,000.00**	**230,000.00**		
TOTAL NON-DEPT EXPENSES		**$ 818,906.52**	**$ 2,012,329.49**	**$ 1,333,006.00**	**$ 1,386,184.00**	**$ 1,513,160.00**	**$ 1,513,160.00**	**6.05**	
	Net gain/(loss)	3,729,893.54	2,498,754.67	2,476,754.00	2,145,629.00	3,288,983.00	3,471,766.00		
020	Transfer In for Services		327,441.00	1,333,280.00					
030	Transfer In for Operations		11,000.00						
040	Transfer In for Capital		880,000.00	36,078.00	92,384.00	92,384.00	92,384.00		
030	Transfer Out for Operations	(200,000.00)	(11,000.00)	(247,259.00)	(162,213.00)	-	-		
040	Transfer Out for Capital	(82,500.00)	(80,000.00)	(146,014.00)	(91,407.00)	(99,847.00)	(99,847.00)		
	Contingency	-	-	131,628.00	151,576.00	147,544.00	147,544.00		
	UNAPPROPRIATED BALANCE	**3,447,393.54**	**3,626,195.67**	**3,321,211.00**	**1,832,817.00**	**3,133,976.00**	**3,316,759.00**		

Executive/Legislative Budget

The Executive department includes the City Council and the City Manager's Office. The City Council is the governing body for the City of Sweet Home and consists of six Councilors elected at-large across the city and one Mayor who is elected as a Councilor by the citizens and selected by the Council to serve for a two-year term. Council's responsibility is to consider and enact appropriate legislation to protect the health, safety and welfare of the city, adopt the annual budget and establish broad, general policies for the conduct of the city government. Among other duties, the City Council also maintains the hiring authority for the City Manager, City Attorney and the Municipal Court Judge.

The City Manager manages the day-to-day operations of the organization. They are responsible for all personnel, risk management, purchasing and property management as well as overseeing the work plans of all city departments in conformance with the vision, goals and objectives established by the City Council.



Budget Overview

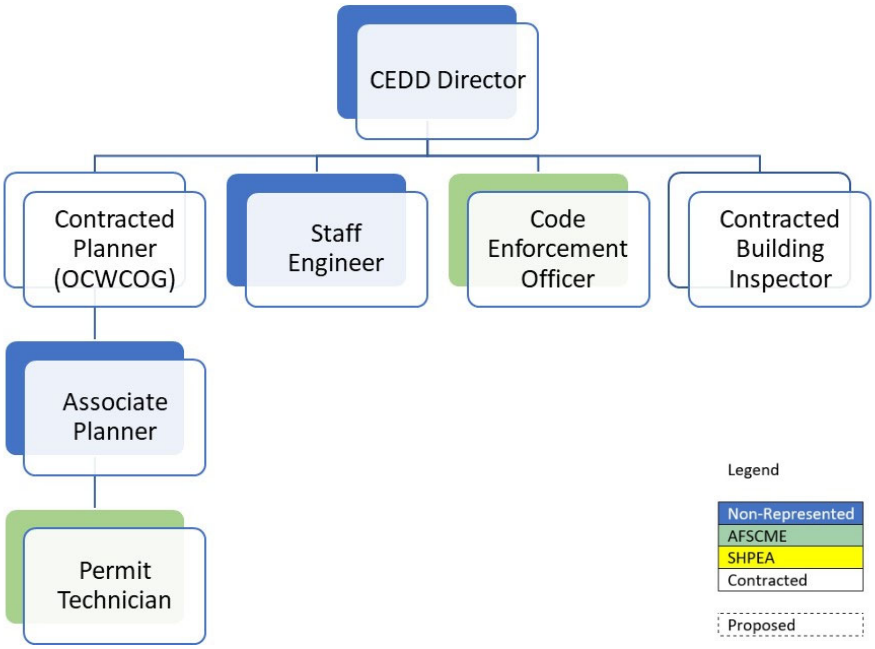
Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Expenditures						
Personnel Services	257,011	268,722	281,867	280,762	280,762	-0.4%
Materials & Supplies	40,093	58,645	42,960	43,950	43,950	2.3%
Capital Outlay	7,042	815	0	0	0	N/A
Total Expenditures	$304,146	$328,182	$324,827	$324,712	$324,712	0.0%
Transfers, Net In/(Out)	0	0	324,827	0	0	-100.0%
Staffing Levels			3.0	3.0	3.0	0.0%

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
EXECUTIVE & LEGISLATIVE EXPENSES									
110	Staff Pay	166,089.31	174,552.96	184,704.00	191,567.00	185,973.00	185,973.00	2.00	City Manager & Administrative Asst.
120	Council pay	6,232.50	6,420.00	6,420.00	6,420.00	6,420.00	6,420.00	1.00	
130	Overtime	-	1,820.88						
210	Group Insruance	45,093.89	44,194.29	47,178.00	50,791.00	44,501.00	44,501.00		
220	FICA/Medicare	12,983.68	13,765.65	14,124.00	14,650.00	14,222.00	14,222.00		
230	Retirement	26,076.03	27,690.66	28,999.00	30,077.00	29,199.00	29,199.00		
250	Unemployment	172.34	236.20	192.00	198.00	192.00	192.00		
260	SAIF/WBF	363.64	41.15	250.00	262.00	255.00	255.00		
	TOTAL PERSONNEL COST	**257,011.39**	**268,721.79**	**281,867.00**	**293,965.00**	**280,762.00**	**280,762.00**	3.00	
310	Memberships	8,970.81	2,269.82	8,000.00	8,400.00	8,400.00	8,400.00		
311	Subscription		1,877.35						
320	Professional Services	387.60	5,445.14	500.00	1,500.00	1,500.00	1,500.00		
340	Technical Services	2,119.92	3,683.85	2,460.00	4,200.00	4,200.00	4,200.00		
430	Equipment Repair & Maint.	5,351.33	154.04	5,000.00	3,000.00	3,000.00	3,000.00		
441	Building Rental		150.00						
442	Equipment/Vehicle Rental		3,704.82						
540	Advertising	5,383.60	2,248.59						
550	Duplicating & Printing		2,899.23						
580	Travel/Training	5,018.08	12,049.06	10,000.00	12,000.00	12,000.00	12,000.00		
610	Office Supplies	5,124.79	3,419.46	5,000.00	5,000.00	5,000.00	5,000.00		
611	Cleaning Supplies		10.93						
612	Operating Supplies		2,977.56						
613	Uniforms/Clothing	-	972.38	250.00	250.00	250.00	250.00		
614	Tools & Small Equipment		11.97						
617	Furniture	-	201.43	2,500.00	-	-	-		
618	Postage	-	714.21						
619	Computers		2,630.18						
620	Utilities	7,736.59		7,250.00	7,600.00	7,600.00	7,600.00		
621	Natural Gas	-	181.36						
622	Electricity	-	2,514.52						
623	Phone	-	3,407.55						
624	TV/Internet	-	1,045.27						
626	Gasoline/Fuel	-	449.96						
630	Food & Beverage	-	2,137.07	2,000.00	2,000.00	2,000.00	2,000.00		
803	Special Events		2,989.13						
808	Community Grants		500.00						
	TOTAL MATERIALS & SERVICES	**40,092.72**	**58,644.88**	**42,960.00**	**43,950.00**	**43,950.00**	**43,950.00**		

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
EXECUTIVE & LEGISLATIVE EXPENSES									
741	Machinery	7,041.88	814.97						
	TOTAL CAPITAL OUTLAY	**7,041.88**	**814.97**	**-**	**-**	**-**	**-**		
TOTAL EXECUTIVE & LEGISLATIVE EXPENSES		**$ 304,145.99**	**$ 328,181.64**	**$ 324,827.00**	**$ 337,915.00**	**$ 324,712.00**	**$ 324,712.00**	**3.00**	
	Net gain/(loss)	(304,145.99)	(328,181.64)	(324,827.00)	(337,915.00)	(324,712.00)	(324,712.00)		
020	Transfer In for Services			324,827.00					
	Contingency	-	-	-	-	-	-		
	ALLOCATION OF GENERAL REVENUE	**304,145.99**	**328,181.64**	**-**	**337,915.00**	**324,712.00**	**324,712.00**		

Community & Economic Development Budget

The Community & Economic Development Department has the responsibility of facilitating the physical development of the City through creation and implementation of policies, standards and regulations designed to promote the health, safety and welfare of the citizens while protecting the rights and privileges of property owners.



Budget Overview

Account Description	Actual 2017-18	Actual 2017-18	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Fees	14,427	17,595	12,420	11,580	11,580	-6.8%
Other Dedicated Revenue	181,323	307,864	153,189	140,384	140,384	-8.4%
Total Dedicated Revenue	$195,750	$325,459	$165,609	$151,964	$151,964	-8.2%
Expenditures						
Personnel Services	329,324	372,372	499,767	492,122	492,122	-1.5%
Materials & Supplies	91,897	169,741	619,131	664,796	664,796	7.4%
Capital Outlay	782	5,946	0	0	0	N/A
Total Expenditures	$422,003	$548,059	$1,118,898	$1,156,918	$1,156,918	3.4%
Transfers, Net In/(Out)	200,000	0	0	0	0	N/A
Staffing Levels			5.40	5.00	5.00	-7.4%

Division	Staffing	Purpose
Building	1.0	Responsible for ensuring public safety through the enforcement of federal, state, and local codes governing construction. Staff in this division reviews plans, issues building permits and performs inspections to ensure code compliance related to aspects of fire, life, safety, structural integrity, ADA compliance, plumbing, and HVAC systems.
Code Enforcement	1.0	The mission of Code Enforcement is to enforce the codes of the City in order to protect the health, safety and welfare of the community; and, where violations occur, to work with our citizens to achieve compliance through an efficient and fair process.
Engineering	1.0	The mission of the Engineering Division is to provide information, analysis, planning and engineering services in a professional, innovative, cost-effective manner while working in partnership with citizens, the City Council, City departments and external agencies to construct, maintain and enhance public works systems in an ever-changing environment.
Planning	1.0	The Planning Division is responsible for managing the City of Sweet Home Comprehensive Plan and Zoning Ordinance. The division also administers the City's codes for land divisions and property line adjustments. Planning staff provide support to the Planning Commission, Park & Tree Commission and All Hazard Mitigation Planning Committee.

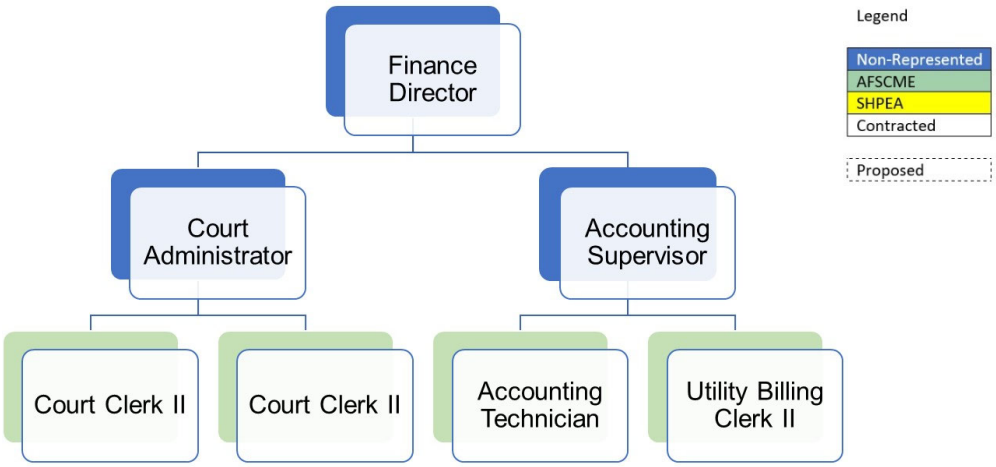
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
COMMUNITY & ECONOMIC DEVELOPMENT RESOURCES									
300-000	Beginning Fund Balance	270,206.06	475,980.69	451,756.00	456,512.00	456,512.00	456,512.00		
341-030	Planning Fees	14,426.50	17,595.00	12,420.00	17,595.00	11,580.00	11,580.00		
321-011	Amusement License	820.00	125.00						
322-010	Building Permits	172,720.13	255,660.33	145,000.00	172,720.00	130,000.00	130,000.00		
330-004	Owner Rehab (99) Revenue		39,456.00						
341-020	Abatement Reimbursements	1,475.40	1,808.49	2,000.00	2,000.00	2,000.00	2,000.00		
347-030	Handball Fees	533.00	220.00	414.00		200.00	200.00		
361-000	Interest	5,774.63	10,594.22	5,775.00	8,184.00	8,184.00	8,184.00		
	Subtotal Other Revenue	**181,323.16**	**307,864.04**	**153,189.00**	**182,904.00**	**140,384.00**	**140,384.00**		
TOTAL COMM & ECON DEV. RESOURCES		**$ 465,955.72**	**$ 801,439.73**	**$ 617,365.00**	**$ 657,011.00**	**$ 608,476.00**	**$ 608,476.00**		
COMMUNITY & ECONOMIC DEVELOPMENT EXPENSES									
110	Staff Pay	226,434.37	217,104.61	333,362.00	350,339.00	319,982.00	319,982.00	5.00	Director, Engineer, Permit Tech,
120	Temporary Employees		37,864.29						Assoc. Planner, Code Enforce
130	Overtime	172.15	304.19						
210	Group Insurance	55,646.75	66,444.80	91,802.00	111,065.00	97,780.00	97,780.00		
220	FICA/Medicare	17,399.57	20,589.85	25,504.00	26,802.00	24,582.00	24,582.00		
230	Retirement	28,406.71	28,730.46	46,113.00	50,669.00	46,772.00	46,772.00		
250	Employment	229.60	355.21	334.00	351.00	320.00	320.00		
260	SAIF/WBF	1,034.95	978.11	2,652.00	3,075.00	2,686.00	2,686.00		
	TOTAL PERSONNEL COST	**329,324.10**	**372,371.52**	**499,767.00**	**542,301.00**	**492,122.00**	**492,122.00**	5.00	
310	Memberships	415.95	912.50	800.00	1,000.00	1,000.00	1,000.00		
311	Subscriptions		646.01						
320	Professional Services	24,973.07	80,613.17	113,400.00	178,500.00	140,000.00	140,000.00		John Morgan, COG Planner, NW Code
340	Technical Services	6,974.08	10,413.41	12,000.00	12,000.00	12,000.00	12,000.00		
430	Equipment Repair & Maint.	3,499.47	-	3,000.00	3,000.00	3,000.00	3,000.00		
431	Building Repair & Maint.								
432	Grounds Maintenance	581.67	-		-				
442	Equipment/Vehicle Rental		2,297.36						
540	Advertising	2,037.50	5,222.80	3,000.00	3,500.00	3,500.00	3,500.00		
550	Duplicating & Printing		2,132.37						
580	Travel/Training	1,879.94	2,628.40	3,000.00	4,000.00	4,000.00	4,000.00		
610	Office Supplies	3,484.08	4,489.27	1,600.00	2,000.00	2,000.00	2,000.00		
611	Cleaning Supplies			1,500.00					
612	Operating Supplies	1,329.45	986.02		1,500.00	1,500.00	1,500.00		
613	Uniforms/Clothing		562.25		400.00	400.00	400.00		
614	Tools & Small Equipment	248.91		100.00					
617	Furniture		1,785.86	1,000.00					
618	Postage	3,037.94	980.79	1,700.00	2,000.00	2,000.00	2,000.00		
619	Computers		9,853.43	3,500.00	1,000.00	1,000.00	1,000.00		

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
620	Utilities	9,649.65	-	6,500.00					
621	Natural Gas		540.51						
622	Electricity		6,452.41		6,500.00	6,500.00	6,500.00		
623	Phone		7,530.12	500.00	8,500.00	8,500.00	8,500.00		
624	TV/Internet		2,979.26		3,000.00	3,000.00	3,000.00		
626	Gasoline/Fuel		1,403.75		1,700.00	1,700.00	1,700.00		
630	Food & Beverage		582.27						
803	Special Events		4,429.09	10,000.00	13,000.00	10,000.00	10,000.00		
804	CEIP		22,300.00						
810	Economic Development	33,785.06	-	457,531.00	464,696.00	464,696.00	464,696.00		
	TOTAL MATERIALS & SUPPLIES	**91,896.77**	**169,741.05**	**619,131.00**	**706,296.00**	**664,796.00**	**664,796.00**		
741	Machinery	782.00	5,945.64						
	TOTAL CAPITAL OUTLAY	**782.00**	**5,945.64**	-	-	-	-		
	TOTAL COMMUNITY & ECONOMIC DEV. EXPENSES	**$ 422,002.87**	**$ 548,058.21**	**$ 1,118,898.00**	**$ 1,248,597.00**	**$ 1,156,918.00**	**$ 1,156,918.00**	**5.00**	
	Net gain/(loss)	43,952.85	253,381.52	(501,533.00)	(591,586.00)	(548,442.00)	(548,442.00)		
030	Transfer in for Operations	200,000.00	-						
	GEN FUND NON-DEPARTMENTAL SUPPORT	**-**	**-**	**501,533.00**	**591,586.00**	**548,442.00**	**548,442.00**		

Finance & Municipal Court Budget

The Finance Department is responsible for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. The Finance Department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts.

The Municipal Court is responsible for the processing of citations and complaints issued by the Sweet Home Police Department, the City's Code Enforcer, the City Attorney and by private citizens within the City of Sweet Home.



Budget Overview

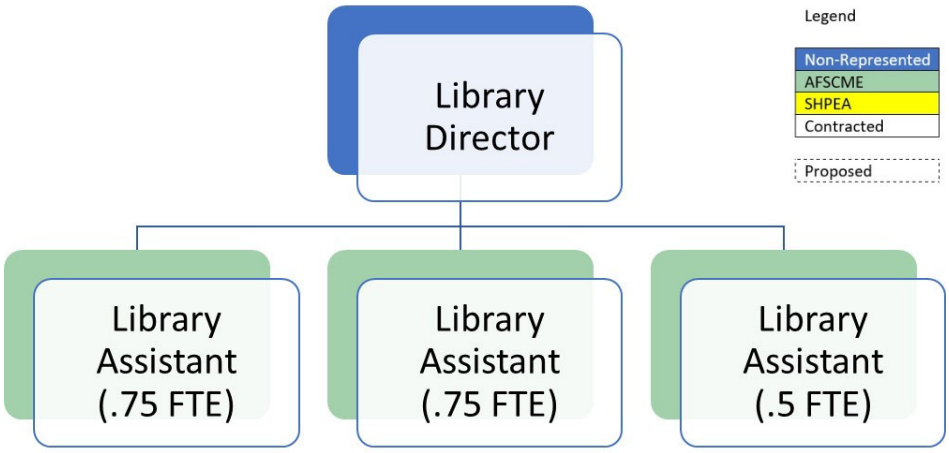
Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Fees	177,777	201,190	183,814	193,641	193,641	5.3%
Other Dedicated Revenue	6,276	4,773	5,368	4,500	4,500	-16.2%
Total Dedicated Revenue	$184,053	$205,963	$189,182	$198,141	$198,141	4.7%
Expenditures						
Personnel Services	604,239	561,749	601,175	623,931	623,931	3.8%
Materials & Supplies	101,359	118,096	193,946	214,478	214,478	10.6%
Capital Outlay	12,836	4,244	0	0	0	N/A
Total Expenditures	$718,434	$684,089	$795,121	$838,409	$838,409	5.4%
Transfers, Net In/(Out)	(776)	0	514,038	0	0	N/A
Staffing Levels			6.45	6.45	6.45	0.0%

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
FINANCE & MUNICIPAL COURT RESOURCES									
300-000	Beginning Fund Balance	776.70	271.84	280.00	-	-	-		
340-020	Lien Search Fees	12,225.00	10,950.00	12,471.00	12,288.00	12,288.00	12,288.00		
340-023	Passport Acceptance Fees	12,980.00	11,375.00	11,343.00	11,353.00	11,353.00	11,353.00		
351-010	Court Fines	152,572.33	178,865.18	160,000.00	170,000.00	170,000.00	170,000.00		
	Subtotal Fees	**177,777.33**	**201,190.18**	**183,814.00**	**193,641.00**	**193,641.00**	**193,641.00**		
340-024	Passport Photos	6,005.00	4,305.00	5,368.00	4,500.00	4,500.00	4,500.00		
361-012	Interest on Assessments	271.14	469.72						
	Subtotal Other Revenue	**6,276.14**	**4,774.72**	**5,368.00**	**4,500.00**	**4,500.00**	**4,500.00**		
TOTAL FINANCE & MUNICIPAL COURT RESOURCES		**$ 184,830.17**	**$ 206,236.74**	**$ 189,462.00**	**$ 198,141.00**	**$ 198,141.00**	**$ 198,141.00**		
FINANCE & MUNICIPAL COURT EXPENSES									
110	Staff Pay (Finance)	258,898.33	235,338.24	234,694.00	247,630.00	242,933.00	242,933.00	3.90	Director, Supervisor, Acct Tech, UB Clerk
110	Staff Pay (Muni. Court)	100,155.61	90,941.66	112,088.00	119,115.00	116,864.00	116,864.00	2.30	Finance Dir, Court Admin, 2 Court Clerks
118	Municipal Court Judge	51,425.04	51,425.04	51,425.00	51,425.00	51,425.00	51,425.00	0.25	
130	Overtime	1,129.78	7.90						
210	Group Insurance	110,609.45	110,075.03	122,419.00	128,686.00	129,307.00	129,307.00		
220	FICA/Medicare	31,037.24	28,392.29	30,466.00	31,995.00	31,464.00	31,464.00		
230	Retirement	49,681.86	44,935.50	49,142.00	52,041.00	50,962.00	50,962.00		
250	Employment	411.59	519.48	399.00	419.00	411.00	411.00		
260	SAIF/WBF	889.95	113.56	542.00	575.00	565.00	565.00		
	TOTAL PERSONNEL COST	**604,238.85**	**561,748.70**	**601,175.00**	**631,886.00**	**623,931.00**	**623,931.00**	6.45	
310	Memberships	512.98	1,044.00	700.00	1,150.00	1,150.00	1,150.00		
311	Subscriptions		83.26						
320	Professional Services	16,745.31	9,381.13	20,000.00	20,000.00	15,000.00	15,000.00		
331	Auditing		17,269.00	36,000.00	40,000.00	40,000.00	40,000.00		
332	Investment Services			10,000.00	10,000.00	10,000.00	10,000.00		
333	Lien Search			5,000.00	6,000.00	6,000.00	6,000.00		
340	Technical Services	52,235.87	44,179.82	34,696.00	47,187.00	47,007.00	47,007.00		Increased budget for ClearGov
430	Equipment Repair & Maint.	6,769.74	71.91	8,200.00	6,000.00	6,000.00	6,000.00		
431	Building Repair & Maint.			1,500.00	1,500.00	1,500.00	1,500.00		
432	Grounds Maintenance								
442	Equipment/Vehicle Rental		3,839.01						
540	Advertising		2,243.75						
550	Duplicating & Printing		1,501.86						
580	Travel/Training	3,190.54	4,754.76	5,000.00	8,000.00	8,000.00	8,000.00		
610	Office Supplies	12,632.56	6,235.26	10,500.00	10,500.00	10,500.00	10,500.00		
612	Operating Supplies		334.51						
613	Uniforms/Clothing	-	619.57	400.00	400.00	200.00	200.00		
615	Bank Expense		825.67	40,000.00	55,000.00	55,000.00	55,000.00		Inc card usage across City (2019 = $58k)
617	Furniture		381.42	5,000.00					

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
618	Postage	-	3,959.01						
619	Computers		2,434.80	2,700.00					
620	Utilities	9,271.66		14,250.00	7,500.00	7,500.00	7,500.00		
621	Natural Gas		3,131.76		2,771.00	2,771.00	2,771.00		
622	Electricity		4,306.92						
623	Phone		7,458.24		2,654.00	2,654.00	2,654.00		
624	TV/Internet		3,130.34		1,196.00	1,196.00	1,196.00		
626	Gasoline/Fuel								
630	Food & Beverage		478.38						
640	Books & Periodicals		432.00						
	TOTAL MATERIALS & SERVICES	**101,358.66**	**118,096.38**	**193,946.00**	**219,858.00**	**214,478.00**	**214,478.00**		
741	Equipment/Machinery	12,835.87	4,244.35						
	TOTAL CAPITAL OUTLAY	**12,835.87**	**4,244.35**	-	-	-	-		
TOTAL FINANCE & MUNICIPAL COURT EXPENSES		**$ 718,433.38**	**$ 684,089.43**	**$ 795,121.00**	**$ 851,744.00**	**$ 838,409.00**	**$ 838,409.00**	**6.45**	
	Net gain/(loss)	(533,603.21)	(477,852.69)	(605,659.00)	(653,603.00)	(640,268.00)	(640,268.00)		
020	Transfer In for Operations			514,318.00					
030	Transfer Out for Operations	(776.00)		(280.00)					
	GEN FUND NON-DEPARTMENTAL SUPPORT	**534,379.21**	**477,852.69**	**91,621.00**	**653,603.00**	**640,268.00**	**640,268.00**		

Library Services Budget

The mission of the Sweet Home Public Library is to obtain, organize and make available to all people of the community education, informational and recreational materials. The Sweet Home Public Library recently celebrated 75 years of service but it has not been the easiest years on record. Through economic ups and downs, the Library has adapted to survive and thrive to become the Library it is today. Nearly 3,500 patrons now visit the Library and that does not include those from the community who come in to browse the offerings, make copies or utilize the various services offered.



Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Property Taxes	351,762	415,064	411,126	452,983	452,983	10.2%
Fees	4,731	5,162	3,373	5,000	5,000	48.2%
Other Dedicated Revenue	23,674	35,130	7,674	14,336	14,336	86.8%
Total Dedicated Revenue	$380,167	$455,356	$422,173	$472,319	$472,319	75.8%
Expenditures						
Personnel Services	171,050	199,930	229,722	239,243	239,243	4.1%
Materials & Supplies	107,948	135,202	137,873	209,960	209,960	52.3%
Capital Outlay	302	1,623	119,600	0	0	-100.0%
Total Expenditures	$279,300	$336,755	$487,195	$449,203	$449,203	-7.8%
Transfers, Net In/(Out)	(13,000)	(13,000)	(60,343)	(13,000)	(13,000)	-78.5%
Staffing Levels			3.0	3.0	3.0	0.0%

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2020 Approved	2021 FTE	Notes
LIBRARY RESOURCES									
300-000	BEGINNING FUND BALANCE	224,584.85	312,451.44	372,184.00	413,666.00	426,726.11	426,726.11		
311-010	Current Property Taxes	343,214.90	399,857.78	406,126.00	410,811.00	442,558.00	442,558.00		
319-010	Delinquent Property Taxes	8,547.24	15,206.05	5,000.00	10,425.00	10,425.00	10,425.00		
	Subtotal Property Taxes	**351,762.14**	**415,063.83**	**411,126.00**	**421,236.00**	**452,983.00**	**452,983.00**		
347-020	Library Fees	4,731.35	5,162.30	3,373.00	5,000.00	5,000.00	5,000.00		
330-030	Misc. Operating Grants	12,710.31	15,417.15						
361-010	Interest	4,674.09	9,263.64	4,674.00	9,356.00	9,356.00	9,356.00		
361-011	Interest on Taxes	1,874.73	1,960.87		1,980.00	1,980.00	1,980.00		
364-030	Donations	1,731.00	4,282.00						
395-011	Miscellaneous Revenues	2,683.66	4,206.41	3,000.00	3,000.00	3,000.00	3,000.00		
	Subtotal Other Revenue	**23,673.79**	**35,130.07**	**7,674.00**	**14,336.00**	**14,336.00**	**14,336.00**		
TOTAL LIBRARY RESOURCES		**$ 604,752.13**	**$ 767,807.64**	**$ 794,357.00**	**$ 849,238.00**	**$ 899,045.11**	**$ 899,045.11**		
LIBRARY EXPENSES									
110	Staff Pay	132,646.71	140,346.61	154,661.00	156,606.00	160,522.00	160,522.00	3.00	Director + Library Assts
120	Temporary Employees	-							
130	Overtime	82.18	26.82						
210	Group Insurance	12,109.26	29,978.31	41,525.00	45,596.00	43,964.00	43,964.00		
220	FICA/Medicare	10,036.84	10,486.26	11,833.00	11,980.00	12,280.00	12,280.00		
230	Retirement	15,726.92	18,849.70	21,335.00	21,472.00	22,093.00	22,093.00		
250	Employment	132.73	211.20	155.00	159.00	163.00	163.00		
260	SAIF/WBF	315.51	31.53	213.00	215.00	221.00	221.00		
	TOTAL PERSONNEL COST	**171,050.15**	**199,930.43**	**229,722.00**	**236,028.00**	**239,243.00**	**239,243.00**	3.00	
310	Memberships	90.00	90.00	100.00	100.00	100.00	100.00		
311	Subscriptions				2,500.00	2,500.00	2,500.00		
320	Professional Services	2,281.47	8,508.40	8,500.00	8,585.00	8,585.00	8,585.00		
340	Technical Services	10,201.74	12,137.44	26,883.00	28,227.00	28,227.00	28,227.00		Evergreen, StepUP IT and Mcrsft 365
423	Custodial Services		3,845.84	5,100.00	5,151.00	5,151.00	5,151.00		
430	Equipment Repair & Maint.	2,776.19	1,143.74	6,000.00	6,200.00	6,200.00	6,200.00		
431	Building Repair & Maint.		8,219.57	6,000.00	6,060.00	6,060.00	6,060.00		
432	Grounds Maintenance	1,759.02	10.99	2,000.00	2,020.00	2,020.00	2,020.00		
442	Equipment/Vehicle Rental	1,948.05	2,044.13	3,500.00	3,535.00	3,535.00	3,535.00		
520	Insurance			2,468.00	3,612.00	3,612.00	3,612.00		
540	Advertising	4,169.73	4,303.92	4,000.00	6,000.00	6,000.00	6,000.00		
550	Duplicating & Printing		2,257.82	1,500.00	3,000.00	3,000.00	3,000.00		
580	Travel/Training	702.55	1,084.67	2,500.00	2,525.00	2,525.00	2,525.00		
610	Office Supplies	10,597.64	4,936.89	4,000.00	4,040.00	4,040.00	4,040.00		
611	Cleaning Supplies		705.70	3,000.00	3,030.00	3,030.00	3,030.00		
612	Operating Supplies	22.99	4,703.27	6,000.00	6,060.00	6,060.00	6,060.00		

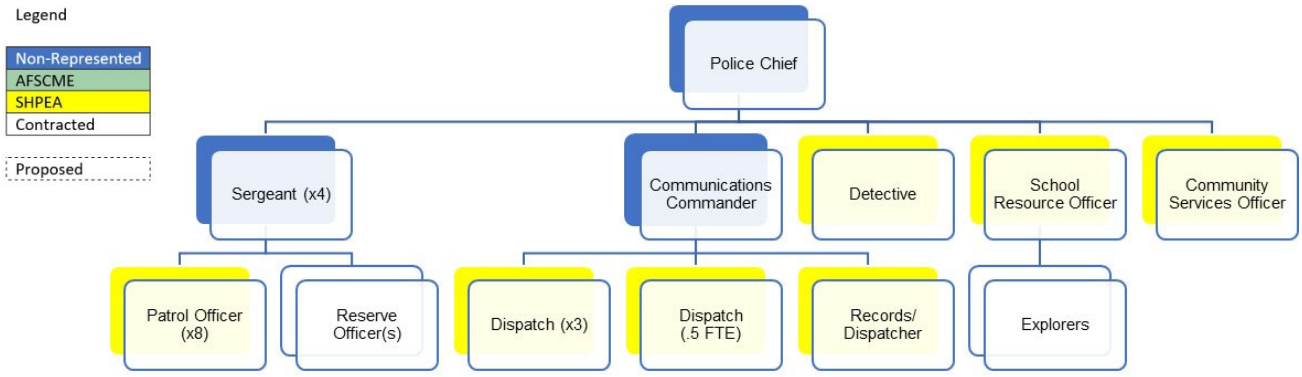
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2020 Approved	2021 FTE	Notes
613	Uniforms/Clothing	-		200.00	400.00	400.00	400.00		
617	Furniture		1,622.77		2,500.00	2,500.00	2,500.00		
618	Postage		38.54		200.00	200.00	200.00		
619	Computers		1,337.75		5,000.00	5,000.00	5,000.00		
620	Utilities	18,313.04		21,122.00					
621	Natural Gas		2,309.71		2,425.00	2,425.00	2,425.00		
622	Electricity		6,949.97		7,300.00	7,300.00	7,300.00		
623	Phone		4,574.23		4,800.00	4,800.00	4,800.00		
624	TV/Internet		4,324.12		4,500.00	4,500.00	4,500.00		
626	Gasoline/Fuel								
630	Food & Beverage		114.04		2,500.00	2,500.00	2,500.00		
640	Books & Periodicals	37,902.18	35,327.25	30,000.00	35,000.00	35,000.00	35,000.00		
803	Special Events	6,606.42	9,425.31	5,000.00	6,500.00	6,500.00	6,500.00		
809	Grant Expense	10,576.75	15,185.90						
812	Administrative Chrgs of Svc					28,323.00	28,323.00		New accounts for ISR from depts.
813	Finance Chrgs for Svc					19,867.00	19,867.00		
	TOTAL MATERIALS & SERVICES	**107,947.77**	**135,201.97**	**137,873.00**	**161,770.00**	**209,960.00**	**209,960.00**		
720	Buildings	-		119,600.00	50,000.00				
741	Equipment/Machinery	302.77	1,623.00						
	TOTAL CAPITAL OUTLAY	**302.77**	**1,623.00**	**119,600.00**	**50,000.00**	**-**	**-**		
	TOTAL LIBRARY EXPENSES	**$ 279,300.69**	**$ 336,755.40**	**$ 487,195.00**	**447,798.00**	**$ 449,203.00**	**$ 449,203.00**	**3.00**	
	Net gain/(loss)	325,451.44	431,052.24	307,162.00	401,440.00	449,842.11	449,842.11		
020	Transfer Out for Services			(47,343.00)	(47,917.00)				
040	Transfer Out for Capital	(13,000.00)	(13,000.00)	(13,000.00)	(13,000.00)	(13,000.00)	(13,000.00)		
	Contingency	-	-	19,211.00	19,592.00	18,253.00	18,253.00		
	UNAPPROPRIATED ENDING BALANCE	**312,451.44**	**418,052.24**	**227,608.00**	**320,931.00**	**418,589.11**	**418,589.11**		
	AVAILABLE MONTHS OF EXPEND.	13	15	6	9	12	12		

Police Department Budget

The Sweet Home Police Department is responsible for all law enforcement within the city limits of Sweet Home. The department provides a complete range of law enforcement services as well as a wide variety of community services from neighborhood watch groups, Seniors and Law Enforcement Together (SALT) and Peer Court.

The mission statement of the department is “to work in partnership with our Community, to protect the public and prevent crime while providing the highest quality police services to all.”

The moto is simple: “Honor ~ Integrity ~ Service”



Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Property Taxes	2,364,203	2,793,739	2,832,794	2,915,897	3,029,373	6.9%
Fees	695	665	400	400	400	0.0%
Other Dedicated Revenue	152,029	152,029	94,431	265,004	82,221	-12.9%
Total Dedicated Revenue	$2,184,428	$2,516,927	$2,662,640	$3,181,301	$3,111,994	9.2%
Expenditures						
Personnel Services	2,219,963	2,219,963	2,219,878	2,298,299	2,386,883	7.5%
Materials & Supplies	226,362	226,362	286,000	607,188	607,188	112.3%
Capital Outlay	82,211	82,211	147,584	260,000	260,000	76.2%
Total Expenditures	$2,242,190	$2,528,536	$2,653,462	$3,165,487	$3,254,071	22.6%
Transfers, Net In/(Out)	(10,000)	(10,000)	(10,000)	(83,944)	(83,944)	739.4%
Staffing Levels	22.4	22.7	22.0	21.50	22.50	2.3%

Capital Improvement Project	Requested	Funded	Description
Dispatch Consoles	$125,000	Yes	The current dispatch equipment is 18 years old and uses parts that are no longer manufactured. A Zetron system, the equipment has been durable and reliable, but vendors estimate that the current system has 4-5 years remaining. The department has selected a system that it believes will benefit the department and the community and will work to transition to the new consoles in this fiscal year.
HVAC Replacements	$45,000	Yes	The current HVAC equipment resting on top of the Sweet Home Police Department is as old as the building (20 years old). One unit needs replacement currently with additional units needing likely replacement in the near future.
K9 SUV	$70,000	Partial	The department is looking to upgrade the current K9 patrol vehicle that has been with the department for two years. The original vehicle and K9 was graciously donated by Deschutes County to the Sweet Home Police Department to launch the program locally. The current vehicle is a 2013 Chevrolet Tahoe with over 125k miles. The department is seeking to pair USDA grant funding with matching department resources to cover the cost of a new vehicle and additional equipment.

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
POLICE DEPARTMENT RESOURCES									
300-000	Beginning Fund Balance	1,306,351.25	1,291,148.72	1,606,601.00	1,774,536.00	1,702,022.00	1,702,022.00		
311-010	Current Property Taxes	2,302,768.67	2,682,809.88	2,798,260.00	2,998,984.00	2,855,822.00	2,969,298.00		
319-010	Delinquent Property Taxes	61,433.83	110,929.03	34,534.00	72,319.00	60,075.00	60,075.00		
	Subtotal Property Taxes	**2,364,202.50**	**2,793,738.91**	**2,832,794.00**	**3,071,303.00**	**2,915,897.00**	**3,029,373.00**		
322-014	OLCC License Fee	695.00	665.00	400.00	400.00	400.00	400.00		
311-102	S.H. School District								
322-013	Bike Licenses	28.00	52.00	20.00	20.00	20.00	20.00		
330-030	Misc. Operating Grants	1,262.00	3,436.76						
335-014	Marijuana Tax	6,406.06		27,400.00	182,783.00	182,783.00			
352-010	Forfeits	2,744.19	507.50						
361-010	Interest	22,371.00	40,637.80	19,033.00	41,045.00	41,045.00	41,045.00		
361-011	Interest on Taxes	12,578.34	13,156.29		13,156.00	13,156.00	13,156.00		
364-030	Donations	44,691.68	12,368.95	8,000.00	8,000.00	8,000.00	8,000.00		
365-001	Police Projects								
390-006	COPS Grant								
392-010	Sale of Fixed Assets		5,804.00						
395-011	Miscellaneous Revenues	26,372.88	16,592.60	20,000.00	20,000.00	20,000.00	20,000.00		
	Subtotal Other Revenue	**116,454.15**	**92,555.90**	**74,453.00**	**265,004.00**	**265,004.00**	**82,221.00**		
TOTAL POLICE DEPARTMENT RESOURCES		**$ 3,787,702.90**	**$ 4,178,108.53**	**$ 4,514,248.00**	**$ 5,111,243.00**	**$ 4,883,323.00**	**$ 4,814,016.00**		
POLICE DEPARTMENT EXPENSES									
110	Staff Pay	1,381,176.00	1,362,216.88	1,410,746.00	1,543,176.00	1,407,701.00	1,466,015.00	22.50	
130	Overtime	89,345.87	76,037.69	75,000.00	77,250.00	77,250.00	77,250.00		
210	Group Insurance	413,651.00	396,200.93	459,585.00	470,481.00	419,259.00	457,842.00		
220	FICA/Medicare	110,987.91	108,605.34	112,309.00	121,759.00	117,312.00	123,288.00		
230	Retirement	196,750.42	187,621.49	206,266.00	240,100.00	217,233.00	227,573.00		
250	Unemployment	1,457.55	2,014.95	1,411.00	1,591.00	1,485.00	1,543.00		
260	SAIF/WBF	26,594.29	31,061.53	32,982.00	35,135.00	31,700.00	33,372.00		
	TOTAL PERSONNEL COST	**2,219,963.04**	**2,163,758.81**	**2,298,299.00**	**2,489,492.00**	**2,271,940.00**	**2,386,883.00**	22.50	
310	Memberships	963.28	3,301.34	1,763.00	1,800.00	1,800.00	1,800.00		
311	Subscriptions		261.88		1,000.00	1,000.00	1,000.00		National Testing Network
320	Professional Services	11,714.48	11,683.91	34,012.00	40,200.00	40,200.00	40,200.00		
340	Technical Services	26,864.75	42,523.24	79,343.00	83,500.00	83,500.00	83,500.00		StepUP (38k), CMI (15k), iFocus (17k)
423	Custodial		8,395.83		8,500.00	8,500.00	8,500.00		CopLink, Lexipol, stancil, Leads Online
430	Equipment Repair & Maint.	24,403.30	16,076.80	30,000.00	25,410.00	25,410.00	25,410.00		Radio maint, copier, veh maint, radar
431	Building Repair & Maint.		387.00		9,195.00	9,195.00	9,195.00		Fire suppression, generator, plumb, HVAC
432	Grounds Maintenance	4,994.10	8.99		2,500.00	2,500.00	2,500.00		Fencing slats
442	Equipment/Vehicle Rental	18,352.54	20,533.64	5,000.00	20,139.00	20,139.00	20,139.00		Patrol veh, copier, postage, cofee mach
520	Insurance			9,752.00	32,600.00	32,600.00	32,600.00		

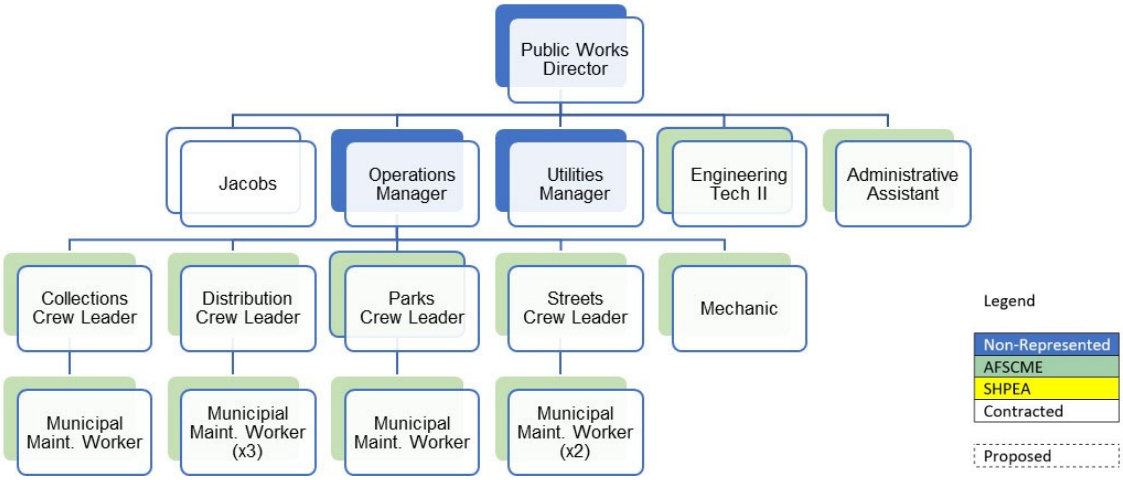
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
540	Advertising	2,074.84	790.88	2,000.00	2,000.00	2,000.00	2,000.00		
550	Duplicating & Printing		374.16		300.00	300.00	300.00		
580	Travel/Training	13,707.54	14,066.71	17,848.00	18,548.00	18,548.00	18,548.00		Training (sworn - 9k, non - 5k), firearms
610	Office Supplies	5,105.15	5,505.47	5,900.00	8,100.00	8,100.00	8,100.00		
611	Cleaning Supplies		848.56		1,600.00	1,600.00	1,600.00		
612	Operating Supplies	60,746.05	9,395.55	69,156.00	24,140.00	24,140.00	24,140.00		Ammo (7k), tires (9k)
613	Uniforms/Clothing	7,511.25	12,646.05	16,120.00	19,220.00	19,220.00	19,220.00		Police (8k), vests (6k), dispatch (1k), reserves
614	Tools & Small Equipment	-	8,931.10		24,320.00	24,320.00	24,320.00		E-Cite printers (6k), Patrol camera sys (6k)
616	Jail Expense	235.31	150.30	1,000.00	1,260.00	1,260.00	1,260.00		
617	Furniture	788.00	656.08	1,500.00	1,500.00	1,500.00	1,500.00		
618	Postage		920.52		2,600.00	2,600.00	2,600.00		
619	Computers		11,511.47	6,000.00	6,800.00	6,800.00	6,800.00		
620	Utilities	41,368.70		43,500.00					
621	Natural Gas				2,000.00	2,000.00	2,000.00		
622	Electricity		17,989.14		19,000.00	19,000.00	19,000.00		
623	Phone		20,499.49		21,500.00	21,500.00	21,500.00		
624	TV/Internet		3,578.31		3,700.00	3,700.00	3,700.00		
626	Gasoline/Fuel		31,887.67		37,800.00	37,800.00	37,800.00		
630	Food & Beverage		3,573.95		1,300.00	1,300.00	1,300.00		
640	Books & Periodicals		353.66		400.00	400.00	400.00		
803	Special Events	7,532.22	7,994.20	10,000.00	12,000.00	12,000.00	12,000.00		Kids prog (10k), K9 prog (2k)
812	Administrative Chrgs of Svc					129,260.00	129,260.00		New accounts for ISR from depts.
813	Finance Chrgs for Svc					44,996.00	44,996.00		
	TOTAL MATERIALS & SERVICES	**226,361.51**	**254,845.90**	**332,894.00**	**432,932.00**	**607,188.00**	**607,188.00**		
730	Projects & Improvements	1,995.00			15,000.00	15,000.00	15,000.00		Jail Audio & Training room improv.
741	Equipment & Machinery	38,265.23	5,528.20	209,890.00	120,000.00	225,000.00	225,000.00		Dispatch consoles & HVAC repl.
742	Patrol Vehicles	41,950.40	74,510.74	140,000.00	70,000.00	20,000.00	20,000.00		K9 vehicle grant match
	TOTAL CAPITAL OUTLAY	**82,210.63**	**80,038.94**	**349,890.00**	**205,000.00**	**260,000.00**	**260,000.00**		
	TOTAL POLICE DEPARTMENT EXPENSES	**$ 2,528,535.18**	**$ 2,498,643.65**	**$ 2,981,083.00**	**$ 3,127,424.00**	**$ 3,139,128.00**	**$ 3,254,071.00**	**22.50**	
	Net gain/(loss)	1,259,167.72	1,679,464.88	1,533,165.00	1,983,819.00	1,744,195.00	1,559,945.00		
030	Transfer In for Operations	776.00		300.00					
020	Transfer Out for Services			(180,398.00)	(191,056.00)				
030	Transfer Out for Operations			(300.00)					
040	Transfer Out for Capital	(10,000.00)	(10,000.00)	(10,000.00)	(100,000.00)	(83,944.00)	(83,944.00)		
	Contingency	-	-	129,451.00	141,192.00	232,041.00	237,788.00		
	UNAPPROPRIATED ENDING BALANCE	**1,249,943.72**	**1,669,464.88**	**1,213,316.00**	**1,551,571.00**	**1,428,210.00**	**1,238,213.00**		

Public Works Budget

The Public Works department is the largest department in terms of total budget. Within the department are five divisions that impact the livability in Sweet Home. The five divisions are:

- Parks & Facilities
- Water
- Wastewater
- Storm Water
- Street Maintenance

As discussed under Non-Departmental, the Public Works administrative staff has been budgeted under the Non-Departmental budget. Past budgets included breaking out the salaries of the administrative staff to five or more funds and accounts. For simplicity of accounting and understanding, this budget proposes placing the administrative staff in the Internal Service Fund and splitting the salary based on proposed expenditures across the divisions.



Parks & Facilities

The City of Sweet Home has an established city-wide park system that provides a variety of recreational opportunities to all citizens and visitors. Currently the city maintains six parks (including a skate park) and the Hobart Natural Area. The 2017 Budget Committee and City Council both made the parks program a priority for the city and added a crew leader to the budget to oversee maintenance of those parks and city facilities. For the 2020-2021 approved budget, the City is continuing to focus on Sankey Park after being awarded a $242k grant from the Oregon Parks and Recreation Department. The grant allows the City to move forward with the park's master plan and leverage its own funds to restore the park to its former glory.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
Dedicated Revenue	9,299	29,559	192,122	136,778	136,778	-28.8%
Expenditures						
Personnel Services	131,157	204,353	144,482	194,157	194,157	34.4%
Materials & Supplies	50,836	102,314	110,969	84,131	84,131	-24.2%
Capital Outlay	2,478	128,363	380,228	268,602	268,602	-29.4%
Total Expenditures	$184,471	$435,030	$635,679	$546,890	$546,890	-14.0%
Transfers, Net In/(Out)	0	0	(77,482)	0	0	-100.0%
Staffing Levels			2.00	2.00	2.00	0.0%

Capital Improvement Project	Requested	Funded	Description
Sankey Park Improvements	$235,145	Yes	The Public Works Department began work on Phase II in Sankey Park during the 2019-2020 fiscal year. The funds budgeted in this proposal include $134k in grant funds from the Oregon Parks and Recreation Department with the remaining $100k being covered by rolled funds from the current budget year that the City anticipates it will not spend prior to June 30, 2020.
Strawberry Park Improvements	$159,000	No	Public Works had also requested $159k to make improvements in Strawberry Park. Due to the limited resources, these projects have been pushed to another budget year. Improvements for this project would have included designing and constructing a sidewalk from Westwood Ln., playground improvements, drainage system improvements and removal of a chain link path section in the park.

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
PARKS RESOURCES									
300-000	Beginning Fund Balance	56,004.05	64,751.40	20,318.00	44,291.00	44,291.00	44,291.00		
334-040	Parks Grants			190,000.00	134,078.00	134,078.00	134,078.00		Grant funds from OPRD
361-010	Interest	881.65	1,032.78	472.00	1,000.00	1,000.00	1,000.00		
364-030	Donations	678.80	23,650.00	200.00	200.00	200.00	200.00		
365-030	Parks Donations	1,502.00	1,413.00	1,450.00	1,500.00	1,500.00	1,500.00		
365-031	Pool Donations	1,236.63	120.00						
395-011	Miscellaneous Revenues	5,000.00	3,343.25						
	Subtotal Other Revenue	**9,299.08**	**29,559.03**	**192,122.00**	**136,778.00**	**136,778.00**	**136,778.00**		
TOTAL PARKS RESOURCES		**$ 65,303.13**	**$ 94,310.43**	**$ 212,440.00**	**$ 181,069.00**	**$ 181,069.00**	**$ 181,069.00**		
PARKS EXPENSES									
110	Staff Pay	84,785.50	129,404.56	92,299.00	103,974.00	96,670.00	96,670.00	2.00	
120	Temporary Pay	2,519.52	4,012.93		39,758.00	39,758.00	39,758.00		
130	Overtime	1,524.48	1,693.48						
210	Group Insurance	23,704.59	38,584.00	30,783.00	32,066.00	31,962.00	31,962.00		
220	FICA/Medicare	6,839.94	10,086.69	7,061.00	11,229.00	10,631.00	10,631.00		
230	Retirement	9,433.77	17,055.05	11,077.00	12,477.00	11,601.00	11,601.00		
250	Employment	77.89	199.78	93.00	104.00	136.00	136.00		
260	SAIF/WBF	2,271.44	3,316.21	3,169.00	3,604.00	3,399.00	3,399.00		
	TOTAL PERSONNEL COST	**131,157.13**	**204,352.70**	**144,482.00**	**203,212.00**	**194,157.00**	**194,157.00**	2.00	
310	Memberships		189.00	300.00	300.00	300.00	300.00		
311	Subscriptions		5.00						
320	Professional Services	22,629.78	46,492.51	44,893.00	20,018.00	12,518.00	12,518.00		
340	Technical Services		3,083.76		4,920.00	4,920.00	4,920.00		
423	Custodial		217.39						
430	Equipment Repair & Maint.	717.22	2,449.68	4,000.00	4,000.00	4,000.00	4,000.00		
431	Building Repair & Maint.		4,229.20		5,000.00	5,000.00	5,000.00		
432	Grounds Maintenance	1,656.22	3,689.32	6,000.00	6,000.00	6,000.00	6,000.00		
442	Equipment/Vehicle Repair		1,232.06	500.00	1,500.00	1,500.00	1,500.00		
520	Insurance			5,476.00	5,778.00	5,778.00	5,778.00		
540	Advertising	3,618.05	910.05		1,200.00	1,200.00	1,200.00		
550	Duplicating & Printing		259.19						
580	Travel/Training	201.59	1,542.31	1,500.00	1,500.00	1,500.00	1,500.00		
610	Office Supplies	9.19	396.68	300.00	500.00	500.00	500.00		
611	Cleaning Supplies		467.52		700.00	700.00	700.00		
612	Operating Supplies	11,428.36	17,740.11	12,000.00	11,000.00	8,000.00	8,000.00		
613	Uniforms/Clothing	787.41	1,685.94	500.00	500.00	500.00	500.00		
614	Tools & Small Equipment	447.06	1,257.59	500.00	1,500.00	1,500.00	1,500.00		
617	Furniture		2,199.91						
618	Postage		2.27						
619	Computers		1,186.37						

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
620	Utilities	3,737.13		5,000.00					
621	Natural Gas		1,174.93		1,175.00	1,175.00	1,175.00		
622	Electricity		5,041.67		5,042.00	5,042.00	5,042.00		
623	Phone		1,478.44		1,393.00	1,393.00	1,393.00		
624	TV/Internet		1,274.64		1,275.00	1,275.00	1,275.00		
626	Gasoline/Fuel		3,993.88		4,500.00	4,500.00	4,500.00		
630	Food & Beverage		22.62						
803	Special Events	5,603.83	829.45						
809	Grant Expense		288.00	30,000.00					
813	Finance Chrgs for Svc					16,830.00	16,830.00		
811	Sweet Home Pool Donations		(1,025.10)						
	TOTAL MATERIALS & SERVICES	**50,835.84**	**102,314.39**	**110,969.00**	**77,801.00**	**84,131.00**	**84,131.00**		
720	Buildings		73,099.68	93,750.00	93,750.00	23,438.00	23,438.00		
730	Projects & Improvements	1,200.00	51,780.21	286,478.00	233,145.00	245,164.00	245,164.00		Sankey Park Phase II (grant project)
741	Equipment & Machinery	1,278.35	1,263.76						
742	Vehicles		2,219.25						
	TOTAL CAPITAL OUTLAY	**2,478.35**	**128,362.90**	**380,228.00**	**326,895.00**	**268,602.00**	**268,602.00**		
TOTAL PARKS EXPENSES		**$ 184,471.32**	**$ 435,029.99**	**$ 635,679.00**	**$ 607,908.00**	**$ 546,890.00**	**$ 546,890.00**	**2.00**	
	Net gain/(loss)	(119,168.19)	(340,719.56)	(423,239.00)	(426,839.00)	(365,821.00)	(365,821.00)		
040	Transfer In for Capital			-	-	-	-		
030	Transfer Out for Operations			(70,921.00)					
040	Transfer Out for Capital			(4,607.00)					
GEN FUND NON-DEPARTMENTAL SUPPORT		**119,168.19**	**340,719.56**	**498,767.00**	**426,839.00**	**365,821.00**	**365,821.00**		

Water

The City operates and maintains a Water Treatment Facility and appropriate distribution systems in such a way as to meet strict governmental requirements while providing safe drinking water and protecting the health of the environment. Several activities are associated with the production of potable water. Equipment operation and maintenance is accomplished on pumps, valves, motors, compressors, chemical feed machines, flow meters, pressure meters and filters. Production averages approximately 1 million gallons per day with peak days in excess of 2.5 million gallons. To accomplish the feat, the plant runs seven days a week, 365 days a year.

Our goal is to continue to produce superior quality potable water that resulted in the city earning the Overall Best Drinking Water in Oregon award for 2016.

This year's approved budget includes a transfer from the General Fund of $91,407 which will be used to repay the loan from the Water Depreciation Fund to renovate the City's new City Hall. $800,000 was loaned for the project and is repayable over ten years at 2.5% interest each year. This loan is projected to be paid off in fiscal year 2029.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20Budget
Revenue						
User Fees	2,174,775	2,385,923	2,451,061	2,577,026	2,577,026	5.1%
Other Dedicated Revenue	38,561	48,175	20,151	38,175	38,175	89.4%
Total Dedicated Revenue	$2,213,336	$2,434,098	$2,471,212	$2,615,201	$2,615,201	5.8%
Expenditures						
Personnel Services	335,436	430,270	307,346	358,838	358,838	16.8%
Materials & Supplies	788,465	658,133	850,122	1,239,829	1,239,829	45.8%
Capital Outlay	61,241	82,654	443,750	1,187,188	1,187,188	167.5%
Debt Service	498,591	501,216	498,185	500,216	500,216	0.4%
Total Expenditures	$1,683,733	$1,672,273	$2,099,403	$3,286,071	$3,286,071	56.5%
Transfers, Net In/(Out)	(492,356)	(1,002,252)	(236,369)	82,191	82,191	-134.8%
Staffing Levels			5.63	4.00	4.00	-29.0%

Capital Improvement Project	Requested	Funded	Description
Backwash Pumps	$375,000	Yes	When the Water Treatment Plant was built in 2010, the system's design lacked appropriate infrastructure to perform a backwash process where water is pulled back into the plant to flush the system. This project will allow the treatment facility to perform these operational procedures and continue to pump water into the distribution system, reducing pressure issues City-wide.
Variable Frequency Drive	$195,000	Yes	The treatment plant includes a valve that controls the supply of water throughout the City. The valve has two positions, open and closed. When the valve is open, it is wide-open which creates an unnecessary pressurized push of water into the distribution system which can impact the system negatively. The Variable Frequency Drive (VFD) will allow the plant to have the flexibility to pump water throughout the City at variable capacities, reducing shockwaves across the system.
9th Avenue 2" Main Replacement	$450,000	Yes	The main water line running along 9th Avenue between Oak Terrace is beyond its useful life and has multiple patches from repairs completed over its lifespan. Additionally, the main is also a 2" main which does not provide the capacity needed for the surrounding area. The City will replace the line with a 6" line providing residents with additional water pressure and eliminating a leaky main.

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
WATER RESOURCES									
300-000	Beginning Fund Balance	1,265,007.45	1,640,244.60	578,352.00	1,505,369.00	1,920,713.00	1,920,713.00		
340-021	Water User Fees	2,109,905.56	2,317,575.50	2,392,311.00	2,445,471.00	2,519,526.00	2,519,526.00		
340-022	Water Development Fee	41,422.85	37,610.00	38,000.00	35,000.00	35,000.00	35,000.00		
340-025	Water Connection Fee	19,852.00	27,703.00	20,000.00	20,000.00	20,000.00	20,000.00		
355-010	Water Dev. Fee Principal	1,598.84	1,574.00		1,500.00	1,500.00	1,500.00		
361-012	Water Dev. Fee Interest	1,995.36	1,460.02	750.00	1,000.00	1,000.00	1,000.00		
	Subtotal User Fees	**2,174,774.61**	**2,385,922.52**	**2,451,061.00**	**2,502,971.00**	**2,577,026.00**	**2,577,026.00**		
361-010	Interest	23,625.20	33,317.05	12,651.00	25,000.00	25,000.00	25,000.00		
395-011	Miscellaneous Revenue	14,935.74	14,857.69	7,500.00	13,175.00	13,175.00	13,175.00		
	Subtotal Other Revenue	**38,560.94**	**48,174.74**	**20,151.00**	**38,175.00**	**38,175.00**	**38,175.00**		
TOTAL WATER RESOURCES		**$ 3,478,343.00**	**$ 4,074,341.86**	**$ 3,049,564.00**	**$ 4,046,515.00**	**$ 4,535,914.00**	**$ 4,535,914.00**		
WATER EXPENSES									
110	Staff Pay	213,363.56	279,500.30	187,548.00	224,401.00	221,338.00	221,338.00	3.50	
130	Overtime	1,896.58	440.33	2,500.00	2,500.00	2,500.00	2,500.00		
210	Group Insurance	70,262.97	90,668.77	74,984.00	106,383.00	81,837.00	81,837.00		
220	Fica/Medicare	16,226.67	21,163.18	14,346.00	17,166.00	17,126.00	17,126.00		
230	Retirement	28,052.46	32,625.12	22,508.00	28,300.00	27,894.00	27,894.00		
250	Unemployment	215.79	408.97	191.00	227.00	224.00	224.00		
260	SAIF/WBF	5,418.17	5,463.06	5,269.00	8,034.00	7,919.00	7,919.00		
	TOTAL PERSONNEL COST	**335,436.20**	**430,269.73**	**307,346.00**	**387,011.00**	**358,838.00**	**358,838.00**	3.50	
310	Memberships	543.75	2,248.50	1,000.00	2,500.00	2,500.00	2,500.00		
311	Subscriptions		1,326.87		1,000.00	1,000.00	1,000.00		
320	Professional Services	650,586.38	518,173.58	621,559.00	621,850.00	605,890.00	605,890.00		Jacobs + utility bill printing/mailing
340	Technical Services	21,955.04	20,459.66	33,000.00	34,320.00	33,992.00	33,992.00		
400	Easements	1,158.46	1,158.46	1,200.00	1,250.00	1,250.00	1,250.00		
423	Custodial		326.14		500.00	500.00	500.00		
430	Equipment Repair & Maint.	2,805.79	7,949.23	17,000.00	17,600.00	17,600.00	17,600.00		
431	Building Repair & Maint.		1,963.56	2,000.00	2,000.00	2,000.00	2,000.00		
432	Grounds Maintenance	4,516.16	123.49	100.00	500.00	570.00	570.00		
442	Equipment/Vehicle Rental		2,137.89	2,000.00	2,020.00	2,020.00	2,020.00		
520	Insurance			20,263.00	35,000.00	35,000.00	35,000.00		
540	Advertising	1,314.76	317.50	1,000.00	1,000.00	1,000.00	1,000.00		
550	Duplicating & Printing		665.61		500.00	500.00	500.00		
580	Travel/Training	2,398.30	4,142.30	4,500.00	7,000.00	7,000.00	7,000.00		
610	Office Supplies	3,893.50	965.40	7,000.00	5,000.00	5,000.00	5,000.00		
611	Cleaning Supplies		267.41		500.00	500.00	500.00		
612	Operating Supplies	75,919.31	58,245.27	115,500.00	116,655.00	116,655.00	116,655.00		
613	Uniforms/Clothing	2,647.62	2,300.91	3,000.00	2,500.00	2,500.00	2,500.00		
614	Tools & Small Equipment	1,352.04	10,408.92	5,000.00	1,500.00	1,500.00	1,500.00		

617	Furniture	524.84	69.04	1,000.00	500.00	500.00	500.00	
618	Postage		115.92		150.00	150.00	150.00	
619	Computers		353.17					
620	Utilities	18,848.58		15,000.00				
621	Natural Gas		2,833.47		2,300.00	2,300.00	2,300.00	
622	Electricity		5,471.57		5,775.00	5,775.00	5,775.00	
623	Phone		4,508.77		6,360.00	6,360.00	6,360.00	
624	TV/Internet		1,578.56		2,500.00	2,500.00	2,500.00	
626	Gasoline/Fuel		9,981.95		10,000.00	10,000.00	10,000.00	
630	Food & Beverage		37.22		100.00	100.00	100.00	
803	Special Events		2.44					
812	Administrative Chrgs for Svc					227,919.00	227,919.00	New accounts for ISR from depts.
813	Finance Chrgs for Svc					147,248.00	147,248.00	
	TOTAL MATERIALS & SERVICES	**788,464.53**	**658,132.81**	**850,122.00**	**880,880.00**	**1,239,829.00**	**1,239,829.00**	
720	Buildings		18,020.00	93,750.00	187,500.00	117,188.00	117,188.00	
730	Projects & Improvements	60,066.67	9,930.75	350,000.00	75,000.00	620,000.00	620,000.00	Backwash & VFD
731	Construction				450,000.00	450,000.00	450,000.00	9th Ave. 2" Water Main replacement
741	Machinery	1,174.02	18,969.17					
742	Vehicles		35,734.38					
	TOTAL CAPITAL OUTLAY	**61,240.69**	**82,654.30**	**443,750.00**	**712,500.00**	**1,187,188.00**	**1,187,188.00**	
801	Debt Service - Principal	337,820.55	345,539.13	348,361.00	356,284.00	356,284.00	356,284.00	
802	Debt Service - Interest	160,770.43	155,676.79	149,824.00	143,932.00	143,932.00	143,932.00	
	TOTAL DEBT OBLIGATIONS	**498,590.98**	**501,215.92**	**498,185.00**	**500,216.00**	**500,216.00**	**500,216.00**	
TOTAL WATER EXPENSES		**$ 1,683,732.40**	**$ 1,672,272.76**	**$ 2,099,403.00**	**$ 2,480,607.00**	**$ 3,286,071.00**	**$ 3,286,071.00**	**3.50**
	Net gain/(loss)	1,794,610.60	2,402,069.10	950,161.00	1,565,908.00	1,249,843.00	1,249,843.00	
040	Transfer In for Capital	75,000.00	311,677.00	561,727.00	716,407.00	671,727.00	671,727.00	
020	Transfer Out for Services	(452,356.00)	(162,252.00)	(373,169.00)	(363,008.00)			
040	Transfer Out for Capital	(115,000.00)	(1,151,677.00)	(424,927.00)	(909,536.00)	(589,536.00)	(589,536.00)	
	Contingency	-		55,817.00	60,783.00	70,143.00	70,143.00	
	UNAPPROPRIATED ENDING BALANCE	**1,302,254.60**	**1,399,817.10**	**657,975.00**	**948,988.00**	**1,261,891.00**	**1,261,891.00**	
	AVAILABLE MONTHS OF EXPEND.	7	6	3	3	4	4	

Wastewater

The City operates and maintains a Wastewater Treatment Facility and appropriate collections systems in such a way as to meet strict governmental requirements for wastewater collections and reclamation, while protecting the health of the environment. This facility consists of six unit processes, including influent pumping, aeration, clarification, sludge dewatering and disposal, disinfections and two gravity filters that are operated during certain periods throughout the year. Laboratory facilities which support the operations and comply with state and federal mandates are also associated with the overall operation and maintenance, cleaning of grounds and facilities, sludge dewatering and disposal activities, process operation, monitoring and reporting.

The monitoring activities are composed of effluent flow monitoring and lab testing. The City maintains a water quality lab for the purpose of meeting state and federal regulations for treatment and discharge of municipal sewage. In-house analysis includes daily, weekly and monthly testing for Biological Oxygen Demand (BOD), fecal coliforms, suspended solids, volatile solids and total solids as well as chlorine concentration and pH. Certified private laboratories perform annual and periodic testing for inorganic toxic chemicals (heavy metals), organic toxic chemicals (pesticides) and radioactive contamination. All data from these monitoring activities are collected, correlated and entered into appropriate report formats for submittal to the regulatory agencies (DEQ and EPA).

Other objectives are to try to meet discharge permit requirements within feasible limits set forth under our new NPDES Discharge Permit; continue operations with effluent recycling and sludge watering improvements; and continue replacement reserve.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
User Fees	2,700,115	2,957,125	3,038,706	3,069,552	3,069,552	1.0%
Other Dedicated	42,361	70,632	1,332,775	7,770,725	7,770,725	483.0%
Total Revenue	$2,742,476	$3,027,757	$4,371,481	$10,840,277	$10,840,277	148.0%
Expenditures						
Personnel Services	409,068	273,759	130,254	186,613	186,613	43.3%
Materials & Supplies	758,252	719,586	754,045	1,237,588	1,237,588	64.1%
Capital Outlay	135,419	588,082	4,550,423	12,114,646	12,114,646	166.2%
Debt Service	881,177	836,508	874,296	836,508	836,508	-4.3%
Total Expenditures	$2,183,916	$2,417,935	$6,309,018	$14,375,355	$14,375,355	127.9%
Transfers, Net In/(Out)	(264,034)	(182,252)	(405,379)	(1,940)	(1,940)	-99.5%
Staffing Levels			1.50	1.50	1.50	0.0%

The proposed budget for the Wastewater division is large. Much of the increase is in capital expenditures as the City moves closer to construction for the rehabilitation of the current Wastewater Treatment Plant. Built in the 1950s, the current plant has reached capacity limits for the City and often overflows, violating Department of Environmental Quality (DEQ) restrictions. This results in fines for the City. The debt service currently on the books for the Wastewater division stems from efforts to reduce Infiltration and Inflow, or I&I, which can dilute the raw sewage impacting treatability. The City's I&I work has become a model for communities with similar issues and the rehabilitation of the plant is the next step.

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
WASTEWATER RESOURCES									
300-000	Beginning Fund Balance	2,200,788.19	2,638,731.58	3,493,832.00	4,715,294.00	4,773,977.00	4,773,977.00		
340-021	Sewer User Fees	2,674,840.10	2,936,392.30	3,017,607.00	3,051,402.00	3,051,402.00	3,051,402.00		
340-022	Sewer Development Fees	23,472.54	19,317.00	20,099.00	16,500.00	16,500.00	16,500.00		
355-010	Sewer Dev. Fees Principal	1,181.38	762.00	1,000.00	1,000.00	1,000.00	1,000.00		
361-012	Sewer Dev. Fees Interest	620.82	653.45		650.00	650.00	650.00		
	Subtotal User Fees	**2,700,114.84**	**2,957,124.75**	**3,038,706.00**	**3,069,552.00**	**3,069,552.00**	**3,069,552.00**		
361-010	Interest	40,050.11	67,705.89	40,500.00	61,000.00	61,000.00	61,000.00		
361-011	Interest on Taxes	172.20	-						
395-011	Miscellaneous Revenue	2,138.66	2,925.95	1,000.00	1,000.00	1,000.00	1,000.00		
334-040	State Capital Grant			1,291,275.00	7,708,725.00	7,708,725.00	7,708,725.00		State capital grants from Lottery Funds
	Subtotal Other Revenue	**42,360.97**	**70,631.84**	**1,332,775.00**	**7,770,725.00**	**7,770,725.00**	**7,770,725.00**		
TOTAL WASTEWATER RESOURCES		**$ 4,943,264.00**	**$ 5,666,488.17**	**$ 7,865,313.00**	**$ 15,555,571.00**	**$ 15,614,254.00**	**$ 15,614,254.00**		
WASTEWATER EXPENSES									
110	Staff Pay	265,024.70	174,841.61	75,947.00	132,365.00	111,644.00	111,644.00	1.50	
130	Overtime	1,977.02	1,287.61	3,000.00	3,000.00	3,000.00	3,000.00		
210	Group Insurance	80,459.27	56,965.20	34,185.00	64,581.00	43,545.00	43,545.00		
220	FICA/Medicare	20,172.62	11,870.95	5,808.00	10,128.00	8,772.00	8,772.00		
230	Retirement	34,347.96	25,909.87	9,114.00	22,885.00	14,729.00	14,729.00		
250	Unemployment	268.25	241.44	79.00	132.00	115.00	115.00		
260	SAIF/WBF	6,818.66	2,642.74	2,121.00	5,423.00	4,808.00	4,808.00		
	TOTAL PERSONNEL COST	**409,068.48**	**273,759.42**	**130,254.00**	**238,514.00**	**186,613.00**	**186,613.00**	1.50	
310	Memberships	537.50	714.00	1,000.00	1,760.00	1,760.00	1,760.00		
311	Subscriptions		323.91						
320	Professional Services	678,506.93	630,815.34	636,559.00	653,398.00	671,247.00	671,247.00		Jacobs + utility bill printing/mailing
321	Labor Relations		1,701.00		2,000.00	2,000.00	2,000.00		
340	Technical Services	22,125.59	27,750.31	20,000.00	27,200.00	27,200.00	27,200.00		
423	Custodial		217.47						
430	Equipment Repair & Maint.	8,134.33	20,860.28	36,000.00	36,400.00	36,400.00	36,400.00		
431	Building Repair & Maint.		1,303.16		1,600.00	1,600.00	1,600.00		
432	Grounds Maintenance	1,364.48	82.35	2,000.00	2,020.00	2,020.00	2,020.00		
442	Equipment/Vehicle Rental		1,608.35	1,000.00	2,010.00	2,010.00	2,010.00		
520	Insurance			11,886.00	11,894.00	30,826.00	30,826.00		
540	Advertising	1,127.93	612.71	1,000.00	1,000.00	1,000.00	1,000.00		
550	Duplicating & Printing		535.51		500.00	500.00	500.00		
580	Travel/Training	2,477.21	1,202.92	4,500.00	6,550.00	6,550.00	6,550.00		
610	Office Supplies	2,416.05	676.88	3,500.00	3,000.00	3,000.00	3,000.00		
611	Cleaning Supplies		323.18		250.00	250.00	250.00		
612	Operating Supplies	26,854.93	10,574.08	20,000.00	20,500.00	20,500.00	20,500.00		
613	Uniforms/Clothing	2,293.62	1,695.39	2,500.00	2,500.00	2,500.00	2,500.00		
614	Tools & Small Equipment	1,402.91	5,895.24	2,600.00	2,600.00	2,600.00	2,600.00		

617	Furniture	524.82	46.06	1,500.00	1,500.00	1,500.00	1,500.00	
618	Postage		114.77					
619	Computers		176.64					
620	Utilities	10,486.02		10,000.00				
621	Natural Gas		565.01		600.00	600.00	600.00	
622	Electricity		2,554.53		3,000.00	3,000.00	3,000.00	
623	Phone		2,515.00		8,000.00	8,000.00	8,000.00	
624	TV/Internet		1,026.33		1,000.00	1,000.00	1,000.00	
626	Gasoline/Fuel		5,606.52		5,600.00	5,600.00	5,600.00	
630	Food & Beverage		87.17					
803	Special Events		2.10					
812	Administrative Chrgs for Svc					238,399.00	238,399.00	New accounts for ISR from depts.
813	Finance Chrgs for Svc					167,526.00	167,526.00	
	TOTAL MATERIALS & SERVICES	**758,252.32**	**719,586.21**	**754,045.00**	**794,882.00**	**1,237,588.00**	**1,237,588.00**	
720	Buildings			93,750.00	187,500.00	117,188.00	117,188.00	
730	Projects & Improvements	8,702.11	5,310.00	65,000.00	310,000.00	95,000.00	95,000.00	Manhole ring replacements/maint.
731	Construction	123,560.57	553,248.08	4,391,673.00	11,709,534.00	11,902,458.00	11,902,458.00	WWTP Construction
741	Equipment & Machinery	3,156.24	951.47					
742	Vehicles		28,572.83					
	TOTAL CAPITAL OUTLAY	**135,418.92**	**588,082.38**	**4,550,423.00**	**12,207,034.00**	**12,114,646.00**	**12,114,646.00**	
801	Debt Service - Principal	678,171.00	566,194.00	704,613.00	718,442.00	718,442.00	718,442.00	
802	Debt Service - Interest	203,006.00	270,314.00	169,683.00	118,066.00	118,066.00	118,066.00	
	TOTAL DEBT OBLIGATIONS	**881,177.00**	**836,508.00**	**874,296.00**	**836,508.00**	**836,508.00**	**836,508.00**	
	TOTAL WASTEWATER EXPENSES	**$ 2,183,916.72**	**$ 2,417,936.01**	**$ 6,309,018.00**	**$ 14,076,938.00**	**$ 14,375,355.00**	**$ 14,375,355.00**	**1.50**
	Net gain/(loss)	2,759,347.28	3,248,552.16	1,556,295.00	1,478,633.00	1,238,899.00	1,238,899.00	
391-040	Transfer In for Capital		1,260,419.00	497,204.00	569,136.00	762,060.00	762,060.00	
491-020	Transfer Out for Services	(257,784.00)	(162,252.00)	(403,447.00)	(393,269.00)			
491-040	Transfer Out for Capital	(6,250.00)	(1,280,419.00)	(499,136.00)	(569,136.00)	(764,000.00)	(764,000.00)	
	Contingency			58,175.00	66,492.00	75,069.00	75,069.00	
	UNAPPROPRIATED ENDING BALANCE	**2,495,313.28**	**3,066,300.16**	**1,092,741.00**	**1,018,872.00**	**1,161,890.00**	**1,161,890.00**	
	AVAILABLE MONTHS OF EXPEND.	12	10	2	1	1	1	

Storm Water

Due to anticipated government requirements as well as City Council directive, the city established a Storm Water Drainage Utility in 2008. As there are many storm water drainage/flooding problems in various areas throughout Sweet Home, a user rate of $1.00 per equivalent dwelling unit (EDU) was determined to be in the best interest of the citizenry. The Storm Water system is part of the Collections system and therefore shares employees to complete necessary work. Given the small rates, there is not much of a budget for storm water.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
User Fees	61,951	62,851	185,886	62,851	62,851	-66.2%
Other Dedicated Revenue	3,673	4,988	3,750	5,205	5,205	38.8%
Total Dedicated Revenue	$65,624	$67,839	$189,636	$68,056	$68,056	-64.1%
Expenditures						
Personnel Services	74,402	55,609	38,183	38,404	38,404	0.6%
Materials & Supplies	4,490	3,537	3,350	3,350	3,350	0.0%
Capital Outlay	0	0	65,000	105,000	105,000	61.5%
Total Expenditures	$78,892	$59,146	$106,533	$146,754	$146,754	37.8%
Transfers, Net In/(Out)	0	0	0	0	0	0.0%
Staffing Levels			.50	.50	.50	0.0%

The Storm Water system is one section of the City's infrastructure that has received the least attention. Bringing in $63k per year, the revenue generated in the storm water funds is significantly lower than was recommended when the storm water fee was implemented. Today, the storm water fund should be generating $251k per year which would allow for new lines, replacement, and repair of the system. Given the low funds available, the City proposed to complete a Storm Water Master Plan in the 2021 fiscal year to give Public Works an idea of what work is most essential and give the City Council and residents an idea of what may be necessary down the road. With the city's population sitting just below 10k, there is a concern that the on-going census will push the city over 10,000 population which will prompt new DEQ regulations for storm water in Sweet Home.

Capital Improvement Project	Requested	Funded	Description
Storm Water Master Plan	$105,000	Yes	The current storm water master plan is severely outdated and has not been updated as the City has placed new infrastructure in the ground. An updated plan will give staff specific targets to address over the next five years and allow staff to provide guidance to the City Council.

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
STORM WATER RESOURCES									
300-000	Beginning Fund Balance	241,919.59	228,651.08	247,324.00	228,487.00	260,869.00	260,869.00		
340-022	Storm Water User Fees	61,950.82	62,851.36	185,886.00	62,851.00	62,851.00	62,851.00		
361-010	Interest	3,672.89	4,987.90	3,750.00	5,205.00	5,205.00	5,205.00		
TOTAL STORM WATER RESOURCES		**$ 307,543.30**	**$ 296,490.34**	**$ 436,960.00**	**$ 296,543.00**	**$ 328,925.00**	**$ 328,925.00**		
STORM WATER EXPENSES									
110	Staff Pay	46,787.54	36,009.94	23,614.00	20,522.00	20,897.00	20,897.00	0.50	
130	Overtime	109.29	124.31		100.00	100.00	100.00		
210	Group Insurance	17,044.11	11,535.27	9,253.00	12,921.00	12,786.00	12,786.00		
220	FICA	3,527.05	2,702.89	1,807.00	1,569.00	1,599.00	1,599.00		
230	Retirement	5,627.66	4,599.84	2,834.00	2,463.00	2,508.00	2,508.00		
250	Unemployment	46.90	48.06	24.00	21.00	21.00	21.00		
260	SAIF/WBF	1,259.87	588.58	651.00	582.00	593.00	593.00		
	TOTAL PERSONNEL COST	**74,402.42**	**55,608.89**	**38,183.00**	**38,178.00**	**38,504.00**	**38,504.00**	0.50	
320	Professional Services	1,009.00	1,836.00	1,000.00	1,000.00	1,000.00	1,000.00		
321	Labor Relations		1,701.00						
340	Technical Services	-		1,000.00	1,000.00	1,000.00	1,000.00		
430	Equipment Repair & Maintenance	-		600.00	600.00	600.00	600.00		
612	Operating Supplies	3,480.80		750.00	750.00	750.00	750.00		
	TOTAL MATERIALS & SERVICES	**4,489.80**	**3,537.00**	**3,350.00**	**3,350.00**	**3,350.00**	**3,350.00**		
730	Projects & Improvements			65,000.00	105,000.00	105,000.00	105,000.00		Storm Water master plan
	TOTAL CAPITAL OUTLAY	**-**	**-**	**65,000.00**	**105,000.00**	**105,000.00**	**105,000.00**		
STORM WATER EXPENSES		**$ 78,892.22**	**$ 59,145.89**	**$ 106,533.00**	**$ 146,528.00**	**$ 146,854.00**	**$ 146,854.00**	**0.50**	
	Net gain/(loss)	228,651.08	237,344.45	330,427.00	150,015.00	182,071.00	182,071.00		
040	Transfer In for Capital				164,443.00	196,499.00	196,499.00		
040	Transfer Out for Capital				(164,443.00)	(196,499.00)	(196,499.00)		
	Contingency								
	UNAPPROPRIATED ENDING BALANCE	**228,651.08**	**237,344.45**	**330,427.00**	**150,015.00**	**182,071.00**	**182,071.00**		

Streets

Our mission is to build, maintain, operate and manage city facilities while being responsible, accountable stewards of the city's facilities. Additionally, we strive to provide timely, cost-effective, preventive maintenance of public infrastructure and equipment and assist other departments and divisions to jointly provide a safe, convenient and healthy environment for the City of Sweet Home.

Most of the resources available for the Streets Division comes from the state in the form of Gas Tax revenue. The City saw additional tax receipts in the 2018-2019 fiscal year from the state due to the new transportation package passed by the legislature during the 2017 short session. Additional monies in the Streets Division budget came from Linn County. During the 1991-92 fiscal years, Linn County had transferred the jurisdiction 8.78 miles of County roads within the City of Sweet Home to the City. Along with these roads came approximately $1.7 million. For the 2020-2021 fiscal year, the revenue proposal for the Gas Tax Fund has been reduced based on guidance from the Oregon Department of Transportation (ODOT). The funds received by the City are based on gas tax receipts by the state (Oregon drivers pay $.30/gallon in state tax) plus funds from the new payroll tax, Oregon Transit Tax, which finds employees paying .1% of their gross earnings to the state. These funds are then passed down, in part, to cities and counties for road maintenance in their jurisdictions.

Due to the COVID-19 pandemic and the closure of much of America's economy, gas tax revenues are expected to decline as drivers are not on the roads. The guidance from the state in April 2020 revealed that Sweet Home could expect a loss of $35k in anticipated gas tax revenues for the 2020 fiscal year and a $45k reduction in the 2021 fiscal year. As the pandemic continues, staff anticipates that the original guidance from the state will be worse. As such, projects and expenditures in the streets budget are bare minimum and include the reduction of one full-time position to weather the downturn.

Budget Overview

Account Description	Actual 2017-18	Actual 2018-19	Budget 2019-20	Proposed 2020-21	Approved 2020-21	% Chg from 19-20 Budget
Revenue						
State Gas Tax	586,225	610,691	687,587	686,742	686,742	-0.1%
Other Dedicated Revenue	35,539	44,941	25,200	34,134	34,134	35.5%
Total Dedicated Revenue	$621,764	$655,632	$712,787	$720,876	$720,876	1.1%
Expenditures						
Personnel Services	301,364	382,233	313,724	247,006	247,006	-21.3%
Materials & Supplies	80,996	97,363	93,132	199,209	199,209	113.9%
Capital Outlay	42,466	58,049	373,750	697,188	697,188	86.5%
Total Expenditures	$424,826	$537,645	$780,606	$1,143,403	$1,143,403	46.5%
Transfers, Net In/(Out)	(112,242)	(52,177)	(83,316)	(1,940)	(1,940)	-97.7%
Staffing Levels			4.00	3.00	3.00	-25.0%

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
STREETS RESOURCES									
300-000	Beginning Fund Balance	1,743,255.43	1,827,991.84	1,639,256.00	1,881,519.00	1,892,156.00	1,892,156.00		
335-015	State Gas Tax	586,224.68	610,691.46	687,587.00	748,134.00	686,742.00	686,742.00		
355-010	Assessment Principal	314.60							
361-010	Interest	26,852.47	42,235.66	25,200.00	34,134.00	34,134.00	34,134.00		
361-012	Interest on Assessments	15.40	3.48						
364-030	Donations	165.00							
395-011	Miscellaneous Revenues	8,191.84	2,702.08						
	SUBTOTAL OTHER REVENUE	**35,539.31**	**44,941.22**	**25,200.00**	**34,134.00**	**34,134.00**	**34,134.00**		
TOTAL STREETS RESOURCES		**$ 2,365,019.42**	**$ 2,483,624.52**	**$ 2,352,043.00**	**$ 2,663,787.00**	**$ 2,613,032.00**	**$ 2,613,032.00**		
STREETS EXPENSES									
110	Staff Pay	182,325.28	241,523.94	192,782.00	189,621.00	145,588.00	145,588.00	3.00	
120	Temporary Employees		1,101.00						
130	Overtime	3,605.66	1,181.44	3,500.00	3,500.00	7,000.00	7,000.00		
210	Group Insurance	73,871.93	79,212.65	71,586.00	63,955.00	54,341.00	54,341.00		
220	FICA/Medicare	13,985.63	18,272.38	14,747.00	14,698.00	11,674.00	11,674.00		
230	Retirement	22,840.19	28,483.29	23,126.00	22,757.00	17,471.00	17,471.00		
250	Unemployment	198.95	363.11	196.00	190.00	153.00	153.00		
260	SAIF/WBF	4,536.08	12,095.57	7,787.00	14,039.00	10,779.00	10,779.00		
	TOTAL PERSONNEL COST	**301,363.72**	**382,233.38**	**313,724.00**	**308,760.00**	**247,006.00**	**247,006.00**	3.00	
310	Memberships	115.08	283.50	700.00	400.00	400.00	400.00		
311	Subscriptions		323.91						
320	Professional Services	11,761.34	23,855.52	12,000.00	12,500.00	12,500.00	12,500.00		
340	Technical Services	5,895.96	5,216.83	6,000.00	7,300.00	7,300.00	7,300.00		
423	Custodial		326.18						
430	Equipment Repair & Maint.	5,677.84	10,227.46	5,000.00	5,100.00	5,100.00	5,100.00		
431	Building Repair & Maint.		1,955.18		2,000.00	2,000.00	2,000.00		
432	Grounds Maintenance	1,705.90	258.30	2,000.00	1,500.00	1,500.00	1,500.00		
442	Equipment/Vehicle Rental	1,400.00	2,077.48	2,000.00	2,500.00	2,500.00	2,500.00		
520	Insurance			782.00	9,500.00	9,500.00	9,500.00		
540	Advertising	930.72	53.83	200.00	200.00	200.00	200.00		
550	Duplicating & Printing		532.53		200.00	200.00	200.00		
580	Travel/Training	1,344.53	1,454.56	4,000.00	4,000.00	4,000.00	4,000.00		
610	Office Supplies	3,264.71	433.90	3,500.00	2,500.00	2,500.00	2,500.00		
611	Cleaning Supplies		337.02		500.00	500.00	500.00		
612	Operating Supplies	31,533.54	23,414.49	39,000.00	40,000.00	40,000.00	40,000.00		
613	Uniforms/Clothing	2,592.73	2,951.93	3,300.00	3,500.00	3,500.00	3,500.00		
614	Tools & Small Equipment	2,032.02	2,976.59	3,000.00	3,000.00	3,000.00	3,000.00		
617	Furniture	449.95	69.08	250.00	500.00	500.00	500.00		
618	Postage		3.43						

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2021 Requested	2021 Proposed	2021 Approved	2021 FTE	Notes
619	Computers		529.81						
620	Utilities	11,791.08		11,000.00					
621	Natural Gas		837.28		850.00	850.00	850.00		
622	Electricity		2,666.04		3,000.00	3,000.00	3,000.00		
623	Phone		3,385.50		3,500.00	3,500.00	3,500.00		
624	TV/Internet		1,578.54		3,000.00	3,000.00	3,000.00		
626	Gasoline/Fuel		11,477.33		11,500.00	11,500.00	11,500.00		
630	Food & Beverage		45.92		100.00	100.00	100.00		
803	Special Events	460.33	91.25	400.00	400.00	400.00	400.00		
812	Administrative Chrgs for Svc				61,375.00	62,328.00	62,328.00		
813	Finance Chrgs for Svc				16,744.00	19,331.00	19,331.00		
	TOTAL MATERIALS & SERVICES	**80,955.73**	**97,363.39**	**93,132.00**	**195,669.00**	**199,209.00**	**199,209.00**		
720	Buildings			93,750.00	187,500.00	117,188.00	117,188.00		
730	Projects & Improvements	38,946.40	725.85	280,000.00	200,000.00	280,000.00	280,000.00		FY20 street projects
731	Construction				300,000.00	300,000.00	300,000.00		Highway 20 STIP (55th to Riggs Hill Rd)
741	Equipment & Machinery	3,519.73	13,500.80						
742	Vehicles		43,822.56						
	TOTAL CAPITAL OUTLAY	**42,466.13**	**58,049.21**	**373,750.00**	**687,500.00**	**697,188.00**	**697,188.00**		
TOTAL STREETS EXPENSES		**$ 424,785.58**	**$ 537,645.98**	**$ 780,606.00**	**$ 1,191,929.00**	**$ 1,143,403.00**	**$ 1,143,403.00**	**3.00**	
	Net gain/(loss)	1,940,233.84	1,945,978.54	1,571,437.00	1,471,858.00	1,469,629.00	1,469,629.00		
040	Transfer In for Capital	115,000.00	130,000.00	68,799.00					
020	Transfer Out for Services	(44,532.00)	(2,936.00)	(81,384.00)					
040	Transfer Out for Capital	(182,710.00)	(179,241.00)	(70,731.00)	(1,932.00)	(1,940.00)	(1,940.00)		
	SUBTOTAL TRANSFERS OUT	**(227,242.00)**	**(182,177.00)**	**(152,115.00)**	**(1,932.00)**	**(1,940.00)**	**(1,940.00)**		
	Contingency			18,988.00	26,828.00	30,242.00	30,242.00		
	UNAPPROPRIATED ENDING BALANCE	**1,827,991.84**	**1,893,801.54**	**1,469,133.00**	**1,443,098.00**	**1,437,447.00**	**1,437,447.00**		

Appendix

Budget Frequently Asked Questions

What is a budget?

A budget is a planning tool. It identifies the work plan for the city for the fiscal year and outlines the financial, material and human resources available to complete the work plan. It also includes general financial information about the organization and identifies the policy direction of the City Council under which the budget was prepared. The budget is the city's means of planning and reporting what it intended to do with its financial resources and ensure that those dollars are spent as wisely and efficiently as possible.

The City of Sweet Home uses a fund-based budget, meaning that accounts of the city are organized on the basis of funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Each fund is considered a separate entity accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Why does the city create a budget?

Oregon state law requires all cities in Oregon to adopt a budget on an annual or biannual basis. Oregon Local Budget Law (Chapter 294 of the Oregon Revised Statutes) gives budget provisions and procedures that must be followed during the budgeting process. The budget must be completed by June 30th, the day before the start of the fiscal year(s) to which the budget applies. Without a budget for the new fiscal year(s), the city has no authority to spend money or incur obligations. A local government's ability to impose a property tax is also tied to the budgeting process.

Budgeting creates a work and spending plan, which helps to ensure that public funds are spent wisely. The budget process allows city staff to review City Council goals and objectives in a formal setting, determine what will be required to meet those objectives, develop an implementation plan and share that information with citizens and decision-makers.

What basis of accounting/budgeting does the city use?

The budgets of all fund types (general, special revenue, debt service, enterprise funds and capital projects) are prepared on a modified accrual basis. This means that expenditures are recorded when the related fund liability is incurred and revenues are recorded when they are earned, regardless of the timing of related cash flows.

Every year, the City of Sweet Home is audited by a third-party audit service and produces an Annual Financial Report or Audit Report. It shows the status of the city's finances on the basis of "generally accepted accounting principles" or GAAP. In most cases, this conforms to the way the city prepares its budget.
Exceptions are as follows:

Compensated absence liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees as opposed to being expended when paid
Depreciation expense is recorded on a GAAP basis only. The Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

When does "budget season" start?

The budget process for the City of Sweet Home starts in January each year, soon after the completion of the Annual Financial Report (audit). At this time, City staff begins to review the rate and fee structures, increases in the cost of services and contracts, the adopted capital improvement program and other financial plans.

While the City Council's goals and objectives provide a guide during the budget development process, the budget process for the City of Sweet Home is actually an ongoing process throughout the year.

During each fiscal year, new initiatives for services, new regulation, new funding sources, better methods for providing existing services and new concerns are brought forward by citizens and staff to the City Council for discussion, study or implementation.

What does city staff do to develop the budget?

To prepare for the coming budget cycle, staff evaluates current services and identifies issues to be addressed during budget hearings. Primary factors considered by staff in making recommendations include:

- Relevant federal, state or city regulations or needs that affect services provided by a department.
- Council position, policy statement or general consensus regarding a service.
- Service deficiencies that have been identified through complaints, observations or citizen survey data.
- Demographics, neighborhood data or trends in demand for services.
- Special interest or professional group input or request for service.
- Special studies or reports that have identified a need for a service.
- Annual equipment assessments and inventories, which have identified a deficiency.

The City Council conducts an annual goal setting session to address issues and give policy direction for the development of the budget. Once that is completed, staff turns its attention to turning that direction into numbers on paper.

Factors that will play into budget planning at this point include:

- The cost of employee salaries is the largest expenditure on the city budget. Therefore, careful attention is given to step increases, cost-of-living adjustments or any other major change in the employee salary schedule.
- Known cost factors including such items as postal rate increases, social security costs, contribution rates to employee pension and retirement funds and other similar costs.
- Changes in employee fringe benefits such as changes affecting vacation policy, overtime, holidays, uniform allowances, health insurance and sick leave affect expenditures.
- Required elements of the budget such as insurance, utility and vehicle maintenance costs are developed.
- Capital projects that have been recommended by facility plans or special area land-use plans, or have been requested by citizens.
- A price list is developed for anticipated costs on items in the general category of supplies and contractual services. This list included costs for any anticipated major capital expenditures because expenditures of this nature usually require a considerable amount of budget planning.
- General economic fluctuations can be one of the most difficult considerations when preparing a budget. In recent years even the best economists have encountered difficulty in predicting the performance of the economy, Also, any local event significantly impacting the local economy is taken into consideration. The failure or inability to conservatively consider projected economic activity can cause significant financial problems.
- As with the revenue estimates, fiscal prudence demands that expenditure estimates be as accurate as possible. Departments submit their budget to the Finance Department for review. The Finance Director analyzes and reviews the budgets in detail, checking for accuracy and reasonableness of projections and ensuring that all required elements of the budget are correct. Once the analysis is completed, each

department meetings with the City Manager who reviews the budget with the department staff to be sure that planned activities are in line with City Council goals and objectives. The Finance Director then develops a budget document to present to the Mayor, City Council, Budget Committee and public for review and eventual adoption.

How do you know how much money the city will have?

Staff develops projections each year for each type of revenue the city receives. These projections are based on knowledge of some factors and assumptions about others. Many revenue estimates must be made based on assumptions about general economic conditions and trends. For example, development related revenues (building permits, system development charges and requests for new water service connections) are all based on assumptions about what development will do in Sweet Home during the coming year.

Revenue estimates are made cautiously since estimating too high may result in setting a budget that is not supported by future, actual revenues.

How do departments play into the budgeting process?

Departments are organizational units formed on the basis of compatible services. Departments provide services based on departmental goals and objectives to fulfill work plans. In some cases, a department will work within several funds. For example, the Public Works Department is funded through the General Fund, Water, Wastewater, Storm Water and the Streets Fund. Although each of the operations in these funds is different, they are similar enough that efficiencies are obtained by collaboration and teamwork between the various programs. Each department prepares a budget that includes information about the department and matches the financial, material and human resources available with their proposed department work plans.

Is the budget ever evaluated?

Throughout the fiscal year, the expenditures and revenues are monitored regularly and compared to the budget appropriations. Monthly operating reports are prepared by the Finance staff and provided to the City Manager and Department Heads that provide the status of revenues and expenditures compared to the budget.
The Finance Director provides monthly and quarterly reports to City Council at public Council meetings. At the close of the fiscal year, the Annual Financial Report is prepared which reports on the financial condition of the city.

During the budget process, this information is used to compare the projections of revenues and expenditures made during the prior fiscal year to the actual revenues and expenditures for a given fiscal year. Current year and future assumptions about revenues and expenditures may be changed depending on how close projections were to actual figures.

Can the budget be amended once it is adopted?

During the fiscal year, when the city is operating with the adopted budget, changes in appropriated expenditures are occasionally necessary. These changes can be made mid-year by the City Council.

The City Council may amend the adopted budget either by passing a transferring resolution or by adopting a supplemental budget. Changes that require moving an existing appropriation from one area of the budget to another can normally be made by resolution. A supplemental budget is most often required when new appropriation authority is needed.

Who do I contact for more information?

More information can be obtained by contacting the City Manager’s Office at (541) 367-8969 or by visiting the city’s website at sweethomeor.gov.

Five Year Forecast - Major Governmental Funds
FY 2020-2021 through 2024-2025

Major Funds	2018 Actual	2019 Actual	2020 Projected	2021 Budgeted	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
General Fund								
Fund Balance	$1,871,205	$1,641,080	$1,441,865	$1,177,322	$980,039	$955,067	$937,706	$931,195
Revenues:								
Property Taxes	$636,835	$668,719	$673,543	$682,113	$707,187	$743,212	$765,020	$787,477
Interest	$25,843	$37,879	$37,879	$31,861	$32,180	$32,501	$32,826	$33,155
Fees, Franchises, Etc	$1,399,430	$1,570,638	$1,422,675	$1,259,395	$1,309,771	$1,362,162	$1,416,648	$1,473,314
Transfers In	$274,040	$327,441	$280					
Total Revenues	$2,336,148	$2,604,676	$2,134,376	$1,973,369	$2,049,137	$2,137,875	$2,214,494	$2,293,946
Expenses:								
Personnel Services	$1,383,253	$1,536,696	$831,146	$919,680	$984,058	$1,052,942	$1,126,648	$1,205,513
Materials & Services	$876,352	$1,071,499	$989,466	$846,223	$854,685	$863,232	$871,864	$880,583
Capital Outlay	$24,168	$115,697	$106,839	$226,729	$56,000	$53,000	$30,000	$45,000
Transfers Out	$282,500	$80,000	$471,468	$99,847	$102,842	$105,928	$109,106	$112,379
Contingency	$0	$0	$0	$78,173	$76,523	$80,134	$83,388	$88,043
Total Expenses	$2,566,273	$2,803,892	$2,398,919	$2,170,652	$2,074,109	$2,155,235	$2,221,006	$2,331,518
Fund Balance	**$1,641,080**	**$1,441,865**	**$1,177,322**	**$980,039**	**$955,067**	**$937,706**	**$931,195**	**$893,623**
			7.33	**6.37**	**6.53**	**6.20**	**6.00**	**5.53**
Public Safety Levy								
Fund Balance	$1,213,098	$1,196,347	$1,635,371	$1,646,222	$1,324,666	$1,135,676	$864,967	$504,298
Revenues:								
Property Taxes	$2,364,203	$2,682,810	$2,985,220	$3,029,373	$3,043,538	$3,120,948	$3,172,423	$3,224,202
Interest	$33,469	$51,824	$57,789	$52,754	$53,282	$53,814	$54,352	$54,896
Fees, Franchises, Etc	$114,437	$197,858	$36,473	$28,420	$29,556	$30,739	$31,968	$33,247
Transfers In	$0	$0	$0	$0	$0	$0	$0	$0
Total Revenues	$2,512,109	$2,932,493	$3,079,482	$3,110,547	$3,126,376	$3,205,501	$3,258,744	$3,312,345
Expenses:								
Personnel Services	$2,219,963	$2,163,759	$2,333,948	$2,386,883	$2,512,798	$2,650,214	$2,790,388	$2,943,412
Salary	$1,381,176	$1,438,255	$1,551,380	$1,543,265	$1,617,033	$1,694,327	$1,775,316	$1,860,176
Retirement	$196,750	$187,621	$202,379	$227,573	$238,451	$254,522	$266,689	$284,663
Benefits	$413,651	$396,201	$427,364	$457,842	$489,891	$524,183	$560,876	$600,137
Other	$228,386	$141,682	$152,826	$158,203	$167,423	$177,181	$187,507	$198,435
Materials & Services	$225,574	$254,521	$444,582	$601,488	$607,503	$613,578	$619,714	$625,911
Capital Outlay	$73,323	$65,189	$113,868	$122,000	$40,000	$50,000	$40,000	$0
Transfers Out	$10,000	$10,000	$176,233	$83,944	$10,000	$10,000	$10,000	$10,000
Contingency	$0	$0	$0	$237,788	$145,065	$152,418	$159,311	$165,948
Total Expenses	$2,528,859	$2,493,469	$3,068,631	$3,432,103	$3,315,366	$3,476,209	$3,619,413	$3,745,270
Fund Balance	**$1,196,347**	**$1,635,371**	**$1,646,222**	**$1,324,666**	**$1,135,676**	**$864,967**	**$504,298**	**($28,627)**
			6.83	**6.03**	**4.86**	**3.68**	**2.31**	**0.46**
Library Levy								
Fund Balance	$224,585	$312,451	$418,052	$426,726	$418,556	$392,958	$358,108	$308,803
Revenues:								
Property Taxes	$351,762	$415,064	$444,486	$452,983	$455,109	$466,661	$474,348	$482,080
Interest	$6,549	$11,225	$11,225	$11,337	$11,450	$11,565	$11,680	$11,797
Fees, Franchises, Etc	$21,856	$29,068	$7,657	$8,000	$8,080	$8,161	$8,242	$8,325
Total Revenues	$380,167	$455,356	$463,368	$472,320	$474,639	$486,386	$494,270	$502,202
Expenses:								
Personnel Services	$171,050	$199,930	$213,552	$239,243	$255,990	$273,909	$293,083	$313,599
Materials & Services	$107,948	$135,202	$144,785	$209,985	$212,085	$214,206	$216,348	$218,511
Capital Outlay	$303	$1,623	$40,000					
Transfers Out	$13,000	$13,000	$56,357	$13,000	$13,000	$13,000	$13,000	$13,000
Contingency	$0	$0		$18,262	$19,162	$20,122	$21,145	$22,235
Total Expenses	$292,301	$349,755	$454,694	$480,490	$500,237	$521,237	$543,575	$567,345
Fund Balance	**$312,451**	**$418,052**	**$426,726**	**$418,556**	**$392,958**	**$358,108**	**$308,803**	**$243,659**
			12.86	**11.67**	**10.57**	**9.30**	**7.77**	**6.00**

Five Year Forecast - Major Governmental Funds
FY 2020-2021 through 2024-2025

Major Funds	2018 Actual	2019 Actual	2020 Projected	2021 Budgeted	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
State Gas Tax Fund								
Fund Balance	$229,133	$230,248	$250,393	$378,147	$194,804	$156,647	$214,058	$262,935
Revenues:								
Interest	$2,681	$5,785	$5,785	$5,500	$5,555	$5,611	$5,667	$5,723
Fees, Franchises, Etc	$586,516	$610,695	$649,907	$686,742	$700,477	$714,486	$728,776	$743,352
Total Revenues	$589,197	$616,480	$655,692	$692,242	$706,032	$720,097	$734,443	$749,075
Expenses:								
Personnel Services	$301,364	$382,233	$321,828	$247,006	$264,296	$282,797	$302,593	$323,774
Materials & Services	$80,956	$97,363	$120,458	$199,209	$201,201	$203,213	$205,245	$207,298
Capital Outlay	$3,520	$14,562	$18,016	$397,188	$250,000	$150,000	$150,000	$150,000
Transfers Out	$202,242	$102,177	$67,636	$1,940	$1,940	$1,940	$1,940	$1,940
Contingency	$0	$0	$0	$30,242	$26,751	$24,736	$25,787	$26,908
Total Expenses	$588,081	$596,336	$527,938	$875,585	$744,188	$662,687	$685,565	$709,920
Fund Balances	**$230,248**	**$250,393**	**$378,147**	**$194,804**	**$156,647**	**$214,058**	**$262,935**	**$302,090**
			10.00	**3.00**	**3.00**	**5.00**	**5.00**	**6.00**
Water Fund								
Fund Balance	$200,149	$158,367	$376,995	$430,799	$229,938	$194,265	$163,111	$166,776
Revenues:								
Interest	$4,106	$8,735	$8,735	$5,000	$5,050	$5,101	$5,152	$5,203
Fees, Franchises, Etc	$2,144,693	$2,357,438	$2,443,875	$2,552,701	$2,616,519	$2,681,931	$2,748,980	$2,817,704
Total Revenues	$2,148,799	$2,366,173	$2,452,610	$2,557,701	$2,621,569	$2,687,032	$2,754,131	$2,822,907
Expenses:								
Personnel Services	$335,436	$430,270	$331,906	$358,838	$383,957	$410,834	$439,592	$470,363
Materials & Services	$788,025	$658,133	$773,706	$1,239,829	$1,270,825	$1,302,595	$1,335,160	$1,368,539
Capital Outlay	$1,174	$43,998	$51,724	$0	$0	$0	$0	$0
Transfers Out	$567,356	$513,929	$742,878	$589,536	$429,916	$429,916	$398,459	$398,459
Debt Service	$498,591	$501,216	$498,592	$500,215	$500,215	$500,215	$500,215	$500,215
Contingency	$0		$0	$70,143	$72,329	$74,626	$77,041	$79,581
Total Expenses	$2,190,582	$2,147,545	$2,398,806	$2,758,561	$2,657,242	$2,718,186	$2,750,467	$2,817,157
Fund Balances	**$158,367**	**$376,995**	**$430,799**	**$229,938**	**$194,265**	**$163,111**	**$166,776**	**$172,525**
			3.00	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**
Wastewater Fund								
Fund Balance	($37,068)	$326,840	$5,026	$360,648	$200,084	$240,144	$285,586	$203,580
Revenues:								
Interest	$4,306	$5,984	$2,330	$4,000	$4,040	$4,080	$4,121	$4,162
Fees, Franchises, Etc	$2,676,979	$2,936,620	$2,962,784	$3,052,402	$3,052,402	$3,052,402	$3,052,402	$3,052,402
Total Revenues	$2,681,285	$2,942,604	$2,965,114	$3,056,402	$3,056,442	$3,056,482	$3,056,523	$3,056,564
Expenses:								
Personnel Services	$409,068	$273,759	$117,819	$186,613	$199,676	$213,653	$228,609	$244,612
Materials & Services	$757,569	$689,015	$747,755	$1,237,588	$1,249,964	$1,262,464	$1,275,088	$1,287,839
Capital Outlay	$5,528	$22,464	$24,380	$117,188				
Transfers Out	$264,034	$1,442,671	$845,242	$764,000	$626,100	$597,000	$695,783	$514,274
Debt Service	$881,177	$836,508	$874,296	$836,508	$867,145	$863,463	$863,463	$863,463
Contingency	$0	$0		$75,069	$73,497	$74,460	$75,587	$76,770
Total Expenses	$2,317,377	$3,264,418	$2,609,492	$3,216,966	$3,016,382	$3,011,040	$3,138,530	$2,986,957
Fund Balances	**$326,840**	**$5,026**	**$360,648**	**$200,084**	**$240,144**	**$285,586**	**$203,580**	**$273,187**
			3.00	**2.00**	**2.00**	**2.00**	**2.00**	**2.00**

City of Sweet Home Budget Overview by Fund

Total Budget $ 36,344,400	Governmental Funds $ 29,843,368	General Fund $ 3,150,691	Municipal Court	281,011
			Community & Economic Development	692,220
			Parks	499,998
			Non-Departmental	519,402
			Contingency	78,173
			Transfers	99,847
			Ending Balance	980,040
		Special Revenue Funds $ 9,412,468	Police	4,756,769
			Library	899,046
			Internal Service	1,558,586
			State Gas Tax	1,070,389
			Path Program	458,932
			Community Center	46,030
			Parks & Recreation	41,873
			Weddle Bridge	5,018
			Special Events	9,100
			Public Transit	102,029
			Economic Development	464,696
		Reserve Funds $ 1,780,388	Project/Equipment	530,386
			Narcotics	57,765
			Water SDC	609,730
			Sewer SDC	570,741
			Storm Water SDC	11,766
		Capital Project Funds $ 15,499,821	Street Maintenance	1,083,711
			Water Construction	504,718
			Water Depreciation	1,104,694
			Sewer Construction	486,065
			Sewer Depreciation	11,902,458
			Storm Water Construction	275,305
			Storm Water Depreciation	142,870
	Enterprise Funds $ 6,501,032		Water	2,988,499
			Wastewater	3,417,050
			Storm Water	95,483

2020-2021 Approved Budget

Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
000	**Revenue**						
100-000-300-000	Beginning Fund Balance	1,871,205	1,641,081	1,208,486	1,198,308	1,177,322	1,177,322
100-002-311-010	Current Property Taxes	617,935	634,765	663,288	655,803	663,113	663,113
100-002-318-021	Franchise - Ppl	449,556	464,751	458,592	480,459	480,459	480,459
100-002-318-022	Franchise - Nw Gas	72,173	71,317				
100-002-318-023	Franchise - Cable Tv	100,994	74,558				
100-002-318-024	Franchise - Telephone	14,098	11,790				
100-002-318-025	Franchise - Sanitation	40,072	72,489				
100-002-319-010	Delinquent Property Taxes	18,900	33,954	19,280	23,941	19,000	19,000
100-002-330-030	Misc. Grants	2,997	(1,491)		-	-	-
100-002-335-010	State Revenue Sharing	75,408	103,816	110,255	91,666	91,666	91,666
100-002-335-011	Cigarette Taxes	11,250	9,539	10,975	11,021	10,554	10,554
100-002-335-012	Liquor Taxes	130,699	152,665	171,216	181,103	184,839	184,839
100-002-335-013	Transient Occupancy Tax	30,284	24,982	25,000	27,534	12,534	12,534
100-002-335-014	Marijuana Local Option Tax	39,947	71,379	-	-	-	182,783
100-002-361-010	Interest	25,843	37,879	25,645	38,257	31,861	31,861
100-002-361-011	Interest On Taxes	-	-		-	-	-
100-002-361-021	Saif Dividend	16,769	9,689	17,675	10,000	10,000	10,000
100-002-362-010	Lease Revenue	22,170	21,285	22,616	21,285	21,285	21,285
100-002-395-011	Misc. Revenues	17,617	1,714	10,181	-	-	-
100-004-340-020	Lien Search Fees	12,225	10,950	12,471			
100-004-340-023	Passport Acceptance Fees	12,980	11,375	11,343			
100-004-340-024	Passport Photos	6,005	4,305	5,368			
100-004-355-010	Assessment Principal	1,014	950		1,000	-	-
100-004-390-020	Finance Chrgs for Svc	-	-	-			
100-005-351-010	Court Fees	152,572	178,865	160,000	170,000	170,000	170,000
100-006-321-010	Amusement Fees	820	125				
100-006-322-010	Building Permits	172,720	255,660	145,000	172,720	130,000	130,000
100-006-341-020	Abatement Reimbursements	1,475	1,808	2,000	2,000	2,000	2,000
100-006-341-030	Planning Fees	14,427	17,595	12,420	17,595	11,580	11,580
100-006-347-030	Handball Fees	533	220	414		200	200
100-006-347-031	Parks & Recreation Fees	-	-				
100-007-391-010	Interfund Transfer In	776	-	-	-	-	-
100-009-334-040	State Capital Grants	-		190,000	134,078	134,078	134,078
100-009-364-030	Donations	626	300	200	200	200	200
000	**Revenue**	**3,934,090**	**3,918,317**	**3,282,424**	**3,236,969**	**3,150,691**	**3,333,474**
002	**Non-Departmental**						
100-002-480-110	Staff Pay	-	44,306				
100-002-480-112	City Attorney	56,993	56,993				
100-002-480-130	Overtime	-	69				
100-002-480-210	Group Insurance	-	15,003				
100-002-480-220	FICA/Medicare	4,360	7,709				
100-002-480-230	Retirement	-	5,325				
100-002-480-250	Unemployment Contribution	57	68				
100-002-480-260	Workers' Compensation	111	28				
	Personnel Services	61,521	129,501	-	-	-	-
100-002-480-310	Memberships/Dues	9,973	17,208	10,903	11,448	11,448	11,448
100-002-480-311	Subscriptions	-	58				
100-002-480-320	Professional Services	53,533	33,861	25,000	42,000	42,000	42,000
100-002-480-321	Labor Relations	6,009	50,311	15,000			
100-002-480-331	Auditing	36,000	18,800				
100-002-480-332	Investment Services	1,250					
100-002-480-333	Lien Search	4,812	5,853				
100-002-480-340	Technical Services	13,692	19,765				
100-002-480-341	Codification of Ordinance	3,539	1,732				
100-002-480-423	Custodial Services	-	7,067				
100-002-480-430	Equipment Repair & Maintenance	-	1,911				
100-002-480-431	Building Repair & Maintenance	7,803	15,222	7,000	7,000	7,000	7,000
100-002-480-432	Grounds Maintenance	1,599	424				

2020-2021 Approved Budget

Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
100-002-480-520	Insurance	162,146	167,361	73,499	61,417	61,417	61,417
100-002-480-521	SAIF Expense	-					
100-002-480-540	Advertising	-	22				
100-002-480-541	Tourism	17,500	20,000	15,000	15,000	15,000	15,000
100-002-480-580	Training & Travel	-	2,388				
100-002-480-610	Office Supplies	317	622	250			
100-002-480-611	Cleaning Supplies	10,467	622	8,500	8,500	8,500	8,500
100-002-480-612	Operating Supplies	-	232				
100-002-480-614	Tools & Small Equipment	-	565				
100-002-480-615	Bank Expense	41,474	58,342				
100-002-480-619	Computers	-	4,061				
100-002-480-622	Electricity	182,505	182,478	194,383	194,383	185,000	185,000
100-002-480-623	Phone	-	1,982				
100-002-480-630	Food & Beverage	-	146		5,000	5,000	5,000
100-002-480-640	Books & Periodicals	695					
100-002-480-803	Special Events	-	733				
100-002-480-805	Safety Incentive Program	3,605	3,975	5,000	5,000	5,000	5,000
100-002-480-806	Elderly Nutrition	-	1,200	1,210	1,210	1,210	1,210
100-002-480-807	Senior Center	22,200	30,095	22,200	22,200	22,200	22,200
100-002-480-808	Community Grants	4,000	5,000	5,000	5,000	5,000	5,000
100-002-480-809	Grant Expense	3,301					
100-002-480-810	Economic Development	-	2,738				
100-002-480-812	Administrative Svc Chrgs					49,026	49,026
100-002-480-813	Finance Svc Chrgs					101,601	101,601
	Materials & Services	586,419	654,773	382,945	378,158	519,402	519,402
100-002-480-720	Buildings	-					
100-002-480-741	Machinery	1,030					
	Capital Outlay	1,030	-	-	-	-	-
002	**Non-Departmental Expense**	**648,970**	**784,274**	**382,945**	**378,158**	**519,402**	**519,402**
003	**Executive/Legislative**						
100-003-413-110	Staff Pay	166,089	174,553				
100-003-413-111	Council Pay	6,233	6,420				
100-003-413-130	Overtime	-	1,821				
100-003-413-210	Group Insurance	45,094	44,194				
100-003-413-220	FICA/Medicare	12,984	13,766				
100-003-413-230	Retirement	26,076	27,691				
100-003-413-250	Unemployment Contribution	172	236				
100-003-413-260	Workers' Compensation	364	41				
	Personnel Services	257,011	268,722	-	-	-	-
100-003-413-310	Memberships/Dues	8,971	2,270				
100-003-413-311	Subscriptions	-	1,877				
100-003-413-320	Professional Services	388	5,445				
100-003-413-340	Technical Services	2,120	3,684				
100-003-413-430	Equipment Repair & Maintenance	5,351	154				
100-003-413-441	Building Rental	-	150				
100-003-413-442	Equipment/Vehicle Rental	-	3,705				
100-003-413-540	Advertising	5,384	2,249				
100-003-413-541	Tourism	-					
100-003-413-550	Duplicating & Printing	-	2,899				
100-003-413-580	Training/Travel	5,018	12,049				
100-003-413-610	Office Supplies	5,125	3,419				
100-003-413-611	Cleaning Supplies	-	11				
100-003-413-612	Operating Supplies	-	2,978				
100-003-413-613	Uniforms/Clothing	-	972				
100-003-413-614	Tools & Small Equipment	-	12				
100-003-413-617	Furniture	-	201				
100-003-413-618	Postage	-	714				
100-003-413-619	Computers		2,630				

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
100-003-413-620	Utilities	7,737					
100-003-413-621	Natural Gas	-	181				
100-003-413-622	Electricity	-	2,515				
100-003-413-623	Phone	-	3,408				
100-003-413-624	TV/Internet	-	1,045				
100-003-413-626	Gasoline/Fuel	-	450				
100-003-413-630	Food & Beverage	-	2,137				
100-003-413-803	Special Events	-	2,989				
100-003-413-808	Community Grants	-	500				
	Materials & Services	40,093	58,645	-	-	-	-
100-003-413-741	Machinery	7,042	815		-	-	
	Capital Outlay	7,042	815	-	-	-	-
003	**Executive Expense**	**304,146**	**328,182**	**-**	**-**	**-**	**-**
004	**Finance**						
100-004-415-110	Staff Pay	258,898	235,338				
100-004-415-210	Group Insurance	80,106	85,013				
100-004-415-220	FICA/Medicare	19,450	17,667				
100-004-415-230	Retirement	37,528	33,699				
100-004-415-250	Unemployment Contribution	259	328				
100-004-415-260	Workers' Compensation	550	52				
	Personnel Services	396,791	372,098	-	-	-	-
100-004-415-310	Memberships/Dues	363	744				
100-004-415-311	Subscriptions	-	83				
100-004-415-320	Professional Services	1,752	388				
100-004-415-331	Auditing		17,269				
100-004-415-332	Investment Services						
100-004-415-333	Lien Search						
100-004-415-340	Technical Services	24,012	25,303				
100-004-415-430	Equipment Repair & Maintenance	2,549	72				
100-004-415-442	Equipment/Vehicle Rental	-	1,831				
100-004-415-540	Advertising	-	1,404				
100-004-415-550	Duplicating & Printing	-	475				
100-004-415-580	Training/Travel	1,444	3,396				
100-004-415-610	Office Supplies	7,684	4,268				
100-004-415-612	Operating Supplies	-	318				
100-004-415-613	Uniforms/Clothing	-	393				
100-004-415-617	Furniture	-	180				
100-004-415-618	Postage	-	2,398				
100-004-415-619	Computers	-	353				
100-004-415-620	Utilities	5,750	-				
100-004-415-621	Natural Gas	-	361				
100-004-415-622	Electricity	-	4,307				
100-004-415-623	Phone	-	4,805				
100-004-415-624	TV/Internet	-	1,934				
100-004-415-630	Food & Beverage	-	466				
	Materials & Services	43,554	70,746	-	-	-	-
100-004-415-741	Machinery	1,286	4,244		-	-	
	Capital Outlay	1,286	4,244	-	-	-	-
004	**Finance Expense**	**441,631**	**447,088**	**-**	**-**	**-**	**-**
005	**Municipal Court**						
100-005-412-110	Staff Pay	100,156	90,942	112,088	119,115	116,864	116,864
100-005-412-113	Municipal Judge	51,425	51,425	51,425	51,425	51,425	51,425
100-005-412-130	Overtime	1,130	8				
100-005-412-210	Group Insurance	30,504	25,062	34,883	37,025	35,532	35,532
100-005-412-220	FICA/Medicare	11,587	10,725	12,510	13,050	12,877	12,877
100-005-412-230	Retirement	12,154	11,236	15,685	16,655	16,305	16,305
100-005-412-250	Unemployment Contribution	153	192	164	171	168	168
100-005-412-260	Workers' Compensation	340	61	223	235	232	232
	Personnel Services	207,448	189,651	226,978	237,676	233,403	233,403

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
100-005-412-310	Memberships/Dues	150	300	300	350	350	350
100-005-412-320	Professional Services	14,993	8,993	20,000	20,000	15,000	15,000
100-005-412-340	Technical Services	28,224	18,876	5,825	11,137	11,137	11,137
100-005-412-430	Equipment Repair & Maintenance	4,221	-	6,000	6,000	6,000	6,000
100-005-412-431	Building Repair & Maintenance		-	1,500	1,500	1,500	1,500
100-005-412-432	Grounds Maintenance			-			
100-005-412-442	Equipment/Vehicle Rental	-	2,008				
100-005-412-540	Advertising	-	840				
100-005-412-550	Duplicating & Printing	-	1,027				
100-005-412-580	Training/Travel	1,746	1,359	2,000	2,000	2,000	2,000
100-005-412-610	Office Supplies	4,948	1,967	5,000	5,000	5,000	5,000
100-005-412-612	Operating Supplies	-	17				
100-005-412-613	Uniforms/Clothing		226	200	200		
100-005-412-615	Bank Expense		826				
100-005-412-617	Furniture		201	3,000	-	-	-
100-005-412-618	Postage	-	1,562				
100-005-412-619	Computers		2,082	1,500			
100-005-412-620	Utilities	9,272		8,500			
100-005-412-621	Natural Gas	-	2,771		2,771	2,771	2,771
100-005-412-623	Phone	-	2,654		2,654	2,654	2,654
100-005-412-624	TV/Internet	-	1,196		1,196	1,196	1,196
100-005-412-630	Food & Beverage	-	13				
100-005-412-640	Books & Periodicals	-	432				
	Materials & Services	63,554	47,350	53,825	52,808	47,608	47,608
100-005-412-741	Machinery	11,550	-				
	Capital Outlay	11,550	-	-	-	-	-
005	**Municipal Court Expense**	**282,552**	**237,001**	**280,803**	**290,484**	**281,011**	**281,011**
006	**Community & Economic Dev.**						
006-419	*Community Development (Bldg & Planning)*						
100-006-419-110	Staff Pay	119,283	215,419	262,714	301,826	272,884	272,884
100-006-419-120	Temporary Employees	-	37,864				
100-006-419-130	Overtime	172	304				
100-006-419-210	Group Insurance	31,859	66,445	73,837	97,971	84,735	84,735
100-006-419-220	FICA/Medicare	9,274	20,461	20,100	23,091	20,877	20,877
100-006-419-230	Retirement	15,495	28,730	35,021	43,052	39,378	39,378
100-006-419-250	Unemployment Contribution	122	355	263	302	273	273
100-006-419-260	Workers' Compensation	275	978	2,555	3,008	2,622	2,622
	Personnel Services	176,480	370,557	394,490	469,249	420,769	420,769
100-006-419-310	Memberships/Dues	158	898	800	1,000	1,000	1,000
100-006-419-311	Subscriptions	-	646				
100-006-419-320	Professional Services	5,040	80,613	113,400	178,500	140,000	140,000
100-006-419-340	Technical Services	5,606	10,413	12,000	12,000	12,000	12,000
100-006-419-430	Equipment Repair & Maintenance	3,356		3,000	3,000	3,000	3,000
100-006-419-432	Grounds Maintenance						
100-006-419-442	Equipment/Vehicle Rental	-	2,297				
100-006-419-540	Advertising	2,038	4,649	3,000	3,500	3,500	3,500
100-006-419-550	Duplicating & Printing	-	2,132				
100-006-419-580	Training/Travel	1,277	2,628	3,000	4,000	4,000	4,000
100-006-419-610	Office Supplies	1,575	4,376	1,600	2,000	2,000	2,000
100-006-419-612	Operating Supplies	1,106	986	1,500	1,500	1,500	1,500
100-006-419-613	Uniforms/Clothing		562		400	400	400
100-006-419-614	Tools & Small Equipment	249		100			
100-006-419-617	Furniture		273	1,000			
100-006-419-618	Postage	3,038	981	1,700	2,000	2,000	2,000
100-006-419-619	Computers & Peripherals		9,853	3,500	1,000	1,000	1,000
100-006-419-620	Utilities	9,650		6,500			
100-006-419-621	Natural Gas	-	541				
100-006-419-622	Electricity	-	6,452		6,500	6,500	6,500
100-006-419-623	Phone	-	7,530	500	8,500	8,500	8,500
100-006-419-624	TV/Internet	-	2,979		3,000	3,000	3,000
100-006-419-626	Gasoline/Fuel	-	1,404		1,700	1,700	1,700
100-006-419-630	Food & Beverage	-	574				
100-006-419-803	Special Events	-	4,429	10,000	13,000	10,000	10,000
	Materials & Services	33,093	145,217	161,600	241,600	200,100	200,100

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
100-006-419-741	Machinery	391	5,946				
	Capital Outlay	391	5,946	-	-	-	-
006-465	*Economic Development*						
100-006-465-110	Staff Pay	107,151	1,686	70,648	48,513	47,098	47,098
100-006-465-130	Overtime			-			
100-006-465-210	Group Insurance	23,788		17,965	13,094	13,045	13,045
100-006-465-220	FICA/Medicare	8,126	129	5,404	3,711	3,703	3,703
100-006-465-230	Retirement	12,912		11,092	7,617	7,394	7,394
100-006-465-250	Unemployment Contribution	107		71	49	47	47
100-006-465-260	Workers' Compensation	760		97	67	64	64
	Personnel Services	152,844	1,815	105,277	73,051	71,351	71,351
100-006-465-310	Memberships/Dues	258	15				
100-006-465-320	Professional Services	19,933					
100-006-465-340	Technical Services	1,368					
100-006-465-430	Equipment Repair & Maintenance	143					
100-006-465-432	Grounds Maintenance	582					
100-006-465-540	Advertising		574				
100-006-465-580	Training/Travel	603					
100-006-465-610	Office Supplies	1,909	114				
100-006-465-612	Operating Supplies	223					
100-006-465-617	Furniture		1,513				
100-006-465-630	Food & Beverage	-	9				
100-006-465-810	Economic Development	33,785					
	Materials & Services	58,804	2,224	-	-	-	-
100-006-465-741	Machinery	391					
	Capital Outlay	391	-	-	-	-	-
006	**Community & Economic Dev. Expense**	**422,003**	**525,758**	**661,367**	**783,900**	**692,220**	**692,220**
009	**Public Works**						
009-452	*Parks & Facilities*						
100-009-452-110	Staff Pay	84,786	129,405	92,299	103,974	96,670	96,670
100-009-452-120	Temporary Employees	2,520	4,013	-	39,758	39,758	39,758
100-009-452-130	Overtime	1,524	1,693	-			
100-009-452-210	Group Insurance	23,705	38,584	30,783	32,066	31,962	31,962
100-009-452-220	FICA/Medicare	6,840	10,087	7,061	11,229	10,631	10,631
100-009-452-230	Retirement	9,434	17,055	11,077	12,477	11,601	11,601
100-009-452-250	Unemployment Contribution	78	200	93	104	136	136
100-009-452-260	Workers' Compensation	2,271	3,316	3,169	3,604	3,399	3,399
	Personnel Services	131,157	204,353	144,482	203,212	194,157	194,157
100-009-452-310	Memberships/Dues	-	189	300	300	300	300
100-009-452-311	Subscriptions	-	5				
100-009-452-320	Professional Services	22,630	45,539	40,000	15,000	7,500	7,500
100-009-452-340	Technical Services	-	3,084		4,920	4,920	4,920
100-009-452-423	Custodial Services	-	217				
100-009-452-430	Equipment Repair & Maintenance	717	2,450	4,000	4,000	4,000	4,000
100-009-452-431	Building Repair & Maintenance	-	4,229		5,000	5,000	5,000
100-009-452-432	Grounds Maintenance	1,656	3,689	6,000	6,000	6,000	6,000
100-009-452-442	Equipment/Vehicle Rental	-	1,232	500	1,500	1,500	1,500
100-009-452-520	Insurance			5,476	5,778	5,778	5,778
100-009-452-540	Advertising	3,618	910		1,200	1,200	1,200
100-009-452-550	Duplicating & Printing	-	259				
100-009-452-580	Training/Travel	202	1,542	1,500	1,500	1,500	1,500
100-009-452-610	Office Supplies	9	397	300	500	500	500
100-009-452-611	Cleaning Supplies	-	468		700	700	700
100-009-452-612	Operating Supplies	11,428	8,519	12,000	11,000	8,000	8,000
100-009-452-613	Uniforms/Clothing	787	1,614	500	500	500	500
100-009-452-614	Tools & Small Equipment	447	1,258	500	1,500	1,500	1,500
100-009-452-617	Furniture	-	2,200				
100-009-452-618	Postage	-	2				
100-009-452-619	Computers	-	1,186				

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 100	**General Fund**						
100-009-452-620	Utilities	3,737		5,000			
100-009-452-621	Natural Gas	-	1,175		1,175	1,175	1,175
100-009-452-622	Electricity	-	5,042		5,042	5,042	5,042
100-009-452-623	Phone	-	1,393		1,393	1,393	1,393
100-009-452-624	TV/Internet	-	1,275		1,275	1,275	1,275
100-009-452-626	Gasoline/Fuel	-	3,994		4,500	4,500	4,500
100-009-452-630	Food & Beverage	-	23				
100-009-452-803	Special Events	5,604	366				
100-009-452-809	Grant Expense		288	30,000			
100-009-452-813	Finance Chrgs for Svc					16,830	16,830
	Materials & Services	50,836	92,544	106,076	72,783	79,113	79,113
100-009-452-720	Buildings	-	73,100	93,750	93,750	23,438	23,438
100-009-452-730	Projects & Improvements	1,200	28,109	269,056	191,272	203,291	203,291
100-009-452-741	Machinery	1,278	1,264				
100-009-452-742	Vehicles	-	2,219				
	Capital Outlay	2,478	104,692	362,806	285,022	226,729	226,729
009-452	**Public Works Expense**	**184,471**	**401,589**	**613,364**	**561,017**	**499,998**	**499,998**
	Revenue	**$ 3,934,090**	**$ 3,918,317**	**$ 3,282,424**	**$ 3,236,969**	**$ 3,150,691**	**$ 3,333,474**
	Expense	**2,283,773**	**2,723,892**	**1,938,479**	**2,013,559**	**1,992,631**	**1,992,631**
	Net from Operations	**1,650,317**	**1,194,424**	**1,343,946**	**1,223,410**	**1,158,059**	**1,340,842**
010	**Transfers**						
100-010-391-020	Transfer In for Services	(273,264)	(327,441)	(280)			
100-010-491-030	Transfer Out for Operations	200,000	11,000	247,259	162,213		
100-010-491-040	Transfer Out for Capital	82,500	80,000	146,014	91,407	99,847	99,847
010	**Transfers**	**9,236**	**(236,441)**	**392,993**	**253,620**	**99,847**	**99,847**
100-002-490-000	Contingency	-	-	75,579	80,071	78,173	78,173
100-010-490-002	Unappropriated Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -
100	**GENERAL FUND**	**$ 1,641,081**	**$ 1,430,865**	**$ 875,374**	**$ 889,719**	**$ 980,040**	**$ 1,162,823**
	Months of Expenditures Available	**9.00**	**6.00**	**6.00**	**6.00**	**6.00**	**7.00**

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 200	**Public Safety**						
000	**Revenue**						
200-000-300-000	Beginning Fund Balance	1,213,099	1,196,347	1,526,496	1,718,736	1,646,222	1,646,222
200-000-311-102	S.H. School District	41,981					
200-007-311-010	Current Property Taxes	2,302,769	2,682,810	2,798,260	2,998,984	2,855,822	2,969,298
200-007-319-010	Delinquent Property Taxes	61,434	110,929	34,534	72,319	60,075	60,075
200-007-322-013	Bike Licenses	28	52	20	20	20	20
200-007-322-014	OLCC License Fees	695	665	400	400	400	400
200-007-330-030	Misc. Grants	1,262	3,437	-	-	-	-
200-007-335-014	Marijuana Local Option Tax	-	-	27,400	182,783	182,783	-
200-007-361-010	Interest	20,890	38,668	18,333	39,598	39,598	39,598
200-007-361-011	Interest On Taxes	12,578	13,156	-	13,156	13,156	13,156
200-007-364-030	Donations	44,692	12,369	8,000	8,000	8,000	8,000
200-007-392-010	Sale Of Vehicles/Auction	-	5,804	-	-	-	-
200-007-395-011	Misc. Revenues	19,373	16,592	20,000	20,000	20,000	20,000
000	**Revenue**	**3,718,801**	**4,080,829**	**4,433,443**	**5,053,996**	**4,826,076**	**4,756,769**
007	**Police**						
200-007-421-110	Staff Pay	1,381,176	1,362,217	1,410,746	1,543,176	1,407,701	1,466,015
200-007-421-130	Overtime	89,346	76,038	75,000	77,250	77,250	77,250
200-007-421-210	Group Insurance	413,651	396,201	459,585	470,481	419,259	457,842
200-007-421-220	FICA/Medicare	110,988	108,605	112,309	121,759	117,312	123,288
200-007-421-230	Retirement	196,750	187,621	206,266	240,100	217,233	227,573
200-007-421-250	Unemployment Contribution	1,458	2,015	1,411	1,591	1,485	1,543
200-007-421-260	Workers' Compensation	26,594	31,062	32,982	35,135	31,700	33,372
	Personnel Services	*2,219,963*	*2,163,759*	*2,298,299*	*2,489,492*	*2,271,940*	*2,386,883*
200-007-421-310	Memberships/Dues	963	3,301	1,763	1,800	1,800	1,800
200-007-421-311	Subscriptions		262		1,000	1,000	1,000
200-007-421-320	Professional Services	11,714	11,534	34,012	34,500	34,500	34,500
200-007-421-340	Technical Services	26,865	42,523	79,343	83,500	83,500	83,500
200-007-421-423	Custodial Service		8,396		8,500	8,500	8,500
200-007-421-430	Equipment Repair & Maintenance	24,403	16,077	30,000	25,410	25,410	25,410
200-007-421-431	Building Repair & Maintenance		387		9,195	9,195	9,195
200-007-421-432	Grounds Maintenance	-	9		2,500	2,500	2,500
200-007-421-442	Equipment/Vehicle Rental	18,353	20,534	5,000	20,139	20,139	20,139
200-007-421-520	Insurance			9,752	32,600	32,600	32,600
200-007-421-540	Advertising	2,075	791	2,000	2,000	2,000	2,000
200-007-421-550	Duplicating & Printing		374		300	300	300
200-007-421-580	Training/Travel	13,708	13,892	17,848	18,548	18,548	18,548
200-007-421-610	Office Supplies	5,105	5,505	5,900	8,100	8,100	8,100
200-007-421-611	Cleaning Supplies		849		1,600	1,600	1,600
200-007-421-612	Operating Supplies	60,746	9,396	69,156	24,140	24,140	24,140
200-007-421-613	Uniforms/Clothing	7,511	12,646	16,120	19,220	19,220	19,220
200-007-421-614	Tools & Small Equipment	-	8,931		24,320	24,320	24,320
200-007-421-616	Jail Expense	235	150	1,000	1,260	1,260	1,260
200-007-421-617	Furniture	788	656	1,500	1,500	1,500	1,500
200-007-421-618	Postage		921		2,600	2,600	2,600
200-007-421-619	Computers		11,511	6,000	6,800	6,800	6,800
200-007-421-620	Utilities	41,969		43,500			
200-007-421-621	Natural Gas				2,000	2,000	2,000
200-007-421-622	Electricity		17,989		19,000	19,000	19,000
200-007-421-623	Phone		20,499		21,500	21,500	21,500
200-007-421-624	TV/Internet		3,578		3,700	3,700	3,700
200-007-421-626	Gasoline/Fuel		31,888		37,800	37,800	37,800
200-007-421-630	Food & Beverage		3,574		1,300	1,300	1,300
200-007-421-640	Books & Periodicals		354		400	400	400
200-007-421-803	Special Events	7,532	7,994	10,000	12,000	12,000	12,000
200-007-421-812	Administrative Svc Chrgs					129,260	129,260
200-007-421-813	Finance Svc Chrgs					44,996	44,996
	Materials & Services	*221,967*	*254,521*	*332,894*	*427,232*	*601,488*	*601,488*

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 200	**Public Safety**						
200-007-421-730	Projects & Improvements				15,000	15,000	15,000
200-007-421-741	Machinery	35,589	5,528	56,657	45,000	87,000	87,000
200-007-421-742	Vehicles	34,950	59,661	95,000	70,000	20,000	20,000
	Capital Outlay	*70,540*	*65,189*	*151,657*	*130,000*	*122,000*	*122,000*
007	**Police Expense**	**2,512,470**	**2,483,469**	**2,782,850**	**3,046,724**	**2,995,428**	**3,110,371**
	Revenue	**3,718,801**	**4,080,829**	**4,433,443**	**5,053,996**	**4,826,076**	**4,756,769**
	Expense	**2,512,470**	**2,483,469**	**2,782,850**	**3,046,724**	**2,995,428**	**3,110,371**
	Net from Operations	**1,206,330**	**1,597,361**	**1,650,593**	**2,007,272**	**1,830,648**	**1,646,398**
010	**Transfers**						
200-010-331-040	Transfers In for Capital			(300)			
200-010-491-020	Transfer Out for Services			180,398	191,056		
200-010-491-040	Transfer Out for Capital	10,000	10,000	10,000	100,000	83,944	83,944
010	**Transfers**	**10,000**	**10,000**	**190,098**	**291,056**	**83,944**	**83,944**
200-007-490-000	Contingency			129,451	141,192	232,041	237,788
200-101-491-002	Unappropriated Ending Fund Balance	1,196,330	1,587,361				
200	**Public Safety**	**-**	**-**	**1,331,044**	**1,575,024**	**1,514,664**	**1,324,667**
	Months of Expenditures Available	**6**	**8**	**6**	**7**	**7**	**5**

2020-2021 Approved Budget
Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 201	**Library**						
000	**Revenue**						
201-000-300-000	Beginning Fund Balance	224,585	312,451	372,184	413,666	426,726	426,726
201-008-311-010	Current Property Taxes	343,215	399,858	406,126	410,811	442,558	442,558
201-008-319-010	Deliquent Property Taxes	8,547	15,206	5,000	10,425	10,425	10,425
201-008-330-030	Grants	12,710	15,417				
201-008-347-020	Library Fees	4,731	5,162	3,373	5,000	5,000	5,000
201-008-361-010	Interest	4,674	9,264	4,674	9,356	9,356	9,356
201-008-361-011	Interest On Taxes	1,875	1,961		1,980	1,980	1,980
201-008-364-030	Donations	1,731	4,282		-	-	-
201-008-395-011	Misc. Revenue	2,684	4,206	3,000	3,000	3,000	3,000
000	**Revenue**	**604,752**	**767,808**	**794,357**	**854,239**	**899,046**	**899,046**
008	**Library**						
201-008-455-110	Staff Pay	132,647	140,347	154,661	156,606	160,522	160,522
201-008-455-120	Temporary Employees	-	-	-	-	-	-
201-008-455-130	Overtime	82	27	-	-	-	-
201-008-455-210	Group Insurance	12,109	29,978	41,525	45,596	43,964	43,964
201-008-455-220	FICA/Medicare	10,037	10,486	11,833	11,980	12,280	12,280
201-008-455-230	Retirement	15,727	18,850	21,335	21,472	22,093	22,093
201-008-455-250	Unemployment Contribution	133	211	155	159	163	163
201-008-455-260	Workers' Compensation	316	32	213	215	221	221
	Personnel Services	*171,050*	*199,930*	*229,722*	*236,028*	*239,243*	*239,243*
201-008-455-310	Memberships/Dues	90	90	100	100	100	100
201-008-455-311	Subscriptions				2,500	2,500	2,500
201-008-455-320	Professional Services	2,281	8,508	8,500	8,585	8,585	8,585
201-008-455-340	Technical Services	10,202	12,137	26,883	28,227	28,227	28,227
201-008-455-423	Custodial Services		3,846	5,100	5,151	5,151	5,151
201-008-455-430	Equipment Repair & Maintenance	2,776	1,144	6,000	6,200	6,200	6,200
201-008-455-431	Building Repair & Maintenance		8,220	6,000	6,060	6,060	6,060
201-008-455-432	Grounds Maintenance	1,759	11	2,000	2,020	2,020	2,020
201-008-455-442	Equipment/Vehicle Rental	1,948	2,044	3,500	3,535	3,535	3,535
201-008-455-520	Insurance			2,468	3,612	3,612	3,612
201-008-455-540	Advertising	4,170	4,304	4,000	6,000	6,000	6,000
201-008-455-550	Duplicating & Printing		2,258	1,500	3,000	3,000	3,000
201-008-455-580	Training/Travel	703	1,085	2,500	2,525	2,525	2,525
201-008-455-610	Office Supplies	10,598	4,937	4,000	4,040	4,040	4,040
201-008-455-611	Cleaning Supplies		706	3,000	3,030	3,030	3,030
201-008-455-612	Operating Supplies	23	4,703	6,000	6,060	6,060	6,060
201-008-455-613	Uniforms/Clothing	-	-	200	400	400	400
201-008-455-617	Furniture		1,623		2,500	2,500	2,500
201-008-455-618	Postage	-	39	-	200	200	200
201-008-455-619	Computers	-	1,338	-	5,000	5,000	5,000
201-008-455-620	Utilities	17,713		21,122	-	-	-
201-008-455-621	Natural Gas		2,310	-	2,425	2,425	2,425
201-008-455-622	Electricity		6,950	-	7,300	7,300	7,300
201-008-455-623	Phone		4,574	-	4,800	4,800	4,800
201-008-455-624	TV/Internet		4,324	-	4,500	4,500	4,500
201-008-455-630	Food & Beverage		114		2,500	2,500	2,500
201-008-455-640	Books & Periodicals	37,902	35,327	30,000	35,000	35,000	35,000
201-008-455-803	Special Events	6,606	9,425	5,000	6,500	6,500	6,500
201-008-455-809	Grant Expense	10,577	15,186	-	-	-	-
201-008-455-812	Administrative Charge for Service				-	28,348	28,348
201-008-455-813	Finance Charge for Service				-	19,867	19,867
	Materials & Services	*107,348*	*135,202*	*137,873*	*161,770*	*209,985*	*209,985*

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 201	**Library**						
201-008-455-720	Buildings	-	-	119,600	50,000	-	-
201-008-455-741	Machinery	303	1,623	-	-	-	-
	Capital Outlay	*303*	*1,623*	*119,600*	*50,000*	-	-
008	**Library Expense**	**278,701**	**336,755**	**487,195**	**447,798**	**449,228**	**449,228**
	Revenue	**$ 604,752**	**$ 767,808**	**$ 794,357**	**$ 854,239**	**$ 899,046**	**$ 899,046**
	Expense	**278,701**	**336,755**	**487,195**	**447,798**	**449,228**	**449,228**
	Net from Operations	**326,051**	**431,052**	**307,162**	**406,441**	**449,818**	**449,818**
010	**Transfers**						
201-010-491-020	Transfer Out for Services			47,343	47,917		
201-010-491-040	Transfer Out for Capital	13,000	13,000	13,000	13,000	13,000	13,000
010	**Transfers**	**13,000**	**13,000**	**60,343**	**60,917**	**13,000**	**13,000**
201-008-490-000	Contingency				19,592	18,262	18,262
201-150-490-002	Unappropriated Ending Fund Balance	313,051	418,052				
201	**Library**	**-**	**-**	**246,819**	**325,932**	**418,556**	**418,556**
	Months of Expenditures Available	**13.00**	**15.00**	**6.00**	**9.00**	**12.00**	**12.00**

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 204	**Narcotics Enforcement**					
000	**Revenue**					
204-000-300-000	Beginning Fund Balance	92,960	94,505	79,805	56,318	56,318
204-007-352-010	Forfeits	2,744	507.50			
204-007-361-010	Interest	1,476	1,963	700	1,447	1,447
204-007-395-011	Miscellaneous Revenues	7,000				
000	**Revenue**	**104,180**	**96,975**	**80,505**	**57,765**	**57,765**
007	**Police**					
204-007-421-320	Professional Services		150		5,700	5,700
204-007-421-580	Training & Travel		175			
204-007-421-741	Machinery	2,676				
204-007-421-742	Vehicles	7,000	14,850	45,000		
007	**Police Expense**	**9,676**	**15,175**	**45,000**	**5,700**	**5,700**
100						
204-100-421-270	Released Forfeitures	-	-	-	-	-
100	**Dept**	**-**	**-**	**-**	**-**	**-**
	Revenue	**104,180**	**96,975**	**80,505**	**57,765**	**57,765**
	Expense	**9,676**	**15,175**	**45,000**	**5,700**	**5,700**
	Net from Operations	**94,505**	**81,800**	**35,505**	**52,065**	**52,065**
204	**Narcotics Enforcement Fund**	**94,505**	**81,800**	**35,505**	**52,065**	**52,065**

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 290	**Internal Service**						
000	**Revenue**						
290-000-300-000	Beginning Fund Balance						
290-002-318-021	Franchise - Ppl						
290-002-318-022	Franchise - Nw Gas			73,623	70,000	70,000	70,000
290-002-318-023	Franchise - Cable Tv			100,994	100,994	100,994	100,994
290-002-318-024	Franchise - Telephone			12,724	11,500	11,500	11,500
290-002-318-025	Franchise - Sanitation			40,877	40,877	40,877	40,877
290-002-390-010	Administrative Chrgs for Svc					789,675	789,675
290-002-390-021	Finance Chrgs for Svc					517,399	517,399
290-004-340-020	Lien Search Fees				12,288	12,288	12,288
290-004-340-023	Passport Acceptance Fees				11,353	11,353	11,353
290-004-340-024	Passport Photos				4,500	4,500	4,500
000	**Revenue**	**-**	**-**	**228,218**	**251,512**	**1,558,586**	**1,558,586**
002	**Non-Departmental**						
290-002-480-110	Staff Pay			31,147	35,312	35,232	35,232
290-002-480-112	City Attorney			56,994	56,994	56,994	56,994
290-002-480-210	Group Insurance			11,062	300	300	300
290-002-480-220	FICA/Medicare			2,325	7,062	7,056	7,056
290-002-480-230	Retirement			3,738	4,238	4,228	4,228
290-002-480-250	Unemployment Contribution			89	92	92	92
290-002-480-260	Workers' Compensation			884	127	127	127
	Personnel Services	-	-	106,239	104,125	104,029	104,029
290-002-480-310	Memberships/Dues						
290-002-480-320	Professional Services						
290-002-480-321	Labor Relations						
290-002-480-340	Technical Services			3,255	8,583	11,208	11,208
290-002-480-341	Codification of Ordinance			5,000	5,000	5,000	5,000
290-002-480-431	Building Repair & Maintenance						
290-002-480-520	Insurance						
290-002-480-540	Advertising						
290-002-480-541	Tourism						
290-002-480-610	Office Supplies					300	300
290-002-480-611	Cleaning Supplies						
290-002-480-622	Electricity						
290-002-480-623	Phone					630	630
290-002-480-805	Safety Incentive Program						
290-002-480-808	Community Grants						
	Materials & Services	-	-	8,255	13,583	17,138	17,138
290-002-480-720	Buildings	-	-				
290-002-480-741	Machinery	-	-				
	Capital Outlay	-	-	-	-	-	-
002	**Non-Departmental Expense**	**-**	**-**	**114,494**	**117,708**	**121,167**	**121,167**
003	**Executive/Legislative**						
290-003-413-110	Staff Pay			184,704	191,567	185,973	185,973
290-003-413-111	Council Pay			6,420	6,420	6,420	6,420
290-003-413-130	Overtime			-			
290-003-413-210	Group Insurance			47,178	50,791	44,501	44,501
290-003-413-220	FICA/Medicare			14,124	14,650	14,222	14,222
290-003-413-230	Retirement			28,999	30,077	29,199	29,199
290-003-413-250	Unemployment Contribution			192	198	192	192
290-003-413-260	Workers' Compensation			250	262	255	255
	Personnel Services	-	-	281,867	293,965	280,762	280,762
290-003-413-310	Memberships/Dues			8,000	8,400	8,400	8,400
290-003-413-320	Professional Services			500	1,500	1,500	1,500
290-003-413-340	Technical Services			2,460	4,200	4,200	4,200
290-003-413-430	Equipment Repair & Maintenance			5,000	3,000	3,000	3,000
290-003-413-540	Advertising			-			
290-003-413-541	Tourism			-			
290-003-413-580	Training/Travel			10,000	12,000	12,000	12,000
290-003-413-610	Office Supplies			5,000	5,000	5,000	5,000
290-003-413-613	Uniforms/Clothing			250	250	250	250

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 290	**Internal Service**						
290-003-413-617	Furniture			2,500	-	-	-
290-003-413-619	Computers & Peripherals						
290-003-413-620	Utilities			7,250	7,600	7,600	7,600
290-003-413-630	Food & Beverage			2,000	2,000	2,000	2,000
	Materials & Services	-	-	42,960	43,950	43,950	43,950
290-003-413-741	Machinery			-	-	-	-
	Capital Outlay	-	-	-	-	-	-
003	**Executive Expense**	**-**	**-**	**324,827**	**337,915**	**324,712**	**324,712**
004	**Finance**						
290-004-415-110	Staff Pay			234,694	247,630	242,933	242,933
290-004-415-210	Group Insurance			87,536	91,661	93,775	93,775
290-004-415-220	FICA/Medicare			17,956	18,945	18,587	18,587
290-004-415-230	Retirement			33,457	35,386	34,657	34,657
290-004-415-250	Unemployment Contribution			235	248	243	243
290-004-415-260	Workers' Compensation			319	340	333	333
	Personnel Services	-	-	374,197	394,210	390,528	390,528
290-004-415-310	Memberships/Dues			400	800	800	800
290-004-415-331	Auditing			36,000	40,000	40,000	40,000
290-004-415-332	Investment Services			10,000	10,000	10,000	10,000
290-004-415-333	Lien Search			5,000	6,000	6,000	6,000
290-004-415-340	Technical Services			28,871	35,870	35,870	35,870
290-004-415-430	Equipment Repair & Maintenance			2,200			
290-004-415-580	Training/Travel			3,000	6,000	6,000	6,000
290-004-415-610	Office Supplies			5,500	5,500	5,500	5,500
290-004-415-613	Uniforms/Clothing			200	200	200	200
290-004-415-615	Bank Expense			40,000	55,000	55,000	55,000
290-004-415-617	Furniture			2,000			
290-004-415-619	Computers			1,200			
290-004-415-620	Utilities			5,750	7,500	7,500	7,500
	Materials & Services	-	-	140,121	166,870	166,870	166,870
290-004-415-741	Machinery						
	Capital Outlay	-	-	-	-	-	-
004	**Finance Expense**	**-**	**-**	**514,318**	**561,080**	**557,398**	**557,398**
009	**Public Works**						
009-???	*PW Administration*						
290-009-452-110	Staff Pay			359,488	329,744	315,878	315,878
290-009-452-120	Temporary Employees			-			
290-009-452-130	Overtime			-			
290-009-452-210	Group Insurance			104,872	92,189	91,780	91,780
290-009-452-220	FICA/Medicare			27,503	25,227	24,168	24,168
290-009-452-230	Retirement			50,820	47,548	45,625	45,625
290-009-452-250	Unemployment Contribution			360	330	316	316
290-009-452-260	Workers' Compensation			8,487	8,121	7,665	7,665
	Personnel Services	-	-	551,530	503,159	485,432	485,432
009-452	**Public Works Expense**	**-**	**-**	**551,530**	**503,159**	**485,432**	**485,432**
	Revenue	**$ -**	**$ -**	**$ 228,218**	**$ 251,512**	**$ 1,558,586**	**$ 1,558,586**
	Expense	**-**	**-**	**1,505,169**	**1,519,862**	**1,488,709**	**1,488,709**
	Net from Operations	**-**	**-**	**(1,276,951)**	**(1,268,350)**	**69,877**	**69,877**
010	**Transfers**						
290-010-391-020	Transfer In for Services			(1,333,000)	(1,339,855)		
290-010-491-030	Transfer Out for Operations						
290-010-491-040	Transfer Out for Capital						
010	**Transfers**	**-**	**-**	**(1,333,000)**	**(1,339,855)**	**-**	**-**
290-002-490-000	Contingency	-	-	56,049	71,505	69,876	69,876
290-010-490-002	Unappropriated Ending Fund Balance	$ -	$ -	$ -			$ -
290	**INTERNAL SERVICE**	**$ -**	**$ -**	**$ 0**	**$ 0**	**$ 1**	**$ 1**
	Months of Expenditures Available	**#DIV/0!**	**#DIV/0!**	**1.00**	**1.00**	**1.00**	**1.00**

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Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 300	**Community Center**					
000	**Revenue**					
300-000-300-000	Beginning Fund Balance	8,869	(772)	-	-	-
300-002-361-010	Interest	9	(112)	30	30	30
300-002-362-010	Lease Revenue	29,143	27,818	46,000	46,000	46,000
000	**Revenue**	**38,021**	**26,934**	**46,030**	**46,030**	**46,030**
002	**Non-Departmental**					
300-002-480-320	Professional Services		1,179			
300-002-480-430	Equipment Repair & Maintenance	8,835	1,347	5,000	5,000	5,000
300-002-480-431	Building Repair & Maintenance		5,678	250	250	250
300-002-480-432	Grounds Maintenance					
300-002-480-611	Cleaning Supplies		312			
300-002-480-612	Operating Supplies	270	863			
300-002-480-620	Utilities	29,688		40,780	40,780	40,780
300-002-480-621	Natural Gas		7,126			
300-002-480-622	Electricity		21,065			
300-002-490-000	Contingency					
002	**Non-Departmental Expense**	**38,793**	**37,569**	**46,030**	**46,030**	**46,030**
	Revenue	**$ 38,021**	**$ 26,934**	**$ 46,030**	**$ 46,030**	**$ 46,030**
	Expense	**38,793**	**37,569**	**46,030**	**46,030**	**46,030**
	Net from Operations	**(772)**	**(10,635)**	**-**	**-**	**-**
010	**Transfers**					
290-010-391-030	Transfer In for Operations		(11,000)			
290-010-491-030	Transfer Out for Operations					
010	**Transfers**	**-**	**(11,000)**	**-**	**-**	**-**
300	**Community Center**	**$ (772)**	**$ 365**	**$ -**	**$ -**	**$ -**

2020-2021 Approved Budget
Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 457	**Parks & Recreation**					
000	**Revenue**					
457-000-300-000	Beginning Fund Balance	51,304	59,977	15,500	39,373	39,373
457-000-391-100	Transfers In From G.Fund					
457-009-361-010	Interest	882	1,033	472	1,000	1,000
457-009-364-030	Parks Donations	53	23,350			
457-009-365-030	Billed Parks Donations	1,502	1,413	1,450	1,500	1,500
457-009-365-031	Billed Pool Donations	1,237	120			
457-009-395-011	Miscellaneous Revenues	5,000	3,343			
000	**Revenue**	**59,977**	**89,236**	**17,422**	**41,873**	**41,873**
009	**Public Works**					
009-452	*Parks & Facilities*					
457-009-452-320	Professional Services		953			
457-009-452-612	Operating Supplies		9,221			
457-009-452-613	Uniforms/Clothing		72			
457-009-452-623	Phone		85			
457-009-452-730	Projects & Improvements		23,671	17,422	41,873	41,873
457-009-452-803	Special Events		463			
457-009-452-811	Sweet Home Pool Donations	-	(1,025)			
009-452	**Parks Expense**	**-**	**33,441**	**17,422**	**41,873**	**41,873**
	Revenue	**$ 59,977**	**$ 89,236**	**$ 17,422**	**$ 41,873**	**$ 41,873**
	Expense	**-**	**33,441**	**17,422**	**41,873**	**41,873**
	Net from Operations	**59,977**	**55,795**	**-**	**-**	**-**
457	**Parks & Recreation Fund**	**$ 59,977**	**$ 55,795**	**$ -**	**$ -**	**$ -**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 575	**State Gas Tax (Streets)**						
000	**Revenue**						
575-000-300-000	Beg. Fund Bal.	229,133	230,248	146,012	367,510	378,147	378,147
575-009-335-015	State Gas Tax	586,225	610,691	687,587	748,134	686,742	686,742
575-009-361-010	Interest	2,681	5,785	2,200	5,500	5,500	5,500
575-009-364-030	Donations	165					
575-009-395-011	Misc. Revenues	126	4				
000	**Revenue**	**818,329**	**846,728**	**835,799**	**1,121,144**	**1,070,389**	**1,070,389**
009	**Public Works**						
009-431	*Streets*						
575-009-431-110	Staff Pay	182,325	241,524	192,782	189,621	145,588	145,588
575-009-431-120	Temporary Employees		1,101				
575-009-431-130	Overtime	3,606	1,181	3,500	3,500	7,000	7,000
575-009-431-210	Group Insurance	73,872	79,213	71,586	63,955	54,341	54,341
575-009-431-220	FICA/Medicare	13,986	18,272	14,747	14,698	11,674	11,674
575-009-431-230	Retirement	22,840	28,483	23,136	22,757	17,471	17,471
575-009-431-250	Unemployment Contribution	199	363	196	190	153	153
575-009-431-260	Workers' Compensation	4,536	12,096	7,787	14,039	10,779	10,779
	Personnel Services	*301,364*	*382,233*	*313,734*	*308,760*	*247,006*	*247,006*
575-009-431-310	Memberships/Dues	115	284	700	400	400	400
575-009-431-311	Subscriptions		324				
575-009-431-320	Professional Services	11,761	23,856	12,000	12,500	12,500	12,500
575-009-431-340	Technical Services	5,896	5,217	6,000	7,300	7,300	7,300
575-009-431-423	Custodial Services		326				
575-009-431-430	Equipment Repair & Maintenance	5,678	10,227	5,000	5,100	5,100	5,100
575-009-431-431	Building Repair & Maintenance		1,955		2,000	2,000	2,000
575-009-431-432	Grounds Maintenance	1,706	258	2,000	1,500	1,500	1,500
575-009-431-442	Equipment/Vehicle Rental	1,400	2,077	2,000	2,500	2,500	2,500
575-009-431-520	Insurance			782	9,500	9,500	9,500
575-009-431-540	Advertising	931	54	200	200	200	200
575-009-431-550	Duplicating & Printing		533		200	200	200
575-009-431-580	Training/Travel	1,345	1,455	4,000	4,000	4,000	4,000
575-009-431-610	Office Supplies	3,265	434	3,500	2,500	2,500	2,500
575-009-431-611	Cleaning Supplies		337		500	500	500
575-009-431-612	Operating Supplies	31,534	23,414	39,000	40,000	40,000	40,000
575-009-431-613	Uniforms/Clothing	2,593	2,952	3,300	3,500	3,500	3,500
575-009-431-614	Tools & Small Equipment	2,032	2,977	3,000	3,000	3,000	3,000
575-009-431-617	Furniture	450	69	250	500	500	500
575-009-431-618	Postage		3				
575-009-431-619	Computers		530				
575-009-431-620	Utilities	11,791		11,000			
575-009-431-621	Natural Gas		837		850	850	850
575-009-431-622	Electricity		2,666		3,000	3,000	3,000
575-009-431-623	Phone		3,386		3,500	3,500	3,500
575-009-431-624	TV/Internet		1,579		3,000	3,000	3,000
575-009-431-626	Gasoline/Fuel		11,477		11,500	11,500	11,500
575-009-431-630	Food & Beverage		46		100	100	100
575-009-431-803	Special Events	460	91	400	400	400	400
575-009-431-812	Admin Svc Chgs				61,375	62,328	62,328
575-009-431-813	Finance Svc Chgs				16,744	19,331	19,331
	Materials & Services	*80,956*	*97,363*	*93,132*	*195,669*	*199,209*	*199,209*

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
575-009-431-720	Buildings	-		93,750	187,500	117,188	117,188
575-009-431-730	Projects & Improvements	-	726	130,000	200,000	280,000	280,000
575-009-431-741	Machinery	3,520	13,501				
575-009-431-742	Vehicles	-	335				
	Capital Outlay	*3,520*	*14,562*	*223,750*	*387,500*	*397,188*	*397,188*
009-431	**Streets Expense**	**385,839**	**494,159**	**630,616**	**891,929**	**843,402**	**843,402**
	Revenue	**$ 818,329**	**$ 846,728**	**$ 835,799**	**$ 1,121,144**	**$ 1,070,389**	**$ 1,070,389**
	Expense	**385,839**	**494,159**	**630,616**	**891,929**	**843,402**	**843,402**
	Net from Operations	**432,490**	**352,570**	**205,183**	**229,215**	**226,987**	**226,987**
010	**Transfers**						
575-010-491-020	Transfer Out for Services	44,532	2,936	81,384			
575-010-491-040	Transfer Out for Capital	157,710	99,241	1,932	1,932	1,940	1,940
010	**Transfers**	**202,242**	**102,177**	**83,316**	**1,932**	**1,940**	**1,940**
575-009-490-000	Contingency			18,988	26,828	30,242	30,242
575-450-490-002	Unappropriated Ending Fund Balance						
575	**State Gas Tax (Streets) Fund**	**$ 230,248**	**$ 250,393**	**$ 102,878**	**$ 200,455**	**$ 194,805**	**$ 194,805**
	Months of Expenditures Available	**7.00**	**6.00**	**2.00**	**3.00**	**3.00**	**3.00**
Fund: 585	**Path Program**						
000	**Revenue**						
585-000-300-000	Beg. Fund Balance	239,180	313,445	367,945	450,432	450,432	450,432
585-009-361-010	Interest	4,265	8,616	4,500	8,500	8,500	8,500
000	**Revenue**	**243,445**	**322,061**	**372,445**	**458,932**	**458,932**	**458,932**
009	**Public Works**						
009-431	*Streets*						
585-009-431-730	Projects & Improvements	5,000	-	75,000	-	-	
009-431	**Streets Expense**	**5,000**	**-**	**75,000**	**-**	**-**	**-**
	Revenue	**$ 243,445**	**$ 322,061**	**$ 372,445**	**$ 458,932**	**$ 458,932**	**$ 458,932**
	Expense	**5,000**	**-**	**75,000**	**-**	**-**	**-**
	Net from Operations	**238,445**	**322,061**	**297,445**	**458,932**	**458,932**	**458,932**
010	**Transfers**						
585-010-391-040	Transfer In for Capital	(75,000)	(130,000)	(68,799)	-	-	
010	**Transfers**	**(75,000)**	**(130,000)**	**(68,799)**	**-**	**-**	**-**
585-475-490-002	Unappropriated Ending Fund Balance	$ -	$ -				
580	**Path Program Fund**	**$ 313,445**	**$ 452,061**	**$ 366,244**	**$ 458,932**	**$ 458,932**	**$ 458,932**

2020-2021 Approved Budget
Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 753	**Weddle Bridge**					
000	**Revenue**					
753-000-300-000	Beg. Fund Balance	4,700	4,774	4,818	4,918	4,918
753-009-361-010	Interest	74	109	75	100	100
000	**Revenue**	**4,774**	**4,883**	**4,893**	**5,018**	**5,018**
009	**Public Works**					
009-452	*Parks & Facilities*					
753-009-452-320	Professional Services			4,893	5,018	5,018
009-452	**Parks & Facilities Expense**	**-**	**-**	**4,893**	**5,018**	**5,018**
	Revenue	**$ 4,774**	**$ 4,883**	**$ 4,893**	**$ 5,018**	**$ 5,018**
	Expense	**-**	**-**	**4,893**	**5,018**	**5,018**
	Net from Operations	**4,774**	**4,883**	**-**	**-**	**-**
753	**Weddle Bridge Fund**	**$ 4,774**	**$ 4,883**	**$ -**	**$ -**	**$ -**
Fund: 754	**Special Events**					
000	**Revenue**					
754-000-300-000	Beg. Fund Bal.	7,418	7,376	5,032	5,000	5,000
754-000-391-000	Transfer In					
754-002-330-030	Misc. Operating Grants		2,000		2,000	2,000
754-002-361-010	Interest	119	180	75	100	100
754-002-364-030	Donations					
754-002-395-012	Special Events Revenue	9,049	2,985	2,900	2,000	2,000
000	**Revenue**	**16,586**	**12,540**	**8,007**	**9,100**	**9,100**
002	**Non-Departmental**					
754-002-480-320	Professional Services		795			
754-002-480-540	Advertising		130			
754-002-480-617	Furniture		300			
754-002-480-803	Special Events	9,210	2,943	8,007	9,100	9,100
002	**Non-Departmental Expense**	**9,210**	**4,167**	**8,007**	**9,100**	**9,100**
	Revenue	**$ 16,586**	**$ 12,540**	**$ 8,007**	**$ 9,100**	**$ 9,100**
	Expense	**9,210**	**4,167**	**8,007**	**9,100**	**9,100**
	Net from Operations	**7,376**	**8,373**	**-**	**-**	**-**
754	**Special Events Fund**	**$ 7,376**	**$ 8,373**	**$ -**	**$ -**	**$ -**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 755	**Public Transit Grant**					
000	**Revenue**					
755-000-300-000	Beg. Fund Balance	-	-	-		
755-002-334-030	State Operating Grant	74,743	102,029	-	102,029	102,029
000	**Revenue**	**74,743**	**102,029**	**-**	**102,029**	**102,029**
002	**Non-Departmental**					
755-002-480-809	Grant Expense	74,743	100,961	-	102,029	102,029
002	**Non-Departmental Expense**	**74,743**	**100,961**	**-**	**102,029**	**102,029**
	Revenue	**$ 74,743**	**$ 102,029**	**$ -**	**$ 102,029**	**$ 102,029**
	Expense	**74,743**	**100,961**	**-**	**102,029**	**102,029**
	Net from Operations	**-**	**1,068**	**-**	**-**	**-**
755	**Public Transit Grant Fund**	**$ -**	**$ 1,068**	**$ -**	**$ -**	**$ -**
Fund: 760	**Economic Development**					
000	**Revenue**					
760-000-300-000	Beginning Fund Balance	270,206	475,981	451,756	456,512	456,512
760-000-330-003	Owner Rehab (96) Revenue					
760-000-330-004	Owner Rehab (99) Revenue		39,456			
760-000-330-005	Owner Rehab (00) Revenue					
760-000-337-001	Owner Rehab (91) Revenue					
760-006-361-010	Interest Earned	5,775	10,594	5,775	8,184	8,184
000	**Revenue**	**275,981**	**526,031**	**457,531**	**464,696**	**464,696**
006	**Community & Economic Dev.**					
006-465	*Economic Development*					
760-006-465-730	Projects & Improvements					
760-006-465-804	CEIP		22,300			
760-006-465-809	Grant Expense					
760-006-465-810	Economic Development	-	-	457,531	464,696	464,696
006	**Community & Economic Dev. Expense**	**-**	**22,300**	**457,531**	**464,696**	**464,696**
	Revenue	**$ 275,981**	**$ 526,031**	**$ 457,531**	**$ 464,696**	**$ 464,696**
	Expense	**-**	**22,300**	**457,531**	**464,696**	**464,696**
	Net from Operations	**275,981**	**503,731**	**-**	**-**	**-**
010	**Transfers**					
760-010-391-030	Transfer In for Operations	(200,000)	-	-	-	-
010	**Transfers**	**(200,000)**	**-**	**-**	**-**	**-**
760	**Economic Development Fund**	**$ 475,981**	**$ 503,731**	**$ -**	**$ -**	**$ -**

2020-2021 Approved Budget
Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 202	**Project & Equipment Reserves**					
000	**Revenue**					
202-000-300-000	Beginning Fund Balance	541,301	558,712	774,296	402,330	402,330
202-002-361-010	Interest	9,284	14,899	10,000	9,576	9,576
202-002-392-010	Auction Sales	-				
202-007-364-030	Police Projects	1,270	63,343			
202-009-364-030	Public Works Projects	-				
000	**Revenue**	**551,856**	**636,954**	**784,296**	**411,906**	**411,906**
009	**Public Works**					
202-009-480-320	Professional Services	132,604				
202-009-480-340	Technical Services	-				
202-009-480-730	Projects & Improvements	-				
202-007-421-741	Machinery	-		153,233	138,000	138,000
202-009-480-742	Vehicles			230,000	230,000	230,000
009	**Public Works Expense**	**132,604**	**-**	**383,233**	**368,000**	**368,000**
	Revenue	**$ 551,856**	**$ 636,954**	**$ 784,296**	**$ 411,906**	**$ 411,906**
	Expense	**132,604**	**-**	**383,233**	**368,000**	**368,000**
	Net from Operations	**419,252**	**636,954**	**401,063**	**43,906**	**43,906**
010	**Transfers**					
202-010-391-040	Transfer In for Capital	(139,460)	(132,240)	(36,078)	(118,480)	(118,480)
010	**Transfers**	**(139,460)**	**(132,240)**	**(36,078)**	**(118,480)**	**(118,480)**
202-175-490-003	Reserved for Future Expense	$ 558,712	$ -			
202	**Project & Equipment Reserves**	**$ (0)**	**$ 769,194**	**$ 437,141**	**$ 162,386**	**$ 162,386**

Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 310	**Building Reserve**						
000	**Revenue**						
310-000-300-000	Beginning Fund Balance	1,043,398	303,954	343,758	-	-	-
310-002-361-010	Interest	2,739	5,294	14,650	-	-	-
310-002-392-010	Sale of Fixed Assets	-	-	-	-	-	-
310-002-395-011	Miscellaneous Revenues	6,561	1,700	1,400	-	-	-
000	**Revenue**	**1,052,698**	**310,949**	**359,808**	**-**	**-**	**-**
002	**Non-Departmental**						
310-002-480-320	Professional Services	-	47,191	30,365	-	-	-
310-002-480-430	Equipment Repair & Maintenance			945			
310-002-480-610	Office Supplies			399			
310-002-480-612	Operating Supplies			1,645			
310-002-480-614	Tools & Small Equipment			85			
310-002-480-619	Computers			11,160			
310-002-480-710	Land	725,000			-	-	-
310-002-480-731	Construction	103,743		1,131,726	-	-	-
310-002-480-741	Equipment & Machinery			10,000			
002	**Non-Departmental Expense**	**828,743**	**47,191**	**1,186,325**	**-**	**-**	**-**
	Revenue	**$ 1,052,698**	**$ 310,949**	**$ 359,808**	**$ -**	**$ -**	**$ -**
	Expense	**828,743**	**47,191**	**1,186,325**	**-**	**-**	**-**
	Net from Operations	**223,954**	**263,758**	**(826,517)**	**-**	**-**	**-**
010	**Transfers**						
310-010-391-040	Transfer In for Capital	(80,000)	(80,000)	(880,000)	-	-	-
010	**Transfers**	**(80,000)**	**(80,000)**	**(880,000)**	**-**	**-**	**-**
310	**Building Reserve**	**$ 303,954**	**$ 343,758**	**$ 53,483**	**$ -**	**$ -**	**$ -**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 501	**Water System Development**						
000	**Revenue**						
501-000-300-000	Beginning Fund Balance	415,057	467,096	118,591	563,230	563,230	563,230
501-009-340-022	System Development Charges	41,423	37,610	38,000	35,000	35,000	35,000
501-009-355-010	Water Dev Fees Prin.	1,599	1,574	-	1,500	1,500	1,500
501-009-361-010	Interest	7,023	11,325	5,415	9,000	9,000	9,000
501-009-361-012	Water Sdc Interest	1,995	1,460	750	1,000	1,000	1,000
001	**Revenue**	**467,096**	**519,065**	**162,756**	**609,730**	**609,730**	**609,730**
009	**Public Works**						
009-433	*Water Operations*						
501-009-433-320	Professional Services	-	-				
501-009-433-730	Projects & Improvements	-	-				
009-433	**Water Operations Expense**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenue	**$ 467,096**	**$ 519,065**	**$ 162,756**	**$ 609,730**	**$ 609,730**	**$ 609,730**
	Expense	**-**	**-**	**-**	**-**	**-**	**-**
	Net from Operations	**467,096**	**519,065**	**162,756**	**609,730**	**609,730**	**609,730**
501-010-491-040	Transfer Out for Capital				$ 600,000		
501-230-490-002	Reserved for Future Expenditures	$ 467,096	$ 519,065				
501	**Water System Development Fund**	**$ -**	**$ -**	**$ 162,756**	**$ 9,730**	**$ 609,730**	**$ 609,730**
Fund: 551	**Wastewater System Development**						
000	**Revenue**						
551-000-300-000	Beginning Fund Balance	447,324	479,925	368,631	540,591	540,591	540,591
551-009-340-022	System Development Charges	23,473	19,317	20,099	16,500	16,500	16,500
551-009-355-010	Assessment Principal	1,181	762	1,000	1,000	1,000	1,000
551-009-361-010	Interest	7,327	11,335	7,500	12,000	12,000	12,000
551-009-361-012	Interest on Assessments	621	653	-	650	650	650
000	**Revenue**	**479,925**	**511,992**	**397,230**	**570,741**	**570,741**	**570,741**
009	**Public Works**						
009-432	*Wastewater Operations*						
551-009-432-320	Professional Services	-	-				
551-009-432-730	Projects & Improvements	-	-		110,000		
009-432	**Wastewater Operations Expense**	**-**	**-**	**-**	**110,000**	**-**	**-**
	Revenue	**$ 479,925**	**$ 511,992**	**$ 397,230**	**$ 570,741**	**$ 570,741**	**$ 570,741**
	Expense	**-**	**-**	**-**	**110,000**	**-**	**-**
	Net from Operations	**479,925**	**511,992**	**397,230**	**460,741**	**570,741**	**570,741**
551	**Wastewater System Development Fund**	**$ 479,925**	**$ 511,992**	**$ 397,230**	**$ 460,741**	**$ 570,741**	**$ 570,741**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 561	**Storm Water System Development**						
000	**Revenue**						
561-000-300-000	Beginning Fund Balance	10,983	11,157	11,257	11,511	11,511	11,511
561-009-361-010	Interest	174	255	100	255	255	255
000	**Revenue**	**11,157**	**11,411**	**11,357**	**11,766**	**11,766**	**11,766**
009	**Public Works**						
009-434	*Storm*						
561-009-434-730	Projects & Improvements	-	-	-	-		
009-434	**Storm Water Expense**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenue	**$ 11,157**	**$ 11,411**	**$ 11,357**	**$ 11,766**	**$ 11,766**	**$ 11,766**
	Expense	**-**	**-**	**-**	**-**	**-**	**-**
	Net from Operations	**11,157**	**11,411**	**11,357**	**11,766**	**11,766**	**11,766**
561	**Storm Water System Development Fund**	**$ 11,157**	**$ 11,411**	**$ 11,357**	**$ 11,766**	**$ 11,766**	**$ 11,766**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 570	**Street Maintenance & Improvement**						
000	**Revenue**						
570-000-300-000	Beg. Fund Bal	1,274,942	1,284,299	1,125,299	1,063,577	1,063,577	1,063,577
570-009-355-010	Capital Improvement Assessment	315		-			
570-009-361-010	Interest	19,907	27,835	18,500	20,134	20,134	20,134
570-009-361-012	Interest on Assessments	15	3	-			
570-009-395-011	Misc. Revenues	8,066	2,698	-			
000	**Revenue**	**1,303,245**	**1,314,836**	**1,143,799**	**1,083,711**	**1,083,711**	**1,083,711**
009	**Public Works**						
009-431	*Streets*						
570-009-431-730	Projects & Improvements	33,946		75,000			
570-009-431-731	Construction	-			300,000	300,000	300,000
570-009-431-741	Machinery	-					
570-009-431-742	Vehicles	-	43,487				
009-431	**Streets Expense**	**33,946**	**43,487**	**75,000**	**300,000**	**300,000**	**300,000**
	Revenue	**$ 1,303,245**	**$ 1,314,836**	**$ 1,143,799**	**$ 1,083,711**	**$ 1,083,711**	**$ 1,083,711**
	Expense	**33,946**	**43,487**	**75,000**	**300,000**	**300,000**	**300,000**
	Net from Operations	**1,269,299**	**1,271,348**	**1,068,799**	**783,711**	**783,711**	**783,711**
010	**Transfers**						
570-010-391-040	Transfer In for Capital	(40,000)					
570-010-491-040	Transfer Out for Capital	25,000	80,000	68,799			
010	**Transfers**	**(15,000)**	**80,000**	**68,799**	**-**	**-**	**-**
570-455-490-002	Unappropriated Ending Fund Balance						
570	**Streets Maintenance & Improvement**	**$ 1,284,299**	**$ 1,191,348**	**$ 1,000,000**	**$ 783,711**	**$ 783,711**	**$ 783,711**
	Months of Expenditures Available	**454.00**	**329.00**	**160.00**	**31.00**	**31.00**	**31.00**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 500	**Water**						
000	**Revenue**						
500-000-300-000	Beginning Fund Balance	200,149	158,367	287,702	222,454	430,798	430,798
500-009-340-021	User Fees	2,109,906	2,317,576	2,392,311	2,445,471	2,519,526	2,519,526
500-009-340-025	Utility Connection Fees	19,852	27,702	20,000	20,000	20,000	20,000
500-009-361-010	Interest	4,106	8,735	3,212	5,000	5,000	5,000
500-009-395-011	Misc. Revenues	14,936	12,159	7,500	13,175	13,175	13,175
000	**Revenue**	**2,348,948**	**2,524,539**	**2,710,725**	**2,706,100**	**2,988,499**	**2,988,499**
009	**Public Works**						
009-333	*Water Treatment*						
500-009-333-110	Staff Pay	36,078	25,649		37,020	35,937	35,937
500-009-333-130	Overtime	64	3				
500-009-333-210	Group Insurance	9,640	6,396		12,925	4,996	4,996
500-009-333-220	FICA/Medicare	2,712	1,943		2,833	2,750	2,750
500-009-333-230	Retirement	5,305	3,652		5,813	5,643	5,643
500-009-333-250	Unemployment Contribution	36	39		37	36	36
500-009-333-260	Workers' Compensation	865	301		2,741	2,661	2,661
	Personnel Services	54,701	37,982	-	61,369	52,023	52,023
500-009-333-310	Memberships/Dues	-		-	500	500	500
500-009-333-311	Subscriptions		471				
500-009-333-320	Professional Services	625,591	478,765	596,559	596,600	580,640	580,640
500-009-333-340	Technical Services	10,435	7,528	-	1,320	662	662
500-009-333-430	Equipment Repair & Maintenance	-	628	10,000	10,100	10,100	10,100
500-009-333-442	Equipment/Vehicle Rental		72				
500-009-333-520	Insurance			14,141			
500-009-333-540	Advertising	-	163	-			
500-009-333-580	Training/Travel	-	264	-	2,000	2,000	2,000
500-009-333-610	Office Supplies	411		-			
500-009-333-612	Operating Supplies		4				
500-009-333-613	Uniforms/Clothing	-		-			
500-009-333-614	Tools & Small Equipment	-		-			
500-009-333-618	Postage		113		150	150	150
500-009-333-620	Utilities	83					
500-009-333-623	Phone				360	360	360
500-009-333-630	Food & Beverage		13				
500-009-333-803	Special Events		2				
500-009-333-812	Administrative Svc Charges					119,075	119,075
500-009-333-813	Finance Svc Charges					76,929	76,929
	Materials & Services	636,519	488,023	620,701	611,030	790,416	790,416
500-009-333-730	Projects & Improvements	-	18,020				
500-009-333-741	Machinery	-					
	Capital Outlay	-	18,020	-	-	-	-
009-333	**Water Treatment Expense**	691,220	544,025	620,701	672,399	842,438	842,438
009	**Public Works**						
009-433	*Water Operations*						
500-009-433-110	Staff Pay	177,285	253,852	187,548	187,381	185,401	185,401
500-009-433-130	Overtime	1,832	437	2,500	2,500	2,500	2,500
500-009-433-210	Group Insurance	60,623	84,273	74,984	93,458	76,841	76,841
500-009-433-220	FICA/Medicare	13,515	19,220	14,346	14,333	14,376	14,376
500-009-433-230	Retirement	22,747	28,973	22,508	22,487	22,251	22,251
500-009-433-250	Unemployment Contribution	180	370	191	190	188	188
500-009-433-260	Workers' Compensation	4,554	5,162	5,269	5,293	5,258	5,258
	Personnel Services	280,736	392,287	307,346	325,642	306,815	306,815
500-009-433-310	Memberships/Dues	544	2,249	1,000	2,000	2,000	2,000
500-009-433-311	Subscriptions		856		1,000	1,000	1,000
500-009-433-320	Professional Services	24,555	39,408	25,000	25,250	25,250	25,250
500-009-433-340	Technical Services	11,520	12,932	33,000	33,000	33,330	33,330
500-009-433-400	Easements	1,158	1,158	1,200	1,250	1,250	1,250
500-009-433-423	Custodial Services		326		500	500	500
500-009-433-430	Equipment Repair & Maintenance	2,806	7,321	7,000	7,500	7,500	7,500
500-009-433-431	Building Repair & Maintenance	-	1,964	2,000	2,000	2,000	2,000
500-009-433-432	Grounds Maintenance	4,516	123	100	500	570	570
500-009-433-442	Equipment/Vehicle Rental	-	2,066	2,000	2,020	2,020	2,020
500-009-433-520	Insurance			6,122	35,000	35,000	35,000

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
500-009-433-540	Advertising	1,315	155	1,000	1,000	1,000	1,000
500-009-433-550	Duplicating & Printing		666		500	500	500
500-009-433-580	Training/Travel	2,398	3,766	4,500	5,000	5,000	5,000
500-009-433-610	Office Supplies	3,483	965	7,000	5,000	5,000	5,000
500-009-433-611	Cleaning Supplies		267		500	500	500
500-009-433-612	Operating Supplies	75,919	58,241	115,500	116,655	116,655	116,655
500-009-433-613	Uniforms/Clothing	2,648	2,301	3,000	2,500	2,500	2,500
500-009-433-614	Tools & Small Equipment	1,352	10,409	5,000	1,500	1,500	1,500
500-009-433-617	Furniture	525	69	1,000	500	500	500
500-009-433-618	Postage		3				
500-009-433-619	Computers		353				
500-009-433-620	Utilities	18,766		15,000			
500-009-433-621	Natural Gas		2,833		2,300	2,300	2,300
500-009-433-622	Electricity		5,472		5,775	5,775	5,775
500-009-433-623	Phone		4,509		6,000	6,000	6,000
500-009-433-624	TV/Internet		1,579		2,500	2,500	2,500
500-009-433-626	Gasoline/Fuel		9,982		10,000	10,000	10,000
500-009-433-630	Food & Beverage		24		100	100	100
500-009-433-812	Administrative Svc Charges					108,844	108,844
500-009-433-813	Finance Svc Charges					70,319	70,319
	Materials & Services	151,505	169,997	229,422	269,850	449,413	449,413
500-009-433-720	Buildings	-					
500-009-433-730	Projects & Improvements	-	540				
500-009-433-741	Machinery	1,174	18,969				
500-009-433-742	Vehicles		6,469				
	Capital Outlay	1,174	25,978	-	-	-	-
009-433	**Water Operations Expense**	433,415	588,262	536,768	595,492	756,228	756,228
009-470	**Debt Service**						
500-009-470-801	Debt Service - Principal	337,821	345,539	348,361	356,284	356,284	356,284
500-009-470-802	Debt Service - Interest	160,770	155,677	149,824	143,932	143,932	143,932
009-470	**Debt Service**	498,591	501,216	498,186	500,215	500,215	500,215
	Revenue	**$ 2,348,948**	**$ 2,524,539**	**$ 2,710,725**	**$ 2,706,100**	**$ 2,988,499**	**$ 2,988,499**
	Expense	**1,623,226**	**1,633,504**	**1,655,654**	**1,768,106**	**2,098,882**	**2,098,882**
	Net from Operations	**725,723**	**891,035**	**1,055,071**	**937,993**	**889,618**	**889,618**
010	**Transfers**						
500-010-491-020	Transfer Out for Services	452,356	162,252	373,169	363,008		
500-010-491-040	Transfer Out for Capital	115,000	351,677	424,927	309,536	589,536	589,536
010	**Transfers**	**567,356**	**513,929**	**798,096**	**672,544**	**589,536**	**589,536**
500-2xx-490-001	Contingency			55,817	60,783	70,143	70,143
500-010-490-002	Unappropriated Ending Fund Balance						
500	**Water Fund**	**$ 158,367**	**$ 377,106**	**$ 201,159**	**$ 204,666**	**$ 229,939**	**$ 229,939**
	Months of Expenditures Available	**1.00**	**3.00**	**2.00**	**2.00**	**2.00**	**2.00**
		6.74%	**14.94%**	**7.42%**	**7.56%**	**7.69%**	**7.69%**
Fund: 502	**Water Capital Fund**						
000	**Revenue**						
502-000-300-000	Beginning Fund Balance	96,902	174,003	87,104	222,718	222,718	222,718
502-000-391-001	Transfers In	75,000	-	-			
502-009-361-010	Interest	2,102	3,758	1,524	2,000	2,000	2,000
502-009-395-011	Miscellaneous Revenues		2,698				
000	**Revenue**	**174,003**	**180,460**	**88,628**	**224,718**	**224,718**	**224,718**
009	**Public Works**						
009-433	*Water Operations*						
502-009-433-720	Buildings	-	-	93,750	187,500	117,188	117,188
502-009-433-730	Projects & Improvements	-	-	50,000	50,000	245,000	245,000
502-009-433-741	Machinery	-	-				
502-009-433-742	Vehicles	-	29,266				
009-433	**Water Operations Expense**	**-**	**29,266**	**143,750**	**237,500**	**362,188**	**362,188**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
	Revenue	**$ 174,003**	**$ 180,460**	**$ 88,628**	**$ 224,718**	**$ 224,718**	**$ 224,718**
	Expense	**-**	**29,266**	**143,750**	**237,500**	**362,188**	**362,188**
	Net from Operations	**174,003**	**151,194**	**(55,122)**	**(12,782)**	**(137,470)**	**(137,470)**
502-010-391-040	Transfer In for Capital			(120,000)	(25,000)	(280,000)	(280,000)
502-240-490-002	Reserved for Future Expenditures						
502	**Water Capital Fund**	**$ 174,003**	**$ 151,194**	**$ 64,878**	**$ 12,218**	**$ 142,531**	**$ 142,531**
Fund: 503	**Water Depreciation Fund**						
000	**Revenue**						
503-000-300-000	Beginning Fund Balance	552,900	840,778	84,955	496,967	703,967	703,967
503-009-361-010	Interest	10,395	9,676	2,500	9,000	9,000	9,000
503-009-395-011	Misc Revenues	-		-			
000	**Revenue**	**563,295**	**850,454**	**87,455**	**505,967**	**712,967**	**712,967**
009	**Public Works**						
009-433	*Water Operations*						
503-009-433-320	Professional Services	440					
503-009-433-730	Projects & Improvements	60,067	9,391	300,000	25,000	375,000	375,000
503-009-433-731	Construction	-			450,000	450,000	450,000
009-433	**Water Operations Expense**	**60,507**	**9,391**	**300,000**	**475,000**	**825,000**	**825,000**
	Revenue	**$ 563,295**	**$ 850,454**	**$ 87,455**	**$ 505,967**	**$ 712,967**	**$ 712,967**
	Expense	**60,507**	**9,391**	**300,000**	**475,000**	**825,000**	**825,000**
	Net from Operations	**502,788**	**841,063**	**(212,545)**	**30,967**	**(112,033)**	**(112,033)**
010	**Transfers**						
503-010-391-040	Transfer In for Capital	(337,990)	(311,677)	(441,727)	(691,407)	(391,727)	(391,727)
503-010-491-040	Transfer Out for Capital	-	800,000				
010	**Transfers**	**(337,990)**	**488,323**	**(441,727)**	**(691,407)**	**(391,727)**	**(391,727)**
503-250-490-002	Reserved for Future Expenditures	$ 840,778	$ 352,740				
503	**Water Depreciation Fund**	**$ -**	**$ -**	**$ 229,182**	**$ 722,374**	**$ 279,694**	**$ 279,694**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 550	**Wastewater**						
000	**Revenue**						
550-000-300-000	Beginning Fund Balance	(37,069)	326,839	-	301,965	360,648	360,648
550-009-340-021	Utility User Fees	2,674,840	2,936,392	3,051,402	3,051,402	3,051,402	3,051,402
550-009-361-010	Interest	4,134	5,984	4,000	4,000	4,000	4,000
550-009-361-011	Interest on Taxes	172		-			
550-009-395-011	Misc. Revenue	2,139	228	1,000	1,000	1,000	1,000
000	**Revenue**	**2,644,216**	**3,269,443**	**3,056,402**	**3,358,367**	**3,417,050**	**3,417,050**
009	**Public Works**						
009-332	*Wastewater Treatment*						
550-009-332-110	Staff Pay	36,078	35,648		37,020	35,937	35,937
550-009-332-130	Overtime	64	3				
550-009-332-210	Group Insurance	9,642	8,593		12,925	4,996	4,996
550-009-332-220	FICA/Medicare	2,712	1,344		2,833	2,750	2,750
550-009-332-230	Retirement	5,305	7,758		11,442	5,643	5,643
550-009-332-250	Unemployment Contribution	36	46		37	36	36
550-009-332-260	Workers' Compensation	889	385		2,741	2,661	2,661
	Personnel Services	*54,726*	*53,778*	*-*	*66,998*	*52,023*	*52,023*
550-009-332-310	Memberships/Dues	-			750	750	750
550-009-332-320	Professional Services	641,060	549,149	596,559	612,998	596,600	596,600
550-009-332-321	Labor Relations		1,134				
550-009-332-340	Technical Services	7,403	7,078		7,000	7,000	7,000
550-009-332-430	Equipment Repair & Maintenance	-	94	30,000	30,300	30,300	30,300
550-009-332-442	Equipment/Vehicle Rental		48		1,000	1,000	1,000
550-009-332-520	Insurance			11,104	11,104		
550-009-332-540	Advertising	-	163				
550-009-332-580	Training/Travel	-	271		2,000	2,000	2,000
550-009-332-610	Office Supplies	-					
550-009-332-612	Operating Supplies	6,590	51				
550-009-332-613	Uniforms/Clothing	-					
550-009-332-614	Tools & Small Equipment	-					
550-009-332-617	Furniture	-					
550-009-332-618	Postage		113				
550-009-332-630	Food & Beverage		58				
550-009-332-803	Special Events		2				
550-009-332-812	Administrative Service Charges					136,358	136,358
550-009-332-813	Finance Service Charges					95,821	95,821
	Materials & Services	*655,052*	*558,160*	*637,663*	*665,152*	*869,829*	*869,829*
550-009-332-720	Buildings	-					
550-009-332-730	Projects & Improvements	2,372					
550-009-332-741	Machinery	-					
	Capital Outlay	*2,372*	*-*	*-*	*-*	*-*	*-*
009-332	**Wastewater Treatment Expense**	**712,150**	**611,938**	**637,663**	**732,150**	**921,852**	**921,852**
009	**Public Works**						
009-432	*Wastewater Operations*						
550-009-432-110	Staff Pay	228,946	139,193	75,947	95,345	75,707	75,707
550-009-432-130	Overtime	1,913	1,284	3,000	3,000	3,000	3,000
550-009-432-210	Group Insurance	70,818	48,372	34,185	51,656	38,549	38,549
550-009-432-220	FICA/Medicare	17,461	10,527	5,808	7,295	6,022	6,022
550-009-432-230	Retirement	29,043	18,152	9,114	11,442	9,086	9,086
550-009-432-250	Unemployment Contribution	232	196	79	95	79	79
550-009-432-260	Workers' Compensation	5,930	2,257	2,121	2,682	2,147	2,147
	Personnel Services	*354,342*	*219,982*	*130,254*	*171,515*	*134,590*	*134,590*

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
550-009-432-310	Memberships/Dues	538	714	1,000	1,010	1,010	1,010
550-009-432-311	Subscriptions		324				
550-009-432-320	Professional Services	36,764	74,479	40,000	40,400	74,647	74,647
550-009-432-321	Labor Relations		567		2,000	2,000	2,000
550-009-432-340	Technical Services	14,723	20,672	20,000	20,200	20,200	20,200
550-009-432-423	Custodial Services		217				
550-009-432-430	Equipment Repair & Maintenance	8,134	2,181	6,000	6,100	6,100	6,100
550-009-432-431	Building Repair & Maintenance		1,303		1,600	1,600	1,600
550-009-432-432	Grounds Maintenance	1,447	82	2,000	2,020	2,020	2,020
550-009-432-442	Equipment/Vehicle Rental	-	1,560	1,000	1,010	1,010	1,010
550-009-432-520	Insurance		-	782	790	30,826	30,826
550-009-432-540	Advertising	1,128	42	1,000	1,000	1,000	1,000
550-009-432-550	Duplicating & Printing		536		500	500	500
550-009-432-580	Training/Travel	2,477	932	4,500	4,550	4,550	4,550
550-009-432-610	Office Supplies	2,416	677	3,500	3,000	3,000	3,000
550-009-432-611	Cleaning Supplies		323		250	250	250
550-009-432-612	Operating Supplies	20,265	10,523	20,000	20,500	20,500	20,500
550-009-432-613	Uniforms/Clothing	2,294	1,695	2,500	2,500	2,500	2,500
550-009-432-614	Tools & Small Equipment	1,403	1,505	2,600	2,600	2,600	2,600
550-009-432-617	Furniture	525	46	1,500	1,500	1,500	1,500
550-009-432-618	Postage		2				
550-009-432-619	Computers		177				
550-009-432-620	Utilities	10,403	-	10,000			
550-009-432-621	Natural Gas		565		600	600	600
550-009-432-622	Electricity		2,555		3,000	3,000	3,000
550-009-432-623	Phone		2,515		8,000	8,000	8,000
550-009-432-624	TV/Internet		1,026		1,000	1,000	1,000
550-009-432-626	Gasoline/Fuel		5,607		5,600	5,600	5,600
550-009-432-630	Food & Beverage		29				
550-009-432-812	Administrative Service Charges					102,041	102,041
550-009-432-813	Finance Service Charges					71,705	71,705
	Materials & Services	*102,517*	*130,855*	*116,382*	*129,730*	*367,759*	*367,759*
550-009-432-710	Land	-					
550-009-432-720	Buildings	-		93,750	187,500	117,188	117,188
550-009-432-730	Projects & Improvements	-	360				
550-009-432-731	Construction	-					
550-009-432-741	Machinery	3,156	3,146				
550-009-432-742	Vehicles	-	18,958				
	Capital Outlay	*3,156*	*22,464*	*93,750*	*187,500*	*117,188*	*117,188*
009-432	**Wastewater Operations Expense**	**460,015**	**373,301**	**340,386**	**488,745**	**619,536**	**619,536**
009-470	**Debt Service**						
550-009-470-801	Debt Service - Principal	678,171	566,194	704,613	718,442	718,442	718,442
550-009-470-802	Debt Service - Interest	203,006	270,314	169,683	118,066	118,066	118,066
009-470	**Debt Service**	**881,177**	**836,508**	**874,296**	**836,508**	**836,508**	**836,508**
	Revenue	**$ 2,644,216**	**$ 3,269,443**	**$ 3,056,402**	**$ 3,358,367**	**$ 3,417,050**	**$ 3,417,050**
	Expense	**2,053,343**	**1,821,747**	**1,852,345**	**2,057,403**	**2,377,896**	**2,377,896**
	Net from Operations	**590,873**	**1,447,696**	**1,204,057**	**1,300,964**	**1,039,154**	**1,039,154**
010	**Transfers**						
550-010-491-020	Transfer Out for Services	257,784	162,252	403,447	393,269		
550-010-491-040	Transfer Out for Capital	6,250	1,280,419	499,136	569,136	764,000	764,000
010	**Transfers**	**264,034**	**1,442,671**	**902,583**	**962,405**	**764,000**	**764,000**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
550-009-490-001	Contingency			58,175	66,492	75,069	75,069
550-010-490-002	Unappropriated Ending Fund Balance	$ 326,839	$ 5,025	$ -	$ -	$ -	$ -
550	**Wastewater Fund**	**$ 0**	**$ -**	**$ 243,299**	**$ 272,067**	**$ 200,085**	**$ 200,085**
	Months of Expenditures Available	**2.00**	**-**	**2.00**	**2.00**	**1.00**	**1.00**
Fund: 552	**Wastewater Capital**						
000	**Revenue**						
552-000-300-000	Beginning Fund Balance	526,193	534,507	542,507	481,065	481,065	481,065
552-009-361-010	Interest	8,314	12,170	8,500	5,000	5,000	5,000
552-009-395-011	Miscellaneous Revenue		2,698				
000	**Revenue**	**534,507**	**549,375**	**551,007**	**486,065**	**486,065**	**486,065**
009	**Public Works**						
009-432	*Wastewater Operations*						
552-009-432-614	Tools & Small Equipment		4,390				
552-009-432-730	Projects & Improvements	-	-	65,000	200,000	95,000	95,000
552-009-432-741	Machinery	-	(2,195)				
552-009-432-742	Vehicles	-	9,615				
009-432	**Wastewater Operations Expense**	**-**	**11,810**	**65,000**	**200,000**	**95,000**	**95,000**
	Revenue	**$ 534,507**	**$ 549,375**	**$ 551,007**	**$ 486,065**	**$ 486,065**	**$ 486,065**
	Expense	**-**	**11,810**	**65,000**	**200,000**	**95,000**	**95,000**
	Net from Operations	**534,507**	**537,565**	**486,007**	**286,065**	**391,065**	**391,065**
552	**Wastewater Capital Fund**	**$ 534,507**	**$ 537,565**	**$ 486,007**	**$ 286,065**	**$ 391,065**	**$ 391,065**
Fund: 553	**Wastewater Depreciation**						
000	**Revenue**						
553-000-300-000	Beginning Fund Balance	1,264,340	1,297,460	2,582,694	3,391,673	3,391,673	3,391,673
553-009-334-040	State Capital Grant	-		1,291,275	7,708,725	7,708,725	7,708,725
553-009-361-010	Interest	20,276	38,734	20,500	40,000	40,000	40,000
000	**Revenue**	**1,284,616**	**1,336,195**	**3,894,469**	**11,140,398**	**11,140,398**	**11,140,398**
009	**Public Works**						
009-432	*Wastewater Depreciation*						
553-009-432-320	Professional Services	683	244,720				
553-009-432-430	Equipment Repair & Maintenance		18,585				
553-009-432-540	Advertising		408				
553-009-432-730	Projects & Improvements	6,330	4,950				
553-009-432-731	Construction	123,561	315,716	4,391,673	11,709,534	11,902,458	11,902,458
009-432	**Wastewater Operations Expense**	**130,574**	**584,379**	**4,391,673**	**11,709,534**	**11,902,458**	**11,902,458**

2020-2021 Approved Budget
Budget Detail by Fund

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
	Revenue	**$ 1,284,616**	**$ 1,336,195**	**$ 3,894,469**	**$ 11,140,398**	**$ 11,140,398**	**$ 11,140,398**
	Expense	**130,574**	**584,379**	**4,391,673**	**11,709,534**	**11,902,458**	**11,902,458**
	Net from Operations	**1,154,042**	**751,816**	**(497,204)**	**(569,136)**	**(762,060)**	**(762,060)**
010	**Transfers**						
503-010-391-040	Transfer In for Capital	(143,418)	(1,260,419)	(497,204)	(569,136)	(762,060)	(762,060)
010	**Transfers**	**(143,418)**	**(1,260,419)**	**(497,204)**	**(569,136)**	**(762,060)**	**(762,060)**
553	**Wastewater Depreciation Fund**	**$ 1,297,460**	**$ 2,012,235**	**$ -**	**$ -**	**$ -**	**$ -**
Fund: 560	**Storm Water**						
000	**Revenue**						
560-000-300-000	Beginning Fund Balance	25,372	8,682	25,131	-	32,382	32,382
560-009-340-022	Storm Water User Fees	61,951	62,851	185,886	62,851	62,851	62,851
560-009-361-010	Interest	251	(30)	250	250	250	250
000	**Revenue**	**87,575**	**71,504**	**211,267**	**63,101**	**95,483**	**95,483**
009	**Public Works**						
009-434	*Storm*						
560-009-434-110	Staff Pay	46,788	36,010	23,614	20,522	20,897	20,897
560-009-434-130	Overtime	109	124	-	100	100	100
560-009-434-210	Group Insurance	17,044	11,535	9,253	12,921	12,786	12,786
560-009-434-220	FICA/Medicare	3,527	2,703	1,807	1,569	1,599	1,599
560-009-434-230	Retirement	5,628	4,600	2,834	2,463	2,508	2,508
560-009-434-250	Unemployment Contribution	47	48	24	21	21	21
560-009-434-260	Workers' Compensation	1,260	589	651	582	593	593
	Personnel Services	*74,402*	*55,609*	*38,183*	*38,178*	*38,504*	*38,504*
560-009-434-320	Professional Services	1,009	1,836	1,000	1,000	1,000	1,000
560-009-434-321	Labor Relations	-	1,701	-			
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	3,481	-	750	750	750	750
	Materials & Services	*4,490*	*3,537*	*3,350*	*3,350*	*3,350*	*3,350*
560-009-434-730	Projects & Improvements	-	-	65,000			
	Capital Outlay	*-*	*-*	*65,000*	*-*	*-*	*-*
009-434	**Storm Water Expense**	**78,892**	**59,146**	**106,533**	**41,528**	**41,854**	**41,854**
	Revenue	**$ 87,575**	**$ 71,504**	**$ 211,267**	**$ 63,101**	**$ 95,483**	**$ 95,483**
	Expense	**78,892**	**59,146**	**106,533**	**41,528**	**41,854**	**41,854**
	Net from Operations	**8,682**	**12,358**	**104,734**	**21,573**	**53,629**	**53,629**
010	**Transfers**						
560-010-491-040	Transfer Out for Capital	-	-	-	21,573	53,629	53,629
010	**Transfers**	**-**	**-**	**-**	**21,573**	**53,629**	**53,629**
560	**Storm Water Fund**	**$ 8,682**	**$ 12,358**	**$ 104,734**	**$ -**	**$ -**	**$ -**
	Months of Expenditures Available	**1.00**	**3.00**	**12.00**	**-**	**-**	**-**

Account Number	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget	2020-2021 Approved Budget
Fund: 562	**Storm Water Capital**						
000	**Revenue**						
562-000-300-000	Beginning Fund Balance	73,058	74,213	74,377	77,106	77,106	77,106
562-009-361-010	Interest	1,154	1,693	1,200	1,700	1,700	1,700
000	**Revenue**	**74,213**	**75,906**	**75,577**	**78,806**	**78,806**	**78,806**
009	**Public Works**						
009-434	*Storm*						
562-009-434-320	Professional Services	-	-				
562-009-434-730	Projects & Improvements	-	-		105,000	105,000	105,000
009-434	**Storm Water Expense**	**-**	**-**	**-**	**105,000**	**105,000**	**105,000**
	Revenue	**$ 74,213**	**$ 75,906**	**$ 75,577**	**$ 78,806**	**$ 78,806**	**$ 78,806**
	Expense	**-**	**-**	**-**	**105,000**	**105,000**	**105,000**
	Net from Operations	**74,213**	**75,906**	**75,577**	**(26,194)**	**(26,194)**	**(26,194)**
010	**Transfers**						
562-009-391-040	Transfer In for Capital	-	-		(164,443)	(196,499)	(196,499)
010	**Transfers**	**-**	**-**	**-**	**(164,443)**	**(196,499)**	**(196,499)**
562	**Storm Water Capital Fund**	**$ 74,213**	**$ 75,906**	**$ 75,577**	**$ 138,249**	**$ 170,305**	**$ 170,305**
Fund: 563	**Storm Water Depreciation**						
000	**Revenue**						
563-000-300-000	Beginning Fund Balance	132,505	134,599	136,599	139,870	139,870	139,870
563-009-361-010	Interest	2,094	3,071	2,200	3,000	3,000	3,000
000	**Revenue**	**134,599**	**137,670**	**138,799**	**142,870**	**142,870**	**142,870**
009	**Public Works**						
009-434	*Storm*						
563-009-434-320	Professional Services	-	-		-		
563-009-434-730	Projects & Improvements	-	-		-		
009-434	**Storm Water Expense**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenue	**$ 134,599**	**$ 137,670**	**$ 138,799**	**$ 142,870**	**$ 142,870**	**$ 142,870**
	Expense	**-**	**-**	**-**	**-**	**-**	**-**
	Net from Operations	**134,599**	**137,670**	**138,799**	**142,870**	**142,870**	**142,870**
010	**Transfers**						
562-010-391-040	Transfer In for Capital	-	-		-		
562-010-491-040	Transfer Out for Capital				142,870	142,870	142,870
010	**Transfers**	**-**	**-**	**-**	**142,870**	**142,870**	**142,870**
563	**Storm Water Depreciation Fund**	**$ 134,599**	**$ 137,670**	**$ 138,799**	**$ -**	**$ -**	**$ -**

Budgeted Positions

Position Title	2017-2018	2018-2019	2019-2020	2020-2021
City Manager's Office				
City Council	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Communications Officer	0.00	0.60	0.60	0.80
City Attorney	0.25	0.25	0.25	0.25
Finance				
Finance Director	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
Utility Billing Specialist II	1.00	1.00	1.00	1.00
Municipal Court				
Court Administrator	0.00	1.00	1.00	1.00
Court Clerk II	2.00	1.20	1.20	1.20
Court Clerk I	0.60	0.00	0.00	0.00
Municipal Court Judge	0.25	0.25	0.25	0.25
Community & Economic Development				
Community & Economic Development Director	1.00	1.00	1.00	1.00
Associate Planner	0.00	1.00	1.00	1.00
Planning Assistant	1.00	0.00	0.00	0.00
Staff Engineer	0.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Project Assistant	0.00	0.00	0.40	0.00
Police Department				
Police Chief	1.00	1.00	1.00	1.00
Communications Commander	1.00	1.00	1.00	1.00
Sergeant	2.00	4.00	4.00	4.00
Police Officer	10.00	9.00	9.00	9.00

Detective	1.00	1.00	1.00	1.00
School Resource Officer	1.00	1.00	1.00	1.00
Dispatcher	4.00	4.00	4.50	4.50
Community Services Officer/Code Enforcement	1.00	0.40	0.50	1.00
Library				
Library Director	1.00	1.00	1.00	1.00
Library Assistant	2.00	2.00	2.00	2.00
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	0.00	1.00	1.00	1.00
Administrative Assistant I	0.00	1.00	1.00	1.00
Public Works Secretary	1.00	0.00	0.00	0.00
Senior Engineering Technician	1.00	0.00	0.00	0.00
Engineering Technician II	0.00	1.00	1.00	1.00
Engineering Technician I	1.00	0.00	1.00	0.00
Parks Crew Leader	1.00	1.00	1.00	1.00
Streets Crew Leader	1.00	1.00	1.00	1.00
Distribution Crew Leader	1.00	1.00	1.00	1.00
Collections Crew Leader	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	0.00
Municipal Maintenance Worker	8.50	8.00	8.00	7.00
Parks Maintenance	1.50	0.00	0.00	0.00
Park Temporary Laborer	0.20	0.00	0.00	0.00
Total FTE	**59.30**	**57.70**	**58.70**	**55.00**

Budgeted Positions & FTE by Fund

Total Budget 56.00	Governmental Funds 51.00	General Fund 9.55	Municipal Court 2.55	Finance Director	0.1
				Court Administrator	1.0
				Court Clerk II	1.2
				Judge	.25
			Community & Economic Development 5.00	CED Director	1.0
				Associate Planner	1.0
				Staff Engineer	1.0
				Permit Technician	1.0
				Code Enforcement Officer	1.0
			Parks 2.00	Parks Crew Leader	1.0
				Municipal Maint. Worker	1.0
		Special Revenue Funds 41.45	Police 22.50	Police Chief	1.0
				Communications Commander	1.0
				Sergeant	4.0
				Police Officer	9.0
				School Resource Officer	1.0
				Detective	1.0
				Dispatcher	3.5
				Records	1.0
				Community Services Officer	1.0
			Library 3.00	Library Director	1.0
				Library Assistant	2.0
			Executive/Legislative 3.00	Council	1.0
				City Manager	1.0
				Administrative Assistant II	1.0
			Finance 3.90	Finance Director	0.9
				Accounting Supervisor	1.0
				Accounting Technician	1.0
				Utility Billing Clerk II	1.0
			Non-Departmental 1.05	Communications Specialist	.80
				City Attorney	.25
			Public Works Admin 5.00	Public Works Director	1.0
				Operations Manager	1.0
				Administrative Assistant I	1.0
				Engineering Technician II	1.0
				Mechanic	1.0
			State Gas Tax 3.00	Streets Crew Leader	1.0
				Municipal Maint. Worker	2.0
	Enterprise Funds 5.00		Water 3.00	Distribution Crew Leader	1.0
				Municipal Maint. Worker	2.0
			Wastewater 1.50	Collections Crew Leader	1.0
				Municipal Maint. Worker	.50
			Storm Water 0.50	Municipal Maint. Worker	.50

2020-2021 Monthly Salary Schedule

Position	Union*	Salary Range					
		A	B	C	D	E	F
Executive/Non-Departmental							
Mayor		$85					
Councilor		$75					
City Manager	Non-Rep	$8,598	$9,050	$9,526	$9,812	$10,107	
Administrative Assistant II	Non-Rep	$4,159	$4,746	$4,983	$5,132	$5,286	
Communications Officer	AFSCME	$3,121	$3,277	$3,441	$3,544	$3,650	
City Attorney	Contracted	$4,750					
Finance							
Finance Director	Non-Rep	$6,981	$7,330	$7,697	$7,927	$8,165	
Accounting Supervisor	Non-Rep	$4,320	$4,537	$4,763	$4,906	$5,054	
Accounting Technician	AFSCME	$3,171	$3,330	$3,496	$3,601	$3,709	
Utility Billing Specialist II	AFSCME	$3,121	$3,277	$3,441	$3,544	$3,650	
Municipal Court							
Court Administrator	Non-Rep	$3,927	$4,124	$4,331	$4,461	$4,595	
Court Clerk II	AFSCME	$3,121	$3,277	$3,441	$3,544	$3,650	
Municipal Judge	Contracted	$4,285					
Community & Economic Development							
CED Director	Non-Rep	$6,947	$7,294	$7,659	$7,888	$8,125	
Associate Planner	Non-Rep	$4,320	$4,537	$4,763	$4,906	$5,054	
Staff Engineer	Non-Rep	$5,224	$5,500	$5,789	$5,963	$6,142	
Permit Technician	AFSCME	$3,171	$3,330	$3,496	$3,601	$3,709	

Code Enforcement Officer	AFSCME	$3,324	$3,490	$3,665	$3,775	$3,888	
Police Department							
Police Chief	Non-Rep	$7,173	$7,550	$7,947	$8,186	$8,432	
Communications Commander	Non-Rep	$4,688	$4,923	$5,169	$5,325	$5,484	$5,758
Sergeant	Non-Rep	$5,419	$5,690	$5,974	$6,154	$6,338	$6,655
Police Officer	SHPEA	$4,440	$4,661	$4,895	$5,139	$5,397	$5,667
School Resource Officer/Detective	SHPEA	$4,662	$4,895	$5,140	$5,396	$5,667	$5,951
Dispatcher	SHPEA	$3,494	$3,668	$3,852	$4,044	$4,246	$4,459
Part-time Dispatcher	SHPEA	$19.04/hr	$19.99/hr	$20.99/hr	$22.04/hr	$23.14/hr	$24.29/hr
Library							
Library Director	Non-Rep	$5,315	$5,594	$5,888	$6,065	$6,247	
Library Assistant	AFSCME	$17.03/hr	$17.88/hr	$18.78/hr	$19.34/hr	$19.92/hr	
Public Works							
Public Works Director	Non-Rep	$6,172	$6,480	$6,805	$7,009	$7,219	
Administrative Assistant I	Non-Rep	$3,927	$4,124	$4,331	$4,461	$4,595	
Operations Manager	Non-Rep	$4,939	$5,187	$5,446	$5,610	$5,778	
Engineering Technician II	AFSCME	$3,911	$4,107	$4,312	$4,441	$4,574	
Streets Crew Leader	AFSCME	$3,606	$3,786	$3,976	$4,095	$4,218	
Crew Leader	AFSCME	$3,619	$3,800	$3,990	$4,110	$4,233	
Mechanic	AFSCME	$3,606	$3,786	$3,976	$4,095	$4,218	
Municipal Maintenance Worker	AFSCME	$3,171	$3,330	$3,496	$3,601	$3,709	

* AFSCME salary schedules are based on contract ended June 30, 2019. Negotiations on-going at time of publication

REQUEST FOR COUNCIL ACTION

Title:	Water Utility Fee Review
Preferred Agenda:	April 14, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 13.04.050
	Resolution No. 14 for 2019
Towards Council Goal:	1.2(a): Increase community awareness of infrastructure needs (Water)
Attachments:	Resolution No. 7 for 2020
	Water Rate Proposal
	Rates by Consumption
	Requested Water Budget

Purpose of this RCA:
To review the adopted 2020-2021 budget for the Water Fund and determine appropriate rates charged to users for use of City water.

Background/Context:
During the regular session City Council meeting on April 14, 2020, the City Council approved Resolution No. 7 for 2020 which included a base and commodity rate increase for the City's water user fees. The rate increase was scheduled to take effect on May 18, 2020 which would have water users paying the new rates in their bills due around July 1. However, during the City Council meeting on June 9, 2020, the City Council voted to suspend the rate increase pending a review at a future Council meeting to weight the needs of the water system in Sweet Home along with the current public health crisis which has resulted in a yet unknown economic climate. To allow time for public comment and feedback, the City Council tabled the rate discussion so that it could be included on the agenda and be brought forth before Council formally.

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." Initial expenses for the 2020-2021 fiscal year in the Water Fund total $2.4 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 approved expenses to match current revenue projections.

Complicating matters is a decrease in year over year overall consumption which requires additional rate increases to make up the difference or additional expenditure reductions. Calendar year 2019 represents the second year in a row where consumption has decreased likely due to increased utility rates (specifically wastewater). In order to make up the variance, rates must be raised, or expenses reduced to return to the original baseline. Staff and the City Council reviewed the issues during their Winter training in February 2020 and discussed the numerous capital projects that are needed to maintain or improve the integrity of the overall water distribution system. In total, $8.0 million in projects have been identified by Public Works staff as priority projects to ensure peak efficiency of the Water Treatment Plant and the distribution system. Given the number of accounts across the City and the annual consumption, capital funding availability was a concern in the future to both staff and members of the City Council.

During a work session held on February 25, 2020, staff outlined three options to the City Council. In one scenario, operations & maintenance funds are held at requested values while not addressing the “leaking bucket” that is capital funding with no changes to the “water” going into the capital bucket. In another scenario, staff outlined what would be necessary to fund some sort of capital projects from the water fee and a third scenario demonstrated the potential cuts to the water distribution system if staff was asked to limit the overall water rate increase. Ultimately, the Council consensus was for staff to present a scenario that would allow some priority projects to move forward in the 2021 fiscal year while putting some funds away for potential capital projects in the future. To that end, staff prepared one rate scenario for the City Council to review which includes leveraging the $207,000 in revenue from the sale of the 9th Ave property (the former Water Treatment Plant).

During the City Council meeting held March 5th, staff presented a revised proposal which would increase the water rates for the median residential consumer (44% of accounts) by $1.71 per month. For the 600 cubic average consumer (our average) accounting for approximately 9% of the City’s residential customers, the bill would increase $4.80/month. Consumers that use more water would see an average increase of $14.55/month. For commercial consumers, an increase of $3.21/month on average would be expected under this proposal. Bulk users would see an increase of $2.64/month per 100 cubic feet of water used.

Staff also reviewed the history of the water rate in Sweet Home which demonstrated that 44% of the users will have ***saved*** $58.56 over three years of water payments due to prior rate ***reductions***.

On March 19, 2020, the City Council declared a public health emergency in the City of Sweet Home in response to the spread of the novel coronavirus or COVID-19. Since early March, coronavirus has ravaged employment numbers in the United States as businesses closed their doors, some temporarily and others permanently, to comply with state orders and public health officials’ guidance. While the US economy is beginning to reopen along with the state of Oregon, recovery has been slow, and much remains unknown as businesses and individuals attempt to navigate a “new normal.” Unemployment remains high and many are postponing payments until unemployment checks arrive or until their livelihoods return. It is for this reason that City Manager Towry broached the subject of reviewing the water rates to determine if, to do the most good for the most people for the longest period of time, it would be prudent to freeze the rates at their 2019 levels and revisit the rates in early-2021 as is standard practice.

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. Given the current economic climate, residents and businesses are also being asked to do more with less and a revision to the water rates may adversely impact their ability to consume water.
- 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 and 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 the previously approved rate scenario, the bulk of the City's residential customers would see an average increase of $1.71/month. No increases are being proposed for the Wastewater or storm utility rates. 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 require 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. Alternatively, rate increases that users cannot afford results in lost revenue to the City which reduces available funds to meet current service levels.

Options:

1. *Move to reimpose Resolution No. 7 for 2020*. Water rates for 2020-2021 would increase based on meter size and overall consumption. These increases were previously adopted by the City Council during their meeting on April 14, 2020.

2. Rates would remain the same with a base rate (paid by all customers regardless of consumption and based on meter size) and a commodity rate applied per 100 cubic feet of water used over 300 cubic feet. This results in a projected fund balance of $45,462 which would reduce the availability of funds in the Water fund should reserves be necessary. Reducing budgeted expenditures to ensure adequate reserves would impact services delivered to customers.
3. *Move to strike Resolution No. 7 for 2020 and return the water rates to the 2019 figures*. Rates would return to the "current" structure based on the Council's adoption of Resolution No. 14 for 2019. Water customers would see no changes to their bill due on or around August 1st. This results in a projected fund balance of $45,462 which would reduce the availability of funds in the Water fund should reserves be necessary. Reducing budgeted expenditures to ensure adequate reserves would impact services delivered to customers.
4. *Recommend an alternate scenario based on revised methodology or total budget*. The City Council could request to see additional scenarios that would impact the calculation of the water utility rate. Staff would run the additional scenario(s) and return at a future meeting to set the new rates. Resolution No. 7 for 2020 would remain suspended until the Council chooses to act.

Recommendation:

Staff has no recommendation currently. Staff is aware of the unique situation we all face regarding COVID-19 and the ensuing economic recession that the United States entered in the first quarter of 2020. However, alternatively, staff is also aware that previous attempts to freeze a utility rate has resulted in higher increases in a future fiscal year to mitigate expenditure reductions and/or service cuts. Striking Resolution No. 7 for 2020 would also delay projects deemed important by Public Works to maintain and preserve the City's water distribution system. The impact of this decision is unmeasurable given the multiple factors that cannot be predicted.

Resolution No. 7 for 2020

A RESOLUTION SETTING RATES AND FEES FOR WATER SERVICES.

WHEREAS, the Sweet Home City Council has provided that Water User Rates should be established by resolution, in accordance with Ordinance No. 1174; and

WHEREAS, the Water User Rates were last adjusted July 2019 and need to be adjusted herein to ensure adequate funds are received to cover the annual cost of operation and maintenance, replacement, and other administrative costs of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective May 18, 2020, the water user fees shall be as follows:

Section 1 - The rates for water use to be charged for each billing period are as follows:

A minimum charge for each water service inside the city limits will be made according to the meter sizes as follows.

Meter Size	Monthly Base Charge
3/4 inch	21.70
1 inch	27.45
1-1/2 inch	35.12
2 inch	56.21
3 inch	211.51
4 inch	269.03
6 inch	403.24
8 inch	556.62

Residential Users (inside the City Limits): The monthly base charge is to include the first 300 cubic feet of water consumed for all residential customers only. A consumption charge of $10.28 per 100 cubic feet for water used, over 300 cubic feet, shall be made in addition to the Monthly Base Charge for all meter sizes for all residential customers only.

Commercial Users (inside the City Limits): A consumption charge of $10.22 per 100 cubic feet for all water used shall be made in addition to the Monthly Base Charge for all commercial customers per meter size.

Bulk Users (inside the City Limits): A consumption charge of $10.07 per 100 cubic feet for all water used shall be made.

Water Users (outside the City Limits): Monthly charges will be computed at 1.5 times the inside city rate as stated above for residential, commercial and bulk users.

The Monthly Base Charge for a meter on a water line installed solely for the purpose of providing fire protection shall be the 3/4 inch rate charged for a residence. If the monthly reading of the meter indicates any usage, the Monthly Base Charge will be the normal charge for the meter size installed as shown above in addition to the charge for consumption.

For purposes of this resolution, the City Council shall annually review Water Rates before May of each year and set the new monthly rate for bills sent out each July.

Section 2 - Miscellaneous water service fees are established by resolution and contained in the city's Public Information, Records, Research and Miscellaneous Fees schedule.

Section 3 – Other associated fees, practices and charges for water and sewer installation and hookup are described in the city's code of ordinances.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution supersedes all prior resolutions on water rates including Resolution No. 14 for 2019.

PASSED by the City Council and approved by the Mayor this 14th day of April, 2020.

_____

Mayor

ATTEST:

_____

City Manager – Ex Officio City Recorder

2021 WATER RESOURCES AND EXPENDITURES

Funding Source	Resources	Expenditures
2020 Budget Carryover	$ 250,000	
Sale of 9th Ave. Property	$ 207,000	
Water Capital Funds	$ 275,000	
Subtotal	$ 732,000	
Backwash		$ 375,000
Variable Flow Device		$ 195,000
9th Ave. 2" Main Replace		$ 250,000
2021 Requested O&M		$ 2,100,000
Transfer to Capital/Disaster Funds		$ 300,000
Subtotal		$ 3,220,000
2021 Revenue	$ 2,300,000	
Total Resources Total Expenditures	$ 3,032,000	 $ 3,220,000
Surplus/(Deficit)	$ (188,000)	

Residential Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure) Water Rate	Total w/WW+Storm	$ ▲ from current	% ▲ from current
100	449	15.75%	$ 19.99	$ 61.86	$ 21.70	$ 63.57	1.71	2.76%
200	357	12.52%	19.99	61.86	21.70	63.57	1.71	2.76%
300	441	15.47%	19.99	61.86	21.70	63.57	1.71	2.76%
400	416	14.59%	29.24	80.89	31.98	83.63	2.74	3.39%
500	371	13.01%	38.49	99.92	42.26	103.69	3.77	3.77%
600	256	8.98%	47.74	118.95	52.54	123.75	4.80	4.04%
700	193	6.77%	56.99	137.98	62.82	143.81	5.83	4.23%
800	130	4.56%	66.24	157.01	73.10	163.87	6.86	4.37%
900	71	2.49%	75.49	176.04	83.38	183.93	7.89	4.48%
1000	58	2.03%	84.74	195.07	93.66	203.99	8.92	4.57%
1100	33	1.16%	93.99	214.10	103.94	224.05	9.95	4.65%
1200	20	0.70%	103.24	233.13	114.22	244.11	10.98	4.71%
1300	8	0.28%	112.49	252.16	124.50	264.17	12.01	4.76%
1400	14	0.49%	121.74	271.19	134.78	284.23	13.04	4.81%
1500	8	0.28%	130.99	290.22	145.06	304.29	14.07	4.85%
1600	5	0.18%	140.24	309.25	155.34	324.35	15.10	4.88%
1700	4	0.14%	149.49	328.28	165.62	344.41	16.13	4.91%
1800	5	0.18%	158.74	347.31	175.90	364.47	17.16	4.94%
1900	3	0.11%	167.99	366.34	186.18	384.53	18.19	4.97%
2000	4	0.14%	177.24	385.37	196.46	404.59	19.22	4.99%
2300	3	0.11%	204.99	442.46	227.30	464.77	22.31	5.04%
2500	1	0.04%	223.49	480.52	247.86	504.89	24.37	5.07%
2600	1	0.04%	232.74	499.55	258.14	524.95	25.40	5.08%
Average Rate	**2,851**		**$ 37.17**	**$ 97.17**	**$ 40.79**	**$ 100.79**		
Base Rate			$ 19.99		$ 21.70			
Commodity			$ 9.25		$ 10.28			

1,426 accounts / 44% in median = Median users (2019)

= Annual average consumption (2019)

Commercial Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure) Water Rate	Total w/WW+Storm	$ ▲ from current	% ▲ from current
100	106	46.49%	$ 29.21	$ 80.86	$ 31.92	$ 83.57	2.71	3.35%
200	17	7.46%	38.43	99.86	42.14	103.57	3.71	3.72%
300	12	5.26%	47.65	118.86	52.36	123.57	4.71	3.96%
400	13	5.70%	56.87	137.86	62.58	143.57	5.71	4.14%
500	9	3.95%	66.09	156.86	72.80	163.57	6.71	4.28%
600	9	3.95%	75.31	175.86	83.02	183.57	7.71	4.38%
700	7	3.07%	84.53	194.86	93.24	203.57	8.71	4.47%
800	5	2.19%	93.75	213.86	103.46	223.57	9.71	4.54%
900	3	1.32%	102.97	232.86	113.68	243.57	10.71	4.60%
1000	7	3.07%	112.19	251.86	123.90	263.57	11.71	4.65%
1100	1	0.44%	121.41	270.86	134.12	283.57	12.71	4.69%
1200	3	1.32%	130.63	289.86	144.34	303.57	13.71	4.73%
1300	5	2.19%	139.85	308.86	154.56	323.57	14.71	4.76%
1400	0	0.00%	149.07	327.86	164.78	343.57	15.71	4.79%
1500	3	1.32%	158.29	346.86	175.00	363.57	16.71	4.82%
1600	1	0.44%	167.51	365.86	185.22	383.57	17.71	4.84%
1700	1	0.44%	176.73	384.86	195.44	403.57	18.71	4.86%
1800	1	0.44%	185.95	403.86	205.66	423.57	19.71	4.88%
1900	1	0.44%	195.17	422.86	215.88	443.57	20.71	4.90%
2300	24	10.53%	232.05	469.52	256.76	494.23	24.71	5.26%
Total Accounts	228							
Average Rate			**$ 72.24**	**$ 166.44**	**$ 79.61**	**$ 173.81**		
Base Rate			$ 19.99		$ 21.70			
Commodity			$ 9.22		$ 10.22			

114 accounts / 46% in median = Median users (2019)

= Annual average consumption (2019)

Industrial/Bulk Rates

Cubic Feet	Number of Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure) Water Rate	$ ▲ from current	% ▲ from current
10,500	1	$ 933.99	N/A	$ 1,028.70	$ 94.71	10.14%
100,500	1	$ 9,159.99	N/A	$ 10,091.70	$ 931.71	10.17%
135,000	1	$ 11,901.99	N/A	$ 13,112.70	$ 1,210.71	10.17%
36,300	1	$ 2,761.99	N/A	$ 3,042.70	$ 280.71	10.16%
299,700	1	$ 26,525.99	N/A	$ 29,224.70	$ 2,698.71	10.17%
626,700	1	$ 56,687.99	N/A	$ 62,455.70	$ 5,767.71	10.17%
Base Rate	91%	$ 19.99		$ 21.70		
Commodity		$ 9.14		$ 10.07		

Utility Rates Effective May 18, 2020

Sewer Base	$40.87	Water Base	$21.70
Sewer Commodity	$9.78	Water Commodity	$10.28

3/4" Residential User

	Water	*Sewer*	*Storm*	*Total*	▲ *from PY*
100	**$21.70**	**$40.87**	**$1.00**	**$63.57**	**$1.71**
200	**$21.70**	**$40.87**	**$1.00**	**$63.57**	**$1.71**
300	**$21.70**	**$40.87**	**$1.00**	**$63.57**	**$1.71**
400	**$31.98**	**$50.65**	**$1.00**	**$83.63**	**$2.74**
500	$42.26	$60.43	$1.00	$103.69	$3.77
600	**$52.54**	**$70.21**	**$1.00**	**$123.75**	**$4.80**
700	$62.82	$79.99	$1.00	$143.81	$5.83
800	$73.10	$89.77	$1.00	$163.87	$6.86
900	$83.38	$99.55	$1.00	$183.93	$7.89
1,000	$93.66	$109.33	$1.00	$203.99	$8.92
1,100	$103.94	$119.11	$1.00	$224.05	$9.95
1,200	$114.22	$128.89	$1.00	$244.11	$10.98
1,300	$124.50	$138.67	$1.00	$264.17	$12.01
1,400	$134.78	$148.45	$1.00	$284.23	$13.04
1,500	$145.06	$158.23	$1.00	$304.29	$14.07
1,600	$155.34	$168.01	$1.00	$324.35	$15.10
1,700	$165.62	$177.79	$1.00	$344.41	$16.13
1,800	$175.90	$187.57	$1.00	$364.47	$17.16
1,900	$186.18	$197.35	$1.00	$384.53	$18.19
2,000	$196.46	$207.13	$1.00	$404.59	$19.22
2,100	$206.74	$216.91	$1.00	$424.65	$20.25
2,200	$217.02	$226.69	$1.00	$444.71	$21.28
2,300	$227.30	$236.47	$1.00	$464.77	$22.31
2,400	$237.58	$246.25	$1.00	$484.83	$23.34
2,500	$247.86	$256.03	$1.00	$504.89	$24.37
2,600	$258.14	$265.81	$1.00	$524.95	$25.40
2,700	$268.42	$275.59	$1.00	$545.01	$26.43
2,800	$278.70	$285.37	$1.00	$565.07	$27.46
2,900	$288.98	$295.15	$1.00	$585.13	$28.49
3,000	$299.26	$304.93	$1.00	$605.19	$29.52
3,100	$309.54	$314.71	$1.00	$625.25	$30.55
3,200	$319.82	$324.49	$1.00	$645.31	$31.58
3,300	$330.10	$334.27	$1.00	$665.37	$32.61
3,400	$340.38	$344.05	$1.00	$685.43	$33.64
3,500	$350.66	$353.83	$1.00	$705.49	$34.67
3,600	$360.94	$363.61	$1.00	$725.55	$35.70
3,700	$371.22	$373.39	$1.00	$745.61	$36.73
3,800	$381.50	$383.17	$1.00	$765.67	$37.76
3,900	$391.78	$392.95	$1.00	$785.73	$38.79
4,000	$402.06	$402.73	$1.00	$805.79	$39.82
4,100	$412.34	$412.51	$1.00	$825.85	$40.85
4,200	$422.62	$422.29	$1.00	$845.91	$41.88
4,300	$432.90	$432.07	$1.00	$865.97	$42.91
4,400	$443.18	$441.85	$1.00	$886.03	$43.94

Utility Rates Effective May 18, 2020

Sewer Base	$40.87	Water Base	$21.70
Sewer Commodity	$9.78	Water Commodity	$10.22

3/4" Commercial User

	Water	*Sewer*	*Storm*	*Total*
100	$31.92	$50.65	$1.00	$83.57
200	$42.14	$60.43	$1.00	$103.57
300	$52.36	$70.21	$1.00	$123.57
400	$62.58	$79.99	$1.00	$143.57
500	$72.80	$89.77	$1.00	$163.57
600	$83.02	$99.55	$1.00	$183.57
700	$93.24	$109.33	$1.00	$203.57
800	$103.46	$119.11	$1.00	$223.57
900	$113.68	$128.89	$1.00	$243.57
1,000	$123.90	$138.67	$1.00	$263.57
1,100	$134.12	$148.45	$1.00	$283.57
1,200	$144.34	$158.23	$1.00	$303.57
1,300	$154.56	$168.01	$1.00	$323.57
1,400	$164.78	$177.79	$1.00	$343.57
1,500	$175.00	$187.57	$1.00	$363.57
1,600	$185.22	$197.35	$1.00	$383.57
1,700	$195.44	$207.13	$1.00	$403.57
1,800	$205.66	$216.91	$1.00	$423.57
1,900	$215.88	$226.69	$1.00	$443.57
2,000	$226.10	$236.47	$1.00	$463.57
2,100	$236.32	$246.25	$1.00	$483.57
2,200	$246.54	$256.03	$1.00	$503.57
2,300	$256.76	$265.81	$1.00	$523.57
2,400	$266.98	$275.59	$1.00	$543.57
2,500	$277.20	$285.37	$1.00	$563.57
2,600	$287.42	$295.15	$1.00	$583.57
2,700	$297.64	$304.93	$1.00	$603.57
2,800	$307.86	$314.71	$1.00	$623.57
2,900	$318.08	$324.49	$1.00	$643.57
3,000	$328.30	$334.27	$1.00	$663.57
3,100	$338.52	$344.05	$1.00	$683.57
3,200	$348.74	$353.83	$1.00	$703.57
3,300	$358.96	$363.61	$1.00	$723.57
3,400	$369.18	$373.39	$1.00	$743.57
3,500	$379.40	$383.17	$1.00	$763.57
3,600	$389.62	$392.95	$1.00	$783.57
3,700	$399.84	$402.73	$1.00	$803.57
3,800	$410.06	$412.51	$1.00	$823.57
3,900	$420.28	$422.29	$1.00	$843.57
4,000	$430.50	$432.07	$1.00	$863.57
4,100	$440.72	$441.85	$1.00	$883.57
4,200	$450.94	$451.63	$1.00	$903.57
4,300	$461.16	$461.41	$1.00	$923.57
4,400	$471.38	$471.19	$1.00	$943.57

Utility Rates Effective May 18, 2020

Sewer Base	$40.87	Water Base	$21.70
Sewer Commodity	$9.78	Water Commodity	$10.07

3/4" Bulk User

	Water	*Sewer*	*Storm*	*Total*
100	$31.77	$0.00	$0.00	$31.77
200	$41.84	$0.00	$0.00	$41.84
300	$51.91	$0.00	$0.00	$51.91
400	$61.98	$0.00	$0.00	$61.98
500	$72.05	$0.00	$0.00	$72.05
600	$82.12	$0.00	$0.00	$82.12
700	$92.19	$0.00	$0.00	$92.19
800	$102.26	$0.00	$0.00	$102.26
900	$112.33	$0.00	$0.00	$112.33
1,000	$122.40	$0.00	$0.00	$122.40
1,100	$132.47	$0.00	$0.00	$132.47
1,200	$142.54	$0.00	$0.00	$142.54
1,300	$152.61	$0.00	$0.00	$152.61
1,400	$162.68	$0.00	$0.00	$162.68
1,500	$172.75	$0.00	$0.00	$172.75
1,600	$182.82	$0.00	$0.00	$182.82
1,700	$192.89	$0.00	$0.00	$192.89
1,800	$202.96	$0.00	$0.00	$202.96
1,900	$213.03	$0.00	$0.00	$213.03
2,000	$223.10	$0.00	$0.00	$223.10
2,100	$233.17	$0.00	$0.00	$233.17
2,200	$243.24	$0.00	$0.00	$243.24
2,300	$253.31	$0.00	$0.00	$253.31
2,400	$263.38	$0.00	$0.00	$263.38
2,500	$273.45	$0.00	$0.00	$273.45
2,600	$283.52	$0.00	$0.00	$283.52
2,700	$293.59	$0.00	$0.00	$293.59
2,800	$303.66	$0.00	$0.00	$303.66
2,900	$313.73	$0.00	$0.00	$313.73
3,000	$323.80	$0.00	$0.00	$323.80
3,100	$333.87	$0.00	$0.00	$333.87
3,200	$343.94	$0.00	$0.00	$343.94
3,300	$354.01	$0.00	$0.00	$354.01
3,400	$364.08	$0.00	$0.00	$364.08
3,500	$374.15	$0.00	$0.00	$374.15
3,600	$384.22	$0.00	$0.00	$384.22
3,700	$394.29	$0.00	$0.00	$394.29
3,800	$404.36	$0.00	$0.00	$404.36
3,900	$414.43	$0.00	$0.00	$414.43
4,000	$424.50	$0.00	$0.00	$424.50
4,100	$434.57	$0.00	$0.00	$434.57
4,200	$444.64	$0.00	$0.00	$444.64
4,300	$454.71	$0.00	$0.00	$454.71
4,400	$464.78	$0.00	$0.00	$464.78

REQUEST FOR COUNCIL ACTION

Title:	PUBLIC HEARING - USDA Rural Development Grant Application
Preferred Agenda:	June 23, 2020
Submitted By:	J. Lynn, Chief of Police
Reviewed By:	R. Towry, City Manager
Type of Action:	Resolution ___ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	SH Financial Policy
Towards Council Goal:	Goal #2 – Be an effective and efficient Government Goal #3 – Look for methods to improve community safety Goal #3 – Develop partnerships with regional services
Attachments:	Attachment Name

Purpose of this RCA:

Requesting a Public Hearing related to the USDA Rural Development Grant Application that the Sweet Home Police Department request. The Grant information was presented to Council for support and approval on April 14th, 2020. The Grant application has been submitted. The next step is the requirement to have the Grant request noticed and a Public Hearing held.

Background/Context:

On April 14, 2020 information associated with a USDA Rural Development Grant Application was presented to the City Council for review. During the meeting, Council voted to approve Resolution No. 6 for 2020 which authorized staff to submit an application for the 2020 USDA Rural Development Grant and authorized the City Manager to sign the required documents.

Upon submission of the application, staff was instructed to Notice and hold a Public Hearing, one of the requirements of the USDA Grant. The public hearing is intended to discuss the project and proposed budget and allow the public an opportunity to comment.

Officer McDonald prepared the USDA Rural Development Grant application. It will assist in the funding of a new K9 patrol vehicle as well as additional protective equipment for the patrol officers. This equipment includes the purchase of ballistic vest carriers and ballistic shields for each patrol vehicle. The ballistic carriers and shields will provide the officers with an additional level of protection from large caliber firearms.

The Challenge/Problem:

Does the public want the Sweet Home Police Department to continue participation in the USDA Rural Development Grant?

Stakeholders:

- *Police Department.* Maintaining updated vehicles and equipment with a limited budget and funding is important. The USDA Grant is an attempt to offset funding required.
- *City of Sweet Home Residents.* A safe community is essential for the citizens of Sweet Home to enjoy a high quality of life. A functioning Drug Detection K9 program can act as a deterrent for drug activity as well as another investigative tool within the community.

Issues and Financial Impacts:

Funding - The total cost of the proposed project (a new K9 patrol vehicle, 7 ballistic vest carriers, 7 ballistic shields) would total $59,329.44. The USDA Rural Development Grant would cover 35% of the project ($20,765.30). The City would be required to match the remaining 65% which would be $38,564.14.

If Council were to support and approve the USDA Grant, the City would be committing the match funding necessary for the Grant.

Elements of a Stable Solution:

Council has approved a Resolution allowing City staff to apply for the USDA Rural Development Grant would assist in offsetting the cost of needed equipment. The next step in the process is holding a public hearing on the project.

Options:

1. *Do Nothing.*
2. *Hold a public hearing to allow the citizens an opportunity to comment on the USDA Rural Development Grant application and then motion to re-affirm Council Support for Resolution No. 6 for 2020, A Resolution Authorizing Staff to submit an application for the 2020 USDA Rural Development Grant Application for the Purchase of Equipment.*
3. *Request additional information from staff.*

Recommendation:

2. *Hold a public meeting to allow the public an opportunity to comment on the USDA Rural Development Grant application and make a motion to re-affirm Council Support for Resolution No. 6 for 2020, A Resolution Authorizing Staff to submit an application for the 2020 USDA Rural Development Grant Application for the Purchase of Equipment.*

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action - Resolution No. 6 for 2020 USDA Rural Development Grant Application Resolution
Preferred Agenda:	April 14, 2020
Submitted By:	J. Lynn, Chief of Police
Reviewed By:	R. Towry, City Manager
Type of Action:	Resolution __X__ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SH Financial Policy
Towards Council Goal:	Goal #2 – Be an effective and efficient Government Goal #3 – Look for methods to improve community safety Goal #3 – Develop partnerships with regional services
Attachments:	USDA Loan Resolution, USDA Grant Application

Purpose of this RCA:

Seeking review and passage of a resolution in support of the Sweet Home Police Department's USDA Rural Development Grant request. The Grant would be used for the purchase of a vehicle and equipment for the K9 Drug Detection Program.

Background/Context:

In November of 2018 the Sweet home Police Department started our first Drug Detection K9 Program. Sweet Home Police Officer Sasha McDonald was the driving force behind the K9 Program. Her efforts and commitment to the idea helped in receiving the donations that allowed the program to begin. Our K9, Gemma, was donated and has performed exceptionally. The Deschutes County Sheriff's Office donated a fully outfitted K9 patrol vehicle to our Department. The donated vehicle had been taken out of service by Deschutes County and had around 90,000 miles on it at the time. The vehicle is a 2013 Chevy Tahoe and it currently as around 126,000. With the miles going up, we have seen an increase in maintenance expenses associated with it.

Officer McDonald has prepared a USDA Rural Development Grant application that would assist in the funding of a new K9 patrol vehicle as well as additional protective equipment for the patrol officers. This equipment includes the purchase of ballistic vest carriers and ballistic shields for each patrol vehicle. The ballistic carriers and shields will provide the officers with an additional level of protection from large caliber firearms.

The Challenge/Problem:
Should the Sweet Home Police Department apply and participate in the USDA Rural Development Grant for equipment related to the K9 Drug Detection Program?

Stakeholders:

Police Department. Maintaining updated vehicles and equipment with a limited budget and funding is important. The USDA Grant is an attempt to offset funding required.

City of Sweet Home Residents. A safe community is essential for the citizens of Sweet Home to enjoy a high quality of life. A functioning Drug Detection K9 program can act as a deterrent for drug activity as well as another investigative tool within the community.

Issues and Financial Impacts:

Funding - The total cost of the proposed project (a new K9 patrol vehicle, 7 ballistic vest carriers, 7 ballistic shields) would total $59,329.44. The USDA Rural Development Grant would cover 35% of the project ($20,765.30). The City would be required to match the remaining 65% which would be $38,564.14.

If Council were to support and approve the USDA Grant, the City would be committing the match funding necessary for the Grant.

Elements of a Stable Solution:

Council approval of a Resolution allowing City staff to apply for the USDA Rural Development Grant would assist in offsetting the cost of needed equipment.

Options:

1. *Do Nothing*.
2. *Approve Resolution No. 6 for 2020 – Authorizing Staff to submit an application for the 2020 USDA Rural Development Grant and authorizing the City Manager to sign the required documents.*
3. *Request additional information from staff.*

Recommendation:

1. *Motion to Approve Resolution No. 6 for 2020 authorizing Staff to submit an application for the 2020 USDA Rural Development Grant and authorizing the City Manager to sign the required documents.*

RESOLUTION NO. 6 FOR 2020

A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION FOR THE 2020 USDA RURAL DEVELOPMENT GRANT FOR THE PURCHASE OF EQUIPMENT.

WHEREAS, The USDA is accepting applications for the Rural Development Grant Program; and

WHEREAS, the City of Sweet Home desires to participate in this grant program to the greatest extent possible as a means of providing needed police equipment; and

WHEREAS, the project will replace an aging Police K9 patrol vehicle and will acquire needed ballistic vest carriers and shields for officer protection; and

WHEREAS, the City of Sweet Home has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Sweet Home will provide adequate funding for on-going operations and maintenance of the Department and K9 program should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Council of the City of Sweet Home herein authorizes the staff to submit an application for the 2020 USDA Rural Development Grant and authorizes the City Manager to sign the required documents including the USDA Loan Resolution.

Section 2. The Council of the City of Sweet Home will accept any USDA award resulting from this application.

Section 3. This Resolution shall be effective immediately upon its passage.

PASSED by the Council and executed by the Mayor this 14th day of April 2020 by a vote of ____ yeas and ____ nays.

_____

Mayor Greg Mahler
City of Sweet Home, Oregon

ATTEST:

_____

City Manager – Ex Officio City Recorder

Position 5

USDA
Form RD 1942-47
(Rev. 12-97)

LOAN RESOLUTION
(Public Bodies)

FORM APPROVED
OMB NO. 0575-0015

A RESOLUTION OF THE City Council

OF THE City of Sweet Home
AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Police Department Equipment
FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City of Sweet Home
(Public Body)
(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

$0

pursuant to the provisions of ORS 121 ; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of $ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.

12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.

13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.

14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:

    (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
    (b) Repairing or replacing short-lived assets.
    (c) Making extensions or improvements to the facility.

    Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.

15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.

16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.

17. To accept a grant in an amount not to exceed $_____

    under the terms offered by the Government; that the _____

    and _____ of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

    The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

    The vote was: Yeas _____ Nays _____ Absent _____.

IN WITNESS WHEREOF, the City Council of the City of Sweet Home has duly adopted this resolution and caused it to be executed by the officers below in duplicate on this _____ day of _____, 2020.

(SEAL)

_____

By _____

Attest:

Title _____

_____

_____

Title

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the _____

hereby certify that the City Council of such Association is composed of

_____ members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____, _____; and that the foregoing resolution was adopted at such meeting by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, _____.

_____

Title _____

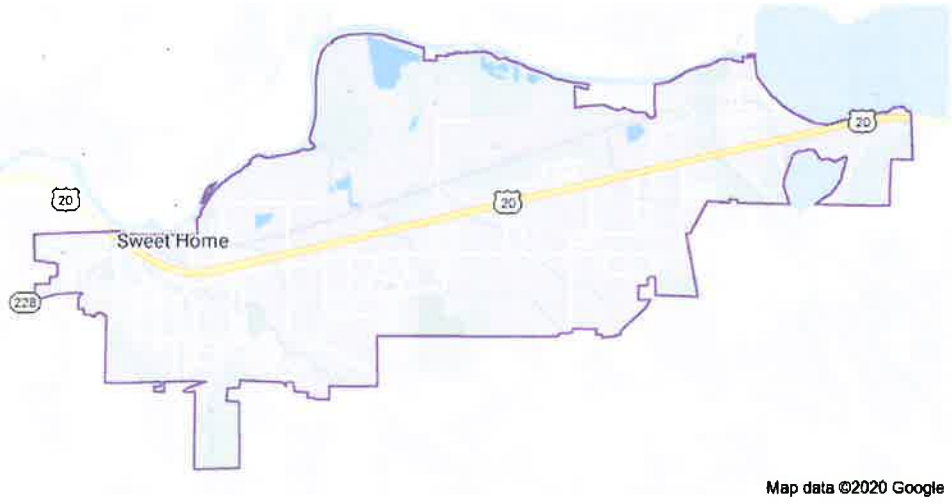
City of Sweet Home Police Department

CF Grant- K9 Vehicle/Ballistic Protection

Simplified Preliminary Architectural Report (PAR)

1. Current Situation & Need for Project

The Sweet Home Police Department started our first ever Drug Detection K9 Program in November of 2018. We serve a population of approximately 9,000 people, nestled in the foothills of the Cascade Mountains. Being a small community, funds are very limited for new programs and we rely on fundraisers and donations to keep the program going.



Officer McDonald personally donated K9 Gemma, a 4-year-old Belgian Milionis to work as a Narcotics Detection K9 and so far, K9 Gemma helped seize $7,635 in cash, 17.51 oz of Meth, 1oz of Cocaine, 3.5 oz of Heroin, and 3 stolen firearms.

At the start of the program back in November of 2018, Deschutes County Sheriff's Office donated a 2013 fully outfitted K9 Tahoe. At the time, the K9 Tahoe had about 90,000 miles on it and now the mileage is around 126,000. Typically, patrol vehicles are replaced at 120,000 miles. However, since there was no budget in the program for a new vehicle, it has not been replaced. With the mileage going up, there may be potential mechanical problems that will arise and will hinder the use of K9 Gemma in the field. If the current vehicle is broken down for a significant amount of time, K9 Gemma would not be able to work as there are no other vehicles to accommodate a K9. This in turn would hinder our efforts in keeping our community safe from drugs and preventing crime.

Along with replacing a K9 vehicle, we are looking at purchasing ballistic vest carriers. Currently, we only have one vehicle equipped with a Level IV trauma plate vest carrier to protect one officer from an active shooter type incident. (Level IV trauma plates stop an AR 15 and AK47

rifle rounds) Our goal is to purchase 9 vests, equaling one vest per patrol vehicle so all our officers have access to rifle rated ballistic protection. We also want to purchase 7 ballistic shields that will stop a .308 or greater caliber rifle rounds and have them available when the need arises. With the increase in active shooter incidents, we want to have the equipment available to protect our officer's lives so in turn they can protect our community.

2. **Feasible Alternatives**
   a. **Alternative 1- No Action.**

      If we are unable to secure funding assistance with the purchase of a new K9 patrol vehicle and ballistic vests/shields, our community would be placed at greater risk for criminal activity. If the vehicle is not replaced, the current vehicle may encounter mechanical failures which will halt the use of narcotics K9 Gemma. If K9 Gemma is unable to work, the frequency of drug related crimes would increase since there would be less deterrence/enforcement.

      If we do not secure funding for ballistic vests/shields, we may lose officers' and/or community members lives if an active shooter incident were to occur. These vests and shields are imperative in protecting our community in active shooter situations.

      Cost: $0, however, community members may lose thousands of dollars in form of drug related crimes such as theft, burglary, and vehicle theft. Also, lives may be lost in a critical incident if one were to occur if there was no vital protection equipment available. There is no dollar amount that can be placed on a human life.

   b. **Alternative 2- New 2020 K9 Outfitted Dodge Durango & 9 Level IV Ballistic Vests/7 Shields.**

      We are requesting assistance with purchasing a 2020 fully outfitted K9 Dodge Durango patrol ready SUV. According to our research, this is the most cost effective, reliable option for a patrol K9 vehicle. Purchasing a new K9 outfitted SUV will last us approximately 8 years. This will reduce costs for the tax paying community as the vehicle will have zero to minor mechanical and maintenance costs during the years of service. This will also help us keep the K9 program going to keep drugs off our streets.

      Cost: K9 Dodge Durango $47,479.44; Ballistic vests and shields $11, 850.00

      Total Cost: $59,329.44

c. **Alternative 3- New 2020 K9 Outfitted Ford Explorer Interceptor & 9 Level IV Ballistic Vests/7 Shields.**

The Ford Explorer Interceptor is the second option to outfit for a K9 vehicle.

Cost: 2020 Ford Explorer $50,148.85; Ballistic vests and shields $11, 850.00

Total Cost: $61,998.85

3. **Evaluate and Compare Alternatives**

Currently, there are only two pursuit rated SUV options available to be outfitted as a K9 patrol vehicle. Chevrolet stopped production of pursuit rated Tahoe for two years due to a "styling refresh." So now we only have a choice between the 2020 Dodge Durango or 2020 Ford Explorer. The Dodge Durango is more affordable out of the two with the V8 5.7L Hemi engine option as more reliable. The Ford Explorer offers a Hybrid version, which is more fuel efficient, however costs significantly more. When researching the difference between the two vehicles, Ford seemed to have more quality control issues which caused new vehicles to be sent back to have parts fixed or replaced. Since we rely on the only one k9 vehicle, we need it built right the first time. Also, several large agencies in the State of Oregon have been using Dodge Durango's as their patrol vehicles with zero complaints and maintenance issues.

For the Ballistic vests and shields we received two quotes from different companies. The company who quoted the prices used in this application significantly outbid the other one. Also, these ballistic vests/shields are made in the United States and certified by the National Institute of Justice.

4. **Selected Alternative**

We select alternative #2, New 2020 K9 Outfitted Dodge Durango and 9 Level IV Ballistic Vests/7 Shields. This is the most cost effective, reliable alternative out of the two, saving our community $2,669.41. The Durango is the most reliable vehicle out of the two and will keep K9 Gemma continuously working out on the street. The base price for a 2020 Dodge Durango 5.7L Hemi is $31,180.46 and the add-ons to make it a work ready, K9 patrol vehicle are $16,298.98 with labor included. Typically, patrol vehicles outfitted for K9 are slightly more expensive due to a special K9 housing compartment and heat alarm system to keep the K9 safe and cool during work hours. (An invoice for a complete build for this alternative is attached at the end of this application)

The ballistic vests with level IV protection plates are $350.00 each. They come with double rifle pistol pouch, "Police" patches, tourniquet, and shears. The total for 9 vests is $3,150.00. We are wanting to purchase 5 Level IIIA 14 pound shields for $900 each and 2 heavier duty Level III 33 pound shields for $2,100 each. The total for all 7 shields is $8,700.

5. **Proposed Funding Sources**

   $20,765.30-CF Grant (35%)

   $38,564.14- Applicant contribution (65%)

   $59,329.44- Total projected cost

   The City of Sweet Home's contribution is budgeted for the next fiscal budget year, which starts July 1st, 2020.

6. **Proposed Project Budget**

   $47,479.44-Durango

   $3,150.00-Ballistic Vests

   $8,700- Shields

   $0-contingency

   $59,329.44-Total project cost

Signature: _____ Date: 3/22/20

Report Prepared by: Alexandra McDonald K9 Officer

(Name) (Title)

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☑ Preapplication	☑ New	
☐ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☑ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Sweet Home
* b. Employer/Taxpayer Identification Number (EIN/TIN):	930556954
* c. Organizational DUNS:	

d. Address:

* Street 1:	3225 Main Street
Street 2:	
* City:	Sweet Home
County/Parish:	Linn
* State:	Oregon
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	97386

e. Organizational Unit:

Department Name:	Division Name:
Police	Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	
* First Name:	~~Shannon~~ Alexandra (Sasha)
Middle Name:	
* Last Name:	McDonald
Suffix:	
Title:	K9 Officer
Organizational Affiliation:	Employee of City of Sweet Home Police Department
* Telephone Number:	541-367-5181
Fax Number:	541-367-5235
* Email:	amcdonald@sweethomeor.gov.

Application for Federal Assistance SF-424

9. Type of Applicant I - Select Applicant Type:

Municipality

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA Rural Development

11. Catalog of Federal Domestic Assistance Number:

10.766

CFDA Title:

Community Facility Grant Program

*** 12. Funding Opportunity Number:**

FY 2020

* Title:

Community Facility Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Sweet Home | Add Attachments | Delete Attachments | View Attachments

*** 15. Descriptive Title of Applicant's Project:**

Police Equipment

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant OR-04; * b. Program/Project OR-04;

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments | Delete Attachments | View Attachments

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding ($):

* a. Federal	$20,765.30	(35% Grant)
* b. Applicant	$38,564.14	(65% match)
* c. State		
* d. Local		
* e. Other		
* f. Program Income		
* g. TOTAL	$59,329.44 ~~$0.00~~	

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

- [ ] Yes
- [x] No

If "Yes, provide explanation and attach.

Add Attachments | Delete Attachments | View Attachments

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances ** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

*Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

OMB Approval No: 4040-0007
Expiration Date: 07/30/2010

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a -1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	* TITLE
* APPLICANT ORGANIZATION City of Sweet Home	* DATE SUBMITTED

Standard Form 424B (Rev. 7- 97) Back

Position 3

USDA
Form RD 400-4
(Rev. 11-17)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The **City of Sweet Home**

(name of recipient)

3225 Main Street, Sweet Home, OR 97386

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to http://www.lep.gov;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.)[as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.

3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.

4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.

6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.

7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, **City of Sweet Home** on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

_____
Recipient

_____
Date

Attest: n/a

_____
Title

Title

OTHER CREDIT POLICY AND GRADUATION CERTIFICATIONS

Credit Elsewhere.

As part of the application for loans from Rural Development, applicants must certify in writing and Rural Development must determine and document that the applicant is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.

Refinancing Rural Development Debt.

As part of its loan approval procedures, Rural Development requires an agreement that if at any time it shall appear to the Government that the borrower is able to refinance the amount of the indebtedness then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the borrower will, upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

Loan Documents.

As part of the loan approval process, the borrower will be required to sign certain documents whereby the borrower agrees to make the necessary applications for refinancing at the request of Rural Development.

Certifications.

We, the undersigned, as authorized representatives of City of Sweet Home, herein referred to as applicant and borrower, hereby certify:

We are unable to finance the proposed project from our own resources or through commercial credit at reasonable rates and terms.

We have been advised of and understand that Rural Development may require that any loans approved are subject to refinancing upon request by Rural Development whenever it may appear that such refinancing is available as outlined above.

Applicant: City of Sweet Home
X _____(Signature)
By: _____
Title: _____

Attest: N/A
Title: _____ Date: _____

This form is available electronically.

OMB Control No. 0505-0027
Expiration Date: 04/30/2022

USDA

Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals

AD-1049

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L.100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about –

   a. The dangers of drug abuse in the workplace;

   b. The grantee's policy of maintaining a drug-free workplace;

   c. Any available drug counseling, rehabilitation, and employee assistance programs; and

   d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.

4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –

   a. Abide by the terms of the statement; and

   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –

   a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE *(Street Address, City, County, State, Zip Code)*	
3225 Main Street, Sweet Home, OR 97386	
Check ☐ if there are workplaces on file that are not identified here.	
ORGANIZATION NAME City of Sweet Home	PR/AWARD NUMBER OR PROJECT NAME Police Equipment Purchase
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

(1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.

(2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

(3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

(4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

(5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.

(6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

- "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
- "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
- "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:
[b] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[a] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[a] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ **Prime** ☐ **Subawardee**
Tier _____, *if known:*
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Congressional District, *if known:* OR

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Congressional District, *if known:*

6. Federal Department/Agency:
USDA Rural Development
31978 N Lake Creek
Tangent, OR 97389

7. Federal Program Name/Description:
Community Facility Grant Program

CFDA Number, *if applicable:* 10.766

8. Federal Action Number, *if known:*
FY 2020

9. Award Amount, *if known:*
$ TBD

10. a. Name and Address of Lobbying Entity *(if individual, last name, first name, MI)*:
N/A

b. Individuals Performing Services *(including address if different from No. 10a) (last name, first name, MI):*
N/A

11. Amount of Payment *(check all that apply)*:
$ _____ ☐ **actual** ☐ **planned**

12. Form of Payment *(check all that apply)*:
☐ **a. cash**
☐ **b. in-kind; specify:** nature _____
value _____

13. Type of Payment *(check all that apply)*:
☐ **a. retainer**
☐ **b. one-time fee**
☐ **c. commission**
☐ **d. contingent fee**
☐ **e. deferred**
☐ **f. other; specify:** _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:
None

(attach Continuation Sheet(s) SF-LLLA, if necessary)

15. Continuation Sheet(s) SF-LLLA attached: ☐ **Yes** ☑ **No**

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: _____
Title: _____
Telephone No.: _____ Date: _____

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions.

3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____ _____

(name) (date)

_____

(title)

ooo

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Sweet Home (Police Department)	CF Grant
Organization Name	PR/Award Number or Project Name
Name(s) and Title(s) of Authorized Representative(s)	
Signature(s)	Date

Form AD-1047 (1/92)

Date: ___1/13/2019_____

USDA Rural Development
State Office, Portland
1201 NE Lloyd Blvd.
Portland, OR 97232

Project: ___Sweet Home CF grant____

CERTIFICATION
Of
Compliance With Special Laws And Regulations

Pursuant to USDA Rural Development Regulations and Instructions 1942.17 (k) (1),
I, _____, as _____ for the ____City of Sweet Home_____
hereby make the following certifications:

1. The ___Police Department___ is a properly incorporated and has the legal authority to construct, improve, extend, purchase, and maintain the ____K-9 officer and equipment_____.

2. The ___Police Department___ has complied with all applicable federal, state, and local laws and ordinances along with all regulatory commission rules pertaining to borrowing money, giving security therefore and raising revenue for the repayment of said monies.

3. The ___Police Department___ has complied with all applicable land use zoning and planning in regard to the construction of facilities to be financed.

4. Further comments (if any):

By: X_____
(Signature)
Name: _____
Title: _____

CERTIFICATION REGARDING KNOWN RELATIONSHIPS

Date: _____

Re: City of Sweet Home
Community Facilities Grant Application
Police Equipment

I, _____, as _____ for the City of Sweet Home, do here certify that my staff and I have no known relationships with any Rural Development employees.

Sincerely,

_____

Name:
Title:
Applicant: City of Sweet Home

Alternative #2

Sales Quote

3925 Fairview Industrial Dr SE Salem, OR 97302
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304
Document Date: 2/14/2020
Terms: Net 30
Payment Method:

Sell To: Sweet Home Police Department
:SASHA
1950 Main Street
Sweet Home, OR 97386
Phone: 541-367-5181

Ship To: Sweet Home Police Department
1950 Main Street
Sweet Home, OR 97386
USA
Phone:

Ship Via: Ship from Warehouse
Location: Lehr - Salem
Blanket PO:

Customer ID: 65841
SalesPerson: Doug Fowler

Vehicle Information:
2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
	2020 Durango K9				$31,180.46
	Power distribution				
02-0613	WIRING HARNESS DURANGO-Timer set to 30min	PATROLPO	1	625.00	625.00
E-123	RELAY 30A-Horn Ring Transfer	MISC	2	6.95	13.90
	Front lighting / equipment				
BK0534DUR11	PB400 PUSH BUMPER	SETINA	1	319.20	319.20
FK0400DUR11	PB5 PB300/400 FENDER WRAPS 11-* DURANGO	SETINA	1	351.20	351.20
IONJ	ION LIGHT RED/BLUE-GRILL LIGHTS	WHELENPR	2	89.99	179.98
AA-ION-FLAT-BRKT	IONSM FLAT BKT	AUTOADDI	1	19.95	19.95
SA315P	SIREN SPEAKER 100W	WHELENPR	1	150.00	150.00
SAK54	SPEAKER BRACKET	WHELENPR	1	24.60	24.60
	Roof mounted equipment				
GB8DEDE	48" LEGACY DUO, RW & BW FRONT & CRNRS, RA/BA REAR	WHELENLB	1	2,236.00	2,236.00
STPKT85	STRAP KIT DURAN	WHELEN	1		
NMOKHFUD25	COAX CABLE	RADIO	2	26.00	52.00
MRC	RAIN CAP	RADIO	1	14.95	14.95
	Side lighting				
IONJ	ION LIGHT RED/BLUE-REAR 1/4 WINDOWS	WHELENPR	2	89.99	179.98
LINSV2B	LINZ V BLUE-PASS MIRROR LIGHT	WHELEN	1	147.00	147.00
LINSV2R	LINZ V RED-DRIVERS MIRROR LIGHT	WHELEN	1	147.00	147.00
LSVBKT44	LINSV MIRROR MT KIT DURANGO	WHELEN	1	18.20	18.20
	Rear lighting				
VTX609B	VERTEX SUPER-LED LIGHT BLUE-REVERSE HOUSING	WHELENPR	2	72.90	145.80
IONJ	ION LIGHT RED/BLUE-REAR WINDOW LIGHTS	WHELENPR	2	89.99	179.98
TLIJ	ION T-SERIES- RED/BLUE-REAR HATCH EDGE	WHELENPR	2	81.00	162.00
11.1005SF	LED FLASHER DUAL 3A OUTPUT-BACK FLASH	ABLE2	1	31.92	31.92
E-123	RELAY 30A-Back Flash	MISC	5	6.95	34.75
	Officer area				

Sales Quote

3925 Fairview Industrial Dr SE Salem, OR 97302
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304
Document Date: 2/14/2020
Terms: Net 30
Payment Method:

Sell To: Sweet Home Police Department
:SASHA
1950 Main Street
Sweet Home, OR 97386
Phone: 541-367-5181

Ship To: Sweet Home Police Department
1950 Main Street
Sweet Home, OR 97386
USA
Phone:

Ship Via: Ship from Warehouse
Location: Lehr - Salem
Blanket PO:

Customer ID: 65841
SalesPerson: Doug Fowler

Vehicle Information:
2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
C-VS-2000-DUR-1	20" VEHICLE SPECIFIC CONSOLE 18 DURANGO	HAVIS	1	374.16	374.16
CUP2-1001	DOUBLE CUP HOLDER SELF-ADJ	HAVIS	1	47.62	47.62
C-ARM-102	SIDE MOUNT ARMREST 2.75" WIDE PAD	HAVIS	1	55.96	55.96
C-EB40-WS2-1P	FACE PLATE 1 PC 4"	HAVIS	1		
C-EB30-KCH-1P	FACE PLATE 1 PC 3"	HAVIS	1		
C-LP2-PS1-USB	FACE PLATE 1.5" 2 POWER OUTLETS, 1 DUAL 2.4A USB	HAVIS	1	92.20	92.20
C-AP-0325	ACCY BOX 3"	HAVIS	1	37.31	37.31
C-FP-4	FACE PLATE 4"	HAVIS	1		
C-FP-1	FACE PLATE 1"	HAVIS	1		
14.0553	3 ACC P/S	ABLE2	1	25.32	25.32
295SLSA6	SIREN CONTROL	WHELEN	1	436.80	436.80
IPM-111	MAG MIC INSULATED KIT	MAGMIC	2	34.95	69.90
AA-MP-90	MIC BKT 90 DEG	AUTOADDI	2	12.50	25.00
GK10271UXLSSCA	SINGLE T-RAIL GUN RACK -OVER HEAD MNT	SETINA	1	279.65	279.65
AA-BPLT-RISER	ADJ GUN MNT	AUTOADDI	2	23.43	46.86
	Prisoner/K9 Equipment				
EZIK-DURANGO	EZ RIDER 1/3 PRISONER 2/3 K9 2018 DURANGO	AMERALU	1	2,547.00	2,547.00
WATERDISH-HINGED	NEW HINGED UNVIERSAL K9 WATER DISH	AMERALU	1	86.90	86.90
F3	HEAT ALARM KIT	RAY ALLEN	1	1,199.99	1,199.99
3SC0CDCR	COMPARTMENT LIGHT-K9 or Prisoner Side?	WHELEN	1	52.50	52.50
E-123	RELAY 30A	MISC	3	6.95	20.85
U8801-1204	12" BLK SLIM FAN 12V 80W	MISC	1	49.95	49.95
	Cargo equipment				
60CREGCS	12V WHT/RED 6" COMPARTMENT LT	WHELEN	1	132.60	132.60
MISC	TRUCK VAULT SINGLE DRAWER MAGNUM-TAKE OUT	OTHER	1	200.00	200.00
TINT	WINDOW TINTING-CS PRIME ALL WINDOWS	OTHER	1	250.00	250.00
	Install				
INSTALL	INSTALL MATERIALS-INCLUDES BOX TUBING TO BUILD	OTHER	1	250.00	250.00

Sales Quote

3925 Fairview Industrial Dr SE Salem, OR 97302
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304
Document Date: 2/14/2020
Terms: Net 30
Payment Method:

Sell To: Sweet Home Police Department
:SASHA
1950 Main Street
Sweet Home, OR 97386
Phone: 541-367-5181

Ship To: Sweet Home Police Department
1950 Main Street
Sweet Home, OR 97386
USA
Phone:

Ship Via: Ship from Warehouse
Location: Lehr - Salem
Blanket PO:

Customer ID: 65841
SalesPerson: Doug Fowler

Vehicle Information:
2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
	FRAME FOR TRUCK VAULT TO MOUNT TO.				
F	Shipping Charges	OTHER	1	650.00	650.00
L	LABOR CHARGES	LABOR	1	4,335.00	4,335.00

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 16,298.98

Subtotal: **$16,298.98**
Total Sales Tax: $0.00

Total: **$16,298.98**

$31,180.46
$17,179.44

Alexandra McDonald

From: Doug Fowler <doug@lehrauto.com>
Sent: Thursday, February 6, 2020 12:21 PM
To: Alexandra McDonald
Subject: RE: Upfitting two silverado 1500 ssvs

Any time, see you in the morning

Thank you,
Doug

Doug Fowler
Fleet Sales Manager

Lehr - Salem
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

From: Alexandra McDonald <amcdonald@sweethomeor.gov>
Sent: Thursday, February 6, 2020 12:16 PM
To: Doug Fowler <doug@lehrauto.com>
Subject: Re: Upfitting two silverado 1500 ssvs

Excellent!! Thanks so much for your help!

Get Outlook for iOS

From: Doug Fowler <doug@lehrauto.com>
Sent: Thursday, February 6, 2020 12:12:27 PM
To: Alexandra McDonald <amcdonald@sweethomeor.gov>
Subject: RE: Upfitting two silverado 1500 ssvs

Hello Sasha,

I believe I have good news, the V8 Durango direct price would be 31,180.46 and we could put it on our paper for additional $300.00

The direct price on the RAM 1500 4x4 would be 27,097.64 and we could carry it for additional $300.00 if you needed us to.

We can talk about the option more tomorrow.

Thank you,
Doug

Doug Fowler
Fleet Sales Manager

Lehr - Salem
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

From: Alexandra McDonald <amcdonald@sweethomeor.gov>
Sent: Thursday, February 6, 2020 9:39 AM
To: Doug Fowler <doug@lehrauto.com>
Subject: Re: Upfitting two silverado 1500 ssvs

Thank you so much Doug. I'm wondering if a custom fan k9 cage would work if that's the case. Also, any idea on the base price of the ford trucks and ram 1500s? I know Deschutes county uses Rams and get them outfitted from you guys.

Get Outlook for iOS

From: Doug Fowler <doug@lehrauto.com>
Sent: Thursday, February 6, 2020 9:37:19 AM
To: Alexandra McDonald <amcdonald@sweethomeor.gov>
Subject: RE: Upfitting two silverado 1500 ssvs

Hello Sasha,

I began to work on the K9 truck quote and I've hit a bit of a road block. Its not looking like there may not be an option for the K9/SPT for the Chevy. I do have one vendor I'm waiting on a response from but its not looking like there are any options for the Chevy platform.

I have starting looking into the F-150 and Ram 1500. Setina makes an insert for K9/SPT for the F150, I've attached an exploded view of that kit for you to have a look at.

I will let you know as I receive more information.

Thank you,
Doug

Doug Fowler
Fleet Sales Manager

Lehr - Salem
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

From: Alexandra McDonald <amcdonald@sweethomeor.gov>
Sent: Monday, February 3, 2020 10:31 AM
To: Doug Fowler <doug@lehrauto.com>
Subject: Upfitting two silverado 1500 ssvs

Hi Doug,
I got your contact from Jason. He's on nights currently and I need two quotes to outfit 2 Chevy 1500 SSVs. I have located some grant funding and need quotes. Both need to be crew cab silver in color.

1st on is for our School Resource Officer vehicle. It does not need a canopy, but will need a tonneau cover. Does not need a truck vault. Needs at least one prisoner transport compartment in the rear. Can be a split with storage area.

2nd is for a K9 Vehicle. Needs to have a split cage in rear for K9 and prisoner transport. All the typical stuff to go with K9 outfit and a canopy with locking truck vault. I have attached the quote from Hubbard on initial vehicle cost.

BULLETPROOF IT, LLC
Jordan Crow (Account Manager)
3104 NW 115th St
Vancouver, WA 98685
sales@bulletproof-it.com
360-518-2464

QUOTE

Ship To: Chris Wingo
Sweet Home Police
1950 Main St, Sweet Home, OR
cwingo@sweethomeor.gov / 514-367-5181

QUOTE NUMBER: 02042020

P.O DATE	PO NUMBER	SHIPPED VIA	F.O.B. POINT	TERMS
TBD	TBD	Lowest Cost	Destination	NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
9	BPI-ASR-VEST-BLK	ASR Kit included, 1 Qty ASR Vest BLK, 2 Qty Model 1155 NIJ Level IV Plates, 1 Qty Double Rifle Pistol Pouch, 2 Qty Police Placards, 1 Qty TQ Kit with Tourniquet and Shears.	$ 350.00	$ 3,150.00
5	BPI-ASR-SHIELD-IIIA-24X36-NL-V	ASR-II Shield, NIJ Certified Level IIIA, 24" x 36", With 4"x10" Viewport, 5" x 8" Velcro Front, 14 lbs, No Light. With Police placard	$ 900.00	$ 4,500.00
2	BPI-ASR-SHIELD-III-24X36-NL-V	ASR-III Shield, NIJ Certified Level III, 24" x 36", With 4"x10" Viewport, 5" x 8" Velcro Front, 33 lbs, No Light. With Police placard	$ 2,100.00	$ 4,200.00
			Sub Total	$ 11,850.00
			Shipping	$ FREE
			Total	$ 11,850.00

JEFF MEINING- PRESIDENT
AUTHORIZED BY Jeff Meining

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

D-U-N-S NUMBER- 040434165

CAGE CODE- 6ZWA1

Armor Solutions Specialist

Alternative #3

Wire Works LLC
4775 Portland Rd
Suite 200
Salem, Or 97305

Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department
Attn: Chief Jeff Lynn
1950 Main St
Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	FORWARD FACING LIGHTS			
IONR	Whelen ION Series Super-LED Light Red	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue	1	79.86	79.86T
VTX609J	Whelen Vertex Super LED lighthead. Split colors. Red/Blue (head light housing)	2	73.81	147.62T
	SIDE FACING LIGHTS			
IONJ	Whelen ION series LED light head. Split Red/Blue. (rear quarter glass)	2	79.86	159.72T
	REAR FACING LIGHTS			
IONR	Whelen ION Series Super-LED Light Red (upper hatch)	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue (upper hatch)	1	79.86	79.86T
IONSMR	Whelen ION series surface mount LED. Red with black housing. (license plate lights)	1	88.38	88.38T
IONSMB	Whelen ION series surface mount LED. Blue with black housing. (license plate lights)	1	88.38	88.38T
WWLB-002	Wire Works License plate mounting bracket. Aluminum.	1	39.95	39.95T
	ANTENNAS Install customer provided: Kenwood NX Remote Mount Radios VHF & 700Mhz			
LARNMOKHFU...	Larsen high frequency coax. RG58/U Dual Shield cable. 25 foot length. No connector.	2	22.50	45.00T
	OFFICER AREA			

Thank you for the opportunity!

Subtotal	
Sales Tax (0.0%)	
Total	

Wire Works LLC
4775 Portland Rd
Suite 200
Salem, Or 97305

Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department
Attn: Chief Jeff Lynn
1950 Main St
Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	2020 Ford Interceptor Utility SUV pricing: State Contract Price = $33,512 Privilege Tax= $167.56 CAT Tax= $124			$33,807.56
	Install customer provided: Kenwood NX Remote Mount Radios VHF & 700Mhz			
Ch27.1.20	911 Circuits power distribution panel. 27 circuits, single stage timer. 20 foot. SPECIFY MOUNTING BRACKET	1	700.00	700.00T
MBFSUVL1-20+	911 Circuits mounting bracket "L1" that mounts under drivers front seat.	1	20.95	20.95T
CB150	Wire Works 150 amp manual resettable circuit breaker.	1	39.95	39.95T
WWPD-023	Wireworks circuit breaker bracket.	1	17.00	17.00T
	SIREN SPEAKER			
SA315P	Whelen Siren Speaker. 123db. 2 7/8 mounting depth.	1	165.90	165.90T
SAK1	Whelen universal mount bracket for the SA315P speaker. A4	1	0.00	0.00T
	SPOT LIGHT -From factory			
	LIGHTBAR			
KBLB Liberty 2 #1	Whelen Liberty II light bar. 50" bar with small 3 LED takedowns and single color	1	1,595.00	1,595.00T

Thank you for the opportunity!

Subtotal	
Sales Tax (0.0%)	
Total	

Phone # 503-990-8750 Fax # 503-990-8034 www.wireworks.co

Wire Works LLC
4775 Portland Rd
Suite 200
Salem, Or 97305

Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department
Attn: Chief Jeff Lynn
1950 Main St
Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
295SLSA6	Whelen full feature siren and lighting controller. Includes 1- 3 position slide switch and 6 programmable push buttons, park kill input, back lighting input, horn ring feature and selectable siren tones.	1	348.03	348.03T
WPKM1	Whelen park kill module.	1	49.95	49.95T
C-VS-1012-INUT	Ford Interceptor Utility (2020) Specific Angled Console. Angled console with 22 inches of total internal mounting space; 10 inches front angled, 12 inches rear horizontal	1	359.36	359.36T
Misc	Havis rear air option on vehicle requires relocation kit (CM009785-1)	1	41.84	41.84T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	52.78	52.78T
CUP2-1001	Havis Self-Adjusting Double Cup Holder	1	44.92	44.92T
C-EB40-WS2-1P	Havis 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen 295HFS Series	1	0.00	0.00T
C-EB30-KCH-1P	Havis 1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Kenwood KCH-20R remote radio	1	0.00	0.00T
IBR57	Metra DUAL USB WATER RESISTANT W/COVER	1	19.95	19.95T
IPM-112	Magnetic mic clip WITH insulation	2	32.95	65.90T
	MDT MOUNT			
C-MD-119	Havis 11" Slide Out Locking Swing Arm with Low Profile Motion Device Adapter	1	240.90	240.90T
	RIFLE MOUNT			
475-0850	Patriot Gun Rack - Single Weapon, Partition Mounted, Vertical (GR3-AR-XTRD-GL3XL Mounted) - Flat or Recessed Housing. Hand Cuff Style Lock with Hand Cuff Override Key.	1	391.36	391.36T

Thank you for the opportunity!

Subtotal	
Sales Tax (0.0%)	
Total	

Phone # 503-990-8750 Fax # 503-990-8034 www.wireworks.co

Wire Works LLC
4775 Portland Rd
Suite 200
Salem, Or 97305

Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department
Attn: Chief Jeff Lynn
1950 Main St
Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	K9 KENNEL WITH PRISONER TRANSPORT			
Misc	Setina Ultimate 2. K9 Exit points 2: Driver side & between front seats Prisoner passenger side exit Requires cargo box For use with a 10" fan	1	2,613.93	2,613.93T
TK0241ITU20	Setina Cargo Box- 2020 ford PIU DSC-Drawer, Sliding With Combo Lock BSN-Base Sliding With No Lock	1	1,028.34	1,028.34T
F3	Ray Allen F3 Generation 2 Deployment and Heat Alert System.	1	1,119.24	1,119.24T
EK0689ITU12	Setina 10" Maxi Thin Fan	1	181.05	181.05T
3SC0CDCR	Whelen 3" white LED dome light. (prisoner dome)	1	49.95	49.95T
	CARGO AREA			
3SC0CDCR	Whelen 3" white LED dome light.	1	49.95	49.95T
6402	Round rocker switch. Non-lighted.	1	8.95	8.95T
Labor	Labor required to complete the build of a vehicle	60	90.00	5,400.00T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	400.00	400.00T
Freight out	Freight to customer.	1	400.00	400.00T
Delivery Fee	Delivery Fee for Pick/Up or Delivery of vehicle (2 drivers) If requested	172	0.30	51.60T

Thank you for the opportunity!

Subtotal	$16,345.29
Sales Tax (0.0%)	$0.00
Total	$16,345.29

$ 50,148.85

Phone # 503-990-8750 Fax # 503-990-8034 www.wireworks.co

REQUEST FOR COUNCIL ACTION

Title:	Declaration of election to receive State Revenue Sharing Funds
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 221.770
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 16 for 2020

Purpose of this RCA:

To declare the City's election to receive state revenues as required by Oregon Revised Statutes (ORS) 221.770.

Background/Context:

To receive State Revenue Sharing funds in 2020-2021, Sweet Home must have levied property taxes in the preceding year and adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

A copy of the included resolution must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 16 for 2020 declaring the City's election to receive state revenues as required by ORS 221.770?

Stakeholders:

- State of Oregon - State law requires cities who wish to receive State Revenue Sharing funds must submit a resolution authorizing such receipt to DAS by July 31.
- City of Sweet Home Residents - Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as resources for Sweet Home services.

- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures State support for the City of Sweet Home.
- City of Sweet Home City Staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 16 for 2020 is not heard by the public in the form of a public hearing, nor adopted, the City will lose $483,376 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.770 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law and needs to be adopted by the City Council to ensure funding for the 2020-2021 fiscal year.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting this resolution and forgoing State Revenue Sharing funds.
2. *Adopt Resolution No. 16 for 2020*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 16 for 2020*. Inaction on this resolution results in the loss of $483k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 16 for 2020

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

The City of Sweet Home resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2020-2021.

PASSED by the Council and approved by the Mayor this 23rd day of June 2020.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

* I certify that a public hearing before the Budget Committee was held on May 5th, 2020, May 14th, 2020 and May 19th, 2020 and a public hearing before the City Council was held on June 9th, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Certification of Eligibility to receive State Revenue Sharing funds
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager Robert Snyder, City Attorney
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 221.760 ORS 221.770
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 17 for 2020

Purpose of this RCA:

To certify the City provides four or more services as required by Oregon Revised Statutes (ORS) 221.760.

Background/Context:

To receive State Revenue Sharing funds in the 2020-2021 fiscal year, Sweet Home must have levied property taxes in the preceding year and pass an ordinance or adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

Certification of eligibility to receive State Revenue Sharing funds must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 17 for 2020 certifying the city provides four or more services as required by ORS 221.760?

Stakeholders:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds must certify they meet the requirements to receive such funds under ORS 221 to DAS by July 31.

- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures state support for the City of Sweet Home.
- City of Sweet Home City staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 17 for 2020 is not heard by the public in the form of a public hearing nor adopted, the City will lose $482,376 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.760 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law and need to be adopted by the City Council to ensure funding for the 2020-2021 fiscal year.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting the resolution and forgoing State Revenue Sharing funds.
2. *Adopt Resolution No. 17 for 2020*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 17 for 2020*. Inaction on this resolution results in the loss of $482k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 17 for 2020

A RESOLUTION CERTIFYING THE CITY PROVIDES FOUR OR MORE SERVICES IN ORDER TO RECEIVE STATE REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

(1) Police Protection
(2) Fire Protection
(3) Street Construction, Maintenance and Lighting
(4) Sanitary Sewer
(5) Storm Sewers
(6) Planning, Zoning and Subdivision Control
(7) One or more Utility Services

and;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

Police Protection
Street Construction, Maintenance and Lighting
Sanitary Sewer
Storm Sewers
Planning, Zoning and Subdivision Control
One or more Utility Services

This resolution shall be effective July 1, 2020.

PASSED by the Council and approved by the Mayor this 23rd day of June 2020.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Marijuana Revenue Certification
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 475B
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 18 for 2020

Purpose of this RCA:

To certify the City complies sections of Oregon Revised Statutes (ORS) 475B related to marijuana production, processing, wholesale and retail sales.

Background/Context:

In 2014, Oregon voters decided to allow non-medical use of marijuana in the state of Oregon. Prior to this, only medical marijuana was allowed. After the passage of Measure 91, the state legislature passed, and the Governor signed, an emergency bill that allowed retail sales from dispensaries and required the OLCC to establish rules and taxing structures to support those sales. The result was a licensing structure managed by the OLCC and a 17% tax rate at the state level.

In 2016, the City of Sweet Home asked voters to establish a local tax on the sale of non-medical marijuana from dispensaries inside city limits. Ordinance 1251 established a 3% tax which is deposited into the General Fund.

A portion of the state proceeds are paid to cities which do not prohibit the sale of marijuana. For the coming fiscal year, the distribution of funds responsibility is shifting from the Oregon Department of Revenue to the Department of Administrative Services (DAS) which currently manages the State Revenue Sharing program. As such, an additional certification is necessary through Council Resolution to certify that the City allows marijuana in Sweet Home to receive a portion of the state's marijuana funds.

Certification of eligibility to receive State Revenue Sharing funds must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 18 for 2020 certifying the city complies with ORS 475B.070, 475B.090, 475B.100 and 475B.105?

Stakeholders:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds (includes marijuana revenues) must certify they comply with various sections under ORS 475B to DAS by July 31.
- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures state marijuana funds for the City of Sweet Home.
- City of Sweet Home City staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 18 for 2020 is not heard by the public in the form of a public hearing nor adopted, the City will lose $182,783 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

DAS has established a process for cities to request Marijuana State Revenue funds. Adoption of the included resolution complies with this new process and needs to be adopted by the City Council to ensure funding for the 2020-2021 fiscal year.

Options:

1. *Do Nothin*g. Council could choose to move forward without adopting the resolution and forgoing marijuana State Revenue Sharing funds.
2. *Adopt Resolution No. 18 for 2020*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 18 for 2020*. Inaction on this resolution results in the loss of $182,783 in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 18 for 2020

A RESOLUTION CERTIFYING THE CITY COMPLIES WITH SECTIONS OF ORS 475B RELATED TO MARIJUANA SALES INSIDE CITY LIMITS.

WHEREAS, ORS 475B.010, the Adult and Medical Use of Cannabis Act contains the rules and regulations regarding the sale of recreational and medical marijuana in the State of Oregon, and;

WHEREAS, ORS 475B.070 establishes a license to produce marijuana, and;

WHEREAS, ORS 475B.090 establishes a license to process marijuana, and;

WHEREAS, ORS 475B.100 establishes a license for the wholesale sale of marijuana, and;

WHEREAS, ORS 475B.105 establishes a license for the retail sale of marijuana, and;

WHEREAS, Sweet Home Municipal Code (SHMC) Chapter 3.34 authorizes the sale of marijuana in the City of Sweet Home and establishes a tax of 3% on all retail sales.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it allows the establishment of marijuana business under the aforementioned ORS' and further certifies the City is eligible and elects to receive revenue collected by the State for the purpose of state revenue sharing and the City's tax for fiscal year 2020-2021.

This resolution shall be effective July 1, 2020.

PASSED by the Council and approved by the Mayor this 23rd day of June 2020.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	City Hall Land Swap and Property Line Adjustment
Preferred Agenda:	6/23/2020
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X__ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 10.04.030: Powers of the City Council
Towards Council Goal:	Aspiration I: Desirable Community; Goal 2: Effective and Efficient Government; Goal 3.2: Methods to Improve Community Design
Attachments:	Resolution No. 19 for 2020, Exhibit A: City Hall Park Property Line Adjustment Site Plan, Exhibit B: City Hall Park Exchange Agreement, PLA19-08 Application, City Hall Park Land Swap Appraisal

Purpose of this RCA:
City Staff are proposing a property line adjustment between the City-owned parcels adjacent to City Hall and the neighboring property to the east. This adjustment would correct an encroachment problem, as well as provide access to the City Hall park area for the Duck Hollow subdivision south east of City Hall. In addition, this property line adjustment would combine the three lots that currently make up the park area east of the City Hall building into one lot, which will simplify any future park development.

Background/Context:
The property to the east of the new City Hall, currently owned by Mr. Daniel Smith, has a driveway across the easternmost of the City-owned parcels. This condition has existed for over 50 years. An verbal agreement was struck between Mr. Smith and the City of Sweet Home to deed the portion of land on which Mr. Smith's driveway sits to Mr. Smith, and in exchange Mr. Smith would deed 1,929 square feet at the southern end of his property to the City, so that, in the future, the City can build a sidewalk from the City Hall park area to the Duck Hollow neighborhood to the Southeast.

For a property exchange, Oregon State Statute requires that an appraisal of the properties be conducted, and that the cost of such appraisal must be equally borne by both parties. The City had an appraisal conducted, which revealed that the properties are of equal value.

City Staff solicited estimates for the survey and recording costs necessary to complete the transaction and found the lowest estimate to be $2,000. Mr. Smith agreed to the cost of the appraisal but has stated that he can only contribute $500 toward the survey and recording.

This RCA covers the planning application to adjust the property lines and an agreement for the actual exchange of real property. Both the agreement and property line adjustment are contingent upon approval from Mr. Smith's mortgage-holder. Mr. Smith is working through that process right now.

The Challenge/Problem:
How does the City resolve an encroachment onto its property, provide neighborhood access to City Hall and a potential park, and make future development of a park next to City Hall easier?

Stakeholders:
City of Sweet Home: As the owner of the property, the City has an interest in maintaining and exerting control over the property. In addition, the City is tasked with providing residents with parks and access to parks.

Mr. Daniel Smith: the owner of the property to the east of City Hall, and the user of a driveway that currently sits on City property.

City of Sweet Home Residents, especially those in the Duck Hollow Subdivision: Residents have expressed a desire for good access to park facilities. As the closest residential subdivision to City Hall, Duck Hollow Subdivision residents have an interest in access to any park developed on the City's property.

Issues and Financial Impacts:
City of Sweet Home: The cost of the appraisal was $3,500, of which the City's share is $1,750. Surveying and recording fees associated with this action are estimated to be approximately $2,000, of which, the agreement states that the City would pay $1,500. These costs amount to a total of $3,250. Any future park development, the construction of a walkway to the Duck Hollow Subdivision, and associated fencing, will require additional funds.

Mr. Daniel Smith: Under the agreement, Mr. Smith will not have to give up use of his driveway but will lose a portion of his property. He agreed to pay half of the appraisal costs, $1,750, and $500 towards the survey and recording costs, for a total of $2,250. Mr. Smith has stated that he is unable to pay more of the survey and recording costs.

Elements of a Stable Solution:
An ideal outcome would eliminate the encroachment onto City property, preserve good relations with a neighboring property owner, and provide nearby residences with safe pedestrian access to a potential park.

Options:

1. Do Nothing. Leave the parcels intact.
2. Adopt Resolution No. 19 for 2020, authorizing the City Manager to sign the exchange agreement and authorize the City Manager or Designee to sign the attached Property Line Adjustment application.
3. Recommend changes to the property Line Adjustment and exchange agreement.
4. Direct Staff to find a different way to either resolve the encroachment, provide access to the potential park, or both.

Recommendation:

Staff recommends either option 2, *motion to adopt Resolution No. 19 for 2020, authorizing the City Manager to sign the exchange agreement and authorize the City Manager or Designee to sign the attached Property Line Adjustment application*.

Resolution No. 19 FOR 2020

A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE DOCUMENTS REGARDING PROPERTY EXCHANGE AND PROPERTY LINE ADJUSTMENTS AT CITY HALL

WHEREAS, the City of Sweet Home owns three undeveloped parcels located at 3227, 3229, and 3231 Main Street adjacent to its new City Hall building at 3225 Main Street; and

WHEREAS, these properties have been identified as a potential park; and

WHEREAS, combining these three parcels into one parcel would simplify the development of a park; and

WHEREAS, the neighboring property at 3235 Main Street is encroaching upon the City's property at 3231 Main Street; and

WHEREAS, the neighboring property at 3235 Main Street is adjacent to a City-owned easement to the east that connects to the Duck Hollow Subdivision; and

WHEREAS, the City desires to resolve the encroachment and provide residents in the Duck Hollow Subdivision with pedestrian access to the potential park; and

WHEREAS, the City conducted an appraisal of the affected properties, as required by ORS §271.350, the cost of which will be equally borne by both parties; and

WHEREAS, the appraisal determined that the affected properties are of equal value; and

WHEREAS, the City has negotiated an agreement with Mr. Daniel Smith, the owner of the property at 3235 Main Street to convey to Mr. Smith the area of the encroachment in exchange for a portion of Mr. Smith's property that would connect the park area with the Duck Hollow Subdivision;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sweet Home as follows:

Section 1. The City of Sweet Home hereby authorizes the City Manager or designee to sign an application for a property line adjustment that would merge the City's three parcels into one, add the area of encroachment to Mr. Smith's property, and add a portion of Mr. Smith's property to the City's parcel as shown in Attachment A.

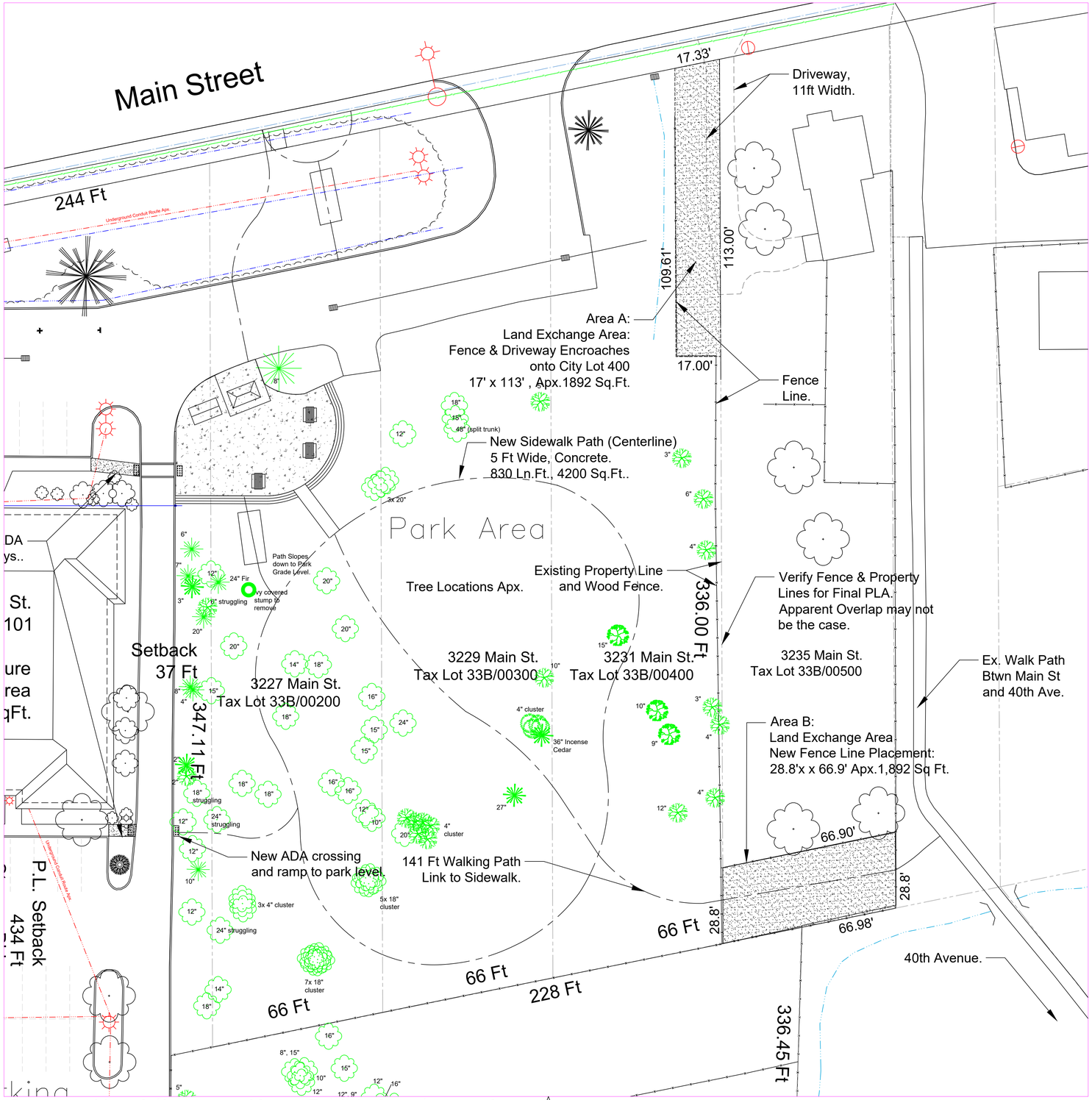
Section 2. The City of Sweet Home hereby authorizes the City Manager or designee to sign the exchange agreement with Mr. Daniel Smith shown in Attachment B.

Resolution adopted by City Council of the City of Sweet Home, this 23rd day of June, 2020.

_____
Greg Mahler, MAYOR

ATTEST:

_____
Ray Towry, CITY MANAGER



Property Line Adjustment Map - Exhibit Attachment A.

Horizontal Scale 1" = 20'

Narrative:

Two Land Use options are proposed here. One is a Lot Line Adjustment with a neighboring owner, the second is a Lot Consolidation of multiple small lots.

Property Line Adjustments:
This Property Line Adjustment Process is to move the east line of City owned Tax Lot 13S01E33B-00400. The neighboring property of 13S01E33B-00500, owned by Smith has their driveway and fence over the line on what is now the city property. This condition has existed for many years, i.e. 50+ years, and encompasses an area of approximately 1,892 sq.ft. As a property exchange with no net increase or decrease to either owner, and because the city desires a sidewalk connection to the public walkway on the east side of Smith, the south property line of 33B-00500 is proposed to be adjusted northward for an equivalent area. It is the intention for the City to construct a walkway from the city owned park-like area immediately to the east of the New City Hall, to connect with the public sidewalk (on private land but with a public access easement) that runs between Main Street and 40th Avenue in the Duck Hollow Subdivision.

The east boundary line along the City Lot portion of lot 33B-00400, and the neighboring Lot 33B-00500 would be adjusted to enclose their northern fence line and driveway, which currently extends onto the city property roughly 17 feet by 113 feet. On the south end of Lot 33B-00500, an equivalent area of roughly 28 feet by 67 feet wide would be adjusted northward. The two adjusted areas would be equal in area for the final Survey Plat. A privacy fence will be constructed along this new south property line for privacy to Lot 33B-00500.

The fence line that appears to be on the city property along the East line of Lot 33B-00400 may not actually be encroaching. A regular survey of points on the ground will confirm conditions. If necessary, the fence, rather than the property line would be moved. The Final Plat will thus record the two primary areas to adjust, and any fence encroachment will be relocated separately.

City Lot Consolidation:
The three city owned lots of 13S01E33B-00200, -00300, -00400 will be consolidated to one lot after the above mentioned Property Line Adjustment is completed. There used to be individual residences on each of the lots many years ago. They are no longer there, the area is being developed as a park environment, and should remain in city ownership for the foreseeable future.

DWG No. P:\Property files\Map_Pages\33B\101\ Digital Building Plans\MOD_SitePlan.dwg
PRINT DATE 10-16-2019
SCALE 1" = 20'
SIZE D
Drawn: SHPW
Checked:
Approved:
Approved:

Rev. | Description | Date.

CITY of SWEET HOME, Public Works Department
Engineering Division, 1140 12th Avenue,
T:541-367-6977, F:541-367-6440

LINE IS 2 INCHES FULL SIZE
IF NOT 2" SCALE ACCORDINGLY

TITLE
FY 2016-17 New City Hall
3225 Main Street.
Property Line Adjustment & Park Area Path Plans.

SHEET NUMBER
2

EXCHANGE AGREEMENT

The CITY OF SWEET HOME hereinafter referred to as CITY and DANIEL D. SMITH hereinafter referred to as SMITH enter into this real property exchange agreement on the last date indicated below:

RECITALS:

WHEREAS, CITY is the owner of real property located at 3225 Main Street and 3231 Main Street Sweet Home OR 97386;

WHEREAS, SMITH is the owner of real property located at 3235 Main Street Sweet Home OR 97386;

WHEREAS, Said properties in separate ownership are adjacent to each other and both parties desire to exchange a parcel of their property for a parcel of the other party's property as set forth in the attached diagram marked Exhibit A(approximate area only)with the exact areas exchanged to be in accordance with the survey to be made for the parties;

WHEREAS, SMITH by the exchange will acquire the real property now being used as a part of his driveway and CITY by the exchange will acquire and the public interest will be furthered by real property that will provide access to walkways on 40th Avenue and Long Street from City Hall and potentially a city park adjacent thereto;

NOW, THEREFORE, for the promises and consideration set forth herein the parties agree as follows:

1. CITY will convey Parcel A to SMITH in exchange for SMITH conveying to CITY Parcel B.
2. CITY will process the necessary lot line adjustment application(s) with the City and prepare the deeds for the transfers at its own cost and upon its own schedule.
3. CITY will pay one half of the appraisal cost which is $1,750.00, three fourths of the survey cost which is $1,500.00 (includes one half of the recording fees) and SMITH will pay one half of the appraisal cost which is $1,750.00 and one fourth of the survey cost which is $500.00 (includes one half of the recording fees). Any other recording fees will be paid one half by each party except as otherwise stated herein.
4. The CITY will be responsible for a fence along Parcel B adjacent to the real property of SMITH.
5. If a party wants title insurance that party will pay for their own title insurance.
6. This agreement is personal to the parties and cannot be assigned and time is of the essence of this agreement.
7. This Agreement can be terminated prior to the deeds being signed by either party without cause upon reimbursement to the other party for any above described costs that the other has incurred.
8. This Agreement is subject to approval by Umpqua Bank. See below. Any costs, fees and recording fees associated with the Umpqua Bank process described below of acquiring and releasing real property herein shall be paid by SMITH.
9. This Agreement is subject to approval by Sweet Home City Council.

Dated_____ Dated_____

City of Sweet Home

_____ _____

by City Manager Daniel D. Smith

The parties acknowledge that SMITH has a loan from Umpqua Bank that is recorded in the Linn County Deed Records in a Trust Deed at Instrument No. 2011-15057 that holds his real property as security for the loan. The parties hereby agree that they will execute the documents necessary to make Parcel A part of the loan's security for real property and release Parcel B from being covered by the loan as security.

I,_____, titled_____ for Umpqua Bank hereby consent to the above exchange and hereby state that Umpqua Bank will execute the documents necessary to make the exchange so that the security for the loan reflects the new legal description owned by SMITH and releases that real property to be owned by CITY after the exchange.

_____

Umpqua Bank Dated

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Community and Economic Development Department

Application for a Property Line Adjustment or a Property Line Adjustment / Replat

Date Received: 10.18.19
Date Complete:
File Number: PLA19-08
Application Fee $: N/A
Receipt #: N/A

Applicant's Name:
The City of Sweet Home

Applicant's Address:
3225 Main Street, Sweet Home, OR 97386

Applicant's Phone and e-mail:
(541)367-8113. aclegg@sweethomeor.gov

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Property A

Owner's Name:
The City of sweet Home

Owner's Address:
3225 Main Street, Sweet Home, OR 97386

Owner's Phone and e-mail:
(541) 367-8113; aclegg@sweethomeor.gov

Property Address:
3225 Main Street (park area), Sweet Home, OR 97386

Assessor's Map and Tax Lot:
13S01E33B Tax Lots 200, 300, 400

Property Size Before:
Lot 200 21,757 sq.ft.; Lot 300 21,757 sq.ft.; Lot 400 21,722 sq.ft.

Property Size After:
65,236 sq. ft.

Zoning Classification
Commercial Highway (C-2) Zone

Property B

Owner's Name:
Daniel Smith

Owner's Address:
3235 Main Street, Sweet Home, OR 97386

Owner's Phone and email:

Property Address:
3235 Main Street, Sweet Home, OR 97386

Assessor's Map and Tax Lot:
13S01E33B Tax Lot 500

Property Size Before:
21,885 sq. ft.

Property Size After:
21,848 sq. ft.

Zoning Classification:
Residential Low Density (R-1) Zone

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: Date:

Property Owner's Signature: Date:

Property Owner's Signature: Date:

Property Owner's Signature: Date:

Property Owner's Signature: Date:

SHMC 16.32.030 APPLICATION REQUIREMENTS

An application for a property line adjustment must meet the submittal requirements and the decision criteria noted below.

_____ 1. An application for a property line adjustment shall be signed by all property owners involved in the proposed adjustment, and a map showing the following details shall be submitted:

_____ a. The scale, north arrow and date of the map.
_____ b. The Linn County Tax Map and Tax Lot number identifying each parcel involved in the adjustment
_____ c. The location, width and purpose of any existing or proposed easements.
_____ d. Existing and proposed driveway accesses to a public right-of-way.
_____ e. The current and proposed property lines for each subject property.
_____ f. The existing and proposed dimensions of each property and the lot area of each property.
_____ g. All existing structures on the properties.
_____ h. Existing and proposed utility services and stub locations, including the following:

_____ 1. Water	_____ 4. Power	_____ 7. Cable
_____ 2. Sanitary sewer	_____ 5. Gas	_____ 8. Other utilities
_____ 3. Storm and surface water drainage	_____ 6. Telephone	

_____ 2. Adjacent public right-of-ways, including the width of each.
_____ 3. The legal description for each subject property involved in the adjustment describing their new boundaries.

SHMC 16.32.020 PROPERTY LINE ADJUSTMENT CRITERIA.

The City Planner will approve, approve with conditions, or deny the request for a property line adjustment based on the following criteria:

_____ A. The property line adjustment does not create a new lot or a land-locked parcel.
_____ B. The adjusted properties are not reduced below the minimum standards of the zoning district and do not otherwise violate standards of this title or Title 17 or any applicable building code.
_____ C. The adjusted properties do not encroach into required yard setbacks, existing buildings or easements.
_____ D. The adjusted properties comply with any previous requirements or conditions imposed on the property in previous land use decisions or permitting processes.
_____ E. A property line adjustment within a subdivision or partition plat will conform to O.R.S. 92.190.
_____ F. Lot line adjustments shall be surveyed and monumented as required by O.R.S. Chapter 92.

APPRAISAL REPORT

Two Properties Involved in the
City Hall Park Land Swap
Sweet Home, Oregon

VALUATION DATE

March 6, 2020

PREPARED FOR

Blair Larsen
Community & Economic Development Director
City of Sweet Home

PREPARED BY

William E. Adams, MAI
1809 Sunburst Terrace NW
Salem, Oregon 97304

File No.: 191103b

♦ **William E. Adams, MAI** ♦
Real Estate Appraisal & Consultation
1809 Sunburst Terrace NW
Salem, OR 97304
Office: (503) 585-6656
Mobile: (503) 510-1104
Email: 1billadams@comcast.net

March 18, 2020

Blair Larsen, JD/MPA
Community & Economic Development Director
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

RE: Appraisal Assignment --- City Hall Park Land Swap in Sweet Home, Oregon

Dear Mr. Larsen:

At your request, I have prepared the following appraisal report regarding two properties located in Sweet Home, Oregon. The properties are to be involved in a land swap. **Property 1** involves a 1,892 SF portion of a 21,780 SF commercial-zoned parcel located along the south side of Main Street (Highway 20). This parcel is one of multiple adjacent tax lots owned by the City and improved with a city park and the city hall facility. Immediately east of this City parcel is a 21,780 SF parcel owned by Daniel Smith. This property is developed with a single family dwelling and supporting site improvements. **Property 2** consists of a 1,892 SF portion of Mr. Smith's parcel (tax lot 500). The driveway and segments of fencing & landscaping serving Mr. Smith's dwelling actually encroach within the City's adjacent tax lot. These encroaching improvements are specifically situated in the northeast corner of the City parcel (tax lot 400). The City and Mr. Smith have agreed to a land swap which involves the City conveying 1,892 SF of land that currently includes the encroaching driveway & site improvements (Property 1) to Mr. Smith in exchange for 1,892 SF of land along the south boundary of Mr. Smith's parcel (Property 2). The area within Property 2 is currently improved with fencing and grass.

The valuation date for this assignment is March 6, 2020, coinciding with the appraiser's property inspection date. For this assignment, the market value of the simple interest is appraised for each property. The intended use of this appraisal is for documentation of land values relating to the proposed land swap. The intended user of this appraisal report is solely the client (city of Sweet Home).

This report is prepared in compliance with the current Uniform Standards of Professional Appraisal Practice (USPAP), as formulated by The Appraisal Foundation; and the Standards of Professional Appraisal Practice and the Code of Professional Ethics of the Appraisal Institute.

The appraisal is prepared in accordance with USPAP Standards Rule 2-2(a). For this assignment, the Sales Comparison Approach is used to value each subject property. Given each subject's attributes and the intended use of this appraisal, the Cost and Income approaches are not appropriate. The scope of work utilized for this assignment is considered typical for each subject's property type and this report's intended use.

The appraiser has sufficient education and experience in valuing similar properties to satisfy the competency rule of the Uniform Standards. The reported values were not based on requested values and the appraiser was acting independently of the client during the course of this assignment.

Reference to the Assumptions and Limiting Conditions section of the attached report is recommended for a complete understanding of the basis on which the values of the subject properties are predicated.

By mutual agreement with the client, certain extraordinary assumptions (as defined by USPAP) are utilized. The 1,892 SF portions of the City and Mr. Smith tax lots (identified as Properties 1 and 2) are too small to be partitioned into their own tax lots. As such, the tax lots containing Properties 1 and 2 are first valued based on their total parcel sizes, then the resulting unit value is applied to the 1,892 SF segment proposed for land swap. The client indicates that any site improvements situated within Properties 1 or 2 are not to be valued; only land value is to be estimated.

Currently, Mr. Smith's tax lot is zoned R-1 but the comprehensive plan designation for the property and other lands along the Highway 20 corridor is Central Commercial. The City recognizes that the zoning and comprehensive plan designations are not in conformance. It is the City's desire for continued commercial development to occur along the Highway 20 corridor in the future. As such, the City indicates that the comprehensive plan designation (Central Commercial) would take priority in any development approval decisions regarding Mr. Smith's land. This appraisal is predicated on the extraordinary assumption that the comprehensive plan designation would take precedence in the development approval process. To that end, Mr. Smith's parcel is valued based on its potential for commercial development rather than residential development under the existing R-1 zoning criteria.

This appraisal assignment is not to be used for condemnation purposes as the scope of work and directions provided by the City do not meet current law for an eminent domain action. The client is aware of the process the appraiser must follow for condemnation and cites that the specific scope of work and intended use of the appraisal do not warrant compliance with eminent domain requirements.

After considering all of the data assembled for this appraisal assignment, the Market Value of each subject's fee simple estate as of the March 6, 2020 valuation date is estimated to be:

Property 1 – 1,892 SF owned by city of Sweet Home	**$5,700**
Property 2 – 1,892 SF owned by Daniel Smith	**$5,700**

The reasoning and analysis leading to these conclusions are discussed in the following appraisal report.

Sincerely,

William E. Adams, MAI

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Professional Qualifications

SCOPE OF THE APPRAISAL

The city of Sweet Home owns multiple tax lots along the south side of Main Street (State Highway 20) that are currently utilized for the city hall facility and a public park. In the northeast corner of the City's easterly tax lot are driveway and site improvements serving the dwelling situated on the adjacent tax lot owned by Daniel Smith. The City has proposed a land swap with Mr. Smith consisting of conveying 1,892 SF of land containing the encroaching improvements (Property 1) to Mr. Smith in exchange for 1,892 SF of land in the south portion of Mr. Smith's tax lot (Property 2) which will be conveyed to the city of Sweet Home. This land swap is being performed by willing sellers and not under the process of eminent domain. At the client's direction, only the land value associated with Properties 1 and 2 are estimated in this appraisal report. This appraisal assignment involved the following scope of work.

- A physical inspection of each subject property was performed by William E. Adams, MAI on March 6, 2020. During the course of this appraisal assignment, the appraiser interviewed Blair Larsen of the City of Sweet Home. Given the intended use of the appraisal, no interviews were conducted with Mr. Smith.

- A search of all available resources was made to identify market trends, comparable sales data, and other significant factors affecting each subject's value.

- Market data were verified, photographed, and physically inspected. Market data was confirmed by a party to the transaction and supplemented by information obtained from the local multiple listing service (MLS), deeds, county records, or other informed parties.

- Each subject's highest and best use was determined as if vacant.

- The Sales Comparison Approach is used to estimate each subject's market value. This appraisal report is prepared in accordance with USPAP Standard Rule 2-2(a). Certain extraordinary assumptions (as defined by USPAP) are employed for this assignment and the reader of this report is encouraged to review these assumptions as they influence each property's value.

- Interviews were conducted with persons considered informed regarding the subject property and similar properties, including real estate professionals, property owners, and various departments of the city of Sweet Home and Linn County.

DEFINITIONS

Market Value is the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(a) both the buyer and seller are typically motivated;
(b) both parties are well informed or well advised, and acting in what they consider their best interests;
(c) a reasonable time is allowed for exposure in the open market;
(d) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
(e) the price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.[1]

Fee Simple Estate is absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.[2]

Leased Fee Estate is an ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires.[3]

Leasehold Estate is the right held by the lessee (tenant) to use and occupy real estate for a stated term and under the conditions specified in the lease.[4]

As Is Market Value is the estimate of the market value of real property in its current physical condition, use, and zoning as of the appraisal date.[5]

Extraordinary Assumption is an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in the analysis.[6]

Hypothetical Condition is a condition that is presumed to be true when it is known to be false. Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in the analysis.[7]

1 Rules and Regulations, Federal Register, Vol. 55, #165, p. 34696

2 The Dictionary of Real Estate Appraisal, Sixth Edition, 2015, the Appraisal Institute, p 90.

3 Ibid., p. 128

4 Ibid., p. 128

5 Ibid., p. 13

6 Ibid., p. 73

7 Ibid., p. 113

Highest and Best Use is defined as "the reasonably probable use of property that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financially feasible, and maximally productive".[8]

Marketing Time is an opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of the appraisal. Marketing period differs from **exposure time**, which is always presumed to precede the effective date of an appraisal.[9]

Based on the market conditions, market data and each subject's attributes discussed in this appraisal report, a marketing time between 3 months and one year from this report's valuation date is considered reasonable. Given market conditions evident prior to the report's valuation date, each subject's exposure period is estimated to be similar to each property's marketing period. These time estimates presume that each subject property is aggressively marketed at the appraised value through normal marketing channels appropriate for the property type.

ASSUMPTIONS AND LIMITING CONDITIONS

General Assumptions and Limiting Conditions

1. The report and all matters contained within are prepared on behalf of the addressee only. No responsibility is assumed for its possession, use or reliance on either factual data or conclusions by anyone other than the addressee. It is intended for use only for the purpose stated herein, and only in its entirety.

2. No opinion as to title is rendered. The estimated value(s) is based on the assumption that the property(s) is free of liens such as mortgages, deeds of trust, and judgments, and is not burdened by any other encumbrances including easement restrictions, special assessments, bonds, leases or other similar matters, except those specifically noted in the report.

3. The sketches and maps in the report are prepared to aid the reader in visualizing the property(s), and are based on field investigations conducted for this assignment. Dimensions and descriptions are based on public records, the property inspection, and information furnished by others, and are not meant to be used as references in matters of survey.

4. Information supplied by others and considered in the valuation is believed to be reliable, but no further responsibility is assumed for its accuracy.

5. No responsibility is assumed for matters which are legal in nature, including the validity or accuracy of each property's legal description.

8 Ibid., p. 109

9 Ibid., p. 140

6. The value of oil, gas and mineral rights, if any, was not considered in the value(s) estimated in this appraisal assignment. Furthermore, this report does not value any furnishings, fixtures or equipment located within the subject property(s), except those items typically sold as part of a real property transaction for the subject's property type(s).

7. The appraisal report is prepared in accordance with USPAP Standard Rule 2-2(a). Retained in the appraiser's bulk file are interview notes, maps and illustrations not included in the appraisal report, as well as third-party reports, area data and duplicative property, market and cost data that may or may not have been used for the development of the value conclusion(s).

8. No responsibility is assumed for any environmental conditions, or for any expertise or engineering knowledge required to discover them. The descriptions and resulting comments presented in this report are the results of routine observations made during the appraisal process. The appraiser is not qualified to make any type of environmental judgment regarding the subject property(s). The value(s) estimated in this report is predicated on the assumption that there are no such materials in, on, or near the property(s) that would cause a loss in value.

9. The estimates contained in this report are the opinions of the appraiser, based upon his independent interpretation of the data provided to or accumulated by him, and are not intended in any way to constitute a guarantee of value.

10. No encroachment of real property improvements is assumed to exist.

11. The appraiser disclaims responsibility for the ability or inability of the present owner, or any future purchaser or lessee, to obtain the permits, licenses, environmental impact studies, or other approvals necessary for the successful operation of the property(s) for its highest and best use, or to the use contemplated by any owner, purchaser or lessee. The appraiser disclaims responsibility for, and renders no opinion on, conformity to specific governmental requirements, such as fire, building and safety, earthquake or occupancy codes, which conformity cannot be assumed without provision of specific professional or governmental inspection.

12. Those who use this report are cautioned that any forecasts shown herein are intended to illustrate the attitudes and projections of those persons and entities comprising the real estate market at the date of valuation. Such attitudes and projections change from time to time consistent with changes in the real estate market, supply and demand, investor attitudes, and general economic conditions. However, the projections shown are thought to approximate investor attitudes and current trends and conditions at the date of valuation. Inasmuch, however, as the projections are based upon assumptions and estimates of future events, no opinion is offered or expressed on the achievability of the projections and estimates.

13. Testimony or participation in any litigation or arbitration by reason of this appraisal shall not be required unless arrangements have previously been made.

14. The Americans with Disabilities Act (ADA) became effective February 26, 1992. The appraiser has not made a specific survey or analysis of the subject property to determine whether or not the physical aspects of the improvements (if any) meet the ADA accessibility guidelines.

15. This appraisal assumes competent management and/or ownership of the subject property(s).

Hypothetical Conditions and Extraordinary Assumptions

By mutual agreement with the client, certain extraordinary assumptions (as defined by USPAP) are utilized. The 1,892 SF portions of the City and Mr. Smith tax lots (identified as Properties 1 and 2) are too small to be partitioned into their own tax lots. As such, the tax lots containing Properties 1 and 2 are first valued based on their total parcel sizes, then the resulting unit value is applied to the 1,892 SF segment proposed for land swap. The client indicates that any site improvements situated within Properties 1 or 2 are not to be valued; only land value is to be estimated.

Currently, Mr. Smith's tax lot is zoned R-1 but the comprehensive plan designation for the property and other lands along the Highway 20 corridor is Central Commercial. The City recognizes that the zoning and comprehensive plan designations are not in conformance. It is the City's desire for continued commercial development to occur along the Highway 20 corridor in the future. As such, the City indicates that the comprehensive plan designation (Central Commercial) would take priority in any development approval decisions regarding Mr. Smith's land. This appraisal is predicated on the extraordinary assumption that the comprehensive plan designation would take precedence in the development approval process. To that end, Mr. Smith's parcel is valued based on its potential for commercial development rather than residential development under the existing R-1 zoning criteria.

APPRAISER'S CERTIFICATION

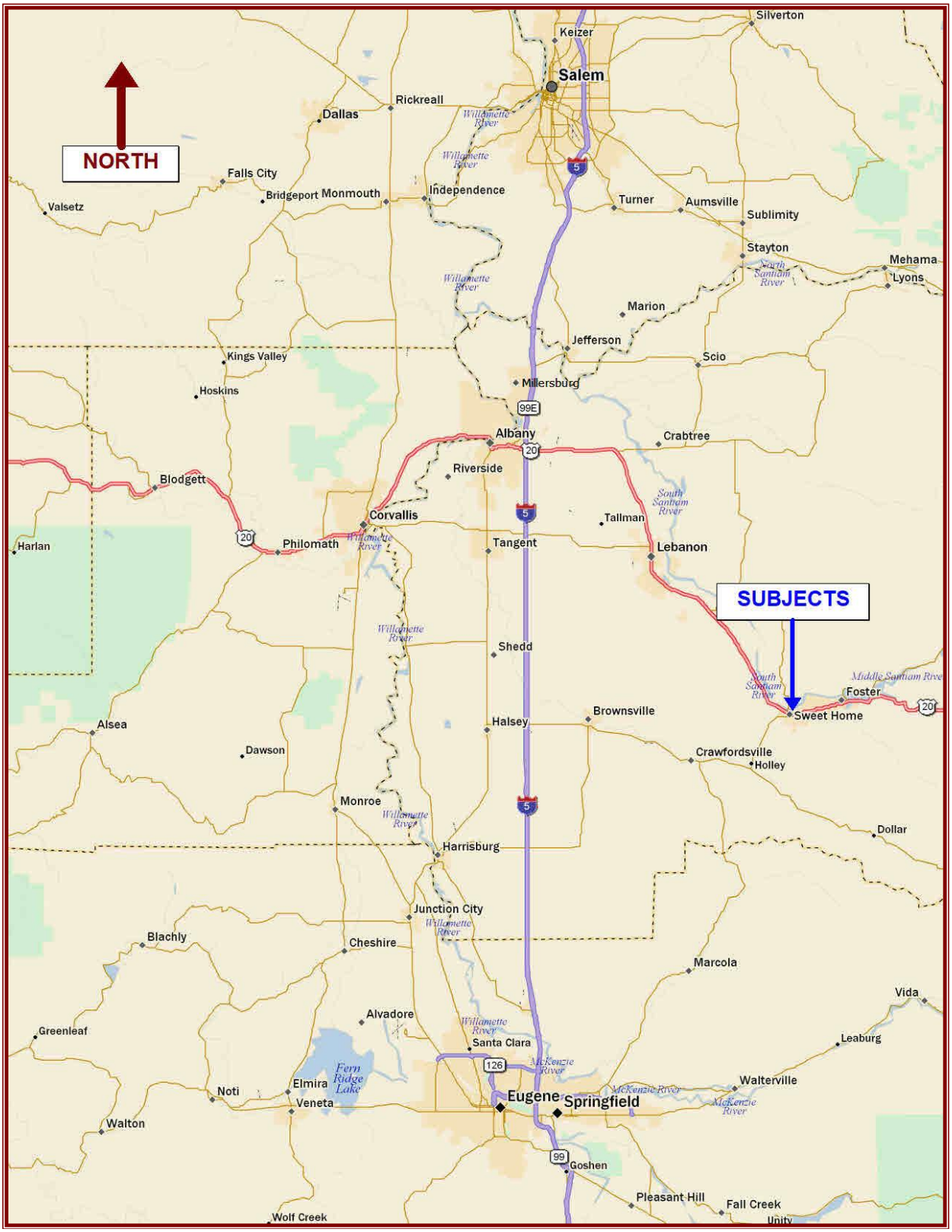
I do hereby certify that, except as otherwise noted in this appraisal report:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest with respect to the parties involved.
4. I have no bias with respect to the property(s) that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results. Future employment is not dependent upon reporting a specified value(s). Neither employment nor compensation are dependent upon the approval of a loan application.
6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value(s) or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Appraisal Institute's Code of Professional Ethics and the Standards of Professional Practice; and the Appraisal Foundation's Uniform Standards of Professional Appraisal Practice ("USPAP").
8. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
9. As of the date of this report, I have completed the continuing education program for Designated Members of the Appraisal Institute.
10. I made a personal exterior inspection of the property(s) that is the subject of this report as well as exterior inspections of the market data utilized in the analysis. Given the scope of work for this appraisal assignment, interior inspections of the properties being appraised were not necessary.
11. No one other than the undersigned provided assistance in preparing this appraisal report.
12. I do not authorize the out-of-context quoting from or partial reprinting of this appraisal report. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of media for public communication without prior written consent of William E. Adams, MAI.
13. I have acquired through study and practice the necessary knowledge and experience to complete this assignment competently.
14. I have not performed a prior appraisal or other service involving this property(s) during the past three years.

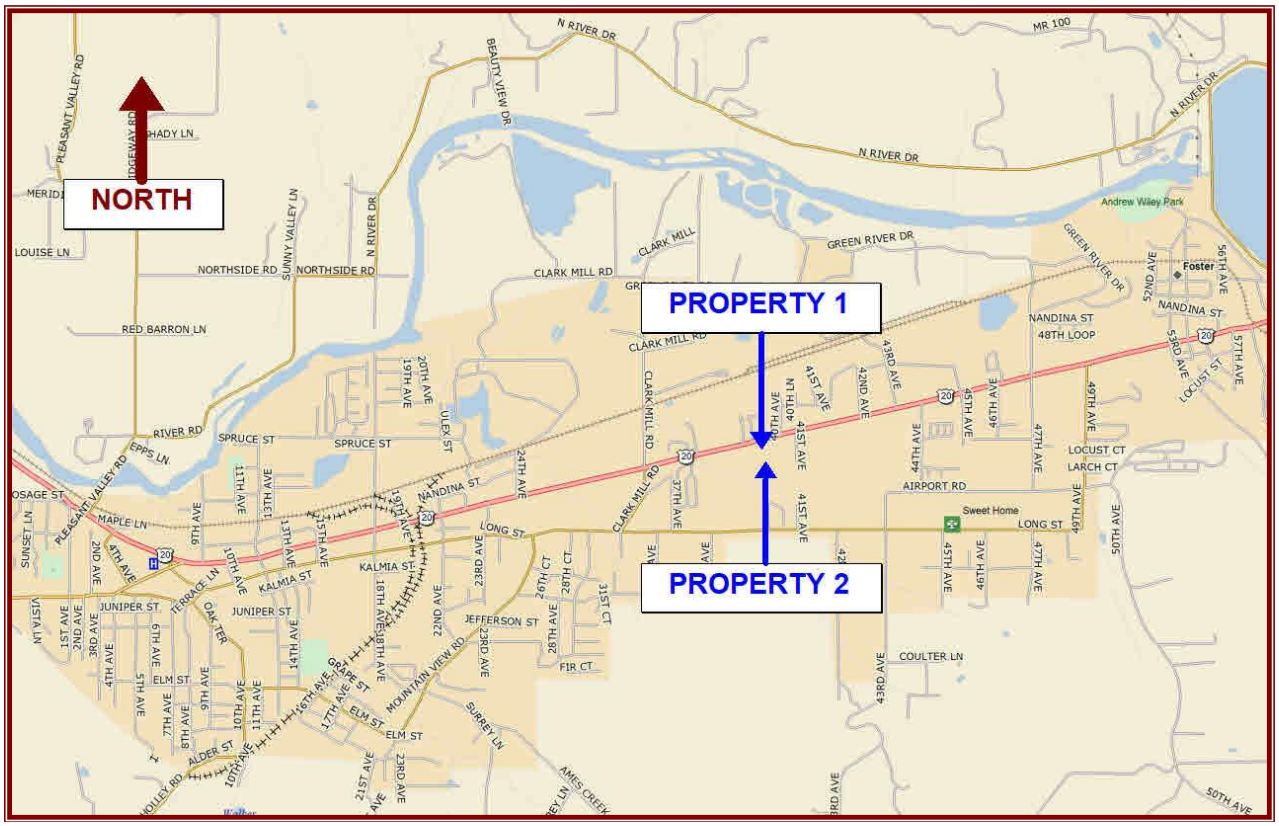
William E. Adams, MAI

Oregon General Appraisal Certificate C00495

Expires 11-30-2020


NORTH
SUBJECTS
Silverton
Keizer
Salem
Rickreall
Dallas
Falls City
Bridgeport
Monmouth
Independence
Valsetz
Turner
Aumsville
Sublimity
Stayton
Mehama
Lyons
Marion
Jefferson
Scio
Kings Valley
Hoskins
Millersburg
99E
Albany
Crabtree
Riverside
Blodgett
Corvallis
Tallman
Harlan
Philomath
Tangent
Lebanon
Shedd
Middle Santiam River
Foster
Sweet Home
Brownsville
Alsea
Halsey
Dawson
Crawfordsville
Holley
Monroe
Dollar
Harrisburg
Junction City
Blachly
Cheshire
Marcola
Vida
Alvadore
Greenleaf
Santa Clara
Leaburg
Fern Ridge Lake
Elmira
Noti
Veneta
Eugene
Springfield
Walterville
Walton
Goshen
Pleasant Hill
Fall Creek
Unity
Wolf Creek
Willamette River
South Santiam River
McKenzie River

AREA MAP



LOCATION MAP

Area Analysis

The subject properties are situated in the rural community of Sweet Home within Linn County. Sweet Home is situated approximately 12 miles southeast of Lebanon and 25 miles southeast of Albany (county seat). The Portland Metropolitan Area is approximately 88 miles to the north via Interstate 5 which travels through Albany.

Sweet Home's 2019 population (as of July 1) totaled 9,340 residents, up 1.2 percent from the previous year. Linn County's 2019 population totaled 126,550 residents, up 0.8 percent from 2018.

Sweet Home was historically a timber town with multiple mills and good proximity to large tracts of timberland. The town's presence along State Highway 20 provides good access to timberlands further east in the Cascade range & its foothills, as well as direct access to Interstate 5 and other sawmills in Linn County. During the past few decades, the timber industry has continued to decline in Oregon and this region, with the closure of numerous sawmills and related plants. Today, Sweet Home is a rural community with an increased diversity of land uses. While many residences still commute to jobs in Lebanon & Albany, Sweet Home has a variety of employment opportunities due to the growth of its commercial base during the past decade.

Sweet Home is situated near a number of recreation opportunities. Recreation and tourism has increased in recent years in the region and traffic flow through Sweet Home has benefited a number of commercial businesses along the highway.

Weyerhaeuser still maintains a mill in this community and is the largest manufacturing employer. Other large employers serving Sweet Home include the local school district and city government.

Sweet Home has witnessed some growth in its commercial and industrial sectors in recent years, with increases in commercial development primarily occurring along the Highway 20 commercial corridor. This corridor provides an array of commercial retail, office, and service uses catering to both area residents and the highway traveler. Large retailers in the community include Safeway, Thriftway, and Bi-Mart. Both Dollar Tree and Dollar General opened stores in this community within the past few years. New commercial activity has involved retail buildings and a number of remodeling projects. Some commercial-zoned parcels with old structures have witnessed building demolitions in order to better utilize the underlying land for a new commercial use. The inventory of vacant commercial land being marketed for sale is not excessive, nor is the inventory of existing commercial buildings being marketed for sale or lease. Some industrial-building vacancy is evident, but the inventory is not excessive. Sweet Home's industrial land base is primarily situated north of the Highway 20 commercial corridor. Available industrial land is primarily large acreage parcels rather than small industrial sites suitable for service and light industrial uses.

With regard to residential growth, Sweet Home is witnessing increased development activity during the past few years, but still not achieving pre-recession levels. Speculative residential development is not as prevalent in Sweet Home as in other larger Linn County communities.

Overall, Sweet Home is recognized as a stable rural community. Growth is expected to occur at modest rates in the near future. The City provides municipal water, sanitary sewer, and storm drainage services to property located within the city limits. The City indicates that adequate utility capacity is present to accommodate additional growth in the foreseeable future.

Neighborhood Analysis

The two subject properties are located along the Highway 20 (Main Street) corridor in Sweet Home. Uses fronting Highway 20 in this vicinity include the City Hall, a city park, single family dwellings, a mobile home park, commercial uses, and some light industrial uses. Existing structures have quality & condition ratings between below-average and good. A relatively new mini-storage facility was constructed in this vicinity east of the two subject properties. Furthermore, there are undeveloped parcels currently being marketed for sale.

South of this highway corridor is a mixed-density residential neighborhood containing mixed-age dwellings including some relatively-new homes. North of the corridor are a mixture of uses extending to the Santiam River.

Property 1 is located within one of four adjacent tax lots owned by the city of Sweet Home. As previously stated, Property 1 is specifically situated at the northeast corner of tax lot 400. Uses adjacent to this parcel include a city park and the city hall facility to the west and south, a single family dwelling (owned by Daniel Smith) to the east, and a trailer park on the north side of Highway 20.

Property 2 is located in the south portion of tax lot 500 owned by Daniel Smith. Uses adjacent to this property includes city-owned land to the west, residential uses to the south, a commercial building to the east, and a trailer park on the north side of Highway 20.

Land along the highway corridor in the subject's vicinity is primarily zoned C-2 (Commercial Highway) with the city hall and the Smith property zoned R-1 (Low Density Residential). A few other R-1 zoned parcels are also present along the highway corridor in this area. A few undeveloped commercial parcels are present along the commercial corridor, but the inventory of parcels being marketed for sale is limited. Development in this vicinity has occurred consistent with existing zoning. The neighborhood has a relatively level terrain, good visibility & access, no amenity features, and no adverse land uses or businesses that negatively impact marketability, value, or development potential.

The City's Comprehensive Plan designation for property fronting the highway in this vicinity is Central Commercial. The R-1 zoned parcels are not in conformance with the comprehensive plan designation. According to the City, the City desires continued commercial development along this segment of the highway and would give preference to the commercial comprehensive plan designation for new development applications. As such, the comprehensive plan designation takes priority over the R-1 zoning designation.

Easterly view of Property 1's Highway 20 frontage. (A12-476)

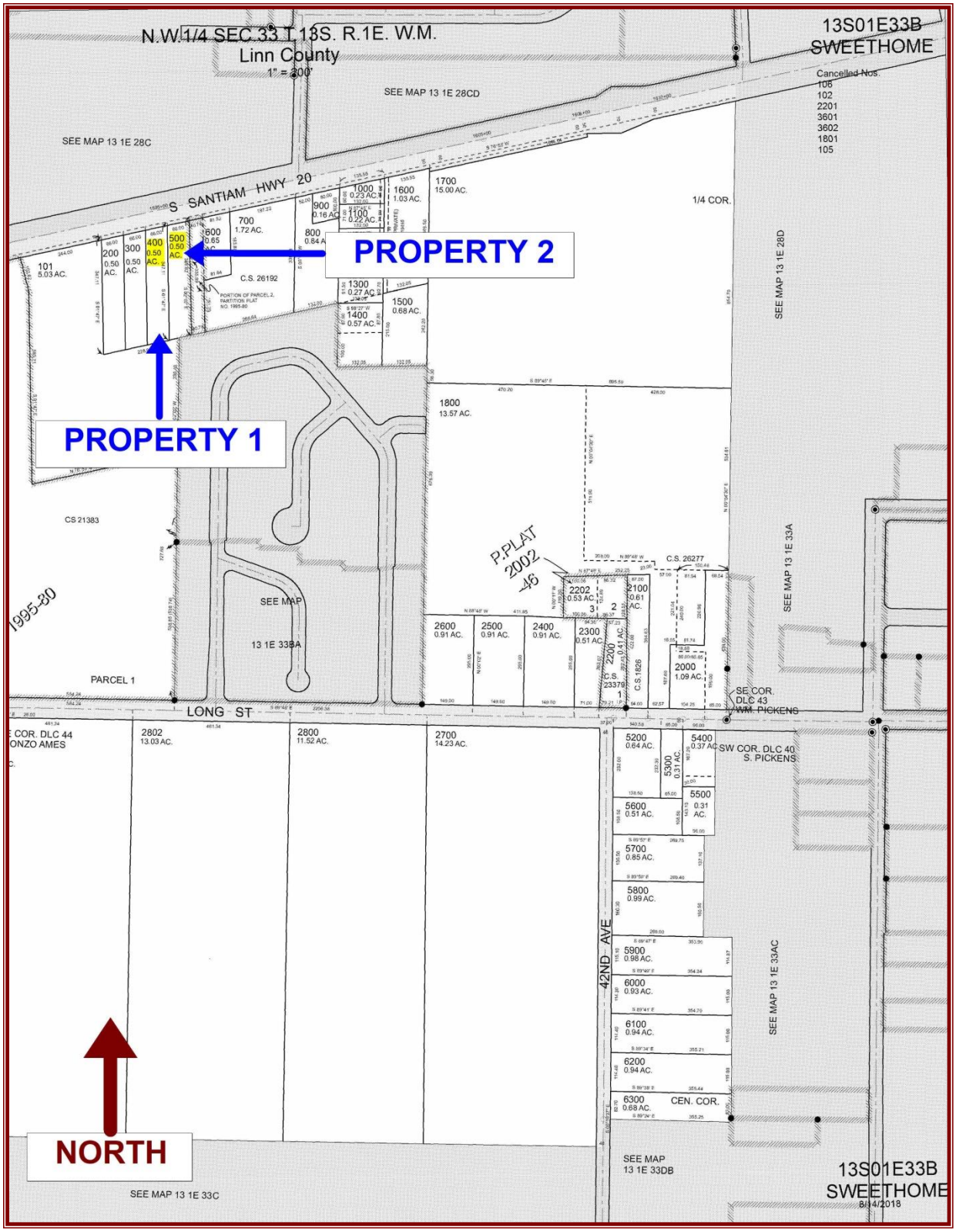
Southerly view of City parcel and Property 1 from Highway 20. (A12-477)

Westerly view of Smith parcel's highway frontage. (A12-479)

Southerly view of Smith parcel from Highway 20. (A12-478)

Southerly view of Property 1. (A12-482)

Easterly view of Property 2. (A12-486)


N.W.1/4 SEC.33 T.13S. R.1E. W.M.
Linn County
1" = 200'
13S01E33B
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105
102
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SEE MAP 13 1E 28CD
SEE MAP 13 1E 28C
S. SANTIAM HWY 20
PROPERTY 2
PROPERTY 1
1/4 COR.
SEE MAP 13 1E 28D
SEE MAP 13 1E 33A
C.S. 26192
CS 21383
1995-80
SEE MAP
13 1E 33BA
PARCEL 1
LONG ST
P.PLAT 2002-46
C.S. 26277
C.S. 23379
C.S.1826
SE COR. DLC 43 WM. PICKENS
SW COR. DLC 40 S. PICKENS
42ND AVE
SEE MAP 13 1E 33AC
CEN. COR.
SEE MAP 13 1E 33DB
SEE MAP 13 1E 33C
NORTH
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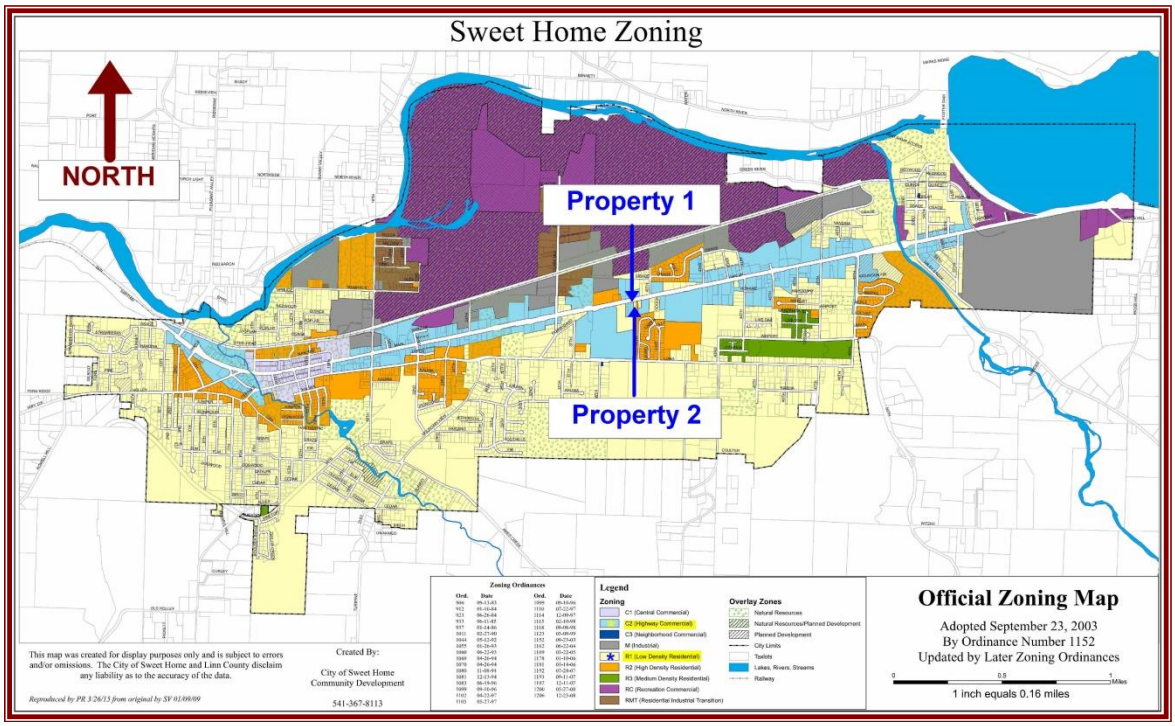
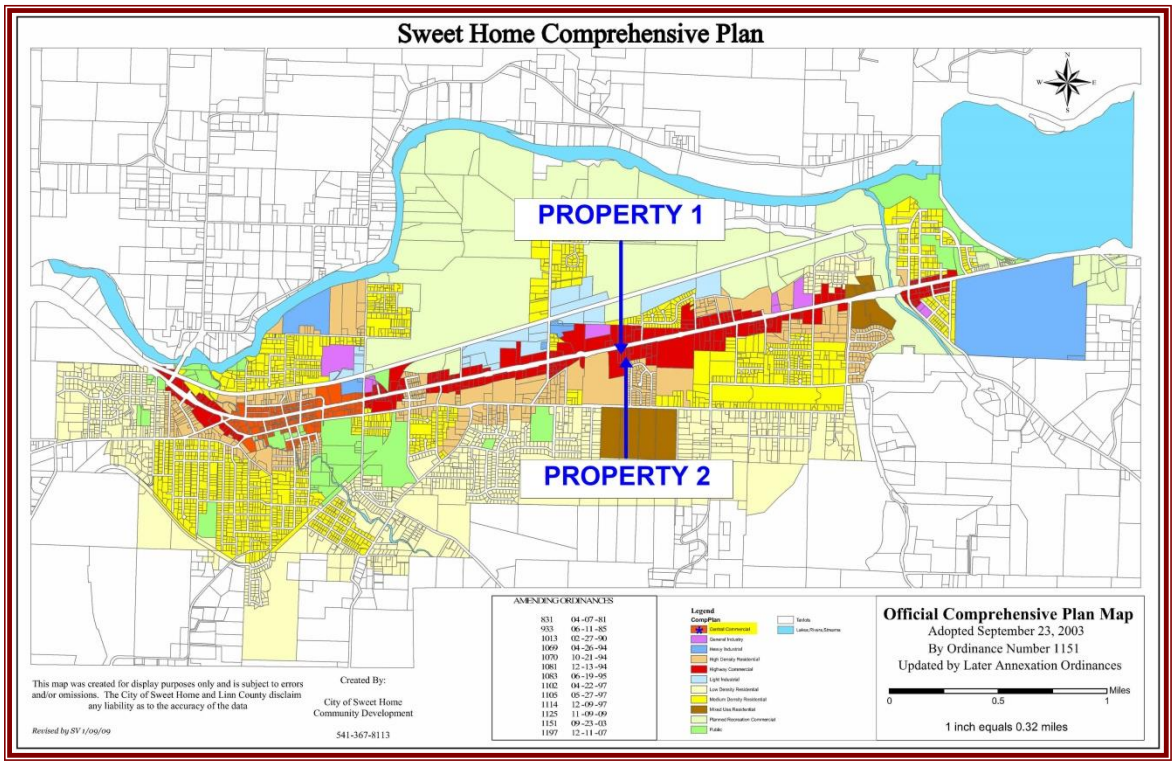
SWEETHOME
8/14/2018

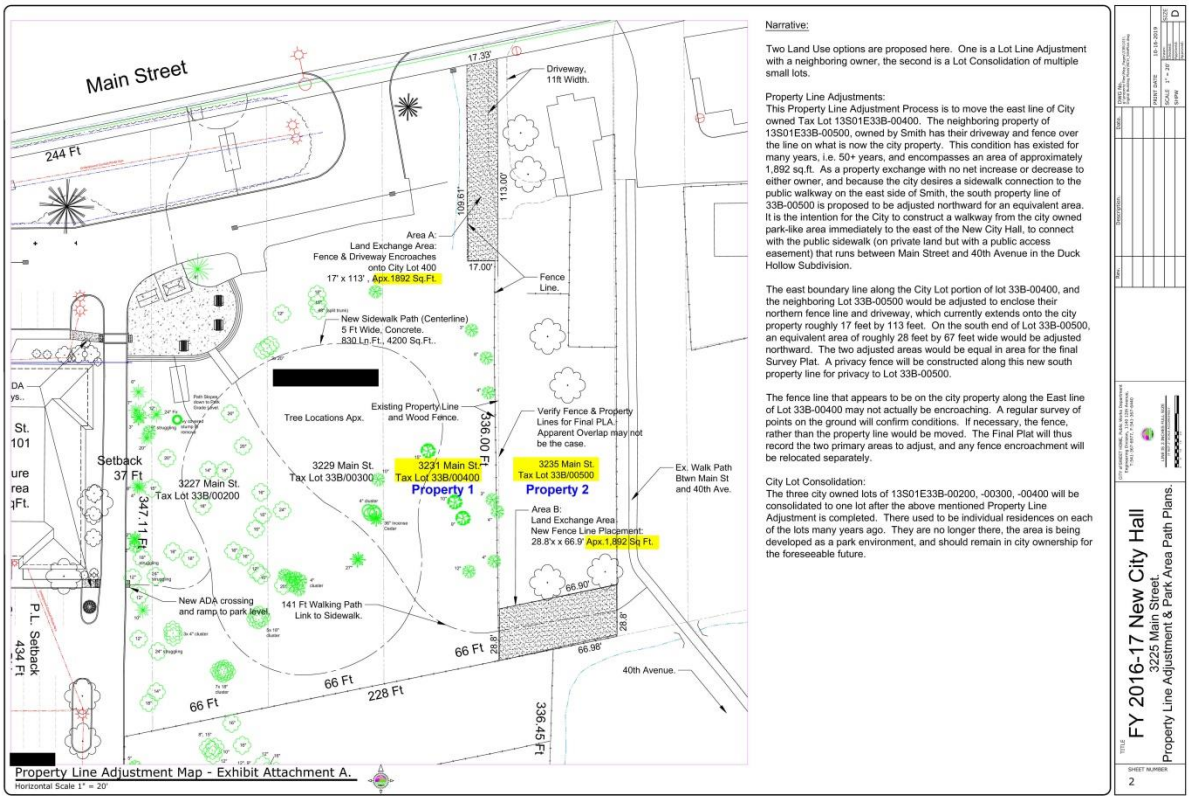
PLAT MAP



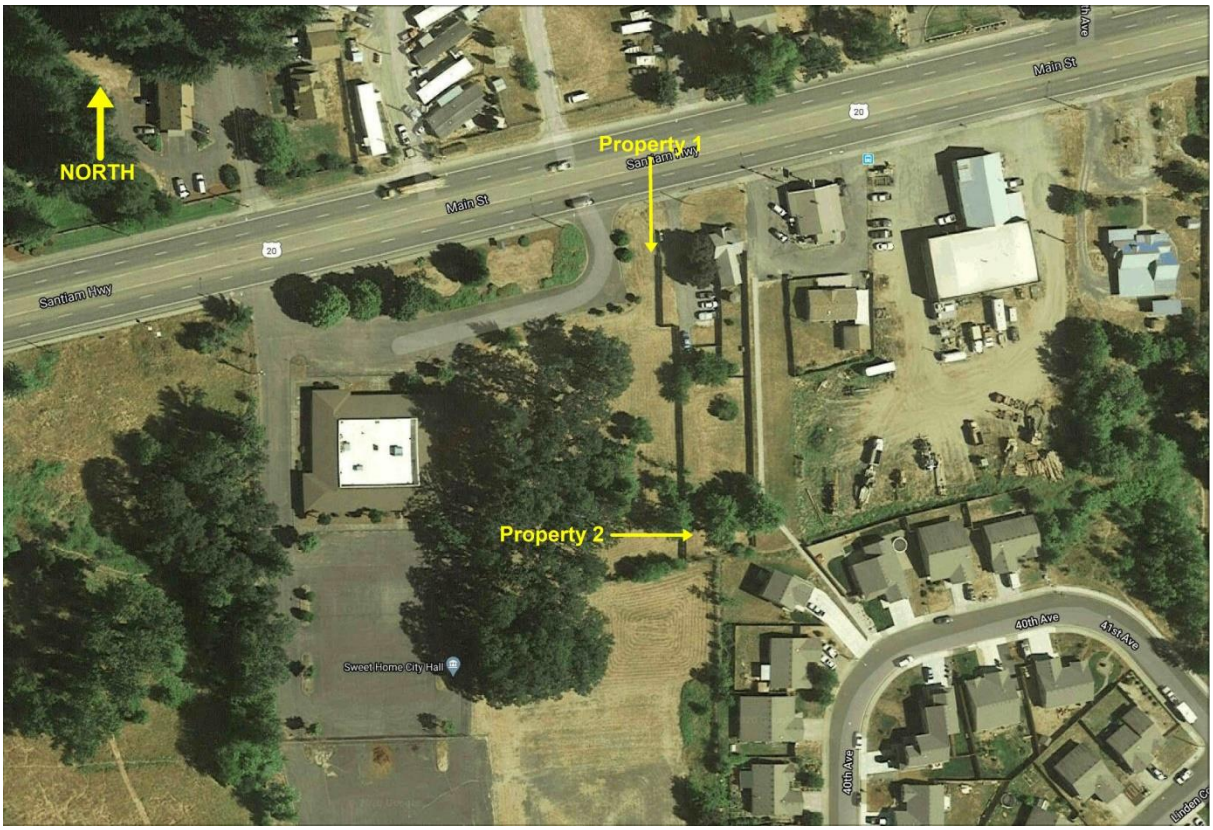
ZONING MAP



COMPREHENSIVE PLAN MAP



LAND SWAP EXHIBIT



Ownership and Property History

The city of Sweet Home owns the 21,780 SF tax lot (TL 400) from which Property 1 is a portion. Daniel Smith owns the 21,780 SF tax lot (TL 500) from which Property 2 is a portion. No ownership transfers involving either property have occurred during the past three years, nor is either property currently being marketed for sale. According to County records, Mr. Smith purchased his property in October 2011 for $90,000. The city of Sweet Home acquired the subject tax lot and three adjacent tax lots from Sweet Home Forestry in July 2016 for $750,000.

The appraiser obtained property information from Blair Larson of the city of Sweet Home during the course of this appraisal assignment. Given the scope and intended use of this appraisal assignment, no contact was made with Mr. Smith

Subject Location and Access

Property 1 is the northeasterly 1,892 SF of tax lot 400 owned by the City. This city-owned parcel has not been assigned a street address, but is located east of the city hall facility whose address is 3225 Main Street. This tax lot has one access drive from Highway 20 used for shared access to the city park and city hall facility. The east portion of this tax lot (within the boundaries of Property 1) contains a driveway access serving the adjacent property owned by Daniel Smith. If undeveloped, this city-owned parcel is considered to have adequate access to the highway.

Property 2 is the southerly 1,892 SF of tax lot 500 owned by Daniel Smith. The address of this tax lot is 3235 Main Street. If vacant, this lot has adequate access to the highway; however as previously stated, existing access is via a driveway which encroaches into the adjoining city-owned parcel to the west. Access to this parcel (if vacant) is adequate.

Present Use

Currently, the city-owned tax lot 400 containing Property 1 is primarily used as part of the City Hall Park. This is a low-impact park containing a paved driveway, grass, and some mature trees. The northeast portion of this tax lot contains the encroaching driveway, fencing, and landscaping supporting the adjacent Smith property. This encroaching area totals 1,892 SF and is identified as Property 1 for the proposed land swap.

The Smith-owned tax lot 500 is developed with a single family dwelling and supporting residential site improvements. A large rear yard is present, with the south portion of this yard identified as the 1,892 SF Property 2 for purposes of the land swap. Property 2 contains some perimeter fencing and grass.

Legal Description

No legal description or title report covering the two subject properties were provided by the client. The appraiser received an Aerial Exhibit which depicts the shape and boundaries of the two properties proposed for the land swap. These two subject properties are briefly described as being within the Northwest ¼ of Section 33 in Township 13 South, Range 1 East, Willamette Meridian, in Linn County, Oregon. Property 1 is currently a portion of Tax Lot 400 within Linn County Assessor's Plat 13S-01E-33B while Property 2 is currently a portion of Tax Lot 500 within the same assessor's plat.

Assessed Values and Taxes

Properties 1 and 2 are portions of two separate tax lots. As such, Linn County has not provided tax or assessment information particular to these two properties proposed for exchange. The following information covers tax and assessment information for the tax lots from which Properties 1 and 2 are a portion. The land, improvements, and total values reflect the assessor's estimate of the real market value of each tax lot. The assessed value is used for the calculation of taxes and was estimated by Linn County in accordance with Measures 47 and 50. According to the County Tax Collector's office, none of the tax lots have any delinquent taxes.

Assessed Valuation Date: July 1, 2019
Tax Lot No(s).: 13S-1E-33B: 400 and 500

	---- Real Market Value ----			Assessed	
Account	**Land**	**Improvements**	**Total**	**Value**	**Taxes**
Property 1:					
262598 (400)	$48,270	$3,900	$52,170	$46,150	Exempt
Property 2:					
262606 (500)	$57,800	$79,530	$137,330	$77,470	$1,911.14

Site Description

Property 1:

Property 1 is the northeasterly 1,892 SF of the 21,780 SF tax lot owned by the City. This 21,780 SF tax lot has a relatively level terrain with both open and treed areas. Full offsites (curb, gutter, and sidewalk) are present along its road frontage. The parcel has a long & narrow shape, available municipal utilities, no undevelopable area, and no view or other amenity features. The appraiser's inspection of the subject and surrounding neighborhood indicates no obvious signs of soil instability, drainage, or erosion problems.

Property 2:

Property 2 is the southern 1,892 SF of the 21,780 SF tax lot owned by Daniel Smith. This parcel has the same configuration, size, and attributes as the previously-described City parcel.

Both Properties:

The city of Sweet Home offers municipal water, sanitary sewer, and storm drainage services to both properties. Aside from these services, properties in this area are also served by Northwest Natural (natural gas), Pacific Power (electricity), and CenturyLink (local telephone).

No title report was provided by the client and no specific investigation into title matters was conducted by the appraiser. A review of the Assessor's Plat reveals no easements within either property. Overall, there does not appear to be any easements or encumbrances present that would adversely impact the value, marketability, or development potential of either property being appraised.

As shown on the Zoning Map, Property 1 and its parent parcel (tax lot 400) owned by the City are zoned C-2 (Highway Commercial) by the City. The City's Comprehensive Plan designation for this property is Central Commercial. These zoning and comprehensive plan designations are in conformance. The C-2 zone allows a wide array of commercial uses suitable for primary and secondary commercial locations. In addition, residential uses are allowed under certain conditions.

With regard to Property 2, its zoning designation is R-1 (Low Density Residential) and its comprehensive plan designation is Central Commercial. According to Blair Larsen (City Community and Economic Development Director), the comprehensive plan designation is consistent with the City's desire to have commercial uses along the highway corridor in the subject's vicinity. The R-1 zone reflects the existing residential use; however, the Central Commercial comprehensive plan designation would be utilized if the parcel were vacant and proposed for a new use. Presently, the zoning and comprehensive plan designations do not conform and the comprehensive plan designation takes priority.

There are no overlay zones affecting either property.

The City has not recently approved or is currently evaluating any applications for partitioning, land use, Measure 37/49, rezone, or development involving either property.

According to the Federal Emergency Management Agency (FEMA), the subject properties are situated within FEMA's un-shaded Flood Zone X. This zone is situated outside the 100-year flood plain. FEMA map reference is Community Panel 41043C-0914-G, dated September 29, 2010. No LOMA's or LOMR's have been filed in this vicinity.

Western Oregon is categorized as seismic zone 3, and the current probability of a major seismic event has been calculated as moderate. According to the City, the subject parcels are not impacted by any known mudslide or landslide hazard zones, any wildlife or riparian protection zones, nor impacted by any jurisdictional wetlands.

No information regarding hazardous materials on either subject or adjacent property was provided for this assignment. For this analysis, it is assumed that there are no adverse environmental conditions on, in, or near either subject that would impact marketability or value.

Building and Site Improvements

At the client's direction, only the land values of the two subject properties are being estimated in this appraisal assignment. As such, it is not necessary to describe the improvements situated within the land proposed for land swap or their parent parcels.

Highest and Best Use as if Vacant:

Property 1:

Property 1 is zoned C-2 (Highway Commercial) and has a conforming Central Commercial comprehensive plan designation. This zone allows a wide array of commercial uses typically found along a highway or commercial corridor. There are no overlay zones impacting this property, nor are there any known easements encumbering the property. Municipal utility lines are available and the property is not within the 100-year flood plain, a geo-hazard zone, a habitat protection zone, or impacted by wetlands.

The City-owned property from which Property 1 is a portion has a long & narrow shape, totals 21,780 SF, and has no unusable land present. These attributes are generally suitable for a variety of uses allowed in the C-2 zone; however the long & narrow shape poses some issues for building size & configuration.

The community of Sweet Home has witnessed growth in its commercial sector in recent years, with both remodeling and new construction evident along the Highway 20 commercial corridor. According to the City, additional commercial development is being proposed along the highway. The current inventory of commercial land in Sweet Home is not excessive, nor is the inventory of available commercial space being offered for sale or lease.

If marketed for sale as a vacant property, the City-owned property is expected to generate strong interest. After reviewing the attributes of this property, the highest and best use of this property is for an allowed commercial use in accordance with the C-2 zoning criteria.

Property 2:

Property 2 is zoned R-1 (Low Density Residential) but its comprehensive plan designation is Central Commercial. As previously stated, the City indicates that the comprehensive plan designation would take priority over the zoning designation for new development applications. As such, the property is suitable for commercial use, with allowed uses similar to those available for the C-2 zone. There are no overlay zones impacting this property, nor are there any known easements encumbering the property. Municipal utility lines are available and the property is not within the 100-year flood plain, a geo-hazard zone, a habitat protection zone, or impacted by wetlands.

As with the adjacent City parcel, the Smith parcel from which Property 2 is a portion has a long & narrow shape, totals 21,780 SF, has no undevelopable land area, and lacks any view or amenity features. The shape does pose some development issues, but there are a number of commercial uses that could utilize this property.

If marketed for sale as a vacant property, the Smith property is expected to generate strong interest. After reviewing the attributes of this property and current market conditions, the highest and best use of this property is for an allowed commercial use.

Highest and Best Use as Improved:

As previously stated, this appraisal assignment only estimates the land value of the two properties proposed for the land swap. As such, there is no need to perform a highest and best use analysis of either property (or their parent property) as improved.

VALUATION ANALYSIS

The following analysis estimates the value of Properties 1 and 2. As cited in the preceding highest and best use analysis, both properties are portions of tax lots with similar attributes and both conducive to commercial development. Both parcels front the highway and enjoy good visibility & access.

In order to estimate the land values of Properties 1 and 2, the parent parcels owned by the City and Mr. Smith are valued, then the resulting unit values ($/SF) are applied to the land area with Properties 1 and 2. As previously stated, the client only wishes to obtain the land values for exchange purposes. As such, this assignment does not estimate any contributory value for the existing site or landscaping improvements situated within either property.

Both parent parcels are suitable for commercial use and share similar attributes. Specifically, both parcels total 21,780 SF, have a long & narrow shape, full offsite improvements (curb, gutter, & sidewalk) along the road frontage, a level terrain, available utilities, and no undevelopable land area or amenity features.

A search for suitable market data resulted in five comparables to be used for analysis purposes. These comparables specifically consist of one current listing and four sales that occurred between April 2017 and February 2020. These comparables range in size from 11,762 to 50,830 SF and indicate unit prices between $2.69 and $5.57/SF. All of these parcels are zoned C-2 and located along Highway 20 (Main Street) in Sweet Home.

For this analysis, the appropriate unit of comparison is the price per SF. The appraiser is aware of other comparables in the market area, but the selected data-set is considered to be the best available data for appraisal purposes.

In estimating the land values of the two subject properties, consideration is given to property rights conveyed, financing, conditions of sale, market conditions (time of sale), location, terrain, utility availability, the presence of offsite improvements, parcel size, configuration, zoning, the cost to remove/demolish necessary vegetation or structures, or the contributory value of any improvements with remaining economic life. Due to the lack of data to reliably quantify adjustments, adjustments are made on a qualitative basis in accordance with the market.

No adjustment for property rights is necessary. All of the comparables conveyed or are marketing a similar fee simple estate as each subject's interest being appraised.

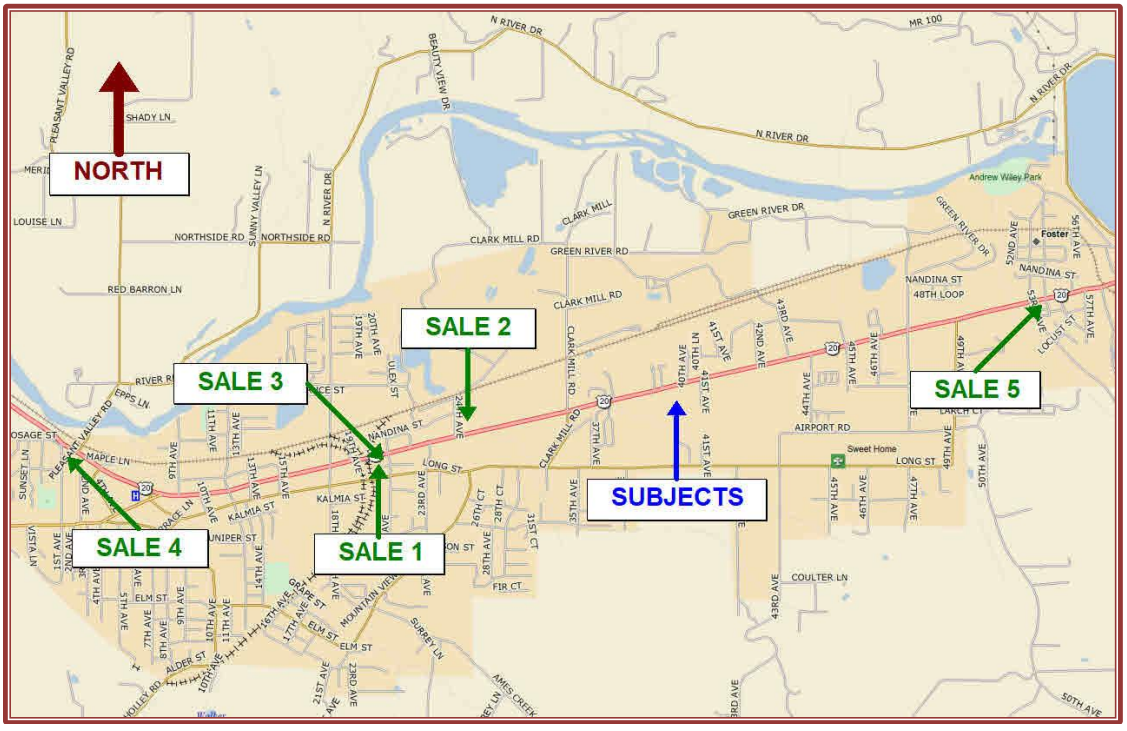
With regard to financing, the sales are primarily cash transactions. Sale 4 involves a land sale contract, but the terms are considered cash equivalent. With regard to the listing of Item 5, the property owner seeks cash or cash-equivalent terms. Overall, no financing adjustment is required for these comparables.

Regarding conditions of sale, the transactions are arm's length and do not appear to involve duress. Furthermore, the property owner marketing the listing is under no atypical motivation to sell his property. Overall, no conditions of sale adjustment is necessary for these comparables.

The sales occurred between April 2017 and February 2020. With regard to the commercial land transactions, Sweet Home has witnessed improved market conditions during the past few years and upward time adjustments are warranted for the three sales that occurred between April 2017 and September 2018. No time adjustment is necessary for Sale 4 occurring in February 2020. With regard to the active listing of Item 5, a downward adjustment for listing status is appropriate due to the likelihood that a negotiated sale price will be lower than the listing price.

SALE	LOCATION	PRICE/ SALE DATE	SIZE/ ZONING	UNIT PRICE	COMMENTS
1	**S/S Highway 20** **Sweet Home** 13S-1E-32BC: 1100 and 7200 Doc. No.: 2017-7010	$174,000 Cash to Seller (4/17)	50,830 SF C-2	$3.42/SF	Located along highway and commercial corridor in growing commercial area across from Bi-Mart. Parcel has level terrain, irregular shape, full offsites, good visibility and access, and available utilities. Buyer erected Dollar General retail store on the parcel.
2	**NEC Highway 20 & 24th Avenue** **Sweet Home** 13S-1E-32BA: 1500 Doc. No.: 2018-8021	$115,000 Cash (5/18)	42,689 SF C-2	$2.69/SF	Located along highway and commercial corridor with good visibility & access. Parcel is slightly above grade, has a gentle terrain, an open interior with a few trees, a utilitarian shape, available utilities, and full offsites along both frontages. No undevelopable land or amenity features present. Site developed with a Dollar Tree store.
3	**S/S Highway 20, west of 22nd Ave.** **Sweet Home** 13S-01E-32BC: 1201 and 1300 Doc. No.: 2018-17035	$50,000 Cash (9/18)	11,762 SF C-2	$4.25/SF	Located along highway and commercial corridor with good visibility and access. Rear of parcel fronts Larch Street. Parcel is level, at grade, irregular shape, available utilities, full offsites along highway, open interior with a few trees, and no unusable land area or amenities.

SALE	LOCATION	PRICE/ SALE DATE	SIZE/ ZONING	UNIT PRICE	COMMENTS
4	**S/S Highway 20, east of 1st Avenue Sweet Home** 13S-01E-31BC: 500 Doc. No.: 2020-3046	$87,500 Cash Eq. (2/20)	16,117 SF C-2	$5.43/SF	Located at west end of town and commercial corridor. Good visibility & access, with shared driveway to ODOT yard (to west). Parcel is 3-feet above road grade, has irregular shape, level to gentle terrain, mostly open interior with a few trees, available utilities, full offsites, and no amenity features.
5	**SWC Highway 20 & 55th Avenue Sweet Home** 13S-01E-27DB: 2500 and 2600 Doc. No.: n/a	$80,000 Listing (3/20)	14,374 SF C-2	$5.57/SF	Located at east end of commercial corridor near commercial, industrial, and residential uses. 55th Avenue is gravel road with no offsites, highway frontage has full offsites. Parcel has gentle terrain with two benches, east bench has foundation system requiring removal. Parcel has utilitarian shape, available utilities, good access & visibility, some trees present, and no amenity features or undevelopable area. Listing commenced in February 2018 with no price changes to date.



LAND SALES MAP

The following paragraphs discuss each comparable and factors warranting adjustment for comparison with the two subject properties. As both the City and the Smith parcels have similar attributes, the adjustments and suggested values from each comparable apply to both subject properties.

Sale 1 involves a 50,830 SF C-2 zoned parcel located on the south side of Highway 20 in Sweet Home that sold in April 2017 for $174,000 or $3.42/SF. The parcel was subsequently developed with a Dollar General store. By comparison with the subject parcels, Sale 1 is similar in property rights, terrain, utilities, zoning, offsite improvements, and the lack of amenities. No adjustments are needed for financing, conditions of sale, or shape. Upward adjustments are warranted for Sale 1's time of sale as well as the parcel size differential. Conversely, a downward adjustment is necessary for Sale 1's superior locational attributes. After reviewing the adjustments, the downward adjustment outweighs the upward adjustments. As such, Sale 1 suggests that the land value of each subject property is less than $3.42/SF.

Sale 2 is a 42,689 SF C-2 zoned parcel located at the northeast corner of Highway 20 and 24th Avenue. This parcel sold in May 2018 for $115,000 or $2.69/SF. This parcel was subsequently developed with a Dollar Tree store. By comparison with the subject parcels, Sale 2 is similar in property rights, utilities, zoning, offsite improvements, and the lack of an amenity feature. No adjustments are needed for financing, conditions of sale, or terrain. Upward adjustments are necessary for Sale 2's time of sale and the parcel size differential. Downward adjustments are warranted for Sale 2's superior locational attributes and shape. After reviewing the adjustments, Sale 2 suggests that the land value of each subject property is similar to slightly greater than $2.69/SF.

Sale 3 is an 11,762 SF C-2 zoned parcel located on the south side of Highway 20 west of 22nd Avenue that sold in September 2018 for $50,000 or $4.25/SF. By comparison with the subject parcels, Sale 3 is similar in property rights, terrain, utilities, zoning, offsites, and the lack of amenity features. No adjustments are needed for financing, conditions of sale, shape, or parcel size. An upward adjustment is warranted for Sale 3's time of sale. Conversely, a downward adjustment is necessary for Sale 3's superior locational attributes. After review, the downward adjustment outweighs the upward adjustment. Thus, Sale 3 suggests that the land value of each subject property is less than $4.25/SF.

Sale 4 involves a 16,117 SF C-2 zoned parcel located along the south side of Highway 20 east of 1st Avenue. This parcel sold in February 2020 for $87,500 or $5.43/SF. By comparison with the subject parcels, Sale 4 is similar in property rights, utilities, zoning, offsite improvements, and the lack of amenity features. No adjustments are needed for financing, conditions of sale, time of sale, shape, terrain, or parcel size. A downward adjustment is necessary for Sale 4's superior locational attributes. With no factors warranting upward adjustment, Sale 4 suggests that the land value of each subject property is less than $5.43/SF.

Item 5 involves a 14,374 SF C-2 zoned parcel located at the southwest corner of Highway 20 and 55th Avenue. This parcel is situated in a mixed-use neighborhood and not the primary Highway 20 commercial corridor further west. This parcel has been listed since February 2018 at an asking price of $80,000 or $5.57/SF. By comparison with the subject parcels, Item 5 is similar in property rights, utilities, zoning, and the lack of amenity features. No adjustments are needed for conditions of sale, locational attributes, or parcel size. Downward adjustments are warranted for Item 5's listing status as well as its superior shape. Conversely, upward adjustments are necessary for Item 5's inferior terrain, offsite improvements, and the cost to remove the existing foundation system. It is noted that this listing exceeds prices of other better-situated sale properties in Sweet Home. Coupled with the fact that this listing has been offered for sale at an extended marketing time with no price changes, the listing price is considered excessive and out of line with market parameters. After review, Item 5 suggests that the land value of each subject property is less than $5.57/SF.

The land values of the two parcels owned by the City and Daniel Smith are estimated after considering the market data assembled for this analysis, the adjustments identified in the preceding discussion, the characteristics of each subject parcel, and current market conditions.

The market data indicates unadjusted unit prices between $2.69 and $5.57/SF. As previously stated, both the City parcel and the Smith parcel share similar attributes and the adjustment process equally applies to both properties. After considering differences between these comparables and the two subject parcels, Sale 2 suggests a land value similar to slightly greater than $2.69/SF while the remaining comparables suggest a land value less than $3.42 to $5.57/SF.

Based on the preceding analysis, each parcel's attributes, and current market conditions, the land value of the 21,780 SF parcels owned by the City and Daniel Smith is estimated to be $3.00/SF.

Property 1 is the northeasterly 1,892 SF of the 21,780 SF parent parcel under the City's ownership. Applying the $3.00/SF land value to the 1,892 SF Property 1 results in a land value of $5,676, rounded to **$5,700**. This is the value of Property 1 proposed for land swap with Mr. Smith's adjacent Property 2.

Property 2 is the southerly 1,892 SF of the 21,780 SF parent parcel under the ownership of Daniel Smith. Applying the $3.00/SF land value to the 1,892 SF Property 2 results in a land value of $5,676, rounded to **$5,700**. This is the value of Property 2 proposed for land swap with the City's adjacent Property 1.

Land Value Estimates

For this assignment, the land values of Properties 1 and 2 are estimated. These two properties are proposed for a land swap. The following values for each property are estimated using the Sales Comparison Approach.

Property 1 – 1,892 SF owned by city of Sweet Home	**$5,700**
Property 2 – 1,892 SF owned by Daniel Smith	**$5,700**

Please note that these values are dependent upon any extraordinary assumptions or hypothetical conditions cited earlier in this appraisal report.

QUALIFICATIONS

William E. Adams, MAI
1809 Sunburst Terrace NW
Salem, OR 97304
Office: (503) 585-6656
Mobile: (503) 510-1104
Email: 1billadams@comcast.net

ASSOCIATION

Appraisal career commenced in 1984. The appraisal offices of William E. Adams, MAI opened in Salem, Oregon in August 1999. Between May 1995 and August 1999, William E. Adams, MAI was associated with the commercial real estate appraisal firm of Herrmann & Company in Salem, Oregon. Prior to May 1995, William E. Adams, MAI was a partner with the appraisal firm of Adams, Bambas & Willmette in Stockton, California.

PROFESSIONAL AFFILIATIONS

Member of the Appraisal Institute - Designated MAI (No. 9396)
Member of the Oregon Society of Farm Managers and Rural Appraisers
State of Oregon - Certified General Appraiser No. C000495

EDUCATION

Willamette University, Salem, Oregon; Bachelor's Degree majoring in Economics and Psychology, 1983.

Appraisal Institute: All required courses for MAI designation, and continuing education requirements have been met.

EXPERIENCE

Clients include many individual property owners and corporations; various agencies of the United States of America; the State of Oregon; the State of California; several counties and cities in Oregon and central California; public utilities; banks and other lending institutions; insurance companies; attorneys and accountants; school districts; and assessment districts.

Assignments were for private purchases and sales; loan and public financing; damage loss; trades; ad valorem and inheritance taxation matters; bankruptcy proceedings; and public acquisitions through condemnation.

Aside from typical commercial, industrial and residential properties, assignments include residential subdivisions and PUDs; master planned communities; mortuaries; auto dealerships; athletic clubs; general and factory outlet retail centers; professional and medical offices; marinas; urban transition property; agricultural and rural property; proposed industrial and business parks; bond districts; school and park sites; surface mines; sanitary landfills (Class II and III); property slated for right of way acquisition; contaminated lands; environmentally sensitive lands; industrial manufacturing and warehousing facilities; forest and governmental land; and other issue or special use property.

REQUEST FOR COUNCIL ACTION

Title:	Removal of City Easement on Private Property at 1502 Main Street
Preferred Agenda:	June 23, 2020
Submitted By:	Joe Graybill
Reviewed By:	Blair Larsen
Type of Action:	Resolution ____ Motion _X__ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC §13.08.060(D) Use of Public Sewers Required.
Towards Council Goal:	Goal 4.2, Lead Community Economic Development Efforts.
Attachments:	Site Map, Release and Termination of Easement, Exhibit "A" Partition Map

Purpose of this RCA:

The purpose of this RCA is to process the official removal of an easement note on Linn County Partition Plat 2012-23, Survey No. 25497, by recording a "Release and Termination of Easement" document with Linn County.

Background/Context:

On land described as Partition Plat 2012-23, County Survey No. 25497, the owner of property at 1502 Main Street, which is located on the NE corner of 15th Avenue and Main Street, has a prospective buyer for a new business. The survey plat from 2012 recorded a number of easements for utilities on this and the adjacent properties. While the water and stormwater lines are accounted for, and the reference that is listed is for those only, another reference was attributed to a sewer line leading to the original building structure.

It is this easement note that is incorrect. The sewer line is inoperable due to blockage currently and nonetheless would be a private – not public – line. The easement document itself recorded in Volume 1158, Page 06-08, is valid, however it does not apply to the noted location.

The presence of the easement note and drawing has created a hinderance to new building development on the land. In order to effectively build what is desired, the lot needs to be free of encumbrances, and this easement runs through the middle of the lot. A waterline easement along the north boundary is not in the way. Upon construction of a new building, and sewer drains, a new easement in a new location will be required as the drainage line crosses property lines. The owner, who also owns the adjacent property, will have to process an easement to that effect at that time.

The Challenge/Problem:

How does the City resolve a legacy condition that hinders development of a commercial business due to an unneeded reference on a survey partition plat?

Stakeholders:

City of Sweet Home City Council: The Council has an interest in easing the development process.

The Property Owner: The owner of the property benefits by being able to more easily develop the property, without unnecessary obstacles.

City of Sweet Home Residents: Residents benefit from additional businesses in the community.

Issues and Financial Impacts:

The only financial commitment is the expense of recording fees for the associated documents. In this case the cost of recording will be $105.00 for the first page, and $5.00 a page thereafter. We expect three pages at the most, for a total of $115.00.

Elements of a Stable Solution:

An ideal outcome would be to correct the labeling error on the partition plat and remove an impediment to development on the property.

Options:

Option 1: Take no action, resulting in the easement remaining on the plat, likely delaying or stopping new commercial development on the property.

Option 2: Authorize the City Manager to sign the attached Release and Termination of Easement and have it recorded with Linn County.

Option 3: Direct Staff to research other options or take a different action.

Recommendation:

Staff recommends Option 2: *motion to authorize the City Manager to sign the attached Release and Termination of Easement and have it recorded with Linn County.*

N

1 inch = 100 feet

0 37.5 75 150 225 300 Feet

Whittaker NW Partners II, LTD
Property Easements on 1502 Main St, 1540 Main St & 1440 Nandina St.
Page 13S01E31AD Lot 600

After Recording, Return To:
Robert Snyder
City Attorney
P.O. Box 486
Sweet Home, OR 97386

Send Tax Statement To:
Same As Tax Rolls

RELEASE AND TERMINATION OF EASEMENT

WHEREAS, The City of Sweet Home, an Oregon Municipal Corporation, has a 15.00' Public Utility Easement on Parcel 1 of Partition Plat 2012-23, County Survey 25497 in the City of Sweet Home, Linn County, Oregon that is set out on the plat itself and labeled (E1);

WHEREAS, Under EASEMENTS at the right side of plat (E1) states: (E1) Public Utility Easement, Volume 1158, Page 06-08, Linn County Deeds and Records which in fact refers to a valid easement for the storm water system and water system of the City and is to remain in full force and effect;

WHEREAS, the record needs to be cleared of the 15.00' Public Utility Easement on the plat itself referred to as (E1) because the City does not need it, it is in error and to clear the public record;

NOW THEREFORE, The City of Sweet Home does hereby abandon and terminate the 15.00' Public Utility Easement on Parcel 1 of Partition Plat 2012-23, County Survey 25497 in the City of Sweet Home, Linn County, Oregon labeled as (E1) that is set forth on Exhibit A attached hereto and by this reference made a part hereof.

Dated this____day of_____,2020

_____
City of Sweet Home, Grantor
an Oregon Municipal Corporation
by Ray Towry, City Manager

STATE OF OREGON)
) ss.
County of LINN)
This instrument was acknowledged before me on _____ by Ray Towry, City Manager of City of Sweet Home, an Oregon Municipal Corporation, Grantor.
BEFORE ME:

_____
Notary Public for Oregon
My Commission Expires:_____

Exhibit "A"

Easement & Note to Remove

C.S. 25497

PARTITION PLAT 2012-23

FOR

WHITTAKER/NORTHWEST PARTNERS II LTD

NW 1/4 SEC.31, T.13S., R.1E., W.M.

SWEETHOME, LINN COUNTY, OREGON

SURVEYED: JANUARY 20, 2012

SCALE: 1"=50'

50' 0 50' 100'

REFERENCES

(R1) COUNTY SURVEY 22838, LINN COUNTY SURVEYOR'S OFFICE

(R2) COUNTY SURVEY 22702, LINN COUNTY SURVEYOR'S OFFICE

NARRATIVE

THIS SURVEY WAS PERFORMED AT THE REQUEST OF THE OWNER TO FULFILL THE CONDITIONS OF APPROVAL OF CITY OF SWEETHOME PLANNING NO. P-11-02.

THE PURPOSE OF THIS SURVEY IS TO ESTABLISH THE BOUNDARIES OF THE PROPERTY SHOWN HEREON AND FURTHER PARTITION INTO 2 PARCELS. THE BASIS OF BEARINGS, WHICH IS THE NORTH LINE, WAS ESTABLISHED BY HOLDING TWO FOUND MONUMENTS PER (R1). THE EAST LINE WAS ESTABLISHED BY HOLDING TWO FOUND MONUMENTS PER (R1). THE WEST LINE WAS ESTABLISHED BY HOLDING TWO FOUND MONUMENTS PER (R2). THE SOUTH BOUNDARY, BEING THE NORTHERLY RIGHT-OF-WAY OF THE SANTIAM HIGHWAY (US HIGHWAY 20), THE EASTERLY RIGHT-OF-WAY OF 15TH AVENUE AND THE NORTHERLY RIGHT-OF-WAY OF NANDINA STREET WAS ESTABLISHED BY HOLDING FOUND MONUMENTS PER (R1) AND RETRACING SAID SURVEY.

SURVEYOR'S CERTIFICATE

I, LAWRENCE B. OLSON, A REGISTERED PROFESSIONAL LAND SURVEYOR, HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS IN ACCORDANCE WITH ORS CHAPTER 92, THE FOLLOWING DESCRIBED PARTITION PLAT:

BEGINNING AT THE INITIAL POINT ON THE NORTHERLY RIGHT-OF-WAY OF THE SANTIAM HIGHWAY (US HIGHWAY 20), SAID POINT BEING SOUTH 0°07'48" EAST 162.01 FEET, SOUTH 76°02'44" WEST 102.03 FEET AND SOUTH 76°58'17" WEST 152.37 FEET FROM THE NORTHEAST CORNER OF LOT 8, BLOCK 1, NYE ADDITION TO SWEET HOME, SAID CORNER WAS DESTROYED DURING CONSTRUCTION AND SET HEREON AS TIED IN C.S. 22838, PERFORMED BY THIS OFFICE; THENCE RUNNING ALONG SAID NORTHERLY RIGHT-OF-WAY SOUTH 76°58'17" WEST 122.34 FEET; THENCE ALONG THE ARC OF A 64.14 FOOT RADIUS CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS NORTH 55°28'41" WEST 47.15 FEET, WITH AN ARC LENGTH OF 48.28 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY OF 15TH AVENUE; THENCE ALONG SAID EASTERLY RIGHT-OF-WAY NORTH 0°05'00" EAST 77.99 FEET; THENCE ALONG THE ARC OF A 117.50 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS NORTH 51°31'00" WEST 184.17 FEET, WITH AN ARC LENGTH OF 211.64 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF NANDINA STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY SOUTH 76°53'00" WEST 27.81 FEET; THENCE SOUTH 0°05'00" WEST 2.57 FEET; THENCE SOUTH 76°53'00" WEST 51.36 FEET; THENCE LEAVING SAID NORTHERLY RIGHT-OF-WAY NORTH 0°01'00" WEST 229.09 FEET; THENCE ALONG THE ARC OF A 5829.65 FOOT RADIUS CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS NORTH 79°55'40" EAST 271.24 FEET, WITH AN ARC LENGTH OF 271.26 FEET; THENCE SOUTH 14°04'10" EAST 461.57 FEET TO THE POINT OF BEGINNING, IN SWEET HOME, LINN COUNTY, OREGON.

SAID TRACT CONTAINS 101,334 SQUARE FEET, MORE OR LESS.

DECLARATION

KNOW ALL MEN BY THESE PRESENTS THAT WHITTAKER/NORTHWEST PARTNERS II LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP, IS THE OWNER IN FEE SIMPLE OF LAND DESCRIBED HEREON, AND HAS CAUSED THIS PARTITION TO BE PREPARED IN ACCORDANCE WITH THE OREGON REVISED STATUTES, CHAPTER 92, AND DOES HEREBY PARTITION AND PLAT THE SAME.

OWNER HEREBY ACKNOWLEDGES ALL EXISTING EASEMENTS SHOWN HEREON, AS WELL AS THE RECIPROCAL EASEMENT AGREEMENT (E3) REFERENCED IN NOTE 1. FURTHERMORE, THE OWNER CREATES AND DEDICATES TO THE PUBLIC FOREVER THE 20.00 FOOT PUBLIC UTILITY EASEMENT CROSSES PARCELS 1 AND 2, SHOWN HEREON; AND THE 20.00 FOOT PUBLIC UTILITY EASEMENT LOCATED ON PARCEL 2, SHOWN HEREON.

WHITTAKER/NORTHWEST PARTNERS II LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP

WILLIAM L. WHITTAKER, PRESIDENT

ACKNOWLEDGMENT

STATE OF CALIFORNIA) ss

COUNTY OF San Diego)

APPEARED PERSONALLY BEFORE ME, WILLIAM L. WITTAKER, AS PRESIDENT OF WHITTAKER/NORTHWEST PARTNERS II LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP, KNOWN TO ME TO BE THE IDENTICAL PERSON WHO EXECUTED THE ABOVE DESCRIBED INSTRUMENT, AND DOES HEREBY ACKNOWLEDGE THE SAME TO BE HIS VOLUNTARY ACT AND DEED ON BEHALF OF THE COMPANY.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY SEAL.

SUBSCRIBED TO BEFORE ME THIS 11 DAY OF MAY 2012

NOTARY PUBLIC OF CALIFORNIA

MY COMMISSION EXPIRES:

DENISE HUERTA
Commission # 1846370
Notary Public - California
Orange County
My Comm. Expires May 9, 2013

APPROVALS

CITY OF SWEET HOME CITY MANAGER — DATE 5/21/12

CITY OF SWEET HOME PUBLIC WORKS DIRECTOR — DATE 5-21-12

LINN COUNTY SURVEYOR — DATE 5-31-12

I, HEREBY CERTIFY THAT ALL TAXES ON THE WITHIN DESCRIBED PROPERTY ARE PAID AS OF THIS 31ST DAY OF MAY 2012.

LINN COUNTY ASSESSOR/TAX COLLECTOR

CITY OF SWEET HOME PLANNING NUMBER P-11-02

ASSESSOR'S MAP 13-1E-31AD, TAX LOT 600

OWNER

WHITTAKER/NORTHWEST PARTNERS II LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP
1600 VALLEY RIVER DRIVE
EUGENE, OR 97401

CLIENT

AFFOLTER, WEST & JONES
1600 VALLEY RIVER DRIVE
EUGENE, OR 97401
541-342-8511

SITE ADDRESS

1530 MAIN ST.
SWEET HOME, OR 97368

STATE OF OREGON)
) ss
COUNTY OF LINN)

I HEREBY CERTIFY THAT THE PARTITION PLAT WAS RECEIVED AND DULY RECORDED BY ME IN THE LINN COUNTY RECORD BOOK OF PARTITION PLATS AS PLAT No. 2012-23 ON THIS 31ST DAY OF MAY 2012, AT 3:22 O'CLOCK PM. TARGET SHEET RECORDED IN DOCUMENT NUMBER 2012-7862

BY: Christine Acker, deputy
STEVE DRUCKENMILLER, LINN COUNTY CLERK

NOTE

1. THE PROPERTY SHOWN HEREON IS SUBJECT TO THE TERMS AND CONDITIONS OF A RECIPROCAL EASEMENT AGREEMENT (E3), BETWEEN WHITTAKER/NORTHWEST PARTNERS II LIMITED PARTNERSHIP AND WHITTAKER/NORTHWEST PARTNERS V LIMITED PARTNERSHIP (PROPERTY ADJACENT TO AND EAST HEREOF) FOR PEDESTRIAN AND VEHICULAR INGRESS, EGRESS, PARKING, PASSAGE AND TRAFFIC FOR UTILITIES, IN, OVER, UPON, ACROSS, THROUGH THE COMMON AREAS OF THE SHOPPING CENTER, AND PROVIDE FOR VARIOUS RESTRICTIONS AND COVENANTS. (BLANKET EASEMENT)

EASEMENTS

(E1) PUBLIC UTILITY EASEMENT, VOLUME 1158, PAGE 06-08, LINN COUNTY DEEDS AND RECORDS

(E2) PERMANENT EASEMENT FOR SIDEWALK, SIGNING AND TRAFFIC CONTROL FACILITIES GRANTED TO ODOT, VOLUME 978, PAGE 830, LINN COUNTY DEEDS AND RECORDS

(E3) RECIPROCAL EASEMENT AGREEMENT, RECEPTION NO. 2009-29717, LINN COUNTY DEEDS AND RECORDS (SEE NOTE 1)

LEGEND

- SET 5/8" x 30" IR W/ YPC MARKED "PLS 655"
- FND 5/8" IR, AS NOTED
- FND PK NAIL SET IN C.S. 22430, UNLESS OTHERWISE NOTED
- BOUNDARY LINE
- ADJACENT LOT LINE
- CENTERLINE
- EASEMENT CENTERLINE
- LOT LINE
- EASEMENT LINE, AS NOTED
- LINE NOT TO SCALE
- R/W RIGHT-OF-WAY
- FND FOUND
- YPC YELLOW PLASTIC CAP
- IR IRON ROD
- IP IRON PIPE
- C.S. COUNTY SURVEY
- NTS NOT TO SCALE
- (----) RECORD/REFERENCE DATA

LINE TABLE		
LINE	LENGTH	BEARING
L1	88.32	S76°58'17"W
(R2)	88.32	S76°58'17"W
L2	2.83	N13°01'38"W
(R1,R2)	2.83	N13°01'38"W
L3	39.09	S76°58'17"W
(R1,R2)	39.09	S76°58'17"W

REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 10, 1984
LAWRENCE B. OLSON
655
RENEWAL DATE: 12-31-2012

I HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL PLAT.

LAWRENCE B. OLSON, PLS 655

OLSON & MORRIS 380 Q ST. SPRINGFIELD, OR 97477 (541) 302-9790

Z:\PROJECTS\4188 AW\4188 Final\dwg\4188 Final.dwg, FINAL TBE, 4/23/2012 9:25:36 AM, Aaron Grimes, Oce CS2236 cut.pc3, 18"x24"(ARCH C), 1:1, Media: Milano 3PC-4M2;, Ink hp c4844a

REQUEST FOR COUNCIL ACTION

Title:	Council of Governments Technology Services IGA
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ____ Motion _X_ Roll Call ____ Other ____
Relevant Code/Policy:	SH Financial Policy
Towards Council Goal:	Goal 2.1: Update & streamline processes
Attachments:	Technology Services IGA

Purpose of this RCA:

To review an intergovernmental agreement between Oregon Cascades West Council of Governments (OCWCOG) and the City of Sweet Home for as needed technology services.

Background/Context:

The City of Sweet Home has entered into an intergovernmental agreement with OCWCOG for technology services for over a decade. The services of OCWCOG has been used previously by the City during an instance of Ransomware that impacted the City's network. While the City does contract with StepUP IT Services for its primary network and desktop support, the services of the COG are available on an as needed/emergency basis and their team is closer to Sweet Home should an emergent need arise. Attachment A of the IGA contains the hourly rates to be billed based on the services requested by the City.

The Challenge/Problem:

Should the City of Sweet Home renew an IGA with OCWCOG for technological support as needed?

Stakeholders:

- Sweet Home customers – As technology expands, customers doing business with Sweet Home have come to expend a certain level of service. Payment options in the Finance department, building permits online and more all require IT support to maintain operation. Having a team of professionals to draw from when critical.
- Sweet Home staff – This IGA gives staff a "tool in the toolbox" if the current contracted IT team cannot meet the needs of the City.

Issues and Financial Impacts:

There are no financial impacts unless the City utilizes OCWCOG's services which would then be billed at an hourly rate. Since 2009, the City has paid less than $300 for technology services provided by OCWCOG.

Elements of a Stable Solution:

The City's current contract with StepUP IT Services provides essential stability for the City's IT infrastructure. The addition of this contract as a backup to those services provided by StepUP provides additional stability and resources at the City's fingertips.

Options:

1. *Do Nothing*. Council could decide to pass on this agreement. The City would maintain its relationship with StepUP IT Services for primary IT support and would rely on that agreement currently in place and staff to maintain the City's IT infrastructure.
2. *Move to authorize staff to renew the intergovernmental agreement with Oregon Cascades West Council of Governments for technology services*.

Recommendation:

Staff recommends option 2, *Move to authorize staff to renew the intergovernmental agreement with Oregon Cascades West Council of Governments for technology services*. While the City has not used the services often in its history, OCWCOG was there in the City's largest time of need and the IGA would allow for staff to balance out-of-scope costs with StepUP IT for support with costs using this IGA for support from COG.

INTERGOVERNMENTAL AGREEMENT

Between

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

and

City of Sweet Home, Oregon (CITY)

For

Technology Services

This Agreement is made and entered into upon execution by and between City of Sweet Home, Oregon, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

Recitals

A. ORS 190.010 permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.

B. CITY has the need of network and computer consulting services, maintenance, and related activities for City of Sweet Home technology systems on a request basis.

C. OCWCOG has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of network and computer consulting services, maintenance, and related activities for City of Sweet Home systems on a request basis.

SECTION 2. CITY RESPONSIBIILTY

1. Using the Equipment "Maintenance and Repair Authorization" form (Exhibit B), provide OCWCOG with:
    a. A list of equipment, networks, websites, or other technology intended for on-going maintenance or as needed repair services under this agreement.
    b. Designated CITY staff authorized to:
        i. Request maintenance or repair services

ii. Approve maintenance and repair costs including parts, associated labor and travel expenses.

c. The per incident cost limit for maintenance and repair actions without obtaining written prior approval from the CITY.

2. Use the designated OCWCOG system for submitting maintenance or repair requests and respond promptly to OCWCOG requests for additional information needed to effect repair.
3. When new equipment or services are required by the CITY and OCWCOG is requested to provide a Scope of Work:
   a. Review the OCWCOG proposed Scope of Work, timeframe and cost estimates in a timely manner recognizing that delays may result in changes to the proposed timeline for completion.
   b. Provide OCWCOG with a written Work Order authorizing OCWCOG to carry out the accepted Scope of Work using the OCWCOG Work Order form (Exhibit A).
4. Promptly compensate OCWCOG for projects completed by OCWCOG within thirty (30) days of receiving an invoice for work completed as authorized by CITY.

SECTION 3. OCWCOG RESPONSIBIILTY (Scope of Work)

1. Provide services to the CITY for maintenance and/or repair of existing computers, servers, networks, websites, and other technology as designated by the CITY including consulting for new or planned systems.
2. Provide a system for the CITY to request maintenance or repair of designated equipment, networks, websites or other technology that includes the ability to track requests and actions to resolve the issue.
3. For new equipment or services, consult with the CITY to determine the Scope of Work and timeframe required.
   a. If requested, provide the CITY with a written Scope of Work, estimate of cost and timetable for completion, for written authorization to proceed, in the form of a Work Order (Exhibit A), prior to initiating work on a project for the CITY. All active work orders shall remain in effect until completed. If CITY terminates this contract before any active work order is complete, CITY will be responsible for paying all outstanding expenses incurred for work performed, equipment leased (through the work order process), and licenses purchased at the request of the CITY prior to date of termination.

   b. Complete projects authorized by the CITY in a timely and workmanlike manner consistent with the approved Scope of Work, cost estimate and timetable, along with any unpaid financial commitments that have been requested by the CITY through our Work Order process.

SECTION 4. PROVISIONS

A. **Contract Period:** This agreement shall become effective on July 1, 2020, and shall terminate on June 30, 2021.

B. **Consideration:** The CITY agrees to pay OCWCOG for time and materials to complete the work as authorized in each Work Order, maintenance or repair request. When expenses are incurred OCWCOG will invoice the CITY quarterly for time, billed at our hourly rate (Attachment A) and for the actual cost of materials. See (Attachment A) for the most current hourly rates.

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

C. **Termination:** This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.

D. **Assignability:** This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.

E. **Discrimination:** The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

F. **Indemnification:** To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the worked described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification. This agreement should not be construed or interpreted in a manner that would waive Oregon Tort Claims Act Limits for local governments or otherwise render OCWCOG responsible for any amount of any claim, damages or liability that exceeds the Oregon Tort Claim Act limits for local governments

G. **Public Contracts:** All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.

H. **Personal Identifying Information:** OCWCOG agrees to safeguard personal identifying

information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, OCWCOG shall immediately notify CITY and shall hold harmless, defend and indemnify CITY for any costs related to notification, mitigation or remediation required by the disclosure by CITY.

I. **Waiver:** Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of this same or any other provision of this agreement.

J. **Dispute Resolution:** Unless otherwise provided in this Agreement, all claims, counterclaims, disputes and other matters in questions between OCWCOG and the CITY arising out of, or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by mediation, or if they fail to agree, by arbitration. Arbitration will be conducted according to rules and procedures set out by the Arbitration Service of Portland, or as otherwise agreed by the parties.

K. **Workers Compensation:** CITY and OCWCOG are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 which requires CITY to provide workers compensation coverage for all of its subject workers.

L. **Severability:** If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

M. **AGREEMENT IN FULL & AMENDMENTS:** This writing and the attached exhibits constitute the entire and final contract between the parties. No modification of this agreement shall be effective unless and until it is made in writing and signed by both parties. **Initial Here:** _____

Signed:

Sue Forty 6-9-2020

Sue Forty Date
Finance Director
Oregon Cascades West Council of Governments
1400 Queen Ave SE Ste. 201
Albany, OR 97322

_____

Ray Towry Date
City Manager
City of Sweet Home
3225 Main St.
Sweet Home, OR 97386

Attachment A

Hourly Rates

OCWCOG's hourly rates as of July 1, 2020:

- Network Support Specialist $117.95
- Information Systems Specialist $ 99.14
- Workstation Support Specialist $ 85.57
- Technology Support Specialist $ 77.39

CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

EXHIBIT A

WORK ORDER

This Work Order is an authorization to proceed on the work described in the attached Scope of Work:

_____

_____

_____

It is understood that the work described in the Scope of Work shall be completed by:

_____

The Scope of Work shall be completed for a cost not to exceed: _____
Compensation shall be paid on actual time and material.

Any amendments to the Scope of Work shall be agreed upon in writing.

_____

City of Sweet Home (authorized signature) Date

EXHIBIT B

Equipment Maintenance and Repair Authorization

1. This agreement includes maintenance and repairs within the capabilities of OCWCOG for all of CITY equipment that consists of computers, associated peripherals and software, printers, servers, switches, routers, firewalls, and wiring.

   a. Additional Equipment included in this agreement:

   b. Equipment specifically excluded from this agreement:

2. Maintenance and repairs under this agreement are in effect for all CITY locations except:

3. Maintenance and repair costs include labor, parts, and travel. Per incident, the dollar amount may not exceed $_____ without prior written authorization from the CITY.

4. The following CITY staff may contract OCWCOG to schedule maintenance and repairs:

5. The following CITY staff may approve maintenance and repair costs:

Any amendments to the Equipment Maintenance and Repair Authorization shall be agreed upon in writing.

City of Sweet Home (authorized signature) Date

REQUEST FOR COUNCIL ACTION

Title:	CARES Act Funding & Grant Agreement from the State of Oregon
Preferred Agenda:	June 23, 2020
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ____ Motion _X_ Roll Call ____ Other ____
Relevant Code/Policy:	
Towards Council Goal:	Goal #2: Be an effective and efficient government
Attachments:	Enter Text Here

Purpose of this RCA:

To review and authorize staff to enter into an agreement with the State of Oregon through the Department of Administrative Services (DAS) for grant funding available under section 601(a) of the Social Security Act as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (CARES Act).

Background/Context:

The Governor of the state of Oregon declared a state-wide emergency due to the COVID-19 pandemic by Executive Order 20-03 on March 8, 2020. On March 27, 2020, Congress and the President of the United States passed and signed the CARES Act, a $2 trillion economic relief package. $150 billion was allocated to the Coronavirus Relief Fund to be distributed to states and local governments with populations exceeding 500,000. The state of Oregon expected to receive $1.6 billion in funding with Washington and Multnomah Counties and the City of Portland receiving $246.8 million in additional funds. The Governor has decided that $400 million of the State's allocation would be available for local governments outside of the Portland-Metro area.

The City of Sweet Home submitted a request form on May 29, 2020 requesting $52,294.43 in CARES funding to cover personnel expenses related to the City's COVID-19 response, equipment and supplies such as (but not limited to) personal protection equipment (gloves, masks, etc.) and the equipment necessary to stream meetings for public consumption online, and funds to cover required leave granted to employees under the Families First Coronavirus Response Act (FFCRA). The State has accepted the application for funds and approved 100% of the City's ask for CARES Act reimbursement.

The Challenge/Problem:

The State of Oregon is awarding these funds under a grant framework. Should the City accept the conditions of the grant to receive federal CARES Act funds?

Stakeholders:

- City of Sweet Home citizens – The novel coronavirus has impacted every facet of life and Sweet Home's citizens are not immune from its devastating toll on health and economic stability. Obtaining federal funds to reimburse costs by the City for the pandemic ensures that taxpayer dollars can continue to be spent on the same priorities and outcomes that citizens expected from their government prior to (and after) the pandemic and ensures stability in fees, taxes, and other revenue generating methods employed by the City to operate efficiently and effectively.
- City of Sweet Home City Council – The City Council authorized the City's disaster declaration during a special Council meeting held on March 19, 2020. The City Council also passed several additional resolutions, proclamations and policies that would protect the community and employees from the effects of this virus. The City Council is also responsible for the adoption and oversight of the City's annual budget which is currently being tapped to pay for the City's response, limiting the ability for the City to operate as it normally would.
- City of Sweet Home staff – Staff has worked minimize the costs associated with the City's response to coronavirus to ensure continued fiscal stability in the long-term. With the continuation of mandated closures and the unknown timeline related to the virus, FEMA reimbursements would give staff and the City and reprieve from program reductions to balance the budget and ensure continued success.

Issues and Financial Impacts:

Approximately $60,000 has been spent to-date on the COVID-19 response. These expenditures have come directly from the pre-existing expenditure authorizations adopted by the City Council and may have short-term and long-term effects on department operations and service offerings. Additional costs are likely throughout the summer and as we begin to reopen Oregon and the nation, which could result in an increase in cases. Finally, the economic toll related to COVID-19 is currently unknown. Congress has stepped up to provide stopgap measures to mitigate a financial meltdown, but much remains unknown when it comes to timelines, the virus and whether the globe will be right back in this crisis when fall and winter return.

Elements of a Stable Solution:

Enter into this agreement with DAS to allow the City to obtain reimbursement from the state for expenditures associated with responding to coronavirus.

Options:

1. *Do Nothing* – Department budgets will be reviewed regularly, and expenditures frozen, to mitigate overspending adopted authority. Service reductions and/or other reductions in spending may be necessary in exchange for purchasing PPE and compensating staff for response related to the virus.
2. *Move to authorize City staff to enter into the grant agreement with the State for CARES Act funding* - This option allows the City to apply for reimbursements which would offset expenses incurred by the City for COVID-19 response and mitigation thereby extending the health of the City's financial outlook amid the uncertainty in future resources.
3. *Request that staff find other financial opportunities to net COVID-19 costs* – The Council could direct staff to pursue other options outside of this agreement with the State of Oregon thereby forgoing the disaster funds available.

Recommendation:

Staff recommends option 2, *move to authorize City staff to enter into agreement with the State for CARES Act funding*. Disaster funds exist to give those who have gone through a terrible ordeal a chance at recovery without additional hassles interfering. This application will ensure that the City, under applicable laws and orders, will have the ability to seek reimbursement on a portion of the costs incurred during the novel coronavirus pandemic. These funds will aid in keeping department budgets whole so they can focus on new, innovate ways to provide customers with the same exception we've delivered since 1893.

STATE OF OREGON
GRANT AGREEMENT

Grant No. 1123

This Grant Agreement ("Grant") is between the State of Oregon acting by and through its Department of Administrative Services ("Agency") and City of Sweet Home ("Grantee"), each a "Party" and, together, the "Parties".

SECTION 1: AUTHORITY

Pursuant to funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Agency is authorized to enter into a grant agreement and provide funding for the purposes described in this Grant.

SECTION 2: PURPOSE

Section 5001 of the CARES Act provides funds to state, local and tribal governments through the Coronavirus Relief Fund to be used for expenditures incurred due to COVID-19 during the period of March 1, 2020 through December 30, 2020. This Grant governs the disbursement of funds from the Coronavirus Relief Fund to Grantee for the First Cost Period, as that term is defined below.

SECTION 3: EFFECTIVE DATE AND DURATION

When all Parties have executed this Grant, and all necessary approvals have been obtained ("Executed Date"), this Grant is effective and has a Grant funding start date as of March 1, 2020 ("Effective Date"), and, unless extended or terminated earlier in accordance with its terms, will expire on December 30, 2020.

SECTION 4: GRANT MANAGERS

4.1 Agency's Grant Manager is:

Gerold Floyd
Department of Administrative Services
Attention: Coronavirus Relief Fund
155 Cottage Street NE, Salem, OR 97301
Phone: 503-378-2709
Email: CoronavirusReliefFund@Oregon.gov

4.2 Grantee's Grant Manager is:

Name: _____

Address: _____

Phone: _____

Email: _____

4.3 A Party may designate a new Grant Manager by written notice to the other Party.

SECTION 5: PROJECT ACTIVITIES

Grantee must perform the project activities set forth in Exhibit A (the "Project"), attached hereto and incorporated in this Grant by this reference, for the period beginning on the Effective Date and ending on the expiration date set forth in Section 3 (the "Performance Period").

SECTION 6: GRANT FUNDS

In accordance with the terms and conditions of this Grant, Agency will provide Grantee up to an amount not to exceed the amount of eligible costs for the Project incurred during the period March 1, 2020, to May 15, 2020 (the "First Cost Period"). Agency will pay the Grant Funds from monies available through its Coronavirus Relief Fund ("Funding Source"). Future disbursements from the Funding Source for cost periods after the First Cost Period will require an amendment to this Grant pursuant to Section 19.3.

SECTION 7: DISBURSEMENT GENERALLY

7.1 Disbursement.

7.1.1 Subject to the availability of sufficient moneys in and from the Funding Source based on Agency's reasonable projections of moneys accruing to the Funding Source, Agency will disburse Grant Funds to Grantee for the allowable Project activities described in Exhibit A that are undertaken during the First Cost Period.

7.1.2 Grantee must provide to Agency any information or detail regarding the expenditure of Grant Funds required under Exhibit A prior to disbursement or as Agency may request.

7.2 Conditions Precedent to Disbursement. Agency's obligation to disburse Grant Funds to Grantee under this Grant is subject to satisfaction of each of the following conditions precedent:

7.2.1 Agency has received sufficient funding, appropriations, expenditure limitation, allotments or other necessary expenditure authorizations to allow Agency, in the exercise of its reasonable administrative discretion, to make the disbursement from the Funding Source;

7.2.2 No default as described in Section 15 has occurred; and

7.2.3 Grantee's representations and warranties set forth in Section 8 are true and correct on the date of disbursement(s) with the same effect as though made on the date of disbursement.

7.3 No Duplicate Payment. Grantee may use other funds in addition to the Grant Funds to complete the Project; provided, however, funds received pursuant to this Grant are not used for expenditures for which a local government entity has received any other supplemental funding (whether state, federal or private in nature) for that same expense unless otherwise authorized by Agency in writing.

SECTION 8: REPRESENTATIONS AND WARRANTIES

8.1 Organization/Authority. Grantee represents and warrants to Agency that:

8.1.1 Grantee is a local government or tribal government duly organized and validly existing;

8.1.2 Grantee has all necessary rights, powers and authority under any organizational documents and under Oregon Law to (i) execute this Grant, (ii) incur and perform its obligations under this Grant, and (iii) receive financing, including the Grant Funds, for the Project;

8.1.3 This Grant has been duly executed by Grantee and when executed by Agency, constitutes a legal, valid and binding obligation of Grantee enforceable in accordance with its terms;

8.1.4 If applicable and necessary, the execution and delivery of this Grant by Grantee has been authorized by an ordinance, order or resolution of its governing body, or voter approval, that was adopted in accordance with applicable law and requirements for filing public notices and holding public meetings; and

8.1.5 There is no proceeding pending or threatened against Grantee before any court or governmental authority that if adversely determined would materially adversely affect the Project or the ability of Grantee to carry out the Project.

8.2 False Claims Act. Grantee acknowledges the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) made by (or caused by) Grantee that pertains to this Grant or to the Project. Grantee certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Grantee further acknowledges in addition to the remedies under Section 16, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Grantee.

8.3 No limitation. The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided by Grantee.

SECTION 9: OWNERSHIP

9.1 Intellectual Property Definitions. As used in this Section and elsewhere in this Grant, the following terms have the meanings set forth below:

"Third Party Intellectual Property" means any intellectual property owned by parties other than Grantee or Agency.

"Work Product" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item Grantee is required to create or deliver as part of the Project, and all intellectual property rights therein.

9.2 Grantee Ownership. Grantee must deliver copies of all Work Product as directed in Exhibit A. Grantee retains ownership of all Work Product, and grants Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, to reproduce, to prepare derivative works based upon, to distribute, to perform and to display the Work Product, to authorize others to do the same on Agency's behalf, and to sublicense the Work Product to other entities without restriction.

9.3 Third Party Ownership. If the Work Product created by Grantee under this Grant is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee must secure an irrevocable, non-exclusive, perpetual, royalty-free license allowing Agency and other entities the same rights listed above for the pre-existing element of the Third party Intellectual Property employed in the Work Product. If state or federal law requires that Agency or Grantee grant to the United States a license to any intellectual property in the Work Product, or if state or federal law requires Agency or the United States to own the intellectual property in the Work Product, then Grantee must execute such further documents and instruments as Agency may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or Agency.

9.4 Real Property. If the Project includes the acquisition, construction, remodel or repair of real property or improvements to real property, and if such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Grant Funds provided by section 601(d) of the Social Security Act .

SECTION 10: CONFIDENTIAL INFORMATION

10.1 Confidential Information Definition. Grantee acknowledges it and its employees or agents may, in the course of performing its responsibilities, be exposed to or acquire information that is: (i) confidential to Agency or Project participants or (ii) the disclosure of which is restricted under federal or state law, including without limitation: (a) personal information, as that term is used in ORS 646A.602(12) and (b) social security numbers (items (i) and (ii) separately and collectively "Confidential Information").

10.2 Nondisclosure. Grantee agrees to hold Confidential Information as required by any applicable law and in all cases in strict confidence, using at least the same degree of care Grantee uses in maintaining the confidentiality of its own confidential information. Grantee may not copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties, or use Confidential Information except as is allowed by

law and for the Project activities and Grantee must advise each of its employees and agents of these restrictions. Grantee must assist Agency in identifying and preventing any unauthorized use or disclosure of Confidential Information. Grantee must advise Agency immediately if Grantee learns or has reason to believe any Confidential Information has been, or may be, used or disclosed in violation of the restrictions in this Section. Grantee must, at its expense, cooperate with Agency in seeking injunctive or other equitable relief, in the name of Agency or Grantee, to stop or prevent any use or disclosure of Confidential Information. At Agency's request, Grantee must return or destroy any Confidential Information. If Agency requests Grantee to destroy any Confidential Information, Grantee must provide Agency with written assurance indicating how, when and what information was destroyed.

10.3 **Identity Protection Law.** Grantee must have and maintain a formal written information security program that provides safeguards to protect Confidential Information from loss, theft, and disclosure to unauthorized persons, as required by the Oregon Consumer Information Protection Act, ORS 646A.600-628. If Grantee or its agents discover or are notified of a potential or actual "Breach of Security", as defined by ORS 646A.602(1)(a), or a failure to comply with the requirements of ORS 646A.600-628, (collectively, "Breach") with respect to Confidential Information, Grantee must promptly but in any event within one calendar day (i) notify the Agency Grant Manager of such Breach and (ii) if the applicable Confidential Information was in the possession of Grantee or its agents at the time of such Breach, Grantee must (a) investigate and remedy the technical causes and technical effects of the Breach and (b) provide Agency with a written root cause analysis of the Breach and the specific steps Grantee will take to prevent the recurrence of the Breach or to ensure the potential Breach will not recur. For the avoidance of doubt, if Agency determines notice is required of any such Breach to any individual(s) or entity(ies), Agency will have sole control over the timing, content, and method of such notice, subject to Grantee's obligations under applicable law.

10.4 **Subgrants/Contracts.** Grantee must require any subgrantees, contractors or subcontractors under this Grant who are exposed to or acquire Confidential Information to treat and maintain such information in the same manner as is required of Grantee under subsections 10.1 and 10.2 of this Section.

10.5 **Background Check.** If requested by Agency and permitted by law, Grantee's employees, agents, contractors, subcontractors, and volunteers that perform Project activities must agree to submit to a criminal background check prior to performance of any Project activities or receipt of Confidential Information. Background checks will be performed at Grantee's expense. Based on the results of the background check, Grantee or Agency may refuse or limit (i) the participation of any Grantee employee, agent, contractor, subgrantee, or volunteer, in Project activities or (ii) access to Agency Personal Information or Grantee premises.

SECTION 11: INDEMNITY/LIABILITY

11.1 **Indemnity.** Grantee must defend, save, hold harmless, and indemnify the State of Oregon and Agency and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever, including attorneys' fees, resulting from, arising out of, or relating to the activities of Grantee or its officers, employees,

subgrantees, contractors, subcontractors, or agents under this Grant (each of the foregoing individually or collectively a "Claim" for purposes of this Section). If legal limitations apply to the indemnification ability of Grantee, this indemnification must be for the maximum amount of funds available for expenditure, including any available contingency funds, insurance, funds available under ORS 30.260 to 30.300 or other available non-appropriated funds.

11.2 **Defense.** Grantee may have control of the defense and settlement of any Claim subject to this Section. But neither Grantee nor any attorney engaged by Grantee may defend the Claim in the name of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon. Nor may Grantee settle any Claim on behalf of the State of Oregon without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event the State of Oregon determines Grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or an important governmental principle is at issue and the State of Oregon desires to assume its own defense. Grantee may not use any Grant Funds to reimburse itself for the defense of or settlement of any Claim.

11.3 **Limitation.** Except as provided in this Section, neither Party will be liable for incidental, consequential, or other direct damages arising out of or related to this Grant, regardless of whether the damages or other liability is based in contract, tort (including negligence), strict liability, product liability or otherwise. Neither Party will be liable for any damages of any sort arising solely from the termination of this Grant in accordance with its terms.

SECTION 12: INSURANCE

12.1 **Private Insurance.** If Grantee is a private entity, or if any contractors, subcontractors, or subgrantees used to carry out the Project are private entities, Grantee and any private contractors, subcontractors or subgrantees must obtain and maintain insurance covering Agency in the types and amounts indicated in Exhibit B.

12.2 **Public Body Insurance.** If Grantee is a "public body" as defined in ORS 30.260, Grantee agrees to insure any obligations that may arise for Grantee under this Grant, including any indemnity obligations, through (i) the purchase of insurance as indicated in Exhibit B or (ii) the use of self-insurance or assessments paid under ORS 30.282 that is substantially similar to the types and amounts of insurance coverage indicated on Exhibit B, or (iii) a combination of any or all of the foregoing.

12.3 **Real Property.** If the Project includes the construction, remodel or repair of real property or improvements to real property, Grantee must insure the real property and improvements against liability and risk of direct physical loss, damage or destruction at least to the extent that similar insurance is customarily carried by entities constructing, operating and maintaining similar property or facilities.

SECTION 13: GOVERNING LAW, JURISDICTION

This Grant is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between Agency or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Grant must be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it will be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event may this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. GRANTEE, BY EXECUTION OF THIS GRANT, HEREBY CONSENTS TO THE PERSONAL JURISDICTION OF SUCH COURTS.

SECTION 14: ALTERNATIVE DISPUTE RESOLUTION

The Parties should attempt in good faith to resolve any dispute arising out of this Grant. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Grant. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation. Each Party will bear its own costs incurred for any mediation or non-binding arbitration.

SECTION 15: DEFAULT

15.1 **Grantee.** Grantee will be in default under this Grant upon the occurrence of any of the following events:

15.1.1 Grantee fails to use the Grant Funds for the intended purpose described in Exhibit A or otherwise fails to perform, observe or discharge any of its covenants, agreements or obligations under this Grant;

15.1.2 Any representation, warranty or statement made by Grantee in this Grant or in any documents or reports relied upon by Agency to measure the Project, the expenditure of Grant Funds or the performance by Grantee is untrue in any material respect when made; or

15.1.3 A petition, proceeding or case is filed by or against Grantee under any federal or state bankruptcy, insolvency, receivership or other law relating to reorganization, liquidation, dissolution, winding-up or adjustment of debts; in the case of a petition filed against Grantee, Grantee acquiesces to such petition or such petition is not dismissed within 20 calendar days after such filing, or such dismissal is not final or is subject to appeal; or Grantee becomes insolvent or admits its inability to pay its debts as they become due, or Grantee makes an assignment for the benefit of its creditors.

15.2 **Agency.** Agency will be in default under this Grant if, after 15 days written notice specifying the

nature of the default, Agency fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Grant; provided, however, Agency will not be in default if Agency fails to disburse Grant Funds because there is insufficient expenditure authority for, or moneys available from, the Funding Source.

SECTION 16: REMEDIES

16.1 **Agency Remedies.** In the event Grantee is in default under Section 15.1, Agency may, at its option, pursue any or all of the remedies available to it under this Grant and at law or in equity, including, but not limited to: (i) termination of this Grant under Section 18.2, (ii) reducing or withholding payment for Project activities or materials that are deficient or Grantee has failed to complete by any scheduled deadlines, (iii) requiring Grantee to complete, at Grantee's expense, additional activities necessary to satisfy its obligations or meet performance standards under this Grant, (iv) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, (v) exercise of its right of recovery of overpayments under Section 17 of this Grant or setoff, or both, or (vi) declaring Grantee ineligible for the receipt of future awards from Agency. These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

16.2 **Grantee Remedies.** In the event Agency is in default under Section 15.2 and whether or not Grantee elects to terminate this Grant, Grantee's sole monetary remedy will be, within any limits set forth in this Grant, reimbursement of Project activities completed and accepted by Agency and authorized expenses incurred, less any claims Agency has against Grantee. In no event will Agency be liable to Grantee for any expenses related to termination of this Grant or for anticipated profits.

SECTION 17: WITHHOLDING FUNDS, RECOVERY

Agency may withhold from disbursements of Grant Funds due to Grantee, or Grantee must return to Agency within 30 days of Agency's written demand:

17.1 Any Grant Funds paid to Grantee under this Grant, or payments made under any other agreement between Agency and Grantee, that exceed the amount to which Grantee is entitled;

17.2 Any Grant Funds received by Grantee that remain unexpended or contractually committed for payment of the Project at the end of the Performance Period;

17.3 Any Grant Funds determined by Agency to be spent for purposes other than allowable Project activities; or

17.4 Any Grant Funds requested by Grantee as payment for deficient activities or materials.

SECTION 18: TERMINATION

18.1 **Mutual.** This Grant may be terminated at any time by mutual written consent of the Parties.

18.2 By Agency. Agency may terminate this Grant as follows:

18.2.1 At Agency's discretion, upon 30 days advance written notice to Grantee;

18.2.2 Immediately upon written notice to Grantee, if Agency fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in Agency's reasonable administrative discretion, to perform its obligations under this Grant;

18.2.3 Immediately upon written notice to Grantee, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that Agency's performance under this Grant is prohibited or Agency is prohibited from funding the Grant from the Funding Source; or

18.2.4 Immediately upon written notice to Grantee, if Grantee is in default under this Grant and such default remains uncured 15 days after written notice thereof to Grantee.

18.3 By Grantee. Grantee may terminate this Grant as follows:

18.3.1 If Grantee is a governmental entity, immediately upon written notice to Agency, if Grantee fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to perform its obligations under this Grant.

18.3.2 If Grantee is a governmental entity, immediately upon written notice to Agency, if applicable laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project activities contemplated under this Grant are prohibited by law or Grantee is prohibited from paying for the Project from the Grant Funds or other planned Project funding; or

18.3.3 Immediately upon written notice to Agency, if Agency is in default under this Grant and such default remains uncured 15 days after written notice thereof to Agency.

18.4 Cease Activities. Upon receiving a notice of termination of this Grant, Grantee must immediately cease all activities under this Grant, unless Agency expressly directs otherwise in such notice. Upon termination, Grantee must deliver to Agency all materials or other property that are or would be required to be provided to Agency under this Grant or that are needed to complete the Project activities that would have been performed by Grantee.

SECTION 19: MISCELLANEOUS

19.1 Conflict of Interest. Grantee by signature to this Grant declares and certifies the award of this Grant and the Project activities to be funded by this Grant, create no potential or actual conflict of interest, as defined by ORS Chapter 244, for a director, officer or employee of Grantee.

19.2 Nonappropriation. Agency's obligation to pay any amounts and otherwise perform its duties under this Grant is conditioned upon Agency receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to meet its obligations under this Grant. Nothing in this Grant may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of Agency.

19.3 Amendments. The terms of this Grant may not be altered, modified, supplemented or otherwise amended, except by written agreement of the Parties.

19.4 Notice. Except as otherwise expressly provided in this Grant, any notices to be given under this Grant must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Grant Manager at the physical address or email address set forth in this Grant, or to such other addresses as either Party may indicate pursuant to this Section. Any notice so addressed and mailed becomes effective five (5) days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

19.5 Survival. All rights and obligations of the Parties under this Grant will cease upon termination of this Grant, other than the rights and obligations arising under Sections 11, 13, 14, 16, 17 and subsection 19.5 hereof and those rights and obligations that by their express terms survive termination of this Grant; provided, however, termination of this Grant will not prejudice any rights or obligations accrued to the Parties under this Grant prior to termination.

19.6 Severability. The Parties agree if any term or provision of this Grant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Grant did not contain the particular term or provision held to be invalid.

19.7 Counterparts. This Grant may be executed in several counterparts, all of which when taken together constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Grant so executed constitutes an original.

19.8 Compliance with Law. In connection with their activities under this Grant, the Parties must comply with all applicable federal, state and local laws.

19.9 Intended Beneficiaries. Agency and Grantee are the only parties to this Grant and are the only parties entitled to enforce its terms. Nothing in this Grant provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Grant.

19.10 Assignment and Successors. Grantee may not assign or transfer its interest in this Grant without the prior written consent of Agency and any attempt by Grantee to assign or transfer its interest in this Grant without such consent will be void and of no force or effect. Agency's consent to Grantee's assignment or transfer of its interest in this Grant will not relieve Grantee of any of its duties or obligations under this Grant. The provisions of this Grant will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

19.11 Contracts and Subgrants. Grantee may enter into contracts or subgrants for any of the Project activities required of Grantee under this Grant, however Grantee is required to communicate subgrantee information to Agency in such a manner and timing as prescribed by Agency that Agency considers necessary to fulfill its federal reporting obligations.

19.12 Time of the Essence. Time is of the essence in Grantee's performance of the Project activities under this Grant.

19.13 Records Maintenance and Access. Grantee must maintain all financial records relating to this Grant in accordance with generally accepted accounting principles. In addition, Grantee must maintain any other records, whether in paper, electronic or other form, pertinent to this Grant in such a manner as to clearly document Grantee's performance. All financial records and other records, whether in paper, electronic or other form, that are pertinent to this Grant, are collectively referred to as "Records." Grantee acknowledges and agrees Agency and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Grantee must retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Grant, or until the conclusion of any audit, controversy or litigation arising out of or related to this Grant, whichever date is later.

19.14 Headings. The headings and captions to sections of this Grant have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Grant.

19.15 Grant Documents. This Grant consists of the following documents, which are incorporated by this reference and listed in descending order of precedence:

- This Grant less all exhibits
- Exhibit A (the "Project")
- Exhibit B (Insurance)
- Exhibit C (Federal Terms and Conditions)
- Exhibit D (Federal Award Identification)

19.16 Merger, Waiver. This Grant and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant. No waiver or consent under this Grant binds either Party unless in writing and signed by both Parties. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given.

SECTION 20: SIGNATURES

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS GRANT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Grant electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Grant, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Grant as of the dates set forth below.

STATE OF OREGON acting by and through its Department of Administrative Services

By: _____ _____
Name, Title Date

City of Sweet Home

By: _____ _____
Authorized Signature Date

_____ _____
Printed Name Title

93-6002263 030798052
Federal Tax ID Number DUNS Number

Approved for Legal Sufficiency in accordance with ORS 291.047

By: *s/ Sam Zeigler* by email dated 6/10/20
Senior Assistant Attorney General Date
Oregon Department of Justice

EXHIBIT A
THE PROJECT

SECTION I. BACKGROUND AND GOALS

To support local government actions in the statewide fight against the Coronavirus by providing reimbursement of federally eligible expenses under the CARES Act. Coronavirus Relief Funds may be used to cover costs that are:

1. *Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);*
2. *Were not accounted for in the Grantee's budget most recently approved as of March 27, 2020; and*
3. *Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.*

SECTION II. PROJECT ACTIVITIES, SCHEDULE, AND BUDGET

Agency will disburse Grant Funds only for eligible costs incurred by Grantee for the First Cost Period and in accordance with criteria and guidance established by US Treasury:

(https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf)

Additionally, the US Treasury has provided answers to frequently asked questions regarding eligible costs under the Coronavirus Relief Fund:

https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf

Indirect/Administrative Costs. Grantee will not be reimbursed for any indirect costs with Grant Funds in accordance with U.S. Treasury guidance. The information described in this paragraph overrides any other verbal or written rate(s) or information provided by Agency

SECTION III. RESERVED

SECTION IV. REPORTING REQUIREMENTS

In a form provided by Agency, Grantee shall report eligible costs to Agency when seeking reimbursement for costs incurred during the Performance Period. Agency may require additional reporting in form and at such times as Agency specifies by notification to Grantee through its Grant Manager identified in Section 4.2.

If the Performance Period begins prior to the Executed Date, any reports for Project activities shown in this Exhibit A as due prior to the Executed Date must be provided to Agency, if not already provided to Agency despite the lack of an executed Grant. Grantee will not be in default for failure to perform any reporting requirements prior to the Executed Date.

SECTION V. DISBURSEMENT PROVISIONS

Agency will disburse the Grant Funds upon receipt and approval of Grantee's request for disbursement.

To be processed for payment, Grantee's request must include the following information at the minimum:

- Request date;
- Period covered by request;
- Agency's Grant number;
- Amount being requested; and
- Aggregated costs by available cost category.

Agency may request, at its discretion, additional information it considers necessary to determine the eligibility of costs for reimbursement. For the First Cost Period, Grantee must send its requests for disbursement via email to Agency's Grant Manager identified in Section 4. Future reimbursement requests shall be submitted via an Agency-developed grant website portal.

EXHIBIT B
INSURANCE

INSURANCE REQUIREMENTS

Grantee must obtain at Grantee's expense, and require its first tier contractors and subgrantees, if any, to obtain the insurance specified in this exhibit prior to performing under this Grant, and must maintain it in full force and at its own expense throughout the duration of this Grant, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Grantee must obtain and require its first tier contractors and subgrantees, if any, to obtain the following insurance from insurance companies or entities acceptable to Agency and authorized to transact the business of insurance and issue coverage in Oregon. Coverage must be primary and non-contributory with any other insurance and self-insurance, with the exception of professional liability and workers' compensation. Grantee must pay and require its first tier contractors and subgrantees to pay, if any, for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION

All employers, including Grantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Grantee shall require and ensure that each of its subgrantees, contractors, and subcontractors complies with these requirements. If Grantee is a subject employer, as defined in ORS 656.023, Grantee shall also obtain employers' liability insurance coverage with limits not less than $500,000 each accident. If Grantee is an employer subject to any other state's workers' compensation law, Grantee shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than $500,000, and shall require and ensure that each of its out-of-state subgrantees, contractors, and subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY

☒ **Required** ☐ **Not required**

Commercial general liability insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to Agency. This insurance must include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Grant, and have no limitation of coverage to designated premises, project or operation. Coverage must be written on an occurrence basis in an amount of not less than $1,000,000 per occurrence. Annual aggregate limit may not be less than $2,000,000.

AUTOMOBILE LIABILITY INSURANCE

☒ **Required** ☐ **Not required**

Automobile liability insurance covering Grantee's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than $1,000,000 for bodily injury and property damage. This coverage may be written in combination with the commercial general liability insurance (with separate limits for commercial general liability and automobile liability). Use of

personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

PROFESSIONAL LIABILITY

☐ **Required** ☒ **Not required**

Professional liability insurance covering any damages caused by an error, omission or any negligent acts related to the activities performed under this Grant by the Grantee and Grantee's contractors, subgrantees, agents, officers or employees in an amount not less than $_____ per claim. Annual aggregate limit may not be less than $_____. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months must be included in the professional liability insurance coverage, or the Grantee must provide tail coverage as stated below.

NETWORK SECURITY AND PRIVACY LIABILITY

☐ **Required** ☒ **Not required**

Grantee must provide network security and privacy liability insurance for the duration of the Grant and for the period of time in which Grantee (or its business associates, contractors, or subgrantees) maintains, possesses, stores or has access to Agency or client data, whichever is longer, with a combined single limit of no less than $_____ per claim or incident. This insurance must include coverage for third party claims and for losses, thefts, unauthorized disclosures, access or use of Agency or client data (which may include, but is not limited to, Personally Identifiable Information ("PII"), payment card data and Protected Health Information ("PHI")) in any format, including coverage for accidental loss, theft, unauthorized disclosure access or use of Agency data.

POLLUTION LIABILITY

☐ **Required** ☒ **Not required**

Pollution liability insurance covering Grantee's or appropriate contractor or subgrantee's liability for bodily injury, property damage and environmental damage resulting from sudden, accidental, or gradual pollution and related cleanup costs incurred by Grantee, all arising out of the Project activities (including transportation risk) performed under this Grant is required. Combined single limit per occurrence may not be less than $_____. Annual aggregate limit may not be less than $_____.

An endorsement to the commercial general liability or automobile liability policy, covering Grantee's, contractor, or subgrantee's liability for bodily injury, property damage and environmental damage resulting from sudden, accidental, or gradual pollution and related clean-up costs incurred by Grantee that arise from the Project activities (including transportation risk) performed by Grantee under this Grant is also acceptable.

DIRECTORS, OFFICERS AND ORGANIZATION LIABILITY

☐ **Required** ☒ **Not required**

Directors, officers and organization liability insurance covering the Grantee's organization, directors, officers, and trustees actual or alleged errors, omissions, negligent, or wrongful acts, including improper governance, employment practices and financial oversight - including improper oversight and/or use of Grant Funds and donor contributions - with a combined single limit of no less than $_____ per claim.

CRIME PROTECTION COVERAGE: EMPLOYEE DISHONESTY or FIDELITY BOND

☐ **Required** ☒ **Not required**

Employee dishonesty or fidelity bond covering loss of money, securities and property caused by dishonest acts of Grantee's employees. Coverage limits may not be less than $_____.

PHYSICAL ABUSE AND MOLESTATION INSURANCE COVERAGE

☐ **Required** ☒ **Not required**

Abuse and molestation insurance in a form and with coverage satisfactory to the State covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Grantee, its contractors, subcontractors or subgrantees ("Covered Entity") is responsible including but not limited to any Covered Entity's employees and volunteers. Policy endorsement's definition of an insured must include the Covered Entity and its employees and volunteers. Coverage must be written on an occurrence basis in an amount of not less than $_____ per occurrence. Any annual aggregate limit may not be less than $_____. Coverage can be provided by a separate policy or as an endorsement to the commercial general liability or professional liability policies. The limits must be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, must be treated as a separate occurrence for each victim. Coverage must include the cost of defense and the cost of defense must be provided outside the coverage limit.

EXCESS/UMBRELLA INSURANCE

A combination of primary and excess/umbrella insurance may be used to meet the required limits of insurance.

ADDITIONAL INSURED

All liability insurance, except for workers' compensation, professional liability, and network security and privacy liability (if applicable), required under this Grant must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Grantee's activities to be performed under this Grant. Coverage must be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of Grantee's ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent.

WAIVER OF SUBROGATION

Grantee waives, and must require its first tier contractors and subgrantees waive, rights of subrogation which Grantee, Grantee's first tier contractors and subgrantees, if any, or any insurer of Grantee may acquire against the Agency or State of Oregon by virtue of the payment of any loss. Grantee must obtain, and require its first tier contractors and subgrantees to obtain, any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Agency has received a waiver of subrogation endorsement from the Grantee or the Grantee's insurer(s).

TAIL COVERAGE

If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Grantee must maintain, and require its first tier contractors and subgrantees, if any, maintain, either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the Effective Date of this Grant, for a minimum of 24 months following the later of (i) Grantee's completion and Agency's acceptance of all Project activities required under this Grant, or, (ii) Agency or Grantee termination of Grant, or, iii) the expiration of all warranty periods provided under this Grant.

CERTIFICATE(S) AND PROOF OF INSURANCE

At Agency's request, Grantee must provide to Agency a Certificate(s) of Insurance for all required insurance. The Certificate(s) must list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) must also include all required endorsements or copies of the applicable policy language effecting coverage required by this Grant. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance, Agency has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Grant. Grantee must furnish acceptable insurance certificates to: CoronavirusReliefFund@oregon.gov or by mail to: Department of Administrative Services, Attention: Coronavirus Relief Fund, 155 Cottage Street NE, Salem, OR, 97301 prior to commencing the work.

NOTICE OF CHANGE OR CANCELLATION

Grantee or its insurer must provide at least 30 days' written notice to Agency before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW

Grantee agrees to periodic review of insurance requirements by Agency under this Grant, and to provide updated requirements as mutually agreed upon by Grantee and Agency.

STATE ACCEPTANCE

All insurance providers are subject to Agency acceptance. If requested by Agency, Grantee must provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to Agency's representatives responsible for verification of the insurance coverages required under this exhibit.

EXHIBIT C
FEDERAL TERMS AND CONDITIONS

1. FEDERAL FUNDS

1.1. If specified below, Agency's payments to Grantee under this Grant will be paid in whole or in part by funds received by Agency from the United States Federal Government. If so specified then Grantee, by signing this Grant, certifies neither it nor its employees, contractors, subcontractors or subgrantees who will perform the Project activities are currently employed by an agency or department of the federal government.

Payments ☒ will ☐ will not be made in whole or in part with federal funds.

1.2. In accordance with the Chief Financial Office's Oregon Accounting Manual, policy 30.40.00.104, Agency has determined:

☒ Grantee is a subrecipient ☐ Grantee is a contractor ☐ Not applicable

1.3. Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through this Grant: 21.019

2. FEDERAL PROVISIONS

2.1. The use of all federal funds paid under this Grant are subject to all applicable federal regulations, including the provisions described below.

2.2. Grantee must ensure that any further distribution or payment of the federal funds paid under this Grant by means of any contract, subgrant, or other agreement between Grantee and another party for the performance of any of the activities of this Grant, includes the requirement that such funds may be used solely in a manner that complies with the provisions of this Grant.

2.3. Grantee must include and incorporate the provisions described below in all contracts and subgrants that may use, in whole or in part, the funds provided by this Grant.

2.4. Grantee must comply, and ensure the compliance by subcontractors or subgrantees, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Grantee must inform subrecipients, contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC § 4712.

In accordance with U.S. Treasury guidance – Grantee is subject to the following provisions, as applicable.

For purposes of these provisions, the following definitions apply:

"Contract" means this Grant or any contract or subgrant funded by this Grant.

"Contractor" and **"Subrecipient"** and **"Non-Federal entity"** mean Grantee or Grantee's contractors or subgrantees, if any.

(A) 2 CFR §200.303 Internal Controls

(B) 2 CFR §§ 200.330 through 200.332 Subrecipient Monitoring and Management

(C) Subpart F – Audit Requirements of 2 CFR §200.5XX

i. Contractor must comply, and require any subcontractor to comply, with applicable audit requirements and responsibilities set forth in this Contract and applicable state or federal law.

ii. If Contractor receives federal awards in excess of $750,000 in a fiscal year, Contractor is subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Copies of all audits must be submitted to Agency within 30 days of completion.

iii. Contractor must save, protect and hold harmless Agency from the cost of any audits or special investigations performed by the Secretary of State with respect to the funds expended under this Contract. Contractor acknowledges and agrees that any audit costs incurred by Contractor as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Contractor and State.

(D) System for Award Management. Grantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM. The Grantee also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the Grantee) the unique entity identifier required for SAM registration.

3. ADDITIONAL FEDERAL REQUIREMENTS

None.

EXHIBIT D
FEDERAL AWARD IDENTIFICATION
(Required by 2 CFR 200.331(a))

(i)	Grantee Name: *(must match DUNS registration)*	SWEET HOME, CITY OF
(ii)	Grantee's DUNS number:	030798052
(iii)	Federal Award Identification Number (FAIN):	
(iv)	Federal award date: *(date of award to DAS by federal agency)*	March 27, 2020
(v)	Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi)	Total amount of federal funds obligated by this Grant:	
(vii)	Total amount of federal award committed to Grantee by Agency: *(amount of federal funds from this FAIN committed to Grantee)*	$52,294.43
(viii)	Federal award project description:	Coronavirus Relief Fund
(ix)	Federal awarding agency:	U.S. Department of the Treasury
	Name of pass-through entity:	Oregon Department of Administrative Services
	Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x)	CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: $1,388,506,837.10
(xi)	Is award research and development?	Yes ☐ No ☒
(xii)	Indirect cost rate:	Not allowed per U.S. Treasury guidance
	Is the 10% de minimis rate being used per §200.414?	Yes ☐ No ☒

REQUEST FOR COUNCIL ACTION

Title:	Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area
Preferred Agenda:	April 28, 2020 (Introduction) May 12, 2020 (Information Only) May 26, 2020 (Information Only) June 9, 2020 (First Reading) June 23, 2020 (Second Reading)
Submitted By:	R. Snyder, City Attorney
Reviewed By:	R. Towry, City Manager
Type of Action:	Resolution ____ Motion _X___ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 13.20 and work DEQ
Towards Council Goal:	Goal 3.3 Develop partnerships with Regional Services
Attachments:	Sweet Home Ordinance Amending SHMC Chapter 13.20 Critical Area Map, Letter from DEQ and proposed Form

Purpose of this RCA:
The purpose of the proposed Ordinance is to amend SHMC Chapter 13.20 that required connection to city water in Midway Contaminated Groundwater Area (chemical spill area) to specifically include a provision to allow a property owner in that area to not be required to hook up to city water by having his/her well tested as described in the amendment.

Background/Context:
In 1998 the City of Sweet Home passed Ordinance No. 1120 that concerned a chemical spillage (affecting wells) in the Midway area of Sweet Home. The Ordinance required that properties in the critical area (as determined by DEQ) and set forth in the Ordinance connect to and utilize the city water system. In 1998 the soil where the chemical spillage originated was removed and since that time DEQ has periodically tested wells in the critical area. The water quality has improved in the critical area to a point where some properties may no longer be affected by the contamination, and DEQ has drafted the proposed amendment that specifically provides a procedure for a property owner who has a well to not be required to be connected to the city water system. A map of the critical area is attached. A letter from the DEQ supporting the proposed ordinance and a sample form for processing the test results are enclosed herewith.
At a prior City Council meeting the City Council asked for more information on several topics concerning the Midway Wells:

Brief Background:

In 1998 the city passed the current Midway Ord. requiring connections to city water for certain well owners affected by chemical spills. The latest DEQ testing was in 2015 and before that in 2008. The 2015 test results show a decrease in concentration of the chemicals from the 2008 sample event and from the 2015 report an expectation that the concentrations would continue to decline over time. The next testing is scheduled for 2021.

Authority of DEQ and City of Sweet Home:

In talking with DEQ it is my understanding that it is the city ordinance that is the authority for the mandatory water hookups to city water and that DEQ is giving a recommendation after reviewing tests results as described in the proposed ordinance.

Costs of the testing:

I called and talked to three local companies who are able to take the well water samples for the tests and their fees range from $150 to $275 to do a sampling and I called and talked to three labs who are able to do the lab testing of the water samples and their fees range from $170 to $220 per test. Therefore, a complete two test process would cost $640 to $990.

Word “consistently” in the proposed ord.:

The word “consistently” has been removed from the proposed ordinance since the proposed ordinance uses specific tests.

Disconnection of wells from city water system:

In talking with public works, it is clear that when a water meter is removed upon a person disconnecting from the city water system that said removal of the meter does physically separate the city water system from a well or stream system. After the meter is removed the city water system is completely separate and separated from the other system.

The requirement of a backflow device to protect the city water system from outside sources is needed when a person uses a well or stream and is on city water at the same time. Public Works told me that when the two systems are being used a backflow device is placed directly behind the city meter to prevent any commingling of waters and is checked once a year to make sure the backflow is working properly.

The cost of disconnecting from the city water system is $20 for a turn off and $20 to turn water back on for a Vacation/Temporary disconnect. When the meter is pulled for a disconnect it costs $20 but to reinstall water service it costs $40 reinstating fee and a $200 reinstallation of meter fee.

Other changes to proposed ordinance:

After speaking with DEQ and calling the local well drilling companies who do water sampling I have added water well and pump professionals that are experienced in collecting water samples for testing of volatile organic compounds (VOCs) to the list of qualified samplers.

Also, after reviewing the cost of the two test process I talked to DEQ and they informed me that they would be willing to take into consideration as an additional option process having their DEQ test results for a well being used as the data for making a recommendation and they informed me that EPA Method 8260 that they have used is also an appropriate method to analyze the test results.

Finally, DEQ decided that both the state and federal levels for the water quality need to be met to receive a recommendation from them that disconnecting would be appropriate.

The text changes to address the above items were made to the proposed ordinance. See track ordinance.

The Challenge/Problem:
Should the city amend its code to provide a specific procedure for a property owner in the critical area to not be required to be connected to the city water system?

Stakeholders:

Property Owners – The owners of properties in the critical area would have a specified procedure to follow to exercise the option of not having to be connected to the city water system.

- City of Sweet Home – The City would be providing an option in its code for its affected residents to receive their water needs from a well or city water.
- Department of Environmental Quality – DEQ would have additional information from any testing results for its continued monitoring of the critical area

Issues and Financial Impacts:
When a property is withdrawn from using the city water system there will be the loss of revenue for the water account not sewer account which will continue.

Elements of a Stable Solution:
An option to be on the city water system or not in the critical area will allow the property owners to decide for themselves (after testing indicates well water is consistently below safe drinking water standards) whether to be connected.

Options:

1. *Do Nothing*
2. *Request staff make additional changes – staff will return with a revised ordinance.*
3. *Make a motion to move Ordinance No. 7 for 2020 to third and final reading.*

Recommendation:

Staff recommends option #3 above: Make a motion to move Ordinance No. 7 for 2020 to third and final reading.

Oregon
Kate Brown, Governor

Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

March 6, 2020

Robert Snyder
City Attorney
City of Sweet Home
PO Box 486
Sweet Home, OR 97386

Subject: Concurrence with Proposed Ordinance Amending SHMC 13.20
Connection to Water System in Critically Affected Chemical Area
Sweet Home Areawide Groundwater Contamination, ECSI 1240

Dear Mr. Snyder:

Thank you for providing the Department of Environmental Quality with an opportunity to review proposed amendments to the City ordinance requiring properties affected by chemical spill contamination to connect to the city water system. I have previously provided you with comments on the proposed ordinance, Sweet Home Municipal Code 13.20.025.

DEQ is supportive of the Amendment which, if passed, would provide property owners within the affected area an option to have their well water tested to demonstrate that contamination levels are consistently below safe drinking water standards. I would be happy to work with you on the development of your procedures, if that would be helpful.

Thank you for coordinating with the DEQ on this proposed new ordinance in advance. If you have any questions, please do not hesitate to contact me. I can be reached by phone at 541-687-7349 or by email at hanson.don@deq.state.or.us.

Sincerely,

Donald Hanson, RG
Western Region Cleanup &
Emergency Response Section

cc: ECSI file 1240/COMM

ORDINANCE BILL NO. 7 FOR 2020

ORDINANCE NO. _____

AN ORDINANCE AMENDING SHMC CHAPTER 13.20 THAT PERTAINS TO CONNECTION TO WATER SYSTEM IN CRITICALLY AFFECTED CHEMICAL AREA

WHEREAS, Ordinance No. 1120 was passed in 1998 (and codified at SHMC Chapter 13.20) requiring properties that had wells in a given area of Sweet Home that were affected by a chemical spill to connect to the city water system;

WHEREAS, the area has been tested by DEQ and it has been determined that groundwater quality in parts of the area has improved to a point where some wells within the area may not be affected by chemical spill contaminants;

WHEREAS, this amendment will allow well owners an option to have their well tested to show that the well has a water quality concentration below the state and federal standards for the chemicals of concern so that the mandatory hookup requirement will no longer be required on said property;

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code 13.20.025 is hereby titled EXEMPTION FROM REQUIRED CONNECTION and created to read as follows:

An owner of property located within the Critically Affected Area may petition the City for an exemption from the connection requirement, to allow use of well water at that property for domestic purposes. An exemption will be granted if the owner can demonstrate that the well water ~~consistently~~ does not contain concentrations of chemicals of concern above DEQ tap water Risk-Based Concentrations (RBCs) and federal safe drinking water Maximum Contaminant Levels (MCLs). Chemicals of concern include tetrachloroethylene, trichloroethylene, and 1,1-dichloroethylene. At least two well water samples (one from the dry season-July through October-and one from the wet season-January through May) shall be tested and demonstrate that concentrations of chemicals of concern are consistently below the RBCs and MCLs. Representative water samples must be collected by laboratory personnel or environmental professionals, well water professionals, or water pump professionals with experience in collecting water samples for testing of volatile organic compounds. Samples shall be analyzed by a laboratory accredited by the State of Oregon Laboratory Accreditation, using EPA Method 524.2 or EPA Method 8260 to test for volatile organic compounds, including the chemicals of concern. Detected concentrations of contaminants of concern must be below the respective RBCs and MCLs for the dry and wet season samples. Notwithstanding the above process, an owner may submit DEQ prior lab test results to obtain a DEQ recommendation for an exemption from the connection requirement.

PASSED by the Council and approved by the Mayor this _____ day of _____, 2020.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder

ORDINANCE BILL NO. 7 FOR 2020

ORDINANCE NO. _____

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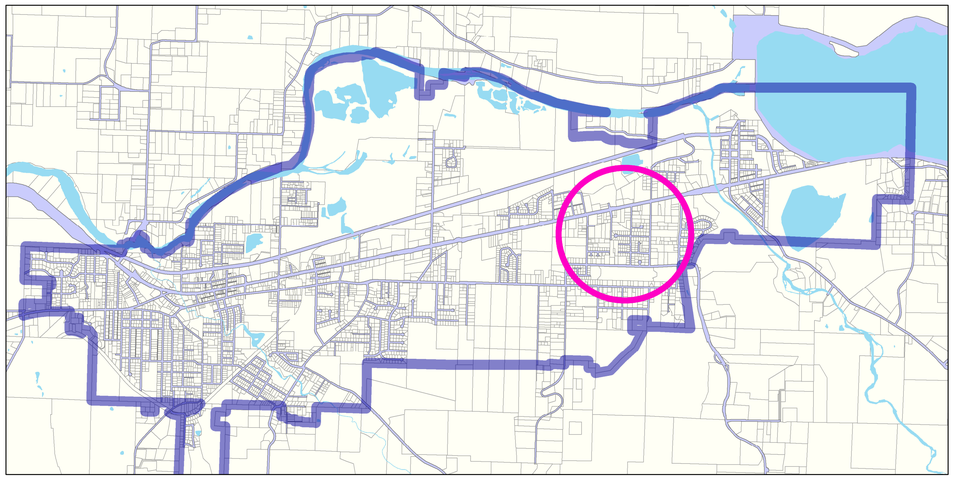
PASSED by the Council and approved by the Mayor this _____ day of _____, 2020.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder



Vicinity Map

Legend

- CityLimits_2010
- Ponds & Rivers
- TaxLots w/in Critically Affected Area
- R.O.W.
- Sweet Home TaxLots

Nandina St
Osage St
42nd Ave
43rd Ave
44th Ave
Main St
45th Ave
46th Ave
47th Ave
49th Ave
Mahogany Ln
Airport Ln
Manzanita St
Live Oak St
Live Oak St
Airport Road
43rd Ave
Citabria St
Long St

Note:
Critically Affected Area.
Area w/in Blue Line.

MWCCAP
Applied to Residence
Building only:
Not Entire Lot.

Note:
Water Distribution Project.
Area w/in Red Line.

N
W E
S

Midway Well Contaminated Corrective Action Project

Critically Affected Area
Sweet Home Municipal Code Chapter 13.20

1 inch = 200 feet

0 125 250 500 750 1,000 Feet

CITY OF SWEET HOME FORM

PETITION FOR EXEMPTION FROM REQUIRED CONNECTION FOR MIDWAY CONTAMINATED GROUND WATER AREA

(Only for use by well owners in the critically affected area from a chemical spill under Sweet Home Municipal Code Chapter 13.20)

SHMC 13.20.025 reads as follows: EXEMPTION FROM REQUIRED CONNECTION. An owner of property located within the Critically Affected Area may petition the City for an exemption from the connection requirement, to allow use of well water at that property for domestic purposes. An exemption will be granted if the owner can demonstrate that the well water does not contain concentrations of chemicals of concern above DEQ tap water Risk-Based Concentrations (RBCs) and federal safe drinking water Maximum Contaminant Levels (MCLs). Chemicals of concern include tetrachloroethylene, trichloroethylene, and 1,1-dichloroethylene. At least two well water samples (one from the dry season-July through October-and one from the wet season-January through May) shall be tested and demonstrate that concentrations of chemicals of concern are below the RBCs and MCLs. Representative water samples must be collected by laboratory personnel, environmental professionals, well water professionals or water pump professionals with experience in collecting water samples for testing of volatile organic compounds. Samples shall be analyzed by a laboratory accredited by the State of Oregon Laboratory Accreditation, using EPA Method 524.2 or EPA Method 8260 to test for volatile organic compounds, including the chemicals of concern. Detected concentrations of contaminants of concern must be below the respective RBCs and MCLs for the dry and wet season samples. Notwithstanding the above process, an owner may submit DEQ prior lab test results to obtain a DEQ recommendation for an exemption from the connection requirement.

INFORMATION ABOUT PROPERTY OWNER WHERE WELL IS LOCATED:

_____
Name

_____
Address of well site

_____
Well ID # (If Known)

_____
Mailing Address of Property Owner

_____
Phone Number of Property Owner

EXEMPTION PROCESS:

1. Property Owner to contact laboratory personnel or environmental professionals with experience in collecting water samples of volatile organic compounds to obtain the two water well samples (one in dry season-July through October/one in wet season-January through May).
or
1a. Property Owner to request testing process to use prior DEQ tests on well _____(Date and Initial Property Owner).
(skip section 2 if using 1a.)

2. _____ (Date and Initial Property Owner) After the second test Property Owner to return this form to City with the written results of the two tests. Property Owner must submit complete laboratory chemical analytical data reports with the Petition Form.

The report needs to include a copy of the chain-of-custody form completed by the qualified laboratory personnel/environmental professionals who collected the samples.
(Generally, a lab report for one test is typically between 4 and 8 pages in length, which includes quality control information, a copy of the chain-of-custody, etc.)

3. _____ (Date and Initial City) City to send this form (and laboratory reports if using section 1) with a cover letter requesting review of the well testing data for exemption from required city water connection in City of Sweet Home to DEQ at the following address:

Oregon DEQ
Cleanup Program Manager
Attn: ECSI #1240/Sweet Home Areawide
165 E. 7th Avenue, Suite 100
Eugene, OR 97401

4. After checking the laboratory reports and/or DEQ prior test results DEQ to date and initial one of the two lines below:

_____ (Date and Initial DEQ) DEQ recommends Exemption for disconnection from city water.

_____ (Date and Initial DEQ) DEQ does not recommend Exemption for the following reason(s):

_____
_____
_____
_____

5. _____ (Date and Initial DEQ) DEQ to send this form and results back to City to be processed.

6. _____ (Date and Initial City) City to contact Property Owner with decision to grant or deny exemption petition.

7. _____ (Date and Initial City) City to keep copy of form, lab report, tests and DEQ results and return originals to Property Owner.

8. If Exemption is granted by DEQ the Property Owner to decide if he/she wants to disconnect from city water and contacts City with his/her request to be processed as any other requested disconnection from city water.

REQUEST FOR COUNCIL ACTION

Title:	Public Hearing for Zone Map Amendment Application ZMA20-01
Preferred Agenda:	May 26, 2020 1st Reading June 9, 2020 2nd Reading June 26, 2020 3rd Reading
Submitted By:	Angela Clegg, Associate Planner
Reviewed By:	B. Larsen, CEDD Director R. Towry, City Planner
Type of Action:	Resolution ____ Motion _X_ Roll Call ____ Other _X_
Relevant Code/Policy:	SHMC 2.04.030 Powers of the City Council
Towards Council Goal:	Vision Statement, Aspiration I: Desirable Community, Mission Statement
Attachments:	Planning Commission Order of Approval, Ordinance No. 9 for 2020, Original Application

Purpose of this RCA:

To approve the Zone Map Amendment Application ZMA20-01.

Background/Context:

The applicant is proposing to change the Zoning Map in an area consisting of 8.72 acres located at 4472 Highway 20, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation.

The Sweet Home Planning Commission held a public hearing on May 4, 2020. At the hearing the Planning Commission reviewed application ZMA20-01. The Planning Commission received testimony and deliberated on this matter at their May 4, 2020 meeting and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.

The Challenge/Problem:

Should the zoning map be changed to allow residential activity on the property in question, rather than the current Highway Commercial designation.

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.

- The residents and businesses in the surrounding area would benefit from the vacant property being cleared and developed.
- The City of Sweet Home would benefit from the additional housing that could come from the changed zoning

Issues and Financial Impacts:

1. There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

Options:

1. *Deny Application* Staff would prepare an Order of Denial for Application ZMA20-01.
2. *Make a Motion to Approve Application ZMA20-01 and Ordinance No, 9 for 2020 as presented – An Ordinance Amending the Official Zoning Map of the City of Sweet Home.*
3. *Recommend different zone amendment.* Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

Recommendation:

Staff Recommends Option 2: *Approve Application ZMA20-01 and Ordinance No, 9 for 2020 as presented.*

MARCH 27TH

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Community and Economic Development Department

Application for an Amendment to the Comprehensive Plan or Zoning Maps or Text

Date Received: _____
Date Complete: _____
File Number: _____
Map/Text Amendment Application Fee $: _____
Zoning Application Fee $: 1030.00
Receipt #: _____
Planning Commission Hearing Date: _____

City Council Hearing Date: _____

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Applicant's Name: BILL LUND
Property Owner: RENEGATO PROPERTIES LLC
Applicant's Address: 39627 MT. HOPE DR
Owner's Address: SAME
Applicant's Phone and e-mail: 541-979-9560 WLUND_ALBANY@YAHOO.COM
Owner's Phone and email: SAME

Comprehensive Plan Map or Zoning Map Amendment

Subject Property Address: 4472 HWY 20
Subject Property Assessor's Map and Tax Lot: 13S 01E 28D 00200
Subject Property Size: 8.72
Current Zoning Classification: HIGHWAY COMMERCIAL
Current Comprehensive Plan Classification: R2

Purpose of Request
TO BUILD MULTI FAMILY HOMES OR SIMILAR

Zoning or Comprehensive Plan Text Amendment

Sections proposed to be changed: _____
Proposed language for change. _____ Attach proposed text to this form.

Purpose of Request

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: _____ Date: 3/20/2020

Property Owner's Signature: _____ Date: _____

Narrative
4472 Hwy 20, Sweet Home Zone change to R-2

§ 17.28.010 PURPOSE.

The purpose of the R-2 zone is to provide areas suitable and desirable for highdensity residential development, and particularly for apartments, but where other types of residential and related public service uses are appropriate. The R-2 zone is most appropriate in areas which have been developed for high-density residential use or which are suitable for such use due to proximity to downtown Sweet Home and to highway-related commercial areas inside the city.

SHMC 17.12.025 REVIEW CRITERIA FOR MAP AMENDMENTS.

An amendment to the official zoning or comp plan map maybe authorized provided that the proposal satisfied all relevant requirements of this title and also provide that the applicant demonstrates the following:

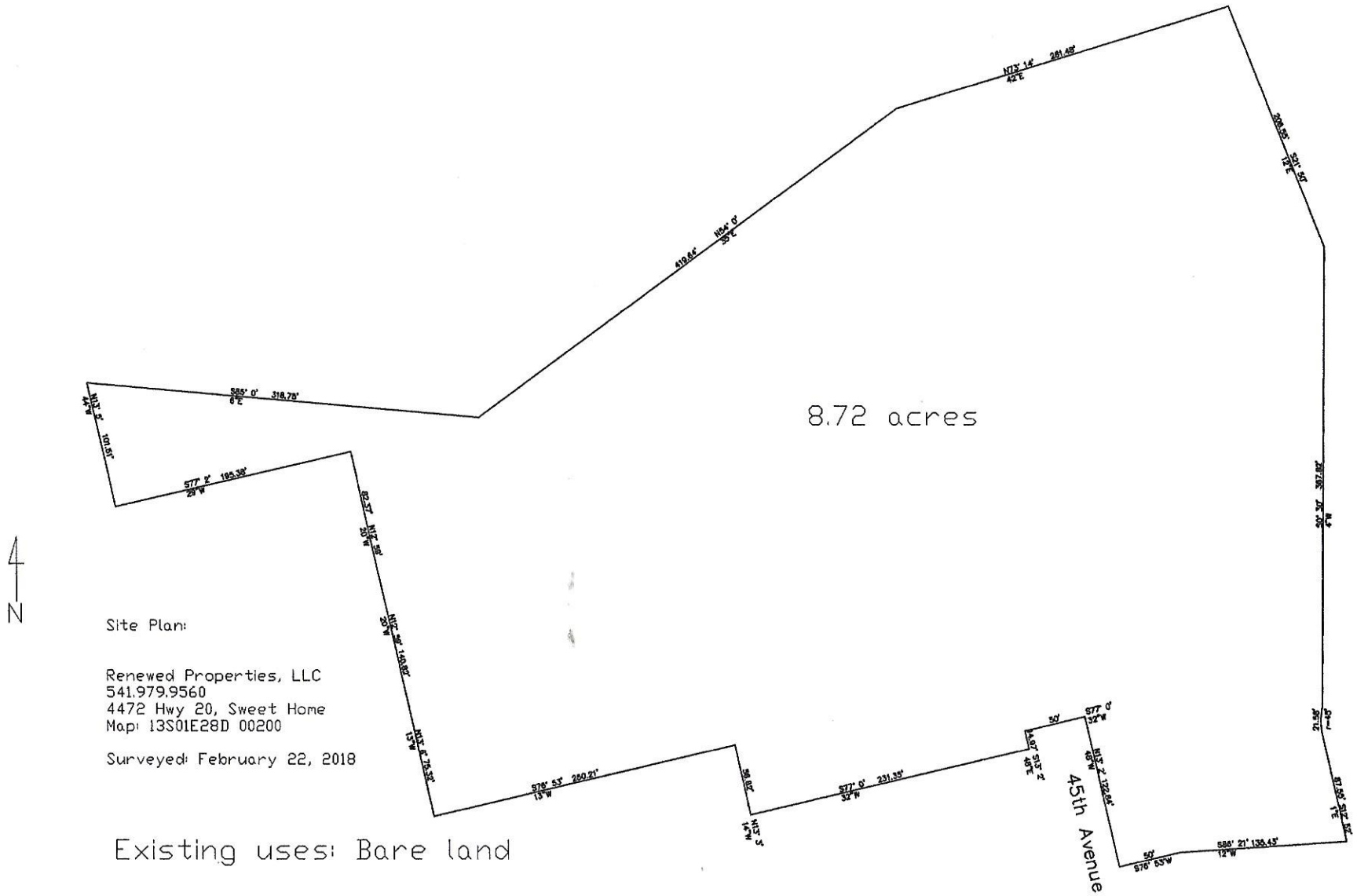
A. **This zone change we are proposing is/will be consistent with the goals and policies of the comp plan.**
B. **This development will be timely and orderly with a structured time line considered and is consistent and follows the pattern of surrounding residential uses.**
C. **All utilities, water and sewer are right up to the property at 45th st. and up to the property on the connecting 44th st. and we have checked with city engineering to make sure ALL the utilities are available.**
D. **This zone change is MORE than consistent with Oregon's statewide planning goals as**

The narrative for this zone change is the need for more residential housing in Sweet Home. Currently there is a large amount of unused Highway commercial land and not enough residential land.

We propose the zone change so that Sweet Home will have enough land to build more than needed residential homes. This zone change could add minimum 60 homes and up to 120 high density homes to this lot. This lot currently zoned will not meet the goals of the state to create very needed residential homes.

We are grateful to already have provided housing up at Lake Pointe and will also be grateful to continue providing more residential housing for Sweet Home.

Renewed Properties, LLC



Site Plan:

Renewed Properties, LLC
541.979.9560
4472 Hwy 20, Sweet Home
Map: 13S01E28D 00200

Surveyed: February 22, 2018

Existing uses: Bare land

Future uses: Mixed use residential homes

2020-06-23 City Council Packet pg. 334

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8113
www.sweethomeor.gov

Community and Economic Development Department

OFFICIAL NOTICE OF A PLANNING COMMISSION RECOMMENDATION ON A LAND USE APPLICATION

PLANNING COMMISSION ORDER OF APPROVAL

REQUEST: The applicant is proposing to change the Zoning Map in an area consisting of 8.72 acres located at 4472 Highway 20, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a decision on this application.

APPLICANT:	Bill Lund
PROPERTY OWNER:	Renewed Properties LLC
PROPERTY LOCATION:	4472 Highway 20, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E28D Tax Lot 00200.
REVIEW AND DECISION CRITERIA:	Sweet Home Municipal Code Section(s) 17.12, 17.36, 17.28; OAR 660-012-0060
FILE NUMBER:	ZMA20-01
STAFF CONTACT:	Angela Clegg, Associate Planner Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov

I. **PUBLIC HEARING:** The Sweet Home Planning Commission held a public hearing on May 4, 2020. At the hearing the Planning Commission reviewed application ZMA20-01. The Planning Commission received testimony and deliberated on this matter at their May 4, 2020 meeting, and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.

II. **FINDINGS OF FACT:** The Planning Commission provided an opportunity for testimony at the May 4, 2020 public hearing. The Planning Commission considered the information in the record, testimony at the public hearing, and the Findings of Fact listed in the Staff Report presented to the Planning Commission prior to the May 4, 2020 public hearing. The Planning Commission adopted the Findings of Fact listed in Section III of the Staff Report, and those are included as Exhibit A to this Order

III. **DECISION: Approved** the motion to recommend the application to City Council on May 26, 2020. Based on the findings referenced in Exhibit A of this order, the Planning Commission found that the proposal described in ZMA20-01 complies with the applicable sections of the Sweet Home Municipal Code. The Sweet Home Planning Commission hereby approves application ZMA20-01 and recommends approval by the City Council.

PLANNING COMMISSION DECISION: May 4, 2020

APPEAL DEADLINE: May 18, 2020 at 5:00 PM

CITY COUNCIL MEETING: May 26, 2020 at 6:30 PM

Jeffery Parker, Planning Commission Chair — Date: 5/7/2020

Blair Larsen, Community and Economic Development Director — Date: 5/7/2020

APPEAL: This decision can be appealed. The decision made by the Planning Commission is final unless written appeal from an aggrieved party is received by the City of Sweet Home no later than the appeal deadline listed above (12 days from the mailing of this decision). All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386. The City Council will hold a public hearing on the request upon appeal. If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 367-8113.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386; (541) 367-8113.

Exhibit A to Order of Approval for ZMA20-01

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

A. **An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:** [SHMC 17.12.010]

1. **The proposed amendment is consistent with the goals and policies of the comprehensive plan;** [SHMC 17.12.025(A)]

   a. **The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code.** [Sweet Home Comprehensive Plan, Chapter 2 Text]

   b. **The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home.** [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]

   c. **Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

      The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

      - **Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
      - **Enact land use regulations to implement their comprehensive plan.**

      In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the longterm aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

      The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be effected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]

   i. **To accurately reflect changes in the community.**

   ii. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**

e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]

f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]**

g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment the applicants have the burden of proof that all of the following conditions exist. [Sweet Home Comprehensive Plan**, Chapter 2, Plan Amendment Policies, Policy 5]

   i. **There is a need for the proposed change;**

   ii. **The identified need can best be served by granting the change requested;**

   iii. **The proposed change complies with the Statewide Planning Goals; and,**

   iv. **The proposed change complies with all other elements of the City's Comprehensive Plan.**

h. **Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]

i. **High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Staff Findings: The applicant is proposing to change the zoning map of a 8.72 acre property, identified on the Linn County Assessor's Map as 13S01E28D Tax Lot 200 (Attachment A). The

applicant has proposed a change in zoning from Commercial Highway (C-2) to Residential High Density (R-2).

Based on the Linn County 2017 aerial photograph the area is surrounded by commercial businesses, apartment buildings, and bare land. The applicant states a desire to develop multi-family dwellings or similar on the subject property.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

2. **The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;** [SHMC 17.12.025(B)]

Staff Findings: The applicant states that the proposed zoning map amendment would be consistent with the pattern of development in the area. Based on the 2017 Linn County aerial photograph Staff finds that the subject property is surrounded by commercial businesses, apartment buildings, and bare land.

The application complies with this criterion.

3. **Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and** [SHMC 17.12.025(C)]

Staff Findings: Water and sanitary sewer services are available at Highway 20 and 44th Avenue. The subject property has frontage along Highway 20 and 44th Avenue. Based on the applicant's statements the subject property is anticipated to be developed with multi-family dwellings in the future. Staff finds that utilities and services are efficiently provided to serve the proposed use of multi-family dwellings or other potential uses in the proposed zoning district.

The application complies with this criterion.

4. **The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals.** [SHMC 17.12.025(D)]

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

The application complies with this criterion.

5. **OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:**
   a. **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
   b. **Change standards implementing a functional classification system; or**

c. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**

   i. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**

   ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**

   iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.** [OAR 660-012-0060(1)]

Staff Findings: The subject property has existing frontage along Santiam Highway (Highway 20), and 44th Avenue. Highway 20 is identified as a Major Arterial and 44th Avenue is identified as a local street in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in zoning from the Commercial Highway (C-2) to the Residential High Density (R-2) zone. No comments from ODOT have been received as of the writing of this staff report. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan. The proposed zone change does not significantly affect a transportation facility for the purposes of the Transportation Planning Rule (TPR) and therefore complies with the TPR.

The application complies with this criterion.

N

1 inch = 318 feet

Subject Property Map
ZMA20-01
13S01E28D 00200

Date: 8/7/2018

ORDINANCE BILL NO. 9 FOR 2020

ORDINANCE NO. 1288

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Bill Lund, submitted application Zone Change ZMA20-01 and requested a zone map change for an area consisting of 8.72 acres located at 4472 Highway 20, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The subject properties are identified on the Linn County Assessor's Map as 13S01E28D Tax Lots 00200; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on May 4, 2020 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their May 4, 2020 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on May 26, 2020, with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The City Council approved this application by motion at their May 26, 2020 meeting; and

WHEREAS, the proposed R-2 zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA20-01 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the an area consisting of 8.72 acres located at 4472 Highway 20, Sweet Home, OR 97386.; and identified on the Linn County Assessor's Map as 13S01E28D Tax Lot 00200. The Official Zoning Map shall be amended from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this 23rd day of June, 2020.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA20-01

Exhibit A to Order of Approval for ZMA20-01

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

A. **An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:** [SHMC 17.12.010]

1. **The proposed amendment is consistent with the goals and policies of the comprehensive plan;** [SHMC 17.12.025(A)]

a. **The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code.** [Sweet Home Comprehensive Plan, Chapter 2 Text]

b. **The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home.** [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]

c. **Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

- **Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
- **Enact land use regulations to implement their comprehensive plan.**

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

d. Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons: [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]

i. To accurately reflect changes in the community.

ii. To ensure integration with other policies, Zoning Codes, and Subdivision Codes.

e. Changes to the Plan Shall be made by ordinance after public hearings. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]

f. Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]

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Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

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b. Change standards implementing a functional classification system; or

c. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

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The application complies with this criterion.

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

Finance Department

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – May 2020

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of ***May 2020***.

Accounts Payable:
The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For May 2020, 172 checks were printed totaling $751,808.96. Over the past five years, 195 checks were printed in May on average with an average total of $808,518.66. In April 2020, 101 checks were printed totaling $426,232.70. A list of the May checks is provided for your review. Below is a list of the checks that were equal to or exceeded $5,000 and their purpose (if not clear on list).

Check No.	**Vendor**	**Description**	**Amount**	**Fund**
90951	Intertech, Inc.	SCADA for Strawberry Reservior	$9,539.00	Water Capital – 502
90979	Business Oregon	Linn County CDBG	$16,500.00	Economic Dev – 760
90981	CMI Software Corporation	Justice Connect for PD	$19,600.00	Public Safety – 200
90989	ES&A Sign Corporation	Final payment for new City Hall sign	$13,581.93	General Fund – 100
91041	Dude Solutions, Inc.	Asset Essentials software (replacing Mobile 311)	$18,608.13	Various PW funds

Check No.	Vendor	Description	Amount	Fund
91052	National Photocopy Corp.	Monthly charges for lease and new Library color copier	$9,748.30	Various (Library - $8,915 fixed asset)
91057	Oregon DEQ	Loan payment for I&I work	$158,472.00	Wastewater – 550

Passports:
Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

The City processed zero applications and took zero photos. This is due to the closure at City Hall as a result of the COVID-19 pandemic.

Lien Searches:
The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates $25.00 for the city.

44 lien searches were completed in May 2020. The five-year average is 61.

Utility Billing:
Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of May 2020, the city processed 169 service requests and saw 18 new customers open accounts in Sweet Home. In total, 37 accounts were opened and 35 were closed. The city processed 3,243 utility billing statements and 884 past due notices. **80 accounts would have been turned off for non-payment on May 13, 2020.** However, given the current public health situation, the City Council passed an interim policy on March 19, 2020 that froze all turn-offs for non-payment.

Bank Reconciliation

Checks by Date

User: bneish
Printed: 06/17/2020 - 8:20AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
90915	5/1/2020	ALSCO		AP		43.06
90916	5/1/2020	Amazon Capital Services, Inc.		AP		77.95
90917	5/1/2020	HUNTER BAXTER		AP		44.33
90918	5/1/2020	CENTURYLINK - Bus		AP		999.09
90920	5/1/2020	DMV - Driver and Motor Vehicle Servic		AP		40.00
90921	5/1/2020	LEE EMENS		AP		11.33
90922	5/1/2020	JOHN DEERE FINANCIAL		AP		320.98
90923	5/1/2020	RICHARD LLOYD		AP		98.44
90924	5/1/2020	PATRICK MC GRORY		AP		88.14
90925	5/1/2020	THE MORGAN CPS GROUP, INC.		AP		3,220.00
90926	5/1/2020	MORLEY THOMAS LAW		AP		72.98
90927	5/1/2020	NATIONAL PHOTOCOPY CORPORA		AP		601.55
90928	5/1/2020	NORM'S ELECTRIC, INC.		AP		800.00
90929	5/1/2020	Thomas Robey		AP		115.99
90930	5/1/2020	KATHYRN RYNDA		AP		88.14
90931	5/1/2020	SHARON SALDANA		AP		88.14
90932	5/1/2020	SOUTH FORK TRADING CO., INC.		AP		23.70
90933	5/1/2020	TAMRA SZUBART		AP		71.21
90934	5/1/2020	VIC VILLINES		AP		170.62
90935	5/1/2020	TAMMY WELLS		AP		57.20
90936	5/1/2020	WILDISH SAND & GRAVEL CO.		AP		103.95
90937	5/1/2020	ALSCO		AP		192.97
90938	5/1/2020	Amazon Capital Services, Inc.		AP		2,624.69
90939	5/1/2020	American Legal Publishing Corporation		AP		851.70
90940	5/1/2020	AT&T Mobility/First Net		AP		758.56
90941	5/1/2020	COMCAST BUSINESS		AP		3,191.61
90942	5/1/2020	Consolidated Supply Co.		AP		1,237.60
90943	5/1/2020	DAN DEE SALES		AP		75.00
90944	5/1/2020	DEMCO		AP		946.88
90945	5/1/2020	FASTENAL COMPANY		AP		91.36
90946	5/1/2020	FERGUSON WATERWORKS #3011 A		AP		1,476.88
90947	5/1/2020	FFA Architecture and Interiors, Inc.		AP		1,421.01
90948	5/1/2020	FISHER'S RPM ELECTRIC MOTOR,		AP		7,511.35
90949	5/1/2020	HOY'S TRUE VALUE		AP		70.00
90950	5/1/2020	INDUSTRIAL WELDING SUPPLY, IN		AP		10.67
90951	5/1/2020	INTERTECH, INC.		AP		9,539.00
90952	5/1/2020	Ivers Law Office LLC		AP		225.00
90953	5/1/2020	LINN COUNTY RECORDER		AP		95.00
90954	5/1/2020	Linn County Road Department		AP		35.00
90955	5/1/2020	CHAYHOWA MCELHINNY		AP		35.00
90956	5/1/2020	Moore Holding Corporation		AP		3,206.00
90957	5/1/2020	MURRAYSMITH, INC.		AP		93,586.81
90958	5/1/2020	Newco, Inc.		AP		3,175.00
90959	5/1/2020	Performance Systems Integration, LLC		AP		4,844.70
90960	5/1/2020	Thomas Ryan		AP		60.00
90961	5/1/2020	SOUTH FORK TRADING CO., INC.		AP		39.50

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
90962	5/1/2020	STATE OF OREGON LOTTERY		AP		35.00
90963	5/1/2020	THE BUILDING DEPARTMENT, LLC		AP		4,659.50
90964	5/1/2020	WILBUR-ELLIS COMPANY LLC		AP		327.04
90965	5/1/2020	Wilson Family Group, Inc.		AP		950.00
90520	5/6/2020	Oregon Water Education Foundation		AP		150.00
0	5/10/2020	UMPQUA BANK - ACH		AP		4,311.68
0	5/12/2020	FEDERAL PAYROLL TAXES		AP		25,753.93
0	5/12/2020	OREGON PAYROLL TAXES		AP		18,941.73
0	5/12/2020	PERS		AP		14,510.94
0	5/12/2020	STANDARD INS. CO.		AP		3,992.40
0	5/12/2020	FICA PAYROLL TAXES		AP		36,402.82
0	5/12/2020	EBS TRUST		AP		80,201.37
0	5/12/2020	CHILD SUPPORT ACCOUNTING UN		AP		917.00
0	5/12/2020	SWEET HOME POLICE EMPLOYEE		AP		1,105.00
0	5/12/2020	MEDICARE		AP		8,674.48
0	5/12/2020	ASI-PAYROLL DEDUCTIONS		AP		255.41
0	5/12/2020	HSA - PAYROLL DEDUCTIONS		AP		850.00
0	5/12/2020	SWEET HOME COMMUNITY FOUN		AP		179.13
0	5/12/2020	Vantagepoint Trf. Agents 705507		AP		508.33
0	5/12/2020	NATIONWIDE-PAYROLL DEDUCTI		AP		550.00
0	5/12/2020	AFLAC		AP		685.12
0	5/12/2020	Vantagepoint Trf. Agents 108524/10904		AP		30,135.60
0	5/12/2020	Vantagepoint Trf. Agents 300619		AP		3,320.00
90966	5/12/2020	OREGON AFSCME COUNCIL 75		AP		846.14
90967	5/12/2020	PenServ Plan Services, Inc.		AP		250.00
90968	5/12/2020	Ray Klein, Inc.		AP		765.48
90969	5/12/2020	UNITED WAY		AP		25.00
90970	5/12/2020	911 SUPPLY		AP		271.22
90971	5/12/2020	CINDY ALLEN		AP		18.17
90972	5/12/2020	ALSCO		AP		192.97
90973	5/12/2020	ALTERNATIVE POWER SYSTEMS, I		AP		3,070.75
90974	5/12/2020	Amazon Capital Services, Inc.		AP		681.34
90975	5/12/2020	AT&T Mobility/First Net		AP		1,039.21
90976	5/12/2020	BUCKMASTER PRO PLUMBING & I		AP		594.00
90977	5/12/2020	BUCK'S SANITARY SERVICE, INC.		AP		145.00
90978	5/12/2020	BULLARD LAW		AP		5,270.00
90979	5/12/2020	BUSINESS OREGON		AP		16,500.00
90980	5/12/2020	SUE CHARBONEAU		AP		71.14
90981	5/12/2020	CMI SOFTWARE CORPORATION		AP		19,600.00
90982	5/12/2020	COMCAST		AP		650.22
90983	5/12/2020	COMCAST		AP		92.66
90984	5/12/2020	COMCAST		AP		182.47
90985	5/12/2020	COMCAST		AP		88.40
90986	5/12/2020	COMCAST BUSINESS		AP		442.51
90987	5/12/2020	Consolidated Supply Co.		AP		2,876.52
90988	5/12/2020	DAY MANAGEMENT CORPORATIO		AP		1,311.75
90989	5/12/2020	ES&A Sign Corp		AP		13,581.93
90990	5/12/2020	FERGUSON WATERWORKS #3011 A		AP		1,680.64
90991	5/12/2020	GATEWAY IMPRINTS, INC.		AP		555.50
90992	5/12/2020	HMI-Oregon Dealership, Inc.		AP		1,166.00
90993	5/12/2020	JAEGAR HOWATT		AP		166.00
90994	5/12/2020	HOY'S TRUE VALUE		AP		463.53
90995	5/12/2020	CALEB KEENEY		AP		27.09
90996	5/12/2020	KIP AMERICA, Inc.		AP		240.00
90997	5/12/2020	Library Ideas, LLC		AP		744.00
90998	5/12/2020	LINKEDIN CORPORATION		AP		2,500.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
90999	5/12/2020	LINN COUNTY CLERK		AP		1,488.64
91000	5/12/2020	KEENAN MARTIN		AP		69.06
91001	5/12/2020	METEREADERS, LLC		AP		1,935.05
91002	5/12/2020	MOONLIGHT BPO, INC.		AP		2,848.22
91003	5/12/2020	NATIONAL PHOTOCOPY CORPORA		AP		25.16
91004	5/12/2020	NET ASSETS		AP		316.00
91005	5/12/2020	Northwest Natural		AP		1,868.25
91006	5/12/2020	OFFICE DEPOT		AP		107.41
91007	5/12/2020	OVERHEAD DOOR COMPANY, INC		AP		4,483.00
91008	5/12/2020	PACIFIC POWER		AP		20,233.79
91009	5/12/2020	PETROCARD		AP		1,448.54
91010	5/12/2020	Pointe Pest Control-OR, LLC		AP		125.00
91011	5/12/2020	PRIMASING MOTORS, INC.		AP		949.47
91012	5/12/2020	RENEWABLE RESOURCE GROUP, I		AP		84.00
91013	5/12/2020	SAIF CORPORATION		AP		75.00
91014	5/12/2020	SAMARITAN HEALTH SERVICES, I		AP		190.00
91015	5/12/2020	Scottmiriam, Inc.		AP		864.00
91016	5/12/2020	Springbrook Software, LLC		AP		1,734.00
91017	5/12/2020	Stepper Consulting, Inc.		AP		33,532.29
91018	5/12/2020	Sunset Electric, Inc.		AP		45.00
91019	5/12/2020	SYNCB/AMAZON		AP		2,345.84
91020	5/12/2020	Susan Thompson		AP		228.59
91021	5/12/2020	TRAFFIC SAFETY SUPPLY CO., INC		AP		283.50
91022	5/12/2020	TWGW, INC. NAPA AUTO PARTS		AP		1,222.85
91023	5/12/2020	WesTek Marketing, LLC		AP		1,400.49
91024	5/12/2020	VALLEY FIRE CONTROL, INC.		AP		197.00
91025	5/12/2020	WELLS FARGO FINANCIAL LEASI		AP		734.00
91026	5/12/2020	WELLS FARGO VENDOR FIN SERV		AP		157.93
91027	5/12/2020	Ray Towry		AP		548.42
91028	5/12/2020	Shannon Towry		AP		154.27
91029	5/20/2020	ALSCO		AP		43.06
91030	5/20/2020	Amazon Capital Services, Inc.		AP		630.10
91031	5/20/2020	AT&T Mobility/First Net		AP		757.88
91032	5/20/2020	BULLARD LAW		AP		1,040.00
91033	5/20/2020	CARTER'S FIRE SPRINKLER MAINT		AP		112.00
91034	5/20/2020	CENTURYLINK		AP		1,397.20
91035	5/20/2020	CENTURYLINK - Bus		AP		978.30
91036	5/20/2020	JOSHUA CHANEY		AP		56.70
91037	5/20/2020	COMCAST		AP		282.51
91038	5/20/2020	COMCAST BUSINESS		AP		442.87
91039	5/20/2020	COMCAST BUSINESS		AP		172.79
91040	5/20/2020	DMV - Driver and Motor Vehicle Servic		AP		3.00
91041	5/20/2020	DUDE SOLUTIONS, INC.		AP		18,608.13
91042	5/20/2020	FASTENAL COMPANY		AP		4.77
91043	5/20/2020	FERGUSON WATERWORKS #3011 A		AP		463.32
91044	5/20/2020	HOME DEPOT CREDIT SERVICES		AP		20.37
91045	5/20/2020	INDUSTRIAL WELDING SUPPLY, IN		AP		32.95
91046	5/20/2020	INGRAM LIBRARY SERVICES		AP		689.87
91047	5/20/2020	KIP AMERICA, Inc.		AP		252.00
91048	5/20/2020	Les Schwab Tire Centers of Portland, In		AP		528.28
91049	5/20/2020	LIBERTY ROCK PRODUCTS, INC.		AP		170.59
91050	5/20/2020	Linn County Road Department		AP		2,000.00
91051	5/20/2020	Moore Holding Corporation		AP		1,954.25
91052	5/20/2020	NATIONAL PHOTOCOPY CORPORA		AP		9,748.30
91053	5/20/2020	NORTHWEST SIGN RECYCLING		AP		921.66
91054	5/20/2020	JONI NORTUNE		AP		62.89

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
91055	5/20/2020	ONE CALL CONCEPTS		AP		75.60
91056	5/20/2020	OREGON CASCADES WEST COG		AP		10,804.37
91057	5/20/2020	OREGON DEPT. OF ENVIRONMENT		AP		158,472.00
91058	5/20/2020	O'REILLY AUTOMOTIVE, INC.		AP		99.58
91059	5/20/2020	Thomas Ryan		AP		60.00
91060	5/20/2020	Scottmiriam, Inc.		AP		115.80
91061	5/20/2020	Joshua Smith		AP		70.00
91062	5/20/2020	Staples, Inc.		AP		624.27
91063	5/20/2020	THE BUILDING DEPARTMENT, LLC		AP		3,894.50
91064	5/20/2020	VALLEY FIRE CONTROL, INC.		AP		55.00
91065	5/20/2020	Jeffrey Vanderpool		AP		140.00
91066	5/20/2020	PALMER VILAGI		AP		66.93
91067	5/20/2020	WILDISH SAND & GRAVEL CO.		AP		189.10
91068	5/20/2020	WADE WOMACK		AP		109.04
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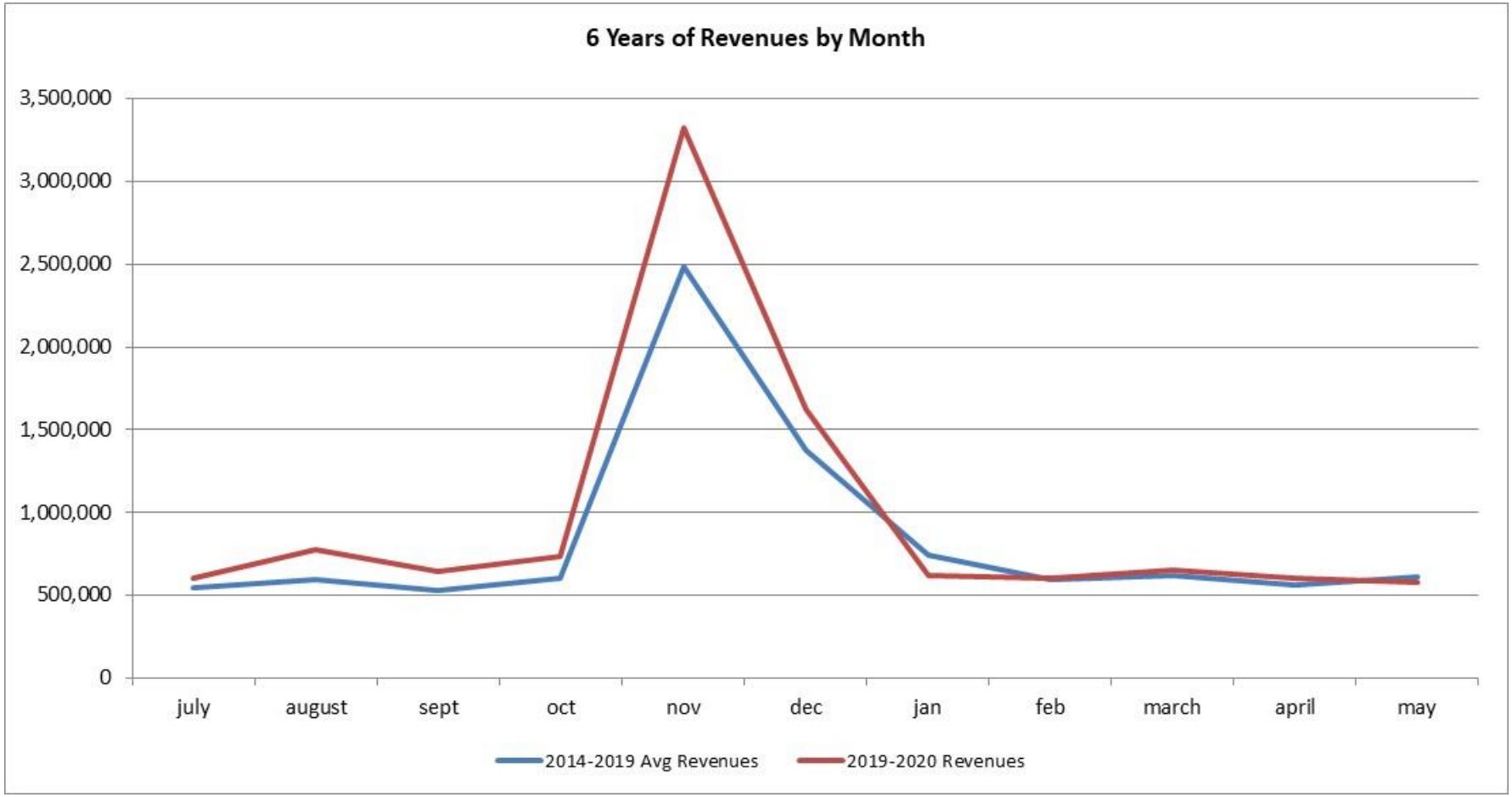
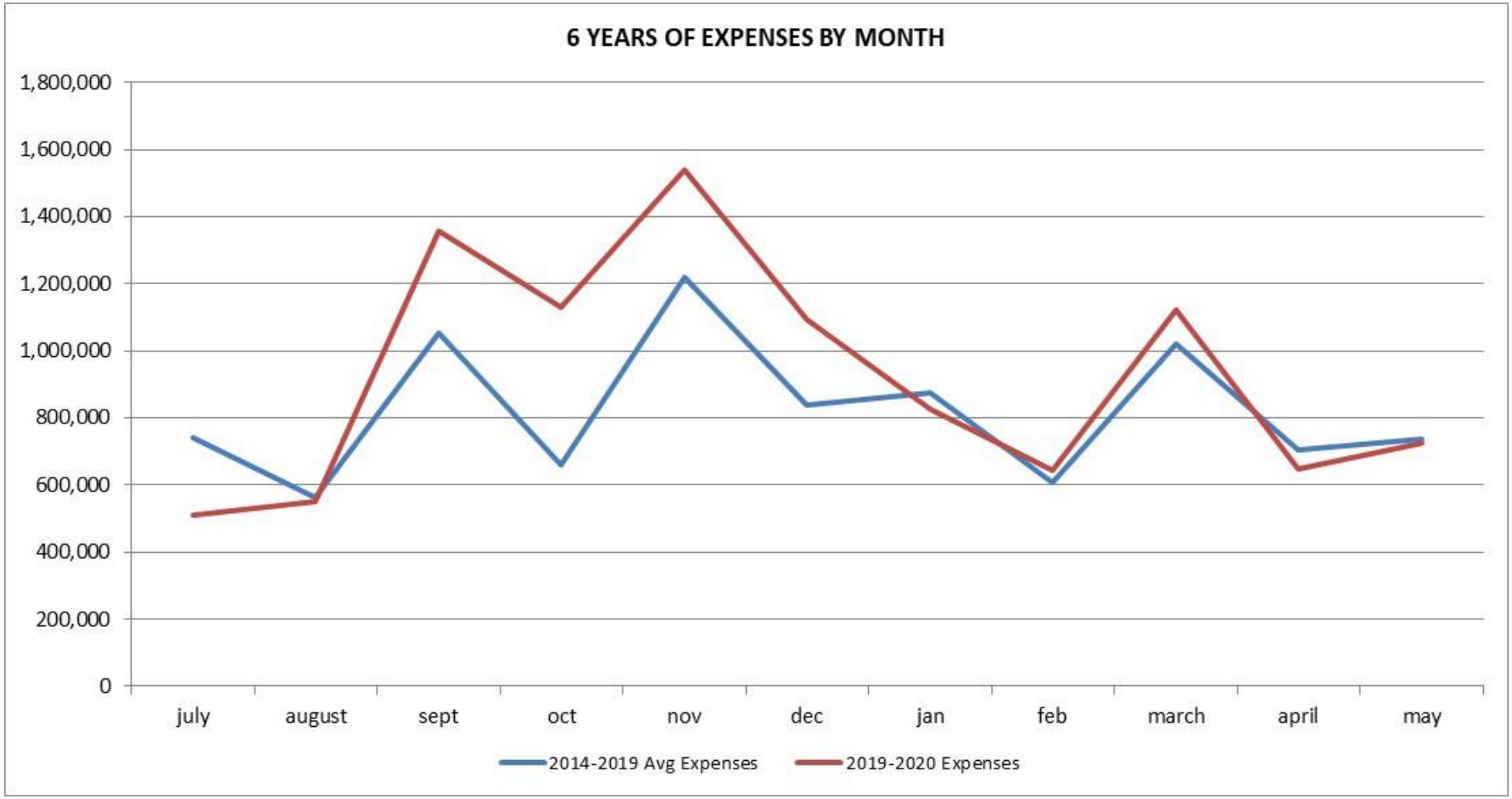
					Total Check Amount:	751,808.96


6 Years of Revenues by Month
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
july
august
sept
oct
nov
dec
jan
feb
march
april
may
2014-2019 Avg Revenues
2019-2020 Revenues


6 YEARS OF EXPENSES BY MONTH
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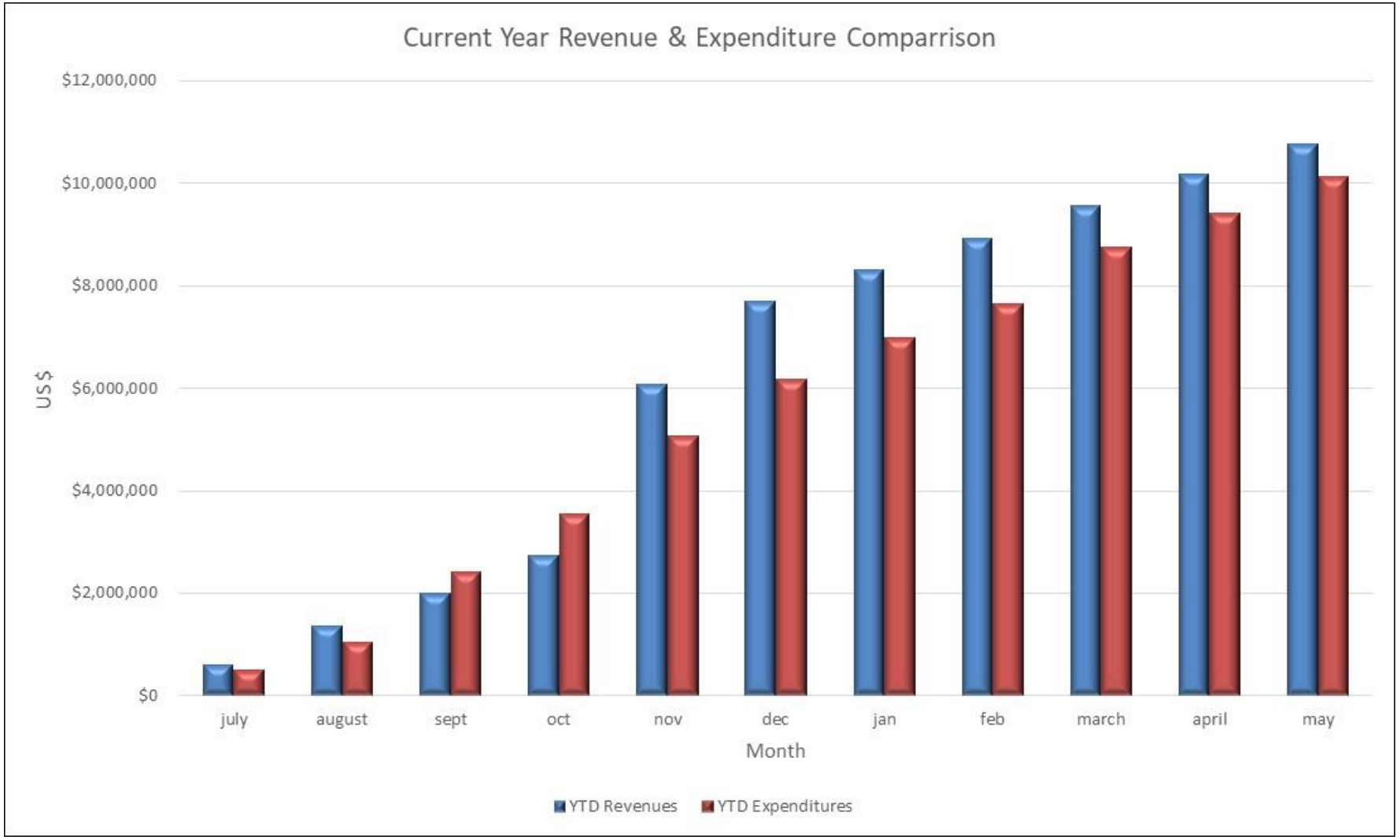
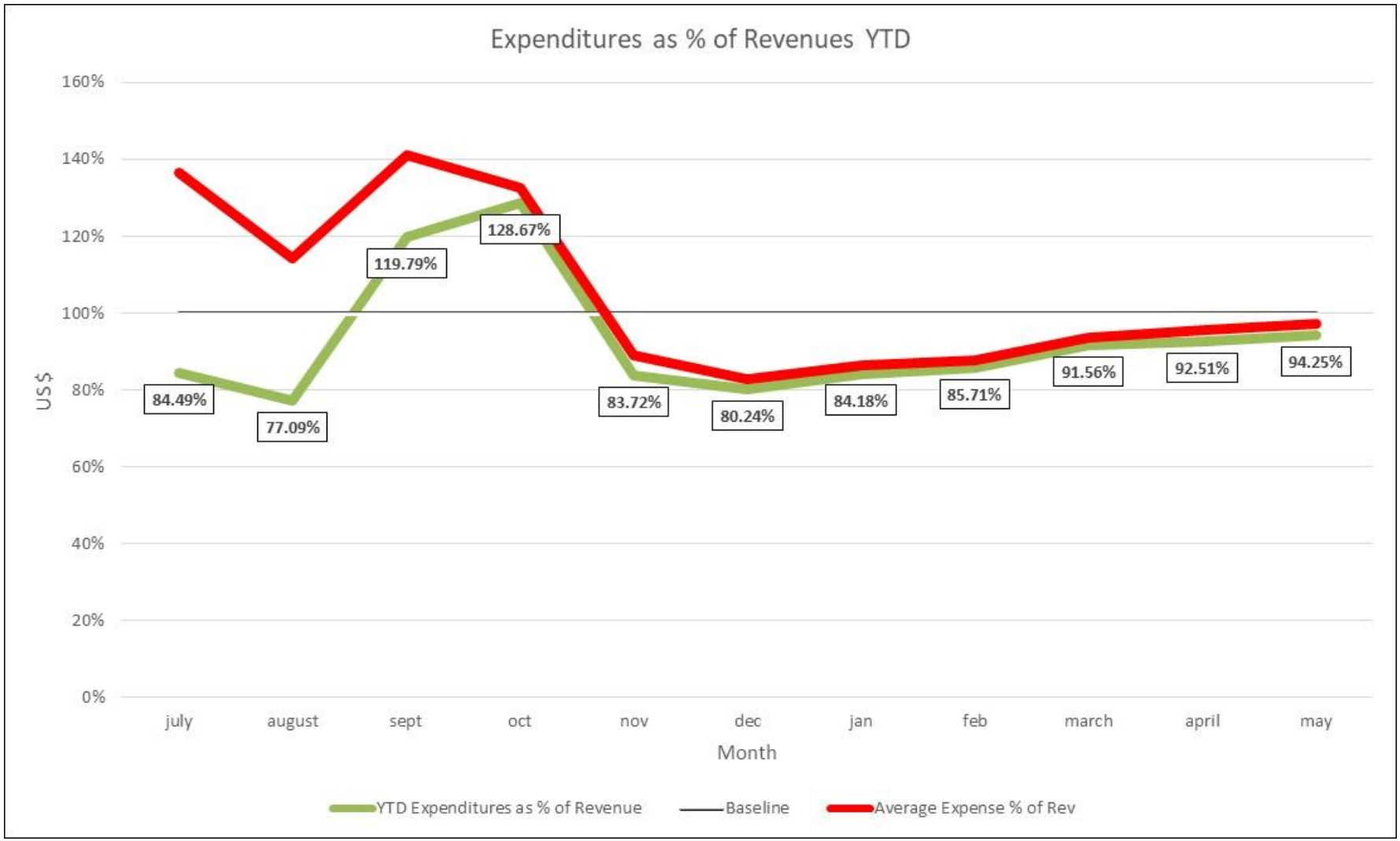
1,600,000
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
july
august
sept
oct
nov
dec
jan
feb
march
april
may
2014-2019 Avg Expenses
2019-2020 Expenses


Current Year Revenue & Expenditure Comparrison
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
US$
july
august
sept
oct
nov
dec
jan
feb
march
april
may
Month
YTD Revenues
YTD Expenditures


Expenditures as % of Revenues YTD
160%
140%
120%
100%
80%
60%
40%
20%
0%
US$
84.49%
77.09%
119.79%
128.67%
83.72%
80.24%
84.18%
85.71%
91.56%
92.51%
94.25%
july
august
sept
oct
nov
dec
jan
feb
march
april
may
Month
YTD Expenditures as % of Revenue
Baseline
Average Expense % of Rev

SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235

	04/30/2020	05/31/2020	05/31/2019	% Change	5 Yr Avg
Call Volume:	**2020-02693**	**2020-03353**	**2019-03276**	**2.30%**	**3449**
CAD Calls:	**5298**	**6567**	**6986**	**-6.00%**	**6726**
ONIBR Person Crimes	**50**	**65**	**72**	**-9.72%**	**62**
ONIBR Person Crimes Cleared:	**42**	**55**	**46**		
ONIBR Property Crimes:	**159**	**202**	**144**	**40.27%**	**217**
ONIBR Property Crimes Cleared:	**46**	**59**	**33**		

Trends:

As all know, the tragic death of George Floyd in Minneapolis has raised questions and concerns about policing in our country and our state. Many of the questions within our state have been regarding the training and accountability of Oregon law enforcement officers.

To address these questions, to share information, and to answer questions, the Department of Public Safety, Standards and Training (DPSST) will hold three virtual sessions later this month for local elected officials. One session will address Oregon's criminal justice professional standards system. Another will focus specifically on police use of force training in Oregon. Another will address the basic police training program offered at DPSST to all newly hired city, county, state, tribal, and university law enforcement professionals. Participants will have the ability to ask questions of DPSST staff during each of these sessions.

Three separate sessions will also be held and will be directed towards community leaders. They will cover the same material mentioned above. I would like to encourage all on the Council to attend the virtual sessions if at all possible. DPSST did indicate that the sessions will be recorded and made available for those who may not be able to attend.

Local Elected Officials Sessions:

Professional Standards
Date and Time 6/24/20 at 9:00 a.m.
Event Link: DPSST Professional Standards - Register Here

Basic Police Training
Date and Time 6/23/20 at 11:00 a.m.
Event Link: DPSST Basic Police Training - Register

Police Use of Force Training
Date and Time: 6/24/20 at 11:00 a.m.
Event Link: DPSST Basic Police Use of Force Training Presentation - Register

Community Leaders Sessions:

Professional Standards
Date and Time: 6/29/20 at 10:00 a.m.
Event Link: DPSST Professional Standards - Register here

Basic Police Training
Date and Time: 6/25/20 at 9:00 am.
Event Link: DPSST Basic Police Training - Register

Police Use of Force Training
Date and Time: 6/22/20 at 11:00 a.m.
Event Link: DPSST Basic Police Use of Force Training Presentation - Register

Our new Community Services/Evidence Specialist Sean Morgan started on June 1st. Sean has jumped right in and has begun working on familiarizing himself with his new roles. Those roles include him serving as our Homeless Liaison. He has been meeting with the numerous service providers in our area and is assessing the resources that are available and that are still lacking. In the near future, our intent is to have Sean present the efforts that are being made to address homelessness in our area. More to come on this topic.

The CSS is also working with the Police Department volunteers to promote put on a "bike rodeo" for the kids in our community. Typically, the City coordinates the Jim Bean Safety Fair in June. Part of the safety fair deals with bicycle safety and we provide free bike helmets to all of the kids that need them. Due to the COVID-19 restrictions the Safety Fair is not taking place. We still believe that it is extremely important to get helmets on the heads of kids that need them. The event will take place on June 10th from 3:00 PM to 6:00 PM in the parking lot of the Police Department. All are welcome.

The other event that our volunteers are beginning to plan is for National Night Out which is observed on August 4th. This date is the first Tuesday in August and usually immediately follows the Oregon Jamboree. Because there is not Jamboree this year we hope to promote National Night Out to the community. We have reached out to the Chamber of Commerce as well and are discussing some possibilities for the event.

Sweet Home Municipal Court Judge Larry Blake has resumed our Municipal Court. He is also set to renew discussions and planning for the Community Court during the latter part of July. Court staff will be reengaging the service providers that are participants to bring this concept to fruition.

We continue to monitor trends in several types of calls for service to see if our current pandemic situation has an impact on them. Those calls that we are monitoring include thefts, domestic violence calls, child abuse calls (physical and sexual), suicide calls, mental health calls and burglaries. The results are listed below. We will continue to monitor these calls to determine if we need to further alter our Department's responses to them. Below is a comparison of those types of calls through the end of May.

	05/01/2020-05/31/2020	05/01/2019-05/31/2019	Difference	
Domestic Violence/Dispute Calls	31	36	-5	-13.89%
Child Abuse(Physical/Sexual)	29	60	-31	-51.67%
Suicidal Calls	5	8	-3	-37.50%
Mental Health Calls	45	13	32	71.11%
Burglary	1	3	-2	-66.67%

Person Crimes are defined as:

	April 2020	May 2020	May 2019
Assault	**5**	**2**	**6**
Child Neglect	**1**	**0**	**0**
Criminal Homicide	**3**	**0**	**1**
Criminal Mistreatment	**0**	**0**	**0**
Elder Abuse	**0**	**0**	**0**
Forcible Rape	**0**	**0**	**0**
Harassment	**2**	**9**	**8**
Menacing	**1**	**1**	**0**
Other Sex Offense	**3**	**0**	**3**
Reckless Endanger	**0**	**0**	**0**
Violation Court Stalking Order	**0**	**0**	**0**
Violation Restraining Order	**1**	**3**	**4**

Property Crimes are defined as:

	April 2020	May 2020	May 2019
Arson	**1**	**0**	**0**
Burglary	**0**	**1**	**3**
Criminal Mischief	**3**	**6**	**9**
Forgery	**0**	**0**	**0**
Fraud	**1**	**3**	**1**
Motor Vehicle Theft	**2**	**1**	**2**
Reckless Burning	**1**	**0**	**0**
Recovered Stolen	**1**	**0**	**0**
Robbery	**0**	**0**	**0**
Theft	**34**	**32**	**18**