



# CITY OF SWEET HOME CITY COUNCIL AGENDA

July 13, 2021, 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.

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## 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. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit [live.sweethomeor.gov](https://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. **Meeting ID: 473 954 605#**

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.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

## Call to Order and Pledge of Allegiance

### Roll Call

### Consent Agenda:

Approval of Minutes:

- a) [2021-06-22 City Council Minutes \(pg. 3\)](#)

### Recognition of Visitors and Hearing of Petitions:

- a) Police Department Swearing-In Ceremony

### Old Business:

### New Business:

- a) [Request for Council Action - 2020-21 Audit Contract \(pg. 8\)](#)

### Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

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*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.*

Second Reading of Ordinance Bills

- a) [Ordinance Bill No. 3 for 2021 - Willow-Yucca Street Neighborhood Local Improvement District \(pg. 17\)](#)

Third Reading of Ordinance Bills (Roll Call Vote Required)

**Reports of Committees:**

- Ad Hoc Committee on Health
- Administrative and Finance/Property
- Area Commission on Transportation
- Chamber of Commerce
- Charter Review Committee
- Council of Governments
- Legislative Committee
- Library Advisory Board
- Park and Tree Committee
- Solid Waste Advisory Council
- Youth Advisory Council

**Reports of City Officials:**

- Mayor's Report
- City Manager's Report

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

- Library Services Director
- Community and Economic Development Director
  - a) [June 2021 CEDD Monthly Report \(pg. 25\)](#)
- Public Works Director
  - a) [June 2021 PW Monthly Report \(pg. 30\)](#)
- City Attorney

**Council Business for Good of the Order**

- a) [CIS Longevity Award \(pg. 33\)](#)

**Adjournment**



# CITY OF SWEET HOME CITY COUNCIL MINUTES

June 22, 2021, 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.

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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 Dave Trask  
Councilor Lisa Gourley  
Councilor Susan Coleman  
Councilor Angelita Sanchez  
Councilor Dylan Richards

### STAFF

Community and Economic Development Blair Larsen  
Public Works Director Greg Springman  
City Attorney Robert Snyder  
Administrative Assistant Julie Fisher  
Finance Director Brandon Neish  
Police Chief Jeff Lynn  
City Manager Ray Towry  
Engineer Technician Trish Rice  
Communications Specialist Lagea Mull

### MEDIA

Benny Westcott

## Consent Agenda:

Approval of Minutes:

Motion to approve the minutes with amendments noting the motion regarding the marijuana money requested not to dedicate funds but to be accessible in the General Fund.

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*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.*

Motion to approve the Consent Agenda as amended made by Councilor Gourley, Seconded by Councilor Coleman.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- a) 2021-06-08 City Council Meeting Minutes

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

None

**Old Business:**

- a) Sweet Home Sanitation Presentation

Brian White and Michael Grove, Sweet Home Sanitation reported on new additions to the Sweet Home Transfer Station. When construction is complete, traffic should flow better and not back up on 18th Avenue. Brian White gave an update on recycling.

There was time for questions and answers.

- b) Request for Council Action - Resolution No. 14 for 2021 - Oregon Jamboree

Robert Shamek with the Oregon Jamboree presented the request for the Oregon Jamboree. He discussed the difficulties of planning an event with ever-changing restrictions related to the pandemic. The Jamboree is currently sitting at 27% capacity and hopes to be around 75% which would mean about 13,000 tickets. There were questions from Council regarding street closures, camping, and the kick off party.

Motion to approve Resolution No. 14 for 2021 made by Councilor Coleman, Seconded by Councilor Richards.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- c) Request for Council Action - 2021 Overlay Project Phase 2 - Project Scope Directive

Public Works Director Greg Springman and Engineer Tech Trish Rice presented the request for the Overlay Project Phase 2. A brief history beginning with Phase 1 was reviewed. The timeline overview was presented. Staff requested direction for Phase 2. There was discussion of funding, noting much of the project will be funding with an ODOT Fund Exchange Grant. The Mayor asked the Council their thoughts on Juniper Street regarding the project vs. a Local Improvement District (LID).

Motion to approve the 2021 Overlay Project Phase 2 as presented. Motion made by Councilor Trask, Seconded by Councilor Richards.

Roll Call: Voting Yea: President Pro Tem Gerson, Councilor Trask

Voting Nay: Mayor Mahler, Councilor Coleman, Councilor Sanchez, Councilor Richards

Voting Abstaining: Councilor Gourley (Councilor Gourley lives in the named area)

Council directed staff to revise the project and resubmit to Council. Engineer Tech Rice noted that taking out schedule C, Schedule I, and Schedule L would leave the project at \$656,000.

Motion to Approve Phase 2, removing Schedule I, Schedule L, and Schedule C made by Councilor Sanchez, Seconded by Councilor Richards.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- d) Request for Council Action - City Integrator of Record Service Contract Authorization (pg. 114)

Public Works Greg Springman and Engineer Tech Trish Rice noted the Request for Proposal (RFP) was posted for an Integrator of Record for the wastewater project. Four proposals were received and reviewed.

Motion to Authorize the Contract for City Integrator of Record with The Automation Group (TAG) made by Councilor Coleman, Seconded by Councilor Richards.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- e) Request for Council Action - Resolution No. 15 for 2021 - Adopting a Budget for 2021-2022, Making Appropriations and Levying Taxes

Finance Director Brandon Neish presented the Budget Document for adoption by the Council.

Motion to approve Resolution No.15 for 2021 made by Councilor Gourley, Seconded by President Pro Tem Gerson.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

### **New Business:**

- a) Request for Council Action - Resolution No. 16 for 2021 - Declaring the City's Election to Receive State Revenues

Motion to approve Resolution No. 16 for 2021 made by President Pro Tem Gerson, Seconded by Councilor Coleman.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- b) Request for Council Action - Resolution No. 17 for 2021 - Certifying the City Provides Four or More Services

Motion made to approve Resolution No. 17 for 2021 by Councilor Coleman, Seconded by Councilor Gourley.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- c) Request for Council Action - Resolution No. 18 for 2021 - Certifying Compliance with ORS 745B Related to Marijuana Sales Inside City Limits

Motion made to approve Resolution No. 18 for 2021 by Councilor Coleman, Seconded by Councilor Gourley.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

- d) Request for Council Action – Resolution No. 19 for 2021 - 2021-2023 Planning Assistance Grant—Housing Needs Analysis

CEDD Blair Larsen reported a shortage of housing statewide and noted there are opportunities for funding for Housing Needs Analysis thru a grant. CEDD Larsen acknowledged changes are necessary to provide housing to all levels of citizens and a Housing Needs Analysis will be required when the population reaches 10,000. The grant will require the City update the Housing Needs Analysis at least every 8 years, take measures toward implementing the recommendations in the analysis, and complete a Buildable Lands Inventory. There was discussion regarding the obligations the City will be committing to.

Mary Massey, 1214 Cesna Court, had questions for staff regarding the stipulations.

Motion to approve Resolution No. 19 for 2021 made by Councilor Gourley, Seconded by Councilor Richards.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

## Ordinance Bills

### Request for Council Action and First Reading of Ordinance Bills

- a) Ordinance No. 3 for 2021 - In the Matter of Water, Street, Sidewalk, Curb, Gutter and Storm Drain Improvements for the Willow-Yucca Street Neighborhood LID.

Motion to move Ordinance No. 3 for 2021 forward to first reading. Motion made by Councilor Coleman, Seconded by Councilor Gourley.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

Ordinance Bill No. 3 for 2021 was read in its entirety.

Discussion ensued. Councilor Coleman noted the \$300,000 the City will contribute should be clarified that it is for asphalt.

Motion to move to second Ordinance No. 3 for 2021 to second reading for July 13, 2021 as amended. Motion made by Councilor Gourley, Seconded by Councilor Richards.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Richards

Voting Nay: Councilor Sanchez

### Second Reading of Ordinance Bills

None

### Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance Bill No. 5 for 2021 – Ordinance No. 1296 - An Ordinance Amending the Sweet Home Municipal Code 17.24.090, 17.28.090, and 17.30.090: Manufactured Homes on Individual Lots and Declaring a Need for an Expediency Clause. (pg. 216)

Motion to move Ordinance Bill No. 5 for 2021 to Third and Final Reading. Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

Ordinance Bill No. 5 for 2021 was read by title only.

Motion to approve Ordinance Bill No. 5 for 2021 made by Councilor Coleman, Seconded by Councilor Gourley.

Roll Call: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

**Reports of Committees:**

None

**Reports of City Officials:**

Mayor's Report

Mayor Mahler gave a reminder to stay safe in the extreme heat.

City Manager's Report

City Manager Towry reported funds from the America Rescue Plan Act (ARPA) will be received soon and staff is requesting a work session July 13, and July 27, to discuss Capital Improvement options to complete with those funds.

The Council was asked if they would like to participate in the Sportsman Holiday parade. Public Works is creating a float.

City Manager Towry announced July 24th will be the Chamber of Commerce Banquet. He asked that Council send their reservations by Friday if they would like attend.

City Manager Towry will attend the Oregon City Managers Association Conference July 6-9, and be on vacation July 19-26.

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

Community and Economic Development Director

- a) CEDD Monthly Report - May 2021 (pg. 223)

A written report was included into the Council Packet.

Finance Director

- a) May 2021 Monthly Report (pg. 228)

Finance Director Neish noted the current year revenue and expenditure contains a discrepancy from previous years. The pandemic and related spending freeze has effected expenditures and there will be a rollover into the newly adopted budget in many of the funds.

Police Chief

- a) Police Department Monthly Report (pg. 236)

A written report was included in the Council Packet.

City Attorney

No Report

**Council Business for Good of the Order**

- a) Comcast Notice to Council - June 2021 (pg. 237)

A notice of fee changes was included in the Council Packet.

**Adjournment**

The meeting adjourned at 8:57 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – 2020-21 Audit Contract

**Preferred Agenda:** July 13, 2021

**Submitted By:** Brandon Neish, Finance Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion \_\_\_\_ Roll Call \_\_\_\_ Other  X

**Relevant Code/Policy:** ORS 297.425  
SH Financial Policy Section IX

**Towards Council Goal:** Goal 2.4: Develop transparency in all communication  
Goal 2.5: Continue to implement strong financial “best” practices

**Attachments:** Grove, Mueller & Swank, P.C. Contract

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**Purpose of this RCA:**

To enter into contract with Grove, Mueller & Swank, P.C. for a base amount not to exceed \$40,000 for audit services for the 2020-2021 fiscal year as required by state law.

**Background/Context:**

The City has contracted with Grove, Mueller & Swank for auditing services since 2001. GMS was selected as the City’s auditors during a Request for Proposal process last completed in 2001. The contract to audit the City’s 2019-2020 fiscal year was \$34,000. As stated in the contract, Grove, Mueller & Swank have agreed to audit the City’s 2020-2021 records and perform the necessary testing required under state law and according to Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). Upon completion of the audit, the Auditors will deliver to the City a report outlining the qualitative aspects of the City’s significant accounting practices, any difficulties encountered during the audit, disagreements with Management (the City), significant issues arising from the audit and additional items.

**The Challenge/Problem:**

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

**Stakeholders:**

- State of Oregon – State law requires annual audits of municipalities by a third-party auditor.
- City of Sweet Home citizens – Citizens want to know that the City is operating efficiently and within legal confines. Additionally, citizens paying taxes and fees want to know those funds

are being spent appropriately. The audit ensures transparency of the City's financial processes and records.

- City of Sweet Home City Council – Council is ultimately responsible for the overall direction of the city government which includes financial records. Audits ensure those records are in good standing and highlight potential areas for change or growth.
- City of Sweet Home staff – The audit highlights how staff spent money during the year and recommends changes to processes and procedures designed to protect from misuse of government funds. The audit also demonstrates whether departments worked within their budgets for the fiscal year.

**Issues and Financial Impacts:**

\$41,200 has been budgeted for auditing services in the 2021-2022 operating budget.

**Elements of a Stable Solution:**

Continue to comply with state law which necessitates an annual audit to be completed for the fiscal year ending June 30, 2020.

**Options:**

1. Do Nothing – Under state law, this is not a viable option.
2. Move to approve the contract with Grove, Mueller & Swank, P.C.
3. Direct staff to find another auditing service – The Council could direct the Finance Department to complete a Request for Proposals for auditing services that would better fit the needs of the community and the Council.

**Recommendation:**

Staff recommends option 2, move to approve the contract with Grove, Mueller & Swank, P.C. GMS has been auditing the City's financials for many years and is familiar with our practices and financial records/systems. City staff and the Council have been pleased with past work completed by GMS and the auditors have always been frank and honest with the City related to its financial health and reports. Additionally, while possible to find another audit service, the time required to locate and sign another firm could put the City in jeopardy of not completing its audit requirements timely. Should the Council so wish to find another firm, staff would recommend approving the current contract and direct staff to begin the search for another firm to audit the 2021-2022 financials.

CITY OF SWEET HOME  
CONTRACT FOR SERVICES

THIS CONTRACT, made this 6<sup>th</sup> day of May, 2021, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and the City of Sweet Home, Oregon provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the year beginning July 1, 2020, and ending June 30, 2021, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.

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

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

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

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

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the City of Sweet Home hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 6, 2021, and the City hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

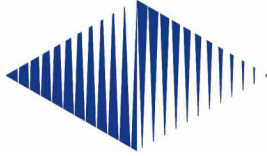


Katherine R. Wilson, CPA  
Grove, Mueller & Swank, P.C.

\_\_\_\_\_  
Ray Towry, City Manager  
City of Sweet Home

\_\_\_\_\_  
May 6, 2021  
Date

\_\_\_\_\_  
Date



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

[www.gmscpa.com](http://www.gmscpa.com)

(503) 581-7788 • FAX (503) 581-0152

475 Cottage Street NE, Suite 200 • Salem, Oregon 97301-3814

May 6, 2021

City Council  
City of Sweet Home  
3225 Main Street  
Sweet Home, Oregon 97386

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sweet Home, Oregon (the City), as of June 30, 2021 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

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

- 1) Management's Discussion and Analysis.
- 2) Individual fund budgetary schedules for the general fund and major special revenue funds. Due to Oregon law, this RSI will receive an "in-relation-to" opinion.
- 3) Schedule of the City's Proportionate Share of the Net Pension Liability (Asset) - Oregon Public Employees Retirement System.
- 4) Schedule of the City's Contributions - Oregon Public Employees Retirement System.
- 5) Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios – Implicit Rate Subsidy.
- 6) Schedule of the City's Proportionate Share of the Net OPEB Liability (Asset) – Oregon Public Employees Retirement System Retiree Health Insurance Account.
- 7) Schedule of the City's Contributions – Oregon Public Employees Retirement System Retiree Health Insurance Account.

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information

to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

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

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

### **Auditor Responsibilities**

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

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

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

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

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

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws,

regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

### **Management's Responsibilities**

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

- a) For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
- b) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c) To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- d) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
- e) For identifying and ensuring that the City complies with the laws and regulations applicable to its activities;
- f) For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- g) For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i) For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j) For the accuracy and completeness of all information provided.

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

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

With respect to any nonattest services we perform, including the preparation of the financial statements, we will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.

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

## **Reporting**

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

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

## **Other**

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

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

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

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

Our fee for these services is estimated at \$40,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

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

The audit documentation for this engagement is the property of Grove, Mueller & Swank P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to them by law or regulation, or to peer reviewers. If requested,

access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank P.C.'s personnel. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

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

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

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

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

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

Very truly yours,

  
CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

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

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# REQUEST FOR COUNCIL ACTION

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**Title:** Willow-Yucca Street Neighborhood Local Improvement District (LID)

**Preferred Agenda:** June 22, 2021 (1<sup>st</sup> Reading)  
July 13, 2021 (2<sup>nd</sup> Reading)  
July 27, 2021 (3<sup>rd</sup> Reading)

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** Sweet Home City Charter, Chapter VII, Section 28  
SHMC Chapter 3.16

**Towards Council Goal:** Aspiration I: Desirable Community, Aspiration III: Viable and Sustainable Infrastructure, Goal 1 Infrastructure

**Attachments:** Ordinance Bill No. 3 for 2021  
Exhibit A  
Exhibit B  
Exhibit C

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## **Purpose of this RCA:**

To present to the City Council a revised cost estimate and assessment methodology for the proposed Willow-Yucca Street Neighborhood Local Improvement District (LID) and seek direction from the City Council regarding the formation of this LID, as set forth in SHMC Chapter 3.16.

## **Background/Context:**

In December 2019, residents of the Willow/Yucca Street neighborhood petitioned the City for the formation of a Local Improvement District (LID) to extend City water infrastructure and service to the neighborhood, and construct sidewalk and street improvements, all of which are currently lacking. City Staff developed a potential boundary, list of requested improvements, cost estimates, and an initial cost assessment methodology.

As dictated by SHMC Chapter 3.16, the four selected viewers met on January 18, 2021, and January 21, 2021 to investigate the proposed LID maps, cost estimates, and assessment methodology. They submitted their report and recommendations to the Council, which was reviewed at the February 23, 2021, Council Meeting.

The February 23, 2021, Council Meeting also included a public hearing on the matter. Residents of the neighborhood were given notice via certified mail of the public hearing, and several expressed their views on the issue. At that meeting, the City Council directed staff to

research ways to bring down the cost of the project and develop a more reasonable assessment of the costs.

City Staff revised the project by reducing some of the street infrastructure in the proposal, and developed some revisions to the assessment of costs in order to reflect the development potential of larger properties and delay the related payment to the time of development or 20 years, whichever comes first. In addition, one of the property owners, who owns a majority of the properties in the proposed LID, offered to forego any grant or City funding on his properties, and allow any such funding to be spread among all the other properties. This has resulted in significant cost reductions for many of the properties, dependent, of course, upon any grant or City contribution.

City Staff organized two community meetings regarding the revisions and notified residents of the meetings. These meetings were held on April 20<sup>th</sup> and April 29<sup>th</sup>, 2021. While lightly attended, those meetings enabled staff to explain the methodology and options in detail, and answer questions from residents regarding the impact of the LID specific to them. In addition, a reporter from the New Era was present and able to gather information for his audience.

Although not required by City Code, Staff determined that another public hearing should be held before the City Council on June 8<sup>th</sup> before proceeding further. This public hearing was advertised in the New Era, and multiple notices were sent to the owners of property within the proposed LID.

At the June 8, 2021 meeting, the Council voted to approve the LID as presented, and directed staff to draft the necessary ordinance.

During the June 22, 2201, meeting Council indicated they wanted it noted the City's contribution should be attributed to pay for the asphalt for the roads.

### **The Challenge/Problem:**

How can the City Council meet their goal of providing Citizens with viable and sustainable infrastructure in the Willow-Yucca Street neighborhood? How should the City respond to residents who have petitioned for the formation of a Local Improvement District?

### **Stakeholders:**

- Sweet Home Residents – Sweet Home citizens deserve viable and sustainable infrastructure, effective and efficient government, and to have their taxes and fees spent wisely.
- Sweet Home City Council – The City Council has set a goal to provide viable and sustainable infrastructure to residents, and is responsible for adopting ordinances, such as the ordinances required for proposed Local Improvement Districts.
- Willow and Yucca Street Neighborhood Residents – Residents within the LID deserve the same services and infrastructure that other City residents enjoy and deserve costs to be assessed in a fair and just way.

### **Issues and Financial Impacts:**

Local Improvement Districts offer significant flexibility for the City. They can be assessed entirely on the property owners of the District and cost the City nothing. The City can also choose to contribute funds to the LID and bring the cost down for residents within the District. The current estimate and assessment methodology assume a City contribution of approximately \$300,000 over a 30-year period. This level of funding can be increased or decreased by the Council, to the benefit or detriment of LID property owners. The financial impact on LID property owners is detailed in the attached spreadsheet, however, those costs will likely be balanced by significant improvements to the neighborhood and a corresponding rise in property values.

### **Elements of a Stable Solution:**

A stable solution would provide water and street infrastructure to the Willow and Yucca Street Neighborhood in a fair and just way to both property owners within the District, and all Sweet Home citizens.

**Update for 7/13/2021:**

At the June 22<sup>nd</sup> Council Meeting, the Council voted to approve the ordinance with an expediency clause and conducted the first reading. Two more readings, by title only, are necessary for the ordinance to take effect.

**Options:**

1. Do Nothing – Without an enabling ordinance, the formation of the LID would be effectively canceled.
2. Conduct a Second Reading of Ordinance Bill No.3 for 2021 and Move the Ordinance to a Third Reading at the July 27, 2021 Council Meeting – Approval of the Ordinance will create the LID and begin the process of financing and constructing the improvements. The ordinance will take effect following a third reading on 7/27/2021.
3. Direct Staff to proceed with the formation of the LID with changes – Direct staff to prepare the ordinance necessary to form the Willow-Yucca Street Neighborhood Local Improvement District with specified changes to the existing proposal.
4. Direct Staff to research other options – Direct staff to research other ways to serve the Willow and Yucca Street with water and construct street and sidewalk improvements.

**Recommendation:**

Staff recommends option 2: Conduct a Second Reading of Ordinance Bill No.3 for 2021 and Move the Ordinance to a Third Reading at the July 27, 2021 Council Meeting

ORDINANCE BILL NO. 3 FOR 2021

ORDINANCE NO. \_\_\_\_\_

IN THE MATTER OF WATER, STREET, SIDEWALK, CURB, GUTTER AND STORM DRAIN IMPROVEMENTS FOR THE WILLOW-YUCCA STREET NEIGHBORHOOD LID AND DECLARING A NEED FOR AN EXPEDIENCY CLAUSE.

WHEREAS, The improvement project being the installation of water, street, sidewalk, curb, gutter and storm drain improvements, on Willow Street, Yucca Street, parts of 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> Avenues and other roadways in the Local Improvement District (LID) area as set forth in Exhibit A and Exhibit B attached hereto;

WHEREAS, It is determined pursuant to SHMC Chapter 3.16 that the subject LID is established hereby and the estimated proper assessments of the benefits therefor to the respective properties benefitted thereby have been determined and set forth in the Estimated Costs and Assessment Methodology in the Project Costs Current Development and Project Costs Future Development columns for each property and as a total project cost as set forth in Exhibit C attached hereto; and

WHEREAS, This ordinance needs to be in effect as soon as possible to take advantage of financial opportunities to help pay for the improvements.

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

Section 1. That assessments for said improvements are to be levied as to be determined and set by a subsequent city ordinance or resolution as allowed by SHMC Chapter 3.16. The assessments shall be based on the average of frontage and area of each property up to 150-foot depth, and modification factors for property size and proximity to sidewalks as set forth in Exhibit C.

Section 2. The assessment procedures and amounts set out in the Estimated Costs and Assessment Methodology as set forth in Exhibit C are hereby declared to be just and proper to the property benefitted thereby.

Section 3. The unpaid balances on assessments shall bear interest at a rate to be determined and set by the subsequent ordinance or resolution specified in Section 1. The unpaid balance of said assessments shall be paid in the time period given to the City to pay the financing that the City has to pay but not less than ten years.

Section 4. Said improvement project is hereby designated as the Willow-Yucca Street Neighborhood LID for water, street, sidewalk, curb, gutter and storm drain improvements.

Section 5. Exhibits A, B, and C attached hereto are by this reference made a part hereof.

Section 6. The City Council does hereby direct and order the work to be done in accordance with applicable State and City laws.

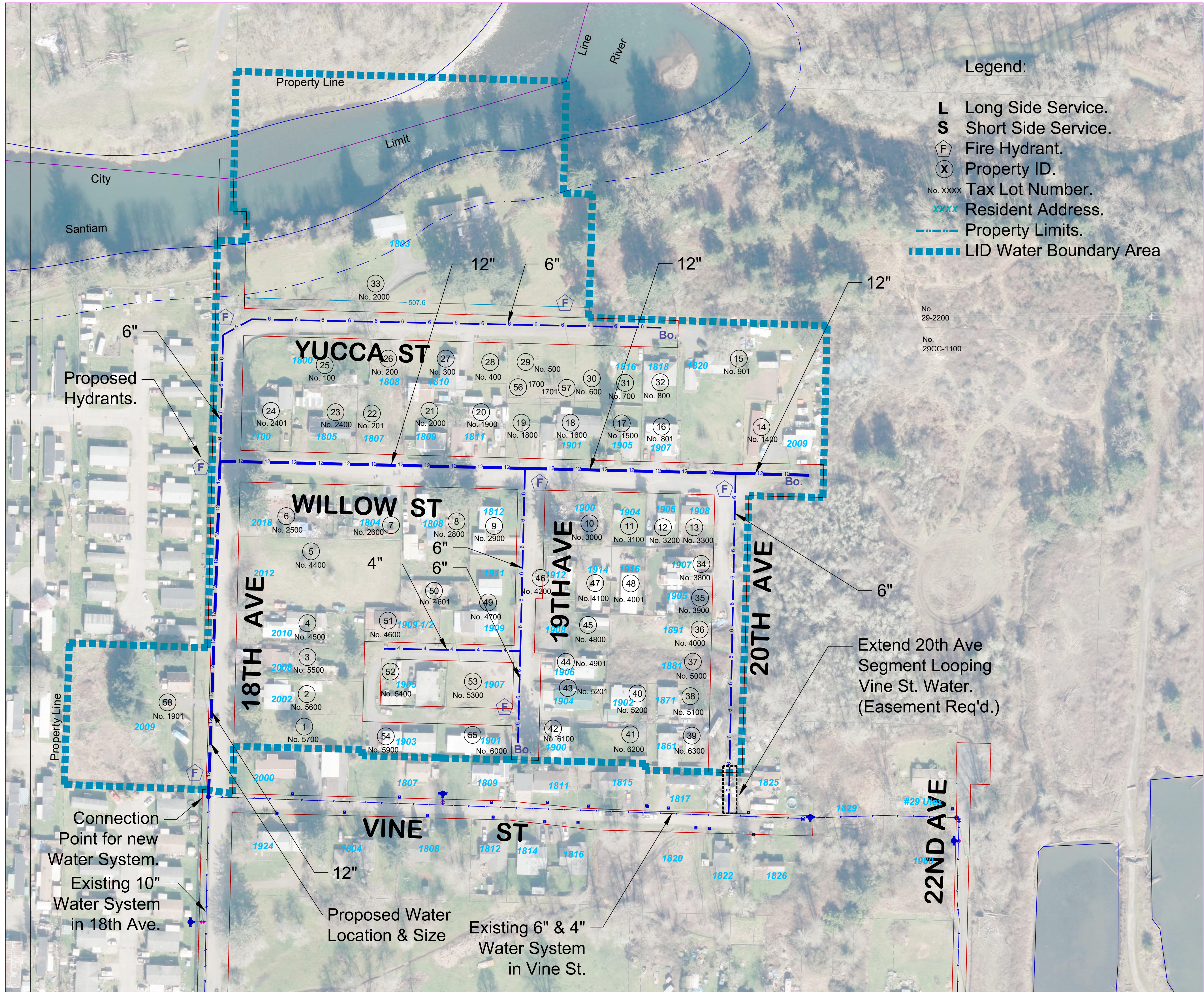
Section 7. Expediency Clause. It is hereby adjudged and declared that it is necessary that this Ordinance become effective immediately in order to take advantage of existing financing opportunities. Therefore, this Ordinance shall be in full force and effect after its passage by the City Council and approved by the Mayor.

PASSED by the City Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager-Ex Officio City Recorder



**Legend:**

- L** Long Side Service.
- S** Short Side Service.
- F** Fire Hydrant.
- X** Property ID.
- No. XXXX Tax Lot Number.
- XXXX Resident Address.
- Property Limits.
- LID Water Boundary Area

**Project Overview**

Horizontal Scale 1" = 80'



DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewWaterSys.dwg	Rev.	Description.	Date.
PRINT DATE 03-05-2020			
SCALE 1" = Varies	Drawn:		
SHPW2008	Checked:		
START DATE 05-31-2019	Approved:		
	Approved:		

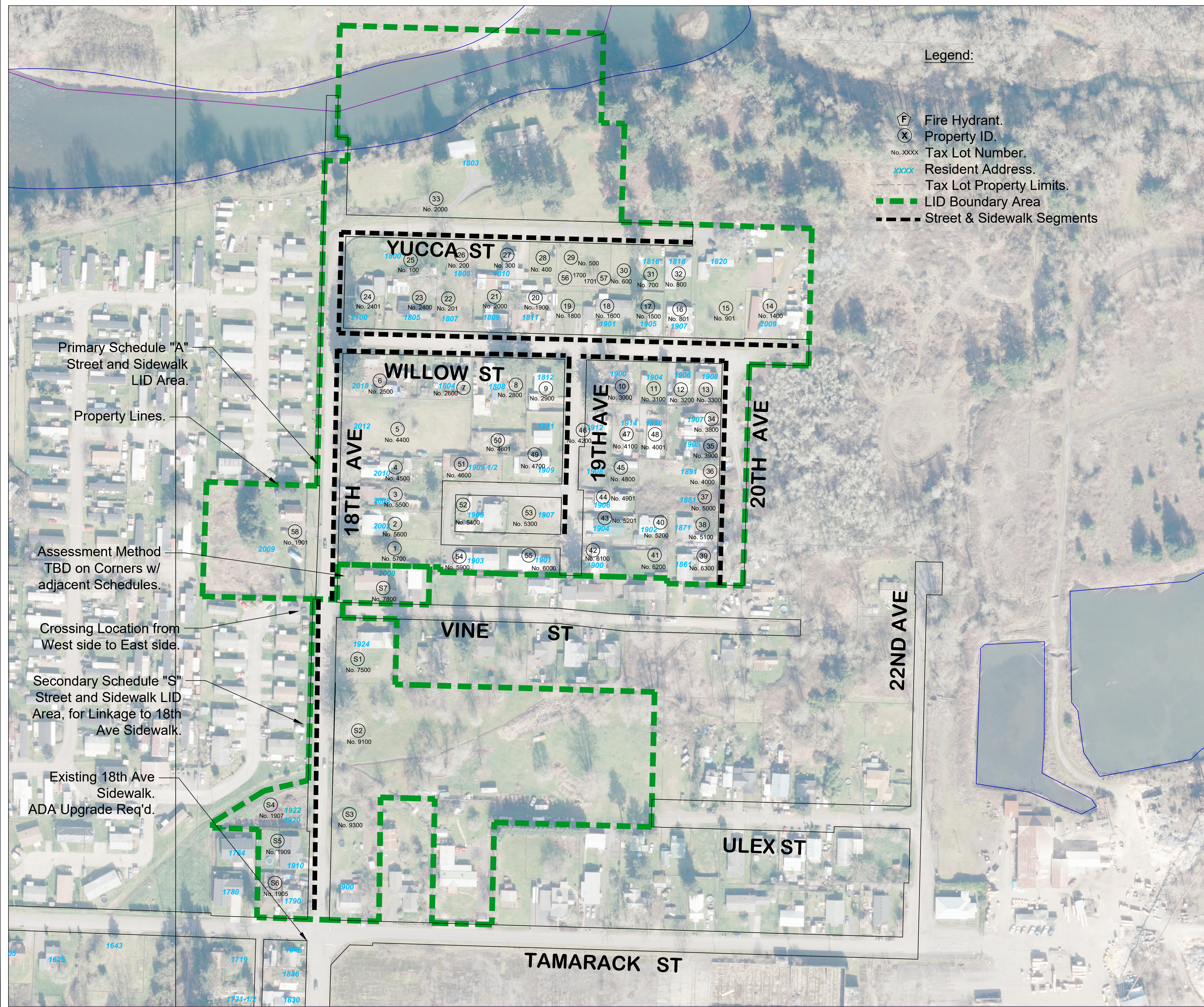
Exhibit A

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

**Willow - Yucca St Neighborhood LID**  
**Boundary Map of Waterline & Service Improvements**  
18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St.

SHEET NUMBER



**Project Overview**  
Horizontal Scale 1" = 100'



DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewStreetSidewalkSys.dwg	Rev.	Description.	Date.
PRINT DATE 01-24-2020			
SCALE 1" = 100'	Drawn:		
SHPW2008	Checked:		
	Approved:		
	Approved:		


Exhibit B

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



**Willow - Yucca St Neighborhood LID**  
**Boundary Map of Street & Sidewalk Improvements**  
18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St., Tamarack St Corner.

SHEET NUMBER

Willow - Yucca St Neighborhood  
Local Improvement District  
Estimated Costs and Assessment Methodology  
Exhibit C

Assessment Method: 50/50 Averaging

Total = (Cost per frontage foot + Cost per square foot) / 2

Modification Factor #1 applies for properties that are odd shaped or oversize (<2X Area Average).

Modification Factor #2 applies for properties with "Sidewalk across the Street" proximity.

City Financing Options		City Contribution
Water LID City Partnership \$ / Lot		0
Street LID City Partnership \$ / Lot		0
City Partnership % / Lot		28.0%

Note: Costs are Estimates Only and are Subject to Change.

I.D.	Map Page	Tax Lot	Site Address	Owner of Record	Modification Factor #1	Waterline Project Costs		Modification Factor #1	Modification Factor #2	Street & Sidewalk Project Costs	Total Project Costs	Potential Future Sites	Total Project Costs w/ Modification Factors	City % Partnership	Project Costs		
						Property Size	50/50 Averaging Method w/ Large Lot Reduction Factors								Property Size	Proximity Benefit	50/50 Averaging Method w/ Large Lot Reduction Factors
						50/50 Avg				50/50 Avg							
1	131E29CC	5700	na	REVES DALE & BONNIE		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98	\$ 6,022.79	\$ 15,487.19		
2	131E29CC	5600	2006 18th Ave	REVES DALE & BONNIE		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98	\$ 6,022.79	\$ 15,487.19		
3	131E29CC	5500	2008 18th Ave	DUBRAY GARY D		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98	\$ 6,022.79	\$ 15,487.19		
4	131E29CC	4500	2010 18th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98		\$ 15,487.19		
5	131E29CC	4400	2012 18th Ave	VICTOR JOSHUA DBA NORTHERN INVESTMENTS		\$ 21,776.93				\$ 25,114.84	\$ 46,891.76		\$ 46,891.76		\$ 46,891.76		
6	131E29CC	2500	2018 18th Ave	WINN LOIS, WHITE DAROLD C., WHITE JOY ANN		\$ 15,272.15				\$ 17,600.48	\$ 32,872.63		\$ 32,872.63	\$ 9,204.34	\$ 23,668.30		
7	131E29CC	2600	1804 Willow St	REYNOLDS WAYNE N & VERONICA SUSAN		\$ 14,323.85				\$ 16,419.57	\$ 30,743.42		\$ 30,743.42	\$ 8,608.16	\$ 22,135.26		
8	131E29CC	2800	1808 Willow St	DAVIS BILL & CHRISTINA		\$ 19,009.41				\$ 21,906.01	\$ 40,915.41		\$ 40,915.41	\$ 11,456.32	\$ 29,459.10		
9	131E29CC	2900	1812 Willow St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 10,988.04				\$ 12,619.36	\$ 23,607.40		\$ 23,607.40		\$ 23,607.40		
10	131E29CC	3000	1900 Willow St	VICTOR JOSHUA		\$ 14,323.85				\$ 16,419.57	\$ 30,743.42		\$ 30,743.42		\$ 30,743.42		
11	131E29CC	3100	1904 Willow St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 7,161.92				\$ 8,209.78	\$ 15,371.71		\$ 15,371.71		\$ 15,371.71		
12	131E29CC	3200	1906 Willow St	VICTOR MANUEL DBA NORTHERN INVESTMENTS		\$ 7,161.92				\$ 8,209.78	\$ 15,371.71		\$ 15,371.71		\$ 15,371.71		
13	131E29CC	3300	1908 Willow St	PHILLIPS DANIEL AUSTIN, PHILLIPS PENNY LEE, PRUITT SALLY		\$ 7,161.92				\$ 8,209.78	\$ 15,371.71		\$ 15,371.71	\$ 4,304.08	\$ 11,067.63		
14	131E29CC	1400	2009 Willow St	KIMBRELL KASSANDRA & KOLNICK JOE	0.5	\$ 17,567.25	0.5			\$ 20,150.36	\$ 37,717.61	1	\$ 18,858.81	\$ 10,560.93	\$ 27,156.68	\$ 13,578.34	\$ 13,578.34
15	131E29CC	901	1820 Yucca St	ANDREWS RODERICK D & CAROL A TRUSTEES	0.5	\$ 18,075.16	0.5			\$ 20,931.97	\$ 39,007.13	1	\$ 19,503.56	\$ 10,922.00	\$ 28,085.13	\$ 14,042.57	\$ 14,042.57
16	131E29CC	801	1907 Willow St	PRUITT JOHN F & JESSMON M		\$ 7,370.72				\$ 8,426.06	\$ 15,796.78		\$ 15,796.78	\$ 4,423.10	\$ 11,373.68		
17	131E29CC	1500	1905 Willow St	RICE JOHN H & LOIS J		\$ 7,444.67				\$ 8,540.86	\$ 15,985.54		\$ 15,985.54	\$ 4,475.95	\$ 11,509.59		
18	131E29CC	1600	1901 Willow St	GOODWIN TRAVIS L		\$ 14,687.38				\$ 16,845.24	\$ 31,532.62		\$ 31,532.62	\$ 8,829.13	\$ 22,703.49		
19	131E29CC	1800	na	GOODWIN TRAVIS L		\$ 7,525.46				\$ 8,635.46	\$ 16,160.91		\$ 16,160.91	\$ 4,525.06	\$ 11,635.86		
20	131E29CC	1900	1811 Willow St	DAVIS CHRISTINA L		\$ 13,708.02				\$ 15,747.84	\$ 29,455.86		\$ 29,455.86	\$ 8,247.64	\$ 21,208.22		
21	131E29CC	2000	1809 Willow St	NORTHERN INVESTMENTS		\$ 10,201.32				\$ 11,719.32	\$ 21,920.64		\$ 21,920.64		\$ 21,920.64		
22	131E29CC	201	1807 Willow St	VICTOR MANUEL L		\$ 9,604.75				\$ 11,003.15	\$ 20,607.90		\$ 20,607.90		\$ 20,607.90		
23	131E29CC	2400	1805 Willow St	MELLEIN JENNIFER		\$ 15,142.58				\$ 17,395.87	\$ 32,538.45		\$ 32,538.45	\$ 9,110.77	\$ 23,427.68		
24	131E29CC	2401	2100 18th Ave	STEDMAN-CRANE ESTELLE LYNN, HUGHES CURTIS ANTHONY		\$ 11,954.67				\$ 13,733.58	\$ 25,688.25		\$ 25,688.25	\$ 7,192.71	\$ 18,495.54		
25	131E29CC	100	1800 Yucca St	VICTOR MANUEL		\$ 25,392.55				\$ 29,066.37	\$ 54,458.92		\$ 54,458.92		\$ 54,458.92		
26	131E29CC	200	1808 Yucca St	VICTOR MANUEL L		\$ 7,767.82				\$ 8,919.24	\$ 16,687.05		\$ 16,687.05		\$ 16,687.05		
27	131E29CC	300	1810 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 13,515.99				\$ 15,473.63	\$ 28,989.62		\$ 28,989.62		\$ 28,989.62		
28	131E29CC	400	na	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 6,354.07				\$ 7,263.84	\$ 13,617.91		\$ 13,617.91		\$ 13,617.91		
29	131E29CC	500	1812 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 14,323.85				\$ 16,419.57	\$ 30,743.42		\$ 30,743.42		\$ 30,743.42		
30	131E29CC	600	1814 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 7,161.92				\$ 8,209.78	\$ 15,371.71		\$ 15,371.71		\$ 15,371.71		
31	131E29CC	700	1816 Yucca St	TUNNELL BRENDA		\$ 7,161.92				\$ 8,209.78	\$ 15,371.71		\$ 15,371.71	\$ 4,304.08	\$ 11,067.63		
32	131E29CC	800	1818 Yucca St	TUNNELL BRENDA L		\$ 8,333.31				\$ 9,581.39	\$ 17,914.71		\$ 17,914.71	\$ 5,016.12	\$ 12,898.59		
33	131E29	2000	1803 Yucca St	JONES DAVID L	0.2	\$ 66,338.89	0.2	0.4		\$ 47,558.81	\$ 113,897.70	4	\$ 17,072.48	\$ 31,891.36	\$ 82,006.34	\$ 16,401.27	\$ 65,605.07
34	131E29CC	3800	1907 20th Ave	BENITEZ SOCORRO		\$ 8,766.76				\$ 10,071.29	\$ 18,838.05		\$ 18,838.05	\$ 5,274.65	\$ 13,563.40		
35	131E29CC	3900	1905 20th Ave	ROBINSON TOM		\$ 7,172.80				\$ 8,240.15	\$ 15,412.95		\$ 15,412.95	\$ 4,315.63	\$ 11,097.32		
36	131E29CC	4000	1891 20th Ave	SHAHED OMAR		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98	\$ 6,022.79	\$ 15,487.19		
37	131E29CC	5000	1881 20th Ave	SHAHED OMAR		\$ 9,989.42				\$ 11,520.57	\$ 21,509.98		\$ 21,509.98	\$ 6,022.79	\$ 15,487.19		
38	131E29CC	5100	1871 20th Ave	IVERSON STEPHEN E & CHRISTINE L		\$ 5,546.64				\$ 8,777.35	\$ 14,323.98		\$ 14,323.98	\$ 4,010.72	\$ 10,313.27		
39	131E29CC	6300	1861 20th Ave	IVERSON STEPHEN E & CHRISTINE L		\$ 7,075.96				\$ 10,532.82	\$ 17,608.78		\$ 17,608.78	\$ 4,930.46	\$ 12,678.32		
40	131E29CC	5200	1902 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 7,277.01				\$ 8,316.33	\$ 15,593.34		\$ 15,593.34		\$ 15,593.34		
41	131E29CC	6200	na	MARTIN MICHAEL D		\$ 12,546.57				\$ 14,338.50	\$ 26,885.07		\$ 26,885.07	\$ 7,527.82	\$ 19,357.25		
42	131E29CC	6100	1900 19th Ave	VICTOR JOSHUA J		\$ 7,277.01				\$ 8,316.33	\$ 15,593.34		\$ 15,593.34		\$ 15,593.34		
43	131E29CC	5201	1904 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 9,244.94				\$ 10,620.64	\$ 19,865.58		\$ 19,865.58		\$ 19,865.58		
44	131E29CC	4901	1906 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 6,375.82				\$ 7,324.58	\$ 13,700.40		\$ 13,700.40		\$ 13,700.40		
45	131E29CC	4800	1908 19th Ave	COREY CHARLES		\$ 13,397.93				\$ 15,405.90	\$ 28,803.83		\$ 28,803.83	\$ 8,065.07	\$ 20,738.76		
46	131E29CC	4200	1912 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 9,520.23				\$ 10,865.40	\$ 20,385.63		\$ 20,385.63		\$ 20,385.63		
47	131E29CC	4100	1914 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 14,323.85				\$ 16,419.57	\$ 30,743.42		\$ 30,743.42		\$ 30,743.42		
48	131E29CC	4001	1916 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 14,323.85				\$ 16,419.57	\$ 30,743.42		\$ 30,743.42		\$ 30,743.42		
49	131E29CC	4700	1909 19th Ave	REYNOLDS EVERETT L & WAYNE N		\$ 18,652.07				\$ 21,353.61	\$ 40,005.68		\$ 40,005.68	\$ 11,201.59	\$ 28,804.09		
50	131E29CC	4601	na	ELLINGTON B. J. & ELLINGTON HOPE M		\$ 11,254.00				\$ 12,825.00	\$ 24,079.00		\$ 24,079.00	\$ 6,742.12	\$ 17,336.88		
51	131E29CC	4600	1909 1/2 19th Ave	NOE JAMES & PATSY		\$ 13,090.31				\$ 14,939.93	\$ 28,030.24		\$ 28,030.24	\$ 7,848.47	\$ 20,181.77		
52	131E29CC	5400	1905 19th Ave	NORTHERN INVESTMENTS, WESTBROOK RUSSELL L		\$ 13,020.56				\$ 14,902.33	\$ 27,922.89		\$ 27,922.89		\$ 27,922.89		
53	131E29CC	5300	1907 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		\$ 13,020.56				\$ 14,902.33	\$ 27,922.89		\$ 27,922.89		\$ 27,922.89		
54	131E29CC	5900	1903 19th Ave	MUSGROVE JASON DON, YOUNG JERRY		\$ 13,090.31				\$ 14,939.93	\$ 28,030.24		\$ 28,030.24	\$ 7,848.47	\$ 20,181.77		
55	131E29CC	6000	1901 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS, RODGERS LARRY A		\$ 13,090.31				\$ 14,939.93	\$ 28,030.24		\$ 28,030.24		\$ 28,030.24		
56	131E29CC	1700	na - small lot	GOODWIN TRAVIS L		\$ -				\$ -	\$ -		\$ -		\$ -		
57	131E29CC	1701	na - small lot	GOODWIN TRAVIS L		\$ -				\$ -	\$ -		\$ -		\$ -		
58	131E30D	1901	2009 18th Ave	ESPINOSA CARMEN & ERASMO JR	0.25	\$ 41,697.82	0.25	0.4		\$ 48,089.15	\$ 89,786.97	3	\$ 15,233.37	\$ 25,140.35	\$ 64,646.62	\$ 16,161.65	\$ 48,484.96
Subtotals:							\$ 726,514.14			\$ 810,205.31	\$ 1,536,719		\$ 1,326,978				

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: July 13, 2021

SUBJECT: Community and Economic Development Department Report for June 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from June 1<sup>st</sup>, to June 30<sup>th</sup>, 2021.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	June, 2021	May, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	1	2	11	22	31.2
Residential Demolition	0	1	6	7	7
Residential Manufactured Dwellings	0	1	9	7	12.6
Residential Mechanical Permits	11	6	48	93	101.6
Residential Plumbing	2	3	20	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	2	4	29	55	44.6
Commercial Alarm or Suppression Systems	0	1	6	2	1.4
Commercial Demolition	1	0	3	4	3
Commercial Mechanical	3	0	9	17	14.8
Commercial Plumbing	0	1	1	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	0	5	15	29	40.0
<b>Total Permits</b>	<b>20</b>	<b>24</b>	<b>158</b>	<b>274</b>	<b>297.8</b>
<b>Value Estimate of All Permits</b>	<b>\$336,301.47</b>	<b>\$702,941.04</b>	<b>\$4,925,355.06</b>	<b>\$15,074,659.04</b>	<b>\$15,649,218.08</b>
<b>Fees Collected</b>	<b>\$5,769.34</b>	<b>\$12,224.53</b>	<b>\$78,751.04</b>	<b>\$212,454.67</b>	<b>\$216,365.51</b>

- As you know, our longtime Building Permit Technician, Molly Laycock, retired at the end of May. We have hired her replacement—Adam Leisinger will start work on July 7<sup>th</sup>. We expect to have a bumpy couple of months until Adam is up to speed, but we are confident that he will rise to the challenge.

## 2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	June, 2021	May, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	1	0	1	1	0.6
Conditional Use	1	3	7	5	6.6
Partition	3	1	12	8	5.6
Planned Development/Subdivision	0	0	1	0	0.6
Property Line Adjustments	2	0	10	15	8.8
Vacation	0	0	0	0	0
Variance	0	1	1	1	6.4
Zoning Map Amendment	0	1	2	4	1.4

- 9 land use applications were submitted in June.
- 8 Land Use Applications are pending final approval.
- 7 Fence Permits were issued in June.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. It is expected that Planning Commission review will not be complete until the fall, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for July 15, 2021.

## 3. ECONOMIC DEVELOPMENT

- Dougherty Landscape Architects (DLA) continue to work on the Downtown Streetscape and Parking Plan. After the most recent meeting on June 15<sup>th</sup>, DLA is using the feedback from that meeting to make further adjustments to their designs. We applied for a CARES Act (COVID response) grant from Linn County for this project, and recently learned that our application was approved. We have not yet received confirmation but believe that the grant award will be \$10,000.
- Staff is winding down our COVID-19 support activities, however we still have plenty of Personal Protective Equipment (PPE) from the State available for distribution to businesses at no charge. We will continue to distribute those materials to all who are interested.
- Work on a property partition and right-of-way width change for 24<sup>th</sup> Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the

Public Works Yard. This is part of a comprehensive 24<sup>th</sup> Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to bring forward a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. The adjacent property owners have completed their own legal review and have reached a tentative agreement with Staff and the City Attorney. We are continuing to work with the other party's attorney on the final legal documents. Once we have a final draft of the documents approved by the adjacent property owner, Staff will bring an RCA to the Council for approval.

- The application to ODOT for a Rail Crossing at 24<sup>th</sup> Avenue has now reached the public comment phase. We expect the final Crossing Order by the end of Summer.
- We continue to try to work with Linn County to develop a plan for the old Weyerhaeuser mill site. The remaining cleanup looks positive, and it is possible that it could be completed soon, however, some pollutants will be left in place, and would require a management plan that ensures that the ponds and the associated sediment are not disturbed. Staff has stayed in contact with DEQ regarding the cleanup efforts. Staff has recently met with a developer interested in the County's property, and a public-private-partnership to develop the City's property. Staff also recently met with our Regional Solutions Team regarding the property and the City's plans. That meeting included good news regarding the EPA lien on the property: it is now gone. In addition, we have recently learned that three portions of the property have received a "No Further Action" designation from DEQ. Both of these developments are major signs of progress toward getting the property redeveloped. Recently, Linn County put out a Request for Proposals from interested developers. This request indicates that a decision to sell to a private party will be made sometime in July.

#### 4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	June, 2021	May, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	12	5	42	76	N/A
New Officer-Detected Violations	4	28	56	N/A	N/A
Violations Resolved	18	24	95	195	326.33
Complaints Noted with No Violation Found	2	1	6	17	25
Open Cases at End of Period	25	29	25	28	N/A
Citations	0	0	3	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	June, 2021	May, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	4	2	19	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	1	2	8	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	1	2	3	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	5	0	7	50	47.33
Open Storage	3	2	18	84	79.33
Other	2	0	5	7	24
Public Nuisance	2	0	10	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	18	21	46	161	142
Vacant Lot	0	0	0	0	0.33

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

#### 5. PARKS

- The Park and Tree Committee will meet next on July 21, 2021.
- Movies in the Park are back in Sankey Park this Summer. The first movie was held on June 18<sup>th</sup> ("Scoob") and was well attended. Tentative Dates for second and third movies are July 16<sup>th</sup> ("The Croods: A New Age") and August 13<sup>th</sup> ("Trolls World Tour").
- Staff are currently planning this year's Harvest Festival.
- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation.

Work on the asphalt paths, remaining electrical and irrigation lines is ongoing, but expected to be completed before the Jamboree.

- Design work is underway for a new park adjacent to City Hall. The park will include a donated playground structure and dog park.

## 6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction. In the interim, City Staff have applied a clear “log oil” treatment to preserve the surface of the logger statue.
- Willow Street Neighborhood LID: Appointed Viewers have reviewed the project scope and have recommended approval to the City Council to proceed, with concern on the cost burden for homeowners of both a water and a street project at the same time. A public meeting was held, and area residents stated concerns about cost and boundaries. Staff reviewed the project scope to try and 1) reduce the project cost, and 2) reduce or mitigate the proportionately large costs two large parcels have in relation to the whole of the neighborhood. Two “open house” style meetings for residents of the neighborhood and members of the Council to examine alternate proposals were held on April 20<sup>th</sup> and April 29<sup>th</sup> at 6 PM in the Council Chambers. While lightly attended, the information presented was well received. Based upon the feedback from those open houses, Staff will brought a proposal back before the Council at a public hearing on June 8<sup>th</sup>, where it was approved. A first reading of the ordinance has been held, and staff is researching potential financing arrangements.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments. Staff turnover has caused some delays, but will provide new opportunities for improvement in this project.
- Staff has begun meeting again with ODOT regarding a possible pedestrian crossing at 22<sup>nd</sup> Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.
- CEDD Staff are assisting in the update of the City’s Natural Hazards Mitigation Plan by providing maps and information.

# MEMORANDUM



TO: Ray Towry, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: July 13, 2021  
 SUBJECT: Public Works Activities Report – June 2021

This memorandum provides a brief periodic update of specific projects, WTP/WWTP O&M and Compliance status, and activities performed by the Public Works Department.

This table section summarizes work done on key maintenance activities.

Work Type	June, 2021	May, 2021	2021 YTD	2020	2 Yr Avg
Bathrooms/Garbage	0*	0*	107	597	670
Catch Basin Inspection/cleaning	0	0	1	48	40
Leaf Collection	0	0	1	138.5	181
Hydrant Flushing	35	0	106	280	292
Locates	46	54	262	520	484
Meter Re-Read	86	81	479	830	636
Mowing	0*	0*	18	82	106
Playground EQ Inspection	0*	0*	40	21	60
Pothole Repair	2	2	378	667	638
Sewer CCTV Miles	0.00	0.03	0.08	5.71	4
Street Sweeping Miles	122	34	328	2086	3114
Water Main Repair	0	1	5	5	10
Water Service Repair	1	3	8	73	52
Water Turn Ons/Offs	52	56	324	914	977
<b>Total Completed Work Orders</b>	<b>453</b>	<b>447</b>	<b>2765</b>	<b>7895</b>	<b>8233</b>

\*Data incomplete due to staff change over and technological issues.

### WWTP and WTP Key Performance Indicators (KPIs)

	May, 2021	April, 2021	2021 YTD	2020	2019	5 Yr Avg
<b>Potable</b>						
MG Treated	33.49	27.3	142.00	345.13	444.48	434.89
Backwash Water in MG	2.56	2.05	16.11	18.42	22.90	13.50
Ave daily demand in MG	1.08	0.92	0.94	0.95	1.21	1.17
<b>Sanitary</b>						
MG Treated	38.04	33.81	306.90	596.71	547.14	559.36
Max Daily Flow in MG	1.87	1.48	4.73	6.66	7.30	6.02
Average Flow in MG	1.23	1.13	2.05	1.63	1.50	1.53

MG is Million  
\* Gallons

Notes: There were zero water quality exceedances reported for the month of March

### Current & Upcoming Projects

#### Treatment Facilities Working on bringing Operations in House

**Scope:** Council voted to resume operations of treatment facilities.

**Status:** As of July 1, 2021 Staff are in possession and running daily activities at both facilities

#### Wastewater Treatment Plant Improvement Project

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

**Status:** Project on schedule. WWTP Final design commenced in August 2019. WWTP Improvement Project is proceeding to 90% design completion. Staff seeking DEQ and USDA approval for the proposed project.

#### Water Loss

**Scope:** Staff will continue to identify water leaks throughout the 54 miles of water distribution system.

**Status:** PW staff will continue to provide updates as available.

#### Radar Speed Signs

**Scope:** Purchase 6 radar speed signs throughout the community.

**Status:** ODOT permits approved. Staff has installed signs along Highway 20.

### Sankey Park Improvements

**Scope:** Install new paths, lighting, and playground equipment.

**Status:** CTC removed several trees May 2021. Paths and lighting work has resumed.

### 2021 Overlay Project

**Scope:** Overlay multiple streets through the community.

**Status:** Phase I has been awarded for construction. Phase II RFP has been approved by Council and is out to bid.

### Water Distribution System Evaluation – West Yost

**Scope:** West Yost will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

**Status:** City staff purchased water modeling software, which West Yost to hydraulically model the water distribution system. Project currently in progress awaiting results from staff.

### System Development Charges (SDCs) – Murraysmith

**Scope:** Provide an update to the current water and sewer system development charges (SDCs) and establish new transportation, parks, and stormwater SDCs based on current capital improvement plans. Council Workshop presentation took place on July 28, 2020.

**Status:** Completed.

### Backwash Pump Evaluation – West Yost

**Scope:** Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

**Status:** In design with West Yost, at 90% Review

### Finished Water Pump Evaluation – West Yost

**Scope:** Evaluate feasibility to add a Variable Frequency Drive (VFD) to the current finish water pumps to maintain a constant level in clearwell to help facilitate Backwash Pump.

**Status:** In design with West Yost, waiting on Integrator of Record RFP

### WTP Disinfection Evaluation – The Automation Group (TAG) (sub from West Yost)

**Scope:** Murraysmith will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

**Status:** Staff procured equipment, Public Works staff to complete installation. TAG assisting with final configuration.



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cisoregon.org

June 21, 2021

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

Re: CIS Longevity Award

Dear Ray,

City of Sweet Home received a distinguished CIS Property/Casualty Trust Longevity Award this year. Congratulations! We typically hand these awards out at our Annual Conference; however, our conference was virtual this year.

While we may finally be seeing the light at the end of the tunnel regarding the COVID pandemic, in an abundance of caution, we are still being vigilant and limiting our face-to-face meetings. You are a lot like family, and we miss visiting with you. We hope to be able to visit with you soon.

Any member receiving this award can be proud. It represents recognition of a long and successful partnership. A partnership that protects you from unforeseen claims that can arise. Your longevity award represents 30 of continuous coverage with CIS.

Again, congratulations on your Longevity Award! We deeply value and appreciate your strong partnership with CIS and we are really looking forward to seeing you again in person.

Sincerely,

Patrick Priest  
Executive Director

Enclosure

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