



SWEET HOME CITY COUNCIL  
MEETING AGENDA

September 27, 2016

7:30 p.m.

City Hall Annex

1440 12th Avenue

Sweet Home, OR 97386

1. Call to Order and Pledge of Allegiance
  
2. Roll Call:

Councilor Gerson	Councilor Mahler
Councilor Goble	Councilor Trask
Councilor Goodwin	Councilor Underwood
Mayor Gourley	
  
3. Approval of Minutes:
  - a) September 13, 2016 City Council Executive Session (pg. 1)
  - b) September 13, 2016 City Council Meeting (pg. 2-8)
  - c) September 19, 2016 City Council Special Meeting (pg. 9-10)
  - d) September 20, 2016 City Council Executive Session (pg. 11)
  
4. Recognition of Visitors and Hearing of Petitions
  
5. Old Business:
  
6. New Business:
  - a) Request for Council Action – Revision of Financial Policies (Gray) (pg. 12)
  - b) Request for Council Action – Crew Leader Solicitation – Streets (Adams) (pg. 13)
  - c) Request for Council Action – Non Represented Employees Wage and Benefits (Gray) (pg. 14)
  - d) Request for Council Action – Wastewater Facility Plan – Additional Services (Adams) (pg. 15-19)

- e) Discussion Concerning City Manager Interview Process and Request for Expenses (Wurster)
- f) Healthy Eating and Active Living (HEAL) Update (Gray)

7. Legislation

- a) Ordinance Bill No. 4 for 2016 – Ordinance No. \_\_\_\_\_ Sweet Home Ordinance Pertaining to City Council Meeting Time (2nd Reading) (pg. 20)
- b) Resolution No. 27 for 2016 - A Resolution Revising the City of Sweet Home Financial Policies (pg. 21)
- c) Resolution No. 28 for 2016 – A Resolution Establishing Salary Schedules for Non-Represented General Employees (pg. 22-26)

8. Council Reports

9. Committee Reports:

Administrative & Finance.....	Gourley
Parks Board.....	Trask
Property.....	Goodwin
Public Safety.....	Trask
Public Works.....	Mahler
Traffic Safety .....	Trask
Tree Commission.....	Goodwin
Youth Advisory Council.....	Goble
Chamber of Commerce.....	Vacant
Fire District.....	Trask
Council of Governments.....	Goodwin
Area Commission on Transportation.....	Goodwin
Solid Waste Advisory Council (SWAC).....	Vacant
Ad Hoc Committee/Community Health Care.....	Gourley

10. Mayor's Report

11. City Manager's Report

12. Department Director's Reports:

- Finance Director
- Library Services Director
- Planning Services Manager
- Police Chief
- Public Works Director

13. City Attorney's Report

14. Adjournment

SWEET HOME CITY COUNCIL  
SPECIAL MEETING EXECUTIVE SESSION MINUTES

September 13, 2016

The City Council Executive Session was opened at 6:00 p.m. in the City Hall Annex.

Roll Call:	Councilor Gerson	P	Councilor Mahler	AB
	Councilor Goble	AB	Councilor Trask	P
	Councilor Goodwin	P	Councilor Underwood	P
	Mayor Gourley	P		

Staff: City Manager Pro Tem Christy Wurster, Finance Director Pat Gray, Police Chief Jeff Lynn, and Recording Secretary Julie Fisher

Media: None

Mayor Gourley read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2) (d) for the purpose of discussion of Labor Negotiations with Pierre Robert, Senior Labor Law Attorney for Local Government Personnel Institute (LGPI). Pierre provided Council an update on current labor negotiations and process for the Sweet Home Police Employee Association (SHPEA).

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

The meeting adjourned at 7:30 p.m.

The foregoing is a true copy of the proceedings of the City Council at the September 13, 2016 Executive Session City Council Meeting.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL  
MEETING MINUTES

September 13, 2016

Mayor Gourley called the meeting to order at 7:30 p.m. in the City Hall Annex. The Pledge of Allegiance was given.

Staff Present: City Manager Pro Tem Christy Wurster, City Attorney Robert Snyder, Finance Director Pat Gray, Library Services Director Rose Peda, Police Chief Jeff Lynn, Public Works Director Mike Adams, and Recording Secretary Julie Fisher

Registered Visitors: Sharon Kanareff, Bill Matthews, Robert Shamock, Dick Knowles, Lisa Gourley

Media: Alex Paul, Albany Democrat Herald

Roll Call:	Councilor Gerson	P	Councilor Mahler	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Goodwin	P (7:38pm)	Councilor Underwood	P
	Mayor Gourley	P		

Approval of City Council Meeting Minutes: **Councilor Mahler made a motion to approve the August 22, 2016 City Council Special Meeting Minutes, August 23, 2016 City Council Meeting Minutes, August 24, City Council Executive Session Meeting Minutes, August 30, 2016 City Council Special Meeting Minutes and August 30, 2016 City Council Executive Session Meeting Minutes as submitted with Councilor Gerson seconding. Question was called and the motion passed with 6 Ayes, 0 Opposed, and 1 Absent (Goodwin).**

Old Business: None

Recognition of Visitors & Hearing  
of Petitions

Robert Shamock  
1040 1<sup>st</sup> Avenue  
Sweet Home, OR 97386

Robert Shamock introduced himself as the Director of the Oregon Jamboree. Mr. Shamock requested from the Council that they consider letting the Jamboree use part of the property at 3900 Main Street (the future City Hall site) for camping for the 2017 Jamboree event. The Council directed City Manager Pro Tem to calculate out employee parking needs and what space would be needed to ensure access to the building for the community. Mayor Gourley suggested the possibility of closing City Hall on Friday. The Council authorized the City Manager Pro Tem to negotiate with the Oregon Jamboree during their meeting on September 27, 2016.

New Business:

South Santiam All Lands  
Collaborative (SSALC) Request.

Sharon Kanareff  
408 7<sup>th</sup> Avenue  
Sweet Home, OR 97386

Sharon Kanareff presented a request on behalf of the South Santiam All Lands Collaborative (SSALC) who is seeking funds to assist with their 501(c) (3) status. She requested \$1,000 stating the remaining costs have been collected from partner organizations. Mayor Gourley stated the Council would like to review the request and respond to SSALC after they review the Budget adding the City used to have a Community Grant Program which is no longer in place. Ms. Kanareff thanked the Council for their time and consideration.

Request for Council Action –  
Collective Bargaining Agreement  
Approval – AFSCME General  
Unit Employees.

Pierre Robert of Local Government Personnel Institute (LGPI) introduced himself as the Chief Negotiator between the City of Sweet Home and the General Unit AFSCME Union. Mr. Robert stated bargaining began on March 4, 2016 and concluded in August 8, 2016. The represented employees met on August 22, 2016 and ratified the tentative agreement.

**Councilor Goodwin made a motion to approve the recently negotiated labor agreement between the City of Sweet Home and the American Federation of State, County and Municipal Employees (AFSCME) General Unit Employees with Councilor Gerson seconding.**

**Roll Call Vote:**

<b>Councilor Goble</b>	<b>Aye</b>
<b>Councilor Goodwin</b>	<b>Aye</b>
<b>Mayor Gourley</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Mahler</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>
<b>Councilor Underwood</b>	<b>Aye</b>

**The motion passed with 7 Ayes, 0 Opposed and 0 Absent.**

Request for Council Action –  
Municipal Maintenance Worker  
transfer to Collections Crew  
Leader

Public Works Director Mike Adams introduced the Request for Council Action stating due to a recent retirement in PW Maintenance, staff is requesting the ability to offer a “promotional” and/or “transfer” opportunity to an existing PW employee once identified through appropriate selection process and criteria.

**Councilor Goodwin made a motion to authorize Public Works Director Mike Adams to offer a promotional and/or transfer opportunity to an existing PW employee once identified through appropriate selection process and criteria with Councilor Trask seconding. The question was called and the motion passed with 7 Ayes, 0 Opposed and 0 Absent.**

Request for Council Action –  
Revision of Financial Policies

Finance Director Pat Gray stated that this item has been pulled from the Agenda and will be in Resolution form on the Agenda on September 27, 2016. FD Gray stated Financial Advisor Sean Gergon has reported that his firm, Umpqua Investors is not registered as a municipal advisor.

Request for Council Action –  
Relocation of Municipal Court

Police Chief Jeff Lynn reported he has collected a number of quotes and bids. He requested Council issue a formal “Intent to Award” notice for the proposed amounts to the following companies: AK Carpet & More (\$4,114.76), Empower Digital (\$10,182.00), Day Wireless (\$5,770.00), Cascade Computer (\$620.00), Benton Electric (\$4,998.00), and McCubbins Quality Homes (\$12,120.00) for a total proposed amount \$45,002.83 that includes a 10% contingency amount.

Mayor Gourley asked if video conferencing would be available for the Council at the Police Station. Chief Lynn stated he would look into that option. Councilor Gerson asked for clarification if the debris removal would be included. Chief Lynn affirmed the debris removal is included.

**Councilor Goodwin made a motion to issue an “Intent to Award” notice for the proposed amounts to the following companies: AK Carpet and More (\$4114.76), Empower Digital (\$10,182.00), Day Wireless (\$5770.00), Cascade Computer (\$620.00), Benton Electric (\$4998.00), and McCubbins Quality Homes (\$12,120.00) for a total proposed amount of \$45,002.83 that includes a 10% contingency amount with Councilor Gerson seconding.**

**Roll Call Vote:**

<b>Councilor Goodwin</b>	<b>Aye</b>
<b>Mayor Gourley</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Mahler</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>
<b>Councilor Underwood</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Aye</b>

**The motion passed with 7 Ayes, 0 Opposed and 0 Absent.**

Request for Council Action –  
City Council Meeting Time

City Attorney Snyder introduced the Request for Council Action setting the commencing time for regular meetings of the City Council. The proposed ordinance changes the time for regular meetings of the City Council from 7:30pm to 6:30pm.

**Councilor Mahler made a motion to move the item to legislation with Councilor Goodwin seconding. With no opposition from Council the item was moved to legislation where it would be handled as Ordinance Bill No. 4 for 2016.**

Legislation

Ordinance Bill No. 4 for 2016 –  
Ordinance No. \_\_\_\_\_ Sweet  
Home Ordinance Pertaining to  
City Council Meeting Time

City Attorney Robert Snyder read in its entirety Ordinance Bill No. 4 for 2016 – Ordinance No. \_\_\_\_\_ Sweet Home Ordinance Pertaining to the City Council Meeting Time.

With no objections from Council the item was moved to second reading on September 27, 2016.

Council Reports

Councilor Mahler requested a revisit of the Livability Ordinance. City Attorney Snyder stated the Councilors should return the portions of the various codes that they liked to Administrative Assistant Julie Fisher for City Attorney Snyder to compile together.

*Committee Reports:*

Administration & Finance

Mayor Gourley announced a meeting on September 27, 2016 at 6pm to discuss combining committees.

Property Committee

Finance Director Pat Gray updated the Council on the progress at the new City Hall site. She stated the City has received the keys for the building and a “New Future Location of City Hall” sign has been ordered. FD Gray stated the security system is being repaired. City Manager Pro Tem reported staff is currently measuring the building to verify the plans on hand are the “as-built” set.

Public Safety

A Public Safety Committee Meeting was scheduled for October 4, 2016 at 6:30 pm to discuss the Livability Ordinance.

Public Works

None

*City Boards/Committees:*

Chamber of Commerce	Bill Matthews announced several new businesses have become Chamber members.
Fire District	None
Park Board	Councilor Trask stated the next meeting is scheduled for September 19, 2016 at 8:30am. There has been a request for upgrades at the Skate Park. The Skate Park contract between the City and the School District expired 5 years ago and needs to be updated.
Traffic Safety	Councilor Trask announced a Traffic Safety Committee Meeting on September 21, 2016
Tree Commission	Councilor Goodwin announced a combined Tree Commission and Park Board meeting on Monday, September 19, 2016 at 8:30am.
Y.A.C.	None

*Regional Boards/Committees:*

Area Commission on Transportation (ACT)	None
COG	Councilor Goodwin stated there is a meeting on Thursday.
Solid Waste Advisory Council (SWAC)	None
Ad Hoc Committee/Community Health Care	Mayor Gourley scheduled a meeting for the Community Health Care Committee and Subcommittee for September 28, 2016 at 6:00pm.
Mayor's Report	Mayor Gourley stated he has had several interested citizens show their interest in the new City Hall project. Mayor Gourley wanted to set up a time for touring the new building.
City Manager's Report	City Manager Pro Tem Wurster announced the Administrative and Finance meeting scheduled for September 27, 2016.  City Manager Pro Tem Wurster stated she had a request from Linda Iljin for the Council to consider a noise ordinance. Ms. Iljin lives next to Camco and has complained about the noise and dust from the operation. Staff has visited the site

and found the site is operating within their permitted use and in addition Camco is evaluated by the DEQ every three years. The property is zoned Industrial and the Comprehensive Plan zoning is Heavy Industrial. Ms. Ijjin is interested in creating a resolve with Camco and surrounding neighbors by creating a barrier for the noise and dust. The Council did not show interest in creating a noise ordinance with Councilor Mahler stating he did not want to force additional restrictions or expense to business.

City Manager Pro Tem requested the Council approve 3.5 hours for August 22, 2016 and 4.75 hours for August 29, 2016 that exceeded the contract of 20 hours per week.

**Councilor Trask made a motion to approve the hours over the contracted 20 hours for the City Manager Pro Tem with Councilor Mahler seconding.**

**Roll Call Vote:**

<b>Councilor Underwood</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Aye</b>
<b>Councilor Goodwin</b>	<b>Aye</b>
<b>Mayor Gourley</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Mahler</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>

**Motion passed with 7 Ayes, 0 Opposed and 0 Absent.**

The Council discussed their willingness to approve additional hours for Christy Wurster, City Manager Pro Tem, until a new City Manager is hired.

**Councilor Trask made a motion to extend the hours of the City Manager Pro Tem up to 28 hours per week with Councilor Goodwin seconding. The question was called and the motion passed with 7 Ayes, 0 Opposed and 0 Absent.**

City Manager Pro Tem Wurster announced the 10<sup>th</sup> Annual Harvest Festival is October 1<sup>st</sup> and encouraged all to attend.

Interviews for the three finalists for the City Manager position will be held on September 19, 2016.

Department Directors Reports:

Finance Director	Finance Director Gray stated the City is waiting on the appraisal for 1730 9 <sup>th</sup> Avenue to continue in the surplus process. FD Gray announced the Zombie Zoup, a fundraising run for Sunshine Industries.
Library Director	Library Services Director announced an Open Mic Event on September 19, 2016 at 6pm.
Planning Services Manager	None
Police Chief	Police Chief Jeff Lynn stated he was looking into the options of partnering with Linn County and Benton County Agencies for a records management system. This system would give the department the ability to share contacts of offenders. Chief Lynn announced a meeting on Thursday with the Boy Scouts of America (BSA) to explore the Cadet Program.
Public Works	Public Works Director Adams stated in September the maintenance crew will be operating at full staff. PWD Adams is meeting with staff to plan on how to improve the parking lot at Strawberry Park. Mayor Gourley asked if there was a plan for a permanent restroom at Ashbrook Park. PWD Adams stated that it has not been identified in the budget but certainly could be a project to consider for the next budget cycle. PWD announced he received an email from ODOT announcing Hwy 20 at Sheep Creek is now reopened.
City Attorney	City Attorney Snyder announced a Public Safety Committee Meeting on October 4, 2016 at 6:30pm to review the Livability Code.
Adjournment:	With no further business the meeting adjourned at 8:30 p.m.

The foregoing is a true copy of the proceedings of the City Council at the September 13, 2016 regular City Council Meeting.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL  
SPECIAL MEETING AND EXECUTIVE SESSION MINUTES

September 19, 2016

The City Council Special Meeting was opened at 4:15 p.m. in the Jim Riggs Community Center.

Roll Call:	Councilor Gerson	P	Councilor Mahler	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Goodwin	P	Councilor Underwood	P
	Mayor Gourley	P		

Staff: City Manager Pro Tem Christy Wurster, Public Works Director Michael Adams, City Attorney Robert Snyder, Police Chief Jeff Lynn, Library Services Director Rose Peda, Finance Director Pat Gray, and Recording Secretary Julie Fisher

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

Registered Visitors: Carol Moffet, Sharon Kanareff, Jo Ann McQueary, Tim McQueary, Ken Bronson, Jeremiah Fisher, Dick Knowles, Linda Iljin

The purpose of the meeting was to conduct interviews for the City Manager position. The Council interviewed 2 applicants: Raymond Towry and Harry Staven. Both interviews were conducted in person and all questions were the same for each candidate.

Following the interviews the Mayor called for comments from the Public. Tim McQueary stated Mr. Towry is his choice because he feels he wants to come to Sweet Home and desires to stay here. Sharon Kanareff stated Mr. Towry has a good understanding and would be an asset. Jo Ann McQueary said Mr. Towry said a lot of the right things. Collaboration and Communication are important and Mr. Towry mentioned both several times. Ms. McQueary added the Towrys would be a great family added to our community. Alex Paul asked how much time the Charter allowed the City to be without a permanent City Manager. Mayor Gourley stated the Council does need to make a decision or appoint a temporary permanent City Manager. Alex Paul asked if the Council is willing to go a year in Limbo.

The Council adjourned the meeting at 6:20 pm to go into Executive Session

The Executive Session was opened at 6:40 pm as authorized by ORS 192.660 (2) (a) to consider the employment of a City Manager. The Executive Session adjourned at 7:40 pm.

The Special Public Meeting was reopened at 7:40 pm. The Council directed staff to notice an Executive Session on September 21, 2016 at 6:00pm to consider the employment of a City Manager. Staff was also directed to contact one of the candidates to notify them that they will not be considered for the City Manager position. There was no decision on the other candidate.

The meeting adjourned at 7:43 p.m.

The foregoing is a true copy of the proceedings of the City Council at the September 19, 2016 Special City Council Meeting.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL  
SPECIAL MEETING EXECUTIVE SESSION MINUTES

September 20, 2016

The City Council Executive Session was opened at 6:00 p.m. in the City Hall Annex.

Roll Call:	Councilor Gerson	AB EX	Councilor Mahler	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Goodwin	P	Councilor Underwood	P
	Mayor Gourley	P		

Staff: City Manager Pro Tem Christy Wurster, Finance Director Pat Gray, Police Chief Jeff Lynn, City Attorney Robert Snyder and Recording Secretary Julie Fisher.

Media: None

Mayor Gourley read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2) (d) for the purpose of discussion of Labor Negotiations with Pierre Robert, Senior Labor Law Attorney for Local Government Personnel Institute (LGPI). Pierre provided Council an update on current labor negotiations and process for the Sweet Home Police Employee Association (SHPEA). The Council by consensus directed the Bargaining Team as to the degree of authority and limits the Council was comfortable with.

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

The meeting adjourned at 7:38 p.m.

The foregoing is a true copy of the proceedings of the City Council at the September 20, 2016 Executive Session City Council Meeting.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

## REQUEST FOR COUNCIL ACTION

SEPTEMBER 27, 2016

SUBJECT: A RESOLUTION REVISING THE CITY OF SWEET HOME FINANCIAL POLICIES

SUBMITTED BY: CHRISTY WURSTER, City Manager Pro-Tem

PREPARED BY: PAT GRAY, Finance Director

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### STATEMENT OF SUBJECT:

Should City Council adopt the Resolution Revising the City of Sweet Home Financial Policies?

### RECOMMENDATION:

That Council adopt the proposed Resolution.

### BACKGROUND ANALYSIS:

Since the adoption of the current Financial Policies in 2011, a request was recently made from a Council member to consider investments that follow state statute but offer more interest opportunities than the Local Government Investment Pool.

Shawn Gergen, Vice President of Investments from Umpqua Bank has met with the Finance and Administration Committee to get an understanding of what council would like. He returned in August with a Fixed Income Investment Portfolio consisting of Intermediary funds and a recommendation for investing in FDIC insured MarketLink CDs. The Portfolio would be managed under section 4 of the Investment section of the Financial Policies recognizing ORS 294.035 limitations on certain debt and credit rating limitations. But, investments in MarketLink CDs, while FDIC insured, are not called out in the policies and he recommended adding them in section 3.

The proposed policies have been reviewed by our auditor, Grove, Mueller and Swank, PC. They recommended setting a minimum and/or maximum length to the CDs and to actively monitor the investment allocations to ensure compliance with ORS statutes. They also noted that recording the investment activity in the general ledger will be more difficult since investments are usually market to market.

The Finance and Administration committee recommended bringing the changes in the Investment section to City Council for consideration. While Umpqua Bank is not registered as a municipal advisor, Shawn Gergen did recommend larger brokerage firms the City could contact for investment options.

### FISCAL IMPACT:

None at this time

## REQUEST FOR COUNCIL ACTION

DATE: September 27, 2016  
SUBJECT: Crew Leader Solicitation – Streets  
SUBMITTED BY: Christy Wurster, City Manager Pro Tem  
PREPARED BY: Michael J. Adams, Public Works Director

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### **STATEMENT OF SUBJECT:**

There is a Crew Leader position within the Public Works Department that need to be back filled.

### **RECOMMENDATION:**

It is hereby recommended that City Council make a motion authorizing city staff to solicit, identify, and hire a qualified and trained individual for the position of Crew Leader – Streets. The solicitation and identification of the employee shall be completed through established employment practices.

### **BACKGROUND ANALYSIS:**

Due to a recent retirement in PW Maintenance, staff recently requested the ability to offer a “promotional” and/or “transfer” opportunity to an existing PW employee to the position of Crew Leader – Collections. In so doing, the action created an opening with the Streets Crew Leader.

The established process requires the notification of the opportunity be posted in-house for two weeks in an attempt to identify qualified internal candidates that may be interested. At the conclusion of the two week notification period, the opportunity may be posted externally, if necessary.

The request tonight is for authorization to post the position as well as to select and hire the preferred candidate. In the event the selected candidate is internal, an additional request may be necessary in the future to fill that position, if warranted.

Given the provisions of the Charter, this request is being made at this time so we can move forward with official authorization to fill this position accordingly.

### **FISCAL IMPACT:**

This action will not have any negative fiscal impact to the adopted 2016-17 operating budget.

## REQUEST FOR COUNCIL ACTION

SEPTEMBER 27, 2016

SUBJECT: A RESOLUTION ESTABLISHING SALARY SCHEDULES  
FOR NON-REPRESENTED GENERAL EMPLOYEES

SUBMITTED BY: CHRISTY WURSTER, City Manager

PREPARED BY: PAT GRAY, Finance Director

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STATEMENT OF SUBJECT:

Should City Council adopt Resolution No. 28 2016 establishing salary schedules for non-represented general employees.

RECOMMENDATION:

It is recommended that the City Council make a motion adopting Resolution No. 28 for 2016 establishing salary schedules for non-represented general employees.

BACKGROUND ANALYSIS:

In accordance with Chapter II, Section 6 of the Sweet Home Charter, the City Council shall establish the wage and benefits for all city officers and employees.

FISCAL IMPACT:

The cost of the salary increases over the three years is expected to be \$53,919.

## REQUEST FOR COUNCIL ACTION

September 27, 2016

SUBJECT: Wastewater Facility Plan – Additional Services  
SUBMITTED BY: Michael J. Adams, Public Works Director  
PREPARED BY: Same

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### **STATEMENT OF SUBJECT:**

In continuation of the ongoing Wastewater Facility Plan, additional tasks are required beyond those identified in the existing Agreement of 2013 due to regulatory compliance.

### **RECOMMENDATION:**

It is hereby recommended that City Council make a motion authorizing the Public Works Director to execute a contract amendment number 12 with Brown and Caldwell, Inc. in the amount not to exceed \$32,695 for Consulting Services as identified and described in the attached contract amendment document.

### **BACKGROUND ANALYSIS:**

On June 11, 2013 the City of Sweet Home entered into an agreement with Brown and Caldwell, Inc. to complete a wastewater facility plan document that would take into account previous collection system improvements and removal of unwanted Infiltration/Inflow (I/I) and identify specific work needed at the treatment plant so the system could come into regulatory compliance.

Oregon DEQ has conducted its preliminary review of our DRAFT facility plan and has required population projection updates prior to final approval of the plan. Additionally, due to an unexpected storm event in late 2015, we are also in need of providing flow projection updates incorporating this event.

The request before Council tonight is for adding work to the original agreement of 2013 to include additional WWTP flow modeling, storm event modeling, and additional regulatory support. This request is expected to add up to an additional \$32,695 to the previous agreement in the not to exceed amount of \$310,898.00 bringing the overall cost of the Wastewater Facility Planning to \$343,593.00.

It is anticipated the facility plan will be approved by DEQ and ready for formal adoption by end of 2016.

### **FISCAL IMPACT:**

Funds are available within the adopted 2016-2017 Operating Budget.

### **ALTERNATIVES:**

Choose not to execute contract amendment.

## Wastewater Facility Planning Project Exhibit A to Amendment No. 12

# Additional Scope of Services

The additional services described below include preparation of updated population and flow projections, analysis of a December 2015 storm event that caused an overflow, and support with regulatory agency meetings and discussions including response to DEQ comments on final draft of Facility Plan.

### Phase 008 Final Document Preparation

**Objective:** To address updated direction from DEQ and Department of Land Conservation and Development regarding population projection methodology

**Activities:** Coordinate with DLCD to prepare revised population estimates that will meet DEQ approval. This task consists of the following subtasks:

- Update the population projections for Sweet Home based on the Safe Harbor Methodology
- Revise population projection updates as directed by DLCD

**Deliverable:** Revised sections of Facility Plan

### Phase 011 WWTP Flow Modeling

**Objective:** To update flow projections at the wastewater treatment plant completed for the Inflow and Infiltration Update Report including impact of revised population estimates

**Activities:** This task consists of the following subtasks:

Revise the collection system 5-year peak flow values using the new population projections discussed under Phase 008 above:

- Redistribute the future population throughout the sanitary basins to revise flow forecasts.
- Update the text and tables for the Facility Plan to reflect the revised projections and resulting flows.
- Perform quality assurance/quality control of modeling data and write-up.

Extract from model prepared for I/I Update Report flows needed for WWTP sizing, including maximum day, week, and monthly flows for dry and wet seasons, for current and future conditions.

**Deliverable:** Revised sections of Facility Plan

### Phase 012 Storm Event Modeling

**Objective:** To understand recurrence interval of the December 17, 2015 storm event that resulted in an overflow at the City's wastewater treatment plant

**Activities:** This task consists of the following subtasks:

**Brown AND Caldwell**

- Update the rainfall record used in prior modeling efforts from 9/1/2014 through 12/31/2015
- Perform hydrologic modeling to determine the recurrence interval
- Perform hydraulic modeling as a check on estimate made by City's WWTP operators of overflow duration and volume

**Deliverables:** Technical memorandum documenting work completed and appropriate updates to various sections of Facility Plan

### **Phase 013 Regulatory Support**

**Objective:** To provide support in addressing issues related to DEQ permitting, enforcement, and review/approval of Facility Plan

**Activities:** This task will consist of the following subtasks:

- Prepare for and participate in meetings and phone conferences related to NPDES permitting issues and potential amendment of the Mutual Agreement and Order between the City and DEQ.
- Prepare for and attend two meetings with DEQ and City to present Facility Plan findings and to discuss DEQ comments.
- Revise Facility Plan and provide separate written documentation to describe whether and how DEQ comments will be addressed.

**Deliverables:**

- Meeting materials as needed
- Final Facility Plan
- Letter to DEQ documenting response to comments

**Assumptions:**

- Upon DEQ approval of final Facility Plan, this project will be placed on inactive status until the City is ready to proceed with design and construction of recommended improvements at which time the requirements for the Environmental Report will be revisited and the report will be completed.

AMENDMENT NO. 12 TO  
AGREEMENT FOR CONSULTING SERVICES  
BETWEEN CITY OF SWEET HOME, OREGON  
AND BROWN AND CALDWELL, INC.  
FOR WASTEWATER FACILITY PLANNING

THIS AMENDMENT NO. 12 to the Agreement for Consulting Services dated August 27, 2001 between the City of Sweet Home, Oregon, hereinafter referred to as "Client", and Brown and Caldwell, a California corporation, hereinafter referred to as "Consultant," is made and entered into this \_\_\_\_\_ day of September, 2016.

RECITALS:

WHEREAS, Client and Consultant entered into an agreement for consulting services dated August 27, 2001 (hereinafter referred to as the "Agreement");

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 1 which authorized Consultant to perform planning, design, and construction management for Phase 1 of the I/I Reduction Demonstration Project; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 2 which authorized Consultant to perform planning, design, and bidding for Phase 2 of the I/I Reduction Demonstration Project; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 3 which authorized Consultant to perform construction management and other services related to Phase 2 of this program; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 4 which authorized Consultant to perform cleaning and TV inspection of the Client's sanitary sewer system and provide Client with inspection and mapping software and hardware; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 5 which authorized Consultant to provide sewer flow monitoring and modeling services and update the recommended program to achieve MAO compliance; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 6 which authorized Consultant to prepare predesign of upgrades to the Client's Wastewater Treatment Plant, including disinfection, filtration, and computer control systems, and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 7 which authorized Consultant to perform sewer system rehabilitation/replacement planning, design, and construction services for the Grant Appropriation Project; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 8 which authorized Consultant to perform planning, design, and construction management for Phase 3 of the I/I Reduction Demonstration Project; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 9 which authorized Consultant to perform planning, design, and bid construction services for Phase 4 of the I/I Reduction Project. In addition, hydrologic modeling of flow/rain data will be performed to quantify I/I reduction achieved so the City can make decisions on the remainder of the capital program required to comply with its NPDES Permit and Mutual Agreement and Order (MAO); and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 10 which authorized Consultant to prepare a new Wastewater Facility Plan; and

WHEREAS, Client and Consultant previously agreed to modify the Agreement by execution of Amendment No. 11 which extended the completion date for the new Wastewater Facility Plan; and

WHEREAS, in Article II.B of the Agreement, Client and Consultant agreed that certain portions of the work contemplated to be performed by Consultant could not be sufficiently defined at the time of execution of the Agreement;

WHEREAS, By execution of Amendment No. 12, Consultant requests to modify scope, budget and schedule;

NOW, THEREFORE, Client and Consultant agree to amend the Agreement as follows:

I. SCOPE

The Scope of Services in the Agreement is amended to add the following phases as described in Exhibit A attached hereto and to modify the scope for Phase 008 Final Document Preparation:

- Phase 011 – WWTP Flow Modeling
- Phase 012 – Storm Event Modeling
- Phase 013 – Regulatory Support

II. COMPENSATION

Compensation for the services provided under Article I of this Amendment No. 12 shall not exceed \$32,695, as shown in Exhibit B, without prior written authorization from Client. This brings the overall project compensation to \$343,593. Amendment 12 increases the total estimated compensation under the Agreement to \$3,223,604.

III. SCHEDULE

The modified Scope of Services shall be completed by December 31, 2017.

All other terms and conditions of the Agreement and any amendments thereto remain unchanged.

BROWN AND CALDWELL, INC.

CITY OF SWEET HOME

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: Jonathan R. Holland Printed Name: Michael J. Adams

Title: Vice President Title: Public Works Director

ORDINANCE BILL NO. 4 FOR 2016

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

SWEET HOME ORDINANCE PERTAINING TO CITY COUNCIL MEETING TIME

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code Section 2.04.010 is amended to read as follows:

The City Council shall hold regular meetings on the second and fourth Tuesdays of each month, commencing at the hour of 6:30 p.m.; however, when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, the meeting shall be held at the same hour on the next succeeding day not a holiday.

PASSED by the Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

**RESOLUTION NO. 27\_FOR 2016**

A RESOLUTION REVISING THE CITY OF SWEET HOME FINANCIAL POLICIES

WHEREAS, the Finance and Administration committee has researched some investment opportunities; and

WHEREAS, these potential opportunities require a change to the current City of Sweet Home Financial Polices; and

WHEREAS, City of Sweet Home has determined that it is the best interest of the City that this change be made in order to expand investment options; and

WHEREAS, Section VIII. INVESTMENTS (3) will be revised to include: FDIC insured Market Link CDs, not to exceed 7 year terms;

NOW, THEREFORE, be it resolved by the City Council of the City of Sweet Home that the City of Sweet Home Financial Policies be adopted as amended.

PASSED by the Council and approved by the Mayor this 27<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

**RESOLUTION NO. 28 FOR 2016**

**A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED GENERAL EMPLOYEES.**

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented General Employees.

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented full-time and part-time General positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 12 for 2013 and shall be effective July 1, 2016.

PASSED BY THE City Council and approved by the Mayor this 27th day of September, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2016 - June 30, 2017**  
**NON-REPRESENTED GENERAL EMPLOYEES**  
**MANAGEMENT**  
 (same as general union contract - 2.5% salary increase)

<b>STEP POSITION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
LIBRARY DIRECTOR	4534	4760	4998	5148	5303
OFFICER MANAGER 2	3539	3716	3902	4019	4140
ADMINISTRATIVE ASSISTANT	4176	4385	4604	4742	4884
COMMUNITY DEVELOP. DIRECTOR	5703	5988	6288	6476	6671
SR. ENGINEERING TECH	4564	4793	5032	5183	5339
PLANT SUPERINTENDENT	4436	4658	4891	5038	5189
MAINT. SUPERINTENDENT	4564	4793	5032	5183	5339
FINANCE DIRECTOR	5703	5988	6288	6476	6671
PUBLIC WORKS DIRECTOR	5703	5988	6288	6476	6671
PLANNER	4884	5128	5385	5546	5713
CITY MANAGER	7449	7821	8212	8459	8712

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale.

This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2017 - June 30, 2018**  
**NON-REPRESENTED GENERAL EMPLOYEES**  
**MANAGEMENT**  
 (same as general union contract - 2.5% salary increase)

<b>STEP POSITION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
LIBRARY DIRECTOR	4647	4879	5123	5277	5435
OFFICER MANAGER 2	3628	3809	4000	4120	4243
ADMINISTRATIVE ASSISTANT	4280	4494	4719	4861	5006
COMMUNITY DEVELOP. DIRECTOR	5846	6138	6445	6638	6837
SR. ENGINEERING TECH	4678	4912	5158	5313	5472
PLANT SUPERINTENDENT	4547	4774	5013	5164	5318
MAINT. SUPERINTENDENT	4678	4912	5158	5313	5472
FINANCE DIRECTOR	5846	6138	6445	6638	6837
PUBLIC WORKS DIRECTOR	5846	6138	6445	6638	6837
PLANNER	5006	5257	5519	5685	5855
CITY MANAGER	7635	8017	8417	8670	8930

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale.

This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2018 - June 30, 2019**  
**NON-REPRESENTED GENERAL EMPLOYEES**  
**MANAGEMENT**  
**(same as general union contract - 2.5% salary increase)**

<b>STEP POSITION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
LIBRARY DIRECTOR	4763	5001	5251	5409	5571
OFFICER MANAGER 2	3719	3904	4100	4223	4349
ADMINISTRATIVE ASSISTANT	4387	4607	4837	4982	5132
COMMUNITY DEVELOP. DIRECTOR	5992	6291	6606	6804	7008
SR. ENGINEERING TECH	4795	5035	5287	5446	5609
PLANT SUPERINTENDENT	4661	4894	5139	5293	5451
MAINT. SUPERINTENDENT	4795	5035	5287	5446	5609
FINANCE DIRECTOR	5992	6291	6606	6804	7008
PUBLIC WORKS DIRECTOR	5992	6291	6606	6804	7008
PLANNER	5131	5388	5657	5827	6002
CITY MANAGER	7826	8217	8628	8887	9153

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale.

This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

EXHIBIT A

**SALARY SCHEDULE**  
**July 1, 2016 - June 30, 2017**  
**NON-REPRESENTED EMPLOYEES**  
**PART-TIME EMPLOYEES (HOURLY)**  
**(same as general union contract - 2.5% salary increase)**

<b>STEP POSITION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
JANITOR	10.60	11.13	11.68	12.04	12.40
TYPIST	10.60	11.13	11.68	12.04	12.40
LIBRARY ASSISTANT	13.31	13.98	14.68	15.12	15.57
P/W SECRETARY	10.71	11.25	11.81	12.16	12.53

Employees who have completed 8 years of continuous employment with the City will receive an additional one percent (2%) Longevity Merit Pay increase above the step 5 scale.

This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

# Bank Reconciliation

## Checks by Date

User: pgray  
 Printed: 09/21/2016 - 3:21PM  
 Cleared and Not Cleared Checks

**City of Sweet Home**  
**1140 12th Avenue**  
**(541) 367-5128**  
**(541) 367-5113 Fax**



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
84011	8/26/2016	ARCHIVESOCIAL		AP		2,388.00
84012	8/26/2016	AUDIO EDITIONS		AP		263.87
84013	8/26/2016	CENTER POINT LARGE PRINT		AP	8/31/2016	46.29
84014	8/26/2016	CIRCLE K		AP		12.00
84015	8/26/2016	COMCAST		AP	8/31/2016	192.85
84016	8/26/2016	LONDON HAWKINS		AP		60.00
84017	8/26/2016	KIP AMERICA, INC.		AP	8/31/2016	240.00
84018	8/26/2016	LINN COUNTY RECORDER		AP	8/31/2016	65.00
84019	8/26/2016	M & W ELECTRIC, INC.		AP		2,180.00
84020	8/26/2016	MID-VALLEY NEWSPAPERS		AP		670.80
84021	8/26/2016	MOONLIGHT BPO, INC.		AP	8/31/2016	957.39
84022	8/26/2016	NATIONAL PHOTOCOPY CORPORA		AP	8/31/2016	20.00
84023	8/26/2016	NEW ERA		AP		70.00
84024	8/26/2016	NORTHERN SAFETY COMPANY, IN		AP	8/31/2016	198.82
84025	8/26/2016	NORTHWEST NATURAL		AP	8/31/2016	3.48
84026	8/26/2016	OFFICE DEPOT		AP	8/31/2016	111.44
84027	8/26/2016	ROSE PEDA		AP	8/31/2016	18.25
84028	8/26/2016	STANDARD INS. CO.		AP	8/31/2016	3,364.34
84029	8/26/2016	TELL & SELL		AP		134.15
84030	8/26/2016	WEATHERFORD THOMPSON		AP	8/31/2016	40.00
84031	8/26/2016	WELLS FARGO VENDOR FIN SERV		AP	8/31/2016	518.05
36082	8/31/2016	LARRY BLAKE, JR		PR		3,537.58
36083	8/31/2016	JAMES GOURLEY		PR		78.43
36084	8/31/2016	JOY KISTNER		PR		1,178.17
36085	8/31/2016	ERIC KOPF		PR		2,071.76
36086	8/31/2016	CHRISTY WURSTER		PR		3,421.98
84032	8/31/2016	CREDITORS COLLECTION SERVI		AP		7.39
84033	8/31/2016	INDUSTRIAL CREDIT SERVICE		AP		1,001.49
84034	8/31/2016	OREGON AFSCME COUNCIL 75		AP		969.51
84035	8/31/2016	OREGON DEPT. OF REVENUE		AP		17.30
84036	8/31/2016	GERRIT SOUTHARD		AP		70.30
84037	8/31/2016	STEELHEAD STRENGTH & FITNES		AP		518.40
84038	8/31/2016	SWEET HOME COMMUNITY FOUN		AP		200.00
84039	8/31/2016	UNITED WAY		AP		90.00
84040	9/1/2016	ALSCO		AP		449.46
84041	9/1/2016	BENTLEY SYSTEMS, INC.		AP		192.75
84042	9/1/2016	BRODART CO.		AP		138.84
84043	9/1/2016	COMCAST		AP		284.09
84044	9/1/2016	CRITERION USA		AP		370.00
84045	9/1/2016	DEMCO		AP		401.22
84046	9/1/2016	GATEWAY IMPRINTS, INC.		AP		208.92
84047	9/1/2016	INDUSTRIAL WELDING SUPPLY, IN		AP		30.50
84048	9/1/2016	KING OFFICE EQUIPMENT, INC.		AP		448.00
84049	9/1/2016	LINN COUNTY TREASURER		AP		256.00
84050	9/1/2016	METEREADERS, LLC		AP		1,835.40
84051	9/1/2016	NATIONAL PHOTOCOPY CORPORA		AP		17.17

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
84052	9/1/2016	NORTHWEST NATURAL		AP		481.73
84053	9/1/2016	OFFICE DEPOT		AP		173.86
84054	9/1/2016	OREGON DEPT. OF REVENUE		AP		1,475.51
84055	9/1/2016	PACIFIC POWER		AP		27,904.58
84056	9/1/2016	ROSE PEDA		AP		45.00
84057	9/1/2016	PETTY CASH - FINANCE OFFICE		AP		101.94
84058	9/1/2016	SELECTEMP CORPORATION		AP		5,118.24
84059	9/1/2016	STAPLES ADVANTAGE		AP		1,197.61
84060	9/1/2016	TWGW, INC. NAPA AUTO PARTS		AP		233.87
84061	9/1/2016	WELLS FARGO VENDOR FIN SERV		AP		363.50
84062	9/1/2016	MORRIS WOODRUFF		AP		20.00
36087	9/9/2016	DOUGLAS LATHAM		PR		5,018.56
84063	9/9/2016	A-1 COUPLING & HOSE		AP		4.92
84064	9/9/2016	BI-MART CORPORATION		AP		57.92
84065	9/9/2016	BOYS & GIRLS CLUB OF SWEET H		AP		1,500.00
84066	9/9/2016	JILL CASE		AP		15.00
84067	9/9/2016	CASELLE, INC.		AP		196.67
84068	9/9/2016	CYNTHIA CLACK		AP		42.96
84069	9/9/2016	COMCAST		AP		149.85
84070	9/9/2016	RICHARD CONRAD		AP		61.22
84071	9/9/2016	SCOTT COOLEY		AP		300.00
84072	9/9/2016	DELUXE FOR BUSINESS		AP		86.32
84073	9/9/2016	DLT SOLUTIONS, INC.		AP		1,797.86
84074	9/9/2016	DRIVER AND MOTOR VEHICLE SEI		AP		3.00
84075	9/9/2016	RANDEE FIELDS		AP		35.00
84076	9/9/2016	STACY HANSON		AP		51.25
84077	9/9/2016	HOY'S TRUE VALUE		AP		885.85
84078	9/9/2016	INGRAM LIBRARY SERVICES		AP		222.28
84079	9/9/2016	LISA LEHTO		AP		35.00
84080	9/9/2016	LES SCHWAB WAREHOUSE CENTE		AP		719.08
84081	9/9/2016	TINA LESTER		AP		50.00
84082	9/9/2016	LESTER SALES		AP		6.99
84083	9/9/2016	LIBERTY ROCK PRODUCTS, INC.		AP		93.03
84084	9/9/2016	LINN COUNTY RECORDER		AP		55.00
84085	9/9/2016	LINN COUNTY TREASURER		AP		258.00
84086	9/9/2016	TRACY MENEAR		AP		35.00
84087	9/9/2016	MOONLIGHT BPO, INC.		AP		2,326.37
84088	9/9/2016	NATIONAL PHOTOCOPY CORPORA		AP		487.43
84089	9/9/2016	NET ASSETS		AP		587.00
84090	9/9/2016	NEW ERA		AP		1,694.03
84091	9/9/2016	NORTHWEST NATURAL		AP		27.86
84092	9/9/2016	OFFICE DEPOT		AP		19.54
84093	9/9/2016	ONE CALL CONCEPTS		AP		53.55
84094	9/9/2016	OREGON DEPT. OF REVENUE		AP		1,317.81
84095	9/9/2016	O'REILLY AUTOMOTIVE, INC.		AP		3.73
84096	9/9/2016	OWEN EQUIPMENT COMPANY, INC		AP		345.00
84097	9/9/2016	PASTEGA COFFEE SERVICE		AP		61.62
84098	9/9/2016	PETTY CASH - LIBRARY		AP		112.23
84099	9/9/2016	RELIABLE WELDING, INC.		AP		51.28
84100	9/9/2016	ROBERSON'S ALBANY FORD		AP		56.13
84101	9/9/2016	SCHOLASTIC LIBRARY		AP		156.00
84102	9/9/2016	SELECTEMP CORPORATION		AP		4,119.00
84103	9/9/2016	TABATHA SMITH		AP		37.47
84104	9/9/2016	SWEET HOME ROTARY		AP		225.00
84105	9/9/2016	THE REGISTER-GUARD		AP		275.60
84106	9/9/2016	THYSSENKRUPP ELEVATOR CORP.		AP		478.51

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
84107	9/9/2016	VALLEY OVERHEAD DOOR SALES		AP		150.00
84108	9/9/2016	VERIZON WIRELESS		AP		533.56
84109	9/9/2016	MARV VOLKERS		AP		22.62
84110	9/9/2016	WEATHERFORD THOMPSON		AP		20.00
84111	9/9/2016	WELLS FARGO FINANCIAL LEASIN		AP		49.00
84112	9/9/2016	WELLS FARGO VENDOR FIN SERV		AP		296.00
84113	9/9/2016	WISE AUTO		AP		1,810.70
84114	9/16/2016	BUCK'S SANITARY SERVICE, INC.		AP		487.00
84115	9/16/2016	CASCADE COMPUTER MAINTENA		AP		3,154.00
84116	9/16/2016	CENTER POINT LARGE PRINT		AP		125.82
84117	9/16/2016	CENTURYLINK		AP		2,262.89
84118	9/16/2016	COMCAST		AP		154.88
84119	9/16/2016	ECONORTHWEST		AP		4,136.33
84120	9/16/2016	WILLIAM AND JANET GASS		AP		50.16
84121	9/16/2016	SCOTT LAROQUE		AP		47.52
84122	9/16/2016	LGPI		AP		5,032.54
84123	9/16/2016	THE MORGAN CPS GROUP, INC.		AP		2,900.00
84124	9/16/2016	ROSE PEDA		AP		20.00
84125	9/16/2016	RENEE PHILLIPS		AP		18.64
84126	9/16/2016	SAMARITAN OCCUPATIONAL MED		AP		265.00
84127	9/16/2016	SELECTEMP CORPORATION		AP		2,790.94
84128	9/16/2016	TELL & SELL		AP		50.40

Total Check Count: 124

Total Check Amount: 114,959.15



August 30, 2016

Mr. Craig Martin  
City Manager  
City of Sweet Home  
1140 12th Avenue  
Sweet Home, OR 97386

RE: Important Information—Price Changes

Dear Mr. Martin:

We are committed to constantly improving our customers' entertainment and communications experience in the City of Sweet Home, and we continue to invest in making their services even better. For example, our investment in the X1 user interface has been extremely popular and is helping customers find and enjoy the vast array of content they receive. We continue to bring customers innovative improvements like the X1 voice controlled remote control, the X1 talking guide, X1 Cloud DVR services, and the X1 Sports App. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting October 1, 2016, new prices will apply to select XFINITY TV and Internet services and equipment as reflected in the enclosed notice.

We are committed to providing our customers with a consistently superior experience, including 24/7 customer service and on-time arrival—or we'll credit the customer \$20. We back up our services with the Comcast Customer Guarantee (visit [www.comcast.com/guarantee](http://www.comcast.com/guarantee) for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at (503) 605-6357.

Sincerely,

Tim Goodman  
Director, Government Affairs

Enclosure

# XFINITY® Products And Services Price List

Albany, Beaverton, Carlton, Columbia City, Dayton, Deer Island, Dundee, Happy Valley, Lafayette, Lebanon, Linn, McMinnville, Millersburg, Newberg, Scappoose, Sodaville, St. Helens, Sweet Home, Tangent, Tigard, Warren, Washington County, Waterloo, Yamhill, Yamhill County

## We're writing to let you know that starting on October 1, 2016, prices for select XFINITY services and fees will change.

Such changes are a function of a variety of factors including increases to business costs as well as product and technology upgrades. Please know that we have made an effort to reduce some fees and minimize the scope of our increases.

If you have any questions, please call us anytime at 1-855-860-0346.

Below is a summary of the price changes:

Triple Play Packages	Today	10/01/16
Starter XF Triple Play Bundle	\$149.95	<b>\$154.95</b>
Preferred XF Triple Play Bundle	\$159.95	<b>\$164.95</b>
HD Preferred XF Bundle	\$169.95	<b>\$174.95</b>
HD Preferred Plus XF Bundle	\$189.95	<b>\$194.95</b>
HD Premier XF Bundle	\$219.95	<b>\$224.95</b>
HD Complete XF Bundle	\$249.95	<b>\$254.95</b>
XH PF Starter Triple Play Bundle	\$149.95	<b>\$154.95</b>
XH PF Preferred Triple Play Bundle	\$159.95	<b>\$164.95</b>
XH PF HD Preferred Triple Play Bundle	\$169.95	<b>\$174.95</b>
XH PF HD Preferred Plus Triple Play Bundle	\$189.95	<b>\$194.95</b>
XH PF HD Premier Triple Play Bundle	\$219.95	<b>\$224.95</b>
XH PF HD Complete Triple Play Bundle	\$249.95	<b>\$254.95</b>
XH PM Starter Triple Play Bundle	\$159.95	<b>\$164.95</b>
XH PM Preferred Triple Play Bundle	\$169.95	<b>\$174.95</b>
XH PM HD Preferred Triple Play Bundle	\$179.95	<b>\$184.95</b>
XH PM HD Preferred Plus Triple Play Bundle	\$199.95	<b>\$204.95</b>
XH PM HD Premier Triple Play Bundle	\$229.95	<b>\$234.95</b>
XH PM HD Complete Triple Play Bundle	\$259.95	<b>\$264.95</b>

XFINITY Latino Paquete Triple	Today	10/01/16
XFINITY 3300 Latino	\$134.95	<b>\$139.95</b>
XFINITY 3450 Latino	\$149.95	<b>\$154.95</b>
XFINITY 3600 Latino	\$159.95	<b>\$164.95</b>
XFINITY 3650 Latino	\$169.95	<b>\$174.95</b>
XFINITY 3300S Latino (with XFINITY Home Secure)	\$134.95	<b>\$139.95</b>
XFINITY 3450S Latino (with XFINITY Home Secure)	\$149.95	<b>\$154.95</b>

Double Play Packages	Today	10/01/16
Internet Plus 25 Choice (with HBO® or Showtime®)	\$67.95	<b>\$72.95</b>
Starter XF Double Play	\$124.94	<b>\$129.95</b>
Preferred XF Double Play	\$143.44	<b>\$148.45</b>
XFINITY 2300 Latino	\$99.95	<b>\$104.95</b>
XFINITY 2450 Latino	\$114.95	<b>\$117.95</b>
XFINITY 2600 Latino	\$129.95	<b>\$132.95</b>
XFINITY 2175 Latino	\$67.95	<b>\$72.95</b>

If you're currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice plans, except for changes to the Broadcast TV Fee and Regional Sports Fee, the prices for those specific services will not be affected during the applicable period.

8778/1000, 2010-2050, 2140, 2230, 2240, 2260, 4140,  
5110-5180, 6020, 6060, 6080-6120, 6210-6240



SA8GF036

**Services no longer available for new subscription:**

<b>Triple Play Packages</b>	<b>Today</b>	<b>10/01/16</b>
Everyday Triple Play XF	\$94.85	<b>\$99.95</b>
Economy Triple Play XF	\$94.85	<b>\$99.95</b>
Value Triple Play	\$125.89	<b>\$130.89</b>
Value Plus Triple Play (with Economy Internet)	\$140.89	<b>\$145.89</b>
Value Plus Triple Play (with Preferred Internet)	\$152.89	<b>\$157.89</b>
Starter Triple Play (with Performance Internet + Voice Unlimited)	\$167.89	<b>\$172.89</b>
Preferred Plus Bundle (with Performance Internet + Voice Unlimited)	\$221.39	<b>\$226.39</b>
Premier Bundle (with Performance Internet + Voice Unlimited)	\$251.39	<b>\$256.39</b>

<b>XFINITY Latino Paquete Triple</b>	<b>Today</b>	<b>10/01/16</b>
MultiLatino Ultra HD Plus Triple Play	\$189.95	<b>\$194.95</b>
MultiLatino Total HD Triple Play	\$219.95	<b>\$224.95</b>

<b>Double Play Packages</b>	<b>Today</b>	<b>10/01/16</b>
Double Play Bundle (Economy Internet + Local Voice)	\$54.90	<b>\$59.90</b>
XFINITY 2150 Latino	\$59.90	<b>\$67.90</b>
Internet Plus 25 (with HBO®)	\$67.95	<b>\$72.95</b>
Double Play Bundle (Economy Internet + Voice Unlimited) — when subscribing to XFINITY TV	\$69.90	<b>\$74.90</b>
Internet Plus	\$72.95	<b>\$77.95</b>
Double Play Bundle (Economy Internet + Voice Unlimited)	\$74.90	<b>\$79.90</b>
Blast! Extra	\$79.95	<b>\$84.95</b>
Latino Double Play Bundle (with Latino 150 and Performance Internet)	\$86.90	<b>\$94.90</b>
Blast! Plus	\$89.95	<b>\$94.95</b>
Double Play Bundle (Performance Internet + Voice Unlimited) — when subscribing to XFINITY TV	\$93.90	<b>\$101.90</b>
Double Play Bundle (Performance Pro Internet + Voice Unlimited)	\$98.90	<b>\$104.90</b>
Preferred Plus Bundle (with Performance Internet)	\$181.44	<b>\$186.44</b>
Premier Bundle (with Performance Internet)	\$201.44	<b>\$206.44</b>

<b>Digital Services</b>	<b>Today</b>	<b>10/01/16</b>
MultiLatino	\$16.95	<b>\$18.00</b>
Family Tier Package	\$41.29	<b>\$42.09</b>
Expanded Basic	\$47.30	<b>\$46.50</b>
Digital Preferred (with HBO®, Cinemax®, TMC®, + Starz®) with Starter	\$53.50	<b>\$58.50</b>
MultiLatino Ultra	\$83.45	<b>\$84.95</b>
Digital Preferred (with Showtime® + TMC®)	\$99.49	<b>\$104.49</b>
Digital Preferred (with Starz® + TMC®)	\$99.49	<b>\$104.49</b>
Digital Preferred (with HBO® + TMC®) — When subscribing to Starter	\$104.49	<b>\$107.49</b>
Classic HBO® Package	\$104.49	<b>\$109.49</b>
Digital Preferred Package (with HBO®, Cinemax®, Showtime® + TMC®)	\$114.49	<b>\$117.49</b>
Digital Preferred Plus Package	\$114.49	<b>\$119.49</b>
Digital Platinum Package	\$144.49	<b>\$149.49</b>

<b>Miscellaneous</b>	<b>Today</b>	<b>10/01/16</b>
Channel Guide Magazine	\$3.49	<b>\$4.99</b>

<b>XFINITY Internet</b>	<b>Today</b>	<b>10/01/16</b>
Performance (upgrade from Performance 25)	\$10.00	<b>\$9.00</b>
Blast! (upgrade from Performance)	\$13.00	<b>\$14.00</b>
Economy Plus	\$29.95	<b>\$34.95</b>
Extreme 150 Internet (upgrade from Performance)	\$45.00	<b>\$41.00</b>
Performance 25 Internet (with XFINITY TV or Voice Service)	\$48.95	<b>\$52.95</b>
Extreme 250 Internet (upgrade from Extreme 150)	\$30.00	<b>\$35.00</b>
Performance Internet (with XFINITY TV or Voice Service)	\$56.95	<b>\$61.95</b>
Performance Internet (Internet Service Only)	\$69.95	<b>\$73.95</b>
Extreme 250 Internet (upgrade from Performance with Internet Only)	\$80.00	<b>\$76.00</b>

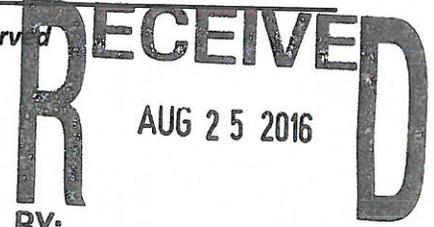
<b>Bulk Tenant</b>	<b>Today</b>	<b>10/01/16</b>
Tenant Digital Silver	\$31.15	<b>\$36.15</b>
Tenant Preferred & Internet Package	\$75.45	<b>\$80.45</b>

SA8GF038



**Mid-Valley Stand Down for Homeless Veterans**  
**Respect – Support – Empowerment**

*A Hand Up Not A Hand Out • Serving Those Who Served*



September 18, 2016

Dear Sir or Madam;

Community Services Consortium is a nonprofit serving Linn and Benton county residents in need of social services essential to day-to-day survival. This includes food, housing, as well as developing new skills that lead to independence through education, training, and work. Our programs include Linn Benton Food Share, CSC Youth Garden, and Supportive Services for Veteran's Families.

On Thursday, November 3rd, we are hosting a Veteran Stand Down at The River Center in Lebanon, Oregon. A Stand Down is a resource fair dedicated to helping Veterans, with an emphasis on homeless Veterans. We would like to offer warm weather clothing and hygiene products to our attendees and hope that you can help us with donations including:

- |                                |                 |                           |                         |
|--------------------------------|-----------------|---------------------------|-------------------------|
| Gloves                         | Hats/Beanies    | Shampoo/Conditioner       | Razors/ Shaving Cream   |
| Socks                          | Sweaters        | Toothbrush/Toothpaste     | Blankets                |
| Shoes                          | Long Johns      | Baby wipes                | Tarps                   |
| Jackets                        | Soap            | Combs                     | Clothing                |
| Underwear                      | Reading Glasses | Hand warmers              | Deodorant               |
| Nail clippers/file             | Backpacks       | Hand Sanitizer            | 1 <sup>st</sup> aid kit |
| Flashlights                    | Bras            | Kleenex                   | Reusable water bottles  |
| Individual sized travel snacks |                 | Feminine hygiene products |                         |

And/or a cash donation to help support the event and purchase items not received via donations. If a money donation is given, please make checks payable to: **CSC/HELPS – Veteran Stand Down**. Our 501(c)(3) tax ID number is 71-0931219.

In return, we can display signage with your logo at the event, so please send us your logo.

Any help that you can provide is sincerely appreciated! Thank you in advance for your support!

Sincerely,

Sarah Hilton  
 Stand Down Chair  
 SSVF Case Manager  
 541-704-7648  
 shilton@communityservices.us

**Community Services Consortium 501c3 – Veteran Stand Down**

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 Albany OR 97321

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