

CITY OF AMITY

AGENDA OF THE CITY COUNCIL

September 4, 2019

City Hall
109 Maddox Avenue
Amity, Oregon

REGULAR SESSION

CALL TO ORDER/FLAG SALUTE 7:00 pm

COUNCIL ROLL CALL: Robert Andrade, Ryan Lehman, Jenna Goings, Nickolas Wilkinson and Mayor Michael Cape

1. **CONSENT AGENDA:** *In order to make more efficient use of meeting time, resolutions, minutes, bills and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.*
 - a. Review of bills for August 2019
 - b. Minutes~ 5-1-19
8-7-19
2. **CITIZEN COMMENTS/QUESTIONS** An opportunity to present items not on the regular agenda. Please state your name and address and limit your comments to five (5) minutes.
 - a. DIG Report
 - b. Tourism Committee Report
3. **OLD BUSINESS:**
4. **NEW BUSINESS:**
 - a. Utility Rate Increase Resolution 2019-09.
 - b. Update on Public Safety Fee.
 - c. OLCC Liquor License Application.

5. DEPARTMENT REPORTS

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Administrator's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Natasha Johnson, City Recorder, at 503-835-3711

- a. Law Enforcement Report by Sheriff's Office
- b. City Administrator Report by Mike Thomas
- c. City Recorder Report by Natasha Johnson
- d. Public Works Report by Gary Mathis
- e. Law Enforcement Report by Sheriff's Office
- f. Library Report by Marcia Robbins
- g. City Engineer Billing Report – none provided this month
- h. City Attorney Billing Report
- i. City Planner Billing Report

6. BUSINESS FROM THE MAYOR & CITY COUNCILORS

- a. Mayor Report by Mayor Michael Cape
- b. Councilor Robert Andrade & Water & Sewer Committee
- c. Councilor Jenna Goings & Community Engagement Committee
- d. Councilor Ryan Lehman Finance Committee & Police Committee
- e. Councilor Nickolas Wilkinson & Parks & Streets Committee

ADJOURNMENT

CITY OF AMITY

CHECK DETAIL

August 1-29, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10 1001	First Federal Checking					
08/01/2019	Check	121762	OR Department of Justice	CSP #067AAAL50741		-282.50
				CSP 067AAAL50741 - C. Pasto		-282.50
08/01/2019	Check	121763	LIUNA, Local 320	City of Amity Dues		-40.00
				Union Dues - C. Pasto, G. Bacon		-40.00
08/01/2019	Check	121764	Oregon Laborers-Employers Trust Funds	07732		-4,720.00
				Union Medical Coverage - June 2019 Hours		-4,720.00
08/02/2019	Check	121765	Staples Advantage			-90.74
				Inv #8055132227, boxes, paper, post its, file pocket, duster		90.74
08/02/2019	Check	121766	Frontier- 0169-010406-5			-41.44
				Swr Telephone - Due 8/21/19		41.44
08/02/2019	Check	121767	Grove, Mueller & Swank, P.C.	Client #00010670.0		-350.00
				Invoice #91079, Audit Preparation		350.00
08/02/2019	Check	121768	General Labor & Staffing	Customer ID 961		-806.25
				Temp Lopez. A Invoice Inv 13134 Admin		806.25
08/02/2019	Check	121769	Grimit, Travis			-13.81
				Wtr Deposit		70.00
				Swr Deposit		80.00
				Wtr User Fee		60.62
				Swr User Fee		62.57
				Wtr Line Repl User Fee		1.00
				Street Maint User Fee		2.00
				Public Safety user fee		10.00
08/02/2019	Check	121770	Pacific Office Automation - 309648	Customer # 309648		-199.72
				Admin Contract Srvcs, Sharp Copier Inv 992857, Lease ID MA		199.72
08/02/2019	Check	121771	Royal Flush Portables, Inc			-75.00
				Rent Montly 6/24/19-7/21/19- Invoice #A-24320		75.00
08/02/2019	Check	121772	Anne S Jenkins			-221.01

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Inv 05689 & 05687- reimb A. Jenkins, Books SRP & supplies		221.01
08/02/2019	Check	121773	Water-Drop Water & Wastewater Consultant, LLC			-650.00
				Wtr Contract Srvcs ,Inv 16, Cert, phone conf, meetings, DMR		325.00
				Swr Contract Srvcs ,Inv 16, Cert, phone conf, meetings, DMR		325.00
08/02/2019	Check	121774	Metereaders, LLC.			-679.14
				Water Meters Read In July Inv 8895		339.57
				Water Meters Read In July, Inv 8895		339.57
08/02/2019	Check	121775	Botten's Equipment Rental			-151.00
				Customer #1811 Com Dev Supplies, Inv 1-573368, popcorn, cotton candy for movies in CC/NNO		151.00
08/02/2019	Check	121776	Frontier- 0674-052704-5			-40.97
				Swr Telephone - Due 08/6/19		40.97
08/02/2019	Check	121777	Frontier- 9016-050297-5			-84.45
				Swr Telephone - Due 8/05/19		84.45
08/02/2019	Check	121778	Frontier- 0107-010392-5			-121.81
				Wtr Telephone - Due 08/6/19		121.81
08/02/2019	Check	121779	McCarty, Nathan			-150.00
				Water/Sewer Deposit Refund Act #102192		
				Water Deposit Refund		70.00
				Sewer Deposit Refund		80.00
08/02/2019	Check	121780	Copy Cats			-44.97
				Admin Name plates M. Thomas, J. Goings		29.98
				Planner Name Plate D. Antinucci		14.99
08/02/2019	Check	121781	ORE VAC, Inc.			-780.00
				Wtr Maint Inv 4758, Equip Charge, Sherman St Water Line Break		780.00
08/02/2019	Check	121782	Edge Analytical Laboratories			-20.00
				Wtr Analysis, Invoice 19-25298		20.00
08/02/2019	Check	121783	Marcia K Robbins			-65.63
				Re-imbursement Library SRP, Inv 05686, M. Robbins Reimb, snacks for SRP		65.63

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/02/2019	Check	121784	NW Precision Works LLC			-50.00
				Wtr Syst Maint, Inv 005, custom 6 inch pipe		50.00
08/05/2019	Check	121785	City of Lafayette	City/County Dinner		-60.00
				Cape and Thomas Local Gov't Dinner		60.00
08/05/2019	Check	121786	*Postmaster	W/S Utility Billing Postage		-55.00
				Admin Postage		55.00
08/05/2019	Check	121787	City County Insurance Services			-4,360.55
				Admin Insurance & Bond Interest		367.72
				Sewer Insurance & Bond Interest		1,109.22
				Water Insurance & Bond Interest		1,624.23
				Streets Insurance & Bond Interest		1,259.38
08/05/2019	Check	121788	Marcia K Robbins	Re-imbursement		-26.91
				Library SRP, Inv 05690, M. Robbins Reimb, stamp pads for SRP		26.91
08/05/2019	Check	121789	Hansen, Fredrick	Park Deposit Refund		-100.00
				Park Deposit Refund from 8/4/19 F. Hansen		100.00
08/05/2019	Check	121790	Oregon Mennonite Residential Services	Park Refund for 8/28/09		-100.00
				Park Rental Refund 8/2/19		100.00
08/05/2019	Check	121791	Penton, Wayne			-100.00
				Park Rental Refund 8/3/19		100.00
08/05/2019	Check	121792	Wilmeth, Cindi	Park Refund		-100.00
				Park Rental Refund 8/3/19		100.00
08/06/2019	Check	121793	Oregon DEQ	Project #T10277-00		-240.00
				G. Mathis Grade 1 Treatment Cert		240.00
08/07/2019	Tax Payment		IRS	Tax Payment for Period: 07/31/2019-08/02/2019		-2,522.19
				Federal Taxes (941/944)		-2,522.19
08/07/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period: 07/31/2019-08/02/2019		-655.08
				OR Income Tax		-655.08
08/14/2019	Check	121795	Amiel, Christine	Interpreter Services		-40.00
				August 2019 Interpreter Services		40.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/14/2019	Check	121796	City of Carlton	Judge August Judge Fees		-224.00 224.00
08/15/2019	Payroll Check	121794	Marcia K Robbins	Pay Period: 07/26/2019- 08/10/2019 Gross Pay - This is not a legal pay stub Employer Taxes OR Statewide Transit Taxes OR Employment Taxes OR Income Tax Federal Taxes (941/944)		-246.24 281.52 22.09 0.28 0.84 13.19 43.06
08/15/2019	Payroll Check	DD	Anne S Jenkins	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-195.20 -195.20
08/15/2019	Payroll Check	DD	Gary Bacon	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-1,442.30 -1,442.30
08/15/2019	Payroll Check	DD	Michael D. Thomas	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-1,957.31 -1,957.31
08/15/2019	Payroll Check	DD	Gary N. Mathis	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-1,845.50 -1,845.50
08/15/2019	Payroll Check	DD	Christopher C Pasto	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-1,071.28 -1,071.28
08/15/2019	Payroll Check	DD	Patricia R. Desmarteau	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-187.93 -187.93
08/15/2019	Payroll Check	DD	Natasha M. Johnson	Pay Period: 07/26/2019- 08/10/2019 Direct Deposit		-1,516.80 -1,516.80
08/15/2019	Check	121797	OR Department of Justice	CSP #067AAAL50741 CSP 067AAAL50741 - C. Pasto		-282.50 -282.50
08/15/2019	Check	121798	LIUNA, Local 320	City of Amity Dues Union Dues - C. Pasto, G. Bacon		-40.00 -40.00
08/20/2019	Check	121799	Lopez, Amber	Water Deposit Refund Sewer Deposit Refund		-150.00 70.00 80.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/21/2019	Tax Payment		IRS	Tax Payment for Period: 08/14/2019-08/16/2019 Federal Taxes (941/944)		-2,493.73 -2,493.73
08/21/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period: 08/14/2019-08/16/2019 OR Income Tax		-656.30 -656.30
08/21/2019	Check	121800	US Bank -4485594555578176	Wtr Fuel Swr Fuel Str Fuel		-477.93 159.31 159.31 159.31
08/21/2019	Check	121801	US Bank -4485594555553880	Community Events ,Movies in CC, 1xmovies, AMAZON City email, brinkster Admin Microsoft Office, office chairs 2x @ amazon, adobe, staples office supplies, amazon office fan Intuit Payroll fee Public Works Adobe for office Public Works Adobe for office Park mower gas Wtr materials, bimart dist water, harbor freight tools Emergency Valve replacement, unit process company Mayor Conference, hotel room M. Cape		-2,455.01 10.98 78.93 340.98 81.00 7.50 7.50 85.00 90.94 1,136.14 616.04
08/21/2019	Check	121802	Yamhill Communications Agency	FY20-03-AMI, July User Fees		-1,667.17 1,667.17
08/21/2019	Check	121803	AT&T Mobility	Wtr Telephone - Due 09/01/19 Swr Telephone - Due 09/01/19 Admin Telephone - Due 09/01/19		-232.01 77.34 77.34 77.33
08/21/2019	Check	121804	Cameron, Carlson	Court Refund Citation #10713 Court Refund per Judge Ross Citation #10713		-25.00 25.00
08/21/2019	Check	121805	Cascadia Landscaping	Clean up of flower beds in front City Hall Invoice #24995		-325.00 325.00
08/21/2019	Check	121806	Cascade Water Works, Inc			-746.15

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Wtr Maint, Inv #2019089, WTP new BFV 8"		746.15
08/21/2019	Check	121807	Cascade Columbia Dist Co			-2,002.19
				Wtr Chemicals - inv 755266, 756731		2,002.19
08/21/2019	Check	121808	Consolidated Supply Co.	Cust #47637		-613.17
				Wtr Repair Inv#S009350784.001, meter box		613.17
08/21/2019	Check	121809	Comcast- 0580141			-267.67
				Admin Internet due 6/25/19		69.62
				Admin Telephone due 6/25/19		198.05
08/21/2019	Check	121810	Comcast- 0580166			-192.28
				Wtr Internet due8/25/19		48.07
				Swr Internet due 9/25/19		48.07
				Wtr Telephone due 9/25/19		48.07
				Swr Telephone due9/25/19		48.07
08/21/2019	Check	121811	City Sweepers, LLC			-395.00
				Str Maintenance - Inv 26111 Sweep Main St, & sidewalks, public works lot, sherman & oak		395.00
08/21/2019	Check	121812	Chemeketa Community College	Cust #K00600221		-57.09
				Lib Misc exp, Inv#S1052527, Courier Fees		57.09
08/21/2019	Check	121813	Creative Product Source, Inc	Order #CPI073473		-198.30
				Lib Mat, Inv #CPI080793`, Color books		198.30
08/21/2019	Check	121814	Davis, Mechelle	Park Rental Refund		-100.00
				Park Rental Refunds		100.00
08/21/2019	Check	121815	Demco			-79.11
				Lib. Office Supplies Inv#6652295 label protectors		79.11
08/21/2019	Check	121816	Edge Analytical Laboratories			-152.80
				Wtr Analysis, Invoice 19-29455		20.00
				Swr Analysis, Invoice #s19-25278. 19-27472		132.80
08/21/2019	Check	121817	First Aid Plus	Inv 26237- First Aid Kit Refills		-213.70
				Invoice 03722, first aid kit refills PW and City hall		213.70

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/21/2019	Check	121818	Factory Reps Company, Inc.			-52.25
				Inv #166662, Park Mat, tissue		52.25
08/21/2019	Check	121819	Frontier- 8181-021204-5			-87.90
				Library Telephone - Due 08/25/18		87.90
08/21/2019	Check	121820	Frontier- 9016-050297-5			-84.45
				Swr Telephone - Due 9/05/19		84.45
08/21/2019	Check	121821	Frontier- 0674-052704-5			-40.97
				Swr Telephone - Due 09/6/19		40.97
08/21/2019	Check	121822	Frontier- 0107-010392-5			-121.70
				Wtr Telephone - Due 09/6/19		121.70
08/22/2019	Check	121823	General Labor & Staffing	Customer ID 961		-3,825.00
				Temp Lopez. A Invoice Inv 13194, 13397, 13607 Admin		2,580.00
				Temp Toth, Daniel Inv 13194, 13397, 13607 Public Works		622.50
				Temp Toth, Daniel Inv 13194, 13397, 13607 Public Works		622.50
08/22/2019	Check	121824	Higgins, Cheri	Refund of Deposit for Community Cntr		-150.00
				Refund of Deposit for Community Center Reservation - 8/15/19		150.00
08/22/2019	Check	121825	Haworth, Inc.			-2,329.00
				Prk Repair, remove debris, Inv #56492		2,329.00
08/22/2019	Check	121826	Hubbard, Ted	Park Rental Refund		-100.00
				Park Rental Refund 8-11-19		100.00
08/22/2019	Check	121827	John Deere Financial	Refund on Citation #6442, Dk#0804-05JW		-589.66
				Wtr Equip - Tractor Payment due 8/23/19		294.83
				Swr Equip - Tractor Payment due 8/23/19		294.83
08/22/2019	Check	121828	John Deere	Amity Act #2114992		-6,313.96
				Prk Equipment, Tractor INV 116673075, OR0075		6,313.96
08/22/2019	Check	121829	Johnson, Matthew	Park Refund		-100.00
				Park Reservation Refund 8/15/19		100.00
08/22/2019	Check	121830	Lowe's Companies, Inc.			-214.06

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Wtr Exp, Invoice 903898,907423		59.80
				Wtr Mater, Inv 911441 cleaning supplies		81.69
				Str Repair Inv 901600		12.16
				Prk Mat Inv 906316		60.41
08/22/2019	Check	121831	Mid-Willamette Valley Council of Gov.	Planner Fees/Annual Dinner		-2,566.69
				Legal Services, Inv 1920082		608.40
				Inv 1920076, 1904-01, pre app, 1905-01		1,958.29
08/22/2019	Check	121832	Meisel Rock Products			-487.68
				Str Mat, Inv 78739, crushed rock		487.68
08/22/2019	Check	121833	OAWU			-285.00
				Inv # 27257, G. Mathis Wastewater Cert Review		285.00
08/22/2019	Check	121834	One Call Concepts, Inc			-20.58
				Invoice Number 9070312- Regular Tickets 14, Modem Deliv Tick: 14		10.29
				Invoice Number 9070312- Regular Tickets 14, Modem Deliv Tick: 14		10.29
08/22/2019	Check	121835	Or-Tec Sales			-1,661.74
				Swr Maint, Inv 107235, Brushes OSC4		1,661.74
08/22/2019	Check	121836	Outdoor Fence Company			-160.40
				Cust Id #4278		
				Str Inv 97100, Replace Gate batteries		53.47
				Wtr Inv 97100, replace gate batteries		53.47
				Swr Inv 97100. replace gate batteries		53.46
08/22/2019	Check	121837	News Register			-190.43
				Act #3056		
				Water Revenue Bond advertisement Inv 98718		190.43
08/22/2019	Check	121838	Pollardwater.com			-255.26
				Swr Mat Inv 143373, 143372		255.26
08/22/2019	Check	121839	P.G.E.- 2835170000			-2,179.30
				306 E 3rd Ave - Due 09/01/19		2,179.30
08/22/2019	Check	121840	P.G.E.- 8133850000			-21.66
				304 E 3rd Ave - Due 09/01/19		21.66

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/22/2019	Check	121841	P.G.E.- 2028731000			-1,017.62
				19918 SW Briedwell Rd- Due 09/01/19		1,017.62
08/22/2019	Check	121842	P.G.E.- 2735201000			-21.58
				SE Amity Vineyards Rd - Due 09/01/19		21.58
08/22/2019	Check	121843	P.G.E.- 3098870000			-596.61
				Street Lights - Due 8/25/19		596.61
08/22/2019	Check	121844	P.G.E.- 6759480000			-142.86
				809 Oak St - Due 08/18/19		142.86
08/22/2019	Check	121845	P.G.E.- 3604520000			-58.62
				1209 Jellison - Due 08/18/19		58.62
08/22/2019	Check	121846	P.G.E.- 0023270000			-29.87
				10903 SW Bellevue Hwy - Due08/18/19		29.87
08/22/2019	Check	121847	Pacific Office Automation - 309648	Customer # 309648		-320.25
				Admin Contract Srvc, Sharp Copier Inv 191602, Lease ID MA		320.25
08/22/2019	Check	121848	Pacific Office Automation - 2000013386	Customer #2000013386		-437.07
				Admin Contract Srvc, Inv 33872874, Folding Machine		99.82
				Admin Contract Srvc, Inv 33872873, Sharp Copier		337.25
08/22/2019	Check	121849	Recology Oregon Compost			-66.00
				Str Maint Hem 2.00 Yard		66.00
08/22/2019	Check	121850	Recology -1080008185			-144.48
				Amity Park Garbage		144.48
08/22/2019	Check	121851	Recology -1080044131			-144.48
				401 E 3rd - Str Garbage		48.16
				401 E 3rd - Wtr Garbage		48.16
				401 E 3rd - Swr Garbage		48.16
08/22/2019	Check	121852	Recology -1080642520	Act 1080642520		-9.24
				109 Maddox Garbage		9.24
08/22/2019	Check	121853	Recology -1080642546			-19.46
				Llbrary Garbage Service		19.46
08/22/2019	Check	121854	Talley, Dominick	Park Rental Refund		-100.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Park Rental Refunds		100.00
08/22/2019	Check	121855	Tallman, Bobbi	Park Deposit Refund		-100.00
				Park Deposit Refund- Aug 11 2019		100.00
08/22/2019	Check	121856	Water-Drop Water & Wastewater Consultant, LLC			-1,175.00
				Wtr Contract Srvcs ,Inv 16, Cert, phone conf, meetings, DMR		587.50
				Swr Contract Srvcs ,Inv 16, Cert, phone conf, meetings, DMR		587.50
08/22/2019	Check	121857	Wilco Farmers			-102.37
				Wtr Exp Inv 567421-1 - Romeos G. Bacon		33.33
				Swr Exp Inv 567421-1 - Romeos G. Bacon		33.33
				Str Exp Inv 567421-1 - Romeos G. Bacon		33.34
				Wtr Rpr Inv 567571-1		2.37
08/22/2019	Check	121858	Yamhill Co Dept of Planning and Dev.	A/R#43282 City of Amity		-60.00
				Inv 43344, July 19 inspections		60.00
08/22/2019	Check	121859	Natasha M. Johnson	Reimbursements		-48.38
				Reimb N. Johnson Mileage 18 miles, travel to mac for staff bbq 8/20		10.44
				Reimb N. Johnson Mileage 12 miles, travel to ma for staff bbq supplies 8/22		6.96
				Reimb N. Johnson bbq drinks, supplies		30.98
08/22/2019	Check	121860	Oregon Department of Revenue-court fees			-565.00
				Court Assessments - June 2019		160.00
				Court Assessments - July 2019		405.00
08/26/2019	Check	121861	Kluser, Kindra	Park Rental Refund		-100.00
				Park Rental Refund 8/25/19		100.00
08/29/2019	Check	121863	General Labor & Staffing	Customer ID 961		-1,330.00
				Temp Lopez. A Invoice Inv 13825 Admin		860.00
				Temp Toth, Daniel Inv 13825 Public Works		470.00
08/29/2019	Check	121864	Quality Control Services, Inc.	Customer ID AMIT01		-400.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Swy Syst Maint Inv 57171		400.00
08/29/2019	Check	121865	Yamhill County Sheriff's Office	September 2019 Contracting Svcs		-20,898.20
				September 2019 Contracting Svcs		20,898.20
08/29/2019	Check	121866	Metereaders, LLC.			-679.14
				Water Meters Read In Aug Inv 8895		339.57
				Water Meters Read In Aug, Inv 8895		339.57
08/29/2019	Check	121867	Royal Flush Portables, Inc			-75.00
				Rent Montly 7/22/19-8/18/19- Invoice #A-24320		75.00
08/29/2019	Check	121868	P.G.E.- 7263511000			-32.96
				ABT 312 Stanley St - Due 09/06/19		32.96
08/29/2019	Check	121869	P.G.E.- 3121980000			-20.90
				307 S Trade - Due 9/6/19		20.90
08/29/2019	Check	121870	P.G.E.- 2988660000			-115.55
				Nursery St and S Trade St - Due 09/6/19		115.55
08/29/2019	Check	121871	P.G.E.- 7049520000			-81.72
				313 4th St (Park Host) Due 09/1/19		81.72
08/29/2019	Check	121872	P.G.E.- 6497700000			-79.84
				307 S Trade St - Due 09/04/19 Library		79.84
08/29/2019	Check	121873	P.G.E.- 1636060000			-211.63
				401 S Trade St - Due 09/6/19		211.63
08/29/2019	Check	121874	P.G.E.- 1341911000			-177.75
				200 N Trade - Due 09/06/19		177.75
08/29/2019	Check	121875	P.G.E.- 9590310000			-86.71
				ABT 312 Stanley st - Due 09/04/19		86.71
08/29/2019	Check	121876	P.G.E.- 9381950000			-1,206.59
				14006 SW Bellevue Hwy - Due 09/06/19		1,206.59
08/29/2019	Check		*Postmaster	W/S Utility Billing Postage		-385.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Utility Billing postage		385.00

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, May 1, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Caralyn Miller and Mayor Michael Cape

Councilors Absent

Councilor Nickolas Wilkinson and Councilor Joshua Simonson

Staff Present

City Treasurer/Recorder Natasha Johnson, and Public Works Superintendent Gary Mathis

CONSENT AGENDA: Councilor Miller moved to approve the Consent Agenda. Councilor Lehman seconded and with no further discussion motion passed 3-0.

CITIZEN COMMENTS/QUESTIONS:

- A. DIG Report: Eve Silverman presented DIG Report. Discussed currently working with Public Works and High School regarding hanging the banners and the flower baskets. DIG is looking for a volunteer to keep up on fertilizing the flower baskets.

Eve Silverman also mentioned Historic Landmark Committee is going to have a reenactment on May 10, 2019 at the City Cemetery and there will be two showings.

- B. Tourism Committee Report: Barb Bond presented TC Report: TC hasn't done anything new this last month. Went over the Grant TC is currently working on and have been working with a Consultant and will be getting together with Consultant to go over the direction of TC.
- C. Sheriff Svenson asked Council if City and Council would like more of a report then what is being given currently. Mayor Cape said overall City still has some citizens that are disappointed no local police department but have been getting lots of positive feedback from the citizens.
- D. Citizen Comments: Dianna F. asked Council now that City is using the Sheriff's Office if customers out of City limits pay the \$10 fee. Mayor Cape explained that only citizens inside city limits pay the fee. There were no more citizen comments.

OLD BUSINESS:

- A. Ordinance No. 656 – Online NW Franchise Agreement Ordinance – 2nd and Final Reading and Adoption: Councilor Miller moved to approve on second and final reading Ordinance No. 656; an ordinance granting McMinville Access Company, and Oregon Corporation a franchise to conduct general telecommunications business and granting a right to use public rights of way within the city. Councilor Lehman seconded motion and with no further discussion motion passed 3-0.

- B. Donations as Recommended by Finance Committee: Councilor Miller moved to approve donations

as recommended by Finance Committee. Councilor Andrade seconded motion. Councilor Lehman asked if City will take the \$500 Homeward Bound donation out of Police funds. Mayor Cape explained donation will not come out of Police Funds but contingency. With no further discussion motion passed 3-0.

- C. Appoint Council President: Councilor Andrade moved to nominate Councilor Caralyn Miller to be named the Council President for 2019. Councilor Lehman seconded motion and with no further discussion motion passed 3-0.
- D. Appoint Budget Officer for 2020 Fiscal Year: Councilor Miller moved to appoint City Recorder/Treasurer Natasha Johnson as the Budget Officer for 2020 Fiscal Year. Councilor Lehman seconded motion and with no further discussion motion passed 3-0.
- E. Update on City Administrator Recruitment: Mayor Cape gave update on the Administrator Recruitment process. The position has been offered to Michael Thomas and went over the contract that was sent to Michael Thomas and Michael accepted the position but wanted to look over the contract more. Councilor Andrade brought up hiring Temp Amber Lopez. Mayor Cape had conversations with Recorder Johnson, and it is a Department Head decision and will leave it up to Johnson to oversee.

NEW BUSINESS:

- A. Christie W. Will Tourism Committee Member Resignation: Councilor Lehman moved to accept Christie W. Will resignation effective May 1, 2019. Councilor Miller seconded motion and with no further discussion motion passed 3-0.
- B. Tourism Committee Application: Councilor Lehman moved to appoint Rod Hickerson to the Tourism Committee for a term expiring December 31, 2019. Councilor Miller seconded motion. Mayor Cape asked about his term expiring later. Recorder Johnson said went off previous appointment and term expiring. Tourism Committee Member Barb Bond explained that new member should be on a two-year term not a one-year term. Mayor Cape asked staff to update terms and what the terms are, and expirations are at the next council meeting.
- C. Extension of current COG Contract for Grant Admin and Wage monitoring and increase of \$5,000 to Cover the Cost of the Easement Acquisition Assistance: Mayor Cape gave update on the extension and why needing the extension. Also, Mayor Cape explained needing to increase the project cost by \$5000 to pay for the grant administration. Councilor Lehman moved to approve extension of MWVCOG contract for CDBG grant administration from January 12, 2019 to new completion date of June 30, 2020 and allow for \$5,000 increase making new contract shall not exceed \$50,000 and total project costs not to exceed \$50,000. Councilor Miller seconded motion and with no further discussion motion passed 3-0.
- D. Renewing Contract with Richard Howard, DRC: Mayor Cape went over background regarding the contract with Richard Howard, DRC for the City. Councilor Miller moved to approve contract with

Richard A. Howard Sr., Water-Drop Water and Wastewater Consulting, LLC effective June 1, 2019. Councilor Lehman seconded motion and with no further discussion motion passed 3-0.

- E. Public Works Purchase of New Zero Turn Park Mower: Mayor Cape explained with request for the purchase of a new park mower. Mayor Cape spoke with Public Works Mathis and the current mower is 15 years old. Mathis called around about different options and cost to either repair the current mower or to buy a new mower. Mathis feels getting new mower is the best option and could get a new mower for around \$7400, or, spend around \$1500 to fix the mower. Mayor Cape asked Mathis if spoke with Recorder Johnson regarding the budget and if can spend the money. Mathis and Johnson agreed the money is in the budget to spend on the new mower. Councilor Miller moved to approve purchasing agreement with Source well to purchase new John Deere Mower for \$7,375.06. Councilor Andrade seconded motion. Councilor Miller asked Mathis how long would be contracting with Source well. Mathis said for about one month and then use funds for next years budget to payoff Source well. Mayor Cape asked what life expectancy for the new mower. Mathis said mower should last 15 years. Mathis did receive 6 bids for different mowers, and this was the best bid. Councilor Lehman concern is if it doesn't get approved in budget, is there money to cover the cost. Mayor Cape said Source well would carry the loan but if nothing else could pull money out of contingency to cover the \$2800. With no further discussion motion passed 3-0.
- F. Approve City Administrator Contract: Mayor Cape went over the contract that was presented to Michael Thomas. City Attorney went thru the contract and was concerned with item #4 regarding probationary period. If not pulling weight City can back out of contract at six months. Councilor Miller moved to appoint Michael Thomas City Administrator effective July 1, 2019 and approve City Administrator Employment Agreement. Councilor Lehman seconded motion and with no further discussion motion passed 3-0. Mayor Cape will let COG know everything is approved and COG will let other applicants know.

DEPARTMENT REPORTS:

- A. City Recorder Report by Natasha Johnson: Recorder Johnson submitted report and added Temp Amber Lopez is at the meeting training for next months meeting.
- B. Law Enforcement Report by Sheriff's Office: Sergeant Whitlow submitted report. Mayor Cape asked Whitlow about dog complaint. Whitlow went and looked and didn't find a dog barking and will continue to check. Whitlow went over speed radar and they have noticed a change in speeders. Deputy Jones and Whitlow will be sending out around 65 ordinance letters to citizens breaking City code with a copy of the ordinance. Councilor Andrade asked about a house North of town and what is being done about the house. Whitlow explained working with homeowner to clean up the property. Councilor Andrade asked about the house across the street regarding the trailers. Whitlow spoke with the owners regarding that as well. Councilor Andrade asked about the house on Woodson. Whitlow explained house has been sold and the new owner is cleaning up the property. Mayor Cape thanked the Sheriff's Office for having the open house.
- C. Public Works Report by Gary Mathis: Public Works Mathis submitted report and nothing to add. Mayor Cape asked Mathis about the dead tree on 5th Street. Mathis has looked at the tree and haven't been able to work on it. Councilor Andrade asked Mathis about dead tree on Sherman. Mathis hasn't seen that one but will go look at the tree. Mathis will also look into getting new trees.

- D. Library Report by Marcia Robbins: Robbins went over Library Report she submitted. She is working with Friends of the Library regarding the Library getting 4 new computers. Robbins consulted with Chemeketa and each computer would be about \$460 each. Library needs to replace the computers before December 2019. Also, the library needs to update the wiring at the Library and doesn't have the cost of the electrical. Mayor Cape would like Mathis to get an estimate of electrical by the upcoming Budget Meeting. Mathis will call around and get three bids. Robbins said Chemeketa will come in and install the software onto the new computers.
- E. City Engineer Billing Report: City Engineer Billing Report: There was a billing report submitted. There were no questions for the City Engineer.
- F. City Planner Report: an itemized invoice was presented to the Council. There were no questions for the City Planner.
- G. City Attorney Report: an itemized invoice was presented to the Council. There were questions from a citizen and the Mayor explained to the citizen the bill and what the attorney worked on this previous month.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

- A. Mayor Report by Mayor Michael Cape: Mayor Cape submitted his report and added a couple of items. Mayor Cape went over the Union contract and that it is expiring June 30, 2019. Mayor reached out to the union manager and explained to him that we are in the process of hiring a new Administrator. If the City can extend the contract by 6 months until the new Administrator starts. The union came back with doing a one-year rollover with a 3% COLA raise. Mayor Cape explained to the union that it would need Council approval. Councilor Miller asked if the cola raise would be retro active back a year. Mayor Cape said it could be, but he doesn't think the request came from employees but from the union. Councilor Andrade asked who would usually do the negotiations. Mayor Cape explained the City Administrator usually handles the negotiations. Mayor Cape suggested three things City can do right now. Councilor Lehman would like union to give the city 1 year with the current contract. Rest of the Council all agrees with that. Mayor Cape will reach out the union.

Mayor cape updated Council on the complaint against Chief Chris Bolek. The complaint came back not able to contact the person who submitted the complaint. They found Bolek did everything by the book and he was not at fault.

Mayor Cape thanked the City Staff for working together on moving forward with the CDBG grant.

- B. Councilor Caralyn Miller & Community Engagement Committee: Councilor Miller went over what she has been doing the last month. Miller will be working with Public Works on getting the banners up. She reminded Council City Wide Cleanup coming up June 1 and would like Council to be there. She has been attending the Tourism Committee Meetings and encourages Council to attend the meetings. She will notify Council when the next meeting will be. She will possibly be submitting her resignation soon due to moving out of the City. She will still be involved with the Community. Councilor Andrade asked if Miller talked with the schools to help with the City Wide Clean Up. Miller will have the Inmate Crew there this year to help.

C. Councilor Robert Andrade Report & Water & Sewer Committee: Councilor Andrade had nothing to report.

D. Councilor Ryan Lehman report: Councilor Lehman thanked the City Staff for all their hard work.

Mayor Cape brought up the delay in assigning the committees to Council. Would like to have the open Council positions to be filled before assigning committees.

Councilor Lehman moved to adjourn the meeting. Councilor Andrade seconded and with no further discussion motion passed 3-0.

Approved by City Council September 4, 2019

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, August 7, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Swearing in New Council Member: Jenna Goings

Councilors Present

Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Jenna Goings and Mayor Michael Cape

Councilors Absent

Councilor Nickolas Wilkinson

Staff Present

City Administrator Michael Thomas, City Treasurer/Recorder Natasha Johnson and Public Works Superintendent Gary Mathis

CONSENT AGENDA: Councilor Lehman moved to approve the Consent Agenda. Councilor Andrade seconded and with no further discussion motion passed 3-0.

CITIZEN COMMENTS/QUESTIONS:

- A. DIG Report: Eve Silverman presented DIG Report. Thanked everyone involved for helping with the hanging baskets. This month the meeting is canceled. DIG is getting ready for the Art Walk. Mayor has a great idea for a mural to go on a business.
- B. Tourism Committee Report: Barb Bond presented TC Report: Updated Council on what all the Tourism Committee is doing and the grant. Barb handed out ideas for logo and tagline that will be used for promoting Amity. Mayor Cape commented on the logo that it doesn't reflect the citizens in the city limits and needs to be about citizens in town as well. Barb explained the logo and the reason most people come to Amity is for the wine.
- C. Citizen Joanne McBrayer discussed the potholes and if Jellison is on the agenda for paving. Public Works Mathis let her know that the City applied for a SCA Grant. If the City gets it, then that is one of the streets to be paved. Explained that the application review panel said worst roads get the grant and Public Works wants the road to look bad for when they come and look at it for the grant.

Mayor Cape read a citizen comment that was on Facebook. Mayor Cape explained the proper way on how to submit comments if you cannot make the meeting.

Citizen Bobbie F. (last name inaudible) discussed water issues. Why hasn't the water improved since the 80's. Mayor Cape explained the City is going to be starting a project that will help with water quality and will be being discussed later in the Agenda.

OLD BUSINESS:

NONE

NEW BUSINESS:

- A. Appoint Michael Thomas YCAHC Board, Resolution 2019-08: Councilor Lehman moved to approve Resolution 2019-08, appointing Michael Thomas to the YCAHC Board of Directors. Councilor Andrade seconded motion and with no further discussion motion passed 3-0.
- B. Census Proclamation: Jim Graham went over Census Proclamation and why they do the Census. Want to make sure everyone in Amity is accounted for to help with obtaining grant funding. Councilor Andrade asked when Citizens can go online and submit. Mr. Graham said you can go online starting March 12, 2020. Councilor Lehman moved to proclaim Amity committed to partnering with the US Census Bureau to help ensure to full and accurate count in 2020. Councilor Andrade seconded and with no further discussion motion passed 3-0.

DEPARTMENT REPORTS:

- A. City Administrator Report by Mike Thomas: Administrator Thomas submitted his report and went over the USDA requirements as a result of securing a loan. There will be certain requirements that will need to be approved from Council and he will have it ready for September's Council meeting.

Mayor Cape went over figures. For the \$5.6 million project, the city is responsible for \$1.6 million and the rest is through grant funding. Mayor Cape briefly updated a concerned citizen on what the City is going to do to improve with water quality. The Mayor then went over the upcoming project. The City is anticipating starting a portion the project this October or November. Citizen Bobbie F. asked if there is a completion deadline with the State. Mayor Cape explained the City received an extension. Citizen Bobbie F. shared her concern that if the project is not completed on time will the City be responsible and will need to pay back the grant. Mayor Cape let the citizen know that the City will not be responsible per the contract. The holdup currently is the City is waiting for the environmental report. When we get the report back and everything is ok with the report, we will be going out to bid.

Councilor Lehman asked for more clarification on utility rate increase. He thought only one increase a year and the City already did the increase for the year. Administrator Thomas said he is getting all information together to present at the Committee meeting and September's Council meeting with different options regarding the rate increase.

Mayor Cape went over the USDA funding and the information has changed regarding the rate increase since the January Resolution.

- B. City Recorder Report by Natasha Johnson: The Recorder, Natasha Johnson, submitted her report and updated the Council on the upcoming audits.
- C. Public Works Report by Gary Mathis: The Public Works Supt., Gary Mathis, submitted his report and had nothing to add.
- D. Law Enforcement Report by Sheriff's Office: Sergeant Whitlow submitted his report. Whitlow went over National Night Out (NNO) turnout. Around 50-60 kids came to the event. Also, YCSO started

hanging up the door hangers on citizens' doors that still need to address code issues; they are getting a good response.

Mayor Cape asked about the cougar sighting. Sgt. Whitlow said he hasn't heard anything regarding it lately. Councilor Andrade asked Whitlow how long owners/renters have to fix the ordinance issues.

Sgt. Whitlow explained renters are responsible and need to work with the owners. Mayor asked Sgt. Whitlow how much longer he will be in Amity. Sgt. Whitlow said possibly until August 19, but the YCSO does have a replacement lined up.

- E. Library Report by Marcia Robbins: The Librarian, Marcia Robbins, went over her report, to include the Summer Reading Program. This year there were around 95 kids that attended the program. She is preparing the Library State Report, which is due in September. Mayor Cape asked about the electrical that needs done at the Library. Public Works replied that an electrician is scheduled to work on the electrical in the near future.
- F. City Engineer Billing Report: See attached billing and nothing to add.
- G. City Attorney Report: See attached billing and nothing to add.
- H. City Planner Report: See attached billing and nothing to add.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

- A. Mayor Report by Mayor Michael Cape: Mayor Cape went over meeting he had with ODOT in July. He gave update on the (Salt Creek) bridge work to which the City has attached its main water line. The bridge needs repairs and it is the City's responsibility to move the water line off the bridge. ODOT gave the City an easement to use the bridge to suspend the water line, but since the bridge is not going to be overhauled, City needs to find another means to pipe water across the divide. The City Engineer, Peter Olsen, worked out a couple of options. The Mayor went over the different options. The cost would be anywhere from \$340,000 to \$500,000, depending on the option. The Mayor asked ODOT if they could help with any of the costs associated with moving the water main pipe. ODOT does not have the funds to help the City and is not obligated to finance the City's work; but ODOT will provide the City a letter explaining that for the City's use in acquiring other funding. The Mayor was at the Mayor's conference and spoke with the assistant director for ODOT and explained the City's need for ODOT's support. The Mayor also spoke with Jody Christensen with the Governor's office. Jody sent an email to the Mayor suggesting the City go back to the Community Development Block Grant (CDBG) backers and request more grant funding from them. CDBG doesn't have additional money and recommended the City check with USDA. Regardless of how, the only two solutions are to get the funding to move the water line or ODOT doesn't get to replace the bridge. The City is working on this and the City does have about a year to find the funds.

The Mayor went over the CDBG Grant meeting that took place in July as well. USDA is moving forward with their paperwork to get us the Letter of Conditions that commits both CDBG and USDA money for our work.

During the Mayor's Conference, the Mayor asked other cities about how they communicate with the community. The City is comparable to other cities on how we communicate. Mayor reminded Council of the staff BBQ and the City County Dinner.

Mayor Cape went over committee assignments and will keep them as is until the City has a full Council. He will go over them at the next work session in February. At September's Council meeting will go over the assignments. If any of the Council wants a certain committee to let him know before the September meeting.

B. Councilor Robert Andrade Report & Water & Sewer Committee: Councilor Andrade had nothing to report.

C. Councilor Jenna Goings & Community Engagement Committee: Councilor Goings had nothing to report.

D. Councilor Ryan Lehman report: Councilor Lehman asked the City Administrator the latest info on the YCSO contract. Administrator Thomas went over the amount in the Budget and reflected the rate should increase. The YCSO contract is good thru 2020 and is budgeted through then. Councilor Lehman re-asked his question – did the Sheriff's office increase their budget the full 7%. Mike said the YCSO did budget for a 7% increase.

. Councilor Andrade moved to adjourn. Councilor Lehman seconded the motion. Motion passed 3-0.

.
Approved by City September 11, 2019

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject

Utility Rate Increase

Date:

September 4, 2019

Origin:

Michael Thomas, City Administrator

Action Requested:

Approve Resolution 2019-09 Adjusting Utility Rates

Background:

Resolution 2018-19 states in Section 2. “Effective January 1, 2019, the Amity City Council shall evaluate annually the ability to maintain financially sustainable water and sewer utility systems and, if deemed necessary, revise the base and usage rates for water and sewer based upon and the Seattle-Tacoma-Bellevue, WA Consumer Price Index for all Urban Users for the twelve-month period ending December 31 of the prior calendar year.”

As a stipulation of the USDA/Rural Development loan Letter of Conditions, the City is required to have utility rates that cover the repayment of the loan. USDA set this amount as \$67,918 annually per year until the loan is repaid. The City must have utility rates in place prior to the first repayment, to ensure it may adequately repay the loan and conduct routine operations and maintenance of its water infrastructure. USDA/RD also requires the City to have a process in place to achieve the required utility rate prior to any bids being placed upon the contracted work or USDA’s obligation of funds.

The current rate structure for the City does not meet USDA requirements; therefore the City must raise its monthly base utility rate for all account holders. Resolution 2018-19 states in Section 2, “Rate adjustments will start with the January monthly bill.”

Staff recommends that effective January 1, 2020 the City’s monthly Base Water Rate increase by \$5, from \$38.56 per month to \$43.56. Then effective January 1, 2021 the City’s monthly Base Water Rate increase another \$5, from \$43.56 per month to \$48.56. And, finally, effective January 1, 2022 the City’s monthly Base Water Rate increase by \$5, from \$48.56 per month to \$53.56.

City Staff determined that the January 2022 base water rate of \$53.56 will compensate for expected inflation and meet USDA requirements to repay the City’s loan obligation. With a predicted use rate of 4,000 gallons per month, per account holder, at the current

rate of \$4.07, an average user will see water bills of \$69.67 per month beginning in January 2022. At this time, no requirement has been set to raise the water use rates, if a need arises to raise this rate, City Staff will present a future resolution to Council. Additionally, the Sewer Base rate will be calculated as described in Exhibit A of Resolution 2018-19, and will be adjusted accordingly and separately from this rate increase.

Additionally, USDA directs that the City mandate any/all new developments within the City's service area be required to connect to and pay for City provided water. USDA also recommends that penalties be levied upon water users who disconnect from the City's water system.

Please see attached document for Staff's determination of new water rates.

Exhibits: Attached Document:

"Computation of New Utility Rates for Water Service." Resolution 2019-09, Exhibit A

Recommendation:

I move to approve Resolution 2019-09 adjusting water utility rates, establishing charges, and repealing and replacing Resolution 2018-19.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

To: The Mayor and Members of the City Council
Origin: Michael Thomas, City Administrator
Date: August 20, 2019
Subject: Computation of New Utility Rates for Water Service

1. USDA/Rural Development (USDA/RD) and the City of Amity entered into a loan agreement to repair, renovate, and replace parts of the Amity water system. As a condition of the loan the City must show the ability to repay its obligations. To do so, USDA/RD requires the City to set rates at an acceptable level. USDA/RD left it to the City to determine the appropriate rate increase (or decrease).
2. The City passed a resolution to raise rates at the beginning of 2019 and passed a 3.9% increase to the base rate. The City also authorized future rate increases beginning in January 2020, in anticipation of the USDA/RD loan. The City's contract engineers and contract water consultant did preliminary studies and calculations to determine what possible rate increases may be in response to the USDA/RD loan. The general estimate was that the city would raise the overall rates into the \$70 range, by raising the base rate \$7-\$10 per year and until reaching a \$21-30 increase. However, these were estimates based on the expected USDA/RD loan and grant amounts.
3. The City actually received \$1,635,000 in loan money, which is a lower loan amount than expected. (The loan was offset by a higher grant amount.) This loan comes with a monthly payment obligation of \$67,918 beginning at project completion. The City expects to complete the project within three years, although USDA/RD allows for five years.
4. USDA/RD also requires that current account holders remain connected to Amity provided water and that all new construction also connects to Amity water. USDA/RD recommends either ordinances that mandate this, but also suggests penalties for users who disconnect from City provided water service.
5. To determine the required rate increase, the City is using the following baselines and making the following assumptions.
 - a. The loan payback would begin in three years, as that is more conservative.
 - b. The calculations are based on account holders inside City Limits. Rate increases should be comparable for out of City Limits users as well
 - c. The City is using the Seattle, Tacoma, and Bellevue Consumer Price Index (STB-CPI) for inflation rates, as stated in ordinance. The STB-CPI is currently 2.5% (.025), as stated by the Bureau of Labor Statistics.
 - d. The City's Operations and Maintenance (O&M) Budget is currently set at

\$369,194 and will increase to \$397,582 in three years, based on the 2.5% inflation/STB-CPI rate.

- e. The City will not be able to reduce labor costs to lower the future O&M budget to \$331,000, as mentioned during a March 2019 City Council Meeting.
- f. The City has 676 water accounts at this time, based on account data as of July 2019. This does not include the expectation that approximately 40 new water accounts will be added as new housing units enter the market and are occupied.
- g. The City's current base water rate is \$38.56, per ordinance.
- h. The City will use the same math formulas as Keller Associates' April 17, 2019 presentation regarding water rates.
- i. Using Keller Associate's April 17, 2019 data, the City will also claim the average account holder's water use is \$16.28 per month or \$4.07 per 1,000 gallons at 4,000 gallons / month.

6. Calculations:

Future water system costs to the City:

$(\text{Future O\&M} - \text{Current O\&M}) + \text{Loan payments} = \text{Annual increase in three years}$
 $(\$397,582 - \$369,194) + \$67,918 = \$96,306$

$(\text{Annual Increase} / 12) / \text{Accounts} = \text{Monthly Increase per account in three years}$
 $(\$96,306 / 12) / 676 = \$11.87 \text{ or } \$12 \text{ per month}$

Total per month / years to go = rate hike per year

$\$12 / 3 = \underline{\$4 \text{ per year rate increase}}$

STB-CPI upon Base Rate:

$[(1 + \text{inflation rate})^{\text{total years}}] * \text{Present Rate} = \text{Future Rate}$
 $[(1 + .025)^3] * \$38.56 = \41.52

\$41.52 is a \$0.964 or approximately \$1 per year increase

Targeted new base rate in 3 years:

Future base rate + required increase = Goal increase in three years
 $\$41.52 + \$11.87 = \$53.39$

Expected base rate increases across time using \$5:

Year 1 (Current Rate + Increase + Inflation) or $(\$38.56 + \$4 + \$1) = \43.56

Year 2 (Year 1 + Increase + Inflation) or $(\$43.56 + \$4 + \$1) = \48.56

Year 3 (Year 2 + Increase + Inflation) or $(\$48.56 + \$4 + \$1) = \53.56

Expected new base rate in 3 years = \$53.56

$\$53.56 > \53.39 target. Therefore, a \$5 per year increase is appropriate.

Expected average monthly water bill in 3 years:

$\$53.56 + \$16.28 = \$69.67 \text{ per month}$

7. In conclusion, the City will need to raise the base rate every year, for at least the next three years, by \$1 to meet inflation. To meet the expected increase in O&M and to cover its loan obligations, the City will need a base rate that is \$12 higher in three years. To offset the shock of a singular rate increase of \$15, the City is better off raising rates incrementally. **Therefore, the City needs to raise its monthly base water rate by \$5 each year for the next 3 years beginning January 1, 2020.**

In three years, the average water user will see their water charge at \$69.67 per month; based on Keller Associates' determination that the average rate payer consumes 4,000 gallons per month. (At this time, the City does not need to raise rates on the consumption.) This compares with Keller Associates' own initial estimate of water charge of \$69.97 per month and a consultant's estimate of a water charge of \$72.91, both of which assumed a higher loan amount from USDA/RD.

In three years, the City may determine to raise rates further based solely on an inflationary basis. If the expected new housing brings in new accounts, the additional revenue ensures the City's ability to meet USDA/RD requirements going forward, without further immediate rate increases to meet its loan obligations.

EFFECTIVE JANUARY 1, 2020.

• **Water:**

1. Standard Water Services (¾" water meter and below)

Class I (Inside the City Limits)	Monthly Base Rate (No water included)	Use Charge per 1000 gallons of water
Residential (per unit)	\$43.56*	\$4.07
Non Residential (per unit)	\$43.56*	\$6.24
Water Line Replacement (Charge per unit)	\$1.00	\$0

* Effective January 1, 2021 – new rate is \$48.56. Effective January 1, 2022 – new rate is \$53.56

Class II (Outside the City Limits)	Monthly Base Rate (No water included)	Use Charge per 1000 gallons of water
Residential (per unit)	\$55.55**	\$5.87
Non Residential (per unit)	\$55.55**	\$7.73
Water Line Replacement (Charge per unit)	\$3.00	\$0

** Effective January 1, 2021 – new rate is \$60.55. Effective January 1, 2022 – new rate is \$65.55.

2. Large Meter Services (1" water meter and above).

Class III	Residential, Schools, Churches, Government Buildings	
Monthly Base Rate (No water included)	\$69.51***	
Use Charge (0 to 8,000 gallons of water)	\$3.65 per 1000 gallons	
Use Charge (8,001 to 24,000 gallons of water)	\$4.08 per 1000 gallons	
Use Charge (24,001 to 56,000 gallons of water)	\$4.52 per 1000 gallons	
Use Charge (56,001 to 120,000 gallons of water)	\$4.95 per 1000 gallons	
Use Charge (120,001 to 248,000 gallons of water)	\$5.40 per 1000 gallons	
Use Charge (248,001 gallons of water and above)	\$5.84 per 1000 gallons	
Water Line Replacement (Charge per unit)	\$1.00	

Class IV	All other uses	
Monthly Base Rate (No water included)	\$69.51***	
Use Charge (0 to 8,000 gallons of water)	\$5.84 per 1000 gallons	
Use Charge (8,001 to 24,000 gallons of water)	\$6.41 per 1000 gallons	
Use Charge (24,001 to 56,000 gallons of water)	\$6.99 per 1000 gallons	
Use Charge (56,001 to 120,000 gallons of water)	\$7.58 per 1000 gallons	
Use Charge (120,001 to 248,000 gallons of water)	\$8.16 per 1000 gallons	
Use Charge (248,001 gallons of water and above)	\$8.74 per 1000 gallons	
Water Line Replacement (Charge per unit)	\$1.00	

*** Effective January 1, 2021 – new rate is \$74.51. Effective January 1, 2022 – new rate is \$79.51.

1. Change in size of service: \$200 + cost of meter. The installation of the service from the main to the property line will be the customer's responsibility and may be subject to SDC charges.
2. Meter Removal and Replacement: \$100 + cost of new meter. The charge for removal of an existing meter at the landlord or customer's request. This fee includes resetting of new or replacement meter of the same size.
3. Meter Removal: \$100 + cost of meter. The charge for removal of a meter by the City of Amity when the City finds the customer or landlord has violated the city water ordinances; this fee includes the resetting of the meter when the violation has been cleared.
4. Meter/Service Test Deposit: \$100. The deposit is required prior to the City testing a water meter or city service line at the customer or landlord's request. The deposit will be refunded if the City finds the meter registers more than 3% over usage or verifies an issue with the city side water pressure.
5. Account Deposit: Class I water accounts \$70.00 per unit; Class II water accounts \$90.00 per unit; Class III water accounts \$210.00; Class IV water accounts \$270.00. All new customers and any customer whose water service has been disconnected for non-payment shall pay a water account deposit prior to having the water turned on. Owners of property connected to the water system are eligible for a refund of the deposit fee after bills for water have been paid for twenty-four (24) consecutive months without having the water disconnected for non-payment of the bill, and the owner has not had more than two (2) occasions in which the payment for the water billing was received after the monthly due date.
6. Shut Off Notice (door hanger): \$10.00. The charge for delivery and posting of a shut-off notice to the water customer. The notice advises that the water service will be or has been disconnected.
7. Late Charge: \$5.00. A \$5.00 charge will be added to the account when payment is not made by the due date printed on the bill.
8. Disconnect and Reconnect fee: \$75.00. The charge if water service is disconnected due to non-payment of the water bill. The fee will be charged to the account prior to water service being reconnected.
9. Stand-by Fee: Class I and II accounts \$24.56, Class III and Class IV accounts \$49.12. The monthly charge to a water account, which still has a functional meter at a home or business where service has been shut-off at the customer's own request.
10. Turn off/Turn on fee: The charge for turning water service off or on at the customer's or owner's request shall be - No charge for the first turn off/turn on each month during working hours. Each additional turn off/turn on is subject to a \$25 charge. This charge may be waived by the city administrator when appropriate. After hours and weekends the charge shall be \$50 for every turn off/turn on.
11. Disconnect fee: The charge for disconnecting from water service at the customer's or owner's request or action shall be \$150, in addition to payment of all outstanding charges and fees.

12. Water Truck Rates: \$25.00 for the first 1000 gallons plus \$5.00 for each additional 1000 gallons.

The following definitions apply:

1. Residential unit: Each individual dwelling unit attached to a given meter is counted as 1.0 residential unit regardless of occupancy. Therefore, two single family homes, a duplex or a single-family home with two separate living quarters are all considered 2.0 units.
2. Non-residential unit: Each business or occupation attached to a given meter is counted as 1.0 non-residential unit. Therefore, two businesses attached to a single meter are considered 2.0 units. If an owner occupied residence is attached to a business on a single meter, then it shall be considered 1.25 units for the business and residence combined.
3. Water line replacement units: The water line replacement fee will be charged in accordance with the meter size. The following units apply to the water meter sizes as indicated:

Water Meter	Units
Up to ¾"	1.0
1"	2.5
1 ½"	5.0
2"	8.0
3"	16.0
4"	25.0
6"	50.0

• **Sewer:**

1. Standard ¾" water meter and below (per unit).

Residential**	Monthly Base Rate \$48.00	Use Charge \$3.51
---------------	------------------------------	----------------------

- A. Sewer usage for residential services shall be determined as follows:
- a. The sewer usage shall be determined from the average water usage for a three-month period.
 - b. This period shall be from November through January. This average shall determine the sewer rate, which will be adjusted by July 1st
 - c. The new rate that is set on July 1st shall be in effect for a period of one year.
 - d. Sewer rate shall be the lesser of the amount calculated based on actual use or the rate determined by the three month average.
 - e. Any new customer who activates a new account after the averaging period shall pay a usage rate based on the lesser of their actual

water usage or 4,000 gallons. This rate shall be effective until the next averaging period.

- f. Any existing customer who has sewer service only shall be charged at the rate of 4000 gallons per unit per month.

Commercial**	\$46.00	\$3.37
Industrial**	\$46.00	\$5.70
Cafes, Restaurants, etc**	\$62.68	\$3.37

2. Large water meter (1" and above).

Residential, School, Church, Government**	Monthly Base Rate	Use Charge
	\$92.00	\$3.37
All Others**	\$92.00	\$5.70

1. Account Deposit: \$80.00 (per unit). All new customers and any customer whose water/sewer has been disconnected for non-payment shall pay a sewer account deposit prior to having the water turned on. Owners of property connected to the sewer system are eligible for a refund of the deposit fee after bills for water/sewer have been paid for twenty-four (24) consecutive months without having the water/sewer disconnected for non-payment of the bill, and the owner has not had more than two (2) occasions in which the payment for the water/sewer billing was received after the monthly due date.
2. Late Charge: \$5.00 (per account; either sewer service OR water/sewer service). A \$5.00 charge will be added to the account when payment is not made by the date printed on the bill.
3. There shall be no Stand-by Fee.

The following definitions apply:

1. Residential unit: Each individual dwelling unit attached to a given meter is counted as 1.0 residential unit regardless of occupancy. Therefore, two single family homes, a duplex or a single family home with two separate living quarters are all considered 2 units.
2. Non-residential unit: Each business or occupation attached to a given meter is counted as 1.0 non-residential unit. Therefore, two businesses attached to a single meter are considered 2.0 units. If an owner occupied residence is attached to a business on a single meter than it shall be considered 1.25 units for the business and residence combined.

RESOLUTION NO. 2019-09

A RESOLUTION ADJUSTING WATER AND SEWER UTILITY RATES, ESTABLISHING CHARGES, AND REPEALING AND REPLACING RESOLUTION 2018-19

WHEREAS, the City of Amity provides water and sewer utility services for businesses, agencies, and private residents within the Amity city limits and water service to established customers in the vicinity of the corporate boundaries of the City of Amity; and

WHEREAS, Ordinances 500 and 501 grant the Amity City Council exclusive control over and regulation of water and sewer use charges; and

WHEREAS, Ordinance No. 568 provides that water and sewer rates and charges to water and sewer users may be changed any time by resolution of the Amity City Council; and

WHEREAS, the Amity City Council desires to change the water and sewer rates and charges to guarantee that the City has sufficient revenues to pay for the water and sewer system operations, maintenance, and debt service costs; and

WHEREAS, the Amity City Council desires to establish new rates and charges in accordance with the following rate schedules provided in Exhibit A; and

WHEREAS, the Amity City Council has determined that annual rate adjustments are necessary to keep pace with inflation and maintain financially sustainable water and sewer utility systems; and

WHEREAS, the Amity City Council has determined it necessary to set inflationary adjustments according to the Seattle-Tacoma-Bellevue, WA Consumer Price Index for all Urban Users calculated for the twelve-month period ending December 31;

NOW, THEREFORE, THE CITY OF AMITY RESOLVES AS FOLLOWS:

SECTION 1. Effective January 1, 2020, the Amity City Council imposes a \$5 increase to the water and sewer base and usage rates and establishes charges, as reflected in Exhibit A, starting with the January 2020 monthly bill.

SECTION 2. Effective January 1, 2021, the Amity City Council imposes a \$5 increase to the water and sewer base and usage rates and establishes charges, as reflected in Exhibit A, starting with the January 2021 monthly bill.

SECTION 3. Effective January 1, 2022, the Amity City Council imposes a \$5 increase to the water and sewer base and usage rates and establishes charges, as reflected in Exhibit A, starting with the January 2022 monthly bill.

SECTION 4. With the implementation of three annual rate increases, the City shall have raised rates a total of \$15 over three years to ensure its ability to comply with the terms of

the USDA/Rural Development loan. These rate increases do not prohibit further increases deemed necessary by the Amity City Council.

SECTION 5. Effective January 1, 2020, the Amity City Council shall evaluate annually the ability to maintain financially sustainable water and sewer utility systems and, if deemed necessary, revise the base and usage rates for water and sewer based upon and the Seattle-Tacoma-Bellevue, WA Consumer Price Index for all Urban Users for the twelve-month period ending December 31 of the prior calendar year. Rate adjustments shall start with the January monthly bill.

SECTION 6. Effective January 1, 2020, Resolution 2018-19 is hereby repealed.

SECTION 7. This Resolution shall become effective immediately upon its adoption and the rates set forth in Exhibit A to this resolution shall be effective beginning January 1, 2020.

ADOPTED BY the City Council of the City of Amity, Oregon this 4th day of September 2019.

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder/Treasurer



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

To: The Mayor and Members of the City Council
Origin: Michael Thomas, City Administrator
Date: August 26, 2019
Subject: Update on Public Safety Fees (PSF) – INFORMATIONAL USE ONLY

1. Mayor Michael Cape asked City staff to review all documentation regarding the Public Safety Fee (PSF) and assigned three tasks. He directed that I report back to him and to Council. This is the report of my findings.
2. The City currently charges residents \$10 per month to cover the cost of Public Safety. At the end of 2018 and beginning of 2019, the City researched three potential PSF to cover the cost of doing one of the following:
 - a. Continue to fund the Amity Police Department (APD) as is.
 - b. Continue to fund the APD but add staff and equipment.
 - c. Disband the APD and contract with the Yamhill County Sheriff's Office (YCSO).

Each of these conditions came with a projected cost. The City determined that these major choices would cost the following:

- a. \$15 for option A.
- b. \$25 for option B.
- c. \$3 for option C.

Currently, the City charges a \$10 PSF and is contracted with the YCSO. With this information provided, the Mayor set the following three tasks for the City staff to accomplish:

- a. Determine how the City calculated the \$3 PSF for YCSO.
- b. Which PSF is sufficient to meet the current and future contract costs for YCSO services, \$3 or \$10?
- c. Should the City increase or decrease the \$10 PSF going forward and why?

3. Response to Task A:

After a thorough search for any available documentation regarding the \$3 fee, staff could find nothing. The most detailed information staff has obtained regarding its initial calculation comes from Justin Hogue.

“Resolution 2018-12 adopted the public safety fee rate. I believe the rate was largely based upon the [YCSO] contract cost with some consideration given to an eventual increase. However, the [YCSO] experienced a significant increase in personnel cost as a result of the recent teamsters collective bargaining agreement so the rate should

be reevaluated. We looked at the number of dwelling units, businesses, etc. and devised a rate based off of anticipated cost. I think there may be a file in your office with spreadsheets detailing the methodology.” - Justin Hogue. [emphasis added]

Unfortunately, the associated documentation detailing the methodology is not there. City staff can neither locate nor recreate any data regarding the methodology to determine the \$3 PSF amount. Attempts to recreate the math have proven futile. **Therefore, the recommendation of a \$3 PSF is unverifiable as an accurate dollar amount for present consideration.**

4. Response to Task B:

It is necessary to state the purpose of the PSF. City Ordinances 656 and 659 established that the PSF is to “adequately fund the desired level of police service...” The desired “level of police service” is set as police services provided by the YCSO. This is established through the contract with YCSO and its cost to Amity is set in the budget.

Yet, what does “adequately fund...” mean regarding the PSF and is it sufficient? The best means to answer this is to determine the budget difference between what APD did cost and what YCSO does cost and predict those budgets into the future. The PSF should cover the gap between the two budgets.

Baselines & Assumptions

To conduct these calculations, City Staff had to set some baselines make some assumptions to ensure the best possible comparison of budgetary costs between APD and YCSO.

1. The 2018-19 Adopted APD budget is the last full year of APD funding. This budget is \$281,191. Therefore, this is the baseline budget. However, this budget includes three line items that needed to be removed from the calculations. They are:

- a) Facility Upgrades and Maintenance (\$30,743)
- b) Communications (\$23,425)
- c) YCOM Dispatch Service (\$19,251).

These first two items were removed as they were seen as 1-time costs by City staff; part of a requirement to increase APD’s police services. Staff could not find similar costs in the FY 16-17 budget, and such costs are incorporated into the on-going YCSO budget.

The YCOM Dispatch Service (911 Service) was also separated out. This is because YCOM was a part of the APD budget, but is now a separate cost to the City and not under the YCSO contract. Therefore the City’s actual FY 18-19 APD budget projection should be \$207,772, to accurately compare to the YCSO budget.

2. The City’s consultant CFO determined only 601 accounts pay the PSF. The City budgeted in FY19-20, current year, that 655.83 accounts pay the PSF. This has been rounded up to 656. Both numbers are considered.

3. The YCSO budget includes a 7% increase. City Staff has learned that YCSO may increase the budget by 7% a year for the next 3 years, a potential “worst case.” The City set the current YCSO budget to the FY 19-20 adopted budget of \$250,786 and calculated for this possibility.

4. Based on this “worst case” over the next 3 years, City Staff projected out 3 years. However, as the last full APD budget was 1 year ago, it was projected out 4 years.

5. The City is using the Seattle, Tacoma, and Bellevue Consumer Price Index (STB-CPI) for inflation rates, as stated in ordinance. The STB-CPI is currently 2.5% (.025), as stated by the Bureau of Labor Statistics.

Determination of Budget Gap

Based on the previously stated information, here is how the PSF compares.

$$[(1 + \text{inflation rate})^{\text{total years out}}] * \text{Present Budget} = \text{Future Budget}$$

APD @ \$281,191 – initially budgeted

$$[(1 + .025)^4] * \$281,191 = \mathbf{\$310,383}$$

APD @ \$207,772 -- YCOM and 1-time expenses removed

$$[(1 + .025)^4] * \$207,772 = \mathbf{\$229,342}$$

YCSO @ \$270,786 – initially budgeted

$$[(1 + .025)^3] * \$270,786 = \mathbf{\$291,607}$$

YCSO @ \$270,786 – 1 additional 7% contract increase

$$[(1 + .095)^1] * \$270,786 = \$296,511$$

$$[(1 + .025)^2] * \$296,511 = \mathbf{\$311,522}$$

YCSO @ \$270,786 – 2 consecutive 7% contract increases

$$[(1 + .095)^2] * \$270,786 = \$324,680$$

$$[(1 + .025)^1] * \$324,680 = \mathbf{\$332,797}$$

YCSO @ \$270,786 – 3 consecutive 7% contract increases

$$[(1 + .095)^3] * \$270,786 = \mathbf{\$355,524}$$

Budget Gaps:

There are eight possible budget gaps based on the budget projections above (Table 1).

	CPI only	CPI only	CPI & 7% x1	CPI & 7% x1	CPI & 7% x2	CPI & 7% x2	CPI & 7% x3	CPI & 7% x3
YCSO	\$291,607	\$291,607	\$311,522	\$311,522	\$332,797	\$332,797	\$355,524	\$355,524
APD	\$310,383	\$229,342	\$310,383	\$229,342	\$310,383	\$229,342	\$310,383	\$229,342
GAP	(\$18,776)	\$62,265	\$1,139	\$82,180	\$22,414	\$103,455	\$45,141	\$126,182

(Table 1)

In Table 1, column #1, \$18,776 is a surplus, in that the projected APD budget is actually bigger than the projected YCSO budget. However, as this is without the necessary 1-time and YCOM expenses removed; it is not an accurate representation of the budget and should be discarded. For the same reason, three further columns will also be discarded.

Therefore, Table 2 is more accurate comparison.

	CPI Only	CPI & 7% x1	CPI & 7% x2	CPI & 7% x3
YCSO	\$291,607	\$311,522	\$332,797	\$355,524
APD	\$229,342	\$229,342	\$229,342	\$229,342
TOTAL GAP	\$62,265	\$82,180	\$103,455	\$126,182

(Table 2)

To determine whether \$3 or \$10 is an appropriate rate, staff determined what the gap translates into as a monthly amount. Staff made this determination using both numbers of accounts paying the PSF.

(Annual Budget Gap / accounts paying PSF) / 12 months = Necessary monthly PSF

CPI Only

$(\$62,265 / 601) / 12 = \$8.64 \rightarrow \$9$

$(\$62,265 / 656) / 12 = \$7.91 \rightarrow \$8$

CPI & 7% x1

$(\$82,180 / 601) / 12 = \$11.39 \rightarrow \$11.50$

$(\$82,180 / 656) / 12 = \$10.43 \rightarrow \$10.50$

CPI & 7% x2

$(\$103,455 / 601) / 12 = \$14.35 \rightarrow \$14.50$

$(\$103,455 / 656) / 12 = \$13.15 \rightarrow \$13.25$

CPI & 7% x3

$(\$126,182 / 601) / 12 = \$17.50 \rightarrow \$17.50$

$(\$126,182 / 656) / 12 = \$16.03 \rightarrow \$16.25$

Therefore, one must conclude that the \$3 PSF, as presented to the public in late 2018 – early 2019, is not sufficient cover the budget gap. The \$3 PSF option should be removed from further discussion as it is neither a viable nor sustainable proposition using available data. **The \$10 PSF adequately covers the budget gap at the rate of CPI increases.**

5. Response to Task C:

It is expected that the City will continue to contract with YCSO. The City would be well served to retain its \$10 PSF. However, if City Council does not expect YCSO to raise its budget another 7% in any of the next three years, then Council may determine to reduce the PSF to \$8; all other variables remaining constant.

Also, the City's Budgeted General Fund Revenue and Expenses for the current Fiscal Year are:

a) Revenue - \$715,000

b) Expenses - \$614,562

This means that the City expects a net gain of \$100,938 for the year. To put it another way, this money is the cushion the City uses to cover any unexpected costs in the course of a Fiscal Year. If the City were to fully eliminate the PSF, this cushion drops to \$22,238. City staff has determined that this is not an acceptable level, based on previous budgets. Therefore, the City should retain a viable PSF into the future.

It is important to note that an \$8 PSF will significantly erode this budget cushion if the YCSO contract exceeds the CPI in the next three years. Additionally, if Council reduces the PSF and the contract goes up, Council will need to accomplish a significant hike to the PSF. This “yo-yo” effect on the PSF may make community members more upset than either a stable \$10 PSF or a moderate increase.

6. Conclusion:

In conclusion, *the \$3 PSF is not a valid option.* Regardless of the basis upon which it was proposed, it is not sufficient at this time to cover the cost of the YCSO budget now and going forward. That the methodology for determining a \$3 PSF is unavailable means there is no ability to verify the accuracy of the assumptions and calculations that determined this proposed fee. Additionally, with each successive cost increase in the YCSO budget the \$3 PSF would fall further behind in achieving the desired “adequate funding” levels by closing the budget gap.

The current \$10 PSF covers only the expected CPI inflation increases to the YCSO budget – for the next three years. The City will retain an adequate budget cushion going forward and can cover the expected costs in the YCSO budget. However the City could reduce the PSF to \$8, if all other possible budget variables remain constant, and the YCSO budget does not increase beyond the CPI. The City could arguably retain a \$10 PSF even if the YCSO contract increases by another 7% in the next Fiscal Year, by accepting a reduction to the cushion it carries in the General Fund.

However, if the City wants to adequately budget for the worst possible scenario - YCSO raises its contract 7% per year for the next three Fiscal Years - then it should consider a PSF increase. The City could cover the expected budget gap with a \$16.25 PSF. City Staff recognizes that this may be an “intolerable” option, when taken in context of other financial obligations being placed upon the community. However, if the expectation is that more PSF paying accounts will materialize in the next three years, then the City could re-run these calculations in 2 years and provide a more refined – and quite possibly lower – PSF increase.

Again, these are only estimates; it must be noted that projecting costs into the future comes with inherent risks. If the city chooses to do nothing, then inflation and future YCSO budget increases will whittle away at the value of the \$10 PSF and what it contributes to public safety, requiring future periodic PSF increases.

Regardless, it is City staff’s recommendation that the City retains its \$10 PSF and then reevaluates it after the next YCSO contract is negotiated.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject: OLCC Liquor License Application
Date: 9/4/19
Origin: Natasha Johnson, City Recorder
Action Requested: Application Approval

Background:



Exhibits: PFCH, LLC Liquor License Application

Recommendation:

Approve Liquor License Application for PFCH, LLC located at 510 S Trade St.

**LIQUOR LICENSE APPLICATION**

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 nd Location	
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County: <u>NS</u>
<input type="checkbox"/> Brewery-Public House 1 st location	<u>Amity</u>
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input checked="" type="checkbox"/> Off-Premises	Date application received:
<input type="checkbox"/> Off-Premises with Fuel Pumps	<u>8-27-19</u>
<input type="checkbox"/> Warehouse	By: <u>Crowl</u>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	License Action(s): 
<input type="checkbox"/> Winery 1 st Location	<u>C/O</u>
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

PFCH, LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

Trade Street Taphouse

4. Business Address (Number and Street Address of the Location that will have the liquor license)

S,
510 Trade Street

City Amity	County OR	Zip Code 97101
----------------------	---------------------	--------------------------

**LIQUOR LICENSE APPLICATION**

5. Trade Name of the Business (Name Customers Will See) Trade Street Taphouse			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 510 Trade Street			
City Amity		State OR	Zip Code 97101
9. Phone Number of the Business Location		10. Email Contact for this Application	
11. Contact Person for this Application Jeffrey Freeman / Robert Poynter		Phone Number	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant#1)

(Applicant #2)

(Applicant#3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Winter (FIRST) Robert (MIDDLE) Brandon
2. Other Names Used (Maiden, Etc.):
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
☒ Yes ☐ No If yes, please provide your SSN: _____

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).

Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No

4. Date of Birth (MM/DD/YYYY): / / | 5. Contact Phone:
6. Driver License or State ID #:
8. Residence Address:

9. Mailing Address (if different):

10. E-Mail (optional):

11. Do you have a spouse or domestic partner? ☒ Yes ☐ No

If yes, list his/her full name: Lusie M re

12. If yes to #11, will this person be involved in the management of, or have control over the business?

☒ No ☐ Yes

13. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

14. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of a **FELONY**?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

15. Have you ever been in a drug or alcohol **diversion program** in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

2013

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No Please skip questions 19 & 20. Go directly to question 21.

☒ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

yes this
LIC

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)

Poynter

(FIRST)

Robert

(MIDDLE)

Brandon

Signature:

R L P

Date:

8-6-17



INDIVIDUAL HISTORY FORM

1. Name: (LAST) Freeman		(FIRST) Jeffrey	(MIDDLE) Scott
2. Other Names Used (Maiden, Etc.):			
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____			
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
4. Date of Birth (MM/DD/YYYY): / /		5. Contact Phone: _____	
6. Driver License or State ID #:		7. State:	
8. Residence Address:			
9. Mailing Address (if different):			
10. E-Mail (optional): jeffsfreeman@gmail.com			
11. Do you have a spouse or domestic partner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list his/her full name: _____			
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input type="checkbox"/> Yes			
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)			
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)			
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)			

OSP/DMV
Search Completed
AUG 27 2019

INITIALS
[Handwritten Signature]

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No Please skip questions 19 & 20. Go directly to question 21.

☒ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No ☒ Yes (Please include explanation below) ☒ Unsure (Please include explanation below)

Yes, but only for the business detailed in this application (Trade Street Taphouse, to be owned by PFCH, LLC upon completion of sale).

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)

Freeman

(FIRST)

Jeffrey

(MIDDLE)

Scott

Signature:

Date:

08/02/2019



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>JENSEN</u>	(FIRST) <u>COLIN</u>	(MIDDLE) <u>DAVID</u>
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____		
4. SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below. Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone:	
6. Driver License or State ID #:	7. State:	
8. Residence Address:		
9. Mailing Address, (if different):		
10. E-Mail (optional):		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>JESSICA MARIE LAMB</u> INITIALS: <u>MDCHES</u>		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☐ No Please skip questions 19 & 20. Go directly to question 21.

☒ Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

☒ No ☒ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

Yes, Trade Street Tap House

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)

JENSEN

(FIRST)

COLIN

(MIDDLE)

DAVID

Signature:

Colin Jensen

Date:

8/5/19



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: PFCH, LLC Phone: 971-901-2174

Trade Name (dba): Trade Street Taphouse

Business Location Address: 510 S. Trade Street

City: Amity ZIP Code: 97101

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8 am to 10 pm
Monday 11 am to 10 pm
Tuesday 11 am to 10 pm
Wednesday 11 am to 10 pm
Thursday 11 am to 10 pm
Friday 11 am to 12 am
Saturday 8 am to 12 am

Outdoor Area Hours:

Sunday 8 am to 10 pm
Monday 11 am to 10 pm
Tuesday 11 am to 10 pm
Wednesday 11 am to 10 pm
Thursday 11 am to 10 pm
Friday 11 am to 12 am
Saturday 8 am to 12 am

The outdoor area is used for:

☒ Food service Hours: 8 am to 12 am

☒ Alcohol service Hours: 8 am to 12 am

☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

☒ Live Music

☒ Recorded Music

☒ DJ Music

☒ Dancing

☐ Nude Entertainers

☒ Karaoke

☐ Coin-operated Games

☐ Video Lottery Machines

☒ Social Gaming

☐ Pool Tables

☒ Other: shuffleboard, ~~other~~

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday 5 pm to 10 pm
Wednesday _____ to _____
Thursday _____ to _____
Friday 5 pm to 11 pm
Saturday 5 pm to 11 pm

SEATING COUNT

Restaurant: _____

Outdoor: 8 ✓

Lounge: 50 ✓

Other (explain): _____

Banquet: _____

Total Seating: 58 ✓

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 12 Aug 2019

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

The floor plan diagram shows a rectangular building layout. At the top left is a 'desk' and a 'door'. To the right is a 'prep area'. Below the desk is a 'walk in cooler'. To the right of the cooler are 'Bath 1' and 'Bath 2'. Below Bath 2 is a 'utility' room. A 'sink' is located near Bath 2. A 'bar' is located below the sink. To the left of the bar is a 'community table' surrounded by chairs. To the right of the community table are 'tables w/2 seats'. Below the community table is a 'Bench/table'. To the right of the bar is an 'opening/door' leading to a 'storage' area. Below the storage area is another 'bar'. At the bottom of the building is a 'Door' leading to an 'Outside' area with 'Bench' and tables with chairs.

PFCH, LLC
Applicant Name
Trade Street Taphouse
Trade Name (dba):
AMITY, OR 97101
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 09/12)



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

To: The Mayor and Members of the City Council
Origin: Michael Thomas, City Administrator
Date: September 4, 2019
Subject: City Administrator Staff Report – September 4, 2019

1. My report for this City Council Meeting is encapsulated in the two agenda items I've presented earlier in this meeting.
2. I've nothing further to provide at this time.

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780



Monthly Report from City Recorder/Treasurer

September 2019 for August 2019

Respectfully Submitted by: Natasha Johnson

Regular Tasks:

- Payroll- 2X (Prepared and paid liabilities, PERS Reports, per pay period, print checks, get signed, and distribute OR send to payroll center for direct deposit)
- Reconciliations (LGIP Account, First Federal Account), Deposit Entries
- Paid city bills
- Minutes for City Council Meetings
- Council Packets, Council Meeting Follow-up ~ completed tasks as requested
- Miscellaneous walk-in customers, response letters, etc.
- Human Resource Items (set up new employees, update employee files, close out former employees, insurance claims, etc.)
- Completed July billing for water/sewer and June newsletter

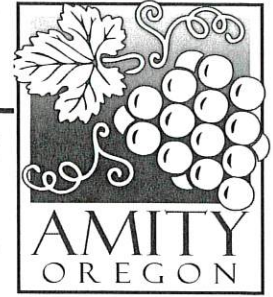
Other Items

- Training Amber for City Clerk.
- Worked with Kathy Taylor on preparing audit.
- Helped with NNO and last movie.
- Worked on Planning Files.
- Worked on Building Files.

*****NEW*** Complaints Received**

Date Received	Subject	Resolution/Outcome	Copy to
6/18/19 follow up	Public Nuisance	SO sent certified letter to owner	SO, Recorder and Mayor

CITY OF AMITY
CITIZENS' COMPLAINT FORM



109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

Date: 6-19-15

RECEIVED
JUN 18 2019

I, Jacqueline Howay wish to make the following complaint:
(Print Name)

- ☒ Public Nuisance at yard
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☐ Other _____

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

lot need to be cleaned, mowed,
sprayed. C. Kelly C.
Kathleen Drebin location probably tax lot #
28215 xville la Corvallis, 97330 02001
empty lot between 309 and 315 6th St

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

Jacqueline Howay
Complainant Signature

Address: 315 6th St Amity
Phone: 503 871-5958
Email: Jcghoway@aol.com

☒ I wish to be contacted by staff as a follow-up

Name of supervisor receiving complaint: T. W. H. H. A.

Date complaint was given to supervisor:

Supervisor Comments:

Certified letter mailed to tax lot

record on file.

02001

Kathleen / Kelly Dublin

28215 Yvette Lane

Cowalla's, OK, 97330

T. W. H. H. A. / 4C50

Written By: Name/Title

8-16-19 / 1340

Date & Time

Additional Info:

Checked with city hall, no owner on file, NO address.

Dputy

Shop Jones

Written By: Name/Title

6/20/19 1600

Date & Time

☐ Additional Documents Attached

Copy given to (original on file with recorder):

☐ Mayor ☐ City Administrator ☐ Police Chief

Date:

Emp. Int.

100 High Street SE Suite 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094



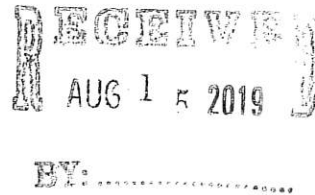
Date: August 15, 2019
Invoice No: 1920082

Payee #	Project	Revenue	Amount
2061	302440 302421	41863	\$608.40

Description	Amount
Legal Services	
Personnel - 0.4 hrs	
Public Hearing Script - 1.5 hrs	
Water Project - 1.8 hrs	
N Santiam Sewer Project - 0.4 hrs	N/C
Rothenbucher Easement - 0.2 hrs	
3.9 hrs @ \$156.00/hour	\$608.40
Total	\$608.40

White - Customer Copy
Yellow - Return With Remittance

Mid-Willamette Valley
Council of Governments
100 High Street SE Ste 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094



INVOICE

City of Amity
PO Box 159
Amity, OR 97101

Date: August 12, 2019
Invoice No: 1920076

Payee #	Project	Revenue	Amount
2061	340091	41863	\$1,958.29

Description	Amount
Land Use Planning Services for FY 2019-2020	
Land Use Planning Services for the month of July, 2019	
.25 hrs senior Land Use Planner @ \$87.00/hr	\$21.75
22.0 hrs senior Land Use Planner @ \$85.00/hr	\$1,870.00
.5 hrs GIS Specialist @ \$89.00/hr	\$44.50
38 miles @ .58/mile	\$22.04
Total	\$1,958.29

White - Customer Copy
Yellow - Return With Remittance

Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
100 HIGH STREET S. E., SUITE 200, SALEM, OREGON 97301-3067
TELEPHONE: (503) 588-6177 FAX: (503) 588-6094

To: City of Amity
From: Holly Byram, City Planner
Date: August 10, 2019
Subject: Billing for July, 2019

The hours billed during the month of July included 22.25 for land use planning services, 0.50 for GIS services, and 0.00 for secretarial services. The following is an account of the hours billed:

TASK	DESCRIPTION	HOURS
General	Code research, responding to questions from the staff and public, file maintenance, billings, review of agendas and minutes, etc.	1.50
Building Permits		
Applications		
	1904-01 P DeRaeve Partition: Public hearing, preparation, script, travel, Notice of Decision mailing, TSP follow-up, easement discussions,	7.75
	1905-01 P Fuentes Partition: Public hearing, preparation, script, travel, Notice of Decision mailing,	4.50
	Appeal to 1904-01P by Affolters: Procedure, timeline, correspondence	2.50
	Pre-Application 1204 S Oak Street	
Other		
	Inquiry - 102 S Trade Pre-Application procedures and forms	0.25
	Staff discussion following PC meeting	0.50
	Code amendments discussion, R Kistler emails	1.75
	Zoning Inquiry & research - 309 6th Street, Fred Byeman for Yeadon	2.00
	Comp Plan & Maps overview	0.50
	ADU Public Inquiry Denise Parker	0.25
	SUB blackberry abatement property ownership, bond, etc	0.25
	Codification discussion	0.25
	Appeal forms and fee resolution discussion	0.25
Secretarial Services		
GIS Services	Response to PSU boundaries inquiry	0.50
TOTAL		22.75

August 24, 2019

This month feels like it has finally slowed down some for me in my role as Mayor. I am still busy and getting on average over 50 emails a week, but it is much more manageable right now. Of course this is due to having Mike Thomas on staff now as the City Administrator. He is learning and picking things up quickly.

On August 1-4 was the Oregon Mayor's Association Summer Conference which was held in Medford this year. Next year it will be in North Bend, on the southern Oregon coast. On August 15th was the City/County Dinner hosted by Lafayette. Mike went as well and was able to meet several people within the county. On August 22nd was the annual City Staff/Council Barbeque. Caralyn Miller was able to come and it was great to see her and her girls. Deputy Summers, our newly assigned Deputy as Sergeant Whitlow has been re-assigned, was able to come and it was nice to meet him and his training officer. It was a nice afternoon and a relaxing event. Tasha did a great job organizing the prizes and I think everyone had a great time.

After that was over, I met with Mike as we are trying to meet every other week to go over matters related to the city. He was able to walk me through the math that he used to come up with the rate increases for the USDA-RD load requirements. While I do not like having to raise the rates, everything seems to work out and are very similar to the numbers that our engineers provided to the city which gives confidence that both set of numbers were correct. Mike also shared with me the information he had been able to put together regarding the Public Safety Fee. The numbers still did not add up to me and I think I was able to identify the problem, that Kathy Taylor had been using the wrong number from the budget. Mike is going back now and recalculating the numbers and will report later. Mike did a great job, but was given the wrong data and was not in a situation, still new to the job, to see the error as he was depending on others to get him the correct data. And honestly, I can see now how Kathy got the wrong numbers out of our budget. Hopefully we will have good news about all of this soon that we can report to the general public.

Next month I have a meeting scheduled with the MWVCOG Board of Directors and am scheduled to attend the LOC Fall Conference in Bend.