

Council Packet

City of Halsey
Regular Council Meeting
Halsey Community Center
Remote Attendance via Zoom
100 W. Halsey Street

Tuesday November 9, 2021
7:00 PM

HALSEY CITY COUNCIL MEETING
Tuesday, November 9th, 2021 – 7:00 P.M.
Halsey Council Room and Remote
100 Halsey Street, Halsey, OR 97348
(541) 369-2522 / TTY: 1-800-735-2900

AGENDA

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CONSENT AGENDA

1. Council Meeting Minutes – September 14, 2021
2. Council Worksession Minutes – October 26, 2021

E. FINANCIAL REPORTS

3. Financial Reports – September 2021
4. Financial Reports – October 2021

F. AGENDA ADJUSTMENTS

G. DELEGATIONS

1. Linn County Sheriff's Office

H. CITIZEN COMMENTS

*This is the time for interested citizens and anyone in the audience to address the Council on any items of concern.
Please limit your comments to about 3 minutes.*

I. REPORTS TO COUNCIL

1. Employee Reports
 - a. City Administrator – Hilary Norton
 - b. Public Works Department – Andy Ridinger
 - c. Library – Jorden Parrish

J. OLD BUSINESS

1. ODOT Highway 99 Project Maintenance Agreement

K. NEW BUSINESS

1. Appoint a City Councilor
2. Elect a Council President
3. Approve 2020-2021 Audit
4. Council Priorities 2022-2023
5. City of Halsey Website
6. Employee Insurance Question

L. ADJOURNMENT

All City Council meetings are recorded. Audio recordings of past meetings are available at www.cityofhalsey.com. The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, or if you need translation, please notify the City Hall office at least 48 hours in advance of the meeting: cityrecorder@cityofhalsey.com | 541-369-2522/ TTY 1-800-735-2900

MEETING LOCATION AND FORMAT

The Halsey City Council will meet in person in the Council Chambers upstairs in City Hall. Members of the public may attend in person or remotely via telephone or Zoom. In person space is limited to the physically distanced seating available. If you are unable to attend remotely and need accommodation, please contact City Hall 24 hours before the meeting. **Masks or face coverings are required.** Disposable face coverings and hand sanitizer will be available at the entrances for any who want them. Currently, the Oregon Health Authority requires masks or face coverings inside, even for vaccinated persons.

Please do not attend in person if you have any symptoms of Covid-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle aches, headache, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.

Please use the following phone number:

1-253-215-8782

Meeting ID: 343-141-9714

Please contact city staff in advance for an invitation link to be emailed to you if you prefer to log in via computer or another device. An audio recording of the meeting will be posted on the website within 48 hours of the meeting.

D. CONSENT AGENDA

Consent Agenda		
Council Action:	MOTION	November 9, 2021

Any Councilor may request to remove an item from the consent agenda that they wish to have discussed and acted on outside the consent agenda. If there is no request made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – September 14, 2021
2. Council Worksession Minutes – October 26, 2021

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

- **Council Options**

1. Remove an item for separate consideration & decision.
2. Approve as recommended.
3. Provide further direction to staff.
4. Postpone approval

REGULAR CITY COUNCIL MEETING

September 14, 2021, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

**This hybrid meeting was also conducted as a teleconference, with external participation available via phone or video link.*

MEETING CALLED TO ORDER

Meeting called to order at 7:00 p.m.

ROLL CALL

Present: Mayor Jerry Lachenbruch, Council President Lee Skinner, Councilor Jerry Gillson, Councilor Michelle Isom, Councilor Ken Lorensen, Councilor Randy McMillen, Councilor Christine Raven

Present Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Laurie Eastridge

Guests: Brandon Sofge, Linn County Sheriff Jim Yon, Linn County Undersheriff Michelle Duncan

Remote Participants: Librarian Jorden Parrish, Tia Parrish (The Times)

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

Council Meeting Minutes – August 10, 2021

Councilor Gillson requested a correction. He voted opposed on Resolution 2021-697-Funds Appropriation & Transfer for Compensation Study.

Motion: I move that the Governing Body of the City of Halsey approve the business items in the consent agenda with corrections.

Motion by: Councilor Isom, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for August 2021.

Motion: I move that the Governing Body of the City of Halsey approve the August 2021 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Lorensen, Seconded by Councilor Gillson

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

There were no agenda adjustments.

DELEGATIONS

Linn County Sheriff's Department

Undersheriff Michelle Duncan presented the August report: 4 traffic citations, 6 traffic warnings, 1 traffic crashes, adults arrested 10 and 43 complaints/incidents investigated – for a total of 81.25 hours.

Councilor Lorensen mentioned the need for more patrol due to school being in session. Cars are running the stop signs near the school.

The Council offered congratulations to Michelle Duncan on her new position as the new Linn County Undersheriff.

Sheriff Yon talked about the partnership between the Linn County Sheriff Office and the small cities. Also, they are funded by the Law Enforcement Levy which includes a proposed increase of \$.15 per \$1000 on the ballot in November, and he asked for Council support for the levy. The levy pays for more than half the LCSO staff.

CITIZEN COMMENTS (Non-Agenda Items) None in attendance.

REPORTS TO COUNCIL

City Administration-Hilary Norton

Current Covid 19 cases in Halsey have forced the City Hall and the Library to keep doors locked during regular business hours. Service is still available curbside and inside by appointment. The BBQ that was canceled may be re-scheduled at a later time., or the movie may be converted to a drive-in experience. The Fall clean-up will be a drop-off event again this year and held at the Elementary School on Saturday, October 2nd.

The Water Rate Study is now scheduled for Tuesday, October 26th Jeremy Peirsol of RCAC is not available in September.

The train cover is nearly complete. A celebration event for Councilors Rella and Lee Johnson will be held in there in the spring.

Laurie Eastridge is the new Municipal Clerk.

The Council Goal Setting Work Session is scheduled for Saturday, October 30th.

CA Norton reminded Council that Monday, September 27th she will be having surgery. She will be using some sick time, working from home some, and eventually able to come in to the office on a knee scooter. The surgery has a three-month recovery period. She will continue to be available via email and cell phone while she is recovering.

Water usage has decreased about 20,000 gallons per day from voluntary reductions. Public works will be working on a problem with the well 69 pump. Once the static water level in the well is confirmed, the voluntary usage reduction request should be ended..

The chip seal project is complete. There are still crosswalks and stop sign strips that need to be re-installed.

The Council and Staff Christmas party is tentatively scheduled for Saturday, December 18th.

The Cascade West Area Commission on Transportation Report was attached to the Council packet for review.

Public Works- Hilary Norton

CA Norton reported that we may have a pump issue in well 69. The samples taken shows some dirty water. We had Tim from OAWU come out and look at it, talked about the possibilities of what the problem could be.

The chip seal is completed except for repainting stop lines and crosswalks. Staff is collecting bids for that. Councilor Gillson mentioned the pot hole in front of his house was not repaired while the chip seal was being done.

The Public works department has been involved with the storm water work at the market and the city part has been inspected and completed.

Disinfected By-Product Samples were taken and sent to lab for analysis.

Liquivision divers performed a scheduled inspection and cleaning inside the water reservoirs. There was very little settlement and did not find any other flaws.

Public work repaired two water leaks this month.

Library-Jorden Parrish

Due to the current Covid-19 status, the Library doors are locked during normal business hours. The curbside service is available for usage. There are now two ways to see the inventory: on the Library website and with PDF documents.

Council Priorities Report

Hwy 99 Corridor Design and Utility Relocation: The design is complete with work scheduled to begin in 2022. The first draft of maintenance agreement was not what Council had agreed to, so CA Norton requested a redraft. Councilor Isom asked if it is possible for ODOT to install a “Your Tax Dollars at work” sign to inform community of the project. CA Norton mentioned the current plan for heavy freight traffic is to detour it around Halsey using Hwy 99W and Hwy 34.

Emergency Management & Emergency Response Planning: Not much progress was made with this priority, in part due to Covid, and in part due to capacity and expertise issues. If Council chooses this as a priority for the next cycle, we may want to consider hiring a consultant to help.

Water System Improvements – The water meter project has been completed.

Financial Stewardship— The City has been able to budget conservatively during Covid and still put some resources toward fulfilling Council priorities. The Covid recession has not yet hit Halsey as hard as anticipated, but it is a good idea to continue to be careful.

Local Wetlands Inventory—This was not done last year, but funds were budgeted for it to be completed this year.

Halsey Comprehensive Plan Update—Chapters 1-4 are ready to go before the Planning Commission. The Planner is working on supporting materials before scheduling the meeting.

Improve Street Maintenance—Public Works is replacing faded stop signs, street signs and damaged signposts at various locations in the city. The second half of W. 1st Street will get the crack and tar seal this year. The chip seal project is done. CA Norton is interested in continuing to chip seal a little every other year when the County comes through. A suggestion was made to ask the community for feedback on the surface. Comments were made that it does feel different, and the kids don’t like it because their skateboards don’t roll on it.

Construct Street Improvements— The E. A St. and E. 2nd St. project is complete. A new Small Cities Allotment Grant has been submitted to rebuild and widen E. B St. between E. 1st St and E. 3rd St.

Establish Community Identity— This stalled out because it was hard to put a new working committee together during Covid without being able to meet in person. The City also did not receive many responses to the initial invitation. If Council continues this as a goal during the next cycle, it should be examined, perhaps made more specific or focused on a specific project.

Wastewater Facilities Plan: --I&I Study is mostly completed. It should be complete this fall. There may be opportunities to use ARPA funding to do additional I&I work.

OLD BUSINESS

Appoint a Planning Commissioner

The Council was asked to appoint a new Planning Commissioner. The City received one application from Mary Price.

Motion: I move that the Governing Body of the City of Halsey appoint Mary Price to the Planning Commission.

Motion by: Councilor Isom, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

American Rescue Plan Act (ARPA) Update – Hilary Norton

As mentioned in the September Council Meeting, the guidance available on how ARPA funds can be used was incomplete during the budget process. Some of the proposed uses will work, and some will not. Because no additional funds are being appropriated, there is no need for a Supplemental Budget Resolution.

The uses identified in the General Fund: Economic Development, Community Partner Contributions, and the new electronic sign all fit into the new guidance.

However, funds transferred to utility accounts to prevent rate increases will not work. This will reduce transfers from the General Fund to the Water, Sewer, and Stormwater Funds.

These changes free up \$40,000 in ARPA funds that will not be used as anticipated this year. These could be held until next year and then combined with the second disbursement. The new guidance allows some additional possible uses that may benefit Halsey, including a RARE student to help with economic recovery, possible I&I work or other water or sewer infrastructure projects, or possibly a Capital Improvement Plan that could be part of a Wastewater Facilities Plan.

NEW BUSINESS

Declare a Council Vacancy

The Council was asked to declare Council President Skinner's position vacant. This will be his last meeting, and that will allow staff to post the vacancy in the Newsletter.

Motion: I move that the Governing Body of the City of Halsey declare the City Councilor position that has been held by Council President Skinner to be vacant, at the end of this meeting.

Motion by: Councilor Isom, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

Appoint a New Signer on the Bank Accounts

The Council was asked to authorize a new bank account signer. There must always be three signers on the bank accounts, as each check requires two signatures. This provides redundancy in case someone is traveling or unavailable.

Motion: I move that the Governing Body of the City of Halsey authorize Councilor Ken Lorensen to be a signer on the City's Columbia Bank accounts ending in 67 and 59.

Motion by: Councilor Isom, Seconded Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

Letter to Governor Brown

Council reviewed and approved an open letter to be sent to Governor Brown requesting her to stop issuing executive orders related to Covid-19

Motion: I move that the Governing Body of the City of Halsey send the open letter to Governor Brown.

Motion by: Councilor McMillen, Seconded by Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

ORDINANCE 2021-438 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees.

The Council is asked to consider adopting a tree ordinance for the City of Halsey. This was the second reading of the ordinance and included small changes in language requested by Council in the September meeting.

Motion: I move that the Governing Body of the City of Halsey adopt ORDINANCE 2021-438 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees.

Motion by: Council President Skinner, Councilor McMillen Seconded

Vote:

Ayes: Unanimous

Motion Carries

EXECUTIVE SESSION

Council entered executive session in compliance with ORS 192.660 (2-f) at 8:04 pm. Session ended at 8:15 pm.

ADJOURNMENT

Meeting adjourned at 8:15 p.m.

Municipal Clerk, Laurie Eastridge

Mayor Jerry Lachenbruch

This document is supplemented by electronic audio recordings of the meeting which may be reviewed at www.cityofhalsey.com or upon request to the City Recorder. An adobe file of this written document can also be reviewed on line at www.cityofhalsey.com.

RCAC RATE STUDY COUNCIL WORKSESSION

October 26, 2021- 5:30 pm at City Hall, 100 W Halsey St., Halsey, OR

Meeting called to order at 5:48 pm

ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Randy McMillen

Staff Present: City Administrator Hilary Norton, Larissa Gangle,

Guests: Jeremy Perisol

PRESENTATION

Jeremy Perisol with RCAC presented a slide show to Council. The following topics were covered:

- RCAC as an organization and their purpose
- Why a Rate Study is Needed
 - Stay Financially Solvent, Often Required for Grants and Loans
- Rate Model- Based on AWWAA Standards (American Water Works Association)
- Consequences of Not Raising Rates Enough
 - Reduction in Reserves, Inability to pay bills, Inability to maintain system (resulting in violations)
- Guiding Principles of the Rate Study & Parameters
 - Be Sure that Rates are Sustainable, Equitable, and Justifiable
 - Parameters considered include: Inflation (Past & Future), Existing Loans, Conservation & Community Growth, Default Funding for Asset Replacement, and Past Year Customer Sales
- Suggested Reserve Contributions
 - Capital Replacement- \$36,893 per year. Inventory of all assets was used to calculate, including; when replacements will be needed, cost, and how they'll be paid for (cash, grant, or loan).

- **Rate Alternatives Objectives**
 - Determine a sustainable, fair, and justifiable rate; Build financial resiliency for the City; Prepare for future needs in advance; Set sufficient rates in order to avoid conducting another Rate Study; Address rates annually to stay on track.
- **Rate Alternative Options-** Two rate alternatives were presented to Council. Both options accomplish a balanced budget, the ability to save for future expenses related to asset replacement, and fully fund reserves by year 5.

- Alternative 1-This Alternative includes phased base rate increases and larger increases to usage tier rates.
 - Base Rate would Increase to \$50/month for Year 1, \$54 for Year 2, \$59.53 for Year 4, and \$60.72 for Year 5.
 - Residential & Commercial Tiered Usage breaks would stay the same, but Tiered rates would increase as follows:

Tier Break (Gal)	Residential	Tier Break (Gal)	Commercial
0-3,000	\$0.00	0-4,000	\$0.00
3,001-7,000	\$2.00	4,001-7,000	\$3.00
7,001-15,000	\$2.50	7,001-15,000	\$3.00
15,001 +	\$3.00	15,001+	\$3.00

- Alternative 2- This option proposes a larger base rate increase in year 1 and smaller increases to usage tier rates.
 - Base Rate would Increase to \$52/month for Year 1, \$57.20 for Year 2, \$60.06 for Year 4, and \$62.49 for Year 5.
 - Residential & Commercial Tiered Usage Breaks Would Stay the Same, but tiered rates would Increase as follows:

Tier Break (Gal)	Residential	Tier Break (Gal)	Commercial
0-3,000	\$0.00	0-4,000	\$0.00
3,001-7,000	\$1.50	4,001-7,000	\$2.50
7,001-15,000	\$2.00	7,001-15,000	\$2.50
15,001 +	\$2.50	15,001+	\$2.50

Questions & Comments

-Administrator Norton reminded Council that this Rate Study is only a suggestion, and that Council ultimately makes the decision on rate increases.

-Councilor Gillson asked if there will be any repercussions if Council chooses not to accept the proposed rate increases, such as eligibility for future loans/grants. The answer is No, but the Rate Study may be referred to for future funding requests.

-Administrator Norton asked Jeremy to clarify the three types of reserve funds. There is an Operating Reserve, which should be liquid funds for day-to-day operating expenses; an Emergency Reserve Fund for replacing critical assets as needed, and a Capital Reserve Fund for planned upgrades/replacement.

- Mayor Lachenbruch asked if the spreadsheet takes into consideration the current assets that currently need replaced. Yes, it does.

DISCUSSION

After Jeremy ended his presentation there was discussion amongst Council about how the Census relates to USDA (United States Department of Agriculture) Funding eligibility.

ADJOURNMENT

The meeting was adjourned at 7:48 pm.

Jerry Lachenbruch, Mayor

Larissa Gangle, Assistant City Recorder

E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	November 9, 2021

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for September 2021, and for October 2021.

Summary:

Approving the September Financial Report includes approving check numbers 19316-19368 in the amount of \$28,726.73. The prior month's final check number was 19315.

Approving the October Financial Report includes approving check numbers 19369-19409 in the amount of \$112,511.10. The prior month's final check number was 19368.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the September 2021 and October 2021 Financial Reports and Journal Entries as Submitted

- **Council Options**
 1. Approve as recommended.
 2. Approve with amendments.
 3. Split into two separate motions
 3. Provide further direction to staff.
 4. Deny or Postpone request.

CITY OF HALSEY
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2021

<u>COMBINED CASH ACCOUNTS</u>		
01-0001001	COMBINED CASH - CHECKING	4,132.61
01-0001002	MONEY MARKET	54,645.27
01-0001003	INVESTMENT POOLED	1,768,294.37
		<hr/>
	TOTAL COMBINED CASH	1,827,072.25
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,827,072.25)
		<hr/>
TOTAL UNALLOCATED CASH		00
		<hr/>

<u>CASH ALLOCATION RECONCILIATION</u>		
10	ALLOCATION TO (10) GENERAL FUND	354,764.11
20	ALLOCATION TO (20) STREET FUND	133,207.96
25	ALLOCATION TO (25) STREET & PATHWAY FUND	69,826.92
40	ALLOCATION TO (40) BOND FUND	4,089.47
55	ALLOCATION TO (55) LIBRARY FUND	14,116.16
60	ALLOCATION TO (60) WATER FUND	260,482.41
61	ALLOCATION TO (61) SEWER FUND	265,677.62
62	ALLOCATION TO (62) WATER RESERVE FUND	277,880.81
63	ALLOCATION TO (63) SEWER RESERVE FUND	126,494.48
65	ALLOCATION TO STORM WATER BLUE HERON FUND	27,845.66
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	14,976.89
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,670.53
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,582.05
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,594.87
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	12,002.53
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,859.78
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,827,072.25
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(1,827,072.25)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		00
		<hr/>

Money Market Account (Money Market) (2)
September 30, 2021

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	50,418.36	Book Balance Previous Month:	108,892.20
Outstanding Deposits	4,226.91	Total Receipts:	45,451.73
Outstanding Checks	.00	Total Disbursements:	99,698.66
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	54,645.27	Book Balance:	54,645.27

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1119	4,226.91						
						Total:	4,226.91

Deposits cleared: 17 items Deposits Outstanding: 1 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 10 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
September 30, 2021

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	24,539.25	Book Balance Previous Month:	11,247.52
Outstanding Deposits:	130.85	Total Receipts:	58,215.01
Outstanding Checks:	20,537.49	Total Disbursements:	65,329.92
Bank Adjustments:	00	Book Adjustments:	00
Bank Balance	4,132.61	Book Balance:	4,132.61

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1118	130.85						
						Total:	130.85

Deposits cleared: 30 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03	18156	13.27	19307	30.00	19366	45.07
7	3.86	18163	85	19343	182.55	19367	64.00
8	15.42	18170	50	19344	15.76	19368	735.93
9	13.77	18344	2,000.00	19350	10.00	826202	8,191.54
14206	27.52	18489	100.00	19353	23.56	922202	211.35
17523	23.44	18511	150.00	19359	149.99	922202	5,033.20
17752	316.65	18692	28.50	19360	2,148.00	225201	260.20
18058	53.23	19068	28.50	19363	115.08	225201	64.65
18073	154.00	19077	68.45	19364	608.41		
18155	1.63	19120	120.00	19365	137.14	Total:	20,537.49

Checks cleared: 56 items Checks Outstanding: 38 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Computed checks included

Manual checks included

Supplemental checks included

Termination checks included

Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
09/30/2021	PC	09/30/2021	9302021	Norton, Hilary	130		01-0001001	4,360.63-
09/30/2021	PC	09/30/2021	9302021	Andy Ridinger	210		01-0001001	4,112.91-
09/30/2021	PC	09/30/2021	9302021	Gangle, Larissa Michele	241		01-0001001	3,128.67-
09/30/2021	PC	09/30/2021	9302021	William Jones	245		01-0001001	2,522.31-
09/30/2021	PC	09/30/2021	9302021	Parrish, Jorden	250		01-0001001	892.97-
09/30/2021	PC	09/30/2021	9302021	Laurie Eastridge	254		01-0001001	874.45-
Grand Totals:			6					15,891.94-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
09/30/2021	1	PERS Adjustment-Laurie	10-110-50-5402	PERS Retirement-Employer	272.03	
09/30/2021	2	PERS Adjustment-Laurie	01-0001001	Combined Cash - Checking	.00	272.03-
Total CASH DISBURSEMENTS (CD):					272.03	272.03-

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
09/30/2021	1	Returned Check	01-0001075	Utility Cash Clearing Account	88.40	
09/30/2021	2	Returned Check	10-110-55-5545	Bank Fees/Misc Expense	.00	88.40-
09/30/2021	3	Trans fr MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
09/30/2021	4	Trans fr MM to CK	01-0001002	Money Market	.00	10,000.00-
09/30/2021	5	Trans fr MM to CK	01-0001001	Combined Cash - Checking	35,000.00	
09/30/2021	6	Trans fr MM to CK	01-0001002	Money Market	.00	35,000.00-
09/30/2021	7	ACH & Banking Fees	10-110-55-5545	Bank Fees/Misc Expense	66.26	
09/30/2021	8	ACH & Banking Fees	01-0001002	Money Market	.00	66.26-
09/30/2021	9	USDA Bond Payment-Principal	40-610-70-7002	1997 Water Bond Principal Pmts	21,569.00	
09/30/2021	10	USDA Bond Payment-Interest	40-610-70-7020	1997 Water Bond Interest Pmts	32,975.00	
09/30/2021	11	USDA Bond Payment	01-0001002	Money Market	.00	54,544.00-
09/30/2021	12	Returned Check-Correction	01-0001075	Utility Cash Clearing Account	.00	88.40-
09/30/2021	13	Returned Check-Correction	10-110-55-5545	Bank Fees/Misc Expense	88.40	
09/30/2021	14	Returned Check	01-0001075	Utility Cash Clearing Account	88.40	
09/30/2021	15	Returned Check	01-0001002	Money Market	.00	88.40-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					99,875.46	99,875.46-

References: 15 Transactions: 15

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
09/30/2021	1	Money Market-Interest Earned	01-0001002	Money Market	47	
09/30/2021	2	Money Market-Interest Earned	10-000-40-650	Interest on Investments	.00	.47-
09/30/2021	3	DLCD Planning Grant	01-0001002	Money Market	1,000.00	
09/30/2021	4	DLCD Planning Grant	10-000-40-705	Grants	00	1,000 00-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE)					1,000.47	1,000 47-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
09/30/2021	1	Adjust GL Per Reallocate Credit Service B	60-0001110	Accounts Receivable	.00	94-
09/30/2021	2	Adjust GL Per Reallocate Credit Service B	61-0001110	Accounts Receivable	.53	
09/30/2021	3	Adjust GL Per Reallocate Credit Service B	65-0001110	Accounts Receivable	.10	
09/30/2021	4	Adjust GL Per Reallocate Credit Service B	68-0001110	Accounts Receivable	.31	
09/30/2021	5	LGIP Interest	01-0001003	Investment Pooled	155.10	
09/30/2021	6	LGIP Interest	10-000-40-650	Interest on Investments	.00	155.10-
09/30/2021	7	LGIP Interest	01-0001003	Investment Pooled	58.24	
09/30/2021	8	LGIP Interest	20-000-40-650	Interest on Investments	.00	58.24-
09/30/2021	9	LGIP Interest	01-0001003	Investment Pooled	30.53	
09/30/2021	10	LGIP Interest	25-000-40-650	Interest on Investments	.00	30.53-
09/30/2021	11	LGIP Interest	01-0001003	Investment Pooled	1.79	
09/30/2021	12	LGIP Interest	40-000-40-650	Interest on Investments	.00	1.79-
09/30/2021	13	LGIP Interest	01-0001003	Investment Pooled	6.17	
09/30/2021	14	LGIP Interest	55-000-40-650	Interest on Investments	.00	6.17-
09/30/2021	15	LGIP Interest	01-0001003	Investment Pooled	113.88	
09/30/2021	16	LGIP Interest	60-000-40-650	Interest on Investments	.00	113.88-
09/30/2021	17	LGIP Interest	01-0001003	Investment Pooled	116.15	
09/30/2021	18	LGIP Interest	61-000-40-650	Interest on Investments	.00	116.15-
09/30/2021	19	LGIP Interest	01-0001003	Investment Pooled	121.49	
09/30/2021	20	LGIP Interest	62-000-40-650	Interest on Investments	.00	121.49-
09/30/2021	21	LGIP Interest	01-0001003	Investment Pooled	55.30	
09/30/2021	22	LGIP Interest	63-000-40-650	Interest on Investments	.00	55.30-
09/30/2021	23	LGIP Interest	01-0001003	Investment Pooled	12.17	
09/30/2021	24	LGIP Interest	65-000-40-650	Interest on Investments	.00	12.17-
09/30/2021	25	LGIP Interest	01-0001003	Investment Pooled	6.55	
09/30/2021	26	LGIP Interest	68-000-40-650	Interest on Investments	.00	6.55-
09/30/2021	27	LGIP Interest	01-0001003	Investment Pooled	46.64	
09/30/2021	28	LGIP Interest	72-000-40-650	Interest on Investments	.00	46.64-
09/30/2021	29	LGIP Interest	01-0001003	Investment Pooled	13.37	
09/30/2021	30	LGIP Interest	73-000-40-650	Interest on Investments	.00	13.37-
09/30/2021	31	LGIP Interest	01-0001003	Investment Pooled	53.60	
09/30/2021	32	LGIP Interest	74-000-40-650	Interest on Investments	.00	53.60-
09/30/2021	33	LGIP Interest	01-0001003	Investment Pooled	5.25	
09/30/2021	34	LGIP Interest	80-000-40-650	Interest on Investments	.00	5.25-
09/30/2021	35	LGIP Interest	01-0001003	Investment Pooled	2.56	
09/30/2021	36	LGIP Interest	85-000-40-650	Interest on Investments	.00	2.56-
09/30/2021	37	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
09/30/2021	38	LGIP ACH Fee	01-0001003	Investment Pooled	.00	.05-
Total JOURNAL ENTRIES (JE):					799.78	799.78-

References: 38 Transactions: 38

Check No.	Check Date	Vendor No	Payee	Description	GL Account	Amount Pd
18736	09/03/2020	934	Alyrica Networks	Internet	60-310-55-5662	44.99
18737	09/03/2020	950	Cascades West Regional Consorti	2019-2020 Annual Membership Dues	10-110-55-5731	500.00
18738	09/03/2020	49	Caselle, Inc.	Contract Support	10-110-55-5770	675.00
18739	09/03/2020	921	Daily Journal of Commerce	Public Hearing Notice	10-110-55-5741	56.70
18740	09/03/2020	799	David Kinney	Planning Services	10-110-55-5623	1,244.50
18741	09/03/2020	875	EARTH20	Water	10-110-55-5542	18.87
18742	09/03/2020	954	Executive Cleaning	August Janitorial Services	10-110-55-5680	546.00
18743	09/03/2020	924	Linn-Benton Community College	Internship-Luke Perdue 7/16-8/15/20	85-510-55-6910	2,760.00
18744	09/03/2020	957	Morley Thomas Law	City Municipal Judge	10-110-55-5648	300.00
18745	09/03/2020	632	NAPA AUTO PARTS	Key Stock for Hopper Mower	10-110-55-5606	2.99
18746	09/03/2020	308	Petty Cash	Utility Bill Postage	10-110-55-5610	138.32
18747	09/03/2020	19	Renewable Resource Group, Inc	Biochemical Oxygen and Suspended Solids	61-320-55-5860	105.00
18748	09/03/2020	332	Roome Telecommunications Inc	Library	55-410-55-5664	403.18
18749	09/03/2020	383	The Times	Legal Notice-Joint Pubic Meeting 8/20/20	10-110-55-5741	243.76
18750	09/10/2020	711	Aggregate Resource Crushing	Crushed Rock	68-330-55-5604	222.52
18751	09/10/2020	1031	Angela Williams	Refund for Park Reservation	85-510-55-5885	60.00
18752	09/10/2020	24	AT&T	Phone	61-320-55-5691	119.08
18753	09/10/2020	46	Carlson Hardware Inc	Train Shelter	10-110-60-6016	1,895.16
18754	09/10/2020	47	Carson Oil Company	FUEL	61-320-55-5615	456.57
18755	09/10/2020	1014	Kelley Imaging Systems	Copier Contract	61-320-55-5702	346.28
18756	09/10/2020	926	Linn County Planning and Buildin	Fees	10-110-55-5561	16,025.87
18757	09/10/2020	217	MacDonald Industrial Supply	Shop Supplies	61-320-55-5755	220.66
18758	09/10/2020	55	Martha Chamberlain	Park Deposit Refund	85-510-55-5885	30.00
18759	09/10/2020	928	Owen Equipment Company	Vector Truck Repair	65-330-55-5691	17,586.14
18760	09/10/2020	297	Pacific Power	5th & L	60-310-55-5672	3,610.79
18761	09/10/2020	340	Samaritan Occupational Medicine	McMillen 9/02	61-320-55-5543	125.00
18762	09/23/2020	63	CIT	Konica Copier	61-320-55-5702	249.00
18763	09/23/2020	993	Department of Environmental Qua	Sewage Disposal Annual Fee	61-320-55-5895	2,005.00
18764	09/23/2020	848	Ferguson Waterworks #3011	E. 2nd Project	60-310-60-6002	3,301.66
18765	09/23/2020	854	Gangle, Larissa	Supplies	60-310-55-5606	44.19
18766	09/23/2020	997	Government Ethics Commission	Annual Billing for Oregon Gov't Ethics Commissi	10-110-55-5731	439.09
18767	09/23/2020	957	Morley Thomas Law	August 2020 Flat Rate	10-110-55-5648	300.00
18768	09/23/2020	263	Northwest Natural Gas	library	55-410-55-5671	65.35
18769	09/23/2020	303	Pauly, Rogers and Co., P.C.	June 20, 2020 Audit	10-110-55-5775	13,180.00
18770	09/23/2020	19	Renewable Resource Group, Inc	Lab	61-320-55-5860	105.00
18771	09/23/2020	1032	Rhonda Houser	Park Deposit Refund	85-510-55-5885	30.00
18772	09/23/2020	688	Security Alarm Corp	Security and Fire Services	10-110-55-5771	78.76
18773	09/23/2020	543	Speer Hoyt LLC	Legal Services	10-110-55-5721	340.00
18774	09/23/2020	314	U.S. Postal Service	Oct 2020 Newsletter Postage	10-110-55-5610	112.34
18775	09/23/2020	1029	Vantaggio	IT Tech Services	10-110-55-5770	2,696.00
18778	09/30/2020	665	Columbia Bank	Heavy Equip	61-320-55-5691	730.44
18779	09/30/2020	921	Daily Journal of Commerce	Hearings and Minutes	10-110-55-5741	56.70
18780	09/30/2020	91	Devco Engineering Inc.	East 2nd St. Public Waterline Extension	60-310-55-5910	1,095.00
18781	09/30/2020	1003	DKW Construction LLC	Train Station	10-110-55-5793	300.00
18782	09/30/2020	435	Knife River	Crushed Rock	60-310-55-5605	145.50
18783	09/30/2020	258	Norm's Electric Inc.	Elevator Light Repair	10-110-55-5680	152.00
18784	09/30/2020	19	Renewable Resource Group, Inc	Lab	61-320-55-5860	187.00
18785	09/30/2020	383	The Times	Legal Notice	10-110-55-5741	46.88

Grand Totals:

73,397.29

Date	Check Number	Payee or Description	Check Amount
09/30/2021	1	PERS Adjustment-Laune	272.03
09/30/2021	1	Returned Check	88.40
09/30/2021	2	Returned Check	88.40
09/30/2021	3	Trans fr MM to CK	10,000.00
09/30/2021	5	Trans fr MM to CK	35,000.00
09/30/2021	7	ACH & Banking Fees	66.26
09/30/2021	9	USDA Bond Payment-Principal	21,569.00
09/30/2021	10	USDA Bond Payment-Interest	32,975.00
09/30/2021	12	Returned Check-Correction	88.40
09/30/2021	13	Returned Check-Correction	88.40
09/30/2021	14	Returned Check	88.40
09/03/2021	19316	Alyrica Networks	39.99
09/03/2021	19317	Caselle, Inc.	743.00
09/03/2021	19318	Columbia Bank	3,044.69
09/03/2021	19319	Ferguson Waterworks #3011	1,079.70
09/03/2021	19320	Huyck, Amie	30.00
09/03/2021	19321	LiquiVision Technology	3,595.00
09/03/2021	19322	Morley Thomas Law	300.00
09/03/2021	19323	Renewable Resource Group, Inc.	502.00
09/03/2021	19324	Roome Telecommunications Inc.	359.37
09/03/2021	19325	Valley Overhead Door Sales	646.00
09/09/2021	19326	Aggregate Resource Crushing	292.52
09/09/2021	19327	AT&T	91.78
09/09/2021	19328	Brownsville Body Shop	39.00
09/09/2021	19329	Carlson Hardware Inc.	50.28
09/09/2021	19330	CECO, Inc.	468.03
09/09/2021	19331	Civil West	67.00
09/09/2021	19332	Executive Cleaning	572.00
09/09/2021	19333	Ferguson Waterworks #3011	430.68
09/09/2021	19334	Kelley Connect Co.	362.87
09/09/2021	19335	Marla Kropf	30.00
09/09/2021	19336	OCWCOG	1,000.00
09/09/2021	19337	Pacific Power	3,063.81
09/09/2021	19338	Petty Cash	154.97
09/09/2021	19339	Reese, Ashley	30.00
09/09/2021	19340	Robinson, Tom or Melissa	80.89
09/09/2021	19341	SAIF Corporation	726.63
09/09/2021	19342	Troyer, Edwin	7.73
09/15/2021	19343	Albany Rental	182.55
09/15/2021	19344	James Taylor	15.76
09/15/2021	19345	Local Government Law Group PC	1,540.00
09/15/2021	19346	Martha Chamberlain	30.00
09/15/2021	19347	NW Natural Gas	64.54
09/15/2021	19348	OAWU	170.00
09/15/2021	19349	Security Alarm Corp	91.96
09/15/2021	19350	Tharp, Patricia	10.00
09/22/2021	19351	Aggregate Resource Crushing	213.22
09/22/2021	19352	David Kinney	1,132.55
09/22/2021	19353	EARTH20	23.56
09/22/2021	19354	iSecure	40.00
09/22/2021	19355	Jerry's Home Improvement Cente	618.77
09/22/2021	19356	JSG Lawn Maintenance	1,800.00
09/22/2021	19357	KS Chems	87.90
09/22/2021	19358	Linn Benton Tractor Company	155.18
09/22/2021	19359	NAPA AUTO PARTS	149.99
09/22/2021	19360	Oregon DEQ Water Quality Division	2,148.00
09/22/2021	19361	Pollardwater	624.18

Date	Check Number	Payee or Description	Check Amount
09/22/2021	19362	Renewable Resource Group, Inc	115.00
09/22/2021	19363	U.S. Postal Service	115.08
09/29/2021	19364	Columbia Bank	608.41
09/29/2021	19365	Jerry's Home Improvement Cente	137.14
09/29/2021	19366	Justin or Janelle Graybill	45.07
09/29/2021	19367	Renewable Resource Group, Inc	64.00
09/29/2021	19368	Zumar Industries	735.93
09/30/2021	92201	DIRECT DEPOSIT TOTAL	15,891.94
09/22/2021	92220211	AFLAC	211.35
09/22/2021	92220212	EBS Trust, CIS- Benefits	8,189.39
09/22/2021	92220213	IRS Tax Deposit	4,991.50
09/22/2021	92220214	Oregon Dept of Revenue - WC/UI	1,649.13
09/22/2021	92220215	P.E.R.S.	5,033.20
09/22/2021	92220216	VOYA	300.00
09/30/2021	93020211	Norton, Hilary - DIR DEP	00
09/30/2021	93020212	Andy Ridinger - DIR DEP	00
09/30/2021	93020213	Gangle, Larissa Michele - DIR DEP	00
09/30/2021	93020214	William Jones - DIR DEP	00
09/30/2021	93020215	Parrish, Jorden - DIR DEP	00
09/30/2021	93020216	Laurie Eastridge - DIR DEP	00
09/23/2021	225201937	Oregon Dept of Revenue - OTT	64.65
Grand Totals:			165,028.58

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF HALSEY
COMBINED CASH INVESTMENT
OCTOBER 31, 2021

<u>COMBINED CASH ACCOUNTS</u>		
01-0001001	COMBINED CASH - CHECKING	17,463.42
01-0001002	MONEY MARKET	47,102.88
01-0001003	INVESTMENT POOLED	1,669,935.18
	TOTAL COMBINED CASH	1,734,501.48
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,734,501.48)
	TOTAL UNALLOCATED CASH	.00

<u>CASH ALLOCATION RECONCILIATION</u>		
10	ALLOCATION TO (10) GENERAL FUND	308,792.13
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,006.74
20	ALLOCATION TO (20) STREET FUND	38,680.24
25	ALLOCATION TO (25) STREET & PATHWAY FUND	71,857.18
40	ALLOCATION TO (40) BOND FUND	4,222.59
55	ALLOCATION TO (55) LIBRARY FUND	18,943.90
60	ALLOCATION TO (60) WATER FUND	238,617.44
61	ALLOCATION TO (61) SEWER FUND	243,378.07
62	ALLOCATION TO (62) WATER RESERVE FUND	308,010.54
63	ALLOCATION TO (63) SEWER RESERVE FUND	156,560.42
65	ALLOCATION TO STORM WATER BLUE HERON FUND	28,014.41
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	22,668.21
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,715.48
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,594.94
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,646.53
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	12,007.59
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,785.07
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,734,501.48
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(1,734,501.48)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
October 31, 2021

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	133,352.59	Book Balance Previous Month:	4,132.81
Outstanding Deposits:	425.63	Total Receipts:	163,558.61
Outstanding Checks:	116,314.80	Total Disbursements:	150,227.80
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	17,463.42	Book Balance:	17,463.42

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1133	334.80	1136	90.83				
						Total:	425.63

Deposits cleared: 34 items Deposits Outstanding: 2 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18163	.85	19370	112.03	19406	195.00
7	3.86-	18170	.50	19380	9.60	19408	162.19
8	15.42-	18344	2,000.00	19389	62.00	19409	1,250.00
9	13.77-	18489	100.00	19395	600.00	102720	211.35
14206	27.52	18511	150.00	19399	20.18	102720	9,901.07
17523	23.44	18692	28.50	19400	115.08	102720	1,665.62
17752	316.65	19068	28.50	19401	612.00	102720	5,074.02
18058	53.23	19077	68.45	19402	1,170.48	102720	300.00
18073	154.00	19120	120.00	19403	88,488.35	225201	260.20-
18155	1.63	19350	10.00	19404	1,242.02	225201	64.65
18156	13.27	19360	2,148.00	19405	129.90		
						Total:	116,314.80

Checks cleared: 45 items Checks Outstanding: 43 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)
October 31, 2021

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	46,314.69	Book Balance Previous Month:	54,645.27
Outstanding Deposits:	788.19	Total Receipts:	39,524.01
Outstanding Checks:	.00	Total Disbursements:	47,066.40
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	47,102.88	Book Balance:	47,102.88

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1140	788.19						
						Total:	788.19

Deposits cleared: 22 items Deposits Outstanding: 1 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 3 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
10/31/2021	1	MM Interest	01-0001002	Money Market	.51	
10/31/2021	2	MM Interest	10-000-40-650	Interest on Investments	.00	.51-
10/31/2021	3	LGIP Trans Checking	01-0001001	Combined Cash - Checking	100,000.00	
10/31/2021	4	LGIP Trans Checking	01-0001003	Investment Pooled	.00	100,000.00-
10/31/2021	5	PERS Adj	01-0001001	Combined Cash - Checking	2.15	
10/31/2021	6	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	2.15-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					100,002.66	100,002.66-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
10/31/2021	1	Covid Recovery DAS	01-0001003	Investment Pooled	62.50	
10/31/2021	2	Covid Recovery DAS	10-000-40-705	Grants	.00	62.50-
10/31/2021	3	Budgeted Transfer	10-999-80-8020	Transfer to Vehicle & Equip	4,000.00	
10/31/2021	4	Budgeted Transfer	18-000-48-801	Transfer from Gen Fnd	.00	4,000.00-
10/31/2021	5	Budgeted Transfer	10-999-80-8015	Transfer to Park Fund	1,000.00	
10/31/2021	6	Budgeted Transfer	85-000-48-801	Transfer from Gen Fnd-Park Exp	.00	1,000.00-
10/31/2021	7	Budgeted Transfer	10-999-80-8050	Transfer to Water Fund	5,000.00	
10/31/2021	8	Budgeted Transfer	60-000-48-801	Transferred from Other Funds	.00	5,000.00-
10/31/2021	9	Budgeted Transfer	10-999-80-8060	Transfer to Sewer Fund	5,000.00	
10/31/2021	10	Budgeted Transfer	61-000-48-801	Transferred from Other Funds	.00	5,000.00-
10/31/2021	11	Budgeted Transfer	10-999-80-8090	Transfer to Library Fund	5,000.00	
10/31/2021	12	Budgeted Transfer	55-000-48-801	Transferred from General Fund	.00	5,000.00-
10/31/2021	13	Budgeted Transfer	60-999-80-8020	Transfer to Vehicle & Equip	4,000.00	
10/31/2021	14	Budgeted Transfer	18-000-48-802	Transferred from Water Fund	.00	4,000.00-
10/31/2021	15	Budgeted Transfer	60-999-80-8040	Transfer to Water Reserve Fund	30,000.00	
10/31/2021	16	Budgeted Transfer	62-000-48-804	Transferred from Water Fund	.00	30,000.00-
10/31/2021	17	Budgeted Transfer	61-999-80-8020	Transfer to Vehicle & Equip	4,000.00	
10/31/2021	18	Budgeted Transfer	18-000-48-804	Transferred from Sewer Fund	.00	4,000.00-
10/31/2021	19	Budgeted Transfer	61-999-80-8040	Transfer to Sewer Reserve Fund	30,000.00	
10/31/2021	20	Budgeted Transfer	63-000-48-804	Transfer from Sewer Fund	.00	30,000.00-
10/31/2021	21	Budgeted Transfer	20-999-80-8010	Transfer to Vehicle & Equip	2,000.00	
10/31/2021	22	Budgeted Transfer	18-000-48-803	Transferred from Street Fund	.00	2,000.00-
10/31/2021	23	Budgeted Transfer	20-999-80-8065	Transfer to Str & Pathway Fund	2,000.00	
10/31/2021	24	Budgeted Transfer	25-000-48-803	Transferred from Street Fund	.00	2,000.00-
10/31/2021	25	Budgeted Transfer	10-999-80-8080	Transfer to Stormwater Fund	10,000.00	
10/31/2021	26	Budgeted Transfer	68-000-48-801	Transferred from Other Funds	.00	10,000.00-
10/31/2021	27	Budgeted Transfer	68-999-80-8020	Transfer to Vehicle & Equip	2,000.00	
10/31/2021	28	Budgeted Transfer	18-000-48-805	Transferred from Storm	.00	2,000.00-
10/31/2021	29	LGIP Interest	10-000-40-650	Interest on Investments	.00	130.03-
10/31/2021	30	LGIP Interest	01-0001003	Investment Pooled	730.53	
10/31/2021	31	LGIP Interest	18-000-40-650	Interest on Investments	.00	6.74-
10/31/2021	32	LGIP Interest	20-000-40-650	Interest on Investments	.00	16.29-
10/31/2021	33	LGIP Interest	25-000-40-650	Interest on Investments	.00	30.26-
10/31/2021	34	LGIP Interest	40-000-40-650	Interest on Investments	.00	1.78-
10/31/2021	35	LGIP Interest	55-000-40-650	Interest on Investments	.00	7.98-
10/31/2021	36	LGIP Interest	60-000-40-650	Interest on Investments	.00	100.50-
10/31/2021	37	LGIP Interest	61-000-40-650	Interest on Investments	.00	102.51-
10/31/2021	38	LGIP Interest	62-000-40-650	Interest on Investments	.00	129.73-
10/31/2021	39	LGIP Interest	63-000-40-650	Interest on Investments	.00	65.94-
10/31/2021	40	LGIP Interest	65-000-40-650	Interest on Investments	.00	11.80-
10/31/2021	41	LGIP Interest	68-000-40-650	Interest on Investments	.00	9.55-
10/31/2021	42	LGIP Interest	72-000-40-650	Interest on Investments	.00	44.95-
10/31/2021	43	LGIP Interest	73-000-40-650	Interest on Investments	.00	12.89-
10/31/2021	44	LGIP Interest	74-000-40-650	Interest on Investments	.00	51.66-
10/31/2021	45	LGIP Interest	80-000-40-650	Interest on Investments	.00	5.06-
10/31/2021	46	LGIP Interest	85-000-40-650	Interest on Investments	.00	2.86-
Total JOURNAL ENTRIES (JE):					104,793.03	104,793.03-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
10/31/2021	1	Returned ACH - Bear	01-0001075	Utility Cash Clearing Account	102.00	
10/31/2021	2	Returned ACH - Bear	01-0001001	Combined Cash - Checking	.00	102.00-
10/31/2021	4	Returned ACH -Short	01-0001075	Utility Cash Clearing Account	108.00	
10/31/2021	5	Returned ACH -Short	01-0001001	Combined Cash - Checking	.00	108.00-
10/31/2021	6	Returned ACH -Rhein	01-0001075	Utility Cash Clearing Account	108.28	
10/31/2021	7	Returned ACH -Rhein	01-0001001	Combined Cash - Checking	.00	108.28-
Total CASH DISBURSEMENTS (CD):					318.28	318.28-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
10/31/2021	1	Trans MM to CK	01-0001001	Combined Cash - Checking	12,000.00	
10/31/2021	2	Trans MM to CK	01-0001002	Money Market	.00	12,000.00-
10/31/2021	3	Trans MM to CK	01-0001001	Combined Cash - Checking	35,000.00	
10/31/2021	4	Trans MM to CK	01-0001002	Money Market	.00	35,000.00-
10/31/2021	5	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	66.40	
10/31/2021	6	ACH Bank Fees	01-0001002	Money Market	.00	66.40-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					47,066.40	47,066.40-

References: 6 Transactions: 6

Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
10/29/2021	PC	10/29/2021	1027211	Norton, Hilary	130		01-0001001	4,360.76-
10/29/2021	PC	10/29/2021	1027212	Andy Ridinger	210		01-0001001	3,893.99-
10/29/2021	PC	10/29/2021	1027213	Gangle, Larissa Michele	241		01-0001001	3,021.32-
10/29/2021	PC	10/29/2021	1027214	William Jones	245		01-0001001	2,494.36-
10/29/2021	PC	10/29/2021	1027215	Parrish, Jorden	250		01-0001001	819.00-
10/29/2021	PC	10/29/2021	1027216	Laurie Eastridge	254		01-0001001	699.65-
Grand Totals:			6					15,289.08-

Date	Check Number	Payee or Description	Check Amount
10/31/2021	1	Returned ACH - Bear	102.00
10/31/2021	1	Trans MM to CK	12,000.00
10/31/2021	3	Trans MM to CK	35,000.00
10/31/2021	4	Returned ACH -Short	108.00
10/31/2021	5	ACH Bank Fees	66.40
10/31/2021	6	Returned ACH -Rhein	108.28
10/13/2021	19369	Alyrica Networks	39.99
10/13/2021	19370	AT&T	112.03
10/13/2021	19371	Carlson Hardware Inc.	296.04
10/13/2021	19372	CECO, Inc.	397.24
10/13/2021	19373	Caselle, Inc.	743.00
10/13/2021	19374	Executive Cleaning	572.00
10/13/2021	19375	Kelley Connect Co.	362.89
10/13/2021	19376	Linn Co. Planning & Building	151.38
10/13/2021	19377	Local Government Law Group, PC	80.00
10/13/2021	19378	Morley Thomas Law	300.00
10/13/2021	19379	Norm's Electric Inc.	540.70
10/13/2021	19380	One Call Concepts Inc.	9.60
10/13/2021	19381	Oregon Asphalt Maintenance	5,847.00
10/13/2021	19382	Pacific Power	3,108.71
10/13/2021	19383	Petty Cash	178.76
10/13/2021	19384	Renewable Resource Group, Inc	95.00
10/13/2021	19385	Roome Telecommunications Inc.	359.28
10/13/2021	19386	Secretary of State	250.00
10/13/2021	19387	Security Alarm Corp	91.96
10/13/2021	19388	Stettler Supply Company	2,866.25
10/20/2021	19389	Ben Bristol	62.00
10/20/2021	19390	Cascade Columbia Distribution	300.60
10/20/2021	19391	Central Linn Lions	32.00
10/20/2021	19392	Cobalt Computer Services	787.50
10/20/2021	19393	Demco	89.14
10/20/2021	19394	Jerry's Home Improvement Cente	641.13
10/20/2021	19395	JSG Lawn Maintenance	600.00
10/20/2021	19396	Lee Skinner	17.14
10/20/2021	19397	NW Natural Gas	79.56
10/20/2021	19398	Renewable Resource Group, Inc	115.00
10/20/2021	19399	Sierra Springs	20.18
10/20/2021	19400	U.S. Postal Service	115.08
10/28/2021	19401	Albany Rental	612.00
10/28/2021	19402	Ferguson Waterworks #3011	1,170.48
10/28/2021	19403	Linn County Road Department	88,488.35
10/28/2021	19404	LINN COUNTY TAX COLLECTOR	1,242.02
10/28/2021	19405	MacDonald Industrial Supply	129.90
10/28/2021	19406	OHA Cashier	195.00
10/28/2021	19407	Prevailing Wage Rate Unit	.00
10/28/2021	19408	The Times	162.19
10/28/2021	19409	Prevailing Wage Consulting	1,250.00
10/29/2021	92201	DIRECT DEPOSIT TOTAL	15,289.08
10/29/2021	1027211	Norton, Hilary - DIR DEP	.00
10/29/2021	1027212	Andy Ridinger - DIR DEP	.00
10/29/2021	1027213	Gangle, Larissa Michele - DIR DEP	.00
10/29/2021	1027214	William Jones - DIR DEP	.00
10/29/2021	1027215	Parrish, Jorden - DIR DEP	.00
10/29/2021	1027216	Laurie Eastridge - DIR DEP	.00
10/27/2021	102720211	AFLAC	211.35
10/27/2021	102720212	EBS Trust, CIS- Benefits	9,901.07
10/27/2021	102720213	IRS Tax Deposit	4,957.28

Date	Check Number	Payee or Description	Check Amount
10/27/2021	102720214	Oregon Dept of Revenue - WC/UI	1,665.62
10/27/2021	102720215	P.E.R.S.	5,074.02
10/27/2021	102720216	VOYA	300.00
Grand Totals:			<u>197,294.20</u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19369	10/13/2021	934	Alyrica Networks	Internet	60-310-55-5662	39.99
19370	10/13/2021	24	AT&T	LONG DISTANCE	10-110-55-5662	112.03
19371	10/13/2021	46	Carlson Hardware Inc.	Misc. supplies	61-320-55-5606	296.04
19372	10/13/2021	47	CECO, Inc.	Fuel	61-320-55-5615	397.24
19373	10/13/2021	49	Caselle, Inc.	Monthly Software Support	61-320-55-5611	743.00
19374	10/13/2021	954	Executive Cleaning	2021 September	10-110-55-5680	572.00
19375	10/13/2021	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	362.89
19376	10/13/2021	205	Linn Co. Planning & Building	COH-21-21, COH-21-22	10-110-55-5561	151.38
19377	10/13/2021	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	80.00
19378	10/13/2021	957	Morley Thomas Law	Municipal Judge-Monthly Fee	10-110-55-5648	300.00
19379	10/13/2021	258	Norm's Electric Inc.	City Hall Lights, Time Clock	10-110-55-5680	540.70
19380	10/13/2021	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	9.60
19381	10/13/2021	1037	Oregon Asphalt Maintenance	W 1st St Crack Sealing	20-210-55-5665	5,847.00
19382	10/13/2021	297	Pacific Power	5th & L Pump	60-310-55-5672	3,108.71
19383	10/13/2021	308	Petty Cash	Money Orders	10-110-55-5545	178.76
19384	10/13/2021	19	Renewable Resource Group, Inc	Biochemical Oxygen and Suspended solids	60-310-55-5860	95.00
19385	10/13/2021	332	Roome Telecommunications Inc.	Library	55-410-55-5664	359.28
19386	10/13/2021	538	Secretary of State	Filing Fee	10-110-55-5775	250.00
19387	10/13/2021	688	Security Alarm Corp	Monthly Security Monitoring	10-110-55-5771	91.96
19388	10/13/2021	369	Stettler Supply Company	Remove pump from 69, video well	60-310-55-5701	2,866.25
19389	10/20/2021	1078	Ben Bristol	Utility Refund	01-0001075	62.00
19390	10/20/2021	48	Cascade Columbia Distribution	SODIUM HYPOCHLORITE	61-320-55-5617	300.60
19391	10/20/2021	777	Central Linn Lions	Poinsettias	10-110-55-5892	32.00
19392	10/20/2021	1079	Cobalt Computer Services	Computer Services	10-110-55-5770	787.50
19393	10/20/2021	760	Demco	Book Processing Supplies-Library	55-410-55-5616	89.14
19394	10/20/2021	170	Jerry's Home Improvement Cente	Train Shelter Project	10-110-60-6016	641.13
19395	10/20/2021	1062	JSG Lawn Maintenance	Landscape Services	10-110-55-5910	600.00
19396	10/20/2021	728	Lee Skinner	Utility Refund	01-0001075	17.14
19397	10/20/2021	263	NW Natural Gas	Shop (Acct# 247581-2)	60-310-55-5671	79.56
19398	10/20/2021	19	Renewable Resource Group, Inc	Water Sample Testing	60-310-55-5860	115.00
19399	10/20/2021	875	Sierra Springs	Water	10-110-55-5616	20.18
19400	10/20/2021	314	U.S. Postal Service	Newsletter Postage- November 2021	10-110-55-5610	115.08
19401	10/28/2021	575	Albany Rental	Manlift	10-110-60-6016	612.00
19402	10/28/2021	848	Ferguson Waterworks #3011	Meters, Asphalt Patch	20-210-55-5665	1,170.48
19403	10/28/2021	207	Linn County Road Department	Oilling/Chip Seal	20-210-60-6002	88,488.35
19404	10/28/2021	490	LINN COUNTY TAX COLLECTOR	Property Tax	10-110-55-5647	1,242.02
19405	10/28/2021	217	MacDonald Industrial Supply	Shop Supplies	61-320-55-5606	129.90
19406	10/28/2021	589	OHA Cashier	2022 Cross Connection Annual Fee	60-310-55-5730	195.00
19407	10/28/2021	593	Prevailing Wage Rate Unit	Labor Standards Admin. on Water Meter Project	60-310-55-5900	.00 V
19408	10/28/2021	383	The Times	Legal Notice - Public Hearing Henderson	10-110-55-5741	162.19
19409	10/28/2021	1080	Prevailing Wage Consulting	Labor Standards Admin-Water Meter Project	60-310-55-5900	1,250.00
Grand Totals:						112,511.10

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2021

MONTHLY REPORT TO THE CITY OF HALSEY FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

October

TRAFFIC CITATIONS: -----	5
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	4
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	39

TOTAL HOURS SPENT:

HALSEY

76

CONTRACT HOURS= 72 HOURS

Jim Yon,
Sheriff, Linn County

By: Sergeant Beth Miller



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 10/ 1/21 to 10/31/21

Total Incidents This Month: **39**

Incident Information:	Description
CAD# 2021182192 TIME: 10/3/2021 9:40:31AM CASE# CAD Only HALS CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS Boyfriend/Girlfriend argument which resulted in a broken window. No one was injured and the window was a of a shared home where they both reside. It is a non-criminal matter.
CAD# 2021185302 TIME: 10/7/2021 9:59:18PM CASE# CAD Only HALS CAD CALL COMPLETE	RUNAWAY Reported at Block of 000 E C ST HALS Deputies took a report of a runaway juvenile. We were able to quickly locate the girl walking a few blocks away. She was given a ride home. No further action.
CAD# 2021185763 TIME: 10/8/2021 4:06:54PM CASE# CAD Only HALS CAD CALL COMPLETE	TRESPASS Reported at Block of 500 W 1ST ST HALS Deputies responded to a trespass. Four juveniles were found on the property breaking glass bottles. Trespass and burglary laws were explained to them.
CAD# 2021186316 TIME: 10/9/2021 1:40:03PM CASE# CAD Only HALS CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 400 W D ST HALS Welfare check was conducted due to an anonymous call to DHS. A deputy responded to the residence and saw nothing criminal, or unsafe, in nature.
CAD# 2021186566 TIME: 10/9/2021 8:50:29PM CASE# CAD Only HALS CAD CALL COMPLETE	HARASSMENT Reported at Block of 400 W D ST HALS Impolite words were said from one neighbor to another and her child. No crime. Civil

Incident Information:

Description

CAD# 2021187148
TIME: 10/10/2021 8:49:02PM
CASE# CAD Only
HALS
UNFOUNDED

PROWLER Reported at Block of 400 E 3RD ST HALS

Deputies responded to a prowler attempting to enter a duplex. When deputies arrived it was proven to be unfounded. No evidence of anyone having been on the property. cad

CAD# 2021187910
TIME: 10/12/2021 1:30:18AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 600 W 1ST ST HALS

Attempted to locate a registered owner for another agency. The person no longer lived at their DMV registered address. No further action.

CAD# 2021188847
TIME: 10/13/2021 11:59:06AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 1ST ST HALS

I checked the area and did not find the vehicle in the area. I will continue to check the area throughout the shift.

CAD# 2021188933
TIME: 10/13/2021 1:50:18PM
CASE# 2104038
HALS
REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 300 4TH AVE SE
Occurred between 1349 hours on 10/13/2021 and 1350 hours on 10/13/2021. Reported:

Joel Martinez, 24 of Lyons was arrested on warrants

CAD# 2021189074
TIME: 10/13/2021 5:07:28PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 100 W 1ST ST HALS

Deputy was contacted by a Halsey resident and visited for a short time. Non-criminal.

CAD# 2021189437
TIME: 10/14/2021 12:15:11PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 700 W 2ND ST HALS

Warning for speed that occurred on Hwy 99, but stop occurred inside city limits.

Incident Information:

Description

CAD# 2021189716
TIME 10/14/2021 6:46:29PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS

Operator warned for driver side headlight out.

CAD# 2021190428
TIME 10/15/2021 7:11:47PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 500 W 4TH ST HALS

Female trespassed from property owners property.

CAD# 2021191175
TIME 10/17/2021 12:07:50AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 31800 HWY 228 HALS

Traffic stop, driver issued a warning for equipment violation and failure to obey traffic control device

CAD# 2021191203
TIME 10/17/2021 12:59:05AM
CASE# CAD Only
HALS
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 700 W 2ND ST/W H ST HALS

Traffic stop, warning issued for moving violation

CAD# 2021191840
TIME 10/18/2021 12:54:04AM
CASE# CAD Only
HALS
HALSEY

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W G ST HALS

A male was contacted yelling to nobody while waiting for the new gas station to open.

CAD# 2021191890
TIME 10/18/2021 4:32:14AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DISORDERLY CONDUCT Reported at Block of 300 W 2ND ST HALS

Male causing issue at grocery store wanting coffee when store was not open, given courtesy ride to Junction City.

Incident Information:

Description

CAD# 2021193376
TIME 10/20/2021 8:46:54AM
CASE# 2104123
HALS
REPORT TAKEN

REPORT PENDING. Original Call Type: DEATH INVESTIGATION Reported At Block Of 500 E 2ND ST Occurred between 0846 hours on 10/20/2021 and 0846 hours on 10/20/2021.

Elizabeth White, 71, was found deceased in her bed this morning. She appears to have passed away from natural causes.

CAD# 2021193499
TIME 10/20/2021 11:38:40AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 1300 W 3RD ST HALS

Extra patrol at park and intersection for traffic violations

CAD# 2021194540
TIME 10/21/2021 10:12:20PM
CASE# CAD Only
HALS
CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 000 W 2ND ST HALS

CAD# 2021194884
TIME 10/22/2021 2:38:41PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 600 W 2ND ST HALS

Extra patrol for traffic violations

CAD# 2021194892
TIME 10/22/2021 2:45:48PM
CASE# CAD Only
HALS
CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 300 W 5TH ST W D ST HALS

Traffic Stop, operator cited for driving uninsured.

CAD# 2021194899
TIME 10/22/2021 2:53:57PM
CASE# 2104160
HALS
REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 200 W E ST Occurred between 1452 hours on 10/22/2021 and 1453 hours on 10/22/2021. Reported: 10/22/2021

Traffic stop, Devin Johnson was cited for failure to renew tags. Devin was also arrested and cited for outstanding warrants.

Incident Information:

Description

CAD# 2021194998
TIME 10/22/2021 5:24:21PM
CASE# CAD Only
HALS

ALARM LAW ONLY Reported at Block of 200 W 2ND ST HALS

Authorized cancel before deputies arrived.

CAD# 2021195288
TIME 10/23/2021 7:27:54AM
CASE# CAD Only
HALS
COUNTY PARKS

EXTRA PATROL Reported at Block of 200 W O ST HALS

Park patrol, nothing suspicious seen.

CAD# 2021195330
TIME 10/23/2021 8:59:00AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS

Traffic stop, driver warned for expired registration.

CAD# 2021195406
TIME 10/23/2021 11:05:50AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS

Traffic stop, driver warned for no front license plate.

CAD# 2021195419
TIME 10/23/2021 11:27:00AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 000 AMERICAN DR/NW 2ND ST HALS

Male was given courtesy ride to house.

CAD# 2021195542
TIME 10/23/2021 2:33:09PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 500 E 2ND ST HALS

Male and female had a verbal argument. Male got upset and left.

Incident Information:

Description

CAD# 2021196231
TIME: 10/24/2021 4:32:37PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 W 1ST ST HALS

Traffic stop, driver cited for Driving while suspended Violation.

CAD# 2021196249
TIME: 10/24/2021 5:05:52PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1200 W 2ND ST HALS

Traffic stop, Warned for equipment violation.

CAD# 2021197039
TIME: 10/25/2021 8:18:20PM
CASE# CAD Only
HALS
HALSEY

TRAFFIC STOP Reported at Block of 400 W 5TH ST/W E ST HALS

Warned for running stop sign.

CAD# 2021197867
TIME: 10/27/2021 5:26:16AM
CASE# CAD Only
HALS
HALSEY

ALARM LAW ONLY Reported at Block of 100 W H ST HALS

Alarm at DLF. Deputies arrive and find all windows and doors to be secured. Nothing unusual seen within the property.

CAD# 2021197926
TIME: 10/27/2021 8:22:59AM
CASE# 2104212
HALS
REPORT TAKEN

REPORT PENDING. Original Call Type: DUI Reported At Block Of 300 W 2ND ST Occurred between 0822 hours on 10/27/2021 and 0822 hours on 10/27/2021. Reported: 10/27/2021

Deputies responded to a report of a possible intoxicated driver. Trenton Monahan Heiden, 20 of Halsey, was arrested for Driving Under the Influence of Intoxicants.

CAD# 2021198805
TIME: 10/28/2021 12:27:11PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1200 W 2ND ST HALS

Traffic stop, warned for equipment violation.

Incident Information:

Description

CAD# 2021198819
TIME: 10/28/2021 12:59:28PM
CASE# 2104231
HALS
REPORT TAKEN

Traffic stop, Troy Lutrell age 62 of Halsey was arrested for Driving while Suspended Misdemeanor and cited for driving uninsured.

CAD# 2021199298
TIME: 10/29/2021 3:11:37AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 300 W 2ND ST HALS

Deputies investigate spooky event involving males with pumpkins on their head.

CAD# 2021200954
TIME: 10/31/2021 10:14:58AM
CASE# 2104258
HALS
REPORT TAKEN

REPORT PENDING. Original Call Type: DISTURBANCE Reported At Block Of 400 W D ST Occurred between 1014 hours on 10/31/2021 and 1014 hours on 10/31/2021. Reported:

Two neighbors fighting over past and current comments.

CAD# 2021201250
TIME: 10/31/2021 7:39:13PM
CASE# CAD Only
HALS
CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 700 PUFFIN ST HALS

Incident Information:	Description
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I. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	November 9, 2021

1. City Hall

Due to declining new cases in Halsey, and projections that show the Delta variant infection rate may continue to decline, the decision was made to unlock the doors at City Hall. We will continue to take precautions to protect the public and staff from infection, including wearing and requiring masks and face coverings, having hand sanitizer and masks available at the entrances and at the counter, sterilizing frequently used surfaces, and keeping the sneeze guard up on the counter and the office door closed

2. Council & Staff Christmas Dinner

Don't forget – the Council & Staff Christmas Dinner is happening on December 18th at 6:00 pm. Please RSVP to Laurie if you know for sure if you are attending or not attending, and if you will have a guest. She will need an exact count for the caterer. As BBQ seems to continue to be a popular choice, we are doing that again – this time from Boss Hawgs from Monroe.

3. Small Cities Allotment Grant

The City received a \$100,000 Small Cities Allotment Grant from ODOT to rebuild and repave the two blocks of East B Street between East 1st and East 3rd Streets. We have two years to complete the work, but we intend to do it this coming summer if possible.

The Chip Seal project has been completed. As soon as we receive an invoice for the crosswalks and stop strips, we will submit the reimbursement request.

4. Mid Valley Partnership Update

The Mid Valley Partnership has completed an RFP process and selected JayRay to work on the regional vision, branding, and website. We will receive an additional \$10,000 to \$20,000 for the website from the Rural Opportunities Initiative grant we received for continuing RAIN's work in the region. Tangent and Scio are considering joining our partnership, and representatives from several Linn County cities will be approaching the County Commissioners in the next couple of months to ask for seed money to get asset mapping done for our region.

5. Surgery Update

During the month of October, I have been able to work from home, come into City Hall a few days, and also use some sick time to rest and heal. My next follow up appointment is on November 16th, after which I hope to receive permission to walk in the boot and will be able to drive myself and be in City Hall more regular hours.

I'm incredibly grateful to my staff for keeping everything going with less help from me, and to Council for being patient and kind about my absence. Laurie worked a bunch of extra hours in the first part of October, and everyone has helped me get around when I'm in City Hall. I am really lucky to work with such kind people.

I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	November 9, 2021

Water Distribution

Water Produced for October 2021	2,172,000 Gallons
Average use per day:	70,000 Gallons

Wastewater Collection

Wastewater collected for October 2021	2,013,000 Gallons
Average collected per day:	65,000 Gallons

Water System

Well 69 problem
Water loss audit
Water leak

Streets

NW Natural Gas lines

Drainage:

Drainage project

City Hall:

Wood train cover

Park:

Park issue/painted graffiti

Miscellaneous:

Goal setting

Notes:

There are problems with Well 69. Talking with Jones's Well Drilling, the best method for cleaning the plugged well casing perforations is to use pulse generation. This method uses nitrogen under high pressure and sends a shockwave bubble to clear the perforations and years of minerals accumulation behind the well casing. Planning and cost is the next step.

With the new meters installed we looked at where the numbers are as far as % of water loss in our system. We take the total number that is pumped from the water plant and compare it to what the customers use and we found that we have a problem with the water plant meter under registering. I have a call into Sensus Meters seeing if there is a way to perform a calibration on that particular meter.

We repaired a water leak at 110 W. 1st. This was the service connection to the meter.

NW Natural Gas is in town upsizing and relocating lines, some are for the 99 project. Some of the locates were along our new chip-sealed roads, but they will bore when they need to so there will be no excavation damage to those roads.

We did a small drainage project at 415 I st. We did a French detention to keep water from puddling up.

We rented a lift and caulked the wood train cover. Weather conditions prevented us from getting very far on painting the primer.

In the park we painted over the graffiti on the skate ramps. We also have a feces artist in the park. We have been hit 3 times and have notified the Linn County Sheriff Office of the issue. We are researching a way to install a camera on one of the light poles for security.

I. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	November 9, 2021

Circulation for October		Total Circulation since opening (Aug. 2015)	9942
Fiction	66		
Non-Fiction	25	Total Number of Patrons to Date	510
Total	91		
Cities Represented in Circulation		Total Number of items in collection	4796
Halsey	85		
Sweet Home	1	Avg. Daily Threshold Count since opening	6.45
Albany	5	Average Daily Threshold Count for October	2.15
Value of Inventory Through October			
Fiction	\$50,812.61		
Non-Fiction	\$33,132.15	Books added to inventory in October	1
Total	\$83,944.76		

J. OLD BUSINESS

1. ODOT Highway 99 Project Maintenance Agreement		
Council Action:	MOTION	November 9, 2021

Issue Statement: The City's attorney has approved the revised ODOT Highway 99 Project Maintenance Agreement. Council is asked to review and consider approving the agreement.

Summary: The proposed ODOT-Halsey Hwy 99E Intergovernmental Agreement is attached. It has been reviewed and passed by the City Attorney. Language that was originally concerning has been changed. It now commits to the ownership transfer upon project completion and releases the City from the IGA if the project is not completed.

Please look through the attached agreement and collect any questions. The ODOT Project Manager, Ian Roholt, will be attending the meeting remotely to answer any questions you have.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve and sign ODOT Intergovernmental Agreement #34406.

- **Council Options**

1. **Approve as recommended**
2. **Approve with amendments**
3. **Provide further direction to staff**
4. **Deny or postpone approval**

INTERGOVERNMENTAL AGREEMENT

Oregon Route 99E: American Drive to South City Limits (Halsey)
(Mile Point 18.97 to Mile Point 20.22)
City of Halsey

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," and the CITY OF HALSEY, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. By the authority granted in ORS 810.210, State is authorized to determine the character or type of traffic control devices to be used, and to place or erect them upon state highways at places where State deems necessary for the safe and expeditious control of traffic. No traffic control devices shall be erected, maintained, or operated upon any state highway by any authority other than State, except with its written approval. Traffic signal work on this Project will conform to the current State standards and specifications.
3. All control of access to public highways shall be in compliance with the rules and regulations applicable to access control in ORS 374 *et seq.*, and Oregon Administrative Rule (OAR) 734, Division 51.
4. By the authority granted in ORS 810.080 State has the authority to establish marked pedestrian crosswalks on its highway facilities.
5. Under ORS 366.514, State has the authority to expend Highway Fund dollars as necessary to provide footpaths and bicycle trails, including curb cuts or ramps as part of a project.
6. State, by ORS 366.220, is vested with complete jurisdiction and control over the roadways of other jurisdictions taken for state highway purposes. By the authority granted by ORS 373.020, the jurisdiction extends from curb to curb, or, if there is no regular established curb, then control extends over such portion of the right of way as may be utilized by State for highway purposes. Responsibility for and jurisdiction over all other portions of a city street remains with the Agency.

7. Oregon Route 99E (Albany-Junction City Highway) within the limits of this project is routed through the corporate limits of Agency and is part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC). OR 99E is known as Second Street within the project area.
8. On OR 99E between American Drive between approximately Mile Point 19.33 and Mile Point 20.05, State owns in fee property adjacent to the easterly side of OR 99E including areas outside of and beyond the curb line, including sidewalks, as shown in Exhibit D-1, attached hereto and by reference made a part hereof. References to the legal descriptions of these deeds, and any easements held by ODOT, are shown in Exhibit D-2, attached hereto and by reference made a part hereof.
9. Agency owns in fee property adjacent to the westerly side of OR 99E, including areas outside of and beyond the curb line, including sidewalks, as shown in Exhibit C.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. State shall deliver State's OR 99E: American Drive to South City Limits (Halsey) project, hereinafter referred to as "Project." The Project will include design and construction of roadway, sidewalks, curb ramps, crosswalks, rapid rectangular flashing beacon signals (RRFBs), storm water components (including catch basins and storm water facilities), and landscaping improvements to address needs in downtown Halsey. The Project limits are shown on the sketch map attached hereto, marked Exhibit A-1; storm water component locations are shown on the sketch map attached hereto marked Exhibit A-2, and the full project area is depicted in the sketch map attached hereto and marked Exhibit C, all by this reference made a part hereof.
2. As part of the Project, and as shown in the Exhibits marked B-1 through B-5, attached hereto and by this reference made a part hereof, State Traffic-Roadway Engineer approves crosswalk closures, crosswalk enhancements, and installation of RRFBs at the intersections identified in the exhibits to improve pedestrian safety.
3. The Project will be financed at an estimated cost of \$16,285,744.55 in federal and state funds. The estimate for the total Project cost is subject to change. State shall be responsible for all Project costs beyond the estimate.
4. Property Transfer.
 - a. Upon completion of the Project, State agrees to transfer to Agency via quitclaim deed, and Agency agrees to accept, ownership of the section of State-owned property as shown in Exhibit D-1, which is a portion of the properties described in Exhibit D-2, except that ODOT reserves a nonexclusive permanent easement for the construction, maintenance and repair of signs, electrical, signals, and highway

within the quitclaim area as shown in Exhibit C; and storm water treatment components located outside of the curb, including catch basins and storm water facilities and access to such components as shown in Exhibit A-2.

- b. The Parties agree that the quitclaim deed will provide that Agency shall use the transferred property for highway, road, and street purposes, and if the transferred property is no longer used for highway, road, and street purposes, it shall revert to State.
 - c. It is the Parties' intent that after completion of the Project and the transfer of right of way to the Agency, Agency shall have full jurisdiction over sidewalks on both sides of OR 99E, and State will retain curb to curb jurisdiction.
5. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance responsibilities for the useful life of the facilities constructed as part of the Project. The useful life is defined as twenty (20) calendar years. The Project shall be completed within ten (10) calendar years following the date of final execution of this Agreement by both Parties.

AGENCY OBLIGATIONS

1. Agency agrees to State acquiring all right of way needed for construction of the Project.
2. Upon recording of the quitclaim deed, Agency shall be responsible for and perform maintenance responsibilities of all sidewalks and curb ramps on both the east and west side of OR 99E throughout the city limits.
3. Agency agrees not to permit anything in the transferred area which will interfere with the safety or function of OR 99E. Any banners, flags, or similar amenities extending past the curb into state highway right of way, will require State approval and shall be in compliance with the Oregon Bicycle and Pedestrian Plan, Americans with Disabilities Act, and ODOT policies to minimize interference with highway traffic.
4. Agency shall be responsible, at its own expense, for maintenance of the enhanced continental striping located on OR 99E at "E" Street.
5. The striping of the continental crosswalk at "E" Street shall be maintained at a level acceptable to State and in accordance with the current edition of the *ODOT Traffic Manual*. If Agency fails to maintain the marked crosswalks, or it becomes a safety problem, State may remove or bring it up to standard at the expense of Agency.
6. Agency shall be responsible, at its own expense, for 100 percent of electrical energy and maintenance costs of the RRFB located on OR 99E at "H" Street. Agency shall require the power company to send invoices directly to Agency.

7. Agency shall be responsible for the maintenance of all landscaping within the city limits along OR 99E. Maintenance includes watering, pruning, removal and replacement of dead or dying trees and shrubs, brush and weed removal, removal of fallen leaves, and other activities for the successful growth of the trees. If dead or dying trees are replaced, Agency shall request from State approval of replacement trees and any additional new plantings that are of a different species than that planted as part of the Project.
8. Agency agrees to perform street sweeping, at their own expense, on OR 99E as part of their routine street maintenance.
9. Agency agrees to maintain retaining walls and handrails located on the back side of the sidewalk along OR 99E throughout the Project limits.
10. Agency shall contact State's District 4 Permits Office seven (7) working days prior to the commencement of construction or maintenance activities that impact travel lanes of OR 99E. No lane restrictions are permitted unless prior approval from State's District 4 Manager or designee.
11. Agency, by execution of this Agreement, gives its consent as required by ORS 373.030(2) and ORS 105.706, to any and all changes of road grade within the Agency limits on those streets affected by Project, and gives its consent as required by ORS 373.050(1) to any and all closure of streets that intersect the state highway, if any there be, in connection with or arising out of the Project covered by the Agreement.
12. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
13. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
14. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973;

(iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

15. Agency hereby grants State, and its contractor, the right to enter onto and occupy Agency right of way within the Project limits for the performance of duties as set forth in this Agreement.
16. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
17. Agency's Project Manager for this Project is Hilary Norton, City Administrator/Recorder, City of Halsey, PO Box 10, Halsey, Oregon 97348; phone: (541) 369-2522; email: Hilary@cityofhalsey.com, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State, or its consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, preliminary engineering and design work required to produce and provide final plans, specifications and cost estimates for the highway Project; identify and obtain all required permits; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid and contract documents; advertise for construction bid proposals; award all contracts; pay all contractor costs, provide technical inspection, project management services and other necessary functions for sole administration of the construction contract entered into for this Project.
2. State shall be responsible for all costs associated with construction and installation of the Project. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
3. State shall conduct all right of way activities in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, Federal-Aid Policy Guide, Code of Federal Regulations (CFR) and the ODOT Right of Way Manual, and Title 23 CFR Part 710 and Title 49 CFR Part 24.
4. State shall be responsible for 100 percent of electrical energy costs and maintenance of the school crossing RRFB located on OR 99E at "C" Street. State shall require the power company to send invoices directly to State.

5. State agrees to maintain the storm water components located at the areas depicted in Exhibit A-2.
6. State shall maintain storm water components (including catch basins and other conveyances) located in the roadway on OR 99E from curb to curb.
7. In accordance with ORS 373.030, State shall pave and maintain the pavement and highway striping, including crosswalk striping (except for the continental crosswalk at "E" Street as defined in Agency Obligations, paragraph 4) on OR 99E within the Project limits.
8. State grants authority to Agency to enter upon state right of way for the purpose of routine maintenance of RRFB, crosswalk striping, sidewalks, curb ramps, street sweeping, and landscaping on OR 99E as defined within this Agreement and within the limits of this Project.
9. State shall be responsible for highway signage along OR 99E within the limits of this Project.
10. State shall cause to be relocated or reconstructed, all privately or publicly owned utility conduits, lines, poles, mains, pipes, and all other such facilities of every kind and nature where such relocation or reconstruction is made necessary by the plans of the Project in order to conform the utilities and other facilities with the plans and the ultimate requirements for the portions of the Project which are on OR 99E.
11. As part of the Project State will incorporate reimbursable utility work on Agency's facility into the design and construction of the Project.
12. State's contact for this Agreement is Brian Morey, District Manager, ODOT District 4, 3700 SW Philomath Blvd., Corvallis, Oregon 97333; phone: (541) 757-4211; email: brian.t.morey@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. Americans with Disabilities Act Compliance:

- a. When the Project scope includes work on sidewalks, curb ramps, on-street parking, or pedestrian-activated signals or triggers an obligation to address curb ramps or pedestrian signals, the Parties shall:
 - i. Utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb

ramps, on-street parking, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;

- ii. Follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, on-street parking, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
- iii. At Project completion, send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

- b. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Agency identifying sidewalk, curb ramp, on-street parking, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- c. Maintenance obligations in this section shall survive termination of this Agreement.

2. This Agreement may be terminated by mutual written consent of both Parties.

3. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
4. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
5. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
6. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent

the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

7. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
8. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
9. If Agency fails to maintain facilities in accordance with the terms of this Agreement, State, at its option, may maintain the facility and bill Agency, seek an injunction to enforce the duties and obligations of this Agreement or take any other action allowed by law.
10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

City of Halsey
Agreement No. 34406

This Project is in the 2021-2024 Statewide Transportation Improvement Program, (Key #18751) that was adopted by the Oregon Transportation Commission on July 15, 2020 (or subsequently approved by amendment to the STIP).

Electronic Signatures. The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE FOLLOWS

City of Halsey
Agreement No. 34406

CITY OF HALSEY, by and through its
elected officials

By _____

Title _____

Date _____

By _____

Title _____

Date _____

LEGAL REVIEW APPROVAL (If required in
Agency's process)

By _____
Agency Legal Counsel

Date _____

Agency Contact:

Hilary Norton, City Administrator/Recorder
City of Halsey
PO Box 10
Halsey, OR 97348
Phone: (541) 369-2522
Email: Hilary@cityofhalsey.com

State Contact:

Brian Morey, District Manager
ODOT District 4
3500 SW Philomath Blvd.
Corvallis, OR 97333
Phone: (541) 757-4211
Email: brian.t.morey@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Delivery and Operations Division
Administrator

Date _____

APPROVAL RECOMMENDED

By _____
State Right of Way Manager

Date _____

By _____
Region 2 Manager

Date _____

By _____
District 4 Manager

Date _____

By _____
Area 4 Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date _____

EXHIBIT A-1 – Project Location Map
Oregon Route 99E: American Drive to South City Limits (Halsey)
(Mile Point 18.97 to Mile Point 20.22)

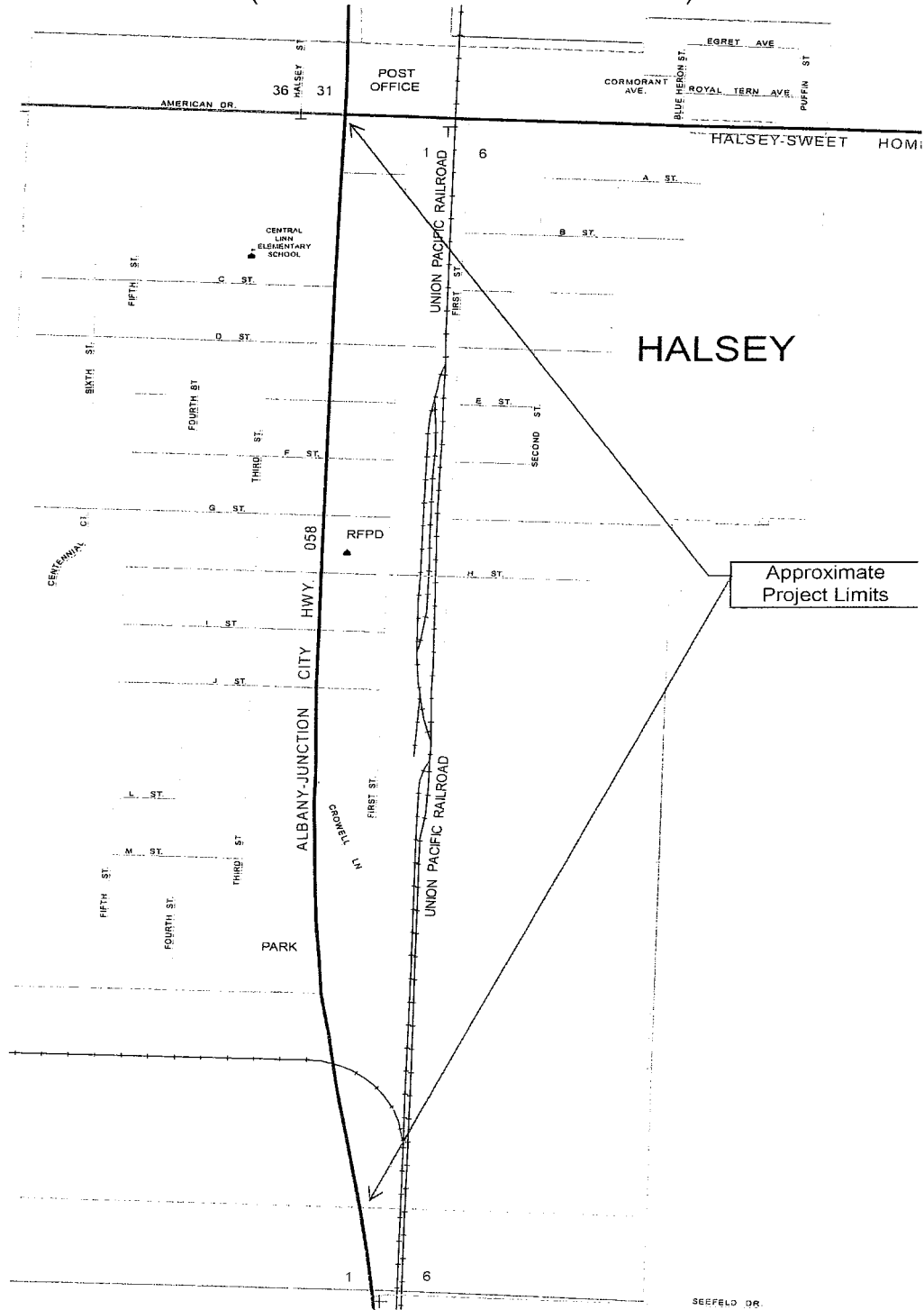


EXHIBIT A-2 – Storm Water Components Location Map

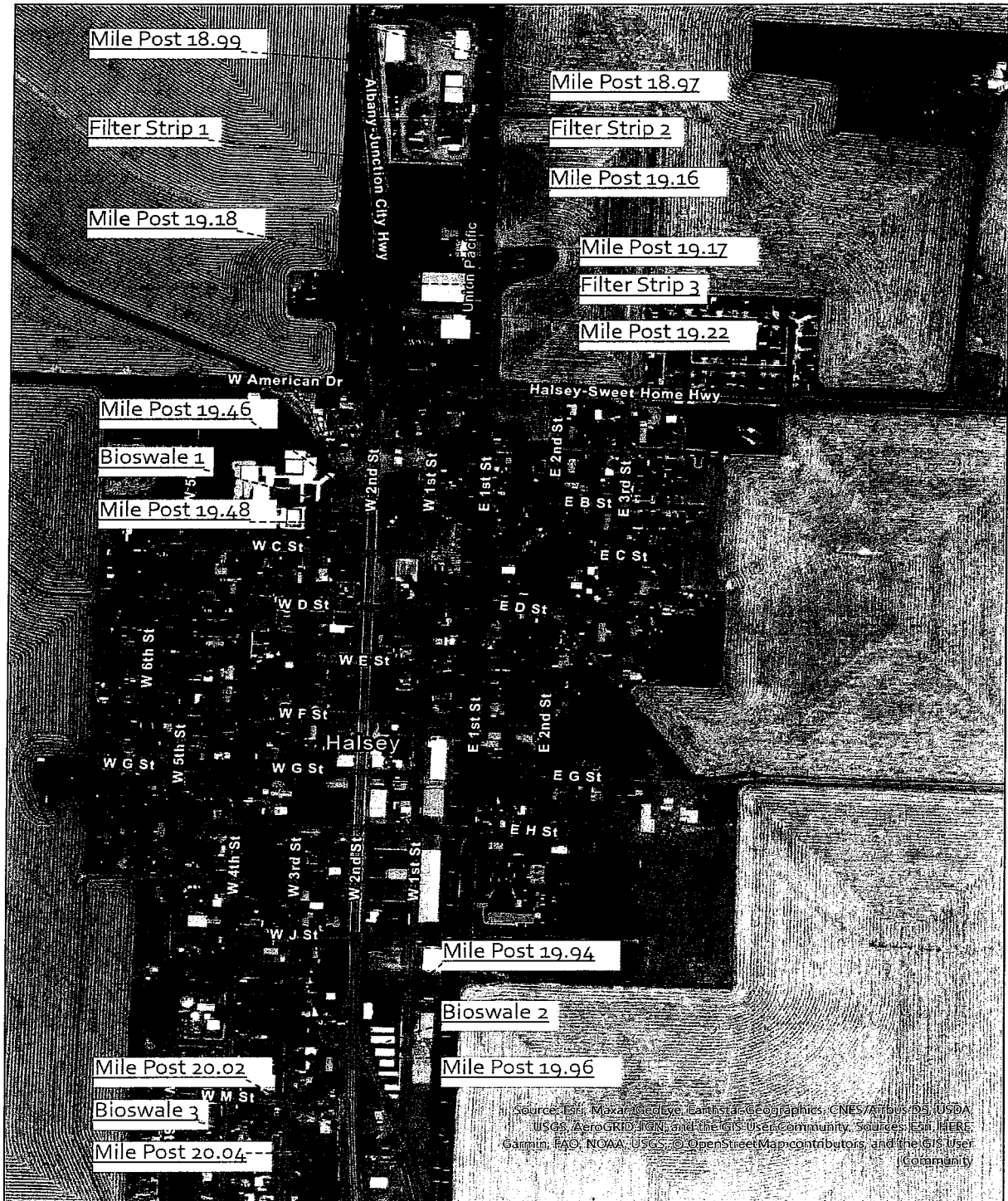


EXHIBIT B-1
West "C" Street Crosswalk Closure



INTEROFFICE MEMO

ENGINEERING & TECHNICAL SERVICES
Traffic-Roadway Section, MS#5
4040 Fairview Industrial Drive SE
Salem, Oregon 97302-1142
Office Phone: (503) 986-3568

TO: Dorothy Upton, P.E.
Region 2 Traffic Operations Engineer

File Code: TRA 07-11-06
LRM 05800100, MP 19.50
Key No. K18751
Approval No. 2020-165.1

Michael Kimlinger Sep 17 2020 12:43 PM

FROM: State Traffic-Roadway Engineer

SUBJECT: Request for Crosswalk Closure
Albany-Junction City Highway (OR-99E) at West C Street
City of Halsey

I have reviewed your request to close the southern crosswalk at the subject intersection as shown in the diagram below. Your request cites the presence of a preferred enhanced nearby crossing and the presence of a driveway for the Halsey market within the crosswalk as factors that contribute to the need to close this crosswalk. In lieu of this crosswalk, pedestrians may cross the Albany-Junction City Highway at the north side of West C Street where a RRFB will be installed.

In accordance with Oregon Administrative Rule 734-020-0410, I approve your request with the following conditions:

1. Ensure ADA compliance by following ODOT's ADA-related design standards, design exceptions, and inspection process.
2. The closure should be implemented by installing the following visual and detectable crosswalk closure treatments:

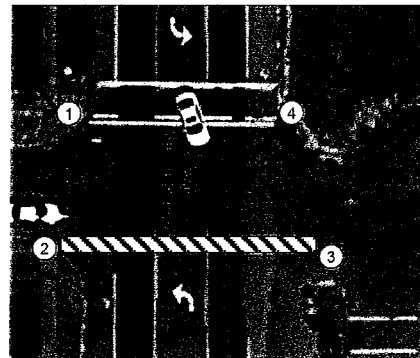
Crosswalk	Ramp	Approved Closure Treatment	
		Visual	Detectable ¹
Southern	2.2	Sign OR 22-7 (double sided)	Required
	3.1	None ⁴	None ^{2,3}

¹ A detectable closure treatment may be a crosswalk closure support (See TM 240), a detectable buffer, railing, or other approved feature.

² A detectable crosswalk closure treatment is not needed for this ramp due to the absence of an intersecting street or pedestrian facility which might suggest the presence of a crosswalk to a sight-impaired pedestrian.

³ A detectable barrier is not needed for this ramp due to the absence of a sidewalk.

⁴ The double sided sign on the opposite corner fulfills the requirement for a visual closure treatment for this ramp.



3. This approval becomes effective when the RRFB across the Albany-Junction City Highway at the north side of West C Street is operational.
4. This approval is rescinded if the approved changes are not advanced to construction within five (5) years of this interoffice memo's signature date.

EXHIBIT B-1 (cont'd)
West "C" Street Crosswalk Closure

Approval No. 2020-165.1
Page 2 of 2

TRA 07-11-06
LRM 05800100, MP 19.50

If you have any concerns regarding this approval, please contact Tim Burks at 503-986-3572.

cc:	Keith Blair, R2 Traffic Manager	Tim Burks, Traffic Safety Coordinator
	Christina LaFleur, R2 Traffic Design Engineer	Gary Obery, Traffic Active Modes Engineer
	Mariana Montes, R2 Traffic Investigator	Eric Leaming, State Traffic Investigations Engr.
	Brennan Burbank, Construction Project	Sharon Ballard, ADA Asset Specialist
	Resident Engineer	Melissa Borges, Statewide Asset Specialist
	Shon Heern, David Evans & Assoc.	Taundra Mortensen, Sr. ADA Standards Engr.
	Paul Tappana, David Evans & Assoc.	Savannah Crawford, Interim Area 4 Manager
	Eric Wilder, David Evans & Assoc.	Brian Morey, District 4 Manager

TWB/gro/sjb/tc

EXHIBIT B-2
West "C" Street Crosswalk and RRFB Approval



INTEROFFICE MEMO

ENGINEERING & TECHNICAL SERVICES
Traffic-Roadway Section, MS#5
4040 Fairview Industrial Drive SE
Salem, Oregon 97302-1142
Office Phone: (503) 986-3568

TO: Dorothy Upton, P.E.
Region 2 Traffic Operations Engineer

File Code: TRA 07-11
LRM 05800100, MP 19.50
Key No. K18751
Approval No. 2020-198.1

Michael Kimlinger Sep 17 2020 12:44 PM

FROM: State Traffic-Roadway Engineer

SUBJECT: Request for Marked Crosswalk, RRFB
Albany-Junction City Highway (OR-99E) at West C Street
City of Halsey

I have reviewed your request to mark the northern crosswalk and to install a rectangular rapid flashing beacon at the subject location. The enhancements at the crosswalk are expected to encourage pedestrians to cross the highway at this improved location and to raise driver awareness of pedestrians, including students traveling to/from the nearby school, near this crossing. In accordance with Oregon Administrative Rule 734-020-0410, I approve your request with the following conditions:

1. Crosswalk markings shall be installed in accordance with Section 3B.18 of the 2009 MUTCD and the ODOT Traffic Line Manual. Longitudinal (continental) markings should be used to designate the crosswalk.
2. The installation and operation of the RRFB devices shall be in accordance with the conditions listed in FHWA's Interim Approval for Optional Use of Rectangular Rapid Flashing Beacons (IA-21) dated March 20, 2018.
3. At least two (2) RRFB units shall be visible on each approach. One shall be installed on the right-hand side of the roadway and one shall be installed on the left-hand side of the roadway.
4. The need for additional illumination must be assessed as part of this project. A record of related decisions should be retained in the project files.
5. Because of the presence of on-street parking, consideration should be given to providing curb extensions or designating a no-parking zone for these crossings. This decision should be made by the Engineer of Record in consultation with you in accordance with OAR 734-020-0020 and ORS 811.550(17).
6. Non-compliant curb ramps shall be remediated as part of the installation of the RRFB. The condition of the existing curb ramps should be obtained from ODOT's TransInfo or TransGIS system.
7. Ensure ADA compliance by following ODOT's ADA-related design standards, design exceptions, and inspection process.
8. The Traffic-Roadway Section shall review and approve the final design plans.
9. This approval is rescinded if the approved changes are not advanced to construction within five (5) years of this interoffice memo's signature date.

City of Halsey
Agreement No. 34406

EXHIBIT B-2 (cont'd)
West "C" Street Crosswalk and RRFB Approval

Approval No. 2020-198.1
Page 2 of 2

TRA 07-11
LRM 05800I00, MP 19.50

If you have any concerns regarding this approval, please contact Gary Obery at 503-986-4062.

cc: Keith Blair, R2 Traffic Manager Christina LaFleur, R2 Traffic Design Engineer Mariana Montes, R2 Traffic Investigator Brennan Burbank, Consultant Proj. Res. Eng. Paul Tappana, David Evans & Assoc. Savannah Crawford, Interim Area 4 Manager Brian Morey, District 4 Manager	Gary Obery, Traffic Active Modes Engineer Eric Leaming, State Traffic Investigations Engr. Melissa Borges, Statewide Asset Specialist Taundra Mortensen, Sr. ADA Standards Engr. Joe Searcy, Traffic Signal Standards Specialist Richard Hinkle, R2 Electrical Manager Brian Parks, D5 Lead Electrician
--	---

GRO/esl/tc

EXHIBIT B-3
West "E" Street Marked Crosswalk Approval



INTEROFFICE MEMO

ENGINEERING & TECHNICAL SERVICES
Traffic-Roadway Section, MS#5
4040 Fairview Industrial Drive SE
Salem, Oregon 97302-1142
Office Phone: (503) 986-3568

TO: Dorothy Upton, P.E.
Region 2 Traffic Operations Engineer

File Code: TRA 07-11
LRM 05800100, MP 19.60
Key No. K18751
Approval No. 2020-199.1

Michael Kimlinger Sep 17 2020 12:44 PM

FROM: State Traffic-Roadway Engineer

SUBJECT: Request for Marked Crosswalk
Albany-Junction City Highway (OR-99E) at West E Street
City of Halsey

I have reviewed your request to mark the northern crosswalk at the subject location. The enhancements at the crosswalk are expected to encourage pedestrians to cross the highway at this improved location and to raise driver awareness of pedestrians near this crossing. In accordance with Oregon Administrative Rule 734-020-0410, I approve your request with the following conditions:

1. Crosswalk markings shall be applied in a manner that is consistent with Section 3B.18 of the 2009 MUTCD and the ODOT Traffic Line Manual. Longitudinal (continental) markings should be used to designate the crosswalk.
2. Because of the presence of on-street parking, consideration should be given to providing curb extensions or designating a no-parking zone for these crossings. This decision should be made by the Engineer of Record in consultation with you in accordance with OAR 734-020-0020 and ORS 811.550(17).
3. The need for additional illumination must be assessed as part of this project. A record of related decisions should be retained in the project files.
4. Ensure ADA compliance by following ODOT's ADA-related design standards, design exceptions, and inspection process.
5. This approval is rescinded if the approved changes are not advanced to construction within five (5) years of this interoffice memo's signature date.

If you have any concerns regarding this approval, please contact Gary Obery at 503-986-4062.

cc: Keith Blair, R2 Traffic Manager
Christina LaFleur, R2 Traffic Design Engineer
Mariana Montes, R2 Traffic Investigator
Brennan Burbank, Consultant Proj. Res. Eng.
Savannah Crawford, Interim Area 4 Manager
Paul Tappana, David Evans & Assoc.

Gary Obery, Traffic Active Modes Engineer
Eric Leaming, State Traffic Investigations Engr.
Melissa Borges, Statewide Asset Specialist
Taundra Mortensen, Sr. ADA Standards Engr.
Brian Morey, District 4 Manager

GRO/esl/tc

EXHIBIT B-4 West "H" Street Crosswalk Closure



INTEROFFICE MEMO

ENGINEERING & TECHNICAL SERVICES
Traffic-Roadway Section, MS#5
4040 Fairview Industrial Drive SE
Salem, Oregon 97302-1142
Office Phone: (503) 986-3568

TO: Dorothy Upton, P.E.
Region 2 Traffic Operations Engineer

File Code: TRA 07-11-06
LRM 05800100, MP 19.75
Key No. K18751
Approval No. 2020-166.1

Michael Kimlinger Sep 17 2020 12:43 PM

FROM: State Traffic-Roadway Engineer

SUBJECT: Request for Crosswalk Closure
Albany-Junction City Highway (OR-99E) at West H Street
City of Halsey

I have reviewed your request to close the northern crosswalk at the subject intersection as shown in the diagram below. Your request cites the close proximity to the fire station as a safety risk to pedestrians crossing when firetrucks are exiting the building heading south and the presence of a preferred enhanced nearby crossing as factors that contribute to the need to close this crosswalk. In lieu of this crosswalk, pedestrians may cross Albany-Junction City Highway at the south side of West H Street where a RRFB will be installed.

In accordance with Oregon Administrative Rule 734-020-0410, I approve your request with the following conditions:

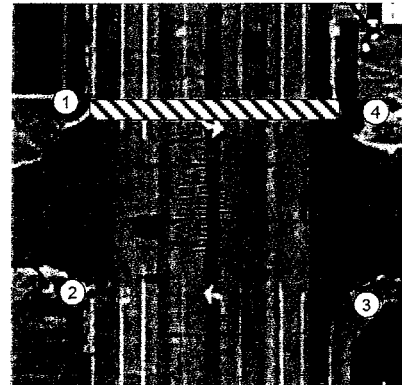
1. Ensure ADA compliance by following ODOT's ADA-related design standards, design exceptions, and inspection process.
2. The closure should be implemented by installing the following visual and detectable crosswalk closure treatments:

Crosswalk	Ramp	Approved Closure Treatment	
		Visual	Detectable ¹
Northern	1.1	Sign OR 22-7 (single sided)	Required
	4.2	Sign OR 22-7 (single sided)	Required

¹ A detectable closure treatment may be a crosswalk closure support (See TM 240), a detectable buffer, railing, or other approved feature.

3. At the earliest triggering event, the non-compliant ramp in corner 4 shall be reconstructed in a manner that, to the extent practicable, orients crossing pedestrians across West H Street and not across the Albany-Junction City Highway.
4. This approval becomes effective when the RRFB across the Albany-Junction City Highway at south side of West H Street is operational.
5. This approval is rescinded if the approved changes are not advanced to construction within five (5) years of this interoffice memo's signature date.

If you have any concerns regarding this approval, please contact Tim Burks at 503-986-3572.



City of Halsey
Agreement No. 34406

EXHIBIT B-4 (cont'd)
West "H" Street Crosswalk Closure

Approval No. 2020-166.1
Page 2 of 2

TRA 07-11-06
LRM 05800100, MP 19.75

cc:	Keith Blair, R2 Traffic Manager	Tim Burks, Traffic Safety Coordinator
	Christina LaFleur, R2 Traffic Design Engineer	Gary Obery, Traffic Active Modes Engineer
	Mariana Montes, R2 Traffic Investigator	Eric Leaming, State Traffic Investigations Engr.
	Brennan Burbank, Construction Project	Sharon Ballard, ADA Asset Specialist
	Resident Engineer	Melissa Borges, Statewide Asset Specialist
	Shon Heern, David Evans & Assoc.	Taundra Mortensen, Sr. ADA Standards Engr.
	Paul Tappana, David Evans & Assoc.	Savannah Crawford, Interim Area 4 Manager
	Eric Wilder, David Evans & Assoc.	Brian Morey, District 4 Manager

TWB/gro/sjb/tc

EXHIBIT B-5
West "H" Street Crosswalk and RRFB Approval



INTEROFFICE MEMO

ENGINEERING & TECHNICAL SERVICES
Traffic-Roadway Section, MS#5
4040 Fairview Industrial Drive SE
Salem, Oregon 97302-1142
Office Phone: (503) 986-3568

TO: Dorothy Upton, P.E.
Region 2 Traffic Operations Engineer

File Code: TRA 07-11
LRM 05800I00, MP 19.75
Key No. K18751
Approval No. 2020-200.1

Michael Kimlinger Sep 17 2020 12:45 PM

FROM: State Traffic-Roadway Engineer

SUBJECT: Request for Marked Crosswalk, RRFB
Albany-Junction City Highway (OR-99E) at West H Street
City of Halsey

I have reviewed your request to mark the southern crosswalk and to install a rectangular rapid flashing beacon at the subject location. The enhancements at the crosswalk are expected to encourage pedestrians to cross the highway at this improved location and to raise driver awareness of pedestrians, including students traveling to/from the nearby school, near this crossing. In accordance with Oregon Administrative Rule 734-020-0410, I approve your request with the following conditions:

1. Crosswalk markings shall be installed in accordance with Section 3B.18 of the 2009 MUTCD and the ODOT Traffic Line Manual. Longitudinal (continental) markings should be used to designate the crosswalk.
2. The installation and operation of the RRFB devices shall be in accordance with the conditions listed in FHWA's Interim Approval for Optional Use of Rectangular Rapid Flashing Beacons (IA-21) dated March 20, 2018.
3. At least two (2) RRFB units shall be visible on each approach. One shall be installed on the right-hand side of the roadway and one shall be installed on the left-hand side of the roadway.
4. The need for additional illumination must be assessed as part of this project. A record of related decisions should be retained in the project files.
5. Because of the presence of on-street parking, consideration should be given to providing curb extensions or designating a no-parking zone for these crossings. This decision should be made by the Engineer of Record in consultation with you in accordance with OAR 734-020-0020 and ORS 811.550(17).
6. Non-compliant curb ramps shall be remediated as part of the installation of the RRFB. The condition of the existing curb ramps should be obtained from ODOT's TransInfo or TransGIS system.
7. Ensure ADA compliance by following ODOT's ADA-related design standards, design exceptions, and inspection process.
8. The Traffic-Roadway Section shall review and approve the final design plans.
9. This approval is rescinded if the approved changes are not advanced to construction within five (5) years of this interoffice memo's signature date.

EXHIBIT B-5 (Cont'd)
West "H" Street Crosswalk and RRFB Approval

Approval No. 2020-200.1
Page 2 of 2

TRA 07-11
LRM 05800100, MP 19.75

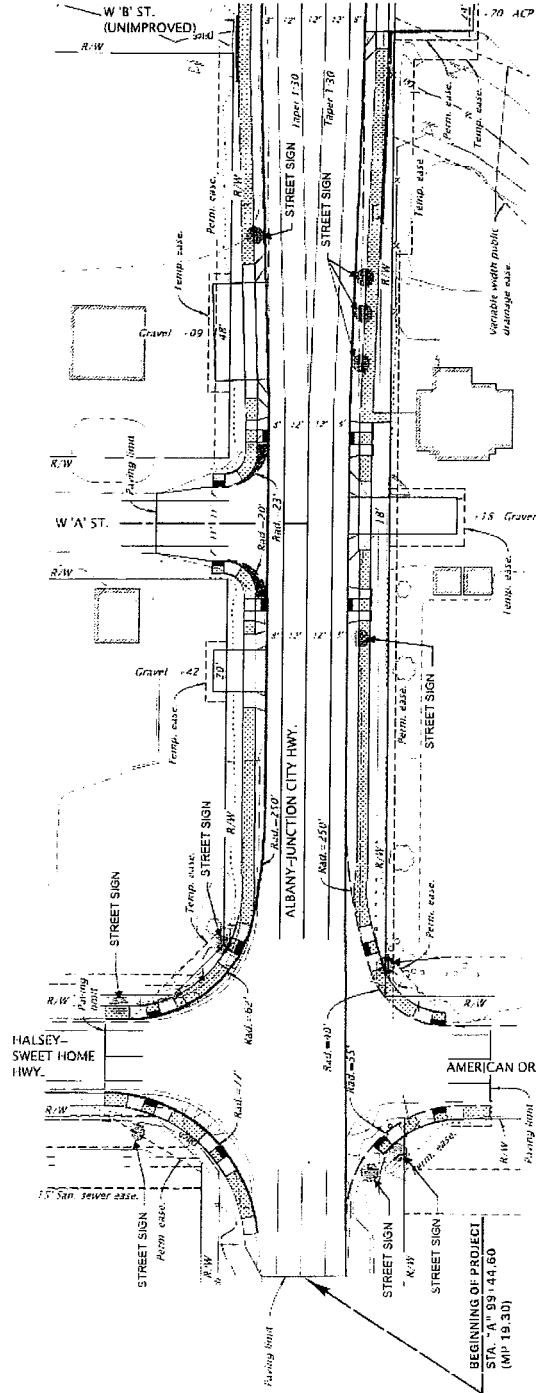
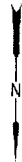
If you have any concerns regarding this approval, please contact Gary Obery at 503-986-4062.

cc: Keith Blair, R2 Traffic Manager Christina LaFleur, R2 Traffic Design Engineer Mariana Montes, R2 Traffic Investigator Brennan Burbank, Consultant Proj. Res. Eng. Paul Tappana, David Evans & Assoc. Savannah Crawford, Interim Area 4 Manager Brian Morey, District 4 Manager	Gary Obery, Traffic Active Modes Engineer Eric Leaming, State Traffic Investigations Engr. Melissa Borges, Statewide Asset Specialist Taundra Mortensen, Sr. ADA Standards Engr. Joe Searcy, Traffic Signal Standards Specialist Richard Hinkle, R2 Electrical Manager Brian Parks, D5 Lead Electrician
--	---

GRO/esl/tc

EXHIBIT C **Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)**

Sec. 31, T. 13S, R. 3W, W.M.
 Sec. 1, T. 14S, R. 4W, W.M.



- Curb-to-Curb Maintenance Areas
- Existing State R/W
- Permanent Easement for Project
- Existing Agency R/W

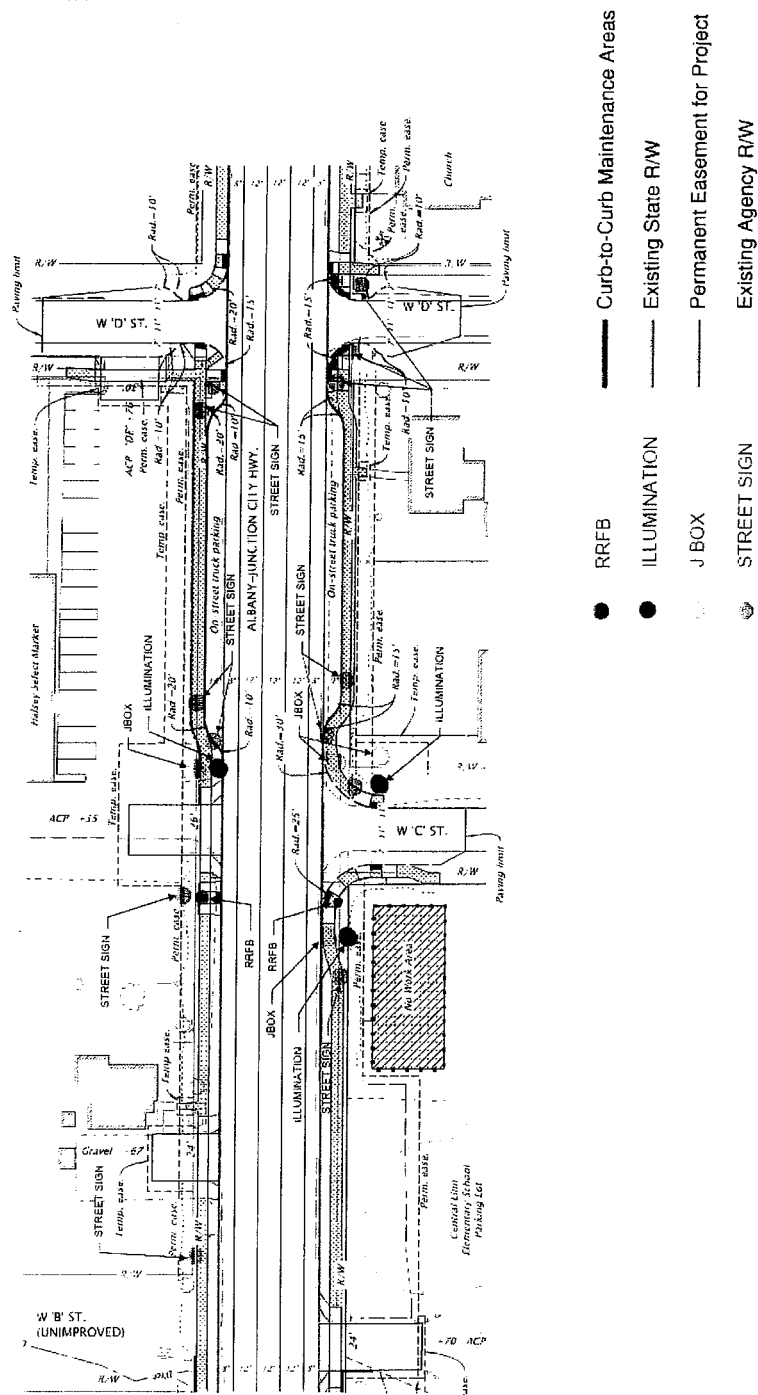
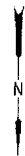
STREET SIGN

Rotation: 91° Scale: 1"=50'

R:\31875\plan\44406.dgn:1 Detail 4/13/2021 4:46:53 PM nbs

EXHIBIT C (Cont'd) Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

SEC. 1, T. 14S, R. 4W, W.M.



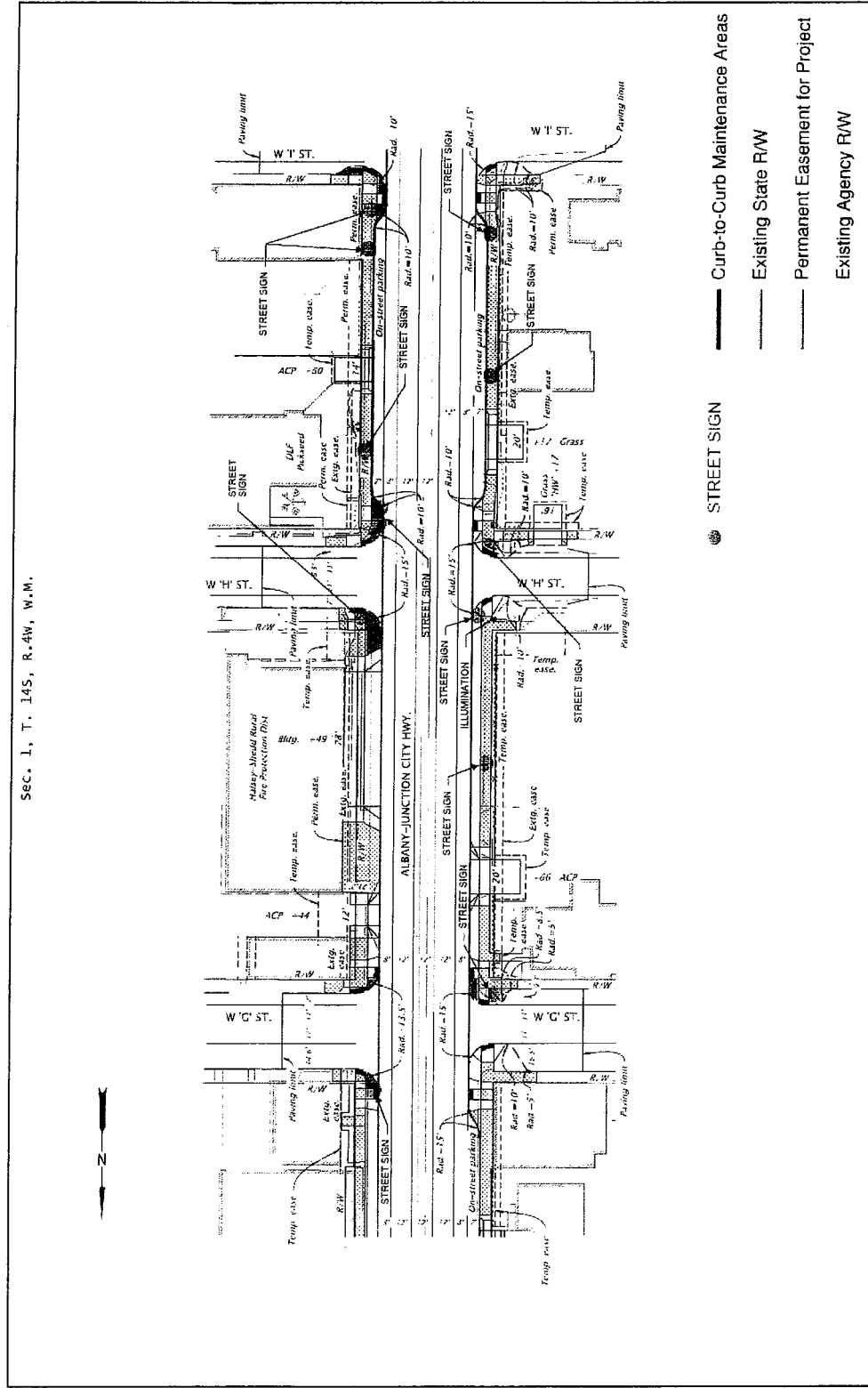
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4/13/2021 4:47:03 PM



EXHIBIT C (Cont'd) Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

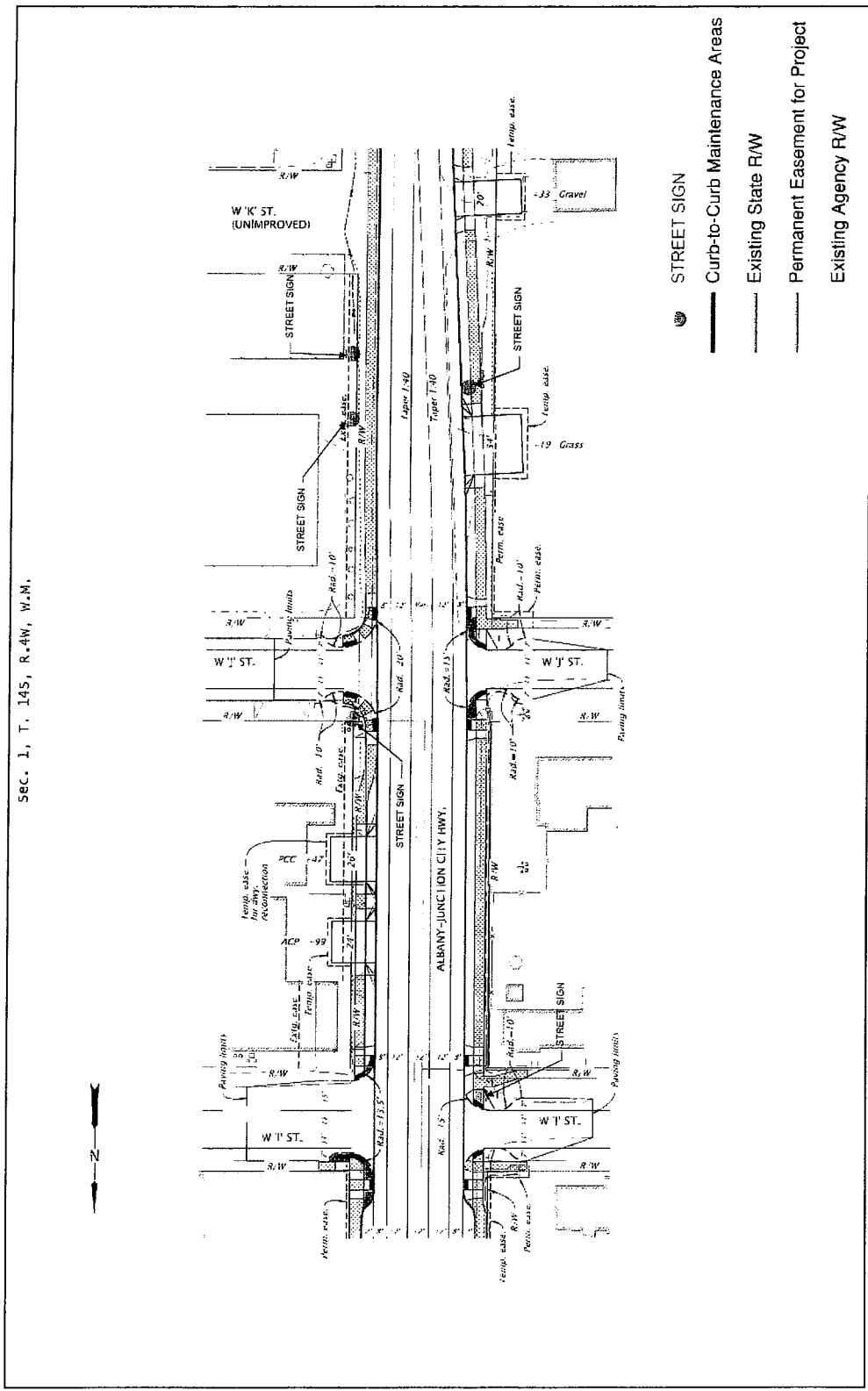
Sec. 1, T. 14S, R. 4W, W.M.



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EXHIBIT C (Cont'd)
Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

Sec. 1, T. 14S, R. 4W, W.M.



R:\K18\751\01\US.dgn 4/13/2021 4:47:20 PM TNS K:\K18\751\01\US.dgn 4/13/2021 4:47:20 PM TNS

EXHIBIT C (Cont'd)
Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

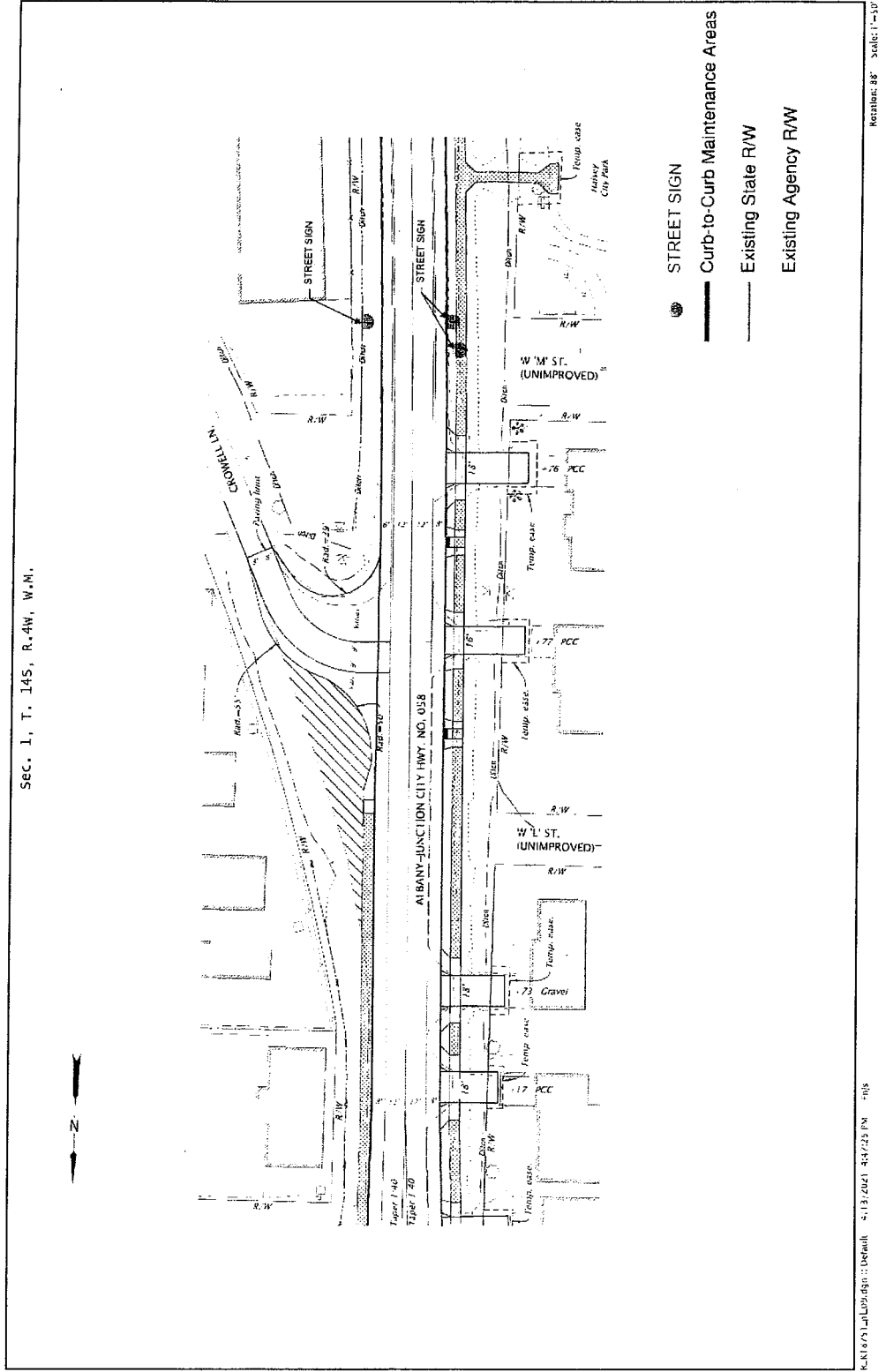


EXHIBIT C (Cont'd)
Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

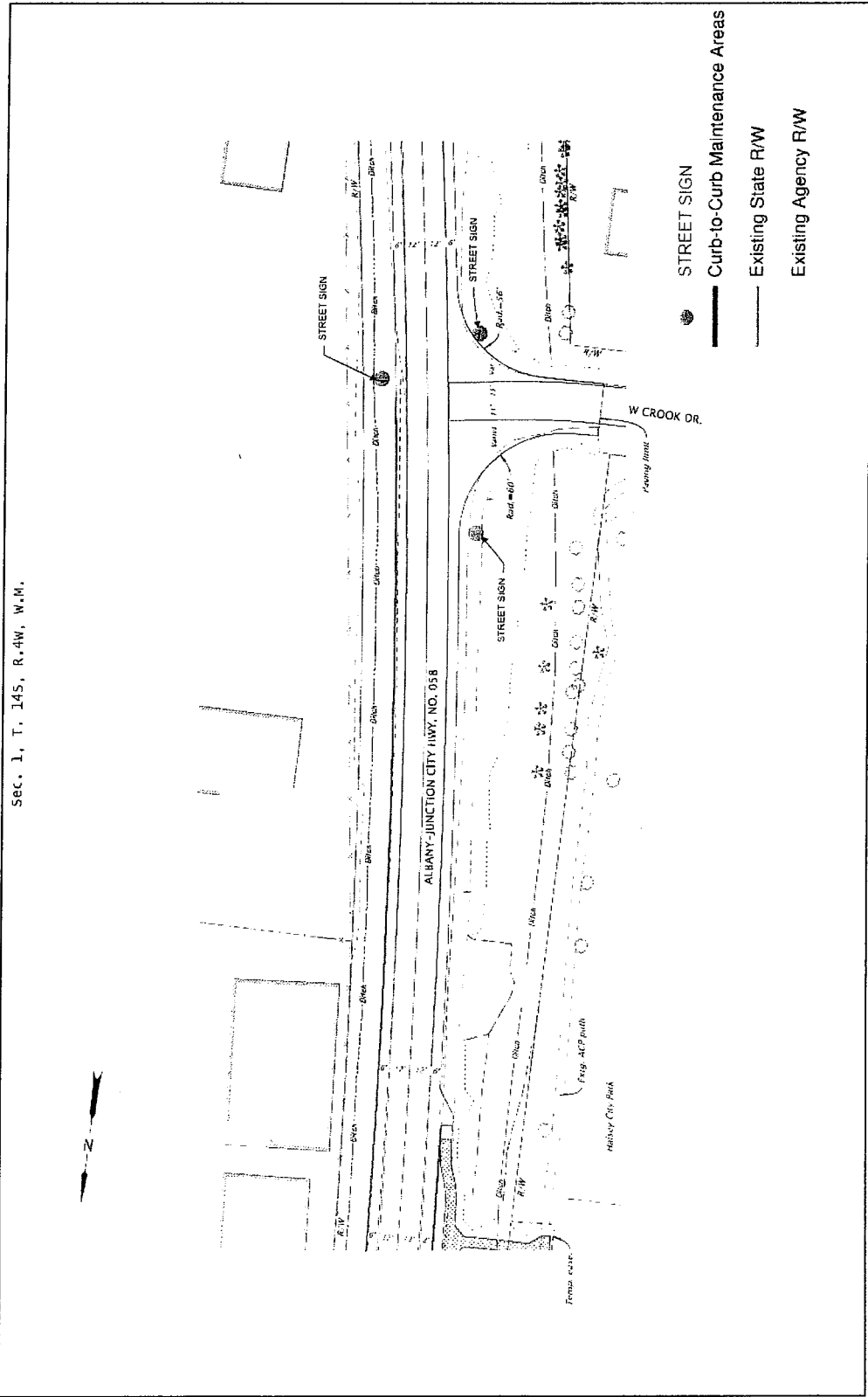


EXHIBIT C (Cont'd)
Right of Way – Oregon Route 99E: American Drive to South City Limits (Halsey)

Sec. 1, T. 14S, R. 4W, W.M.

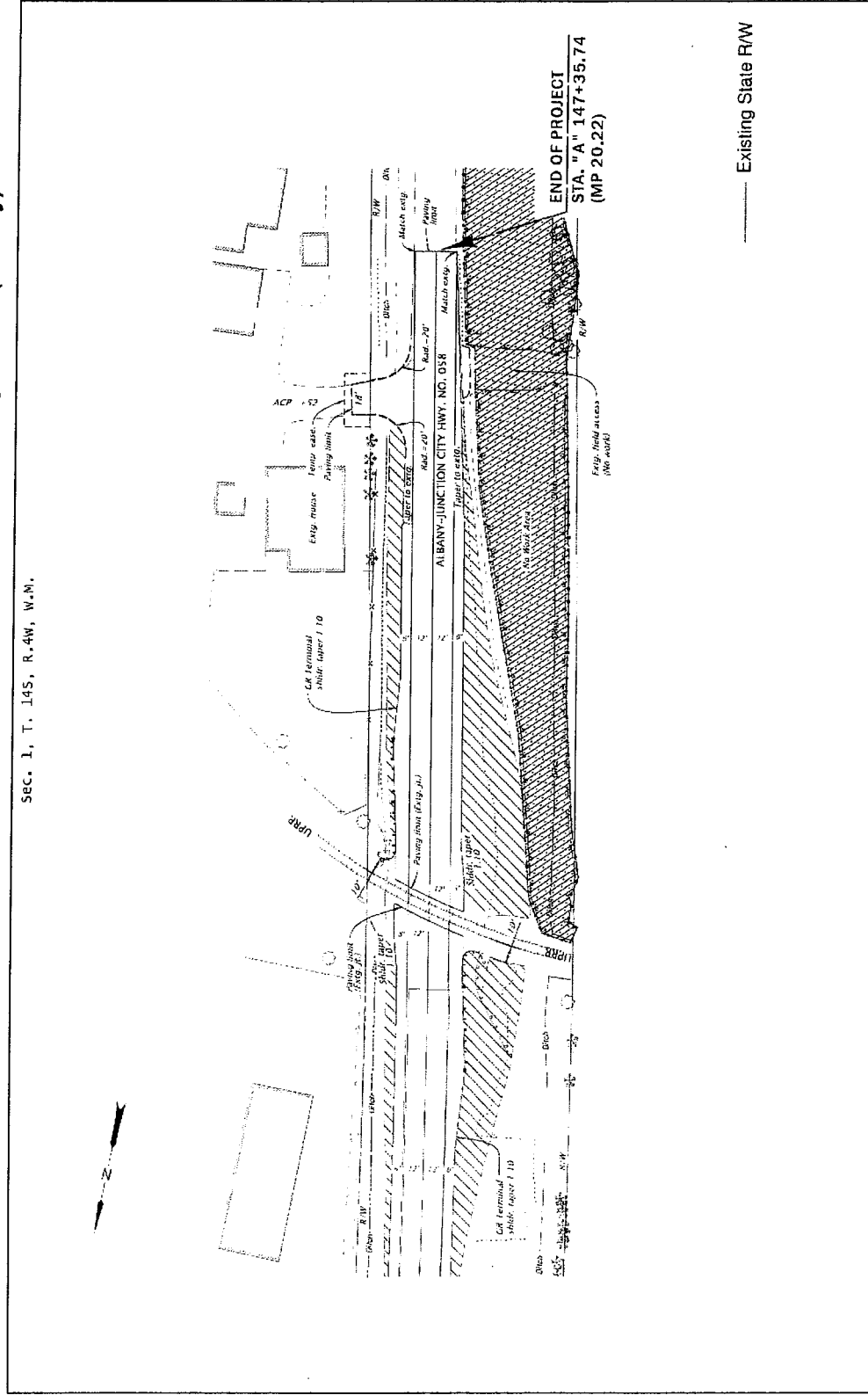
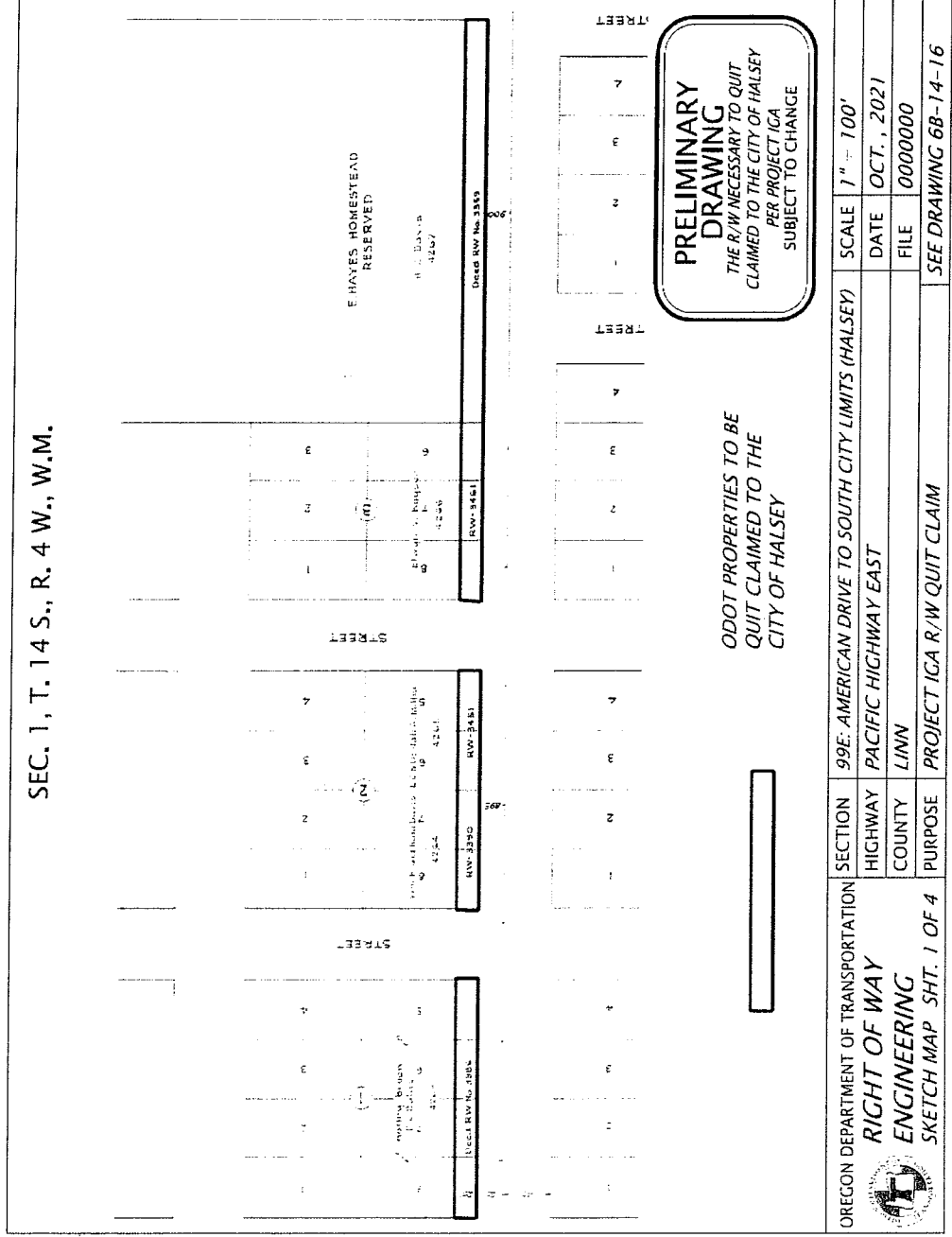


EXHIBIT D-1
Quitclaim Area (Sheet 1 of 4)

SEC. 1, T. 14 S., R. 4 W., W.M.



08-14-16.dgn :: Halsey IGA

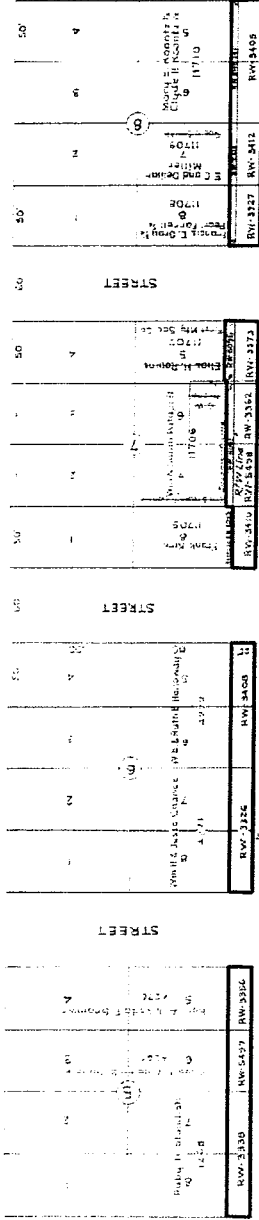
10/19/2021

EXHIBIT D-1 (Cont'd)
Quitclaim Area (Sheet 2 of 4)

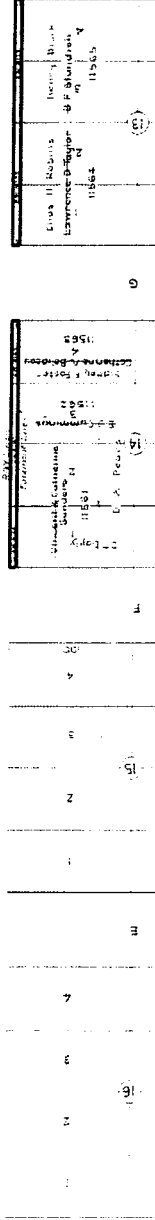
SEC. 1, T. 14 S., R. 4 W., W.M.

H A L S E

FIRST



SECOND



**PRELIMINARY
DRAWING**

THE R/W NECESSARY TO QUIT
CLAIMED TO THE CITY OF HALSEY
PER PROJECT IGA
SUBJECT TO CHANGE

ODOT PROPERTIES TO BE
QUIT CLAIMED TO THE
CITY OF HALSEY

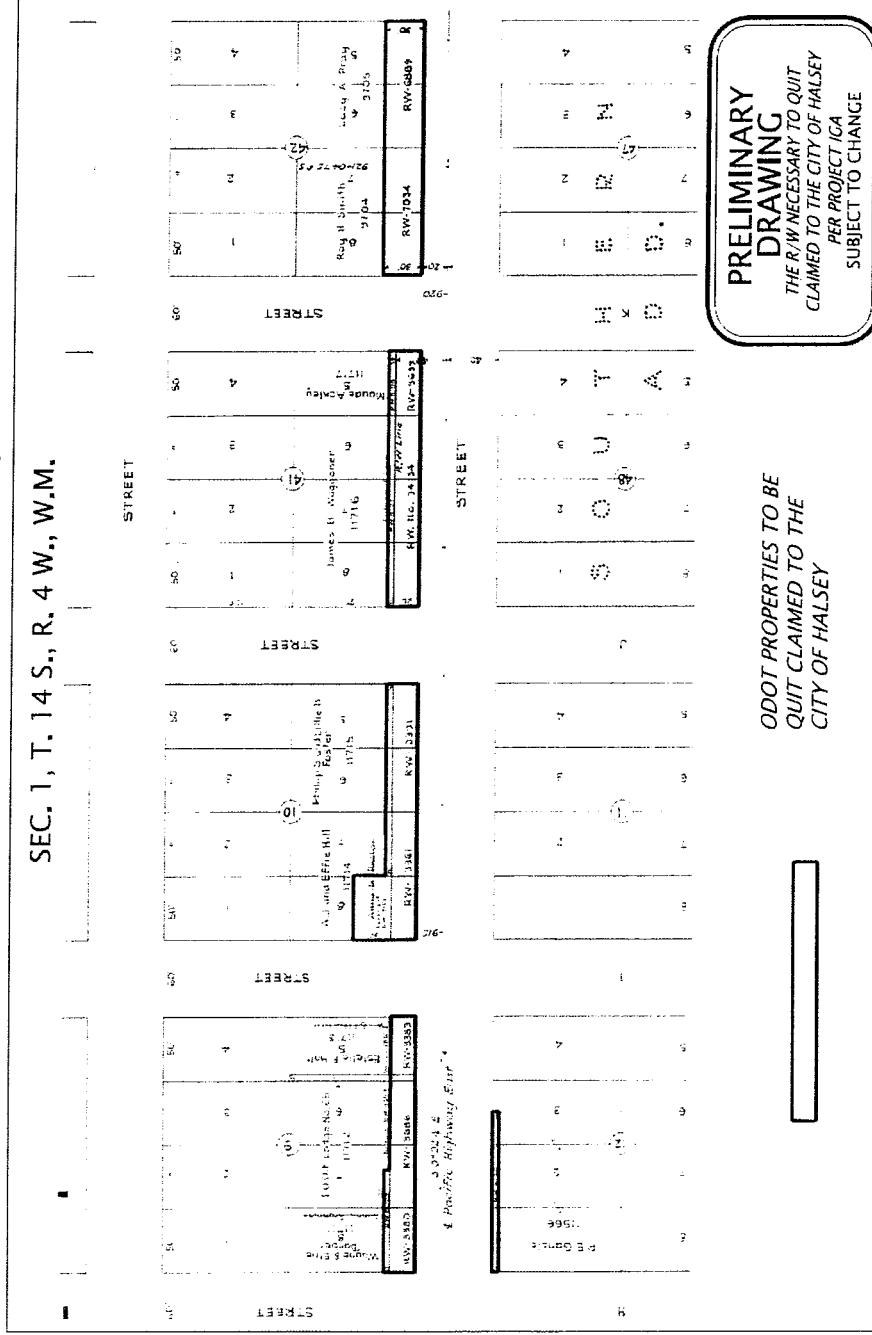
	SECTION	99E: AMERICAN DRIVE TO SOUTH CITY LIMITS (HALSEY)	SCALE	7" = 100'
	HIGHWAY	PACIFIC HIGHWAY EAST	DATE	OCT., 2021
	COUNTY	LINN	FILE	0000000
	PURPOSE	PROJECT IGA R/W QUIT CLAIM	SEE DRAWING 68-14-16	

68-14-16.dgn :: Halsey IGA

10/19/2021


EXHIBIT D-1 (Cont'd)
Quitclaim Area (Sheet 3 of 4)

SEC. 1, T. 14 S., R. 4 W., W.M.



**PRELIMINARY
DRAWING**
THE R/W NECESSARY TO QUIT
CLAIMED TO THE CITY OF HALSEY
PER PROJECT IGA
SUBJECT TO CHANGE

ODOT PROPERTIES TO BE
QUIT CLAIMED TO THE
CITY OF HALSEY

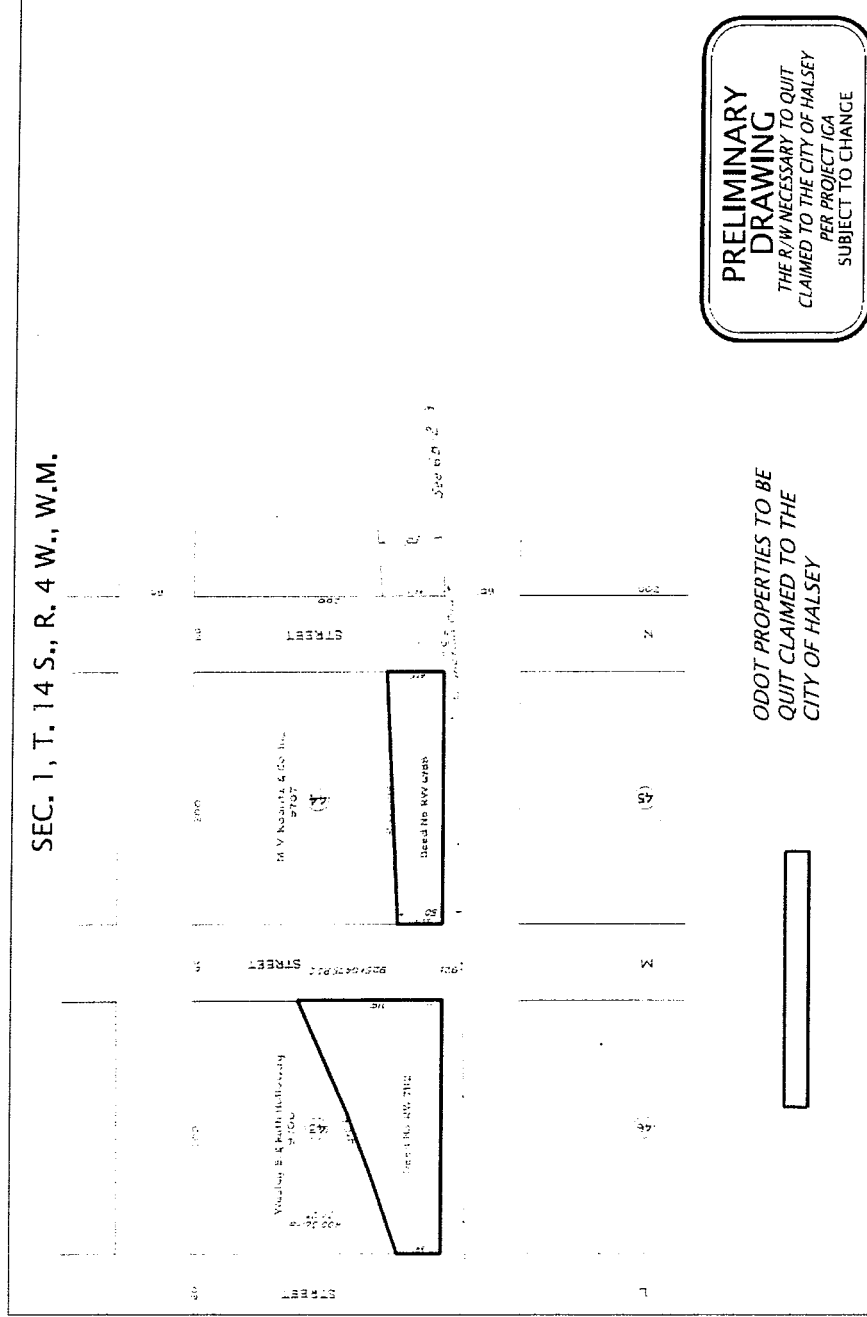
 <p>OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY ENGINEERING SKETCH MAP SHT. 3 OF 4</p>	SECTION	99E: AMERICAN DRIVE TO SOUTH CITY LIMITS (HALSEY)	SCALE	1" = 100'
	HIGHWAY	PACIFIC HIGHWAY EAST	DATE	OCT., 2021
	COUNTY	LINN	FILE	0000000
	PURPOSE	PROJECT IGA R/W QUIT CLAIM	SEE DRAWING 68-14-16	


10/19/2021

68-14-16.dgn :: Halsey IGA

EXHIBIT D-1 (Cont'd)
Quitclaim Area (Sheet 4 of 4)

SEC. 1, T. 14 S., R. 4 W., W.M.



 OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY ENGINEERING SKETCH MAP SHT. 4 OF 4	SECTION	99E. AMERICAN DRIVE TO SOUTH CITY LIMITS (HALSEY)	SCALE	1" = 100'
	HIGHWAY	PACIFIC HIGHWAY EAST	DATE	OCT. , 2021
	COUNTY	LINN	FILE	0000000
	PURPOSE	PROJECT IGA R/W QUIT CLAIM	SEE DRAWING 68-14-16	

68-14-16.dgn :: Halsey IGA 10/19/2021

EXHIBIT D-2
ODOT Property: Fee Parcels and Easement Record References

1. Fee Parcels - File Reference Numbers:

RW03386 Instr. No. BK. 146, Pg. 47
RW03390 Instr. No. BK. 146, Pg. 35
RW03451 Instr. No. BK. 146, Pg. 110
RW03461 Instr. No. BK. 146, Pg. 121
RW03359 Instr. No. BK. 146, Pg. 4
RW03338 Instr. No. BK. 145, Pg. 585
RW05497 Instr. No. BK. 152, Pg. 80
RW03356 Instr. No. BK. 146, Pg. 5
RW03326 Instr. No. BK. 145, Pg. 584
RW03408 Instr. No. BK. 146, Pg. 53
RW03410 Instr. No. BK. 146, Pg. 52
RW05498 Instr. No. BK. 152, Pg. 81
RW03362 Instr. No. BK. 146, Pg. 2
RW03373 Instr. No. BK. 146, Pg. 15
RW03927 Instr. No. BK. 147, Pg. 103
RW03412 Instr. No. BK. 146, Pg. 49
RW03405 Instr. No. BK. 146, Pg. 33
RW03380 Instr. No. BK. 146, Pg. 15
RW03686 Instr. No. BK. 146, Pg. 390
RW03383 Instr. No. BK. 146, Pg. 34
RW03361 Instr. No. BK. 146, Pg. 3
RW03391 Instr. No. BK. 146, Pg. 36
RW03434 Instr. No. BK. 146, Pg. 82
RW03639 Instr. No. BK. 146, Pg. 362
RW07034 Instr. No. BK. 158, Pg. 288
RW06889 Instr. No. BK. 157, Pg. 640

City of Halsey
Agreement No. 34406

RW07112 Instr. No. BK. 158, Pg. 389
RW06988 Instr. No. BK. 158, Pg. 159

2. Easement Records – File Reference Numbers:

Permanent Easement East Side
RW08092 Recording information illegible
RW08096 Instr. No. BK. 169, Pg. 806
RW08105 Recording information illegible
RW08148 Instr. No. BK. 168, Pg. 786
RW08093 Recording information illegible
RW08106 Recording information illegible
RW08107 Instr. No. BK. 169, Pg. 812
RW08108 Recording information illegible

Permanent Easement West Side
RW08146 Instr. No. BK. 171, Pg. 61
RW08142 Instr. No. BK. 170, Pg. 663
RW08143 Recording information illegible
RW08079 Recording information illegible
RW08129 Recording information illegible
RW08120 Recording information illegible

K. NEW BUSINESS

1. Appoint a City Councilor		
Council Action:	MOTION	November 9, 2021

Issue Statement: The Departure of Council President Lee Skinner created a vacancy on Council. The Council may appoint a Councilor to fill the seat.

Summary: We have four applications for the position: Eldon Albertson, Cliff Jones, Stacy Strauss, and Anne Sunday.

The appointed Councilor will serve the remainder of the current term, which ends on December 31, 2024.

To be eligible, a candidate must be registered to vote and have lived in the city limits of the City of Halsey for at least twelve months prior to election or appointment. All four candidates meet this requirement.

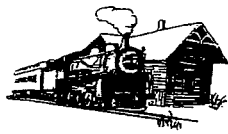
Council may invite candidates to speak and may ask them questions about their background or qualifications or reasons for wanting to serve.

Council may also postpone filling the position.

- **Possible Motion:** I move that the Governing Body of the City of Halsey appoint [name] to the position of City Councilor to serve the remainder of the current term.

- **Council Options**
 1. Appoint one candidate
 2. Postpone the appointment

After the appointment, the City Administrator will administer the oath of office and the Councilor may take his or her seat.



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Application for City Council

The following vacancy has been declared by the Halsey City Council: **Councilor**

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Edon Albertson

Address: 491 W. 3rd Street

Phone Number: 541-369-2450

Have you been a resident of the City of Halsey for at least one year? yes

Are you registered to vote in the City of Halsey? yes

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: College Degree in Education - General Social Studies

Employer: Retired

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.

6 years on Halsey City Council, Several years on Planning Committee and Budget Committee

Why do you wish to serve on City Council?

To continue to help Halsey develop.

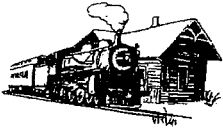
Any other Comments:

Signed: Edon Albertson

Date: _____

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Application for City Council

The following vacancy has been declared by the Halsey City Council: **Councilor**

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Clifford Jones

Address: 760 W 5th St Halsey, OR 97348

Phone Number: 541-619-2473

Have you been a resident of the City of Halsey for at least one year? yes

Are you registered to vote in the City of Halsey? yes

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: HS + 1 year college

Employer: Linn County Road Dept

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.

Why do you wish to serve on City Council?

To help out with my community and
be part of making it better

Any other Comments:

Signed: Clifford Jones

Date: 11-2-21

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Application for City Council

The following vacancy has been declared by the Halsey City Council: **Councilor**

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Stacy Strauss

Address: 1187 W 3rd St, Halsey

Phone Number: 541-915-1012

Have you been a resident of the City of Halsey for at least one year? ☒ Yes ☐ No

Are you registered to vote in the City of Halsey? ☒ Yes ☐ No

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: B.S. - Environmental Studies ~~and~~ Pacific University of Oregon
B.A. - Political Science Forest Grove, OR 97116

Employer: Currently stay at home mom

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on. City of Hillsboro - Library worker.

- Sat on Safety committee and summer reading committee
- project intern at Clean Water Services in Hillsboro
- rep for Forest Grove on Tualatin River Valley Watershed Council

Why do you wish to serve on City Council?

I have 2 kids under age 3 and want to do everything I can to help make Halsey the best place for not only my kids but everyone else in Halsey. There is a lot of change and growth happening and being apart of that and helping the community is

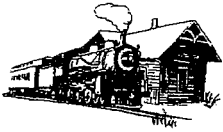
Any other Comments: important.

I thank you for your consideration.

Signed:

Date:

10/30/2021



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Committee Application

CITY OF HALSEY

OCT 13 2021

RECEIVED

The following vacancy has been declared by the Halsey City Council: Councilperson

Name of

Applicant: Anne Sunday

Address: 650 - W. 3rd

Phone Number: 206-200-0890 email annepsunday@yahoo.com

Have you lived within the city limits of the City of Halsey for one year? yes Are you registered to vote? yes

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: Associates Degree in Geomatic Engineer

Employer: Retired

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.

Halsey: 2 terms on Finance Committee; Infrastructure Committee; City Planning Commission; Attendee of City Council Meetings. Belong to and active member of "Central Linn Lions Club; have been active in the amending a City Code in 2004(?).

Explain what you feel best qualifies you to fill this vacancy:

I live here and am very interested in the people and the town. I listen to the citizens of the town. I believe I can be an asset to the town and its Citizens. I believe I have many valuable abilities I am willing to share for the benefit of the town and its citizens while use good judgement.

Any other Comments:

Signed: Anne Sunday

Date: 10-5-21

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

K. NEW BUSINESS

2. Elect a Council President		
Council Action:	MOTION	November 9, 2021

Issue Statement: The departure of Council President Skinner has also vacated the position of Council President. A new Council President needs to be appointed.

Summary: The Council President runs the Council Meeting if the Mayor is unavailable to do so. They do not lose their ability to vote if they are running a meeting. The Council President may serve as an additional or backup liaison to Council for city staff.

➤ **Suggested Motion:** I move that the Governing Body of the City of Halsey appoint Councilor [name] to serve as City Council President for the remainder of the 2021-2022 biennium.

- **Council Options**
 1. **Appoint Councilor to serve as Council President**
 2. **Postpone appointment**

K. NEW BUSINESS

3. Fiscal Year 2020-2021 Audit		
Council Action:	MOTION	November 9, 2021

Issue Statement: The 2020-2021 Fiscal Year Audit is submitted to Council for review.

Summary: The 2020-2021 FY Audit is complete. The auditor found no violations. The audit has been submitted to the State of Oregon. The letter to Council and the audit report are included in the packet.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the 2020-2021 Fiscal Year Audit as submitted.

- **Council Options**

1. Approve as recommended
2. Approve with amendments
3. Provide further direction to staff
4. Deny or postpone approval

**CITY OF HALSEY
LINN COUNTY, OREGON**

**FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2021**



12700 SW 72nd Ave.
Tigard, OR 97223

**CITY OF HALSEY
LINN COUNTY, OREGON**

CASH BASIS FINANCIAL STATEMENTS

**WITH
INDEPENDENT AUDITORS' REPORT**

FOR THE YEAR ENDED JUNE 30, 2021

**CITY OF HALSEY
LINN COUNTY, OREGON**

Mayor & City Council

June 30, 2021

<u>Name</u>	<u>POSITION</u>	<u>TERM EXPIRES</u>
Jerry Lachenbruch	Mayor	December 31, 2022
Jerry Gillson	City Councilor	December 31, 2022
Ken Lorensen	City Councilor	December 31, 2024
Michelle Isom	City Councilor	December 31, 2022
Christine Raven	City Councilor	December 31, 2024
Lee Skinner	City Councilor	December 31, 2024
Randy McMillen	City Councilor	December 31, 2024

All council members will receive mail at the following address:

City of Halsey
PO Box 10
Halsey, Oregon 97348

ADMINISTRATION

Hilary Norton, City Administrator

CITY OF HALSEY
LINN COUNTY, OREGON

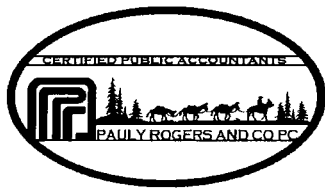
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CITY OF HALSEY
LINN COUNTY, OREGON

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PAULY, ROGERS AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcoepas.com

September 15, 2021

To the City Council
City of Halsey
Linn County, Oregon

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Halsey as of and for the year ended June 30, 2021, and the related notes to the financial statements which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Halsey, as of June 30, 2021, and the respective changes in cash basis financial position, thereof for the year then ended in conformity with the basis of accounting described in Note 1.

Basis of Accounting

As discussed in Note 1, the City of Halsey prepares its financial statements on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified in respect to this matter.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Halsey's financial statements. The supplementary information, as listed in the table of contents, is presented for the purposes of additional analysis and is not a required part of the financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated in all material respects in relation to the financial statements as a whole.

Other Information

The listing of Council members containing their term expiration dates, located before the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated September 15, 2021, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



Kenneth Allen, CPA
Municipal Auditor
PAULY, ROGERS AND CO., P.C.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year Ended June 30, 2021

The management discussion and analysis of the City of Halsey, Oregon (the City) financial performance provides an overview of the City's financial activities for the fiscal year that ended June 30, 2021. The intent of this discussion and analysis is to look at the City's financial performance as a whole. Readers should also review the basic financial statements and notes to enhance their understanding of the City's financial performance

FINANCIAL HIGHLIGHTS

- The City followed the cash basis of accounting without any modifications for the year ending June 30, 2021.
- The City's cash and investment balances increased by \$83,398, which is an 4.8% increase over the prior year.
- Total revenue for the City was \$1,083,447, which is a 0.1% decrease from the previous year. Governmental Activities revenues accounted for \$638,535 of revenue or 59% of total revenues. Enterprise revenues in the form of charges for services accounted for \$444,912 or 41% of total revenues.
- The City had \$364,211 in enterprise operating expenditures. Of the business expenses, \$175,914 was for providing water service, \$177,693 was for providing sewer service, and \$4,531 was for storm drainage service.
- Among the Governmental Funds, the General fund had \$486,798 in revenues, which primarily consisted of property taxes, franchise fees, State Revenue Sharing, and Grants. The Street Fund had \$141,906 in revenues, which primarily consisted of the State Highway Allocation and the Small Cities Allotment Grant.
- Among proprietary funds, the Water Fund had \$234,591 in operating revenues, which primarily consisted of user fees. The Sewer Fund had \$203,504 in operating revenues, which primarily consisted of user fees.
- At June 30, 2021, the City's governmental funds reported combined ending cash basis fund balances of \$686,218; a 1.4% decrease in comparison to the prior year which totaled \$696,403.

OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis introduces the City's basic financial statements. The basic financial statements include: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also includes additional supplementary information to supplement the basic financial statements.

Government-wide financial statements

The first of the government-wide statements is the *Statement of Net Position*. This is the City-wide statement of position presenting information that includes all of the City's assets and liabilities. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City as a whole is improving or deteriorating. Evaluation of the overall economic health of the City would extend to other non-financial factors such as the condition of buildings, and water and sewer systems facilities.

The second government-wide statement is the *Statement of Activities* which reports how the City's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the *Statement of Activities* is to show the financial reliance of the City's distinct activities or functions of the City that are principally supported by user fee revenues, intergovernmental

revenues from grants, and property tax revenues. The governmental activities of the City include general government activities, street construction and maintenance, police services, and providing resources for library, parks and recreation. The proprietary activities of the City include water, sewer, and storm utilities.

Fund financial statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance related laws and regulations. Within the basic financial statements, Fund Financial Statements focus on the City's most significant funds rather than the City as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the form of combining and individual fund statements in a later section of this report. The City reports two types of funds:

Governmental funds are used to account for activities where the emphasis is placed on available financial resources, rather than upon net income determination. Therefore, governmental fund financial statements focus on the acquisition and use of current spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term requirements.

The City maintains nine individual governmental funds. Information is presented separately in the cash basis governmental fund balance sheet and in the cash basis governmental fund statement of receipts, disbursements, and changes in fund balances for those funds that are considered significant (major) to the City taken as a whole. These financial statements report five major funds, the General, Street, Library, City Park and Stormwater System Development Charge Funds. Data from four other governmental funds are combined into a single, aggregated presentation.

The City adopts an annual appropriated budget for all governmental funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided for the General, Street Fund, City Park Fund, Library Fund, and the Stormwater System Development Charge Fund. Budgetary comparisons for all other governmental funds have been provided as other supplementary information in the latter part of this report.

Proprietary funds: The City maintains one type of proprietary fund known as an enterprise fund. Enterprise funds are used to report the same functions presented as business-type activities in the governmental-wide financial statements. The City uses enterprise funds to account for its water utility, sewer utility, and storm water drainage utility operations.

The enterprise funds for Water, Sewer, and Storm Drainage are considered to be major funds of the City and are reported separately as proprietary fund financial statements in the basic financial statements. In addition, there are five non major enterprise funds reported separately which are Water System Development Fund, Water Reserve Fund, Bonded Debt Fund, Sewer System Development Fund, and Sewer Reserve Fund.

The Bonded Debt Fund accounts for the resources accumulated and payments made for principal and interest on long-term debt of enterprise funds.

The City also adopts an annual appropriated budget for all enterprise funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided for the enterprise funds.

Notes to the basic financial statements

The accompanying notes to basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to basic financial statements begin immediately following the basic financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, net position was \$1,788,702 at the close of the most recent fiscal year.

Of the City's net position, \$317,607 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$1,47,095 may be used to meet the government's ongoing obligations to citizens and creditors.

The City's cash and investment balances increased by 4.8%. This is due, in part, to increases in grants and small capital improvement projects.

Comparative Statement of Net Position

	<u>2021</u>	<u>2020</u>	<u>% Change</u>
GOVERNMENT ACTIVITIES			
Assets			
Cash & Investments	<u>\$686,218</u>	<u>\$696,403</u>	<u><1.4%></u>
Net Position			
Restricted for Capital Projects	\$122,431	\$120,057	2.0%
Restricted for Debt Service	\$0	\$0	
Unrestricted	<u>\$563,787</u>	<u>\$576,346</u>	<u><2.2%></u>
Total Net Position	\$686,218	\$696,403	<1.4%>
BUSINESS TYPE ACTIVITIES			
Assets			
Cash & Investments	<u>\$1,102,484</u>	<u>\$1,008,901</u>	<u>9.3%</u>
Net Position			
Restricted for Capital Projects	\$137,069	\$133,771	2.5%
Restricted for Debt Service	\$58,107	\$56,323	3.2%
Unrestricted	<u>\$907,308</u>	<u>\$818,807</u>	<u>10.8%</u>
Total Net Position	<u>\$1,102,484</u>	<u>\$1,008,901</u>	<u>9.3%</u>

Comparative Statement of Activities

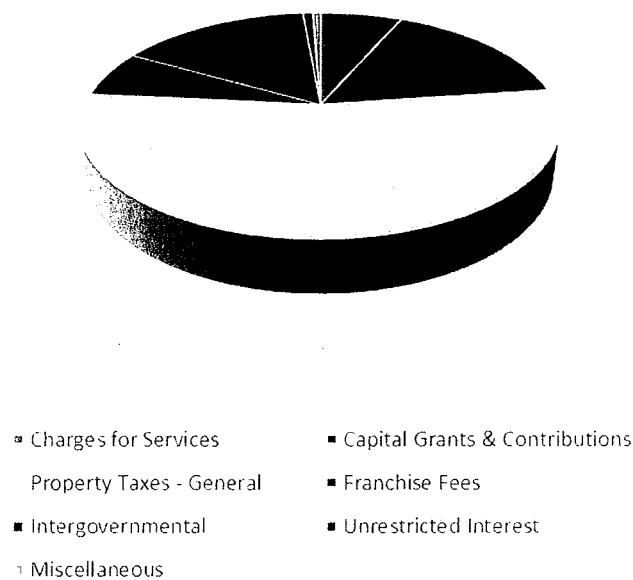
	<u>General Activities</u>			<u>Business Type Activities</u>		
	<u>2021</u>	<u>2020</u>	<u>%</u>	<u>2021</u>	<u>2020</u>	<u>%</u>
Receipts						
Charges for Services	\$42,233	\$73,124	<42.2%>	\$433,923	\$429,042	1.1%
Capital Grants & Contributions	\$103,833	\$26,072	299.3%	\$120,500	\$0	100%
Property Taxes - General	\$342,683	\$330,810	3.6%			
Property Taxes - Debt Service				\$56,001	\$49,882	12.3%
Franchise Fees	\$42,327	\$38,264	10.6%			
Intergovernmental	\$98,242	\$93,951	4.6%			
Unrestricted Interest	\$4,972	\$13,866	<69.4%>	\$9,304	\$19,937	<53.3%>
Miscellaneous	\$4,245	\$7,640	<44.4%>	\$8,703	\$2,090	316%
Sale of Assets						
Total Receipts	<u>\$638,535</u>	<u>\$583,727</u>	9.4%	<u>\$628,431</u>	<u>\$500,951</u>	25.5%
Disbursements						
General Government	\$440,954	\$432,688	1.9%			
Community Development	\$5,830	\$5,080	14.8%			
Public Works	\$60,874	\$64,038	<4.9%>			
Capital Outlay	\$129,062	\$41,472	<211%>			
Water				\$354,933	\$242,526	46.3%
Sewer				\$181,693	\$157,428	15.4%
Stormwater				\$11,104	\$12,858	<13.6%>
Total Disbursements	<u>\$636,720</u>	<u>\$543,278</u>	17.2%	<u>\$547,730</u>	<u>\$412,812</u>	32.7%
Change in Net Position	<u><10,185></u>	<u>\$26,449</u>	<138%>	<u>\$93,583</u>	<u>\$102,139</u>	<8.4%>
Beginning Cash Basis Net Position	<u>\$696,403</u>	<u>\$669,954</u>	3.9%	<u>\$1,008,901</u>	<u>\$906,762</u>	11.3%
Ending Cash Basis Net Position	<u>\$686,218</u>	<u>\$696,403</u>	<1.5%>	<u>\$1,102,484</u>	<u>1,008,901</u>	9.3%

COMPARATIVE STATEMENT OF ACTIVITIES

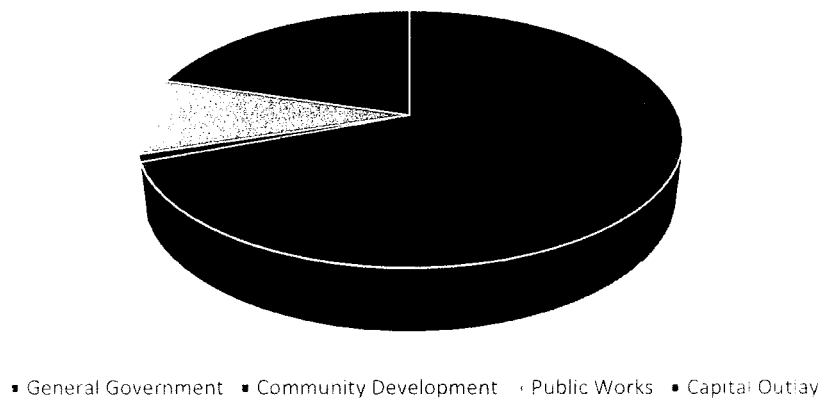
Governmental activities decreased the City’s total net position by \$10,185. Primarily this is due to decreased revenue from a \$30,000 decrease in permit fees. These vary a lot each year depending on what projects people build. Increased operating expenses include increased expenditures for cyber security improvements, and two small capital projects at City Hall.

The following charts breakdown source of revenue and activity expenditures for governmental activities.

Governmental Activities
Revenue by Source

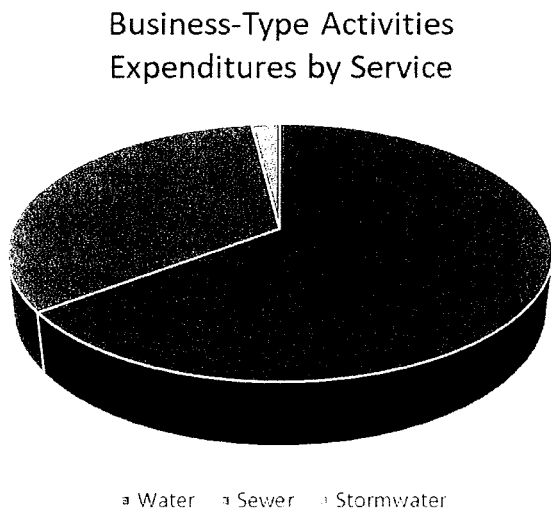
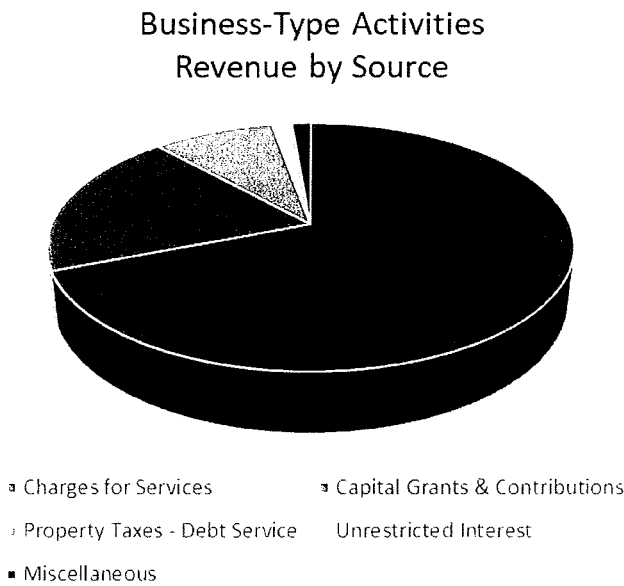


Governmental Activities
Expenditures



Business-type activities increased the City’s net position by \$93,583, amounting to an approximate 9% increase in the total net position. This increase is largely due to the water meter project, the I&I Study, and the grants that helped pay for them.

The following charts breakdown source of revenue and expenditures by activity for business-type activities.



FUND-BASED FINANCIAL ANALYSIS

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the City's governmental funds is to provide information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements.

Governmental funds

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$686,218 a 1.4% decrease in comparison with the prior year. This money is available for spending at the government's discretion, subject to reporting fund-type limitations as listed below. GASB 54 regulations establish these fund balances into the categories of Restricted, Committed, Assigned or Unassigned. The Restricted amount is listed as \$122,431 for SDC's; the Committed amount totals \$115,329 which is listed as \$6,789 for Parks, \$69,734 for Streets and Pathways, \$26,527 for Storm water Drainage, and \$12,279 for the Veterans Park; the Assigned amount is \$140,971 which is listed as \$124,963 for Streets and \$16,008 for Library; the Unassigned amount is \$307,487.

The General Fund is the principal operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$307,487, a decrease of \$12,579 (3.9%).

Proprietary funds

The City's enterprise funds reported unrestricted net position of \$907,308, an increase of \$88,501. The enterprise funds also report \$58,107 in restricted net position for debt service, and \$137,069 in restricted net position for capital projects.

Unrestricted net position of each proprietary fund are as follows:

- Water \$515,394
- Sewer \$371,263
- Storm Drainage \$16,651

Capital Asset and Debt Administration

The Capital Assets and Long-Term Debt are disclosed in the Notes to Financial Statements.

Bonded Debt: At the end of the current fiscal year, the City had total long-term debt of \$672,645 which is for the general obligation bond that finances the water facility. The City Council has the authority to levy taxes sufficient to make scheduled debt payments.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

During the preparation of the budget for the ensuing fiscal year, the long-term impacts of the local economy were examined in conjunction with business decisions made by the City. The City's budget for the fiscal year ending June 30, 2022 represents an overall increase of 8.3% when compared to the FY 2020-2021 budget.

The City considered the current economic environment, a projected recession related to the Covid-19 pandemic, a reduction in property tax revenues as a result of an anticipated drop in Linn County's collection rate, projected reduction in State Shared Revenues, modest growth in other revenues (i.e. grants, building permits, land use application fees, and systems development charges), and expected expenditures for planned projects and equipment when establishing the budget.

Amounts available for appropriation in the General Fund are \$807,480 for the fiscal year 2021-2022, an increase of 17.8 percent. The increase is largely attributable to a higher projected beginning fund balance including ARPA funding estimated at \$111,000.

The City is budgeting a \$40,154 (22%) decrease in total Water Fund revenues. This is anticipation of a potential decrease in residency and consumption in relation to the recession. The City is budgeting a \$34,540 (21%) decrease in Sewer Fund revenues. This also reflects anticipated reduction in residency or consumption in relation to the recession. The Council did not adopt utility rate increases this year. The City is budgeting a

With the exceptions noted above, operating costs of both governmental activities and business-type activities are expected to be similar to those of the 2021-2022 period.

The following factors were used in developing the budget for the fiscal year 2021-2022:

- Due to the pandemic, and in recognition of the economic hardship created for families in Halsey, the City did not adopt any utility rate increases in 2021-2022.
- Personnel costs are budgeted for a 5% increase to accommodate increased PERS contributions for the new biennium and a COLA for staff. There were no changes to proposed staffing levels (FTE).
- Increased expenditures in the Street department is associated with a Special Cities Allotment Grant for chip-sealing several blocks of Halsey streets.
- Other projected capital improvements include a new sign for the Community Center, new emergency door, lock, and bath vent at City Hall, an auto-dialer for the lagoon system and possible fuel tanks installed in the shop yard.
- Other projects include completion of the Inflow and Infiltration Study, preliminary work on a Comprehensive Plan update, and funds budgeted for a wetlands inventory for the land inside the Halsey UGB.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the resources it receives.

If you have any questions about this report or need additional information, contact the City of Halsey at (541) 369-2522. The office is located inside City Hall at 100 Halsey Street, Halsey, Oregon 97348.

**CITY OF HALSEY
LINN COUNTY, OREGON**

BASIC FINANCIAL STATEMENTS

CITY OF HALSEY
LINN COUNTY, OREGON

STATEMENT OF NET POSITION - CASH BASIS
June 30, 2021

	<u>GOVERNMENTAL</u>	<u>BUSINESS TYPE</u>	<u>TOTAL</u>
ASSETS			
Cash and Investments	\$ 686,218	\$ 1,102,484	\$ 1,788,702
Total Assets	<u>\$ 686,218</u>	<u>\$ 1,102,484</u>	<u>\$ 1,788,702</u>
NET POSITION			
Restricted for Capital Projects	\$ 122,431	\$ 137,069	\$ 259,500
Restricted for Debt Services	-	58,107	58,107
Unrestricted	<u>563,787</u>	<u>907,308</u>	<u>1,471,095</u>
TOTAL NET POSITION	<u>\$ 686,218</u>	<u>\$ 1,102,484</u>	<u>\$ 1,788,702</u>

See accompanying notes to the basic financial statements

**CITY OF HALSEY
LINN COUNTY, OREGON**

**STATEMENT OF ACTIVITIES - CASH BASIS
For the Year Ended June 30, 2021**

Functions/Programs	Disbursements	Program Cash Receipts		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$ 481,377	\$ 35,443	\$ 29,592	\$ -
Community Development	6,525	-	-	1,000
Public Works	148,818	4,580	-	141,063
Total Governmental Activities	636,720	40,023	29,592	142,063
Business-Type Activities				
Water	354,933	227,788	-	100,500
Sewer	181,693	201,604	-	20,882
Stormwater Drainage	11,104	4,531	-	-
Total Business-Type Activities	547,730	433,923	-	121,382
Totals	\$ 1,184,450	\$ 473,946	\$ 29,592	\$ 263,445

General Receipts

Taxes:
 Property Taxes
 Levied for General Purpose
 Levied for Debt Services
 Franchise Taxes
Grants and Contributions not Restricted
 to specific programs
Unrestricted Investment Earnings
Miscellaneous
Transfers

Total General Receipts

Change in Cash Basis Net Position

Beginning Cash Basis Net Position

Ending Cash Basis Net Position

See accompanying notes to the basic financial statements

Net Receipts (Disbursements) and Changes in Net Position		
Governmental Activities	Business-Type Activities	Total
\$ (416,342)	\$ -	\$ (416,342)
(5,525)	-	(5,525)
<u>(3,175)</u>	<u>-</u>	<u>(3,175)</u>
 (425,042)	 -	 (425,042)
 -	(26,645)	(26,645)
-	40,793	40,793
<u>-</u>	<u>(6,573)</u>	<u>(6,573)</u>
 -	 7,575	 7,575
<u>(425,042)</u>	<u>7,575</u>	<u>(417,467)</u>
 342,683	 -	 342,683
-	56,001	56,001
42,327	-	42,327
 30,420	 -	 30,420
4,972	9,304	14,276
6,455	8,703	15,158
<u>(12,000)</u>	<u>12,000</u>	<u>-</u>
 414,857	 86,008	 500,865
 (10,185)	 93,583	 83,398
<u>696,403</u>	<u>1,008,901</u>	<u>1,705,304</u>
<u>\$ 686,218</u>	<u>\$ 1,102,484</u>	<u>\$ 1,788,702</u>

**CITY OF HALSEY
LINN COUNTY, OREGON**

**BALANCE SHEET - CASH BASIS
GOVERNMENTAL FUNDS
June 30, 2021**

	<u>GENERAL FUND</u>	<u>STREET FUND</u>	<u>CITY PARK FUND</u>	<u>LIBRARY FUND</u>
ASSETS				
Cash and Investments	\$ 307,487	\$ 124,963	\$ 6,789	\$ 16,008
Total Assets	<u>\$ 307,487</u>	<u>\$ 124,963</u>	<u>\$ 6,789</u>	<u>\$ 16,008</u>
CASH BASIS FUND BALANCES				
Restricted for:				
SDC's	\$ -	\$ -	\$ -	\$ -
Committed For:				
Parks	-	-	6,789	-
Streets and Pathways	-	-	-	-
Stormwater Drainage	-	-	-	-
Veterans Memorial Park	-	-	-	-
Assigned For:				
Streets	-	124,963	-	-
Library	-	-	-	16,008
Unassigned	<u>307,487</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Cash Basis Fund Balances	<u>\$ 307,487</u>	<u>\$ 124,963</u>	<u>\$ 6,789</u>	<u>\$ 16,008</u>

See accompanying notes to the basic financial statements

STORMWATER SYSTEM DEVELOPMENT CHARGE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
\$ 122,431	\$ 108,540	\$ 686,218
<u>\$ 122,431</u>	<u>\$ 108,540</u>	<u>\$ 686,218</u>
\$ 122,431	\$	\$ 122,431
-	-	6,789
-	69,734	69,734
-	26,527	26,527
-	12,279	12,279
-	-	124,963
-	-	16,008
<u>-</u>	<u>-</u>	<u>307,487</u>
<u>\$ 122,431</u>	<u>\$ 108,540</u>	<u>\$ 686,218</u>

CITY OF HALSEY
LINN COUNTY, OREGON

STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES - CASH BASIS
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2021

	<u>GENERAL FUND</u>	<u>STREET FUND</u>	<u>CITY PARK FUND</u>	<u>LIBRARY FUND</u>
Receipts				
Taxes	\$ 342,683	\$ -	\$ -	\$ -
Interest	2,254	793	63	134
Intergovernmental	30,420	67,822	-	-
Grants	29,592	73,241	-	1,000
Franchise Fees	42,327	-	-	-
Fees, Permits, and Rents	35,443	-	-	-
Fines	2,210	-	-	-
Miscellaneous	1,869	50	-	2,298
Total Receipts	486,798	141,906	63	3,432
Disbursements				
Current				
General Governmental	440,954	-	-	-
Community Development	-	-	-	5,830
Public Works	-	56,036	2,666	-
Capital Outlay	40,423	87,444	500	195
Total Disbursements	481,377	143,480	3,166	6,025
Excess of Receipts Over, (Under) Disbursements	5,421	(1,574)	(3,103)	(2,593)
Other Financing Sources, (Uses)				
Transfers In	-	-	2,000	4,000
Transfers Out	(18,000)	(2,000)	-	-
Total Other Financing Sources, (Uses)	(18,000)	(2,000)	2,000	4,000
Net Change in Cash Basis Fund Balances	(12,579)	(3,574)	(1,103)	1,407
Beginning Cash Basis Fund Balances	320,066	128,537	7,892	14,601
Ending Cash Basis Fund Balances	\$ 307,487	\$ 124,963	\$ 6,789	\$ 16,008

See accompanying notes to the basic financial statements

STORMWATER SYSTEM DEVELOPMENT CHARGE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
\$ -	\$ -	\$ 342,683
916	812	4,972
-	-	98,242
-	-	103,833
-	-	42,327
1,458	3,122	40,023
-	-	2,210
-	28	4,245
<u>2,374</u>	<u>3,962</u>	<u>638,535</u>
-	-	440,954
-	-	5,830
-	2,172	60,874
-	500	129,062
<u>-</u>	<u>2,672</u>	<u>636,720</u>
2,374	1,290	1,815
-	2,000	8,000
-	-	(20,000)
<u>-</u>	<u>2,000</u>	<u>(12,000)</u>
2,374	3,290	(10,185)
<u>120,057</u>	<u>105,250</u>	<u>696,403</u>
<u>\$ 122,431</u>	<u>\$ 108,540</u>	<u>\$ 686,218</u>

CITY OF HALSEY
LINN COUNTY, OREGON

STATEMENT OF NET POSITION - CASH BASIS
PROPRIETARY FUNDS
June 30, 2021

	<u>WATER FUND</u>	<u>SEWER FUND</u>	<u>STORMWATER DRAINAGE FUND</u>	<u>TOTAL</u>
ASSETS				
Cash and Investments	\$ 684,029	\$ 401,804	\$ 16,651	\$ 1,102,484
Total Assets	<u>\$ 684,029</u>	<u>\$ 401,804</u>	<u>\$ 16,651</u>	<u>\$ 1,102,484</u>
NET POSITION				
Restricted for Capital Projects	\$ 106,528	\$ 30,541	\$ -	\$ 137,069
Restricted for Debt Service	58,107	-	-	58,107
Unrestricted	<u>519,394</u>	<u>371,263</u>	<u>16,651</u>	<u>907,308</u>
Total Net Position	<u>\$ 684,029</u>	<u>\$ 401,804</u>	<u>\$ 16,651</u>	<u>\$ 1,102,484</u>

See accompanying notes to the basic financial statements

**CITY OF HALSEY
LINN COUNTY, OREGON**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN NET POSITION - CASH BASIS
PROPRIETARY FUNDS
For the Year Ended June 30, 2021**

	WATER FUND	SEWER FUND	STORMWATER DRAINAGE FUND	TOTAL
Operating Receipts				
Charges for Services	\$ 227,788	\$ 201,604	\$ 4,531	\$ 433,923
Miscellaneous	6,803	1,900	-	8,703
Total Operating Receipts	234,591	203,504	4,531	442,626
Operating Disbursements				
Personal Services	113,281	101,144	7,716	222,141
Materials and Services	62,633	76,549	2,888	142,070
Total Operating Disbursements	175,914	177,693	10,604	364,211
Operating Income (Loss)	58,677	25,811	(6,073)	78,415
Non-Operating Receipts (Disbursements)				
Property Taxes	56,001	-	-	56,001
Grants	100,500	20,000	-	120,500
Interest	6,310	2,862	132	9,304
Capital Outlay	(124,475)	(4,000)	(500)	(128,975)
Debt Service	(54,544)	-	-	(54,544)
Total Non-Operating Receipts (Disbursements)	(16,208)	18,862	(368)	2,286
Net Income (Loss) before Transfers	42,469	44,673	(6,441)	80,701
CAPITAL CONTRIBUTIONS				
System Development Charges	-	882	-	882
Other Financing Sources, -Uses				
Transfers In	-	-	12,000	12,000
Total Other Financing Sources, -Uses	-	-	12,000	12,000
Net Change in Cash Basis Net Position	42,469	45,555	5,559	93,583
Beginning Cash Basis Net Position	641,560	356,249	11,092	1,008,901
Ending Cash Basis Net Position	\$ 684,029	\$ 401,804	\$ 16,651	\$ 1,102,484

See accompanying notes to the basic financial statements

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City have been prepared in conformity with the cash basis of accounting as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the city's accounting policies are described below.

A. THE FINANCIAL REPORTING ENTITY

The City of Halsey operates under a City Charter. The Charter provides for the City to be governed by the City Council, consisting of elected at-large City Councilors and an elected Mayor. The Council is responsible for rule making, budget preparation and enforcement, expenditure approval, and hiring the City Administrator/Recorder. The Mayor and the Councilors are elected by a vote of the general public and serve two-year terms for Mayor or four-year terms for Councilors. Administrative functions are delegated to the City Administrator, whom the Mayor appoints, with the consent of the Council. The Mayor, with the consent of the Council, also appoints other City Officers as listed in the Charter, while the City Administrator appoints all employees.

The accompanying financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government. The City of Halsey has no component units.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

Financial operations of the City are accounted for in the following major funds:

GENERAL FUND

The General Fund is the primary operating fund of the City. This fund is used to track revenues and expenditures that support Administration, Parks Maintenance, Planning, Police, and Municipal Court. Principal sources of resource are property taxes, Franchise fees from utilities using the City right of way, intergovernmental taxes such as cigarette and alcohol taxes collected by the state, and fines and bails assessed by the Halsey Municipal Court.

STREET FUND

The Street Fund accounts for the construction and maintenance of the City's streets. Primary sources of revenue are the State's gas tax and grants.

CITY PARK FUND

The City Park Fund accounts for the construction and maintenance of the City's park. Primary sources of revenues are from donations and interest earned.

STORMWATER SDC FUND

The Stormwater SDC Fund is used to document revenues received from SDC's and expended for upgrades to the utility system.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

B. BASIS OF PRESENTATION - FUND ACCOUNTING (CONTINUED)

LIBRARY FUND

The Library Fund accounts for the operation of the City's library. The primary revenue source is grants and donations.

SEWER FUND

The Sewer Fund is used to document revenues and expenditures for maintenance, operation, and debt service of the City's sanitary sewer system. The primary revenue source is "user fees" paid by customers of the utility.

WATER FUND

The Water Fund is used to document revenues and expenditures for maintenance and operation of the City's water utility system. The primary revenue source is "user fees" paid by customers of the water utility for water consumed.

STORMWATER DRAINAGE FUND

The Stormwater Drainage Fund is used to document revenues and expenditures for maintenance and operation of the City's water drainage system. The primary revenue source is a flat monthly fee included in bills paid by water and sewer utility customers.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The City follows the cash basis of accounting. Under the cash basis of accounting, receipts are recorded when received and disbursements are recorded as paid in cash or by check. This basis of accounting is applied to both the government-wide financial statements, and the governmental and business type fund financial statements uniformly.

This basis of accounting is not equivalent to the generally accepted accounting principles (GAAP) basis of accounting. Under GAAP the fund financial statements require that revenues be recorded as they become susceptible to accrual (i.e. when they become measurable and available) and expenditures recorded as goods and services received. For the government-wide statements GAAP requires that the accrual basis of accounting be applied. Under the accrual basis of accounting the cost of capital assets is capitalized and depreciated over their estimated useful lives, debt is recorded as incurred, revenues are recorded when earned irrespective of the collection of cash, and disbursements, including depreciation, are recorded when incurred. Management believes the cash basis of accounting is preferable for the City due to the City's small size and the necessity of assessing available cash resources. The cash basis of accounting is allowed under Oregon Local Budget Law.

The cash basis proprietary funds distinguish operating receipts and disbursements from nonoperating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating receipts of the City's enterprise funds are charges to customers for sales and services. Operating disbursements for the enterprise fund includes the cost of sales and services, administrative disbursements, and capital outlay. All receipts and disbursements not meeting this definition are reported as nonoperating receipts and disbursements.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

D. FUND EQUITY

In March 2011, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications – nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form. No portion of the City's fund balance is classified as nonspendable.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body. This authority has been given to the City Administrator/City Recorder.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

E. GOVERNMENT-WIDE FUND FINANCIAL STATEMENTS

The City has adopted the principles of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB 34), as they are applicable to cash basis financial statements. The Statement requires that the City present both government-wide and fund financial statements, and reconcile the two types of statements, if necessary.

The government-wide financial reports information on the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental receipts, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct disbursements of a given function or segments are offset by program receipts. Direct disbursements are those that are clearly identifiable with a specific function or segment. Program receipts include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program receipts are reported instead as general receipts.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

F. NET POSITION

Net position is comprised of the various net earnings from operations, nonoperating receipts, disbursements and contributions of capital. Restricted resources are spent first when both restricted and unrestricted resources are available for expenditures. Net position is classified in the following categories:

Restricted – consists of external constraints placed on net position use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – consists of all net position items that are not restricted.

G. BUDGET

A budget is prepared and legally adopted for each fund on cash basis of accounting in the main program categories required by the Oregon Local Budget Law. The budgets for all funds are adopted on a basis consistent with generally accepted accounting principles. The City begins its budget process early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The board may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is adopted and appropriations are made no later than June 30th.

Expenditures budgets are appropriated at the function level in the General Fund and the following levels for all other funds: Personal Services, Materials and Services, Capital Outlay, Interfund Transactions, Debt Service, and Operating Contingency. Expenditures cannot legally exceed the above appropriations levels. Appropriations lapse at the fiscal year end. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements reflect the original appropriations and one appropriations transfer. Expenditures of the various funds were within authorized appropriation levels.

H. PROPERTY TAXES RECEIVABLE

Property taxes receivable are not recorded in the financial statements, but are presented as supplementary information to indicate the amount of uncollected taxes that the City can expect to receive in the future. Real and personal property are assessed and property taxes become a lien against the property as of July 1 of each year. Property taxes are payable in three installments, following the lien date on November 15, February 15, and May 15. Taxes not received by May 15th are considered delinquent. As required by law, Linn County manages tax collections for the City. Substantially all taxes receivable are considered collectible through liens on the underlying property.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

I. CAPITAL ASSETS

Non-expendable equipment purchased is usually recorded as a capital outlay disbursement in the governmental and proprietary funds. The original historical cost of such assets has been estimated or tracked and is recorded by the City, but, under the cash basis of accounting the cost of capital assets of the City are not required to be displayed in the financial statements. The costs of significant betterments to capital assets are similarly recorded as disbursements and not capitalized. Depreciation is not recorded. When assets are donated, the estimated value is used to increase the balances of the capital assets. No receipts or disbursements are recorded since no cash was received or used when assets are donated. Normal repairs and maintenance are charged to disbursements as capital outlay or as materials and services. When property is retired or sold, any related proceeds are recorded in a governmental or proprietary fund.

J. DEBT

Although the cash basis of accounting does not require that debt be displayed, the City believes that presentation of this information is important. Accordingly, the details of debt are presented in these notes to the financial statements.

K. COMPENSATED ABSENCES

The City has a policy which permits employees to accumulate vacation and compensation time at a rate determined by length of employment up to a maximum of 200 and 40 hours, respectively. Employees can also accrue unused sick time up to 80 hours. Any payout on sick time is required to be taken in December, and the rate is one half of the employees' hourly rate.

L. RETIREMENT PLANS

Substantially all of the City's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

2. CASH AND INVESTMENTS

State statutes govern the City's cash management policies. Statutes authorize the City to invest in banker's acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities, and the Oregon State Treasurer's Local Government Investment Pool. The proprietary funds' statement of cash flows includes all cash and short-term investments described above.

CITY OF HALSEY
LINN COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

Investments

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund appears to be in compliance with all portfolio guidelines at June 30, 2021. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value, and since the entity uses the cash basis of accounting. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized.

The City maintains a cash pool that is available for use by all funds. Each fund type's portion of this pool is reported on the combined balance sheet as Cash and Investments or amounts Due to/from Other Funds. Cash and Investments (recorded at fair value) consisted of:

	<u>2021</u>
Petty Cash	\$ 400
Demand Deposits	101,640
Investments	<u>1,686,662</u>
Total	<u>\$ 1,788,702</u>

Reported In:

Governmental	\$ 686,218
Business Type	<u>1,102,484</u>
	<u>\$ 1,788,702</u>

The City had the following investment and maturities:

Investment Type	Fair Value	Investment Maturities (in months)	
		Less than 3	More than 3
State Treasurer's Investment Pool	\$ 1,686,662	\$ 1,686,662	
Total	<u>\$ 1,686,662</u>	<u>\$ 1,686,662</u>	<u>\$ -</u>

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. The City does not have any investments that have a maturity date.

Credit Risk

Oregon Revised Statutes does not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

Concentration of Credit/Deposit Risk

At year-end, the City's net carrying amount of deposits was \$101,640 and the bank balance was \$137,777. All deposits were covered by federal depository insurance. Oregon Revised Statutes and City policy require depository institutions to maintain on deposit, with the collateral pool manager, securities having a value not less than 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer.

3. PENSION PLAN

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2020-CAFR.pdf>

If the link is expired please contact Oregon PERS for this information.

- a. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
 - i. **Pension Benefits.** The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

- ii. **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following contributions are met:
 - member was employed by PERS employer at the time of death,
 - member died within 120 days after termination of PERS covered employment,
 - member died as a result of injury sustained while employed in a PERS-covered job, or
 - member was on an official leave of absence from a PERS-covered job at the time of death.
 - iii. **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
 - iv. **Benefit Changes After Retirement.** Members may choose to continue participation in their variable account after retiring and may experience annual benefit fluctuations due to changes in the fair value of the underlying global equity investments of that account. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2.0 percent.
- b. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.
- i. **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.
 - ii. **Death Benefits.** Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member. The surviving spouse may elect to delay payment of the death benefit, but payment must commence no later than December 31 of the calendar year in which the member would have reached 70½ years.
 - iii. **Disability Benefits.** A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

Contributions – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2018 actuarial valuation, which became effective July 1, 2020. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2021 were \$33,938, excluding amounts to fund employer specific liabilities.

Since the City's financial statements are reported on the cash basis, no amounts are reported on the balance sheet for pension related assets, deferred outflows, liabilities or deferred inflows. Had the City's financial statements been reported in accordance with GAAP, it would have reported a net pension liability of \$449,428 at June 30, 2021 for its proportionate share of the net pension asset. The pension asset was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation dated December 31, 2018. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement date of June 30, 2020 and 2019, the City's proportion was .002 percent and .002 percent, respectively. Pension expense for the year ended June 30, 2021 was \$108,435.

The rates in effect for the year ended June 30, 2021 were:

- (1) Tier 1/Tier 2 – 17.37%
- (2) OPSRP general services – 13.07%

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated March 5, 2021. Oregon PERS produces an independently audited CAFR which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2020-CAFR.pdf>

Actuarial Valuations – The employer contribution rates effective July 1, 2019 through June 30, 2020, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

Actuarial Methods and Assumptions:

Valuation date	December 31, 2018
Experience Study Report	2018, Published July 24, 2019
Actuarial cost method	Entry Age Normal
Amortization method	Level percentage of payroll
Asset valuation method	Market value of assets
Inflation rate	2.50 percent
Investment rate of return	7.20 percent
Discount rate	7.20 percent
Projected salary increase	3.50 percent
Cost of Living Adjustment	Blend of 2% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision, blend based on service
Mortality	Healthy retirees and beneficiaries: Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Active members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: Pub-2010 Disabled Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2018 Experience Study which is reviewed for the four-year period ending December 31, 2018.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Debt Securities	15.0%	25.0%	20.0%
Public Equity	27.5%	37.5%	32.5%
Real Estate	9.5%	15.5%	12.5%
Private Equity	14.0%	21.0%	17.5%
Alternative Investments	7.5%	17.5%	15.0%
Opportunity Portfolio	0.0%	3.0%	0.0%
Risk Parity	0.0%	2.5%	2.5%
Total			100.0%

(Source: June 30, 2020 PERS CAFR; p. 102)

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in May 2019 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation	Compound Annual (Geometric) Return
Core Fixed Income	9.60%	4.07%
Short-Term Bonds	9.60%	3.68%
Bank/Leveraged Loans	3.60%	5.19%
High Yield Bonds	1.20%	5.74%
Large/Mid Cap US Equities	16.17%	6.30%
Small Cap US Equities	1.35%	6.68%
Micro Cap US Equities	1.35%	6.79%
Developed Foreign Equities	13.48%	6.91%
Emerging Market Equities	4.24%	7.69%
Non-US Small Cap Equities	1.93%	7.25%
Private Equity	17.50%	8.33%
Real Estate (Property)	10.00%	5.55%
Real Estate (REITS)	2.50%	6.69%
Hedge Fund of Funds - Diversified	1.50%	4.06%
Hedge Fund - Event-driven	38.00%	5.59%
Timber	1.13%	5.61%
Farmland	1.13%	6.12%
Infrastructure	2.25%	6.67%
Commodities	1.13%	3.79%
<i>Assumed Inflation - Mean</i>		<i>2.50%</i>

(Source: June 30, 2020 PERS CAFR; p. 74)

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

Discount Rate – The discount rate used to measure the total pension liability was 7.20 for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate – The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate.

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
City's proportionate share of the net pension liability	\$ 667,363	\$ 449,428	\$ 226,679

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There are no changes subsequent to the June 30, 2020 Measurement Date that meet this requirement and thus would require a brief description under the GASB standard.

Deferred Compensation Plan

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the City for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of resignation, death, disability, or retirement; unforeseeable emergency; or by requesting a de minimis distribution from inactive accounts valued less than \$5,000. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the City.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

OPSRP Individual Account Program (OPSRP IAP)

Plan Description:

Employees of the City are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

Pension Benefits:

Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits:

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions:

Employees of the City pay six (6) percent of their covered payroll. The City made \$14,220 in optional contributions to member IAP accounts for the year ended June 30, 2021

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO Box 23700 Tigard, OR 97281-3700.

<http://www.oregon.gov/pers/EMP/Pages/GASB.aspx>

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

4. OTHER POST-EMPLOYMENT BENEFIT PLAN

Plan Description:

As a member of Oregon Public Employees Retirement System (OPERS) the City contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

Funding Policy:

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 dollars or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating cities are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the City currently contributes 0.53% of annual covered OPERF payroll and 0.45% of OPSRP payroll under a contractual requirement in effect until June 30, 2021. Consistent with GASB Statement 75, the OPERS Board of Trustees sets the employer contribution rates as a measure of the proportionate relationship of the employer to all employers consistent with the manner in which contributions to the OPEB plan are determined. The basis for the employer's portion is determined by comparing the employer's actual, legally required contributions made during the fiscal year to the plan with the total actual contributions made in the fiscal year of all employers. The City's contributions to RHIA for the years ended June 30, 2019, 2020 and 2021 were \$1,135, \$121 and \$41, respectively, which equaled the required contributions each year.

Since the City's financial statements are reported on the cash basis, no amounts are reported on the balance sheet for pension related assets, deferred outflows, liabilities or deferred inflows.

5. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The City purchases commercial insurance to minimize its exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three years.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

6. INTERFUND TRANSFERS

Interfund Transfers were done to finance operations between funds.

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General	\$ -	\$ 18,000
Streets	-	2,000
Library	4,000	-
Other Governmental	2,000	-
City Parks	2,000	-
Storm Water Drainage	12,000	-
Total	<u>\$ 20,000</u>	<u>\$ 20,000</u>

7. LONG-TERM OBLIGATIONS

The changes in long-term obligations for the year ended June 30, 2021 is comprised of the following:
Future Payments - Business Type Bonds:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2021-2022	22,593	31,951
2022-2023	23,666	30,878
2023-2024	24,790	29,754
2024-2025	25,968	28,576
2025-2026	27,201	27,343
2026-2031	156,661	116,059
2031-2036	197,575	75,145
2036-2040	194,191	23,985
	<u>\$ 672,645</u>	<u>\$ 363,691</u>

	July 1, 2020	Additions	Deletions	June 30, 2021	
				Total	Due within one year
\$968,800 was issued in 2001 of Governmental Obligation Bonds, which bear an interest rate of 4.75%. The bonds mature in 2040.	\$ 694,214	\$ -	\$ 21,569	\$ 672,645	\$ 22,593
Total Long-term Obligations	<u>\$ 694,214</u>	<u>\$ -</u>	<u>\$ 21,569</u>	<u>\$ 672,645</u>	<u>\$ 22,593</u>

CITY OF HALSEY
LINN COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

8. PROPERTY TAX LIMITATIONS

The State of Oregon imposes a constitutional limit on property taxes for schools and nonschool government operations. School operations include community colleges, local school districts, and education service districts. The limitation provides that property taxes for nonschool operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt. The State further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction is accomplished by rolling property values back to their 1995-96 values less 10% and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and new bond issues, and requires the State to minimize the impact to school districts from the impact of the tax cuts.

9. CONTINGENCIES

The COVID-19 outbreak in the United States has caused disruption through mandated and voluntary closure of government and business activities. These developments are expected to impact City revenues. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration. Therefore, the City expects this matter to negatively impact its operating results. However, the related financial impact and duration cannot be reasonably estimated at this time.

**CITY OF HALSEY
LINN COUNTY, OREGON**

SUPPLEMENTARY INFORMATION

**Combining, Individual Fund, and
Other Financial Schedules**

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

	<u>GENERAL FUND</u>			VARIANCE TO FINAL BUDGET POSITIVE/(NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Taxes, Current	\$ 305,000	\$ 305,000	\$ 333,963	\$ 28,963
Taxes, Prior	6,000	6,000	8,720	2,720
Interest	5,000	5,000	2,254	(2,746)
Intergovernmental				
State Revenue Sharing	11,000	11,000	11,235	235
State Liquor/Cigarette Tax	18,000	18,000	19,185	1,185
Franchise Fees				
Northwest Natural Gas	6,000	6,000	7,788	1,788
Pacific Power	26,000	26,000	26,168	168
Telephone	2,350	2,350	2,371	21
Zayo	3,000	3,000	6,000	3,000
Fees, Permits, and Rent				
Building Permit Fees	8,000	8,000	14,531	6,531
AT&T Tower Lease	18,000	18,000	20,912	2,912
Fines	1,000	1,000	2,210	1,210
Grants	39,000	89,000	29,592	(59,408)
Miscellaneous	2,300	2,300	1,869	(431)
Total Receipts	<u>450,650</u>	<u>500,650</u>	<u>486,798</u>	<u>(13,852)</u>
Disbursements				
Personal Services	210,800	210,800 (1)	167,196	43,604
Materials and Services	252,850	302,850 (1)	273,758	29,092
Capital Outlay	61,000	71,000 (1)	40,423	30,577
Contingency	40,000	30,000 (1)	-	30,000
Total Disbursements	<u>564,650</u>	<u>614,650</u>	<u>481,377</u>	<u>133,273</u>
Excess of Receipts Over, (Under) Disbursements	(114,000)	(114,000)	5,421	119,421
Other Financing Sources, (Uses)				
Transfers Out	(18,000)	(18,000) (1)	(18,000)	-
Total Other Financing Sources, (Uses)	<u>(18,000)</u>	<u>(18,000)</u>	<u>(18,000)</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(132,000)	(132,000)	(12,579)	119,421
Beginning Cash Basis Fund Balance	235,000	235,000	320,066	85,066
Ending Cash Basis Fund Balance	<u>\$ 103,000</u>	<u>\$ 103,000</u>	<u>\$ 307,487</u>	<u>\$ 204,487</u>

(1) Appropriation Level

CITY OF HALSEY
LINN COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021

<u>STREET FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)</u>
Receipts				
Interest	\$ 2,000	\$ 2,000	\$ 793	\$ (2,000)
Intergovernmental				
State Highway Allocation	59,000	59,000	67,822	8,822
Grants	73,500	73,500	73,241	(259)
Miscellaneous	-	-	50	50
Total Receipts	<u>134,500</u>	<u>134,500</u>	<u>141,906</u>	<u>7,406</u>
Disbursements				
Personal Services	43,240	43,240 (1)	33,826	9,414
Materials and Services	31,260	31,260 (1)	22,210	9,050
Capital Outlay	105,000	105,000 (1)	87,444	17,556
Contingency	<u>18,000</u>	<u>18,000 (1)</u>	<u>-</u>	<u>18,000</u>
Total Disbursements	<u>197,500</u>	<u>197,500</u>	<u>143,480</u>	<u>54,020</u>
Excess of Receipts Over (Under) Disbursements	(63,000)	(63,000)	(1,574)	61,426
OTHER FINANCING SOURCES/(USES)				
Transfers Out	<u>(2,000)</u>	<u>(2,000) (1)</u>	<u>(2,000)</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(65,000)	(65,000)	(3,574)	61,426
Beginning Cash Basis Fund Balance	<u>90,000</u>	<u>90,000</u>	<u>128,537</u>	<u>38,537</u>
Ending Cash Basis Fund Balance	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 124,963</u>	<u>\$ 99,963</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

<u>CITY PARK FUND</u>				VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Interest	\$ 150	\$ 150	\$ 63	\$ (87)
Fees	200	200	-	(200)
Total Receipts	<u>350</u>	<u>350</u>	<u>63</u>	<u>(287)</u>
Disbursements				
Materials and Services	5,350	5,350 (1)	2,666	2,684
Capital Outlay	<u>2,000</u>	<u>2,000 (1)</u>	<u>500</u>	<u>1,500</u>
Total Disbursements	<u>7,350</u>	<u>7,350</u>	<u>3,166</u>	<u>4,184</u>
Excess of Receipts Over (Under) Disbursements	(7,000)	(7,000)	(3,103)	3,897
OTHER FINANCING SOURCES				
Transfers In	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(5,000)	(5,000)	(1,103)	3,897
Beginning Cash Basis Fund Balance	<u>5,000</u>	<u>5,000</u>	<u>7,892</u>	<u>2,892</u>
Ending Cash Basis Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,789</u>	<u>\$ 6,789</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

	<u>LIBRARY FUND</u>			VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Interest	\$ 200	\$ 200	\$ 134	\$ (66)
Grants	1,000	1,000	1,000	-
Miscellaneous	<u>1,440</u>	<u>1,440</u>	<u>2,298</u>	<u>858</u>
Total Receipts	<u>2,640</u>	<u>2,640</u>	<u>3,432</u>	<u>792</u>
Disbursements				
Materials and Services	10,640	10,640 (1)	5,830	4,810
Capital Outlay	2,000	2,000 (1)	195	1,805
Contingency	<u>1,500</u>	<u>1,500 (1)</u>	<u>-</u>	<u>1,500</u>
Total Disbursements	<u>14,140</u>	<u>14,140</u>	<u>6,025</u>	<u>8,115</u>
Excess of Receipts Over (Under) Disbursements	(11,500)	(11,500)	(2,593)	8,907
OTHER FINANCING SOURCES				
Transfers In	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(7,500)	(7,500)	1,407	8,907
Beginning Cash Basis Fund Balance	<u>10,000</u>	<u>10,000</u>	<u>14,601</u>	<u>4,601</u>
Ending Cash Basis Fund Balance	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 16,008</u>	<u>\$ 13,508</u>

(1) Appropriation Level

CITY OF HALSEY
LINN COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021

SPECIAL REVENUES - STORMWATER SYSTEM DEVELOPMENT CHARGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 2,000	\$ 2,000	\$ 916	\$ (1,084)
System Development Fees	-	-	1,458	1,458
Total Receipts	2,000	2,000	2,374	374
Net Change in Cash Basis Fund Balance	2,000	2,000	2,374	374
Beginning Cash Basis Fund Balance	120,000	120,000	120,057	57
Ending Cash Basis Fund Balance	<u>\$ 122,000</u>	<u>\$ 122,000</u>	<u>\$ 122,431</u>	<u>\$ 431</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

COMBINING BALANCE SHEET - ALL NON MAJOR GOVERNMENTAL FUNDS - CASH BASIS

June 30, 2021

	<u>SPECIAL REVENUE FUNDS</u>			
	<u>STREET AND PATHWAY FUND</u>	<u>STORMWATER BLUE HERON FUND</u>	<u>VETERANS MEMORIAL PARK FUND</u>	<u>TOTAL</u>
ASSETS				
Cash and Investments	<u>\$ 69,734</u>	<u>\$ 26,527</u>	<u>\$ 12,279</u>	<u>\$ 108,540</u>
Total Assets	<u><u>\$ 69,734</u></u>	<u><u>\$ 26,527</u></u>	<u><u>\$ 12,279</u></u>	<u><u>\$ 108,540</u></u>
FUND BALANCE				
Committed	<u>\$ 69,734</u>	<u> 26,527</u>	<u> 12,279</u>	<u> 108,540</u>
Total Cash Basis Fund Balances	<u><u>\$ 69,734</u></u>	<u><u>\$ 26,527</u></u>	<u><u>\$ 12,279</u></u>	<u><u>\$ 108,540</u></u>

**CITY OF HALSEY
LINN COUNTY, OREGON**

**COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ALL NON MAJOR GOVERNMENTAL FUNDS
For the Year Ended June 30, 2021**

	SPECIAL REVENUE FUNDS			
	STREET AND PATHWAY FUND	STORMWATER BLUE HERON FUND	VETERANS MEMORIAL PARK FUND	TOTAL
Receipts				
Interest	\$ 525	\$ 190	\$ 97	\$ 812
Fees	-	3,122	-	3,122
Miscellaneous	-	28	-	28
Total Receipts	525	3,340	97	3,934
Disbursements				
Current				
Public Works	-	1,608	564	2,172
Capital Outlay	-	-	500	500
Total Disbursements	-	1,608	1,064	2,672
Excess of Receipts Over, (Under) Disbursements	525	1,732	(967)	1,290
Other Financing Sources, (Uses)				
Transfers In	2,000	-	-	2,000
Net Change in Cash Basis Fund Balance	2,525	1,732	(967)	3,290
Beginning Cash Basis Fund Balance	67,209	24,795	13,246	105,250
Ending Cash Basis Fund Balance	\$ 69,734	\$ 26,527	\$ 12,279	\$ 108,540

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

SPECIAL REVENUES - STREET & PATHWAY FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 1,000	\$ 1,000	\$ 525	\$ (475)
Total Receipts	1,000	1,000	525	(475)
Excess of Receipts Over (Under) Disbursements	1,000	1,000	525	(475)
OTHER FINANCING SOURCES				
Transfers In	2,000	2,000	2,000	-
Net Change in Cash Basis Fund Balance	3,000	3,000	2,525	(475)
Beginning Cash Basis Fund Balance	67,000	67,000	67,209	209
Ending Cash Basis Fund Balance	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 69,734</u>	<u>\$ (266)</u>

(1) Appropriation Level

CITY OF HALSEY
LINN COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021

<u>STORM WATER BLUE HERON FUND</u>				VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Interest	\$ 400	\$ 400	\$ 190	\$ (210)
System Development Fees	2,000	2,000	3,122	1,122
Miscellaneous	-	-	28	
Total Receipts	<u>2,400</u>	<u>2,400</u>	<u>3,340</u>	<u>940</u>
Disbursements				
Materials & Services	2,800	2,800 (1)	1,608	1,192
Capital Outlay	<u>12,600</u>	<u>12,600 (1)</u>	<u>-</u>	<u>12,600</u>
Total Disbursements	<u>15,400</u>	<u>15,400</u>	<u>1,608</u>	<u>12,600</u>
Excess of Receipts Over -Under Disbursements	(13,000)	(13,000)	1,732	14,732
Net Change in Cash Basis Fund Balance	(13,000)	(13,000)	1,732	14,732
Beginning Cash Basis Fund Balance	<u>25,000</u>	<u>25,000</u>	<u>24,795</u>	<u>(205)</u>
Ending Cash Basis Fund Balance	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 26,527</u>	<u>\$ 14,527</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

SPECIAL REVENUES - VETERANS MEMORIAL PARK FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 200	\$ 200	\$ 97	\$ (103)
Total Receipts	200	200	97	(103)
Disbursements				
Materials and Services	3,200	3,200 (1)	564	2,636
Capital Outlay	2,000	2,000 (1)	500	1,500
Total Disbursements	5,200	5,200	1,064	4,136
Net Change in Cash Basis Fund Balance	(5,000)	(5,000)	(967)	4,033
Beginning Cash Basis Fund Balance	12,000	12,000	13,246	1,246
Ending Cash Basis Fund Balance	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 12,279</u>	<u>\$ 5,279</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

<u>WATER FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 2,000	\$ 2,000	\$ 1,687	\$ (313)
Charges for Services				
New Service Connections	-	-	2,000	2,000
Utility Services	176,500	176,500	220,830	44,330
Miscellaneous Water Fees	1,200	1,200	4,958	3,758
Grants	102,000	112,000	100,500	(11,500)
Miscellaneous	100	100	6,803	6,703
Total Receipts	281,800	291,800	336,778	44,978
Disbursements				
Personal Services	136,200	136,200 (1)	113,281	22,919
Materials and Services	96,600	106,600 (1)	62,633	43,967
Capital Outlay	127,000	127,000 (1)	122,975	4,025
Contingency	12,000	12,000 (1)	-	12,000
Total Disbursements	371,800	381,800	298,889	82,911
Excess of Receipts Over (Under) Disbursements	(90,000)	(90,000)	37,889	127,889
Net Change in Cash Basis Fund Balance	(90,000)	(90,000)	37,889	127,889
Beginning Cash Basis Fund Balance	120,000	120,000	203,996	83,996
Ending Cash Basis Fund Balance	\$ 30,000	\$ 30,000	241,885	\$ 211,885
Reconciliation to Net Position:				
Debt Service Fund Balance			58,107	
Water SDC Fund Balance			106,528	
Water Reserve Fund Balance			277,509	
Ending Net Position			\$ 684,029	

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

<u>SEWER FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 1,000	\$ 1,000	\$ 1,683	\$ 683
Charges for Services				
New Service Connections	-	-	1,500	1,500
Utility Services	145,000	145,000	198,830	53,830
Miscellaneous Sewer Fees	800	800	1,274	474
Grants	20,000	20,000	20,000	-
Miscellaneous	-	-	1,900	1,900
Total Receipts	166,800	166,800	225,187	58,387
Disbursements				
Personnel Services	122,180	122,180 (1)	101,144	21,036
Materials and Services	91,620	91,620 (1)	76,549	15,071
Capital Outlay	13,000	13,000 (1)	4,000	9,000
Contingency	10,000	10,000 (1)	-	10,000
Total Disbursements	236,800	236,800	181,693	55,107
Excess of Receipts Over (Under) Disbursements	(70,000)	(70,000)	43,494	113,494
Net Change in Cash Basis Fund Balance	(70,000)	(70,000)	43,494	113,494
Beginning Cash Basis Fund Balance	110,000	110,000	201,444	91,444
Ending Cash Basis Fund Balance	\$ 40,000	\$ 40,000	244,938	\$ 204,938
Reconciliation to Net Position:				
Sewer SDC Fund Balance			30,541	
Sewer Reserve Fund Balance			126,325	
Ending Net Position			\$ 401,804	

(1) Appropriation Level

CITY OF HALSEY
LINN COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021

STORMWATER DRAINAGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 200	\$ 200	\$ 132	\$ (68)
Service Charge	3,800	3,800	4,531	731
Total Receipts	4,000	4,000	4,663	663
Disbursements				
Personnel Services	10,820	10,820 (1)	7,716	3,104
Materials and Services	6,180	6,180 (1)	2,888	3,292
Capital Outlay	2,000	2,000 (1)	500	1,500
Contingency	2,000	2,000 (1)	-	2,000
Total Disbursements	21,000	21,000	11,104	9,896
Excess of Receipts Over -Under Disbursements	(17,000)	(17,000)	(6,441)	10,559
OTHER FINANCING SOURCES				
Transfers In	12,000	12,000	12,000	-
Net Change in Cash Basis Fund Balance	(5,000)	(5,000)	5,559	10,559
Beginning Cash Basis Fund Balance	5,000	5,000	11,092	6,092
Ending Cash Basis Fund Balance	\$ -	\$ -	\$ 16,651	\$ 16,651

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

WATER SYSTEM DEVELOPMENT CHARGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 2,000	\$ 2,000	\$ 2,191	\$ 191
Total Receipts	2,000	2,000	2,191	191
Net Change in Cash Basis Fund Balance	2,000	2,000	2,191	191
Beginning Cash Basis Fund Balance	104,000	104,000	104,337	337
Ending Cash Basis Fund Balance	<u>\$ 106,000</u>	<u>\$ 106,000</u>	<u>\$ 106,528</u>	<u>\$ 528</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

WATER SYSTEM DEBT SERVICE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Taxes				
Current	\$ 51,488	\$ 51,488	\$ 54,269	\$ 2,781
Prior	1,000	1,000	1,732	732
Interest	600	600	327	(273)
Total Receipts	53,088	53,088	56,328	3,240
Disbursements				
Debt Service				
Principal	21,569	21,569	21,569	-
Interest	32,975	32,975	32,975	-
Total Disbursements	54,544	54,544 (1)	54,544	-
Net Change in Cash Basis Fund Balance	(1,456)	(1,456)	1,784	3,240
Beginning Cash Basis Fund Balance	56,000	56,000	56,323	323
Ending Cash Basis Fund Balance	<u>\$ 54,544</u>	<u>\$ 54,544</u>	<u>\$ 58,107</u>	<u>\$ 3,563</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

	<u>WATER RESERVE FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)</u>
Receipts				
Interest	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 2,105</u>	<u>\$ (1,895)</u>
Disbursements				
Capital Outlay	<u>50,000</u>	<u>50,000 (1)</u>	<u>1,500</u>	<u>48,500</u>
Excess of Receipts Over (Under) Disbursements	(46,000)	(46,000)	605	46,605
Net Change in Cash Basis Fund Balance	(46,000)	(46,000)	605	46,605
Beginning Cash Basis Fund Balance	<u>276,000</u>	<u>276,000</u>	<u>276,904</u>	<u>904</u>
Ending Cash Basis Fund Balance	<u><u>\$ 230,000</u></u>	<u><u>\$ 230,000</u></u>	<u><u>\$ 277,509</u></u>	<u><u>\$ 47,509</u></u>

(1) Appropriation Level

CITY OF HALSEY
LINN COUNTY, OREGON

SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021

	<u>SEWER SYSTEM DEVELOPMENT CHARGE FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)</u>
Receipts				
Interest	\$ 600	\$ 600	\$ 225	\$ (375)
System Development Fees	<u>-</u>	<u>-</u>	<u>882</u>	<u>882</u>
Total Receipts	<u>600</u>	<u>600</u>	<u>1,107</u>	<u>507</u>
Net Change in Cash Basis Fund Balance	600	600	1,107	507
Beginning Cash Basis Fund Balance	<u>29,000</u>	<u>29,000</u>	<u>29,434</u>	<u>434</u>
Ending Cash Basis Fund Balance	<u>\$ 29,600</u>	<u>\$ 29,600</u>	<u>\$ 30,541</u>	<u>\$ 941</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE - CASH BASIS
ACTUAL AND BUDGET
For the Year Ended June 30, 2021**

SEWER RESERVE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 2,000	\$ 2,000	\$ 954	\$ (1,046)
Total Receipts	2,000	2,000	954	(1,046)
Disbursements				
Capital Outlay	50,000	50,000 (1)	-	50,000
Total Disbursements	50,000	50,000	-	50,000
Excess of Receipts Over, (Under) Disbursements	(48,000)	(48,000)	954	48,954
Net Change in Cash Basis Fund Balance	(48,000)	(48,000)	954	48,954
Beginning Cash Basis Fund Balance	125,000	125,000	125,371	371
Ending Cash Basis Fund Balance	<u>\$ 77,000</u>	<u>\$ 77,000</u>	<u>\$ 126,325</u>	<u>\$ 49,325</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2021**

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) Halsey's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2021	0.002 %	\$ 449,428	\$ 249,078	180.4 %	75.8 %
2020	0.002	331,085	252,150	131.3	80.2
2019	0.002	307,535	218,984	140.4	82.1
2018	0.002	274,130	217,207	126.2	83.1
2017	0.002	292,287	218,400	133.8	80.5
2016	0.001	37,061	207,761	17.8	91.9
2015	0.002	(40,676)	224,081	(18.2)	103.6

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

SCHEDULE OF CONTRIBUTIONS

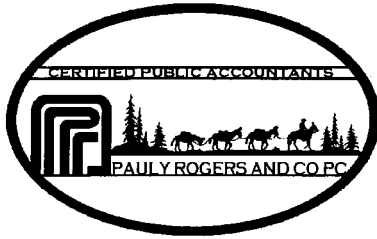
	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2021	\$ 33,938	\$ 33,938	\$ -	\$ 251,744	13.5 %
2020	35,489	35,489	-	249,078	14.2
2019	23,942	23,942	-	252,150	9.5
2018	22,404	22,404	-	218,984	10.2
2017	9,317	9,317	-	217,207	4.3
2016	5,196	5,196	-	218,400	2.4
2015	19,932	19,932	-	207,761	9.6

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

CITY OF HALSEY
LINN COUNTY, OREGON

INDEPENDENT AUDITORS' COMMENTS AND DISCLOSURES
REQUIRED BY STATE REGULATIONS



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September 15, 2021

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the City of Halsey as of and for the year ended June 30, 2021, and have issued our report thereon dated September 15, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the City of Halsey's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. As such, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the City of Halsey was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the City of Halsey's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Halsey's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Halsey's internal control over financial reporting.

INDEPENDENT AUDITORS' COMMENTS AND DISCLOSURES

This report is intended solely for the information and use of the council members and management of City of Halsey and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

A handwritten signature in black ink, appearing to read "Ken Allen", is positioned above the printed name.

Kenneth Allen, CPA
Municipal Auditor

PAULY, ROGERS AND CO., P.C.

K. NEW BUSINESS

4. Council Priorities 2022-2023		
Council Action:	MOTION	November 9, 2021

Issue Statement: The proposed 2022-2023 Council Priorities document is submitted to Council for review.

Summary:

Council met on October 30, 2021 for a Goal Setting Work Session with Planning Consultant Dave Kinney and the City Administrator.

The proposed 2022-2023 Council Priorities are attached. Planning Consultant Kinney and Administrator Norton added proposed action steps under each priority. Council should consider if the 2022-2023 Council Priorities document accurately reflects the session and their goals for the next two years.

Once adopted, the priorities are intended to bring focus to future Council and staff conversations, the use of city resources, staff time, budgeting and future planning.

Council can request changes or modifications to the priorities. They can be adopted as submitted, with amendments, or if extensive changes are requested staff can revise them and resubmit them at the next City Council meeting.

- **Suggested Motion:** I move that the Governing Body of the City of Halsey adopt the Council Priorities for 2022-2023 as presented
 - **Council Options**
 1. Approve as recommended
 2. Approve with amendments
 3. Provide further direction to staff
 4. Deny or postpone approval

CITY OF HALSEY

Council Priorities for 2022 & 2023

(by # of votes received)

At the October 30, 2021 Council Goal Setting Session, the Mayor and City Council established the following council priorities for the years 2022 and 2023.

The Mayor, City Councilors and staff members listed forty-two potential projects for inclusion in the 2022-2023 list of city priorities. After discussion, the City Council narrowed the list down from forty-two projects to fourteen priorities. Using a forced choice voting process, the Council selected its top ten priorities for the two-year period beginning on January 1, 2022. The following list shows the priority order of the Halsey City Council's top ten priorities with the number of votes received.

1. (76) **Water System Improvements**
 - Prepare an engineering assessment and pre-design reports listing priority water improvement projects and estimating costs by June 30, 2022. The evaluation should include a recommendation to refurbish or replace Well #69.
 - Review recommended projects with Oregon Health Authority – Drinking Water Section staff.
 - Identify funding options with Business Oregon & USDA by September 30, 2022.
 - Obtain funding for priority water system improvements by May 1, 2023.
2. (61) **Building Repairs and Facility Improvements**
 - Research and purchase an asset management software for all city buildings, facilities and vehicles for implementation in FY 2022-2023.
 - Enter data on all city buildings, facilities, and vehicles.
 - Implement the system for annual maintenance & budgeting in FY 2023-2024.
 - Research feasibility for installing gas & diesel tanks at the PW Shop
 - Install a new sign and electronic reader board at City Hall after the Highway 99 Project construction is complete.
3. (58) **Wastewater Treatment and Sewer I & I Improvements**
 - Use American Rescue Plan funds to complete priority Inflow & Infiltration repairs to the Halsey Sewer collection system by December 2023.
 - Continue annual sewer main inspection and cleaning program.
 - Complete minor repairs to piping at Wastewater lift station by June 2023.
 - Install rip rap at the sewer lagoons to minimize erosion by December 2023.
 - Continue to pursue grants to prepare a 20-year waste water facilities master plan for wastewater treatment, collection and water quality management.

4. (57) **Financial Stewardship and Prudent Fiscal Management**
 - Maintain adequate financial reserves.
 - Explore and implement cost savings for the City when opportunities arise.
 - Upgrade the Utility Billing (UB) payment system to make it more customer friendly & to keep pace with customer expectations – Implement Express Bill or similar on-line e-billing and payment system by June 2023.
 - Expend city funds on Council adopted goals and priority projects.
5. (57) **RARE Program Participant**
 - Apply in November 2021 to the University of Oregon’s Regional Assistance for Rural Environments (RARE) Program for a participant to complete planning and economic development projects for the City in 2022-2023.
 - Potential RARE Projects include:
 - Parks Master Plan or Halsey City Parks Design Plan
 - Halsey City Park Design and Prepare OPRD Grant Application
 - Economic Development Projects
 - Emergency Response planning (with consultant)
 - Building Lands Inventory (Work w/ Linn GIS and Planning Consultant)
 - Comprehensive Plan Update (research and writing)
6. (45) **Emergency Response Plan**
 - Prepare and Adopt an Emergency Management/Emergency Response Plan
 - Develop Continuity of Operations Plan (COOP.)
 - Research and strategize resiliency improvements to public utilities so they are operational and sustainable during a major emergency.
7. (43) **Halsey Park Improvements**
 - Design improvements to the Halsey City Park by December 2023.
 - Prepare a design and cost estimate to refurbish the Halsey City Park.
 - Replace AC pathways w/ new multi-use pathway – (1/4-mile loop).
 - Appoint a Park Project Advisory Committee to work with staff/consultants.
 - Apply for an OPRD Local Government grant in 2023.
8. (38) **Vehicle Replacements**
 - Purchase a ditch mower for storm drainage maintenance by April 2023.
 - Purchase, jointly purchase, or sign an IGA for access to a manlift for tree trimming & building maintenance by June 2023.
9. (32) **Improve Street Maintenance**
 - City Council annually review a list of street maintenance priorities, including crack sealing, chip seal, pothole repair, slurry seal, signs and striping.

- In FY 2022-23 and FY 2023-24 budget funds for priority maintenance activities, including W. 1st Street seal coat and chip sealing by Linn County Roads.
- Complete the \$100,000 SCA Grant to reconstruct East “B” St. (1st to 3rd) by September 2023.
- Continue to budget funds to replace stop signs and traffic signs to comply with federal safety requirements.
- Continue to apply for Small City Allotment Grants (SCA) as they become available.

10. (28) **Council Leadership & Community Engagement**

- Mayor/Council will provide visible leadership. They will describe and explain community priorities and needs to residents of the City.
- Recruit volunteers to help and organize community events and activities.
- Appoint citizen advisory committees for special projects such as the Halsey City Park design

Priorities Not Included in the TOP TEN

The following priorities did not receive enough votes to be included in the TOP TEN list of City priorities for 2022-2023. The City Administrator and elected officials agreed these projects are important. The City Council is encouraged to devote funds and staff resources to address these issues in the next two years if feasible.

11. (20) **Update the City Charter**

- Work with the City Attorney to update the City of Halsey Charter.
- Place the Charter revision on the November 2023 or May 2024 ballot for voter approval.

12. (19) **Organize Community Events and Encourage a Strong “Sense of Community”**

- Continue to work with community groups to add adult, family and special activities
 - Expand use of community center – community, LBCC, schools, etc.
 - Purchase movie / sound equipment for events.
 - Research grants / funding to support special events.
 - Hold block parties, National Night Out BBQ’s, etc.
- Form a citizens advisory committee to plan and fundraise for community events.
Note: Aspects of this goal were incorporated into Goal 10: Council Leadership.

13. (12) **Enhance Library Services**

- Offer a breadth of library activities and services. Earn a reputation as a “Great Little Library”.
 - Offer E-books service.
 - Purchase a sidewalk sandwich board to promote library programs.
 - Sponsor more events and programs.
 - Reengage citizens to “Come back to your library” – offer incentives (go bags, punch cards, promotional giveaways, weekly drawings, etc.).
 - Improve communications with citizens – social media, upcoming events, etc.

Adoption of the City of Halsey Goals/Priorities for 2022-2023

At the end of the goal setting workshop, the Mayor and City Council agreed on the top ten priorities. The City Administrator and facilitator has prepared the list of the top ten priorities in a “SMART GOAL” format. The Halsey City Council will formally approve the TOP TEN PRIORITIES at a regularly scheduled city council meeting on November 9, 2021.

K. NEW BUSINESS

5. City of Halsey Website		
Council Action:	NONE	November 9, 2021

Issue Statement: The City of Halsey website has had a turbulent year. Council is asked to consider allocating contingency funds to hire a professional company to rebuild and host the City website.

Summary:

For many years, Halsey has been able to provide a basic website using software that cost us about \$50-\$100 per year plus hosting fees, and the investment of staff time to build and update the website. Most cities pay \$10,000 -\$16,000 for a professionally built website.

The software has often been glitchy, but we've been able to make it work. In January it started to get less reliable. It kept losing the pdf links, and staff had to keep reattaching those. It became very slow to publish and would often fail to do so. The software company is based in the UK, and doesn't offer much customer support. There were also problems with the host, who wanted to charge us for a higher subscription in order to be able to have the pdf links. We were already planning a change to a new software and new host when the website got hacked in the spring. This led to an accelerated effort to get the new software in place and the new website built and hosted in a more secure environment.

About a month ago, an update to the security software at the host disabled all the plug-ins, and the website lost a lot of function. The menu disappeared for a while, and most of the site was inaccessible. The tables Larissa had built of Council agendas and minutes, the forms she had set up – almost everything like this was gone. The Pay Now button disappeared. The headers and a lot of the visual design elements were gone. Working with Brandon and Syed, we were able to get a basic page back up. There are links available to most key services but they are less visible. We do know that this was caused by an update that tightened security, not another hack.

From a resident's perspective the website has been unreliable and confusing this year. We lost it entirely for several weeks in the spring, then it was back up again, and then it broke again this summer – still accessible but lost many functions people rely on in mid-August. Parts of it are rebuilt now, but so far there hasn't been a way to recover the site that Larissa had spent so much time rebuilding.

The reliability of the website is crucial. If the website is unreliable or confusing, people won't use it, depriving them of an easy source of information and potentially creating frustration and an unprofessional appearance for the city. The city needs to be able to post public notices and documents and KNOW that they will still be there the next day. We use the website for notices for public hearings and meetings, to accept utility payments, to provide forms, budget documents, audit information, facilities information, contact information, information about upcoming events, and access to the online searchable Halsey Municipal Code and Halsey Development Code. All of this contributes to the City's ability to be transparent, and to serve citizens remotely or after business hours.

I am requesting Council consider spending the money to have a professional website built and hosted, with professional level support. Office staff will still be able to update the website, but the original design will be professionally done, and the hosting and customer support should be rock solid. There are companies that do this for small cities. I anticipate the cost may still fall into the \$8,000 - \$10,000 range, but we will gather proposals and look for opportunities to keep the cost as low as possible.

This is a question for consensus. If Council concurs, a Resolution can be brought in the December meeting that will allow funds to be spent on a new website this fiscal year.

K. NEW BUSINESS

6. Employee Insurance Question		
Council Action:	NONE	November 9, 2021

Issue Statement: Council is asked to consider amending the policy on the cost of health insurance for dependents.

Summary:

The current policy, as laid out in the Employee Handbook, is that if an employee works full-time, the City will pay for Employee + Family coverage, if an employee works 32 hours per week, the City will pay for Employee + Spouse or Employee + Child, and if an employee works 20 hours per week, the City will pay for Employee only coverage.

At each level, the employee can add on additional dependents, but must pay the full cost of the difference between the plans.

We have had trouble keeping people in the Municipal Clerk position, in part because of the rate of pay, but possibly in part because this would be a great fit for a single mother or a person with lots of skills nearing retirement who doesn't want to work full time. The benefits are a big draw, but if there is a dependent that needs to be insured, the cost of that is more than half the employee's paycheck.

The cost of who is insured generally would balance out. At this present time, we have one employee who has declined coverage because she has it through her husband's employer and two employees who would qualify for Employee + Family that are only insured at Employee + Spouse because they don't have other dependents. This saves the City a little over \$1700 per month in insurance costs.

We also have an employee who needs to cover her husband. This takes about \$860 out of her paycheck.

My question is if the Council would consider sharing the cost of insuring dependents. Half would be paid by the employee and half by the City. Or if employees could all have access to the same level of coverage, regardless of the number of hours they work.

In the long term, I believe that the cost balances out, and that longevity of employees and less staff turnover benefits the City.

This is an item for discussion. If there is consensus, a revised Employee Handbook can be brought to Council for approval in a future meeting.