



Council Packet

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

Tuesday September 12th, 2023
7:00 PM

D. COUNCIL MINUTES

Council Minutes		
Council Action:	MOTION	September 12, 2023

Issue Statement: Council is asked to review and approve the minutes from the Council Meeting on August 8, 2023 and work session minutes from August 29th.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve August 8 City Council Minutes and the August 29 work minutes as submitted.

- **Council Options**

1. Remove an item for separate consideration & decision
2. Approve as recommended
3. Approve with amendments
4. Provide further direction to staff
5. Deny request

REGULAR CITY COUNCIL MEETING

August 8, 2023, 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: Councilor Stacy Strauss, Council President Michelle Isom, Councilor Ken Lorensen, Councilor Gabriel Flores, Councilor Jeremy Romer, Mayor Jerry Lachenbruch

Absent: Scott LaCoste

Staff Present: City Administrator Hilary Norton, Municipal Clerk Madison LaCoste, Municipal Clerk Amber Murray

Guests: Tia Parrish, Holly Parrish

Remote

Participants: Andy Ridinger

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council Meeting on July 11, 2023.

Motion: I move that the Governing Body of the City of Halsey approve July 11 City Council Minutes as submitted

Motion by: Councilor Lorensen, Seconded by Council President Isom

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Approving the June Financial Report includes approving check numbers 20394-20437 in the amount of \$81,862.65. The report includes a voided check #20372 for a park refund. The prior month's final check number was 20393.

Motion: I move that the Governing Body of the City of Halsey approve the July 2023 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Lorensen, Seconded by Council President Isom

Vote:
Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

City Administrator Norton asked Council to add her letter of resignation under New Business.

DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes reported that 24 of the 39 calls were self-initiated by deputies, meaning they were not call-ins from the public. There were higher than usual traffic stops, due to the lower volume of calls. Sergeant Frambes spoke to Council about some of the services that LCSO can offer the public regarding mental health crises and other events. There was asked a question regarding the way some of the calls are coded in the report. Sergeant Frambes explained that many of the codes are very broad and cover a wide variety of different crimes.

CITIZEN COMMENTS

Jerry Gillson addressed City Council, first by congratulating councilor Flores on his appointment to council then suggesting to council that a water committee be formed to be able to accurately raise water and sewer rates in town by determining a cost analysis.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

The League of Oregon Cities Conference will be October 12-14, the location is in Eugene this year. Administrator Norton asked council if anyone was interested in attending to let her know and she can help get them signed up.

The City Council goal setting session is scheduled for October 14th. Administrator Norton reminded council the importance of this date and asked that Council make sure they are available to attend.

The City has been matched with Veronica Dominquez for the RARE program, she is a recent graduate of University of Oregon. Administrator Norton did notify Council that she will have to make the RARE program aware of her resignation, this may affect the City's participation in the program.

Administrator Norton reminded Council to take the Elected Essentials training if they have not done so yet. She also stated that there are new training courses now available from the League of Oregon Cities.

West G Street and Centennial Court have been chip sealed by Linn County. Sierra Santa Fe will be coming through shortly to seal the topcoat. Residents in these areas will be notified by door hangers. The East B Street project is scheduled to begin this month.

The city was awarded a Siletz Grant of \$4500 to pay for a new climbing structure at the park. RARE Member Julia Fox and Councilor Flores helped apply for the grant.

DEQ has confirmed that the planning loan for the Wastewater Facilities Master plan will be 100% loan forgiveness. The Well Funding has been secured through SB 35507.

The City's audit has passed with a clean audit. There were no areas of concern and no recommendations for things to change.

Public Works: Andy Ridinger

Public Works has been chasing a water leak along Highway 99 for the past few leaks. With the help of a leak detection company, they were still unable to locate the leak. The theory is that the leak resealed itself when Public Works turned the water off and back on. If it starts leaking again, Public Works will revisit the leak to repair it.

Public Works rebuilt the bypass cla valve and pressure regulator, but recently have pulled the 30hp jockey pump due to a leak seal. The spare was put in while the pump was repaired. The filter backwash timer has stopped working. Public Works is able to manually operate the backwash until the new unit can be installed.

A new rebuilt radiator had been installed at the lagoon backup generator.

Library: Abi Vinson

The daily threshold count was 6.45 patrons per day. A total of 129 total patrons came into the Library in the month of July. The Summer Reading Program has officially concluded. 20 kids were registered, and all the events went well. A new bookshelf should be finished and installed sometime in August. Librarian Abi reported she is now working on the Ready to Read grant application and planning some smaller monthly events to take place at the library starting in September.

Sharing Hands: Ken Lorensen

Councilor Lorensen reported that Sharing Hands assistance numbers are back up to Covid levels. They are helping with items other than just food. Recently Sharing Hands ran out of food in their freezers, they have since been restocked and are back able to help.

Central Linn School District: Michelle Isom

The July meeting has not happened yet, but Council President Isom reported that a new Principal and Vice Principal/Athletic Director for the High School has been hired.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There is nothing new to report this month.

NEW BUSINESS

City Administrator's Resignation

City Administrator Norton has resigned from her position in Halsey, her last day with the City will be September 7th. She has asked Council for their guidance on hiring an interim City Administrator until City Council can hire a permanent replacement. There was consensus to hire an interim to allow council the proper time to recruit and vet a permanent replacement.

Motion: I move that the Governing Body of the City of Halsey accept the resignation of the City Administrator effective September 7th, 2023.

Motion by: Council President Isom, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

Motion: I move that the Governing Body of the City of Halsey authorize the current City Administrator to seek an interim City Administrator to manage the city and assist with recruitment for the new City Administrator.

Motion by: Councilor Romer, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 7:47 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

CITY COUNCIL WORKSESSION

August 29, 2023, 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 pm

ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Scott LaCoste, Councilor Stacy Strauss, Councilor Jeremy Romer, Council President Michelle Isom, Councilor Ken Lorensen

Absent:

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Utility Worker Billie Jones

Guests: Wes Hare

Remote

Participants: Municipal Clerk Madison LaCoste, Public Works Lead Andy Ridinger, Municipal Clerk Amber Murray

PLEDGE OF ALLEGIANCE

INTERMIN CITY ADMINISTRATOR CANDIDATE-WES HARE

Mr. Hare introduced himself to Council and Staff.

EXECUTIVE SESSION

Pursuant to ORS 192.660(i), Halsey City Council entered Executive Session at 7:04 pm to interview the candidate. The Council exited the Executive Session at 8:45pm.

APPOINTMENT OF INTERIM CITY ADMINISTRATOR

Council was given the option to appoint Wes Hare as the Interim City Administrator.

Motion: I move that the Governing Body of the City of Halsey appoint Wes Hare to be the Interim City Administrator for the City of Halsey for a term of six months starting on September 1st at a compensation rate of \$7083.33 per month.

Motion by: Councilor Ken Lorensen, Seconded by Council President Michelle Isom

Ayes: Unanimous

Motion: I move that the Governing Body of the City of Halsey appoint Mayor Jerry Lachenbruch and City Attorney Ross Williamson to prepare a contract for the Interim City Administrator and empower the Mayor to sign the contract on behalf of the City of Halsey.

Motion by: Council President Michelle Isom, Seconded by Councilor Scott LaCoste
Ayes: Unanimous

ADJOURNMENT

Meeting adjourned at 8:47 pm

Larissa Gangle-Assistant City Recorder

Jerry Lachenbruch-Mayor

E. FINANCIAL REPORTS

Financial Reports & Journal Entries

Council Action: **MOTION**

September 12, 2023

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for August 2023.

Summary:

Approving the August Financial Report includes approving check numbers 20438-20495 in the amount of \$159,070.04. The prior month's final check number was 20437.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the August 2023 Financial Reports and Journal Entries as submitted.

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

CITY OF HALSEY
COMBINED CASH INVESTMENT
AUGUST 31, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	(80,800.17)
01-0001002	MONEY MARKET		71,485.41
01-0001003	INVESTMENT POOLED		2,021,669.81
			<hr/>
	TOTAL COMBINED CASH		2,012,355.05
01-0001100	XPRESS DEPOSIT ACCOUNT		10,024.54
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,022,379.59)
			<hr/>
TOTAL UNALLOCATED CASH			.00
			<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	171,063.34	
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	32,100.48	
20	ALLOCATION TO (20) STREET FUND	74,876.79	
25	ALLOCATION TO (25) STREET & PATHWAY FUND	76,784.70	
40	ALLOCATION TO (40) BOND FUND	60,014.19	
55	ALLOCATION TO (55) LIBRARY FUND	12,119.68	
60	ALLOCATION TO (60) WATER FUND	421,696.37	
61	ALLOCATION TO (61) SEWER FUND	268,190.74	
62	ALLOCATION TO (62) WATER RESERVE FUND	351,128.04	
63	ALLOCATION TO (63) SEWER RESERVE FUND	193,716.85	
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,886.14	
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	25,371.04	
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	110,973.05	
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,815.55	
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	141,271.04	
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	10,662.21	
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	7,709.38	
		<hr/>	
TOTAL ALLOCATIONS TO OTHER FUNDS		2,022,379.59	
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		(2,022,379.59)
			<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE			.00
			<hr/>

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Xpress Deposit Bank () (99)
August 31, 2023

Account: 010001100

Bank Account Number: 10912

Bank Statement Balance:	9,897.55	Book Balance Previous Month:	.00
Outstanding Deposits:	126.99	Total Receipts:	10,024.54
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	10,024.54	Book Balance:	10,024.54

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1218	126.99						
						Total:	126.99

Deposits cleared: 18 items Deposits Outstanding: 1 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 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

Money Market Account (Money Market) (2)
August 31, 2023

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	71,185.08	Book Balance Previous Month:	70,732.93
Outstanding Deposits:	300.33	Total Receipts:	40,894.73
Outstanding Checks:	.00	Total Disbursements:	40,142.25
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	71,485.41	Book Balance:	71,485.41

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1009	300.33						
Total:							300.33

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!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)
August 31, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	40,631.06	Book Balance Previous Month:	9,254.75
Outstanding Deposits:	629.05	Total Receipts:	115,181.41
Outstanding Checks:	122,092.61	Total Disbursements:	205,236.33
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	80,832.50-	Book Balance:	80,800.17-

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1215	629.05						
						Total:	629.05

Deposits cleared: 51 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
4	247.95-	18156	13.27	19982	2.94	20489	78.50
5	247.96-	18163	.85	19987	29.68	20490	81,026.00
6	22.03-	18170	.50	20372	30.00	20491	84.55
7	3.86-	18344	2,000.00	20372	30.00-	20492	662.00
8	15.42-	18489	100.00	20412	30.87	20493	14,200.00
9	13.77-	18511	150.00	20440	7.21	20494	120.00
14206	27.52	18692	28.50	20457	1,000.00	20495	2,239.29
17523	23.44	19068	28.50	20471	41.86	825202	361.37
17752	316.65	19077	68.45	20473	403.93	825202	8,151.58
18058	53.23	19120	120.00	20481	1,800.00	825202	7,076.95
18073	154.00	19423	154.84	20484	72.00	225201	260.20-
18155	1.63	19944	66.36	20488	2,175.00	Total:	122,060.28

Checks cleared: 63 items Checks Outstanding: 47 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

*** Bank Balance does not equal Book Balance

*** Outstanding Check amount is incorrect

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
09/05/2023	1	ACH BANKING FEES	10-110-55-5545	Bank Fees/Misc Expense	26.06	
09/05/2023	2	ACH BANKING FEES	01-0001001	Combined Cash - Checking	.00	26.06-
09/05/2023	3	BANK FEES MISC	10-110-55-5545	Bank Fees/Misc Expense	495.91	
09/05/2023	4	SEWER AUTO BILL FEE	61-320-55-5611	Autopay Billing Software	.00	247.95-
09/05/2023	5	WATER AUTO BILL FEE	60-310-55-5611	Autopay Billing Software	.00	247.96-
09/07/2023	6	Misc Bank Fee	10-110-55-5545	Bank Fees/Misc Expense	6.27	
09/07/2023	7	Misc Bank Fee	01-0001001	Combined Cash - Checking	.00	6.27-
Total CASH DISBURSEMENTS (CD):					528.24	528.24-

References: 7 Transactions: 7

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
09/05/2023	1	TRANSFER MM TO CK	01-0001001	Combined Cash - Checking	15,000.00	
09/05/2023	2	TRANSFER MM TO CK	01-0001002	Money Market	.00	15,000.00-
09/05/2023	3	TRANSFER MM TO CK	01-0001001	Combined Cash - Checking	25,000.00	
09/05/2023	4	TRANSFER MM TO CK	01-0001002	Money Market	.00	25,000.00-
09/05/2023	5	ACH BANK FEES	10-110-55-5545	Bank Fees/Misc Expense	142.25	
09/05/2023	6	ACH BANK FEES	01-0001002	Money Market	.00	142.25-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					40,142.25	40,142.25-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
09/05/2023	1	MM INTEREST	01-0001002	Money Market	.48	
09/05/2023	2	MM INTEREST	10-000-40-650	Interest on Investments	.00	.48-
09/05/2023	3	LGIP TRANSFER	01-0001001	Combined Cash - Checking	60,000.00	
09/05/2023	4	LGIP TRANSFER	01-0001003	Investment Pooled	.00	60,000.00-
09/05/2023	5	PERS ADJ	01-0001001	Combined Cash - Checking	965.75	
09/05/2023	6	CIS BEN	01-0001001	Combined Cash - Checking	29.30	
09/05/2023	7	CIS BEN	10-110-50-5300	Employee Health Insurance	.00	29.30-
09/05/2023	8	PERS ADJ	10-110-50-5402	PERS Retirement-Employer	.00	965.75-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					60,995.53	60,995.53-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
09/05/2023	1	ACH FEE	10-110-55-5545	Bank Fees/Misc Expense	.15	
09/05/2023	2	ACH FEE	01-0001003	Investment Pooled	.00	.15-
09/07/2023	3	LGIP Interest	01-0001003	Investment Pooled	7,717.99	
09/07/2023	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	652.84-
09/07/2023	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	122.50-
09/07/2023	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	285.75-
09/07/2023	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	293.03-
09/07/2023	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	229.03-
09/07/2023	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	46.25-
09/07/2023	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,609.32-
09/07/2023	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	1,023.49-
09/07/2023	12	LGPI Interest	62-000-40-650	Interest on Investments	.00	1,340.01-
09/07/2023	13	LGPI Interest	63-000-40-650	Interest on Investments	.00	739.28-
09/07/2023	14	LGPI Interest	65-000-40-650	Interest on Investments	.00	125.50-
09/07/2023	15	LGPI Interest	68-000-40-650	Interest on Investments	.00	96.82-
09/07/2023	16	LGPI Interest	72-000-40-650	Interest on Investments	.00	423.51-
09/07/2023	17	LGPI Interest	73-000-40-650	Interest on Investments	.00	121.42-
09/07/2023	18	LGPI Interest	74-000-40-650	Interest on Investments	.00	539.13-
09/07/2023	19	LGPI Interest	80-000-40-650	Interest on Investments	.00	40.69-
09/07/2023	20	LGPI Interest	85-000-40-650	Interest on Investments	.00	29.42-
Total 823:					109,384.16	109,384.16-
Total JOURNAL ENTRIES (JE):					7,718.14	7,718.14-
References: 20 Transactions: 20						
Grand Totals:					109,384.16	109,384.16-

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
09/05/2023	1	ACH BANKING FEES	26.06
09/05/2023	1	TRANSFER MM TO CK	15,000.00
09/05/2023	3	BANK FEES MISC	495.91
09/05/2023	3	TRANSFER MM TO CK	25,000.00
09/05/2023	4	SEWER AUTO BILL FEE	247.95-
09/05/2023	5	WATER AUTO BILL FEE	247.96-
09/05/2023	5	ACH BANK FEES	142.25
09/07/2023	6	Misc Bank Fee	6.27
08/02/2023	20438	Alyrica Networks	20.00
08/02/2023	20438	Alyrica Networks	19.99
08/02/2023	20439	AT&T	26.17
08/02/2023	20439	AT&T	26.17
08/02/2023	20439	AT&T	26.16
08/02/2023	20439	AT&T	26.17-
08/02/2023	20439	AT&T	26.17-
08/02/2023	20439	AT&T	26.16-
08/02/2023	20440	Christopher Holmes	7.21
08/02/2023	20441	Cintas	41.86
08/02/2023	20442	Code Publishing, Co.	331.30
08/02/2023	20443	iSecure	40.00
08/02/2023	20444	Jano's Trophies	36.00
08/02/2023	20445	David Kinney	663.75
08/02/2023	20446	Linn County Sheriff's Office	17,811.25
08/02/2023	20447	Morley Thomas Law	600.00
08/02/2023	20448	Norm's Electric Inc.	201.20
08/02/2023	20449	Renewable Resource Group, Inc	240.00
08/02/2023	20450	AT&T Mobility	26.17
08/02/2023	20450	AT&T Mobility	26.17
08/02/2023	20450	AT&T Mobility	26.16
08/09/2023	20451	AT&T	26.04
08/09/2023	20451	AT&T	26.04
08/09/2023	20451	AT&T	26.11
08/09/2023	20452	BMS Technologies	217.97
08/09/2023	20452	BMS Technologies	217.97
08/09/2023	20453	Brownsville Body Shop	7.50
08/09/2023	20453	Brownsville Body Shop	7.50
08/09/2023	20453	Brownsville Body Shop	7.50
08/09/2023	20453	Brownsville Body Shop	7.50
08/09/2023	20454	Bucks Sanitary Service	120.00
08/09/2023	20455	Carlson Hardware Inc.	25.57
08/09/2023	20455	Carlson Hardware Inc.	25.57
08/09/2023	20455	Carlson Hardware Inc.	25.57
08/09/2023	20456	CECO, Inc.	233.02
08/09/2023	20456	CECO, Inc.	116.51
08/09/2023	20456	CECO, Inc.	367.46
08/09/2023	20456	CECO, Inc.	179.25
08/09/2023	20457	Cascades West Regional Consortium	1,000.00
08/09/2023	20458	Caselle, Inc.	686.00
08/09/2023	20458	Caselle, Inc.	40.00
08/09/2023	20458	Caselle, Inc.	40.00
08/09/2023	20459	Cimco-GC Systemts	618.71
08/09/2023	20460	Civil West Engineering Services, Inc.	6,272.00
08/09/2023	20460	Civil West Engineering Services, Inc.	927.00
08/09/2023	20461	Diamond K Sales	10.50
08/09/2023	20462	Executive Cleaning	624.00
08/09/2023	20463	GSI Water Solutions, Inc.	10,073.38

Date	Check Number	Payee or Description	Check Amount
08/09/2023	20464	Industrial Welding Supply, Inc.	19.99
08/09/2023	20464	Industrial Welding Supply, Inc.	19.99
08/09/2023	20464	Industrial Welding Supply, Inc.	19.99
08/09/2023	20465	JSG Lawn Maintenance	1,800.00
08/09/2023	20465	JSG Lawn Maintenance	200.00
08/09/2023	20466	Linn County Planning and Building Dept	757.81
08/09/2023	20467	Norm's Electric Inc.	300.00
08/09/2023	20468	One Call Concepts Inc.	9.80
08/09/2023	20468	One Call Concepts Inc.	9.80
08/09/2023	20469	Petty Cash	120.83
08/09/2023	20470	Roome Telecommunications Inc.	145.30
08/09/2023	20470	Roome Telecommunications Inc.	33.48
08/09/2023	20470	Roome Telecommunications Inc.	77.19
08/09/2023	20470	Roome Telecommunications Inc.	34.40
08/18/2023	20471	Cintas	20.93
08/18/2023	20471	Cintas	20.93
08/18/2023	20472	Ingram Library Services	395.60
08/18/2023	20473	Kelley Connect Co.	165.61
08/18/2023	20473	Kelley Connect Co.	20.20
08/18/2023	20473	Kelley Connect Co.	133.30
08/18/2023	20473	Kelley Connect Co.	84.82
08/18/2023	20474	Local Government Law Group, PC	188.00
08/18/2023	20475	Melody Cox	30.00
08/18/2023	20476	National Business Solutions	832.00
08/18/2023	20477	NW Natural Gas	20.81
08/18/2023	20477	NW Natural Gas	30.18
08/18/2023	20478	Pacific Power	1,612.13
08/18/2023	20478	Pacific Power	48.84
08/18/2023	20478	Pacific Power	2,076.55
08/18/2023	20478	Pacific Power	170.36
08/18/2023	20478	Pacific Power	35.40
08/18/2023	20478	Pacific Power	54.79
08/18/2023	20479	Renewable Resource Group, Inc	148.00
08/18/2023	20480	Security Alarm Corp	131.91
08/18/2023	20481	Tate Public Affairs	1,800.00
08/18/2023	20482	Wells Fargo Financial Leasing, Inc.	123.50
08/18/2023	20482	Wells Fargo Financial Leasing, Inc.	39.00
08/18/2023	20482	Wells Fargo Financial Leasing, Inc.	123.50
08/18/2023	20482	Wells Fargo Financial Leasing, Inc.	39.00
08/24/2023	20483	Aggregate Resource Crushing, LLC	102.71
08/24/2023	20483	Aggregate Resource Crushing, LLC	102.71
08/24/2023	20483	Aggregate Resource Crushing, LLC	102.71
08/24/2023	20484	Central Linn Lions	72.00
08/24/2023	20485	Ferguson Waterworks # 3011	3,175.53
08/24/2023	20485	Ferguson Waterworks # 3011	309.83
08/24/2023	20486	Napa Auto Parts	5.54
08/24/2023	20487	Woodchuck Tree Service, LLC	700.00
08/30/2023	20488	American Rooter Sewer & Septic	2,175.00
08/30/2023	20489	AT&T Mobility	26.20
08/30/2023	20489	AT&T Mobility	26.20
08/30/2023	20489	AT&T Mobility	26.10
08/30/2023	20490	Blackstone Construction LLC	81,026.00
08/30/2023	20491	James & Megan Burkey	84.55
08/30/2023	20492	Crockett's Interstate	132.40
08/30/2023	20492	Crockett's Interstate	132.40
08/30/2023	20492	Crockett's Interstate	132.40
08/30/2023	20492	Crockett's Interstate	132.40
08/30/2023	20492	Crockett's Interstate	66.20

Date	Check Number	Payee or Description	Check Amount
08/30/2023	20492	Crockett's Interstate	66.20
08/30/2023	20493	Infinity Gutters & Construction LLC	14,200.00
08/30/2023	20494	Mike's Heating & Air	120.00
08/30/2023	20495	Elan Financial Services	1,564.37
08/30/2023	20495	Elan Financial Services	204.83
08/30/2023	20495	Elan Financial Services	425.60
08/30/2023	20495	Elan Financial Services	18.31
08/30/2023	20495	Elan Financial Services	18.31
08/30/2023	20495	Elan Financial Services	7.87
08/31/2023	92201	DIRECT DEPOSIT TOTAL	21,192.45
08/25/2023	82520231	AFLAC	361.37
08/25/2023	82520232	EBS Trust, CIS- Benefits	8,145.14
08/25/2023	82520232	EBS Trust, CIS- Benefits	6.44
08/25/2023	82520233	IRS Tax Deposit	3,547.76
08/25/2023	82520233	IRS Tax Deposit	829.72
08/25/2023	82520233	IRS Tax Deposit	2,072.19
08/25/2023	82520234	Oregon Dept of Revenue - WC/UI	21.56
08/25/2023	82520234	Oregon Dept of Revenue - WC/UI	1,877.00
08/25/2023	82520234	Oregon Dept of Revenue - WC/UI	103.38
08/25/2023	82520235	P.E.R.S.	1,731.21
08/25/2023	82520235	P.E.R.S.	5,345.74
08/25/2023	82520236	VOYA	900.00
08/31/2023	83120231	Norton, Hilary - DIR DEP	.00
08/31/2023	83120232	Andy Ridinger - DIR DEP	.00
08/31/2023	83120233	Gangle, Larissa Michele - DIR DEP	.00
08/31/2023	83120234	William Jones - DIR DEP	.00
08/31/2023	83120235	Madison LaCoste - DIR DEP	.00
08/31/2023	83120236	Abrial Vinson - DIR DEP	.00
08/31/2023	83120237	Amber Murray - DIR DEP	.00
Grand Totals:			245,378.58

Print Sequence Detail



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

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

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2023

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

FOR THE MONTH OF:

AUGUST

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	13
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	1
COMPLAINTS/INCIDENTS INVESTIGATED:-----	50

TOTAL HOURS SPENT:

HALSEY

76 hrs.

CONTRACT HOURS= 72 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sgt. Steven Frambes



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

This Report Encompasses: 8/ 1/23 to 8/31/23

Total Incidents This Month: **50**

Incident Information:	Description
CAD# 2023151676 TIME: 8/1/2023 2:47:04PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 600 W 1ST ST HALS A resident reported a male delivery person knocking repeatedly on his door and his neighbor's door. He did not know the person they were looking for or see a delivery type vehicle. This made the resident nervous and he called 911. The area was checked and nothing suspicious was found.
CAD# 2023151696 TIME: 8/1/2023 3:26:59PM CASE# 2303148 HALS REPORT TAKEN	Report Filed. THEFT 1 - OTHER Reported At Block Of 200 W 1ST ST Occurred between 1526 hours on 8/1/2023 and 1526 hours on 8/1/2023 . Reported: 8/1/2023 Officer Deputy responded to a theft at a trailer business where three sets of tires were stolen.
CAD# 2023151700 TIME: 8/1/2023 3:30:30PM CASE# CAD Only HALS	THEFT Reported at Block of 000 AMERICAN DR HALS Duplicate call.
CAD# 2023151701 TIME: 8/1/2023 3:31:23PM CASE# 2303149 HALS REPORT TAKEN	Report Filed. THEFT 1 - OTHER Reported At Block Of 00 AMERICAN DR Occurred between 1531 hours on 8/1/2023 and 1531 hours on 8/1/2023 . Reported: 8/1/2023 Officer Caller purchased a trailer and wrote a fraudulent check, but provided his real ID. Russell Campbell, 52 of Albany was arrested and transported to LCJ for multiple counts of fraud and theft.
CAD# 2023153113 TIME: 8/3/2023 1:48:48PM CASE# CAD Only HALS CAD CALL COMPLETE	PHONE HARASSMENT Reported at Block of 600 ROYAL TERN AVE HALS Male warned against telephonic harassment.

Incident Information:	Description
CAD# 2023155873 TIME: 8/7/2023 9:15:19AM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 100 W H ST/W 1ST ST HALS <hr/> Operator issued a warning for fail to obey a traffic control device .
CAD# 2023155877 TIME: 8/7/2023 9:20:58AM CASE# 2303249 HALS REPORT TAKEN	Report Filed. TOW, HAZARD Reported At Block Of 800 CENTENNIAL CT Occurred between 0919 hours on 8/7/2023 and 0920 hours on 8/7/2023 . Reported: 8/7/2023 Officer <hr/> Hazard towed a vehicle due to blocking pavement project.
CAD# 2023156004 TIME: 8/7/2023 12:25:02PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS <hr/> 46 year old I. Vaughn of Albany was issued a citation for Failing to Register Vehicle
CAD# 2023156656 TIME: 8/8/2023 8:54:51AM CASE# 2303260 HALS REPORT TAKEN	Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 700 W 3RD ST Occurred between 0853 hours on 8/8/2023 and 0854 hours on 8/8/2023 . Reported: <hr/> 37 year old Brandon Howard of Coos Bay was arrested and transported to the Linn County Jail for an Assault warrant out of Multnomah County
CAD# 2023156978 TIME: 8/8/2023 4:49:10PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator warned for speeding violation
CAD# 2023157055 TIME: 8/8/2023 7:02:36PM CASE# CAD Only HALS CAD CALL COMPLETE	EVENT DETAIL Reported at Block of 000 AMERICAN DR HALS <hr/> city council

Incident Information:	Description
CAD# 2023157626 TIME: 8/9/2023 3:01:36PM CASE# CAD Only HALS CAD CALL COMPLETE	CIVIL DISPUTE REPORT Reported at Block of 800 W 4TH ST HALS <hr/> Deputy responded to a civil complaint.
CAD# 2023159732 TIME: 8/12/2023 10:27:38AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 100 W D ST/W 2ND ST HALS <hr/> operator warned for not renewing vehicle registration
CAD# 2023159780 TIME: 8/12/2023 11:41:04AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 500 W 2ND ST HALS <hr/> operator warned for not renewing vehicle registration
CAD# 2023159800 TIME: 8/12/2023 12:06:12PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS <hr/> operator warned for not renewing vehicle registration
CAD# 2023159813 TIME: 8/12/2023 12:31:15PM CASE# CAD Only HALS WARNING SPEEDING VIOLA	TRAFFIC STOP Reported at Block of 200 W O ST/W 2ND ST HALS <hr/> Operator issued warning issued for speeding and expired vehicle registration.
CAD# 2023159861 TIME: 8/12/2023 1:24:52PM CASE# CAD Only HALS WARNING SPEEDING VIOLA	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator issued warning issued for speeding and expired vehicle registration.

Incident Information:	Description
CAD# 2023159891 TIME: 8/12/2023 2:19:33PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 1600 W 2ND ST HALS <hr/> operator warned for expired registration
CAD# 2023160344 TIME: 8/13/2023 1:46:42AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 400 W D ST HALS <hr/> Deputy searched the area and was unable to locate anyone.
CAD# 2023160667 TIME: 8/13/2023 1:55:40PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 W 2ND ST/W D ST HALS <hr/> Operator issued warning for not renewing vehicle registration.
CAD# 2023162297 TIME: 8/15/2023 5:24:32PM CASE# 2303380 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: FRAUD Reported At Block Of 500 W 2ND ST Occurred between 1724 hours on 8/15/2023 and 1724 hours on 8/15/2023 . Reported: <hr/> Deputy took a report of fraudulent check activity. Victim lost a total of \$8,476. Investigation on-going.
CAD# 2023162738 TIME: 8/16/2023 11:21:25AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 1200 W 1ST ST HALS <hr/> Deputy investigates knocked over sign. The sign was held in place by a large boulder, the boulder was ran over causing the sign to fall.
CAD# 2023162775 TIME: 8/16/2023 12:08:43PM CASE# CAD Only HALS CAD CALL COMPLETE	MOTORIST ASSIST Reported at Block of 1100 CROWELL LN HALS <hr/> Farm truck broke down, Deputy checks on repair service truck and operator of farm truck to see if they needed assistance. Both the operator and service truck operator did not need any assistance from law enforcement.

Incident Information:	Description
CAD# 2023162995 TIME: 8/16/2023 4:45:04PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 1500 W 2ND ST HALS <hr/> Citizen reports traffic complaint. Deputy preformed an extra patrol in the area for speed violators, not speeding violations were observed. Deputy also spoke to the city about installing a speed limit sign, city informed Deputy about current budget restrictions, but stated a citizen could purchase the sign and the city would install it.
CAD# 2023163371 TIME: 8/17/2023 8:27:48AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 100 NW 2ND ST HALS <hr/> Deputy provided a female a courtesy ride.
CAD# 2023164074 TIME: 8/18/2023 7:11:44AM CASE# CAD Only HALS	ALARM LAW ONLY Reported at Block of 200 W 2ND ST HALS <hr/> No Public Narrative.
CAD# 2023164087 TIME: 8/18/2023 8:10:08AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 000 E D ST/E 2ND ST HALS <hr/> Complaint about a strange acting male. Male talked with and he refused to ID himself, he had no medical needs, and he was traveling south on his bike.
CAD# 2023164274 TIME: 8/18/2023 12:37:30PM CASE# CAD Only HALS WARNING ISSUED	TRAFFIC STOP Reported at Block of 000 W 2ND ST HALS <hr/> Operator warned for expired tags 06/23 and for no insurance. Computer problems prevented a cite to be issued.
CAD# 2023164542 TIME: 8/18/2023 6:31:18PM CASE# CAD Only HALS CITATION ISSUED	PARKING COMPLAINT Reported at Block of 100 W HALSEY ST HALS <hr/> A deputy observed three new trailers parked near Halsey City Hall , in violation of posted signage. The Deputy cited Diamond K Trailer sales for the violations.

Incident Information:

Description

CAD# 2023164969
TIME: 8/19/2023 10:22:34AM
CASE# CAD Only
HALS
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator cited for expired tags (02/2022)

CAD# 2023165020
TIME: 8/19/2023 11:29:09AM
CASE# CAD Only
HALS
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator cited for expired tags (02/2022), DWS-Vio, and Driving Uninsured.

CAD# 2023165059
TIME: 8/19/2023 12:24:33PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 300 E 1ST ST/E D ST HALS

The area by E D St was driven through repeatedly to search for a suspicious male, but no one was found.

CAD# 2023165072
TIME: 8/19/2023 12:42:59PM
CASE# CAD Only
HALS
CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator was cited for No Operator's license (MC Endorsement), and for Driving Uninsured. Operator was warned for Failure to Display the License Plate.

CAD# 2023165139
TIME: 8/19/2023 2:31:19PM
CASE# CAD Only
HALS
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator was cited for expired tags (01/2023)

CAD# 2023165178
TIME: 8/19/2023 3:35:18PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 900 E 1ST ST HALS

No Public Narrative.

Incident Information:

Description

CAD# 2023165181
TIME: 8/19/2023 3:41:08PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator warned for no plate and no temp, recent purchase

CAD# 2023165208
TIME: 8/19/2023 4:10:31PM
CASE# CAD Only
HALS
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS

Operator cited for expired tags (11/2021)

CAD# 2023165762
TIME: 8/20/2023 9:37:32AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

PHONE HARASSMENT Reported at Block of 100 W 1ST ST HALS

Deputy documented information from a citizen receiving concerning text messages.

CAD# 2023166481
TIME: 8/21/2023 12:40:49PM
CASE# 2303482
HALS
REPORT TAKEN

Report Filed. UUV Reported At Block Of 1000 W 4TH ST Occurred between 0430 hours on 8/14/2023 and 1240 hours on 8/21/2023 . Reported: 8/21/2023 Officer Statement:

Report of a stolen vehicle. An acquaintance dropped off the victim at the Eugene airport but never returned the vehicle afterwards.

CAD# 2023166501
TIME: 8/21/2023 1:08:40PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FRAUD Reported at Block of 400 W D ST HALS

Caller was advised by a second party of possible fraudulent activity but her information was limited. A Deputy followed leads but was unable to determine a crime.

CAD# 2023166679
TIME: 8/21/2023 5:28:18PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

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

Operator warned for speeding violation.

Incident Information:	Description
CAD# 2023166796 TIME: 8/21/2023 9:12:25PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 1300 W 1ST ST/CROWELL LN HALS <hr/> Operator warned for not renewing vehicle registration
CAD# 2023167323 TIME: 8/22/2023 3:39:53PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 1300 W 1ST ST/CROWELL LN HALS <hr/> No Public Narrative.
CAD# 2023169843 TIME: 8/25/2023 8:15:16PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 1200 CROWELL LN HALS <hr/> Deputy observes suspicious vehicle, parked at intersection. While investigating Deputy is informed by resident, the vehicle belongs to them and they could not park the vehicle in front of their house due to road construction.
CAD# 2023170940 TIME: 8/27/2023 2:00:13PM CASE# CAD Only HALS	TRANSFER 911 INFO - LAW CALL Reported at Block of 1200 W 2ND ST HALS <hr/> No Public Narrative.
CAD# 2023171809 TIME: 8/28/2023 7:19:10PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator cited for expired tags 06/2023.
CAD# 2023171821 TIME: 8/28/2023 7:41:44PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 200 W C ST/W 3RD ST HALS <hr/> Operator warned for a stop sign violation at NW 2nd St at Hwy 228

Incident Information:	Description
CAD# 2023172818 TIME: 8/30/2023 8:59:28AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 100 W HALSEY ST HALS <hr/> Checked in with City staff about the new appointed city manager .
CAD# 2023173132 TIME: 8/30/2023 4:34:28PM CASE# CAD Only HALS CAD CALL COMPLETE	INFORMATION ONLY REPORT Reported at Block of 800 W 5TH ST HALS <hr/> Deputy spoke with citizen who reported finding a link to a website possibly containing child pornography.
CAD# 2023173539 TIME: 8/31/2023 10:36:19AM CASE# CAD Only HALS CAD CALL COMPLETE	THREATS Reported at Block of 400 W 5TH ST HALS <hr/> Deputies respond to disturbance incident. Victim did not wish to pursue charges. Victim was leaving the residence to stay with relative.

I. REPORTS TO COUNCIL

1. Employee Reports

a. City Administrator Report

Council Action: *NONE*

September 12, 2023

1. League or Oregon Cities Conference

The League of Oregon Cities Conference will be on October 12-14. It is in Eugene this year. A preliminary agenda is attached. If you have been interested in going in the past, it is so much less expensive for the city when it is in Eugene, because we don't need to pay for lodging. Both staff and elected officials attend this conference and there are usually good sessions with lots of information. If you want to go, please let me know. It is not inexpensive – so if you choose to sign up, please reserve the dates and plan to attend. It is not always possible to get a refund for cancellations, it depends on how early we notify them.

2. Council Goal Setting Session

The Council Goal Setting Session is scheduled for Saturday October 14th. Please save that date. We only do this every other year, it is really important that everyone be in the room.

3. West G Street and Centennial Court – Chip Seal

Completed

4. East B Street Project

Completed

5. City Hall Roof

City Hall will be getting its new roof the week of 9/20. Work might start on the 19th.

I. REPORTS TO COUNCIL

1. Employee Reports

b. Public Works Department

Council Action: *NONE*

September 12, 2023

Water Distribution:

Water Produced	4,025,000 Gallons
Daily Average	130,000 Gallons

Wastewater Collected:

WW Collected	819,000 Gallons
Daily Average	26,000 Gallons

Water:

3- water leaks this month,

#1, W. C St a 1"1/4 non metered water line going to the Elementary school. We think it went to the old sprinkler system and we shut it off at the main.

#2, water service created by ODOT construction on W. H St.

#3 E. 1st and F St, water leak on the main serving a hydrant. The pipe was in bad shape, replaced with new T and added service to the hydrant.

Sewer:

Nothing to report.

Streets:

Chip seal was completed on W. G and Centennial court, we prepped the roads grading the sod off the shoulder, trimmed trees and covered water valves and manholes.

A large portion of a tree fell on Crowel Ln. The tree had rotted, and we had a tree service fall the remainder of the tree. We cleaned up the pile.

Drainage:

Replaced a section of drainpipe where we fixed the leak at the school.

City Hall/Library:

Nothing to report.

Park:

Nothing to report.

Miscellaneous:

The Vactor truck went back into the shop with another transmission issue, the last conversation I had with shop was they are fighting about warranty.

I. REPORTS TO COUNCIL

1. Employee Reports

c. Library

Council Action: **NONE**

August 1, 2023

Circulation for August		Total Circulation since opening (Aug. 2015)	11,769
Fiction	26		
Non-Fiction	69	Total Number of Patrons to Date	585
Total	95		
Cities Represented in Circulation		Total Number of items in collection	4787
Halsey	90		
Shedd	0	Avg. Daily Threshold Count since opening	6.06
Springfield	3	Average Daily Threshold Count for August	4.14
Sweet Home	2		
Value of Inventory Through August			
Fiction	\$51,195.59		
Non-Fiction	\$34,518.58	Books added to inventory in August	118
Total	\$85,714.17		

Updates

We had a total of 95 visitors with an average of 4.14 per day. 95 items were checked out in the month of August, which is the highest this year so far.

We added 118 books to the collection in August, including donations. We are still on track with the budget.

We should be getting our new bookshelf from JB Woodworks soon.

September 1st, we did our craft day, which went very well. In the future I will be choosing crafts that are more time-consuming. I am currently planning seasonal activities for the upcoming months. I am hoping we can host small events for Halloween and something festive in December.

2. Council Reports		
a. Sharing Hands		
Council Action:	<i>NONE</i>	September 12, 2023

Councilor Lorensen also serves on the board of Sharing Hands. He may provide an update to the Council.

I. REPORTS TO COUNCIL

2. Council Reports

b. Central Linn School District

Council Action: *NONE*

September 12, 2023

Councilor Isom is attending Central Linn School Board meetings as a liaison for the city. She may provide an update to the Council.

I. REPORTS TO COUNCIL

2. Council Reports

d. Oregon Cascades West Council of Governments Board

Council Action: *NONE*

September 12, 2023

Councilor Romer is attending Oregon Cascades West Council of Governments Board as the representative for Halsey. He may provide an update to the Council.

J. OLD BUSINESS

1. Application for Council		
Council Action:	None	September 12, 2023

Issue Statement: The Departure of Councilor Lorensen will create a vacancy on Council. The Council may appoint a Councilor to fill the seat.

Summary: We have one application for the position: Jerry Gillson.

The appointed Councilor will serve the remainder of the current term, which ends on December 31, 2026.

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. Jerry Gillson meets this requirement.

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

If Council wants to appoint Jerry Gillson, Councilor Lorensen must first resign. This can be done in the same meeting.

The process would be:

- Council Lorensen offers his resignation.
- Council accepts the resignation and declares the seat open
- Council can then appoint a candidate.

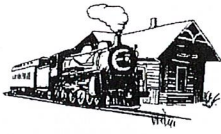
➤ **Possible Motion:** I move that the governing body of the City of Halsey accept the resignation of Councilor Lorensen and declare his council seat vacant.

- Council Options
 1. Appoint on candidate
 2. Postpone appointment
 3. Provide further direction to staff

➤ **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 on candidate
 2. Postpone appointment
 3. Provide further direction to staff

After the appointment, the City Administrator will administer the oath of office and the Councilor may take their 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, 2023 to December 31, 2026**

Name of Applicant: Jerry Gillson

Address: 75 East D St., Halsey

Phone Number: 541-908-6105

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: 14 yrs (high school + 2 yrs LACC)

Employer: Georgia Pacific (retired)

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

8 Plus years Halsey City Council

Why do you wish to serve on City Council?

I believe my previous years on the Council would be helpful at this particular time of transition.

Any other Comments:

Signed: Jerome J. Gillson

Date: 8-23-23

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.

J. OLD BUSINESS

2. Third Thursday Event

Council Action: *Consensus*

September 12, 2023

Issue Statement: Council is asked if they want to continue the Third Thursday Events

Summary:

The third Thursday events will have been offered for a year in October. We have had various levels of participation. Third Thursday Holiday events were the most successful. We are heading into the holiday season. Does Council want to continue to offer this event? Does Council want to change the event or cancel the event?

If Council wants to continue the event, we need Councilors to sign up to host the next few months.

Upcoming dates:

1. September 15th
2. October 20th
3. November 17th
4. December 15th

K. NEW BUSINESS

1. Authorization to Sign Bank Accounts

Council Action: **MOTION**

September 12, 2023

Issue Statement: The Interim City Manager needs permission to sign accounts.

Summary: The Interim City Manager needs to be made a signer on the City bank accounts. He needs to be able to do so for payroll, cash reconciliation, and to be able to sign checks. Umpqua bank requires council approved minutes for new signers on the account. The

➤ **Possible Motion:** I move that the governing body of the City of Halsey adopt Wes Hare to be a signer on all city accounts as the interim City Administrator

- **Council Options**
 1. Adopt Wes Hare as a signer on the city accounts
 2. Postpone
 3. Provide further direction to staff

K. NEW BUSINESS

2. City Administrator Recruitment

Council Action: *MOTION*

September 12, 2023

Issue Statement: Council is asked to provide direction on timing and process the city should use for recruitment of the next city manager.

Summary: The Council needs to settle method and timing of recruitment

Recruitment Options:

1. In house recruitment
 - a. The city administrator will post the position online and on professional job boards, and collect applications and resumes for Council. This will be the least expensive option, but will also take longer, as it will be done concurrently with doing the Administrator's job.
2. Non-profit recruitment services
 - a. Initial quote of \$6500.00 from OCWCOG. A third party recruitment would be run by the HR director. The would provide comprehensive background check and gather the applicant materials and coordinate and advise Council on a professional hiring process.
3. Private recruitment firm
 - a. Initial quote of 14,500.00 from Prothman Executive recruitment. A proposal describing their process is included. There are many firms that do this, so multiple estimates could be gathered if council is interested in this option.

Timing Options

A non-profit or private recruitment could begin immediately. This might be a good idea as some cities need to go out multiple times to find the right candidate. An in-house recruitment can also begin very soon, but it would be a slower process.

Proposal
for
**City Administrator
Recruitment Services**

City of Halsey

Leadership is Key to the Sustainability of Any Organization

*Character, integrity, and the commitment of a leader inspires
those in the workplace to go the extra mile and can greatly influence
the team's success in achieving its objectives.*

Finding great leaders is what we do!

***P*ROTHMAN**

Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western half of the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 650 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our Ability to Connect to Potential Candidates is Unmatched! Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

CONTACT INFORMATION

Owner/CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com

Submittal Date: September 6, 2023

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Steve Worthington - Project Lead

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor, as well. Prior to retirement after six years as the City Manager for the City of Fife, Washington, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, Washington. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

Cliff Moore - Project Support

Cliff Moore joins Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, Washington, and City Manager of Yakima, Washington. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his BA from UC Irvine and his master's degree from the University of San Francisco, and he is fluent in Spanish.

Sonja Prothman - Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

PROPOSED SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitment takes approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of September 11 & 18, 2023	Travel to Halsey or meet via Zoom for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
September 25, 2023	Post Profile and Start Advertising
October 2, 2023	Send Direct Mail
November 5, 2023	Application Closing Date
Weeks of November 6 & 13, 2023	Prothman screens applications & interviews top 6 - 12 candidates
<i>November 23 & 24, 2023</i>	<i>Thanksgiving Holiday</i>
Week of November 20 or 27, 2023	Travel to Halsey or meet via Zoom for Work Session to review semifinalists and pick finalists, and design final interviews
Week of December 4 or 11, 2023	Travel to Halsey for Final Interview Process

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 21 years. We have worked for small organizations like the City of Yachats, Oregon, (population 1,000), medium sized cities like South Lake Tahoe, California, and large organizations like Clatsop County, Oregon. We understand politics, Board and Council dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

Some of our Executive Management Recruitments - In Progress

City Administrator – City of Madras, OR; County Administrator – Hood River County, OR; Aviation Director – Port of Bellingham, WA; Assistant Public Works Director – City of Box Elder, SD; Electric Utilities Director – City of Fallon, NV; Finance Director – Synchron Risk Management, WA; Human Resources Director – City of Pasco, WA; Fire Chief – King County Fire District #2, WA; Administrative Services Director – City of Toppenish, WA; HR Manager – King County Fire District #2, WA; Fire Chief – Adams County Fire Rescue, CO; Fire Chief – Red, White & Blue Fire District, CO.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research (*Soliciting Input*)

We will travel to Halsey or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with the Mayor and City Council
- ◆ Meet with Department Directors and Staff, as directed
- ◆ Meet with community and other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy *(Locating Qualified Candidates)*

We recognize that often the best candidates are not actively looking for a new position - **this is the person we want to reach and recruit**. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening *(Narrowing the Field)*

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 10 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation *(Choosing the Finalists)*

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Halsey or meet via Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on a Public Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Halsey and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a City Administrator full recruitment with a one-year guarantee is \$18,500, however, as Halsey is a small city, the fee is discounted to \$14,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Halsey will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$1,900)
- Direct mail announcements (\$1,700)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging when needed (approx. \$600 - \$850 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$200)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

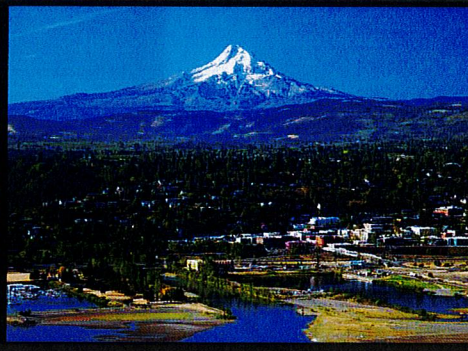
You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

EXAMPLE OF POSITION PROFILE



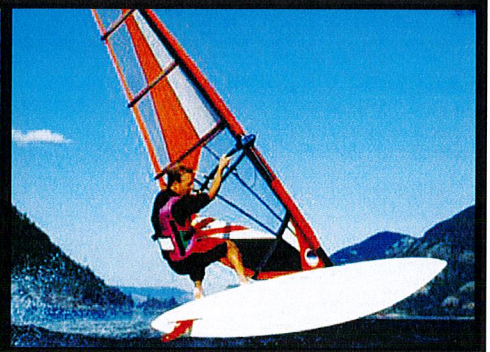
OREGON

COUNTY ADMINISTRATOR
FULL COMPENSATION PACKAGE
UP TO \$197,000 DOE

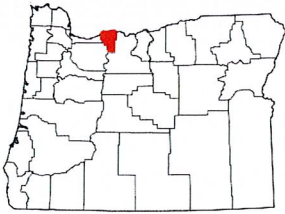
Updated Salary and Benefits Information

Apply by
September 10, 2023
(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



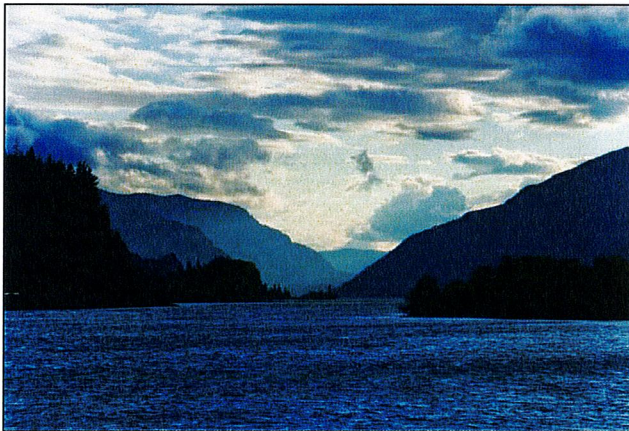
Nestled on the northern Oregon border between Multnomah, Clackamas, and Wasco County, Hood River County is a scenic wonderland of natural beauty. Just 60 miles

from Portland, residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer - and best of all, the warm, friendly people. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

This is an excellent opportunity for an experienced public sector professional looking to make a difference in a region that takes pride in its history, spectacular natural beauty, and way of life. Hood River County offers the right candidate a chance to work with a dedicated team to provide excellent customer service and vision to a vibrant community with a bright future.

THE COMMUNITY

Established in 1908, Hood River County covers 534 square miles and has a population of about 25,000 residents. Named for the Hood River, a tributary of the Columbia River, the county is located just 60 miles east of Portland in the northern, central section of Oregon, on the eastern edge of the Cascade Range. The stunning snow-capped Mount Hood and the Columbia River Gorge provide a famous backdrop, making it one of the most visually attractive areas in the Northwest.



The Hood River valley is a top producer of apples, pears, and cherries, with the county growing more winter pears than any other county in the United States. This agricultural richness combined with the county's scenic setting has made it a famous destination for tourists to drive or bike the famous Fruit Loop, a 35-mile tour featuring family farms, fruit stands, wineries, and other local attractions. The area is also a tourist hotspot for its world-renowned strong, warm summer winds that have allowed Hood River County to enjoy the title of windsurfing capital of the world. Additionally, the county offers outdoor enthusiasts opportunities for kiteboarding, stand-up paddleboarding, mountain and road biking, hiking, whitewater kayaking and rafting, rock climbing, fishing, and world-class skiing, snowboarding, and snowshoeing.

Hood River County is home to several communities, including Hood River, Cascade Locks, Mount Hood, Odell, and Parkdale. Hood River is the largest city and county seat, with a population of just under 8,400. The valley is also home to two 18-hole golf courses and can see its population soar to over 20,000 on busy weekends.

THE COUNTY

Hood River County is a Home Rule County with an approved Charter voted on by the citizens of Hood River County. An elected Board of Commissioners, including Chair, represents four districts in the County and sets policy. The Commission appoints a County Administrator to manage operations and oversee the many departments of the County. County departments are managed by department directors, and include: Health, Forestry (which includes Tree Farm, Timber Sales, Forest Management, and Recreation Trails), Public Works (which includes Engineering, Road Maintenance, Road Permits, Parks & Buildings, and County Surveyor), Community Development, Elections, Records & Assessment, Prevention Department, Budget & Finance, Sheriff's Office, 911 Dispatch, District Attorney's Office, Justice Court, Juvenile Department, Parole & Probation, Human Resources, and Administration.

The County maintains an average employment of 150 FTEs. In addition, the 2022-2023 General Fund Balance of Hood River County stands at \$47.6 million and includes \$3.3 million in timber revenue and a 5-year law enforcement operating levy that expires in June 2025.

THE POSITION

Working under the Board of Commissioners, the County Administrator manages the administrative activities of the County, provides public services to the citizens of Hood River County, and ensures compliance with all federal, state, and local laws; recommending policies to the Board regarding County operations. Administrative activities include managing nine department directors and coordinating with 3 other elected officials who manage County departments.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Hood River County has a strong diverse economy. This economy is based on agriculture, recreation (tourism), industry and professional and trade services. The County weathered the great recession and COVID with minimal long term economic impact. Because of the County's proximity to the greater Portland area and the high quality of life, Hood River County has become part of the greater Portland executive labor force. The next County Administrator must be able to bridge the gap between long-term residents and the influx of new upwardly mobile residents by addressing shifting priorities as the County's demographics evolve.

2. Hood River County is operating under its first operating levy. The County has stabilized county finances and reformed many systems and practices in recent years, but it remains to be seen if the County has settled into a long term formulation or if more changes are ahead.



3. Hood River County's scenic beauty, wealth of recreation options and quality of life has drawn many new residents to the area. Housing costs have climbed and made housing challenging to find for Hood River County employees to live in the county. The next County Administrator will work to address the workforce's affordable housing.

4. The successful County Administrator will possess an understanding of how to effectively work with departments supervised by elected officials and bring those departments into the county team.

5. The County Administrator will have an opportunity to collaborate with Department Heads to establish succession planning within their departments, ensuring the seamless continuation of essential county obligations, regardless of position vacancies or staffing changes.

THE IDEAL CANDIDATE

Education and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, or related field is required, along with a minimum of five (5) years of experience in active supervision of individuals, and five (5) years of experience in a similar role. A master's degree in a related field is preferred. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of personnel administration and supervision, organizational development.
- Familiarity with Oregon State Laws regarding functions, budgets and administration of County Government.
- The ability to create a team environment and communicate needs up to the Board of Commissioners and direction down to Department Directors.
- A willingness to be seen as the County's central point of contact, open to the public and staff. Someone that the community will turn to for leadership and reassurance and will deliver a clear message from the county.
- The ideal candidate will have a financial background, with knowledge of governmental budgeting, and an understanding of the local economy and how government can support it.

**COMPENSATION & BENEFITS**

- **Full Compensation Package up to \$197,000 Depending on Experience.**
- Excellent Benefit Package, including Medical, Dental, Vision and Life Insurances. County pays 85% of offered medical and vision insurance premiums; Dental coverage also offered. For example, currently full family pays \$282 per month for medical insurance cost.
- County pays 100% of the employer and employee OR PERS contributions.
- Vacation time negotiable.
- 12 days of sick leave accrued per year.
- 11 paid holidays per year.
- 2 personal holidays per year.
- 5 executive leave days per year.
- Deferred Compensation Plan - a supplemental voluntary benefit.
- This role will consider other stipends and/or allowances in addition to base salary.
- The total compensation package is flexible to meet both the candidate's and the County's needs.

**For more information on
Hood River County, please visit:
www.hoodrivercounty.gov**

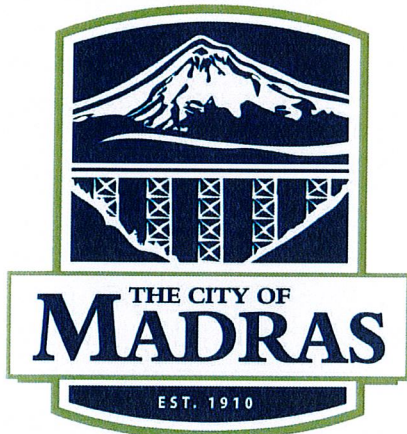
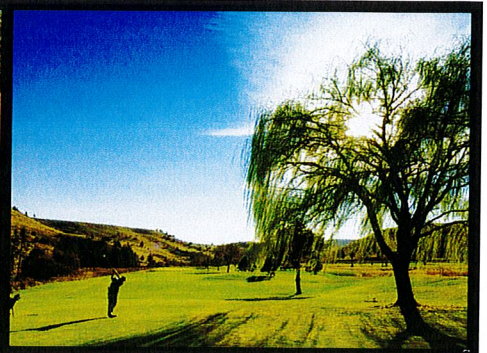
Hood River County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "Hood River County, OR – County Administrator", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



OREGON

CITY ADMINISTRATOR **\$130,613 - \$179,216**

Plus Excellent Benefits

First Review:
August 6, 2023
(Open Until Filled)

[Apply at www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the **City Administrator** position for **City of Madras, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



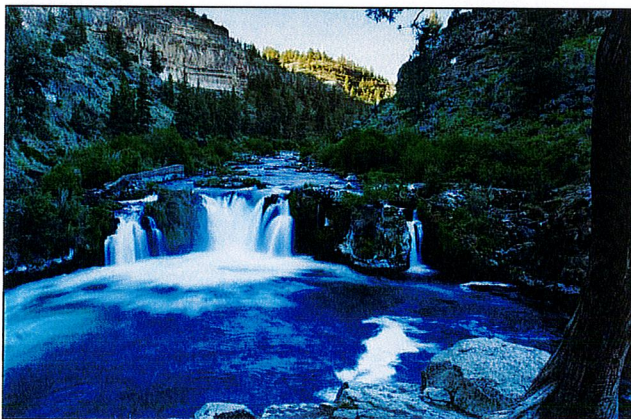
THE REGION



Located in Central Oregon, the City of Madras is the County Seat of Jefferson County and is home to 8,070 residents and

over 58,000 acres of irrigated farmland. The region offers high desert scenery and panoramic views of the magnificent Cascade Mountain Range along with many outdoor recreation opportunities. Madras' low-humidity climate offers over 300 days of sunshine and only 13 inches of precipitation per year, making the area a popular recreation site for cycling, fishing, golf, hiking, camping, rockhounding, and water sports. The area also offers winter sports including skiing and snowboarding just a short drive away. The nearby Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles are four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The community offers a hospital, library, a branch campus of Central Oregon Community College, movie theater, drag strip, circle track, skateboard facility, the Madras Performing Arts Center, Desert Peaks Golf Course, and a modern indoor aquatic center, plus a matrix of walking paths. The City also has a municipal airport and is home to the Erickson Aircraft Collection – a public museum consisting of a collection of over twenty rare aircraft, most of which are still in flying condition. The City also hosts the annual Airshow of the Cascades. Madras is also home to a number of biking trails which are developed and maintained by the Central Oregon Trail Alliance (COTA), which bring a great deal of riders to the area when COTA is holding events.



Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Los Angeles, and San Francisco. Residents are also just 40 miles from the city of Bend, which offers major shopping, specialized medical care and other amenities. In recent decades, several companies have been drawn to Central Oregon in order to benefit from the lower cost of living, natural and industrial resources, and the strong ethics displayed in the people that make Madras a wonderful place to make fabulous friends, build a successful career, a healthy lifestyle, and become an embedded member of a strong and ever-growing community.

THE CITY & POSITION

The City of Madras operates under a Mayor-Council form of government. The Mayor, elected for a two-year term, does not vote except to break ties. The City Council consists of six positions, elected at large for four-year terms. The city operates on a 2023-2024 budget of \$40,249,150 and employs a total of 39 FTEs. City departments include Administration, Airport, Community Development, Finance, Police, and Public Works.

The Administration department consists of a team that provides support for the Mayor and City Council, City Administrator, all city departments, and ultimately for the general public. The department consists of three FTEs, which include the City Administrator, Human Resources/Administrative Director, and the City Recorder/Elections Officer.

Under the direction of the Council, the City Administrator is the top executive and operations officer, accountable for accomplishing short-and long-range business, project, and program objectives. The City Administrator oversees staff functions that include Community Development, Public Works, Municipal Airport, Police/Public Safety, Finance, Human Resources, and Council affairs.

Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.

Hilary Norton

From: Ryan Schulze <rschulze@ocwcog.org>
Sent: Thursday, September 7, 2023 9:27 AM
To: Hilary Norton
Subject: RE: question

Good morning,

Sorry for the delay, I was in Bargaining most of yesterday. Below is an estimate of what it would cost for COG to lead your recruitment. Typically what we've done with other cities is use this as a guideline to determine a reasonable not to exceed amount, in this case likely \$6500 for the process with the understanding that if additional rounds of interviewing are needed that the contract may need to be amended.

		Time Required	Rate	Cost
Job Analysis	Develop Desired Attributes	2	152	304
	Create Screening Questions	3	152	456
Panel Training		2	152	304
Brochure	Development	1	152	152
	Distribution Time	1.5	104	156
Recruitment	Post to desired sites	2	104	208
Management	Maintain and monitor	6	104	624
Applicant Screening		8	104	832
Interview Coordinaiton	per round	10	104	1040
Interview Participation	per round	4	152	608
reference check	each candidate	0.5	152	76
Other Costs	Mileage	150	0.655	98.25
	Cost of Posting w/ Associations	1000	1	1000
Total				5858.25

From: Hilary Norton <Admin@HalseyOR.gov>
Sent: Thursday, September 7, 2023 8:26 AM
To: Ryan Schulze <rschulze@ocwcog.org>
Subject: FW: question

Hi Ryan,
Our council packets are going out this afternoon. If you could get us a rough draft that would be awesome.
Thank You,
Wes Jare

J. NEW BUSINESS

1. 2022-2023 Audit

Council Action: **MOTION**

November 8, 2022

Issue Statement: The 2022-2023 Fiscal Year Audit is submitted to Council for review.

Summary: The 2022-2023 FY Audit is complete. The auditor found no violations or exceptions. 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 2022-2023 Fiscal Year Audit as submitted

- **Council Options**
 1. Approve as recommended
 2. Postpone approval
 3. Provide further direction to staff



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

August 31, 2023

To the City Council
City of Halsey
Linn County, Oregon

We have audited the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Halsey for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- the cash basis of accounting and generally accepted auditing standards
- the Oregon Municipal Audit Law and the related administrative rules

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the cash basis of accounting. Our audit of the basic financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. We also communicated any internal control related matters that are required to be communicated under professional standards.

Results of Audit

1. Audit opinion letter - an unmodified opinion on the basic financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment.
3. Management letter – No separate management letter was issued.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimates noted due to the entity applying the cash basis of accounting.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the basic financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. There were no immaterial uncorrected misstatements noted during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Supplementary Information

We were engaged to report on the supplementary information, which accompany the basic financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Other Information

We were not engaged to report on the other information, which accompanies the basic financial statements but is not required supplementary information. 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.

Other Matters – Future Accounting and Auditing Issues

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accountants and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

GASB 99 – OMNIBUS 2022

The requirements of this Statement that are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

GASB 100 – ACCOUNTING CHANGES AND ERROR CORRECTIONS – an amendment of GASB 62

The requirements of this Statement are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

GASB 101 – COMPENSATED ABSENCES

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated

absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

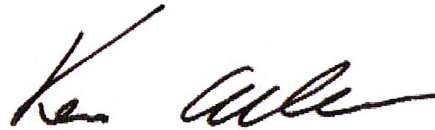
This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

This Statement amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

This information is intended solely for the information and use of the City Council and management and is not intended to be and should not be used by anyone other than these specified parties.

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

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

CITY OF HALSEY
LINN COUNTY, OREGON

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2023



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, 2023

**CITY OF HALSEY
LINN COUNTY, OREGON**

Mayor & City Council

June 30, 2023

<u>Name</u>	<u>POSITION</u>	<u>TERM EXPIRES</u>
Jerry Lachenbruch	Mayor	December 31, 2024
Scott LaCoste	City Councilor	December 31, 2026
Ken Lorensen	City Councilor	December 31, 2026
Michelle Isom	City Councilor	December 31, 2026
Jeremy Romer	City Councilor	December 31, 2024
Stacy Strauss	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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www.paulyrogersandcocpas.com

August 31, 2023

To the City Council
City of Halsey
Linn County, Oregon

INDEPENDENT AUDITORS' REPORT

Opinions

We have audited the accompanying cash basis 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, 2023, and the related notes to the financial statements which collectively comprise the basic financial statements as listed in the table of contents.

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, 2023, 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 for Opinions

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Halsey and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter - 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.

Responsibilities of Management 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 as described in Note 1, and for 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' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Halsey's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Halsey's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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.

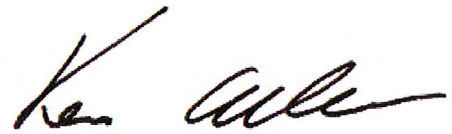
Other Information

Management is responsible for the other information included in the annual report. The other information comprises the other information, as listed in the table of contents, and the listing of board members containing their term expiration dates, located before the table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated August 31, 2023, 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.

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

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year Ended June 30, 2023

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, 2023. The intent of this discussion and analysis is to look at the City's financial performance. 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, 2023.
- The City's cash and investment balances increased by \$205,281, which is an 10.2% increase over the prior year.
- Total revenue for the City was \$1,266,693, which is a 2.8% decrease from the previous year. Governmental activities revenues accounted for \$718,315 of revenue or 60.7% of total revenues. Enterprise revenues in the form of charges for services accounted for \$456,819 or 36% of total revenues.
- The City had \$379,996 in enterprise operating expenditures. Of the business expenses, \$202,533 was for providing water service, \$164,711 was for providing sewer service, and \$12,752 was for storm drainage service.
- Among the governmental funds, the General Fund had \$610,347 in revenues, which primarily consisted of property taxes, franchise fees, state revenue sharing, and grants. The Street Fund had \$78,859 in revenues, which primarily consisted of the state highway allocation.
- Among proprietary funds, the Water Fund had \$236,862 in operating revenues, which primarily consisted of user fees. The water fund also had \$230,000 in transfers, which includes \$200,000 of ARPA funds transferred from the general fund. The Sewer Fund had \$203,275 in operating revenues, which primarily consisted of user fees.
- At June 30, 2023, the City's governmental funds reported combined ending cash basis fund balances of \$747,820; a 9.9% decrease in comparison to the prior year which totaled \$829,646. The decrease includes the \$200,000 transferred to the water fund for the well construction project.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Management 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, Storm Drainage, and Storm Drainage Blue Heron are 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. The City's net position was \$2,213,067 at the close of the most recent fiscal year.

Of the City's net position, \$341,386 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$1,871,681 may be used to meet the government's ongoing obligations to citizens and creditors.

The City's cash and investment balances increased by 10.2%. This is due, in part, to increases in grants, ARPA funds, and small capital improvement projects.

Comparative Statement of Net Position

	<u>2023</u>	<u>2022</u>	<u>% Change</u>
GOVERNMENT ACTIVITIES			
Assets			
Cash & Investments	<u>\$747,820</u>	<u>\$829,646</u>	<u><9.9%></u>
Net Position			
Restricted for Capital Projects	\$140,250	\$123,098	13.9%
Restricted for Debt Service	\$0	\$0	
Unrestricted	<u>\$607,570</u>	<u>\$706,548</u>	<u><14.0%></u>
Total Net Position	\$747,820	\$829,646	<9.9%>
BUSINESS TYPE ACTIVITIES			
Assets			
Cash & Investments	<u>\$1,465,247</u>	<u>\$1,178,140</u>	<u>24.3%</u>
Net Position			
Restricted for Capital Projects	\$141,757	\$137,815	2.9%
Restricted for Debt Service	\$59,379	\$57,866	2.6%
Unrestricted	<u>\$1,264,111</u>	<u>\$982,459</u>	<u>28.7%</u>
Total Net Position	<u>\$1,465,247</u>	<u>\$1,178,140</u>	<u>24.4%</u>

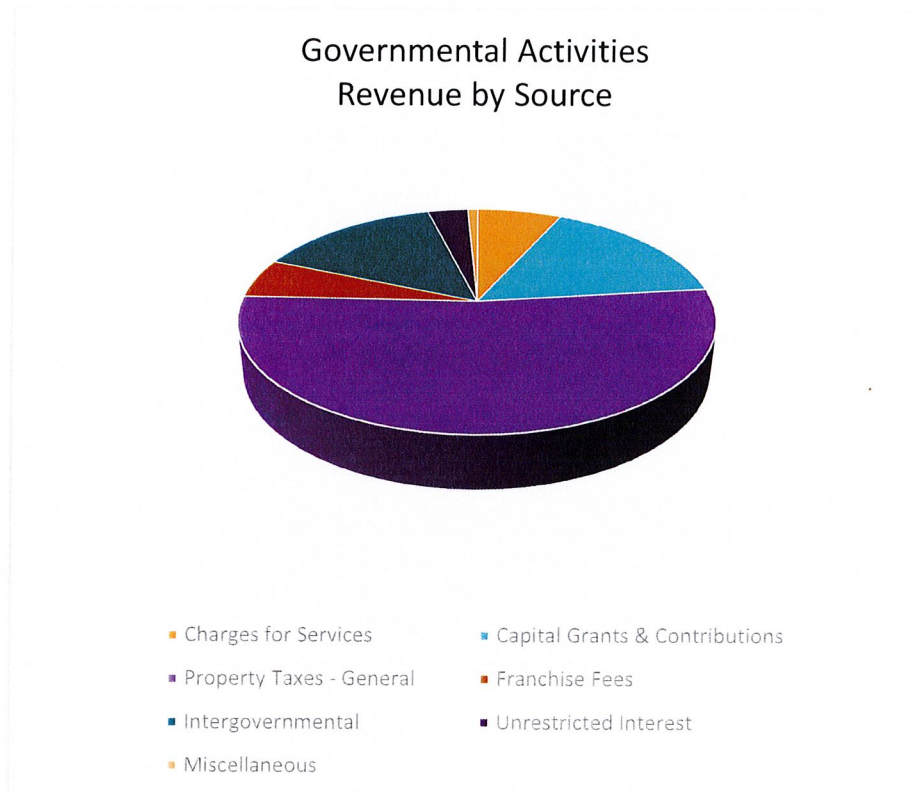
Comparative Statement of Activities

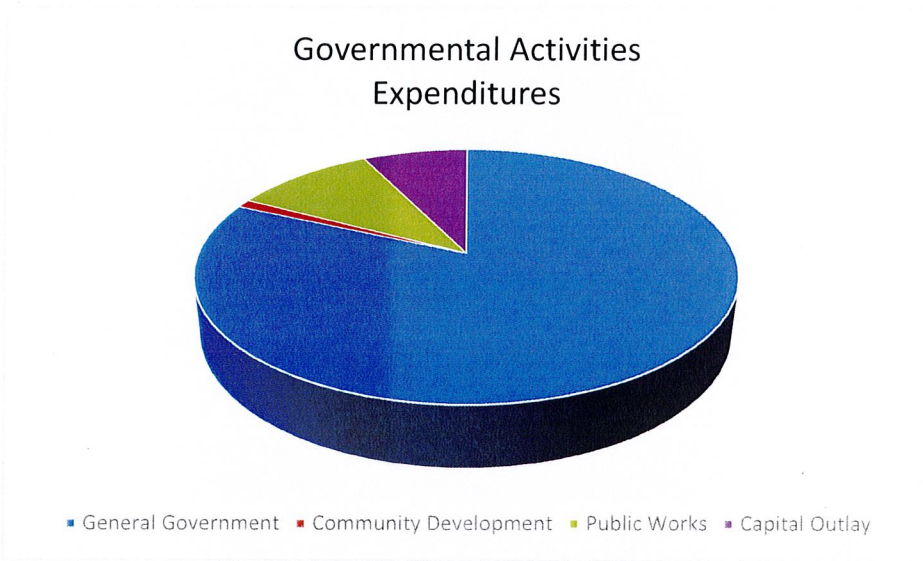
	<u>General Activities</u>			<u>Business Type Activities</u>		
	<u>2023</u>	<u>2022</u>	<u>%</u>	<u>2023</u>	<u>2022</u>	<u>%</u>
Receipts						
Charges for Services	\$47,277	\$29,660	63.6%	\$456,819	\$435,578	4.9%
Capital Grants & Contributions	\$117,119	\$256,444	-54.3%	\$0	\$1,250	-100.0%
Property Taxes - General	\$377,818	\$357,086	5.8%			
Property Taxes - Debt Service				\$54,649	\$54,043	1.1%
Franchise Fees	\$40,253	\$39,458	2.0%			
Intergovernmental	\$105,788	\$105,967	-0.2%			
Unrestricted Interest	\$22,906	\$4,216	443.3%	\$39,123	\$6,250	526.0%
Miscellaneous	\$5,927	\$7,098	-16.5%	-\$2,213	\$5,578	-139.7%
Sale of Assets			63.6%			4.9%
Total Receipts	<u>\$718,315</u>	<u>\$799,929</u>	-10.2%	<u>\$548,378</u>	<u>\$502,699</u>	9.1%
Disbursements						
General Government	\$487,296	\$465,943	4.6%			
Community Development	\$6,139	\$6,892	-10.9%			
Public Works	\$59,512	\$61,693	-3.5%			
Capital Outlay	\$44,194	\$111,974	-60.5%			
Water				\$275,055	\$260,567	5.6%
Sewer				\$164,711	\$161,491	2.0%
Stormwater				\$12,752	\$14,985	-14.9%
Total Disbursements	<u>\$597,141</u>	<u>\$646,502</u>	-7.6%	<u>\$452,518</u>	<u>\$437,043</u>	3.5%
Change in Net Position	<u>-\$81,826</u>	<u>\$143,427</u>	-157.1%	<u>\$287,107</u>	<u>\$75,656</u>	279.5%
Beginning Cash Basis Net Position	<u>\$829,646</u>	<u>\$686,219</u>	20.9%	<u>\$1,178,140</u>	<u>\$1,102,484</u>	6.9%
Ending Cash Basis Net Position	<u>\$747,820</u>	<u>\$829,646</u>	-9.9%	<u>\$1,465,247</u>	<u>\$1,178,140</u>	24.4%

COMPARATIVE STATEMENT OF ACTIVITIES

Governmental activities decreased the City's total net position by \$81,821. Primarily this is due to the transfer of ARPA funds from the General Fund to the Water fund for the well project. Expenses include expenditures for cameras, improved meeting technology, local wetlands inventory, RARE member, ditch mower, and a heat pump at the library.

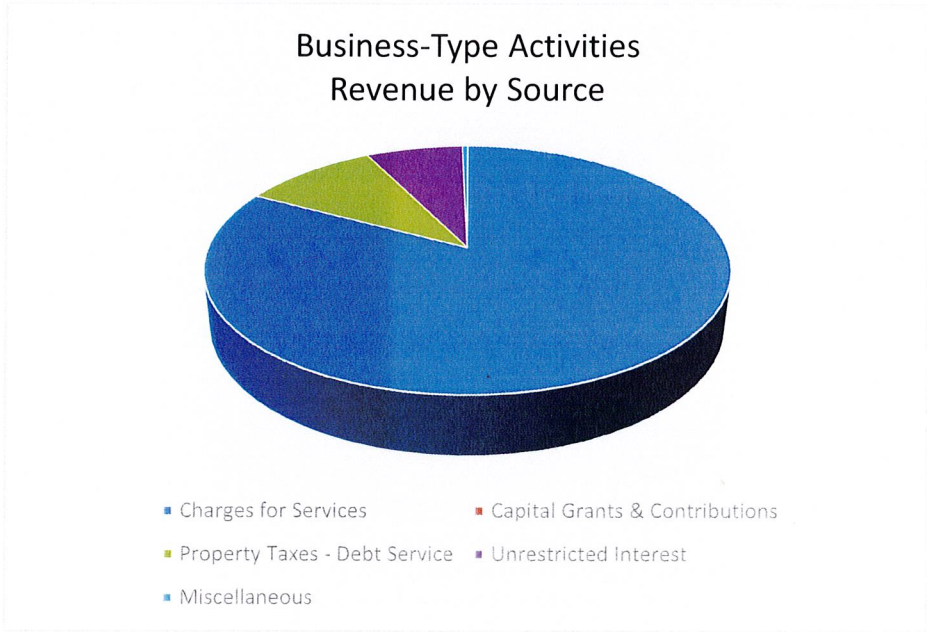
The following charts breakdown sources of revenue and activity expenditures for governmental activities.



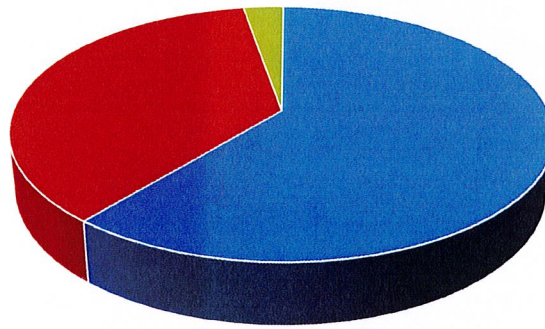


Business-type activities increased the City's net position by \$287,107. This increase is largely due to the transfer of ARPA funds from the General Fund to the Water Fund. Expenditures include the ditch mower, cameras, leak detector, backwash meter, improved billing format, and an auto dialer for the lagoon generator.

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



Business-Type Activities Expenditures by Service



■ Water ■ Sewer ■ Stormwater

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 \$747,820 a 9.9% 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 \$140,250 for SDC's; the Committed amount totals \$154,798 which is listed as \$31,868 for Vehicles and Equipment, \$3,259 for Parks, \$76,230 for Streets and Pathways, \$32,457 for Storm water Drainage, and \$10,984 for the Veterans Park; the Assigned amount is \$165,233 which is listed as \$152,543 for Streets and \$12,690 for Library; the Unassigned amount is \$287,539.

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 \$287,539, an decrease of \$125,079 (43.5%).

Proprietary funds

The City's enterprise funds reported an unrestricted net position of \$1,264,111, an increase of \$281,652 (28.67%). The enterprise funds also report \$59,379 in restricted net position for debt service, and \$141,757 in restricted net position for capital projects.

Unrestricted net position of each proprietary fund are as follows:

- Water \$789,771
- Sewer \$450,458
- Storm Drainage \$23,882

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 \$626,386 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. There is also an Oregon Business Development Department Loan balance of \$45,490. Payments are made annually out of the existing water service usage fee revenue.

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, 2024 represents an overall increase of 26% when compared to the FY 2022-2023 budget.

The City considered the current economic environment, use of ARPA funds for local infrastructure projects, increased revenue from home values and Linn County's collection rate, expected flat amount in state shared revenues and franchise fees, and expected expenditures for planned projects and equipment when establishing the budget.

Amounts available for appropriation in the General Fund are \$762,430 for the fiscal year 2023-2024.

The City is budgeting a \$555,500 (140%) increase in total Water Fund revenues. This includes \$200,000 of ARPA funding and \$300,000 of a directed capital funding request from the Oregon State Legislature, both for the well project. The City is budgeting a \$487,500 (132.8%) increase in Sewer Fund revenues. This is due to an anticipated \$410,000 in loans and grants from DEQ to complete the sewer Inflow and Infiltration project and to prepare a Waste Water Facilities Plan.

With the exceptions noted above, operating costs of both governmental activities and business-type activities are expected to be similar to those of the 2022-2023 period.

The following factors were used in developing the budget for the fiscal year 2023-2024:

- Funding must be secured and the well project must be completed by December 2024 for the ARPA funds to be used by the deadline. Funding for the I&I project is 50% loan forgiveness, and the funds for the Waste Water Facilities Plan are 100% loan forgiveness. There was an opportunity to access these funds as DEQ has additional funding this year. The I&I project replaces and repairs sewer lines expected to fail within the next 10 years.
- Personnel costs are budgeted for a 11.94% increase to accommodate a COLA for staff and in anticipation of extra funds that may be needed to cover upcoming family leaves. Staffing levels increased by 0.75 FTE staffing in the office to train a clerk to help cover those leaves.
- The Street department includes a Special Cities Allotment Grant for widening and resurfacing East B Street.
- Other projected capital improvements include a new roof for city hall, a new server if it becomes critical, some chip sealing work in conjunction with Linn County, a park renovation project if the city receives an OPRD grant, and a bookshelf for the library.
- Other projects include the completion of the Local Wetlands Inventory, possible completion of the buildable lands inventory, and continued work on a Comprehensive Plan update.

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, 2023

	<u>GOVERNMENTAL</u>	<u>BUSINESS TYPE</u>	<u>TOTAL</u>
ASSETS			
Cash and Investments	\$ 747,820	\$ 1,465,247	\$ 2,213,067
Total Assets	<u>\$ 747,820</u>	<u>\$ 1,465,247</u>	<u>\$ 2,213,067</u>
NET POSITION			
Restricted for Capital Projects	\$ 140,250	\$ 141,757	\$ 282,007
Restricted for Debt Services	-	59,379	59,379
Unrestricted	<u>607,570</u>	<u>1,264,111</u>	<u>1,871,681</u>
TOTAL NET POSITION	<u>\$ 747,820</u>	<u>\$ 1,465,247</u>	<u>\$ 2,213,067</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, 2023**

Functions/Programs	Disbursements	Program Cash Receipts		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$ 511,426	\$ 30,400	\$ 116,119	\$ -
Community Development	14,996	347	-	1,000
Public Works	70,719	16,480	-	74,708
Total Governmental Activities	597,141	47,227	116,119	75,708
Business-Type Activities				
Water	273,539	240,858	-	-
Sewer	174,266	202,374	-	-
Stormwater Drainage	16,466	13,587	-	-
Total Business-Type Activities	464,271	456,819	-	-
Totals	\$ 1,061,412	\$ 504,046	\$ 116,119	\$ 75,708

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

<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
\$ (364,907)	\$ -	\$ (364,907)
(13,649)	-	(13,649)
<u>20,469</u>	<u>-</u>	<u>20,469</u>
 (358,087)	 -	 (358,087)
 -	(32,681)	(32,681)
-	28,108	28,108
<u>-</u>	<u>(2,879)</u>	<u>(2,879)</u>
 -	(7,452)	(7,452)
<u>(358,087)</u>	<u>(7,452)</u>	<u>(365,539)</u>
 377,818	-	377,818
-	54,649	54,649
40,235	-	40,235
 31,080	-	31,080
22,906	39,123	62,029
7,222	(2,213)	5,009
<u>(203,000)</u>	<u>203,000</u>	<u>-</u>
 276,261	 294,559	 570,820
(81,826)	287,107	205,281
<u>829,646</u>	<u>1,178,140</u>	<u>2,007,786</u>
<u>\$ 747,820</u>	<u>\$ 1,465,247</u>	<u>\$ 2,213,067</u>

CITY OF HALSEY
LINN COUNTY, OREGON

BALANCE SHEET - CASH BASIS
GOVERNMENTAL FUNDS
June 30, 2023

	<u>GENERAL FUND</u>	<u>STREET FUND</u>	<u>CITY PARK FUND</u>	<u>LIBRARY FUND</u>
ASSETS				
Cash and Investments	\$ 287,539	\$ 152,543	\$ 3,259	\$ 12,690
Total Assets	<u>\$ 287,539</u>	<u>\$ 152,543</u>	<u>\$ 3,259</u>	<u>\$ 12,690</u>
CASH BASIS FUND BALANCES				
Restricted for:				
SDC's	\$ -	\$ -	\$ -	\$ -
Committed For:				
Vehicles and Equipment	-	-	-	-
Parks	-	-	3,259	-
Streets and Pathways	-	-	-	-
Stormwater Drainage	-	-	-	-
Veterans Memorial Park	-	-	-	-
Assigned For:				
Streets	-	152,543	-	-
Library	-	-	-	12,690
Unassigned	<u>287,539</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Cash Basis Fund Balances	<u>\$ 287,539</u>	<u>\$ 152,543</u>	<u>\$ 3,259</u>	<u>\$ 12,690</u>

See accompanying notes to the basic financial statements

STORMWATER SYSTEM DEVELOPMENT CHARGE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
<u>\$ 140,250</u>	<u>\$ 151,539</u>	<u>\$ 747,820</u>
<u>\$ 140,250</u>	<u>\$ 151,539</u>	<u>\$ 747,820</u>
\$ 140,250	\$ -	\$ 140,250
-	31,868	31,868
-	-	3,259
-	76,230	76,230
-	32,457	32,457
-	10,984	10,984
-	-	152,543
-	-	12,690
-	-	287,539
<u>\$ 140,250</u>	<u>\$ 151,539</u>	<u>\$ 747,820</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, 2023**

	GENERAL FUND	STREET FUND	CITY PARK FUND	LIBRARY FUND
Receipts				
Taxes	\$ 377,818	\$ -	\$ -	\$ -
Interest	10,283	4,151	138	448
Intergovernmental	31,080	74,708	-	-
Grants	116,119	-	-	1,000
Franchise Fees	40,235	-	-	-
Fees, Permits, and Rents	30,400	-	347	-
Fines	1,295	-	-	-
Miscellaneous	3,117	-	-	2,783
Total Receipts	610,347	78,859	485	4,231
Disbursements				
Current				
General Governmental	487,296	-	-	-
Community Development	-	-	-	6,139
Public Works	-	51,873	5,885	-
Capital Outlay	24,130	11,207	-	8,857
Total Disbursements	511,426	63,080	5,885	14,996
Excess of Receipts Over, (Under) Disbursements	98,921	15,779	(5,400)	(10,765)
Other Financing Sources, (Uses)				
Transfers In	-	-	3,000	5,000
Transfers Out	(224,000)	(4,000)	-	-
Total Other Financing Sources, (Uses)	(224,000)	(4,000)	3,000	5,000
Net Change in Cash Basis Fund Balances	(125,079)	11,779	(2,400)	(5,765)
Beginning Cash Basis Fund Balances	412,618	140,764	5,659	18,455
Ending Cash Basis Fund Balances	\$ 287,539	\$ 152,543	\$ 3,259	\$ 12,690

See accompanying notes to the basic financial statements

STORMWATER SYSTEM DEVELOPMENT CHARGE FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
\$ -	\$ -	\$ 377,818
3,780	4,106	22,906
-	-	105,788
-	-	117,119
-	-	40,235
13,372	3,108	47,227
-	-	1,295
-	27	5,927
<u>17,152</u>	<u>7,241</u>	<u>718,315</u>
-	-	487,296
-	-	6,139
-	1,754	59,512
-	-	44,194
<u>-</u>	<u>1,754</u>	<u>597,141</u>
17,152	5,487	121,174
-	17,000	25,000
<u>-</u>	<u>-</u>	<u>(228,000)</u>
<u>-</u>	<u>17,000</u>	<u>(203,000)</u>
17,152	22,487	(81,826)
<u>123,098</u>	<u>129,052</u>	<u>829,646</u>
<u>\$ 140,250</u>	<u>\$ 151,539</u>	<u>\$ 747,820</u>

CITY OF HALSEY
LINN COUNTY, OREGON

STATEMENT OF NET POSITION - CASH BASIS
PROPRIETARY FUNDS
June 30, 2023

	<u>WATER FUND</u>	<u>SEWER FUND</u>	<u>STORMWATER DRAINAGE FUND</u>	<u>TOTAL</u>
ASSETS				
Cash and Investments	\$ 959,321	\$ 482,044	\$ 23,882	\$ 1,465,247
Total Assets	<u>\$ 959,321</u>	<u>\$ 482,044</u>	<u>\$ 23,882</u>	<u>\$ 1,465,247</u>
NET POSITION				
Restricted for Capital Projects	\$ 110,171	\$ 31,586	\$ -	\$ 141,757
Restricted for Debt Service	59,379	-	-	59,379
Unrestricted	<u>789,771</u>	<u>450,458</u>	<u>23,882</u>	<u>1,264,111</u>
Total Net Position	<u>\$ 959,321</u>	<u>\$ 482,044</u>	<u>\$ 23,882</u>	<u>\$ 1,465,247</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, 2023**

	WATER FUND	SEWER FUND	STORMWATER DRAINAGE FUND	TOTAL
Operating Receipts				
Charges for Services	\$ 240,858	\$ 202,374	\$ 13,587	\$ 456,819
Miscellaneous	(3,996)	901	882	(2,213)
Total Operating Receipts	236,862	203,275	14,469	454,606
Operating Disbursements				
Personal Services	128,368	114,617	8,717	251,702
Materials and Services	74,165	50,094	4,035	128,294
Total Operating Disbursements	202,533	164,711	12,752	379,996
Operating Income (Loss)	34,329	38,564	1,717	74,610
Non-Operating Receipts (Disbursements)				
Property Taxes	54,649	-	-	54,649
Grants	-	-	-	-
Interest	25,346	13,190	587	39,123
Capital Outlay	(16,462)	(9,555)	(3,714)	(29,731)
Debt Service	(54,544)	-	-	(54,544)
Total Non-Operating Receipts (Disbursements)	8,989	3,635	(3,127)	9,497
Net Income (Loss) before Transfers	43,318	42,199	(1,410)	84,107
CAPITAL CONTRIBUTIONS				
System Development Charges	-	-	-	-
Other Financing Sources, -Uses				
Transfers In	230,000	30,000	12,000	272,000
Transfers Out	(34,000)	(34,000)	(1,000)	(69,000)
Total Other Financing Sources, -Uses	196,000	(4,000)	11,000	203,000
Net Change in Cash Basis Net Position	239,318	38,199	9,590	287,107
Beginning Cash Basis Net Position	720,003	443,845	14,292	1,178,140
Ending Cash Basis Net Position	\$ 959,321	\$ 482,044	\$ 23,882	\$ 1,465,247

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. 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.

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.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (CONTINUED)

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, 2023. 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 materially approximates fair value, and since the entity uses the cash basis of accounting.

The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. As of June 30, 2023, the fair value of the position in the LGIP is 99.63% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. 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>2023</u>
Petty Cash	\$ 400
Demand Deposits	37,569
Investments	<u>2,175,098</u>
Total	<u>\$ 2,213,067</u>

Reported In:

Governmental	\$ 747,820
Business Type	<u>1,465,247</u>
	<u>\$ 2,213,067</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	\$ 2,175,098	\$ 2,175,098	
Total	<u>\$ 2,175,098</u>	<u>\$ 2,175,098</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 \$37,569 and the bank balance was \$109,305. 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/2022-Annual-Comprehensive-Financial-Report.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.
 - 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

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

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.

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,

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

2019 actuarial valuation, which became effective July 1, 2021. 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, 2023 were \$49,724, 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 \$280,455 at June 30, 2023 for its proportionate share of the net pension asset. The pension asset was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation dated December 31, 2020. 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, 2022 and 2021, the City's proportion was .002 percent and .002 percent, respectively. Pension expense for the year ended June 30, 2023 was \$21,490.

The rates in effect for the year ended June 30, 2023 were:

- (1) Tier 1/Tier 2 – 19.00%
- (2) OPSRP general services – 16.67%

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated February 2, 2023. Oregon PERS produces an independently audited ACFR which can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2022-Annual-Comprehensive-Financial-Report.pdf>

Actuarial Valuations – The employer contribution rates effective July 1, 2021 through June 30, 2023, 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, 2020
Experience Study Report	2020, Published July 20, 2021
Actuarial cost method	Entry Age Normal
Amortization method	Level percentage of payroll
Asset valuation method	Market value of assets
Inflation rate	2.40 percent
Investment rate of return	6.90 percent
Discount rate	6.90 percent
Projected salary increase	3.40 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 2020 Experience Study which is reviewed for the four-year period ending December 31, 2020.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Debt Securities	15.0%	25.0%	20.0%
Public Equity	25.0%	35.0%	30.0%
Real Estate	7.5%	17.5%	12.5%
Private Equity	15.0%	27.5%	20.0%
Risk Parity	0.0%	3.5%	2.5%
Real Assets	2.5%	10.0%	7.5%
Diversifying Strategies	2.5%	10.0%	7.5%
Opportunity Portfolio	0.0%	5.0%	0.0%
Total			100.0%

(Source: June 30, 2022 PERS ACFR; p. 104)

**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 June 2021 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
Global Equity	30.62%	5.85%
Private Equity	25.50%	7.71%
Core Fixed Income	23.75%	2.73%
Real Estate	12.25%	5.66%
Master Limited Partnerships	0.75%	5.71%
Infrastructure	1.50%	6.26%
Commodities	0.63%	3.10%
Hedge Fund of Funds - Multistrategy	1.25%	5.11%
Hedge Fund Equity - Hedge	0.63%	5.31%
Hedge Fund - Macro	5.62%	5.06%
US Cash	-2.50%	1.76%
<i>Assumed Inflation - Mean</i>		<i>2.40%</i>

(Source: June 30, 2022 PERS ACFR; p. 74)

Discount Rate – The discount rate used to measure the total pension liability was 6.90 percent 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 6.90 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 one percent lower (5.90 percent) or one percent higher (7.90 percent) than the current rate.

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

	1% Decrease (5.90%)	Discount Rate (6.90%)	1% Increase (7.90%)
Proportionate share of the net pension liability	\$ 497,362	\$ 280,455	\$ 98,913

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, 2022 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.

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

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. PENSION PLAN (CONTINUED)

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. Effective July 1, 2020, currently employed Tier 1/Tier 2 and OPSRP members earning \$2,500 or more per month (increased to \$3,333 per month in 2022) will have a portion of their 6 percent monthly IAP contributions redirected to an Employee Pension Stability Account. The Employee Pension Stability Account will be used to pay part of the member's future benefit. Of the 6 percent monthly IAP contribution, Tier 1/Tier 2 will have 2.5 percent redirected to the Employee Pension Stability Account and OPSRP will have 0.75 percent redirected to the Employee Pension Stability Account, with the remaining going to the member's existing IAP account. Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full 6 percent contribution to the IAP. The City made \$17,300 of optional contributions to member IAP accounts for the year ended June 30, 2023.

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>

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

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

4. OTHER POST-EMPLOYMENT BENEFIT PLAN (CONTINUED)

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, 2023. 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, 2021, 2022 and 2023 were \$41, \$36 and \$3, respectively, which equaled the required contributions each year.

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

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.

6. INTERFUND TRANSFERS

Interfund Transfers were done to finance operations between funds.

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General	\$ -	\$ 224,000
Streets	-	4,000
Library	5,000	-
Other Governmental	17,000	-
City Parks	3,000	-
Water	230,000	34,000
Sewer	30,000	34,000
Strom Water Drainage	12,000	1,000
Total	<u>\$ 297,000</u>	<u>\$ 297,000</u>

**CITY OF HALSEY
LINN COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

7. LONG-TERM OBLIGATIONS

The changes in long-term obligations for the year ended June 30, 2023 is comprised of the following:

Future Payments:

Fiscal Year	Revenue Bonds		OBDD Loan	
	Principal	Interest	Principal	Interest
2023-2024	24,790	29,754	2,320	455
2024-2025	25,968	28,576	2,343	432
2025-2026	27,201	27,343	2,366	408
2026-2027	28,494	26,050	2,391	385
2027-2028	29,847	24,697	2,414	361
2028-2033	171,897	100,823	12,439	1,436
2033-2038	216,790	55,930	13,074	802
2038-2043	101,399	7,689	8,142	163
	<u>\$ 626,386</u>	<u>\$ 300,862</u>	<u>\$ 45,490</u>	<u>\$ 4,442</u>

	July 1, 2022	Additions	Deletions	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.	\$ 650,052	\$ -	\$ 23,666	\$ 626,386	\$ 24,790
Direct Borrowing:					
OR Business Development Department Loan of \$50,250 was issued in 2021 at an interest rate of 1%.	47,787	-	2,297	45,490	2,320
Total Long-term Obligations	<u>\$ 697,839</u>	<u>\$ -</u>	<u>\$ 25,963</u>	<u>\$ 671,876</u>	<u>\$ 27,110</u>

The revenue bond does not have any significant default provisions. The OBDD loan has a provision stating that OBDD may pursue any or all remedies including but not limited to declaring all payments under the Contract and all other amounts due under any of the Financing Documents immediately due and payable without further notice or demand.

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.

**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, 2023**

	<u>GENERAL FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO FINAL BUDGET POSITIVE/(NEGATIVE)</u>
Receipts				
Taxes, Current	\$ 336,000	\$ 336,000	\$ 372,417	\$ 36,417
Taxes, Prior	6,000	6,000	5,401	(599)
Interest	1,800	1,800	10,283	8,483
Intergovernmental				
State Revenue Sharing	11,250	11,250	11,542	292
State Liquor/Cigarette Tax	18,700	18,700	19,538	838
Franchise Fees				
Northwest Natural Gas	8,000	8,000	9,462	1,462
Pacific Power	25,000	25,000	26,529	1,529
Telephone	1,100	1,100	1,244	144
Zayo	3,000	3,000	3,000	-
Fees, Permits, and Rent				
Building Permit Fees	24,500	24,500	8,409	(16,091)
AT&T Tower Lease	20,000	20,000	21,991	1,991
Fines	1,500	1,500	1,295	(205)
Grants	122,600	122,600	116,119	(6,481)
Miscellaneous	1,650	1,650	3,117	1,467
Total Receipts	<u>581,100</u>	<u>581,100</u>	<u>610,347</u>	<u>29,247</u>
Disbursements				
Personal Services	241,400	241,400 (1)	197,079	44,321
Materials and Services	354,700	354,700 (1)	290,217	64,483
Capital Outlay	36,000	36,000 (1)	24,130	11,870
Contingency	30,000	30,000 (1)	-	30,000
Total Disbursements	<u>662,100</u>	<u>662,100</u>	<u>511,426</u>	<u>150,674</u>
Excess of Receipts Over, (Under) Disbursements	(81,000)	(81,000)	98,921	179,921
Other Financing Sources, (Uses)				
Transfers Out	(224,000)	(224,000) (1)	(224,000)	-
Total Other Financing Sources, (Uses)	<u>(224,000)</u>	<u>(224,000)</u>	<u>(224,000)</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(305,000)	(305,000)	(125,079)	179,921
Beginning Cash Basis Fund Balance	405,000	405,000	412,618	7,618
Ending Cash Basis Fund Balance	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 287,539</u>	<u>\$ 187,539</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, 2023**

	<u>STREET FUND</u>			VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Interest	\$ 500	\$ 500	\$ 4,151	\$ (500)
Intergovernmental				
State Highway Allocation	70,000	70,000	74,708	4,708
Grants	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>(100,000)</u>
Total Receipts	<u>170,500</u>	<u>170,500</u>	<u>78,859</u>	<u>(91,641)</u>
Disbursements				
Streets				
Personal Services	46,350	46,350 (1)	38,287	8,063
Materials and Services	35,150	35,150 (1)	13,586	21,564
Capital Outlay	<u>115,000</u>	<u>115,000 (1)</u>	<u>11,207</u>	<u>103,793</u>
Total Streets	<u>196,500</u>	<u>196,500</u>	<u>63,080</u>	<u>133,420</u>
Contingency	<u>20,000</u>	<u>20,000 (1)</u>	<u>-</u>	<u>20,000</u>
Total Disbursements	<u>216,500</u>	<u>216,500</u>	<u>63,080</u>	<u>286,840</u>
Excess of Receipts Over (Under) Disbursements	(46,000)	(46,000)	15,779	61,779
OTHER FINANCING SOURCES/(USES)				
Transfers Out	<u>(4,000)</u>	<u>(4,000) (1)</u>	<u>(4,000)</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(50,000)	(50,000)	11,779	61,779
Beginning Cash Basis Fund Balance	<u>95,000</u>	<u>95,000</u>	<u>140,764</u>	<u>45,764</u>
Ending Cash Basis Fund Balance	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 152,543</u>	<u>\$ 107,543</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, 2023**

<u>CITY PARK FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 50	\$ 50	\$ 138	\$ 88
Fees	800	800	347	(453)
Total Receipts	850	850	485	(365)
Disbursements				
Parks				
Materials and Services	6,850	6,850	5,885	965
Capital Outlay	2,000	2,000	-	2,000
Total Parks	8,850	8,850 (1)	5,885	2,965
Contingency	-	- (1)	-	-
Total Disbursements	8,850	8,850	5,885	2,965
Excess of Receipts Over (Under) Disbursements	(8,000)	(8,000)	(5,400)	2,600
OTHER FINANCING SOURCES				
Transfers In	3,000	3,000	3,000	-
Net Change in Cash Basis Fund Balance	(5,000)	(5,000)	(2,400)	2,600
Beginning Cash Basis Fund Balance	5,000	5,000	5,659	659
Ending Cash Basis Fund Balance	\$ -	\$ -	\$ 3,259	\$ 3,259

(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, 2023**

<u>LIBRARY FUND</u>				VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
Receipts				
Interest	\$ 100	\$ 100	\$ 448	\$ 348
Grants	5,000	5,000	1,000	(4,000)
Miscellaneous	<u>1,250</u>	<u>1,250</u>	<u>2,783</u>	<u>1,533</u>
Total Receipts	<u>6,350</u>	<u>6,350</u>	<u>4,231</u>	<u>(2,119)</u>
Disbursements				
Library				
Materials and Services	10,250	10,250	6,139	4,111
Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>8,857</u>	<u>1,143</u>
Total Library	<u>20,250</u>	<u>20,250</u> (1)	<u>14,996</u>	<u>5,254</u>
Contingency	<u>1,000</u>	<u>1,000</u> (1)	<u>-</u>	<u>1,000</u>
Total Disbursements	<u>21,250</u>	<u>21,250</u>	<u>14,996</u>	<u>6,254</u>
Excess of Receipts Over (Under) Disbursements	(14,900)	(14,900)	(10,765)	4,135
OTHER FINANCING SOURCES				
Transfers In	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(9,900)	(9,900)	(5,765)	4,135
Beginning Cash Basis Fund Balance	<u>12,000</u>	<u>12,000</u>	<u>18,455</u>	<u>6,455</u>
Ending Cash Basis Fund Balance	<u>\$ 2,100</u>	<u>\$ 2,100</u>	<u>\$ 12,690</u>	<u>\$ 10,590</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, 2023**

SPECIAL REVENUES - STORMWATER SYSTEM DEVELOPMENT CHARGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 500	\$ 500	\$ 3,780	\$ 3,280
System Development Fees	-	-	13,372	13,372
Total Receipts	500	500	17,152	16,652
Net Change in Cash Basis Fund Balance	500	500	17,152	16,652
Beginning Cash Basis Fund Balance	123,000	123,000	123,098	98
Ending Cash Basis Fund Balance	<u>\$ 123,500</u>	<u>\$ 123,500</u>	<u>\$ 140,250</u>	<u>\$ 16,750</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

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

June 30, 2023

	SPECIAL REVENUE FUNDS				
	VEHICLE AND EQUIPMENT RESERVE FUND	STREET AND PATHWAY FUND	STORMWATER BLUE HERON FUND	VETERANS MEMORIAL PARK FUND	TOTAL
ASSETS					
Cash and Investments	\$ 31,868	\$ 76,230	\$ 32,457	\$ 10,984	151,539
Total Assets	<u>\$ 31,868</u>	<u>\$ 76,230</u>	<u>\$ 32,457</u>	<u>\$ 10,984</u>	<u>\$ 151,539</u>
FUND BALANCE					
Committed	\$ 31,868	\$ 76,230	32,457	10,984	151,539
Total Cash Basis Fund Balances	<u>\$ 31,868</u>	<u>\$ 76,230</u>	<u>\$ 32,457</u>	<u>\$ 10,984</u>	<u>\$ 151,539</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, 2023

	SPECIAL REVENUE FUNDS				
	VEHICLE AND EQUIPMENT RESERVE FUND	STREET AND PATHWAY FUND	STORMWATER BLUE HERON FUND	VETERANS MEMORIAL PARK FUND	TOTAL
Receipts					
Interest	\$ 802	\$ 2,108	\$ 902	\$ 294	\$ 4,106
Fees	-	-	3,108	-	3,108
Miscellaneous	-	-	-	27	27
Total Receipts	802	2,108	4,010	321	7,214
Disbursements					
Current					
Public Works	-	-	588	1,166	1,754
Total Disbursements	-	-	588	1,166	1,754
Excess of Receipts Over, (Under) Disbursements	802	2,108	3,422	(845)	5,487
Other Financing Sources, (Uses)					
Transfers In	15,000	2,000	-	-	17,000
Net Change in Cash Basis Fund Balance	15,802	4,108	3,422	(845)	22,487
Beginning Cash Basis Fund Balance	16,066	72,122	29,035	11,829	129,052
Ending Cash Basis Fund Balance	\$ 31,868	\$ 76,230	\$ 32,457	\$ 10,984	\$ 151,539

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, 2023

VEHICLE AND EQUIPMENT RESERVE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ -	\$ -	\$ 802	\$ 802
Excess of Receipts Over, (Under) Disbursements	-	-	802	802
OTHER FINANCING SOURCES, (USES)				
Transfers In	15,000	15,000	15,000	-
Net Change in Cash Basis Fund Balance	15,000	15,000	15,802	802
Beginning Cash Basis Fund Balance	16,000	16,000	16,066	66
Ending Cash Basis Fund Balance	<u>\$ 31,000</u>	<u>\$ 31,000</u>	<u>\$ 31,868</u>	<u>\$ 868</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, 2023**

SPECIAL REVENUES - STREET & PATHWAY FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 300	\$ 300	\$ 2,108	\$ 1,808
Total Receipts	300	300	2,108	1,808
Excess of Receipts Over (Under) Disbursements	300	300	2,108	1,808
OTHER FINANCING SOURCES				
Transfers In	2,000	2,000	2,000	-
Net Change in Cash Basis Fund Balance	2,300	2,300	4,108	1,808
Beginning Cash Basis Fund Balance	71,000	71,000	72,122	1,122
Ending Cash Basis Fund Balance	\$ 73,300	\$ 73,300	\$ 76,230	\$ 2,930

(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, 2023**

<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	\$ 100	\$ 100	\$ 902	\$ 802
System Development Fees	2,760	2,760	3,108	348
Total Receipts	<u>2,860</u>	<u>2,860</u>	<u>4,010</u>	<u>1,150</u>
Disbursements				
Storm Water				
Materials & Services	4,700	4,700	588	4,112
Capital Outlay	<u>8,000</u>	<u>8,000</u>	<u>-</u>	<u>8,000</u>
Total Disbursements	<u>12,700</u>	<u>12,700</u> (1)	<u>588</u>	<u>8,000</u>
Excess of Receipts Over -Under Disbursements	(9,840)	(9,840)	3,422	13,262
OTHER FINANCING SOURCES				
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Cash Basis Fund Balance	(9,840)	(9,840)	3,422	13,262
Beginning Cash Basis Fund Balance	<u>26,000</u>	<u>26,000</u>	<u>29,035</u>	<u>3,035</u>
Ending Cash Basis Fund Balance	<u>\$ 16,160</u>	<u>\$ 16,160</u>	<u>\$ 32,457</u>	<u>\$ 16,297</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, 2023**

SPECIAL REVENUES - VETERANS MEMORIAL PARK FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 100	\$ 100	\$ 294	\$ 194
Miscellaneous	-	-	27	27
Total Receipts	100	100	321	221
Disbursements				
Parks				
Materials and Services	2,500	2,500	1,166	1,334
Capital Outlay	1,000	1,000	-	1,000
Total Disbursements	3,500	3,500 (1)	1,166	2,334
Net Change in Cash Basis Fund Balance	(3,400)	(3,400)	(845)	2,555
Beginning Cash Basis Fund Balance	12,000	12,000	11,829	(171)
Ending Cash Basis Fund Balance	\$ 8,600	\$ 8,600	\$ 10,984	\$ 2,384

(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, 2023**

<u>WATER FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 1,000	\$ 1,000	\$ 11,428	\$ 10,428
Charges for Services				
Utility Services	208,000	208,000	235,523	27,523
Miscellaneous Water Fees	9,750	9,750	5,335	(4,415)
Miscellaneous	500	500	(3,996)	(4,496)
Total Receipts	219,250	219,250	248,290	29,040
Disbursements				
Personal Services	152,300	152,300 (1)	128,368	23,932
Materials and Services	90,950	90,950 (1)	74,165	16,785
Capital Outlay	247,000	247,000 (1)	16,462	230,538
Contingency	20,000	20,000 (1)	-	20,000
Total Disbursements	510,250	510,250	218,995	291,255
Excess of Receipts Over (Under) Disbursements	(291,000)	(291,000)	29,295	320,295
OTHER FINANCING SOURCES				
Transfers In	200,000	200,000	200,000	-
Transfers Out	(34,000)	(34,000) (1)	(34,000)	-
Total Other Financing Sources, (Uses)	166,000	166,000	166,000	-
Net Change in Cash Basis Fund Balance	(125,000)	(125,000)	195,295	320,295
Beginning Cash Basis Fund Balance	175,000	175,000	245,886	70,886
Ending Cash Basis Fund Balance	\$ 50,000	\$ 50,000	441,181	\$ 391,181
Reconciliation to Net Position:				
Debt Service Fund Balance			59,379	
Water SDC Fund Balance			110,171	
Water Reserve Fund Balance			348,590	
Ending Net Position			\$ 959,321	

(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, 2023**

<u>SEWER FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 1,000	\$ 1,000	\$ 7,130	\$ 6,130
Charges for Services				
Utility Services	195,000	195,000	202,374	7,374
Miscellaneous Sewer Fees	1,000	1,000	901	(99)
Total Receipts	197,000	197,000	210,405	13,405
Disbursements				
Sewer				
Personnel Services	134,700	134,700	114,617	20,083
Materials and Services	88,300	88,300	50,094	38,206
Capital Outlay	25,000	25,000	9,555	15,445
Total Sewer	248,000	248,000 (1)	174,266	73,734
Contingency	25,000	25,000 (1)	-	25,000
Total Disbursements	273,000	273,000	174,266	98,734
Excess of Receipts Over (Under) Disbursements	(76,000)	(76,000)	36,139	112,139
OTHER FINANCING SOURCES, (USES)				
Transfers Out	(34,000)	(34,000) (1)	(34,000)	-
Total Other Financing Sources, (Uses)	(34,000)	(34,000)	(34,000)	-
Net Change in Cash Basis Fund Balance	(110,000)	(110,000)	2,139	112,139
Beginning Cash Basis Fund Balance	170,000	170,000	256,002	86,002
Ending Cash Basis Fund Balance	\$ 60,000	\$ 60,000	258,141	\$ 198,141
Reconciliation to Net Position:				
Sewer SDC Fund Balance			31,586	
Sewer Reserve Fund Balance			192,317	
Ending Net Position			\$ 482,044	

(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, 2023**

STORMWATER DRAINAGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 50	\$ 50	\$ 587	\$ 537
Service Charge	12,000	12,000	13,587	1,587
Miscellaneous	600	600	882	282
Total Receipts	12,650	12,650	15,056	2,406
Disbursements				
Storm Water				
Personnel Services	11,250	11,250	8,717	2,533
Materials and Services	9,400	9,400	4,035	5,365
Capital Outlay	8,000	8,000	3,714	4,286
Total Storm Water	28,650	28,650 (1)	16,466	12,184
Contingency	-	- (1)	-	#VALUE!
Total Disbursements	28,650	28,650	16,466	12,184
Excess of Receipts Over -Under Disbursements	(16,000)	(16,000)	(1,410)	14,590
OTHER FINANCING SOURCES				
Transfers In	12,000	12,000	12,000	-
Transfers Out	(1,000)	(1,000) (1)	(1,000)	-
Total Other Financing Sources, (Uses)	11,000	11,000	11,000	-
Net Change in Cash Basis Fund Balance	(5,000)	(5,000)	9,590	14,590
Beginning Cash Basis Fund Balance	12,000	12,000	14,292	2,292
Ending Cash Basis Fund Balance	\$ 7,000	\$ 7,000	\$ 23,882	\$ 16,882

(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, 2023**

WATER SYSTEM DEVELOPMENT CHARGE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 500	\$ 500	\$ 3,063	\$ 2,563
Total Receipts	500	500	3,063	2,563
Net Change in Cash Basis Fund Balance	500	500	3,063	2,563
Beginning Cash Basis Fund Balance	106,000	106,000	107,108	1,108
Ending Cash Basis Fund Balance	<u>\$ 106,500</u>	<u>\$ 106,500</u>	<u>\$ 110,171</u>	<u>\$ 3,671</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, 2023**

WATER SYSTEM DEBT SERVICE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Taxes				
Current	\$ 53,438	\$ 53,438	\$ 53,732	\$ 294
Prior	500	500	917	417
Interest	150	150	1,408	1,258
Total Receipts	54,088	54,088	56,057	1,969
Disbursements				
Debt Service				
Principal	23,666	23,666	23,666	-
Interest	30,878	30,878	30,878	-
Total Disbursements	54,544	54,544 (1)	54,544	-
Net Change in Cash Basis Fund Balance	(456)	(456)	1,513	1,969
Beginning Cash Basis Fund Balance	55,000	55,000	57,866	2,866
Ending Cash Basis Fund Balance	\$ 54,544	\$ 54,544	\$ 59,379	\$ 4,835

(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, 2023**

WATER RESERVE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 1,000	\$ 1,000	\$ 9,447	\$ 8,447
Disbursements				
Water				
Capital Outlay	80,000	80,000	-	80,000
Total Disbursements	80,000	80,000 (1)	-	80,000
Excess of Receipts Over (Under) Disbursements	(79,000)	(79,000)	9,447	88,447
OTHER FINANCING SOURCES				
Transfers In	30,000	30,000	30,000	-
Net Change in Cash Basis Fund Balance	(49,000)	(49,000)	39,447	88,447
Beginning Cash Basis Fund Balance	308,000	308,000	309,143	1,143
Ending Cash Basis Fund Balance	<u>\$ 259,000</u>	<u>\$ 259,000</u>	<u>\$ 348,590</u>	<u>\$ 89,590</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, 2023**

	<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	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 879</u>	<u>\$ 779</u>
Total Receipts	<u>100</u>	<u>100</u>	<u>879</u>	<u>779</u>
Net Change in Cash Basis Fund Balance	100	100	879	779
Beginning Cash Basis Fund Balance	<u>30,500</u>	<u>30,500</u>	<u>30,707</u>	<u>207</u>
Ending Cash Basis Fund Balance	<u>\$ 30,600</u>	<u>\$ 30,600</u>	<u>\$ 31,586</u>	<u>\$ 986</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, 2023**

<u>SEWER RESERVE FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE TO FINAL BUDGET POSITIVE (NEGATIVE)
Receipts				
Interest	\$ 600	\$ 600	\$ 5,181	\$ 4,581
Total Receipts	600	600	5,181	4,581
Disbursements				
Sewer				
Capital Outlay	80,000	80,000	-	80,000
Total Sewer	80,000	80,000 (1)	-	80,000
Total Disbursements	80,000	80,000 (1)	-	80,000
Excess of Receipts Over, (Under) Disbursements	(79,400)	(79,400)	5,181	84,581
OTHER FINANCING SOURCES, (USES)				
Transfers In	30,000	30,000	30,000	-
Total Other Financing Sources, (Uses)	30,000	30,000	30,000	-
Net Change in Cash Basis Fund Balance	(49,400)	(49,400)	35,181	84,581
Beginning Cash Basis Fund Balance	156,000	156,000	157,136	1,136
Ending Cash Basis Fund Balance	<u>\$ 106,600</u>	<u>\$ 106,600</u>	<u>\$ 192,317</u>	<u>\$ 85,717</u>

(1) Appropriation Level

**CITY OF HALSEY
LINN COUNTY, OREGON**

**SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2023**

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
2023	0.002 %	\$ 280,455	\$ 259,463	108.1 %	84.5 %
2022	0.002	282,110	251,744	112.1	87.6
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
2023	\$ 49,724	\$ 49,724	\$ -	\$ 288,524	17.2 %
2022	42,215	42,215	-	259,463	16.3
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**



PAULY, ROGERS, AND Co., P.C.
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(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcocpas.com

August 31, 2023

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, 2023, and have issued our report thereon dated August 31, 2023. 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).**

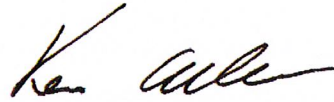
In connection with our testing nothing came to our attention that caused us to believe the City of Halsey was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 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 dark 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

1. Authorization to Sign Bank Accounts

Council Action: **MOTION**

September 12, 2023

Issue Statement: The Interim City Manager needs permission to sign accounts.

Summary: The Interim City Manager needs to be made a signer on the City bank accounts. He needs to be able to do so for payroll, cash reconciliation, and to be able to sign checks. Umpqua bank requires council approved minutes for new signers on the account. Hilary Norton needs to be removed as a signer on all accounts.

- **Possible Motion:** I move that the governing body of the City of Halsey **to remove Hilary Norton as a signer on all accounts** and to adopt Wes Hare to be a signer on all city accounts as the interim City Administrator
- **Council Options**
 1. **Remove Hilary Norton** and Adopt Wes Hare as a signer on the city accounts
 2. Postpone
 3. Provide further direction to staff

AMENDED