

City of Sodaville
Regular Session & Supplemental Budget Hearing Agenda
April 21, 2022
7:00 PM – City Hall

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Visitors**

5) **Bills**

6) **Minutes**

- March 17, 2022 Regular Session
- April 7, 2022 Special Session

7) **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.

8) **City Recorder's Report**

9) **Public Works Report**

10) **New Business**

- a) Resolution No. 22-01: A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE POOL ACCOUNT #4043
- b) Resolution No. 22-02: A RESOLUTION AMENDING SODAVILLE ORDINANCE 15-03
- c) Supplemental Budget Hearing (Resolution No. 22-03)
- d) Contract Review Board: Public Hearing on Intergovernmental Agreement with the City of Brownsville
- e) 2022-2023 Budget Overview & Budget Committee Appointment
- f) RFP 2022-1: Potable Water Transportation

11) **Old Business**

- City RV Ordinance Enforcement

12) **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.

13) **Council Reports**

14) **Adjourn**

PUBLIC COMMENT There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.***

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

“The City of Sodaville is an equal opportunity provider and employer.”

8. City Recorder's Report

Finance Update

The Finance Update is in the Council Packet.

The only regular bill not paid by the City at the last meeting was the monthly Tractor loan repayment to AgCo finance. Two months worth of payments were made via ACH prior to the deadline, ensuring that the City does not make another late payment (which occurred last fall). The Council can continue to pay by check or permit the bill to be paid via ACH.

Suggested Motion [if the Council is favorable]: *I move to authorize monthly payments of the loan to AgCo Finance via ACH.*

Lobbyist Registration

In order to legally advocate for the City's interests with the Legislative Assembly, the City Recorder should be registered as the City's lobbyist with the Oregon Government Ethics Commission. If an employee lobbies for potential or current state legislation with members of the Legislative Assembly or other local governments without reporting to the GEC, that employee is personally liable for fines imposed by the GEC. The City also needs to register as the employer/client of a lobbyist separately. It is recommended that a City Councilor register as the individual designated to file as the City Recorder's employer/client. This Councilor will work with the City Recorder to file quarterly reports with the GEC. Lobbying is a minimal part of the City Recorder's role that will primarily occur when the Legislative Assembly is in session, or prior to sessions when the City Recorder meets with other local governments and intergovernmental councils such as the League of Oregon Cities to discuss legislation.

QuickBooks Payments

The City's QuickBooks Desktop subscription ends on May 31, after which the software can no longer be used. The City can update only to QuickBooks online for \$40 per month. This can be paid by credit card or bank draft, and it is requested that the Council consent to using a bank draft to pay the monthly QuickBooks subscription.

Suggested Motion: *I move to authorize payment of a QuickBooks Online subscription via bank draft.*

Water Bill Payment Options

The City has a preexisting PayPal account that can be used to receive payments from City water customers online using another PayPal account or a credit/debit card. City staff are reviewing new radio water meters for compatibility with online payment vendors. We may be able to bring a recommendation to Council in May about an online bill pay system for water and other bills (such as permit fees).

Community Services Consortium in Albany provides water bill payment assistance for Linn County residents. CSC has provided an explanation letter and a contract for the City Council to review at a future meeting enrolling the City in this program so that Sodaville residents who register for the program may receive water bill payment assistance. Enrollment occurs at no cost to the City, and federal funds are used to pay for water bills if a resident verifies low income eligibility with CSC. It is recommended that the Council approve the agreement at a Contract Review Board session in May.

9. Public Works Report

Water

The city's wells produced	<u>487700</u> gallons.	
The city trucked in	<u>0</u> gallons.	
Reservoir + -	<u>0</u> gallons	
The city sold	<u>429300</u> gallons	
Difference of	<u>58400</u> gallons.	<i>-11.9%</i>

CCR was completed and posted to the city's website and lower bulletin board; and URL was printed in the news letter. Final form will be turned into the state this month.

Radio read meters to be installed in May. All service users were door tagged on 4/18&19/22.

Parks

Both basketball backboards have been replaced.

Streets

Nothing to report

Misc.

City truck is again out of commission.

10.a. Resolution No. 22-01

Staff Summary

The City has received approximately \$40,000.00 from the State of Oregon this fiscal year designated in the Budget for use in funding projects. Immediate transfer of State funds into the City's operating account is recommended in order to ensure that the City does not inappropriately use designated funds from the State and federal government to pay operating expenses.

Suggested Motion: *I move to adopt Resolution 22-01.*

A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE POOL ACCOUNT #4043

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account #3930730333 at J P Morgan Chase in the amount of \$40,000.00.

10.b. Resolution No. 22-02

Staff Summary

The Sodaville Public Works Director recommends an amendment to the City's Nuisance Ordinance specifying that the 3-foot diameter area around a water meter be at least 6 feet in height. This ensures that City officials can properly operate and repair a property's water meter without obstruction or injury.

In accordance with City Charter Chapter VIII Section 34(3), this ordinance may be read by title only if no Council member requests that it be read in full, or because staff have completed the requirement that a copy has been provided for each Councilor, three copies have been available for public inspection in the office of the custodian of city records, and notice of the availability of copies was given by written notice posted at the City Hall and two other public places in the City of Sodaville.

Suggested Motion: *I move to adopt Ordinance Resolution No. 22-02 amending Ordinance No. 150-3.*

Resolution No. 22-02

A RESOLUTION AMENDING ORDINANCE 15-03

Whereas the City of Sodaville adopted Ordinance No. 15-03 in 2015,

Whereas Ordinance 15-03 describes the radius around which a water meter must be kept clear but not the height,

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Ordinance 15-03 shall be amended by amending Section 5(15) as follows:

15) Water Boxes. It is the responsibility of the customer to keep the water box (meter box) servicing his or her account accessible and free of debris inside and out. A 3 foot diameter clearance from the box **that is at least 6 feet high** is required. If a box is found to be neglected and needs attention, the City of Sodaville and/or the Nuisance Officer, will contact the customer regarding the issue. This may be, but is not limited to, a note on the water billing describing the problems. If within 30 days, the issue is not resolved, and the customer has not contacted the Water Utility or the Nuisance Officer to make arrangements to have the problems corrected the City of Sodaville and/or the Nuisance Officer has the authority to correct such problems and pass the actual costs onto the customer.

10.c. Supplemental Budget Hearing

Staff Summary

The Oregon Legislative Assembly appropriated \$60,000.00 to the City of Sodaville in SB 5561. The Oregon Department of Administrative Services executed Grant Agreement 107-2021-5561-08 on April 12, 2022. Correct Equipment, Inc. is providing and installing radio water meters at a project cost of approximately \$55,000.00. This Supplemental Budget incorporates the SB 5561 grant into the budget for the parts and labor costs. Annual operating costs for water meters of approximately \$1,200 will be incorporated into future budgets.

Suggested Motion: *I move to adopt Resolution No. 22-03.*

Resolution No. 22-03

ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-2022

Whereas the Oregon Legislative Assembly appropriated \$60,000 to the City of Sodaville for community well assistance,

Whereas the City Council has determined that these funds should be used to purchase new radio water meters and additional equipment to upgrade City water delivery systems,

Whereas the City Council approved DAS Grant Agreement 107-2021-5561-08,

BE IT RESOLVED that the City Council of the City of Sodaville hereby adopts the supplemental budget for fiscal year 2016-2017 in the total amount of \$1,421,504.16. Upon adoption by the City Council, the Supplemental Budget will be filed at Sodaville City Hall, 30723 Sodaville Road in Lebanon, Oregon.

BE IT RESOLVED that the City Council creates the SB5561 Resource in the Water Enterprise Fund in the amount of \$60,000.00.

BE IT RESOLVED that the City Council creates a Capital Outlay Requirement in the Water Enterprise Fund entitled "Equipment" and appropriates \$41,000 for this Requirement.

BE IT RESOLVED THAT THE CITY COUNCIL appropriates \$19,000.00 for the Water Enterprise Fund Materials & Services Requirement entitled "Equipment & Facility Repair & Maintenance" and increases the Requirement total to \$19,500.

10.d. Contract Review Board: Public Hearing on Intergovernmental Agreement with the City of Brownsville

Staff Summary

In consultation with the Public Works Director, the City Council requested that an intergovernmental agreement with the City of Brownsville be researched to procure on-call personnel services for Sodaville public works needs when the City's Public Works Director is absent due to vacation or injury. The City of Brownsville currently operates a similar arrangement with the City of Halsey, and the Brownsville City Administrator will recommend that his Council adopt an agreement authorizing this arrangement with the City of Sodaville as per ORS Chapter 190. The Intergovernmental Agreement is presented for approval along with a copy of Brownsville's resolution setting costs for work performed by city personnel. The personnel cost document is presented as an example of potential rates charged to the City of Sodaville, but the Brownsville City Administrator informed the City of Sodaville in writing that they will modify rates once the IGA is executed.

Suggested Motion: *I move to adopt the Local Government Public Works Cooperative Assistance Agreement with the City of Brownsville.*

10.e. 2022-2023 Budget Overview & Budget Committee Appointments

Staff Summary: Budget Committee Appointments

The City of Sodaville is required by law to convene a Budget Committee every May to review a budget proposed by the City Budget Officer and pass a recommended budget referred to the City Council. The Budget Committee is composed of all five elected members of the Council and five members of the public with staggered terms. The Budget Committee currently has two seats filled for members of the public. The Council must appoint three more Committee members in compliance with local government budget law. Council members must recuse themselves from voting on nominations of immediate family members or other members of their household. Budget Committee members must be registered to vote at properties within the Sodaville City limits.

2020-2022	Peggy Bishop
2020-2022	<i>Vacant</i>
2021-2023	Suzie Hibbert
2021-2023	<i>Vacant</i>
2022-2024	<i>Vacant</i>

Nominating Procedure

1. Any member of the Council may recommend an individual for nomination.
 - a. Councilor: *I recommend the appointment of John Doe.*
2. The Mayor announces the appointment of a Committee member for a specific term.
 - a. Mayor: *I appoint John Doe to the Budget Committee for the 2020-2022 term. Do any members of the Council have a conflict of interest requiring an abstention from voting for this nominee?*
3. If a Councilor has a conflict of interest voting for a Budget Committee member, they must name this prior to the vote.
 - a. Councilor Jane Doe: *I am married to John Doe, so I will abstain.*
4. Members of the Council make and second a motion to confirm the Mayor’s appointment.
5. Following appointments, the City Recorder will coordinate with Budget Committee members to schedule a Public Hearing.

Staff Summary: 2022-2023 Budget Process

Every local government in Oregon adopts a budget for a fiscal year extending from July 1 to June 30 of the following year. In April, the Budget Officer writes the Budget Officer’s Proposed Budget in consultation with Councilors and City staff/contractors, along with feedback from members of the public. This presentation is meant to solicit feedback publicly prior to authoring the proposed budget, but is not a public hearing on the budget.

Budget priorities this year include appropriating funds for the Public Works Director to rent equipment necessary for the maintenance of city wells. Additional appropriations must be made to better fund potable water transportation. The City budgeted \$20,000 for this purpose, then appropriated an additional \$40,000 from the LGIP account to assist with costs before ultimately paying \$85,000. The Council will approve an RFP at this meeting for potable water transportation services that will identify the likely costs for the upcoming fiscal year and thus generate a more accurate budget.

It will be recommended that the Council abolish the Water Enterprise Fund and Street Fund and incorporate their respective resources and requirements in the General Fund to better account for the use of public funds. It is requested that the Council provide guidance about a preference for operating the LGIP account as a Reserve Fund or continuing to incorporate it into the General Fund. Officials at peer institutions recommend incorporating the LGIP account into the General Fund to ensure more efficient access to budgeted financial resources. Operating the LGIP account as a reserved fund will require all funds to be accounted for in the Budget and necessitate the adoption of supplemental budget to appropriate unanticipated funds. Incorporating the LGIP account in the General Fund carries the dual benefits of segregating designated funds from the operating account to prevent misuse as a recommended financial control (rather than opening a second checking account), and accruing interest on certain designated funds that may then be utilized for other purposes in the future.

Finally, the Council should review the list of allowed uses of ARPA funds and solicit public feedback so that \$76,000 from the federal government may be used for projects specified in the US Treasury's Final Rule.

The Budget Officer expects to receive feedback through the proposal drafting process, so this Council meeting will not be the extent of consultation.

10.f. RFP No. 2022-01

Staff Recommendation

A copy of RFP No. 2022-01 is included in the Council Packet. This Request for Proposals is intended to solicit bids for potable water transportation during the 2022-2023 Fiscal Year. The City spent over \$85,000 on these services during the 2021-2023 Fiscal Year, exceeding appropriations by 425%. An RFP will allow the City to solicit competitive bids that may keep costs lower and allow the Budget Officer to better account for costs in the 2022-2023 Budget.

Suggested Motion: *I move to approve RFP 2022-1.*

11. RV Ordinance Enforcement

Staff Summary

At the February and March 2022 regular meetings, public comment requested that the City prioritize enforcement of RV dwelling ordinances. Formal written complaints were received by the City Recorder in April 2022, and are undergoing enforcement and resolution action as prescribed by ordinance.

Additional public comment leads to the staff recommendation that City Zoning and Development Ordinance Section 4.032 be amended to permit additional 6-month extensions for the temporary use of a recreational vehicle as a dwelling if construction of a dwelling is impeded due to a recent or ongoing national emergency. A member of the Council has since requested an additional amendment to the City Zoning and Ordinance Section 4.032 that economic hardship be considered as a factor permitting short-term residence in a recreational vehicle.

The City of Sodaville's Zoning and Development Ordinance appears to have been improperly amended in November 2012 when section 4.032 was added, as the Resolution adopting the amendment ultimately amended the 2008 Zoning and Development Ordinance that was abolished and replaced by the August 2012 Zoning and Development Ordinance. Section 4.032 refers to additional sections of the 2008 Zoning and Development Ordinance that are not present in the August 2012 Zoning and Development Ordinance.

It is recommended that the City Council initiate an amendment to the Zoning and Development ordinance that correctly integrates Section 4.032 with additional changes permitting dwelling extensions due to national emergencies and economic hardship. Authorization by the Council will allow staff to draft a proposed amendment with attorney review prior to a public hearing on the amendment at the May Council meeting.

Suggested Motion: I move to initiate an amendment to the Zoning and Development Ordinance correctly integrating Section 4.032, and amending Section 4.032 to permit additional 6-month extensions due to an emergency declaration or economic hardship.

Complaints

City staff received four complaints of violations of the city's two RV ordinances, respectively addressing medical hardship dwellings and temporary dwellings during construction. Certain complaints had already been addressed, while other complaints are in the process of being addressed.

City of Sodaville
Special Session Minutes
April 7, 2022
7:00 PM – City Hall

Call to Order

Mayor Roger Perry called the meeting to order at 7:00PM.

Pledge of Allegiance

Mayor Perry led the pledge of allegiance.

Roll Call

Council Members Present: Mayor Perry, Councilor Jeff Hensley, Councilor Brian Lewis, Councilor Ray Jackman.

Staff Present: City Recorder Alex McHaddad.

New Business

- Oath of Office - Councilor Brian Lewis
City Recorder McHaddad administered the oath of office to Councilor Brian Lewis.

- Contract Review Board - DAS Grant Agreement 107-2021-5561-08
Mayor Perry called the public hearing of the Contract Review Board to order at 7:02PM.
City Recorder McHaddad reviewed the grant agreement.
Councilor Hensley asked for clarification about the process of receiving the grant. City Recorder McHaddad explained that the funds were appropriated by the Legislative Assembly, but because a grant agreement must be executed with DAS to receive the funds, the Contract Review Board must approve the agreement.
Mayor Perry asked for public comment at 7:03PM. No public comment was received by 7:04PM.
Councilor Jackman moved to approve DAS Grant Agreement 107-2021-55610108, second by Councilor Hensley.
YES: Mayor Perry, Councilor Hensley, Councilor Lewis, Councilor Jackman.
NO: N/A.
Motion passes.
Mayor Perry Public closed the public hearing at 7:05PM.

Adjourn

Councilor Hensley asked if the Council would decide how the funds would be appropriated. City Recorder McHaddad replied that the Council will appropriate the funds in a supplemental budget passed at the next Regular Council meeting.

Councilor Jackman moved to adjourn, second by Councilor Lewis.

YES: Mayor Perry, Councilor Hensley, Councilor Lewis, Councilor Jackman.

NO: N/A.

Motion passes.

Meeting adjourned at 7:07PM.

City of Sodaville
Regular Session Minutes
March 17, 2022
7:00 PM – City Hall

1) Call to Order

Council President Perry called the meeting to order at 7:08PM

2) Pledge of Allegiance

Council President Perry led the Pledge of Allegiance.

3) Roll Call

Councilors Present: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

Staff Present: City Recorder Alex McHaddad, Public Works Director J D Burns.

4) Visitors

Joe Parsons, Carl Baxter, Kirk Keller, Budget Committee Member Peggy Bishop, Mayor Emeritus Suzie Hibbert, Councilor Emeritus Brian Lewis, Tammy Lewis.

5) Bills

Councilor Hensley moved to pay the bills, second by Councilor Jackman.

Yes: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

6) Minutes

- 12/16/2022 Regular Session. Ray moves minutes, Jeff seconds, all vote yes.

Councilor Hensley moved to pay the bills, second by Councilor Jackman.

Yes: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

- 1/20/2022 Regular Session. Ray moves minutes, Adina seconds, all vote yes.

Councilor Hensley moved to pay the bills, second by Councilor Jackman.

Yes: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

- 2/17/2022 Regular Session. Jeff moves minutes, Ray seconds, all vote yes.

Councilor Hensley moved to pay the bills, second by Councilor Jackman.

Yes: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

7) **Public Comment**

8) **City Recorder's Report**

- a) City Finances. City Recorder McHaddad provided an update on changes to balances in City funds since the Council Packet was printed.
- b) City Update. City Recorder McHaddad reviewed the staff report presented in the Council packet.

9) **Public Works Report**

- Water Update.
Director Burns reviewed the staff report presented in the Council packet.
Director Burns asked for authorization to attend the Oregon Association of Water Utilities conference in August 2022.

Councilor Jackman moved to authorize Director Burns to attend the August 2022 OAWU conference, second by Councilor Hensley.

Yes: Council President Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

10) **New Business**

- Status of Mayor and Council President
City Recorder McHaddad reviewed the City Charter's provisions relating to handling vacancies in office. Council President Perry has performed the duties of Mayor since Mayor Emeritus Lori McAllen resigned, but he has not been formally appointed Mayor.

Councilor Jackman moved to nominate Council President Perry for Mayor, second by Councilor Olivares.

Yes: Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Abstain: Council President Roger Perry.

Motion passes.

The Council requested if any members of the public wished to be nominated for the vacant Council seat left by Mayor Perry. Mr. Kirk Keller had been invited by Councilor Olivares but expressed that since he is a new resident, he is happy for another resident to hold the seat. Councilor Emeritus Brian Lewis was asked if he would accept an appointment, and he confirmed that he would accept an appointment.

Councilor Jackman moved to appoint Mr. Brian Lewis to the City Council for a term ending January 19, 2023, second by Councilor Hensley.

Yes: Mayor Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman, Councilor Adina Olivares.

No: N/A.

Motion passes.

Councilor Jackman moved to appoint Councilor Olivares for Council President, second by Mayor Perry.

Yes: Mayor Roger Perry, Councilor Jeff Hensely, Councilor Ray Jackman.

No: N/A.

Abstain: Councilor Adina Olivares.

Motion passes.

11) Old Business

a) Public Works Director Phone

A phone with a 3-month cell phone plan was procured for the Public Works Director at a cost of \$249. This is in line with the Council's decision to allow procurement of a phone at the cost of \$200, since part of the expenditure includes 3 months worth of cell service.

b) SB 5561 and ARPA Funds

City Recorder McHaddad recommended that the Council delay a discussion on the use of ARPA funds until staff and counsel have time to properly review the US Treasury's recently adopted Final Rule.

Councilor Jackman moved to use SB 5561 funds to purchase radio water meters and additional equipment to upgrade City water delivery systems, second by Council President Olivares.

Yes: Mayor Roger Perry, Council President Olivares, Councilor Jeff Hensely, Councilor Ray Jackman.

No: N/A.

Motion passes.

12) Public Comment

Mayor Emeritus Suzie Hibbert reminded the Council of public comments made in February regarding potential violations of RV dwelling ordinances and asked about the status of addressing potential violations. City Recorder McHaddad explained that the City will prioritize addressing complaints as the result of public comment without objection by the Council. Mayor Emeritus Hibbert will provide the City Recorder with a list of official complaints.

Mr. Carl Baxter expressed that compliance with City RV dwelling ordinances is difficult because supply chain issues are preventing the timely construction of a residence on a property he owns. Councilors and staff discussed amending City RV dwelling ordinances to allow additional 6-month extensions beyond the current two-year limit if a declared emergency prevents construction of a dwelling within the currently allowed two-year limit. City Recorder McHaddad will bring an amendment to the next regular City Council meeting for approval.

13) Council Reports

Council President Olivares expressed appreciation for the work of the new City Recorder.

14) Adjourn

Councilor Hensely moved to adjourn, second by Councilor Jackman.

Yes: Mayor Roger Perry, Council President Olivares, Councilor Jeff Hensely, Councilor Ray Jackman.

No: N/A.

Motion passes. **Meeting adjourned at 8:07PM.**

Resolution No. 22-01

**A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE
POOL ACCOUNT #4043**

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account #3930730333 at J P Morgan Chase in the amount of \$40,000.00.

Passed by the City Council this 21st day of April, 2022.

Approved by the Mayor this ____ day of April, 2022.

____ Ayes ____ Nays

Mayor

City Recorder

Resolution No. 22-02

A RESOLUTION AMENDING ORDINANCE 15-03

Whereas the City of Sodaville adopted Ordinance No. 15-03 in 2015,

Whereas Ordinance 15-03 describes the radius around which a water meter must be kept clear but not the height,

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Ordinance 15-03 shall be amended by amending Section 5(15) as follows:

15) Water Boxes. It is the responsibility of the customer to keep the water box (meter box) servicing his or her account accessible and free of debris inside and out. A 3 foot diameter clearance from the box **that is at least 6 feet high** is required. If a box is found to be neglected and needs attention, the City of Sodaville and/or the Nuisance Officer, will contact the customer regarding the issue. This may be, but is not limited to, a note on the water billing describing the problems. If within 30 days, the issue is not resolved, and the customer has not contacted the Water Utility or the Nuisance Officer to make arrangements to have the problems corrected the City of Sodaville and/or the Nuisance Officer has the authority to correct such problems and pass the actual costs onto the customer.

Passed by the City Council this 21st day of April, 2022.

Approved by the Mayor this _____ day of April, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

**FORM
OR-LB-SBH**

Notice of Supplemental Budget Hearing
Oregon Department of Revenue

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Sodaville, for the current fiscal year, will be
(District name)

held at 30723 Sodaville Rd Lebanon, OR.
(Location)

The hearing will take place on April 21, 2022 at 7:00 a.m. p.m.
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after April 11, 2022 at
(Date)

30723 Sodaville Rd Lebanon, OR, between the hours of 8:00 a.m. p.m. and 2:00 a.m. p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Water Enterprise Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. SB 5561 Grant	\$ 60,000	1.	
2.		2. Equipment	\$ 41,000
3.		3. 5605 E&F R&M	\$ 19,000
Revised Total Fund Resources	\$ 1,421,504	Revised Total Fund Requirements	\$ 1,421,504

Explanation of changes:

The Oregon Legislative Assembly appropriated \$60,000 for the City of Sodaville in SB 5561 for community well assistance. The City Council has determined that these funds should be used to purchase new radio water meters and additional equipment to upgrade City water delivery systems.

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of changes:



**LOCAL GOVERNMENT PUBLIC WORKS
COOPERATIVE ASSISTANCE AGREEMENT**

THIS AGREEMENT is between the local government agencies that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support; and

WHEREAS, in the event that the parties who have executed this Agreement may need assistance to provide supplemental personnel, - or other support; and

WHEREAS, the parties have the necessary personnel to provide assistance ; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, Oregon Revised Statutes (ORS) Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

1. Request

If confronted with a situation requiring personnel, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel is available to respond to the request.



- B. Determine what available personnel should be dispatched.
- C. Dispatch available and appropriate personnel to the location designated by the Requestor.
- D. Advise the Requestor immediately in the event all or some of the requested personnel is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

5. Release of Personnel

All personnel provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

6. Compensation

It is hereby understood that the Responder will be reimbursed at the current rate of pay per hour per personnel.

- A. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the incident shall be paid by the Requestor, subject to the following limitations:
 - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.



- 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
- 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.
- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, under the terms of this Agreement. A Responder's act of withdrawing personnel, provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

9. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as



referred to in Section 1. and 2. above, to all others who have entered this Agreement.

B. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:

- 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least thirty (30) days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
- 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

10. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

Agency

County, Oregon

Authorized Representative

Date



Agency

County, Oregon

Authorized Representative

Date

Designated Primary Contact:

Office:

Contact:

Phone Number:

Emergency 24 Hour Phone Number:

Fax Number:

E-mail address (if available):



RESOLUTION NO. 2020.18

A RESOLUTION SETTING THE COSTS FOR MACHINERY, MATERIALS AND RESOURCES FOR WORK PERFORMED BY CITY PERSONNEL

WHEREAS, City resources are utilized on various occasions to complete tasks which should have been completed by a contractor, subcontractor, resident, property owner or other entity; and

WHEREAS, the following rate schedule for machinery, materials and human resources shall be utilized when invoices are sent to any contractor, subcontractor, resident, property owner or other entity for these tasks; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

SECTION I. That the following costs for machinery, materials and resources for work performed by City personnel be and are hereby set:

Human Resources Per Hour

Regular Pay = \$49.75/individual Overtime Pay = \$74.62/individual

Machinery Rates Per Hour

Backhoe	\$90.00	Dump Truck	\$75.00
Pickup Truck	\$50.00	Grader	\$70.00
Sweeper	\$75.00	6" Trash Pump	\$50.00
Air Compressor & Hammer	\$65.00	Lawn Mower	\$35.00
Weed Trimmer	\$15.00	Boring Machine	\$500 Flat Rate + \$7.00/linear foot

Materials

Appurtenances Cost + 20% Stone Per Contract
Examples Include: Blacktop Market Price


- ▶ *Hydrants* ▶ *Fittings*
- ▶ *Meters* ▶ *Light Poles*
- ▶ *Pipe Sizes Vary*

SECTION II. That this Resolution be in force and effective immediately and repeals all previous resolutions including Resolution 2014.15 & Resolution 2017.14.

PASSED AND ADOPTED by the Council of the City of Brownsville this 22nd day of September, 2020.



S. Scott McDowell
City Administrator



Don Ware
Mayor



Request for Proposal

No. 22-01 Potable Water Transportation

April 2022

ISSUED BY

City of Sodaville

REPRESENTATIVE

Alex McHaddad

sodaville@cityofsodaville.org

541-258-8882



Introduction & Background

The City of Sodaville requires water transportation from July to November 2022 and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide potable water transportation services. Our goal with potable water transportation is to:

1. Obtain potable water from the City of Lebanon
2. Transport potable water to City of Sodaville-owned wells
3. Transfer potable water into City of Sodaville-owned wells

The objective of this Request for Proposal is to locate a source that will provide the best overall value to the City of Sodaville. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.



Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than May 2.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should

provide a proposed schedule and milestones, as applicable.

4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the City of Sodaville decide to award a contract on an hourly rate basis.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received by May 5, 2022 to be considered.
8. Proposals must remain valid for a period of 30 days.
9. The City of Sodaville anticipates selecting at least three firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.



Project Description

The purpose of this project is as follows:

1. Obtain potable water from the City of Lebanon
2. Transport potable water to City of Sodaville-owned wells
3. Transfer potable water into City of Sodaville-owned wells

The description of the project is as follows:

1. Contractor will regularly be informed of the need to transport potable water.

2. Contractor will arrange to receive potable water purchased from the City of Lebanon.
3. Contractor will arrange to transport potable water to City of Sodaville-owned wells and transfer the water to these wells.



Project Scope

The scope of the project entails providing and utilizing the equipment and personnel necessary to perform these operations. You may provide this in list or paragraph form.

The criteria set forth below should be met to achieve successful completion of the project:

1. Possess or be able to provide a trailer capable of transporting potable water.
2. Possess or be able to provide a truck capable of hauling a trailer capable of transporting potable water.
3. Employ or contract with personnel with an Oregon Commercial Driver's License.

Acceptance of the work is contingent on the following acceptance criteria:

1. Contractor is able to keep in contact with the City of Sodaville regarding potable water transportation service needs.
2. Contractor is able to ensure that potable water purchased from the City of Lebanon is transported safely and on time to City of Sodaville wells.
3. Contractor is able to ensure that personnel are appropriately licensed by the State of Oregon to drive a vehicle that transports potable water.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	April 22, 2022
Selection of Top Bidders / Notification to Unsuccessful Bidders	May 6, 2022
Start of Negotiation	May 7, 2022
Contract Award / Notification to Unsuccessful Bidders	May 12 or 19, 2022

The need-date for project completion is July-November 2022. Water transportation is expected to begin in July 2022 and continue through November 2022 when the City’s water sources are expected to be replenished.



Budget

\$125-\$135 per hour with a fuel surcharge.



Evaluation Factors

The City of Sodaville will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Cost, including an assessment of total cost of ownership.

4. Technical expertise/experience of bidder and bidder's staff

The City of Sodaville reserves the right to award to the bidder that presents the best value to the City of Sodaville as determined solely by City of Sodaville in its absolute discretion.

City of Sodaville
Reconciliation Summary
100-1001 Chase, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	48,915.39
Cleared Transactions	
Checks and Payments - 22 items	-11,271.52
Deposits and Credits - 10 items	11,462.29
Total Cleared Transactions	<u>190.77</u>
Cleared Balance	<u>49,106.16</u>
Uncleared Transactions	
Checks and Payments - 21 items	-6,483.20
Deposits and Credits - 4 items	230.00
Total Uncleared Transactions	<u>-6,253.20</u>
Register Balance as of 03/31/2022	<u>42,852.96</u>
New Transactions	
Deposits and Credits - 4 items	3,459.53
Total New Transactions	<u>3,459.53</u>
Ending Balance	<u>46,312.49</u>

City of Sodaville
Reconciliation Detail
100-1001 Chase, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						48,915.39
Cleared Transactions						
Checks and Payments - 22 items						
Check	03/07/2021	EFT	City County Insuran...	X	-788.74	-788.74
Bill Pmt -Check	02/23/2022	5362	Comcast	X	-555.60	-1,344.34
Bill Pmt -Check	03/01/2022	5419	Consumers Power I...	X	-711.68	-2,056.02
Bill Pmt -Check	03/01/2022	5420	WaterLab Corp.	X	-280.00	-2,336.02
Bill Pmt -Check	03/01/2022	5418	Better Portable Toile...	X	-90.00	-2,426.02
Bill Pmt -Check	03/08/2022	5421	Smith + Company	X	-480.00	-2,906.02
Check	03/08/2022	5423	Perry, Roger & Kelley	X	-116.00	-3,022.02
Bill Pmt -Check	03/08/2022	5422	Summit Home & Ga...	X	-17.98	-3,040.00
Bill Pmt -Check	03/15/2022	5428	Koontz, Blasquez & ...	X	-1,500.00	-4,540.00
Bill Pmt -Check	03/15/2022	5424	Adina Olivares	X	-249.00	-4,789.00
Bill Pmt -Check	03/15/2022	5425	Brewer & Coulombe	X	-223.50	-5,012.50
Check	03/15/2022	5433	JD Burns	X	-147.45	-5,159.95
Bill Pmt -Check	03/15/2022	5426	Big Valley Pump Ser...	X	-110.00	-5,269.95
Bill Pmt -Check	03/15/2022	5434	Culligan of Albany	X	-7.00	-5,276.95
Paycheck	03/17/2022	5430	J D Burns	X	-1,832.26	-7,109.21
Paycheck	03/17/2022	5429	Andrew A McHaddad	X	-1,495.92	-8,605.13
Paycheck	03/17/2022	5431	J D Burns	X	-750.35	-9,355.48
Paycheck	03/17/2022	5432	J D Burns	X	-47.97	-9,403.45
Check	03/25/2022	EFT	AGCO Finance LLC	X	-229.68	-9,633.13
Check	03/28/2022	EFT	AGCO Finance LLC	X	-232.28	-9,865.41
Liability Check	03/30/2022	EFT	Oregon Department ...	X	-418.63	-10,284.04
Liability Check	03/31/2022	EFT	IRS	X	-987.48	-11,271.52
Total Checks and Payments					-11,271.52	-11,271.52
Deposits and Credits - 10 items						
Bill Pmt -Check	02/23/2022	5361	Brewer & Coulombe	X	0.00	0.00
Deposit	03/01/2022			X	1,409.41	1,409.41
Deposit	03/08/2022			X	1,100.90	2,510.31
Deposit	03/08/2022			X	1,245.44	3,755.75
Deposit	03/08/2022			X	2,387.97	6,143.72
Deposit	03/15/2022			X	1,248.56	7,392.28
Deposit	03/21/2022			X	45.00	7,437.28
Deposit	03/21/2022			X	1,320.94	8,758.22
Deposit	03/28/2022			X	314.68	9,072.90
Deposit	03/28/2022			X	2,389.39	11,462.29
Total Deposits and Credits					11,462.29	11,462.29
Total Cleared Transactions					190.77	190.77
Cleared Balance					190.77	49,106.16

City of Sodaville
Reconciliation Detail
100-1001 Chase, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 21 items						
Bill Pmt -Check	06/30/2014	ADJU...	Adjustment Vendor		-442.00	-442.00
Bill Pmt -Check	12/16/2014	4067	APWA		-87.00	-529.00
Check	03/09/2016	4301	Keller Williams Real...		-32.10	-561.10
Check	04/03/2017	Cash	Owen, Gwen & Steve		-35.32	-596.42
Bill Pmt -Check	08/15/2018	4735	Ray O. Jackman		-100.00	-696.42
Check	06/26/2020		Office Depot, Inc.		-11.04	-707.46
General Journal	11/03/2020	AJE29			-12.00	-719.46
Bill Pmt -Check	12/09/2020	Debit	Sodaville Water Utility		-90.00	-809.46
Bill Pmt -Check	12/09/2020	Debit	Suzie Hibbert		-30.00	-839.46
Bill Pmt -Check	12/21/2020	ACH	City County Insuran...		-1,544.98	-2,384.44
Check	06/30/2021	EFT	IRS		-1,611.64	-3,996.08
Bill Pmt -Check	09/16/2021	5348	JD Burns		-886.15	-4,882.23
General Journal	10/01/2021	#5292	Hibbert, Alex		-160.00	-5,042.23
Check	12/29/2021	5396	Pedersen, Glenda		-75.00	-5,117.23
Check	01/25/2022	5408	Bailey, Christina		-75.00	-5,192.23
Bill Pmt -Check	03/15/2022	5427	ELUCC		-125.00	-5,317.23
Bill Pmt -Check	03/21/2022	5437	Mayor Roger Perry		-103.48	-5,420.71
Check	03/23/2022	ACH	AGCO Finance LLC		-229.68	-5,650.39
Bill Pmt -Check	03/23/2022	5438	Adina Olivares		-124.17	-5,774.56
Bill Pmt -Check	03/30/2022	5439	Consumers Power I...		-689.34	-6,463.90
Bill Pmt -Check	03/30/2022	5440	Culligan of Albany		-19.30	-6,483.20
Total Checks and Payments					-6,483.20	-6,483.20
Deposits and Credits - 4 items						
Transfer	05/10/2011				75.00	75.00
Deposit	05/04/2016				35.00	110.00
Deposit	12/09/2020				120.00	230.00
Bill Pmt -Check	03/30/2022		Brewer & Coulombe		0.00	230.00
Total Deposits and Credits					230.00	230.00
Total Uncleared Transactions					-6,253.20	-6,253.20
Register Balance as of 03/31/2022					-6,062.43	42,852.96
New Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	04/12/2022	5444	Smith + Company		-570.00	-570.00
Bill Pmt -Check	04/12/2022	5445	Wilco		-110.11	-680.11
Bill Pmt -Check	04/12/2022	5443	Republic Services		-43.96	-724.07
Bill Pmt -Check	04/12/2022	5441	Alex McHaddad		-36.39	-760.46
Bill Pmt -Check	04/12/2022	5442	Better Portable Toile...		-6.43	-766.89
Total Checks and Payments					-766.89	-766.89

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04/14/22

City of Sodaville
Reconciliation Detail
100-1001 Chase, Period Ending 03/31/2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Deposits and Credits - 4 items						
Deposit	04/04/2022				408.92	408.92
Deposit	04/04/2022				1,291.26	1,700.18
Deposit	04/06/2022				476.39	2,176.57
Deposit	04/06/2022				1,282.96	3,459.53
Total Deposits and Credits					3,459.53	3,459.53
Total New Transactions					2,692.64	2,692.64
Ending Balance					-3,369.79	45,545.60

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04/12/22

City of Sodaville
Reconciliation Summary
100-1010 LGIP, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	141,030.42
Cleared Transactions	
Checks and Payments - 1 item	-0.10
Deposits and Credits - 5 items	<u>2,719.77</u>
Total Cleared Transactions	<u>2,719.67</u>
Cleared Balance	<u>143,750.09</u>
Register Balance as of 03/31/2022	143,750.09
Ending Balance	143,750.09

City of Sodaville
Reconciliation Detail
100-1010 LGIP, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						141,030.42
Cleared Transactions						
Checks and Payments - 1 item						
Check	03/01/2022			X	-0.10	-0.10
Total Checks and Payments					-0.10	-0.10
Deposits and Credits - 5 items						
Deposit	03/09/2022			X	122.24	122.24
Deposit	03/10/2022			X	295.24	417.48
Deposit	03/17/2022			X	2,221.44	2,638.92
Deposit	03/23/2022			X	20.13	2,659.05
Deposit	03/31/2022			X	60.72	2,719.77
Total Deposits and Credits					2,719.77	2,719.77
Total Cleared Transactions					2,719.67	2,719.67
Cleared Balance					2,719.67	143,750.09
Register Balance as of 03/31/2022					2,719.67	143,750.09
Ending Balance					2,719.67	143,750.09