

# City of Sodaville

## Regular Session Agenda

March 21, 2024

7:00 PM – City Hall

Teleconference # 253-215-8782 \* Meeting ID: 899 5463 8566 \* Passcode: 109035

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
  - February 8, 2024 Work Session
  - February 15, 2024 Regular Meeting
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**
  - City Finances
  - City Update
9. **Public Works Report**
  - Water Update
10. **New Business:**
  - A. Legal Counsel RFP
  - B. OCWCOG Meals on Wheels
  - C. Resolution 2024-03 LGIP Transfer
11. **Old Business**
  - A. Audit Plan of Action
12. **Council Reports**
13. **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.
14. **Adjourn**
15. **Executive Session - ORS 192.660 (2)(a) & (2)(i)**

**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.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General's Public Records and Meetings Manual or advised by counsel.

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 Update

### **City Finances**

The finance reports are attached to the Council Packet.

### **City Updates**

Serving the residents of Sodaville as City Administrator/Recorder is a tremendous honor. I am grateful for the support of my fellow city officials for all the work we accomplished together. This City will always have my help and support at the ready when I can be of service.

The City's appropriation to add a well to our water system was successfully updated by the Legislative Assembly. Representative Jami Cate also secured \$60,000 for the City's water hauling operations this fall.

A search remains for an engineering firm to take on the City's water system expansion project. While a few potential bidders are reviewing options, the next City Administrator/Recorder will need to secure a contract so that work can begin.

## 9. Public Works Update

### **Water**

The city's wells produced	<u>482796</u> gallons.	
The city trucked in	<u>0</u> gallons.	
Reservoir -	<u>2500</u> gallons tank inspection	
The city sold	<u>402622</u> gallons	
Difference of	<u>55174</u> gallons.	<i>11.86% Loss</i>

### **Parks**

### **Streets**

### **Misc.**

Oregon Health Authority was here February 28 to conduct a Water System Survey. Results should be received mid April

From OAWU conference:

engineers  
ORWARN  
Annette Lieba OWRD

## 10.A. Legal Counsel RFP

### **Staff Summary**

Sodaville's longtime legal firm, Fewel, Brewer & Coulombe, is closing effective March 31. City staff were not informed until after the last regular Council meeting. Sodaville needs a new legal counsel on retainer immediately. This RFP is intended to secure a new lawyer.

**Suggested Motion:** *I move to issue RFP 2024-1.*

## 10.B. OCWCOG Meals On Wheels

### **Staff Summary**

The Oregon Cascades West Council of Governments is issuing an annual fundraising appeal for Meals on Wheels, and requests a contribution of \$200. Information from OCWCOG is provided. The Council may vote on an appropriation if they deem it appropriate.

## 10.C. Resolution 2024-03 LGIP Transfer

### **Staff Summary**

This resolution transfers the bimonthly reserve funds from the operating account into the City's reserve account. It also transfers \$5,031.34 in ODOT funding from the reserve account into the operating account to pay for expenses in the Streets Program.

**Suggested Motion:** *I move to adopt Resolution 2024-03.*

## 11.A. Audit Plan of Action

### **Staff Summary**

The City's audit requires follow-up commitments for the complete filing. A copy of the Corrective Action Plan is included in the packet for review. Following approval by the Council, the document will be signed by the Mayor and a Councilor.

**Suggested Motion:** *I move to adopt the Corrective Action Plan.*

# City of Sodaville

## Work Session Minutes

February 8, 2024

7:00 PM – City Hall

Teleconference # 253-215-8782 \* Meeting ID: 898 9534 3481 \* Passcode: 234775

**1. Call to Order**

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

**2. Pledge of Allegiance**

Mayor Lewis led the Pledge of Allegiance.

**3. Roll Call**

Councilors: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares.

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

**4. Visitors**

Councilor Emeritus Ray Jackman.

**5. Water Rate Discussion**

The Council reached a consensus on updated water rates.

Non-Restriction

2,500: \$47.00

2,501-5,000: \$16.10 per 1,000 gallons

5,000-7,500: \$20.00 per 1,000 gallons

7,500+: \$40.00 per 1,000 gallons

Restriction

2,500: \$47.00

2,501-5,000: **\$20.00** per 1,000 gallons

5,000-7,500: \$40.00 per 1,000 gallons

7,500+: \$90.00 per 1,000 gallons

**6. Adjourn**

Councilor Hensley moved to adjourn, second by Council President Perry.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares.

No: N/A.

*Meeting adjourned at 7:52PM.*

# City of Sodaville

## Regular Session Agenda

February 15, 2024

7:00 PM – City Hall

**1. Call to Order**

7:00PM

**2. Pledge of Allegiance**

Brian.

**3. Roll Call**

Councilors: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons

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

**4. Visitors**

Peggy Bishop, Sarah Brown, Peter Gelser, Dylan Rose, Sarah Benthimer.

**5. Bills**

Councilor Perry moved to pay outstanding bills, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**6. Minutes**

- January 25, 2024

Council President Perry moved to accept the minutes, second by Councilor Olivares.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**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.

Councilor Parsons moved to suspend the agenda and open item 10.A., second by Council President Perry.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**8. City Recorder's Report**

- City Finances
- City Update

**9. Public Works Report**

- Water Update

**10. New Business:**

A. Audit Update

Council President Perry moved to approve the audit, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

B. Resolution 2024-02 Water Restrictions

Councilor Parsons moved to adopt Resolution 24-02, second by Councilor Olivares.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**11. Old Business**

A. Ordinance 2024-1 Water Rates

Mayor Lewis called the public hearing to order at 7:56PM.

Councilor Parsons moved to read the Ordinance by title only, second by Council President Perry.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

City Administrator/Recorder McHaddad read the ordinance by title.

Mayor Lewis closed the public hearing at 8:00PM.

Council President Perry moved to adopt Ordinance 2024-01, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

B. RFP 2023-3 Award

Mayor Lewis called a session of the Contract Review Board to order at 8:03PM.

Councilor Parsons moved to award a bid for RFP 2023-3 to Udell Engineering & Land Surveying, LLC; second by Councilor Olivares.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

Mayor Lewis closed the session of the Contract Review Board at 8:06PM.

**12. Council Reports**

**13. 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.

**14. Adjourn**

Council President Perry moved to adjourn, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

Meeting adjourned at 8:11PM.

<b>Resources to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Received</b>
<b>Available Cash On Hand</b>	\$196,000.00	\$0.00	\$206,782.45
<b>Interest</b>	\$2,850.00	\$0.00	\$3,285.13
<b>Franchise Fees</b>	\$20,000.00	\$5,123.45	\$14,876.55
<b>Grants</b>	\$1,000.00	\$0.00	\$7,450.00
<b>Metered Water Sales</b>	\$130,000.00	\$47,543.93	\$82,456.07
<b>Construction Apps/Site Reviews/Permits</b>	\$500.00	\$285.00	\$215.00
<b>Zoning Apps and Permits</b>	\$350.00	\$350.00	\$0.00
<b>Refunds</b>	\$500.00	\$0.00	<b>\$1,539.40</b>
<b>Donations</b>	\$5,000.00	\$4,500.00	\$500.00
<b>Administrative Services Charges/Lien Search</b>	\$400.00	\$350.00	\$50.00
<b>Sale of maps, Publications &amp; Photocopies</b>	\$100.00	\$100.00	\$0.00
<b>Cigarette Taxes</b>	\$300.00	\$130.12	\$169.88
<b>Liquor Taxes</b>	\$7,300.00	\$2,347.64	\$4,952.36
<b>State Highway Fund</b>	\$28,500.00	\$9,338.20	\$19,161.80
<b>State Revenue Sharing</b>	\$4,150.00	\$1,092.89	\$3,057.11
<b>Taxes estimated to be received</b>	\$8,500.00	\$65.76	\$8,434.24
<b>Previously Levied Taxes</b>	\$200.00	\$129.98	\$70.02
<b>Marijuana</b>	\$1,100.00	\$732.41	\$367.59
<b>TOTAL</b>	<b>\$406,750.00</b>	<b>\$72,089.38</b>	<b>\$353,367.60</b>



<b>Administration to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
Mayor	\$400.00	\$400.00	\$0.00
City Recorder	\$17,100.00	\$5,730.20	\$11,369.80
Public Works Director	\$4,300.00	\$1,478.80	\$2,821.20
Payroll Taxes	\$4,800.00	\$2,095.37	\$2,704.63
Health Benefits and PFMLI	\$4,100.00	\$1,032.74	\$3,067.26
Consultants	\$3,600.00	\$796.70	\$2,803.30
Operating Expenses	\$650.00	\$650.00	\$0.00
Supplies and Duplication	\$400.00	\$123.08	\$276.92
Communications	\$1,000.00	\$130.44	\$869.56
Utilities & Maintenance – Bldg/Gmd/Equip	\$2,000.00	\$387.07	\$1,612.93
<b>Insurance</b>	<b>\$2,150.00</b>	<b>-\$82.61</b>	<b>\$2,232.61</b>
Community Relations	\$300.00	\$300.00	\$0.00
Planning Grant	\$1,000.00	\$940.00	\$60.00
Office Equipment	\$450.00	\$303.20	\$146.80
Park Improvements	\$3,000.00	\$2,567.16	\$432.84
City Hall Building Improvements	\$2,250.00	\$2,250.00	\$0.00
<b>TOTAL &amp; MONTHLY</b>	<b>\$47,500.00</b>	<b>\$19,102.15</b>	<b>\$28,397.85</b>

<b>Streets to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
City Recorder	\$5,700.00	\$1,910.08	\$3,789.92
Public Works Director	\$11,000.00	\$3,838.51	\$7,161.49
Payroll Taxes	\$8,000.00	\$3,435.90	\$4,564.10
Health Benefits	\$4,500.00	\$1,140.63	\$3,359.37
Consultants	\$1,800.00	\$373.48	\$1,426.52
Operating Expenses – Street Lights	\$4,950.00	\$1,522.80	\$3,427.20
Administrative Supplies	\$500.00	\$200.57	\$299.43
Communication	\$500.00	\$35.23	\$464.77
Construction Supplies	\$2,000.00	\$1,797.23	\$202.77
Contract Services - Maintenance & Repair	\$2,250.00	\$2,250.00	\$0.00
<b>Liability Insurance</b>	<b>\$1,450.00</b>	<b>-\$80.92</b>	<b>\$1,530.92</b>
Operating Expenses - Rock, Grading	\$47,850.00	\$47,850.00	\$0.00
Equipment Expenses	\$700.00	\$700.00	\$0.00
<b>TOTAL</b>	<b>\$91,200.00</b>	<b>\$64,973.51</b>	<b>\$26,226.49</b>
<b>MONTHLY</b>			

<b>Water to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
City Recorder	\$5,700.00	\$1,910.08	\$3,789.92
Public Works Director	\$17,800.00	\$6,081.19	\$11,718.81
Payroll Taxes	\$16,500.00	\$6,864.73	\$9,635.27
Health Benefits	\$11,000.00	\$2,820.62	\$8,179.38
Electricity	\$4,500.00	\$820.98	\$3,679.02
Monthly Water Quality Monitoring	\$500.00	\$255.00	\$245.00
Non-Routine Water Quality Monitoring	\$3,000.00	\$2,920.00	\$80.00
Operating Supplies	\$1,800.00	\$603.24	\$1,196.76
Equipment and Facilities Repair & Maintenance	\$15,650.00	\$13,547.73	\$2,102.27
Operating Expenses – Equipment Rental	\$1,350.00	\$1,350.00	\$0.00
Contract Services – Maintenance & Repair	\$15,000.00	\$5,314.00	\$9,686.00
Water Acquisition	\$97,650.00	\$7,688.52	\$89,961.48
Consultants	\$9,000.00	\$2,196.65	\$6,803.35
Dues, Mileage, Training	\$10,000.00	\$2,815.74	\$7,184.26
Administrative Supplies & Duplication	\$900.00	\$324.75	\$575.25
Communication	\$3,000.00	\$322.13	\$2,677.87
State Review, Conditional Use	\$500.00	\$500.00	\$0.00
<b>Insurance</b>	<b>\$2,500.00</b>	<b>-\$115.34</b>	<b>\$2,615.34</b>
<b>TOTAL</b>	<b>\$216,350.00</b>	<b>\$56,220.02</b>	<b>\$160,129.98</b>
<b>MONTHLY</b>			<b>\$157,352.89</b>

<b>Debt Service to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
Vehicle	\$2,800.00	\$962.56	\$1,837.44
<b>TOTAL</b>	<b>\$2,800.00</b>	<b>\$962.56</b>	<b>\$1,837.44</b>

<b>Contingency to 2/28/24</b>	\$6,350.00	\$6,350.00	\$0.00
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<b>TOTALS to 2/28/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
<b>TOTALS</b>	<b>\$310,350.00</b>	<b>\$93,758.24</b>	<b>\$216,591.76</b>

**City of Sodaville**  
**Reconciliation Summary**  
100-1001 Chase, Period Ending 02/29/2024

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	<u>Feb 29, 24</u>
<b>Beginning Balance</b>	65,023.90
<b>Cleared Transactions</b>	
Checks and Payments - 28 items	-18,311.40
Deposits and Credits - 53 items	19,909.30
<b>Total Cleared Transactions</b>	<u>1,597.90</u>
<b>Cleared Balance</b>	<b><u>66,621.80</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-1,245.29
<b>Total Uncleared Transactions</b>	<u>-1,245.29</u>
<b>Register Balance as of 02/29/2024</b>	<b><u>65,376.51</u></b>
<b>New Transactions</b>	
Checks and Payments - 1 item	-450.51
<b>Total New Transactions</b>	<u>-450.51</u>
<b>Ending Balance</b>	<b><u>64,926.00</u></b>

## City of Sodaville Reconciliation Detail 100-1001 Chase, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						65,023.90
<b>Cleared Transactions</b>						
<b>Checks and Payments - 28 items</b>						
Bill Pmt -Check	01/10/2024	295	Smith + Company	X	-390.00	-390.00
Bill Pmt -Check	01/10/2024	294	Ray's Septic Tank S...	X	-230.00	-620.00
Bill Pmt -Check	01/10/2024	293	Culligan of Albany	X	-35.40	-655.40
Bill Pmt -Check	01/24/2024	305	Tate Public Affairs	X	-225.00	-880.40
Bill Pmt -Check	01/24/2024	299	ELUCC	X	-125.00	-1,005.40
Bill Pmt -Check	02/01/2024	EFT	AGCO Finance LLC	X	-229.68	-1,235.08
Bill Pmt -Check	02/01/2024	EFT	Ceco Inc	X	-52.39	-1,287.47
Bill Pmt -Check	02/05/2024	EFT	City County Insuran...	X	-1,671.53	-2,959.00
Bill Pmt -Check	02/05/2024	EFT	Comcast	X	-276.37	-3,235.37
Bill Pmt -Check	02/08/2024	310	Jimco Electrical Con...	X	-3,105.80	-6,341.17
Bill Pmt -Check	02/08/2024	309	Smith + Company	X	-544.42	-6,885.59
Bill Pmt -Check	02/08/2024	306	Amazon Capital Ser...	X	-107.00	-6,992.59
Bill Pmt -Check	02/08/2024	308	Republic Services	X	-77.05	-7,069.64
Bill Pmt -Check	02/08/2024	307	Culligan of Albany	X	-8.00	-7,077.64
Check	02/10/2024	EFT	Cardmember Service	X	-5.01	-7,082.65
Bill Pmt -Check	02/13/2024	EFT	Consumers Power I...	X	-380.80	-7,463.45
Bill Pmt -Check	02/13/2024	EFT	Consumers Power I...	X	-247.68	-7,711.13
Bill Pmt -Check	02/13/2024	EFT	Consumers Power I...	X	-93.95	-7,805.08
Bill Pmt -Check	02/13/2024	EFT	Consumers Power I...	X	-63.29	-7,868.37
Bill Pmt -Check	02/13/2024	EFT	Consumers Power I...	X	-36.94	-7,905.31
Bill Pmt -Check	02/14/2024	314	Midco Diving & Mari...	X	-4,236.00	-12,141.31
Check	02/14/2024	313	JD Burns	X	-74.37	-12,215.68
Bill Pmt -Check	02/14/2024	315	WaterLab Corp.	X	-40.00	-12,255.68
Paycheck	02/15/2024	312	J D Burns	X	-2,712.61	-14,968.29
Paycheck	02/15/2024	311	Andrew A McHaddad	X	-1,891.36	-16,859.65
Bill Pmt -Check	02/16/2024	EFT	Ceco Inc	X	-50.87	-16,910.52
Check	02/28/2024	EFT	IRS	X	-917.10	-17,827.62
Liability Check	02/28/2024	EFT	Oregon Department ...	X	-483.78	-18,311.40
Total Checks and Payments					-18,311.40	-18,311.40
<b>Deposits and Credits - 53 items</b>						
Deposit	02/01/2024			X	45.10	45.10
Deposit	02/01/2024			X	48.01	93.11
Deposit	02/01/2024			X	55.15	148.26
Deposit	02/01/2024			X	73.50	221.76
Deposit	02/01/2024			X	87.15	308.91
Deposit	02/01/2024			X	150.85	459.76
Deposit	02/01/2024			X	162.69	622.45
Deposit	02/01/2024			X	193.53	815.98
Deposit	02/01/2024			X	193.53	1,009.51
Deposit	02/01/2024			X	193.53	1,203.04
Deposit	02/01/2024			X	387.55	1,590.59
Deposit	02/01/2024			X	1,138.22	2,728.81
Deposit	02/01/2024			X	2,558.15	5,286.96
Deposit	02/15/2024			X	18.91	5,305.87
Deposit	02/15/2024			X	28.46	5,334.33
Deposit	02/15/2024			X	44.87	5,379.20
Deposit	02/15/2024			X	44.87	5,424.07
Deposit	02/15/2024			X	44.87	5,468.94
Deposit	02/15/2024			X	45.10	5,514.04
Deposit	02/15/2024			X	60.65	5,574.69
Deposit	02/15/2024			X	62.24	5,636.93
Deposit	02/15/2024			X	74.66	5,711.59
Deposit	02/15/2024			X	86.82	5,798.41
Deposit	02/15/2024			X	86.82	5,885.23
Deposit	02/15/2024			X	88.76	5,973.99
Deposit	02/15/2024			X	90.23	6,064.22
Deposit	02/15/2024			X	94.35	6,158.57
Deposit	02/15/2024			X	109.01	6,267.58
Deposit	02/15/2024			X	116.90	6,384.48
Deposit	02/15/2024			X	129.80	6,514.28
Deposit	02/15/2024			X	134.62	6,648.90
Deposit	02/15/2024			X	243.99	6,892.89
Deposit	02/15/2024			X	1,254.31	8,147.20

**City of Sodaville**  
**Reconciliation Detail**  
**100-1001 Chase, Period Ending 02/29/2024**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	02/15/2024			X	1,978.54	10,125.74
Deposit	02/28/2024			X	57.34	10,183.08
Deposit	02/28/2024			X	76.16	10,259.24
Deposit	02/29/2024			X	16.00	10,275.24
Deposit	02/29/2024			X	45.10	10,320.34
Deposit	02/29/2024			X	47.76	10,368.10
Deposit	02/29/2024			X	53.56	10,421.66
Deposit	02/29/2024			X	63.91	10,485.57
Deposit	02/29/2024			X	83.84	10,569.41
Deposit	02/29/2024			X	89.61	10,659.02
Deposit	02/29/2024			X	96.52	10,755.54
Deposit	02/29/2024			X	114.12	10,869.66
Deposit	02/29/2024			X	151.23	11,020.89
Deposit	02/29/2024			X	193.53	11,214.42
Deposit	02/29/2024			X	193.53	11,407.95
Deposit	02/29/2024			X	211.96	11,619.91
Deposit	02/29/2024			X	240.78	11,860.69
Deposit	02/29/2024			X	387.55	12,248.24
Deposit	02/29/2024			X	1,385.95	13,634.19
Deposit	02/29/2024			X	6,275.11	19,909.30
Total Deposits and Credits					19,909.30	19,909.30
Total Cleared Transactions					1,597.90	1,597.90
Cleared Balance					1,597.90	66,621.80
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	12/29/2021	5396	Pedersen, Glenda		-75.00	-75.00
Check	01/25/2022	5408	Bailey, Christina		-75.00	-150.00
Bill Pmt -Check	10/04/2023	254	League of Oregon C...		-475.00	-625.00
Bill Pmt -Check	01/10/2024	292	City of Lebanon		-620.29	-1,245.29
Total Checks and Payments					-1,245.29	-1,245.29
Total Uncleared Transactions					-1,245.29	-1,245.29
Register Balance as of 02/29/2024					352.61	65,376.51
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	03/08/2024	EFT	IRS		-450.51	-450.51
Total Checks and Payments					-450.51	-450.51
Total New Transactions					-450.51	-450.51
<b>Ending Balance</b>					<b>-97.90</b>	<b>64,926.00</b>

10:54 AM

03/06/24

**City of Sodaville**  
**Reconciliation Summary**  
**100-2050 - Chase Credit Card, Period Ending 02/16/2024**

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	<u>Feb 16, 24</u>
Beginning Balance	5.01
Cleared Transactions	
Charges and Cash Advances - 3 items	-880.36
Payments and Credits - 1 item	5.01
Total Cleared Transactions	<u>-875.35</u>
Cleared Balance	<u><b>880.36</b></u>
Register Balance as of 02/16/2024	880.36
Ending Balance	880.36

## City of Sodaville Reconciliation Detail

100-2050 - Chase Credit Card, Period Ending 02/16/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5.01
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 3 items</b>						
Credit Card Charge	01/23/2024		Sunriver Resort	X	-159.99	-159.99
Credit Card Charge	02/08/2024		United States Post ...	X	-136.00	-295.99
Credit Card Charge	02/12/2024		Sunriver Resort	X	-584.37	-880.36
Total Charges and Cash Advances					-880.36	-880.36
<b>Payments and Credits - 1 item</b>						
Check	02/10/2024	EFT	Cardmember Service	X	5.01	5.01
Total Cleared Transactions					-875.35	-875.35
Cleared Balance					875.35	880.36
Register Balance as of 02/16/2024					875.35	880.36
<b>Ending Balance</b>					<b>875.35</b>	<b>880.36</b>

9:45 AM

03/06/24

**City of Sodaville**  
**Reconciliation Summary**  
100-1010 LGIP, Period Ending 02/29/2024

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	<u>Feb 29, 24</u>
<b>Beginning Balance</b>	67,483.78
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-0.20
Deposits and Credits - 7 items	4,794.84
	<u>4,794.64</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<u><u>72,278.42</u></u>
<b>Register Balance as of 02/29/2024</b>	72,278.42
<b>Ending Balance</b>	72,278.42

**City of Sodaville**  
**Reconciliation Detail**  
 100-1010 LGIP, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						67,483.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	02/01/2024			X	-0.20	-0.20
Total Checks and Payments					-0.20	-0.20
<b>Deposits and Credits - 7 items</b>						
Deposit	02/07/2024			X	874.30	874.30
Deposit	02/09/2024			X	57.48	931.78
Deposit	02/12/2024			X	1,129.44	2,061.22
Deposit	02/13/2024			X	1.89	2,063.11
Deposit	02/15/2024			X	17.04	2,080.15
Deposit	02/20/2024			X	2,427.24	4,507.39
Deposit	02/29/2024			X	287.45	4,794.84
Total Deposits and Credits					4,794.84	4,794.84
Total Cleared Transactions					4,794.64	4,794.64
Cleared Balance					4,794.64	72,278.42
Register Balance as of 02/29/2024					4,794.64	72,278.42
<b>Ending Balance</b>					<b>4,794.64</b>	<b>72,278.42</b>





# Request for Proposal

No. 2024-01 Legal Counsel

March 2024



## Introduction & Background

The City of Sodaville seeks a new legal counsel.

### ISSUED BY

City of Sodaville

### REPRESENTATIVE

Alex McHaddad, City Administrator/Recorder <a href="mailto:sodaville@cityofsodaville.org">sodaville@cityofsodaville.org</a> 541-258-8882	J D Burns, Public Works Director <a href="mailto:sodavillepw@cityofsodaville.org">sodavillepw@cityofsodaville.org</a> - 541-801-2053
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## 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 the second Wednesday of any month the RFP is open. Sealed bids will be opened the second Wednesday of any month the RFP is open.
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 an estimate of the overall fixed price for the project.
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 the second Wednesday of any month the RFP is open 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 qualified firms.



## Project Description

The purpose of this project is as follows:

1. Provide city attorney services to the City of Sodaville.

The description of the project is as follows:

1. Contractor will work with the City Administrator/Recorder and Mayor.



## 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. Employ attorneys who are members of the Oregon State Bar and experienced with providing city attorney services.

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

1. Contractor is able to provide city attorney services.



# RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	March 2024
Selection of Top Bidders / Notification to Unsuccessful Bidders	April 2024; or monthly until filled
Start of Negotiation	April 2024; or monthly until filled
Contract Award / Notification to Unsuccessful Bidders	April 2024; or monthly until filled



# Budget

Bidder will present rates for services.



# 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. 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 the City of Sodaville in its absolute discretion.



# Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322  
541-924-4539 • FAX 541-924-4544

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February 22, 2024

Sodaville City Council  
30723 Sodaville Road  
Lebanon, OR 97355

Dear Councilors,

*Meals on Wheels (MOW)* serves specifically formulated meals to aging homebound adults, adults with disabilities who often live alone, and those with limited resources or ability to care for themselves in two ways: through a dining room atmosphere at a meal site for those able to travel, and by volunteers delivering hot meals directly to the client's front door.

*MOW* specifically focuses on older adults in poor health, with low income, and with limited or no support structure. Food insecure seniors are 50% more likely to be diabetic, 60% more likely to have congestive heart disease, and 75% more likely to suffer from depression. High nutritional risks often result in increased medical expenses due to frequent hospitalizations and nursing home stays and is a major cause of Medicare related hospital readmissions.

In 2023, the total value of *MOW* services delivered to Sodaville residents was approximately **\$1,215**. During that period, *MOW* delivered **108** hot nutritious meals to the doors of **1** home-bound resident in Sodaville.

**We kindly request a donation of \$200 from the Community of Sodaville this year to support ongoing *MOW* services.**

One hundred percent of your contribution goes to providing meals—and providing a daily well-check, a physical safety check, and a friendly visit—to the most vulnerable residents in your community.

I would be happy to talk with you, share information about *Meals on Wheels*, and its impact on Sodaville's residents. Thank you for your consideration and for your continued support of *Meals on Wheels*.

Respectfully,

A handwritten signature in purple ink, appearing to read "Randi Moore", is written over a light purple circular watermark.

Randi Moore  
Program Director  
Senior, Disability, and Community Services Programs

**Resolution No. 24-03**

**A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE  
POOL ACCOUNT #7975**

**THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:**

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account ending in 7975 at J P Morgan Chase in the amount of \$5,031.34.

The City shall authorize the transfer of funds from the City's Checking Account ending in 7975 at J P Morgan Chase to the State Pool Account in the amount of \$496.00.

Passed by the City Council this 21st day of March, 2024.

Approved by the Mayor this \_\_\_\_\_ day of March, 2024.

\_\_\_\_\_ Ayes \_\_\_\_\_ Nays

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder



City of Sodaville  
30723 Sodaville Rd  
Lebanon, OR 97355  
[www.sodaville.org](http://www.sodaville.org) \* [sodaville@cityofsodaville.org](mailto:sodaville@cityofsodaville.org) \* 541-258-8882

March 21, 2024

Office of the Secretary of State  
Audits Division  
255 Capitol Street NE, Suite 180  
Salem, Oregon 97310

### **Plan of Action for the City of Sodaville**

The City of Sodaville respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm, Koontz, Blasquez & Associates, P.C., Albany, Oregon. The plan of action was adopted by the governing body of the City at their meeting on March 21, 2024, as indicated by the signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

#### **1. Material Weakness: Segregation of Duties**

- a. Description:** Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. Bank deposits, bank reconciliations, and journal entries have no separate review process other than the general financial monitoring completed by management and the city council. Consequently, the possibility exists that unintentional errors or irregularities could exist and not be promptly detected.

**Recommendation:** The auditor recommended that additional controls be implemented to ensure that deposits and journal entries are monitored at a high enough degree that risks are mitigated to an acceptable level.

- b. Plan of action:** The City will continue to segregate duties, including collection of payments by staff; preparation of bank statements and writing of checks by an independent accountant; and the deposit of checks at the bank by a Councilor.
- c. Timeframe for, or date of, implementation:** In practice currently.

#### **2. Significant Deficiency: Accrued Payroll and Vacation Liabilities**

- a. Description:** During the audit, it was noted that the City is not accruing payroll and associated liabilities for the time period between the last paycheck of the year and year end. It was also noted that accrued payroll liabilities were not expensed and reconciled correctly



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throughout the year, and that accrued payroll liabilities were not correctly allocated across funds. In addition, it was noted that vacation accrual policy was not being followed and accrued amounts were not properly recorded. Failure to properly accrue payroll and vacation liabilities and record payroll expenses can result in a misstatement of accrued liabilities and expenses.

**Recommendation:** The auditor recommended that the City record payroll expenses and accrued liabilities in accordance with accounting principles generally accepted in the United States of America (GAAP).

- b. **Plan of action:** As recommended by the auditor, the City will expend increasingly limited financial resources on changing the payroll and accrued liabilities procedures, which will result in overstated payroll and payroll tax expenses.
- c. **Timeframe for, or date of, implementation:** July 2024.

### 3. Significant Deficiency: Recording of Receivables

- a. **Description:** During our audit, it was noted that the City made several errors in posting receivables throughout the year. Failure to keep accurate accounts receivable records, including reposting invoices and posting multiple adjustments, can result in material misstatements.

**Recommendation:** The auditor recommended that the City implement a system to consistently record receivables appropriately.

- b. **Plan of action:** As recommended by the auditor, the City will expend increasingly limited financial resources on generating additional water bill paperwork.
- c. **Timeframe for, or date of, implementation:** March 2024.

### 4. Significant Deficiency: Preparation of Financial Statements in Accordance with Generally Accepted Accounting Principles (GAAP)

- a. **Description:** Auditing standards require the auditor to assess the internal control system of the City. In addition, the standards require the auditor to extend this assessment of controls over financial statement preparation. Proper controls over financial statement preparation require adequate knowledge and involvement to detect errors and omissions in the financial statements. The City relies on the auditor to assist in drafting the financial statements. In addition, the auditor verifies that the financial statements, including note disclosures, contain all of the elements required to comply with accounting principles generally accepted in the United States of America. The auditor believes that the City has staff with the ability to





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understand, review, and take responsibility for the financial statements required to comply with independence standards; however, the auditor’s assistance in drafting the financial statements described above does produce a significant deficiency in the City’s internal control system.

**Recommendation:** The auditor does not recommend any change in the preparation of the financial statements, but the council should be aware of this deficiency and stress the importance of thorough review of the financial statements prior to approval of the audit.

- b. **Plan of action:** No change recommended by auditor.
- c. **Timeframe for, or date of, implementation:** N/A.

**5. Significant Deficiency: Compliance with Oregon Budget Law**

- a. **Description:** During the audit, it was noted that the City expended funds directly from contingency and did not have appropriate budget publications, which are violations of Oregon Budget Law. The City also did not separately record the three city funds in various budget documents.

**Recommendation:** The auditor recommended that staff review regulations to prevent future violations of Oregon Budget Law.

- b. **Plan of action:** Sodaville is undergoing a staffing transition, and future staff will review local budget law when drafting the budget.
- c. **Timeframe for, or date of, implementation:** Q2 2024.

Signed by:

\_\_\_\_\_  
 Brian Lewis, Mayor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Council Member

\_\_\_\_\_  
 Date