CITY OF GERVAIS

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GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting starting at 7:00 PM on Thursday, June 2, 2022. This meeting will be held in person, with an option to participate by Zoom due to COVID-19 Restrictions. If anyone wants to participate with Zoom, the instructions for accessing the meeting are below.

Meeting Sign-in Instructions:
Topic: June 2, 2022 City of Gervais Council Meeting
Time: June 2, 2022 07:00 PM Pacific Time (US and Canada)

TO JOIN THE MEETING VIA WEBSITE/TABLET/MOBILE:

https://us06web.zoom.us/j/89102958322?pwd=c1lRME9HOFdUcDYxdUdkODBYUVdKdz09

Meeting ID: 891 0295 8322
Passcode: 501082

TO JOIN THE MEETING VIA TELEPHONE ONLY:
1-253-215-8782 US (Tacoma)

Meeting ID: 891 0295 8322
Passcode: 501082

NOTE: A link will also be on the City of Gervais home page at www.gervaisoregon.org.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
5. Public Comment:
   a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.

6. Consent Calendar:
    a. Minutes of the May 5, 2022 Regular Session
    b. Minutes of the May 19, 2022 Budget Committee
    c. Bill list for April 26 – May 27, 2022
    d. Treasurers Report for period ending April 30, 2022
    Requested Action: Motion to approve the June 2, 2022 consent calendar as presented.

7. Committee Reports
    a. Ad Hoc – Skate Park / 4th of July

8. Presentations
    a. Marion County Circuit Court Judge - Erious Johnson, Jr.

9. Budget Hearing for 2022-23 Fiscal year
    I. Open the Hearing
    II. Hear Public testimony
    III. Take Additional Questions or Comments
    IV. Close Public Hearing
    V. Adopt Resolution 22-004, A Resolution Adopting the 2022-23 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax

10. Old Business
    a. See activity tracker

11. Action Items
    a. Adopt Resolution 22-005, Budget Transfers for Fiscal Year 2021-22
    b. Resolution 22-006, Requesting State Revenue Sharing Funds
    c. Resolution 22-007, Establishing the Public Works Vehicle/Equipment Replacement Fund

12. New Business
    a. Circus report and consideration to host in 2024
    b. Schedule public hearing for July 7, 2022 for File #VAC 2021-02 Petition to vacate the public alley in Block 68, bound by Ivy, Hemlock, 7th, and 8th submitted by Scott Mickalson.
    c. Authorize purchase of City Hall Generator

13. Staff Reports:
    a. City Manager
    b. Police Department
    c. Public Works

14. Business from the Mayor or Council

15. Adjourn

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

6.c

MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL WITH ZOOM ALTERNATIVE AT 7:00 PM ON MAY 5, 2022

1. **Call to Order**
   Mayor Annie Gilland called the meeting to order at 7:00 pm.

2. **Pledge of Allegiance**
   The Pledge of Allegiance was led by Mayor Gilland

3. **Roll Call**

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Excused
Councilor Diana Bartch	Present
Councilor John Harvey	Present

   Staff Present: City Manager Susie Marston, City Recorder Denise Dahlberg, Police Chief Mark Chase, Public Works Superintendent John Robinson

   Others Present: None

4. **Announcements/Additions**
   On the Agenda, Mayor Gilland added a discussion about water rates to Item 8, Presentations, with the intent of requesting a workshop.

5. **Public Comment**

   Rocky Sherwood, 2622 Nina Pl., Hubbard, OR, 97032. Rocky is the CEO of the Hubbard Community Events. He talked to a few families about the upcoming circus in Gervais. Rocky praised the community's leaders and added that he always felt welcome. Rocky was invited to join the Parks & Recreation Committee on Tuesday at 6:30 p.m. by Mayor Gilland. They'd be discussing the Fourth of July Parade and other events.

6. **Consent Calendar**
   a. Approval of the minutes of the March 31, 2022 Work Session
   b. Approval of the minutes of the April 7, 2022 Regular Session
   c. Approval of Bill List for April 1 – April 25, 2022

   Councilor Harvey wanted to know what "test ball plugs" were for, how frequently they were bought, and whether they could be reused because he thought they were bought 3 times. Robinson explained it was a gravity plug on the discharge line so nothing could flow into the

river. He explained the expense was $200 and the plugs could not be reused. City Manager Marston explained the expense was shared in the Water, Sewer and General Fund. Harvey asked what CIS Trust was. Marston explained it was the medical insurance paid by the City on behalf of the employees. Harvey asked what multiple meters were. Robinson explained they were PGE electrical meters. Harvey asked if the fund totals showed money that was spent every month. Marston said yes. Harvey requested a treasury report of beginning and ending balances of funds.

Mayor Gilland also wanted a treasury report to see beginning and ending balances and to learn why they didn't have money for certain things like lighting. Marston understood and explained that sometimes it wasn't that they didn't have money, but that it wasn't allocated for the current year.

Councilor Bartch made a motion to approve the May 5, 2022 Consent Calendar as presented, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

7. Committee Reports

a. Ad Hoc – Skate Park

Laura Cliffton noted the committee bought shirts and wore them at the Gervais City Clean up. They established a budget. Cliffton was confused at whether or not she needs to include park lighting in her budget request to Susie. Marston explained it was being reported on the activity tracker and it will be taken care of in the budget. Cliffton would talk to Micky for what she needed for the circus. Michael Gregory gave her information on past 4th of July parades and she will try to plan ahead accordingly. Cliffton mentioned a permit. Mayor Gilland asked Chase if he had applied for the permit. Chief Chase explained that he, Chief Budge and Michael Gregory had signed the fireworks permit, but in years past the Mayor would sign the permit that went to county to close the streets. Mayor Gilland said if she wasn't available, staff could sign the permit.

8. Presentations

Mayor Gilland explained the language of the 2019 water resolutions and the CPI used was in question and requested a workshop in June. Mayor Gilland was upset when reading an article in the newspaper and suggested the council read the water master plans when discussing affordable housing. Gilland shared her point of view in regards to water being at capacity and future funding. Gilland stated it was a bigger question than "The City needing to look at affordable housing." The council decided on June 13, 2022 at 6:30 pm for the workshop.

9. Action Item

a. Resolution 22-002, Adopting the 2021-22 Supplemental Budget to Make Appropriations in the D.A.R.E Fund

Mayor Gilland asked for an explanation. Marston explained that when the 2021-22 budgets were adopted last June, it did not include the $5,000 in revenue. Lt. Seibel at the time collected registration fees for a DARE training. Anytime there are unforeseen changes in the budget ,

you can put it back in your budget through the supplemental budget process. When you take in revenue you have to appropriate it back out because the budget has to be balanced. Marston explained $5,000 of revenue was taken in from fees from training and it was appropriated to the supplies line item because of expenses related to the training.
Gilland asked if council was informed of training. Chief Chase explained the training was planned after budget and the extra money made was placed into the DARE fund. Mayor Gilland asked for the council to be notified of future trainings that cost money. Chief Chase reported that they will be doing a DARE training in February and it will be in the 2022-23 budget. Gilland stated she is a DARE supporter but wanted to be informed if they are going to cost the city money. Chief Chase stated he thought it was mentioned but wasn't sure and he would check previous briefings to the council.

Harvey asked if they were appropriating $5,000 to the budget that wasn't already in there. Marston said yes and explained it was an adjustment to the budget that had already been adopted. When there are changes to a budget that has already been adopted, the changes are made through the supplemental budget process. Harvey asked if this was the balance that would be in the DARE fund. Marston explained that this is what the revised budget would be for the DARE fund. Marston explained the Supplemental Budget to the council. Harvey asked if that was the total budget. Marston stated it wasn't the total DARE fund budget, just the line items. Harvey asked what the total DARE fund budget was. Marston didn't have that information in front of her. Harvey said maybe she could get that information to him sometime.

Councilor Bartch made a motion to adopt Resolution 22-002, Adopting the 2021-22 Supplemental Budget to Make Appropriations in the D.A.R.E Fund, seconded by Councilor Foreman. Motion is unanimously carried and so moved.

b. Resolution 22-003, A Resolution to Update City of Gervais Council Rules of Procedure

Councilor Bartch made a motion to adopt Resolution 22-003, A Resolution to Update City of Gervais Council Rules of Procedure as presented, seconded by Councilor Harvey. Motion is unanimously carried and so moved.

***c.* Appoint Budget Committee Members**

Mayor Gilland made a recommendation to appoint Laura Cliffton and Angelina Peters based on their experience in auditing, budgets, and numbers. She informed the council that Micky Wagner stepped down from the 4th of July committee and she was going to ask Mr. Fernandez to run the 4th of July booth because he has amazing people skills.

Councilor Harvey made a motion to appoint Laura Cliffton and Angelina Peters as the new budget committee members, seconded by Councilor Foreman. Motion is unanimously carried and so moved.

10. **Old Business**
    a. **See activity tracker**

Councilor Bartch noticed Chief Budge wasn't here to provide his update and asked if there was an update available. Marston reported to the council that he was planning on it, but something must have come up. City Manager Marston informed the council the Woodburn Fire Board approved a $3 million project budget. They are looking at putting a fire station on the north edge of Gervais, potentially outside of city limits. He has some leads and is talking with property owners about the possibility. Last Friday, Fire Chief Budge and City Manager Marston met with Representative Theresa Alonzo Leon to discuss cost-share prospects with the state to help fund the project. Marston agreed to help him in that process for support as it will take a few months to go through.

Mayor Gilland asked if the shared use building was not going to come to fruition with the money they gave. Marston confirmed there was no money given and that the $50,000 was initially earmarked. She stated the circumstances changed drastically and they would be going in a different direction that didn't include Gervais.

Mayor Gilland asked again if Gervais would be giving the fire station any money. Marston said no.

Mayor Gilland said that Laura Cliffton has been asked for estimates on a skate park in different locations. When Cliffton calls for a (RFP's) Request for Proposal, they ask for a base budget in order to proceed. Mayor Gilland asked how much money was available for the park.

Gilland said she knew of a consensus or ear marking of the $71,000 to build a park on the same side of town as Ivy Woods. Gilland stated that skate parks fall under the description of community park and wondered if they could legally use the $71,000 to fund the skate park.

Marston did not recommend using the $71,000 just for the skate park and noted the intent was more for a neighborhood park for everyone to use and serve the subdivision that gave the money. Marston would follow up on the requirements.

Gilland asked where they were with skate park money. Marston stated they had the Community Prosperity money and that was the $15,000 that Marion County gave each city over 3 years for a total 45,000. It's been in the General Fund and she is going to transfer it to the Park Fund in next year's budget. Another $15,000 is coming in so that makes $60,000, and anything the 3 on 3 basketball tournament brings in.

Gilland asked if SDC funds could be appropriated for parks. Marston replied they do have SDC funds but a skate park is not identified in the park master plan. Gilland noted they could amend it if they needed to.

Laura Cliffton asked about the park master plan and if she could have a copy.

Marston stated it was the methodology the council adopted in 2008 to develop the park SDC funds. Mayor Gilland told Susie she needed $170,000 - $200,000 for the park and spoke about ways to get the cost down.

Gilland asked what Marston could do as the City Manager to help them find the money. Marston replied they could look at grants, and use the shared grant writer with the school district. Marston explained that ultimately it would take some time and gave an example of the 9 years it took for Independence to build a skate park.

Backing up a few steps, Marston explained that the RFP was a City function, so if there was a concept design and location for the skate park that was something the City would handle at the staff level. Gilland replied that she was referring to kit that came with skate park plans and it would eliminate the cost of an architect. City Manager Marston asked that the information be sent to her. Gilland noted if they go in this direction the City staff would be included, but she needed to know what they were going to spend on it. Gilland asked the council what they were going to spend on it.

Gilland stated that John Harvey mentioned loaning themselves the money. Harvey said if there was money available in the General Fund they have loaned themselves money before but he wasn't sure they would be able to do that. Marston stated she needed the information so we knew how much money we are aiming for. Harvey said he hoped everyone was in on this, because he wanted to push the skate park ahead for the kids in town.

There was a discussion about the location of the skate park being potentially on the property next to Public Works. Gilland stated that plan from skate park kit place would give Marston the landscape and the details to write the grant. Gilland said the community could do the work and it could end up costing very little, but they would need the budget line to approach them. Marston asked for an explanation of what the kit was. Gilland and Cliffton explained showing them the land, they do the design work, they find out materials needed, they contract the workers needed, which is all included in the package. Gilland said they encourage community help to cut cost. Marston asked them to please send her what they had so she could write up a project description and costs in order to look for grants. Cliffton said she needed to give them what she had in order to give Marston what she needed so she would give them what she had. Gilland said that if they come out to look at the property City Manager Marston should be there with the team.

Public Works Superintendent Robinson stated that they would be putting an above ground swimming pool there. Gilland stated it wouldn't be above ground. Robinson said it would have to be for drainage. Robinson explained most skate parks are on sloping ground or elevated because when half pipes go in there has to be a floor drain in the bottom of cement pit to drain water off. Robinson stated they are going on a flat piece of ground where there is really no way because the storm drain system is very shallow. All the sidewalls would need to

be elevated to get the pipes to work. Robinson gave examples of other skate parks built along sloping hill sides and not nest to residential homes. There was further discussion on how and where the skate park should be built. Robinson clarified that since the company won't talk to her if she doesn't have a budget, what he was trying to say was somebody would need to come out here and learn what needs to be done with our plan or it will be reengineered to fit the site. Marston asked for the name of the people. Cliffton stated there name was Dreamland. Cliffton clarified they didn't say they wouldn't talk to her they just asked for information. So, she said if she gave them $500,000, they would give her a kit for a $500,000 skate park. There was discussion about the skate park, drainage and design of plan and location. Robinson brought up the Police Department getting calls all night if the park is built in a residential area.

11. New Business - none

12. Staff Reports

a. City Manager

A written report was produced by City Manager Marston. Marston reported the circus tickets are being sold at City Hall and can be purchased with cash only. The Circus will sell tickets at the door but they cost more. Adult tickets are $12 pre-sell and $15 at the gate. Children tickets are $7 pre-sell, and $8 at the gate. Marston noted on circus day greeters from the city were needed and said it would be a good opportunity for the park committee to get involved. Circus big top goes up at 9:30 am and they have a few activities before the first show starts.

Marston added that previously in the meeting, there was a discussion regarding growth and master plans. In response to the newspaper article, City Planner Holly Byram contacted Marston. She explained growth was inevitable to a community and we have an obligation to plan for the growth. The plan is updated every 5 years, it is done in a span of 20 years and we are built out. The UGB is filled up with exception of a couple of acres on the north side of town. Marston noted at some point needing to expand that and she explained the steps to prepare for that. The first step was to update the housing needs analysis and the buildable lands inventory which would tell us the housing need based on looking 20 years out. The buildable lands inventory tells us what we are looking at now and what we would need in the future. The other piece is an economic opportunities analysis. All those pieces are done ahead of time. Marston stated she had not been involved in an urban growth expansion process but she did know it wouldn't happen overnight. Marston will be talking to Holly about updating the three things mentioned. The cost is the City Planners time and there are grants available to help with those costs. City Manager Marston informed the council this would be something they needed to look at in the near future.

Mayor Gilland shared her view point and frustration about boundary growth. She stated they should ask the community before we spend money to do the work and asked the council how they felt.

Councilor Bartch stated she loved having a small city and explained that Woodburn's Urban Growth Boundary goes to Parr Road already. She explained that if Gervais doesn't take

in that land, Woodburn will and they will butt right up against Gervais and we won't have any control over what is up against us. If we slowly start expanding we can control what goes in and how quickly it gets developed, then Woodburn and other areas cannot take that land.

Gilland said if they are doing it then they are paying for the cost of the upgrades, Gervais isn't. Harvey agreed. Gilland says they can absorb the cost as they grow. Gervais doesn't. Gilland said she came here because it was affordable to live in Gervais and now it's not going to be.

Harvey said he is for keeping Gervais a small city and if they want to build right up against Gervais' border let them, and they can pay for it. They can also put in more sewer systems and maybe Gervais can hook up to theirs.

Bartch said when they were talking about Amazon up to Parr Road up to the freeway corner, that is deemed to be all industrial which means they will be building housing right on the other side of that ,where if Gervais thinks about expanding a little, Gervais would have a little more control of being surrounded. Bartch said someone is going to take the farmland and if we get surrounded by Woodburn and the closer they get to 99, our small town no longer becomes a small town. We just become Keizer to Salem. Bartch stated the inevitable piece is if Gervais doesn't grow, they grow.

Gonzalez asked about his two lots that they wanted to build on and if it was an alley because they want to move a manufactured home but they say the alley way is too small. They want to use a partial of the farmland. Marston said they had spoken to her about it and asked Councilor Gonzalez to come in and talk to her next time he is in.

b. Police Department – Chief Mark Chase

Chief Mark Chase mentioned having a lot of fun on career day. It was different this year with smaller groups where each officer got to share the career path they took. Carlos shared going to the marines, Officer Dryden shared going to Chemeketa law enforcement program, Chase shared his and Lt. West shared his. DARE program is continuing at Sacred Heart. Officer Carlos Camacho finished his training completely and is on solo patrol. Zane Rise started his shadow phase of training today. They have some evening coverage and by summer time coverage will look better. Chase mentioned he has a great staff and the officers are easy going and good with kids. He is grateful for the staff he has. He is grateful for relationships with Public works and City Hall and stated it's enjoyable to work with a great team.

Chase shared about a significant increase in ordinance complaints. He explained they have been controversial and they are moving forward from the City trying to get compliance in the past. Hopefully they will be able to mediate a positive resolution.

Mayor Gilland said she hears a lot of it and ignores a lot of it because she has a 40 hour a week job and she hands it over. If she is not saying something it's because she thinks it's being handled. Harvey asked what the ordinance violations were. Chase responded that it is yard parking, using home for business, storage, trailers, equipment, and ladders. Fence line on City

property. Chase states they deal with ordinances violations everyday but they try to be reasonable in gaining compliance.

c. Public Works – Superintendent John Robinson

Superintendent John Robinson provided the council with his written report. The tree farm has 4 zones up and operational. Wettest April on record and 3 zones still have trees taken off and log piles need taking out. They are on schedule.

City of Aumsville is sister City and they did an annual tree swap. They buy us a tree, we buy them a tree. Kyle and Joe delivered it to the City of Aumsville and they brought their tree back. They will be planting it in the Elm St Park where the tree was decimated in the ice storm. The tree planted is a Flaming Maple.

13. Business from the Mayor or Council

14. Adjourn

Mayor Gilland adjourned the meeting at 8:21 PM

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON APRIL 7, 2022 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor

MINUTES OF THE PUBLIC MEETING OF THE GERVAIS BUDGET COMMITTEE COUNTY OF MARION, STATE OF OREGON HELD IN GERVAIS ON MAY 19, 2022

NOTE: THIS MEETING WAS HELD IN PERSON, WITH AN OPTION TO PARTICIPATE VIA ZOOM VIDEO CONFERENCE

1. **Call to Order:**

   Mayor Annie Gilland called the meeting to order at 6:30 PM.

2. **Roll Call:**

   Mayor & Council:

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Absent
Council President Micky Wagner	Present (Zoom)
Councilor Diana Bartch	Present
Councilor John Harvey	Present

   Budget Committee Members:

Angie Peters	Absent
Andrea Barrera	Present
Connie Barrera	Present
Maria Contreras	Present
Susan Smith	Absent
Christopher Bartch	Present

   Staff Present: City Manager Susie Marston, City Recorder Denise Dahlberg, Police Chief Mark Chase, Public Works Superintendent John Robinson

3. **Announcements:**

   a. Additions/deletions to the agenda – None noted

4. **Elect committee Chair and Vice-Chair**
   Committee member Connie Barrera nominated Committee Member Andrea Barrera for Chair.
   Councilor Foreman nominated Committee Member Christopher Bartch for Chair.

Mayor Gilland took a vote for each nominee. ***Committee Member Christopher Bartch received the most votes for Chair. Motion seconded by Councilor Bartch. Motion is unanimously carried and so moved.***

Mayor Gilland asked for nominations for Vice-Chair.

Mayor Gilland nominated Committee Member Laura Cliffton. Motion seconded by ??(Couldn't Hear). Motion is unanimously carried and so moved.

5. **Budget Message**

City Manager Susie Marston stated that this is a balanced budget; it's prepared in accordance with Oregon Budget Law and Local Government Accounting Standards. This budget reflects the proposed revenues and expenditures for 2021-22. Total budgeted amount for all the funds is $8.2 million.

Marston explained that the budget is $2.6 million higher than last year's budget and that is because of the grant received from Marion County from the American Rescue Plan program. Marston noted with the Ivy Woods development, half of the new homes are on the tax role and the new subdivision brought an increase of 14% in property tax revenue. The new subdivision brings 60 new homes to Gervais, of which half are on this year's tax role and we can expect the same increase next year. Marston mentioned continuing to cost share with the school district to provide an SSO officer. The School District's portion of the cost share is $87,000 into the General Fund to offset personnel costs. The COLA for this year is 7.4% which is consistent with what other cities are using. Although it can be handled this year, Marston explained that it is not sustainable for ongoing years and will have to be looked at again next year.

There was a discussion about COLA in private sector and what other cities were doing.

Marston stated the medical insurance benefit increases 4% on average which is lower than previous years, which has been 5% and 7%. Things in progress to look forward to in the proposed budget are the generator to power City Hall to keep Emergency Operations Center open in the event of an emergency; new website with an approximate 1st year cost of $10,000, money allocated towards a Skate Park, and the Veterans Wall. Marston included a cover page for each fund that explains what the fund is for and significant things to look for in the expected year.

Council President Wagner asked how much was budgeted for the Skate Park and Veterans Wall. Marston said they would get to it later in the conversation, but the Skate Park has $57,000 and the veterans wall has $7,500 allocated based on brick sales.

There was a discussion about the COLA increase, where thoughts and opinions were shared on different methodologies. Marston shared with the group that consistent with past practice, she uses the Consumer Price Index at February of the current year, and that percentage is 7.4% for this year. Last year it was at 1.6%. There was opposition to using this method, and Marston made a suggestion to the Budget Committee to approve the budget as-is (pending the complete review) with the understanding that the Budget Committee is not approving the 7.4% COLA and that there will be more discussion by the council to decide on the COLA.

Chair Bartch stated if this has been the standard practice for four years running, he didn't believe it was wrong for the council to discuss methodologies, but trying to attack the current methodology being used is getting them off into some weeds. They are jumping on an issue that isn't brand new or just changed this year. They are just seeing a bigger number because the inflation rate for this past February was a huge jump from previous years. Right now they are getting off into weeds that don't pertain to the budget committee.

6. **Review and discuss proposed budget for Fiscal Year 2021-22**
Committee Chair Bartch provided an explanation stating there were a set of resources and requirements for each fund and at the end they should balance.

General Fund
Committee Chair Bartch explained each of the resource line items in the General Fund.

There was a discussion about the property tax rate used. Harvey asked for that number.

There was a discussion about the amount budgeted in the Mayor and Council Department.

There was a discussion about land use fees & school excise tax.

Committee Chair explained the breakdown of requirements of the General Fund.

There was a discussion on PERS. It was explained that last year PERS was calculated at higher rate than what it turned out to be, so the amounts budgeted were lower this year.

There was a discussion about Software Maintenance. It was explained that $10, 000 for the website and the other $7,000 was fees re-allocated and tied to appropriate funds.

There was a discussion about the website and what the goals would be. It was explained that it would be more user friendly, look more professional, more options, easier on the backside to maintain and keep up to date. The specific costs would be brought back to the council.

There was a discussion about professional services. Marston explained that at a previous council meeting, there was a discussion about growth and the first steps of expanding the Urban Growth Boundary if the council chooses to do so. The estimated cost of working on the initial steps is $25,000. If the council decides to move forward there are resources for grant funding.

There was a discussion about insurance and bonding. It was explained that is property/ liability and workers compensation was allocated throughout multiple funds. It went up about 15% and it was allocated throughout multiple funds.

There was a discussion about lease copier funds. It was explained that the previous City Recorder found it would cost the city less to lease. Maintenance and toner were included in the cost.

There was a discussion about overtime cost in the Police Department. It was explained that each of the four officers would potentially use about $5,000 each in overtime.

There was a discussion about medical and dental benefits. The turnover with new officers and a part-time administrative position, their different family situations make up the differences in medical and dental insurance funds allocated throughout the budget.

There was a discussion about the increase in officers and lieutenant wages, merits and salary schedule. It was explained that everyone is on a salary schedule except for the City Manager position.

There was a discussion about the increase in Ordinance Enforcement Costs. It was explained that there was an increase in ordinance issues that may require contracting out for services. If there are no costs associated with abatement, the money would not be spent.

There was a discussion about fuel increases across multiple funds and the biggest increase was in the Police Fund. It was explained that it was based on mileage rates and the yearly average of 10,000 miles at $4.50 a gallon, per officer, per year. It was explained that Chief and Lieutenant take cars home for after hours on call so they may respond directly to the scene.

There was discussion of increase in Firearms/ weapons. It was a replacement of an AR rifle as well as tasers. There will be a proposal of using some ARPA funds for public safety. If council approves, these expenses would be reduced.

There was a discussion about AED devices in each police vehicle and one in the police department and one at city hall. This explained the increase in Equipment/Furniture line item.

Replacing two dell computers and two GETACs in vehicles explains the increase in Electronic Equipment. If council approved ARPA funds, that line item would not be used in General Fund.

Changes made:

a. Page 7, General Fund Police: Correction to include the total for Capital Outlay, which decreases the Ending Fund Balance shown on page 12 by $39,000.
b. Page 9, General Fund Parks: Increase budget for Equipment by $10,000 and reduce Operating Contingency on page 12 by $10,000.
c. Page 10, General Fund Municipal Court: Correction to include total for Materials & Services, which decreases the Ending Fund balance shown on page 12 by $8,339.

There was a discussion about Equip/Furniture Acquisition in Streets. It was explained it would be used for weed eaters, hedgers, lawn mower maintenance. The total amount is split between other funds.

There was a discussion about Parks and the price of park lighting. The potential of ARPA funds being used for good lighting. The $5,000 was allocated for the basketball hoop.

There was a verbal consensus to move $10,000 from Operating Contingency to increase Parks Equipment budget by $10,000.

The Unappropriated Ending Fund Balance for the General Fund is $88,914.
There was a discussion about the Public Works Vehicle/Equipment Replacement Fund. It was explained that $3,500 was transferred from the General Fund, Water Fund, and Sewer Fund to share the cost of saving in the new fund.

State Tax Street Fund
The primary revenue in this fund comes from the gas tax apportionment. There are grant funds in the amount of $383,000. There was a brief discussion about what potential projects that are being considered. There are funds budgeted this year for sidewalk and street improvements. There was a 15% contingency added to the projects.

There was a discussion about the interest being low. It was explained that was based on actual amount received this year. Budgeted conservatively, if more interest is received then that's a good thing.

Water Fund
There was a discussion about planned Expenditures of a Vac Trailer. The total of $50,000 split between funds. The majority of revenue received for the Water Fund is from user fees. User fees were increased to $377,150 due to increase in rates that were adopted by the council last year. There was a question about using money to fund water department to fix pipes. It was explained that the water infrastructure was in really good shape.

There was a discussion about Urban Growth, Wastewater and the upgrade of ponds. There was an increase in chemicals because prices have increased.

There was a discussion about contingency and unappropriated funds. In accordance to Budget Law, it was explained the expenditures on detail sheets are appropriations and unappropriated expenses are the transfers, debt payments or anything that is not split up.

Wastewater Fund
The biggest news was the damage to tree farm and FEMA funding. Everything is on track with FEMA funding. When work is finished the money will filter in. Significant planned expenditures are forced main, transfer pump, and aeration improvements at $1.5 million. ARPA fund will take care of most of what is identified in the Capital Improvement Plan. Plan to receive $97,500 in FEMA funding. Loan repayment from Water is paid off in 2024-25. The reduction in bank charges is due to less in credit card fees than what was anticipated.
Changes made:

a. Page 25, Wastewater Fund: Increase budget for Equipment by $50,000 and decrease Ending Fund Balance by $ 50,000 on Page 26.

There was a consensus from the Budget Committee to increase budget for Equipment by $50,000 and decrease Ending Fund Balance by $ 50,000 on Page 26.

There was a discussion about the transfer to Debt Service Fund. It was explained that this particular sewer debt was a 30 year loan the City took out and there is an agreement of maintaining a certain ending fund balance. The $60,000 is transferred over every year from wastewater fund to cover the payment.

Storm Drain Fund
There is $19,500 in Storm Drain Fund improvements for various projects.

Other Funds
Water Reserve Fund – This fund was established in 2015 to assist with capital water system repairs. There are no planned expenditures for this year; however there is a budgeted amount for any capital improvements.

D.A.R.E. Fund – This fund was created in 2019 to provide a D.A.R.E. program through the Police Department. The money in this budget is from donations and registration fees. Expenses are in support of the D.A.R.E. program and its needs.

Public Works Vehicle/Equipment Replacement Fund - This is a new fund staff is requesting to create. The purpose of the fund is to set aside funds each year to replace equipment and to save for a larger vehicle purchases. In this fund, there is a transfer of $3,500 from General Fund, Water, and Sewer Fund. There was a discussion about increasing the fund balance in the future.

Police Vehicle Replacement Fund – This fund accounts for revenues and expenditures to replace vehicle and equipment. There is a $15,000 transfer from the General Fund. No replacement vehicle or equipment is planned this year.

Capital Reserve Fund –The money in this fund comes from the proceeds of the sale of the old city hall building.

Park Fund – The purpose of this fund is for new park development. A significant amount of this fund came within the payment in lieu of parkland from the Ivy Woods Subdivision, approximately $71,000. The City also received $45,000 from Marion County Prosperity Initiative. There was a discussion about if the Ivy Woods money needed to be used to build them a park. It was explained that the intent was to build something that served that area. Committee Chair explained to the Mayor that it was his understanding was that it may not be a legal requirement but more what was morally promised to Ivy Woods in lieu of. Committee Member Connie Barrera wanted a park on her side of town because the kids have nothing on that side of the tracks. There was more discussion about parks.

Bikepath Construction Fund – This fund was established in 1991. There was a discussion about the possibility of getting rid of this fund and merging the funds towards another fund. It was explained that a few years ago there was a discussion about a walking trail from Gervais to Woodburn because a lot of people use the tracks, but there were concerns of safety and cost. The Reserve fund's review year is 2021-22. The council will review at a later date and consider abolishing this fund.

4th of July Fund –This fund had $3,150 transferred from General Fund. There was a discussion about parade, entertainment and fireworks.

Special Events Fund – This event is mainly funded by the community yard sale. Mayor Gilland said she would bring her ideas at a later time.

American Rescue Plan Fund – The expected amount to be received is $683,000. Staff recommended using funds, for park lights, cameras, and majority of funds going to water, sewer, and broadband Infrastructure.

City SDC Funds – The SDC fees are collected at the time of new construction. This fund factors in the build out of upcoming Ivy Woods subdivision. These funds are divided out to other funds, Water, Wastewater, Storm Drain, and Parks. There was $41,206 in Water, $63,569 in Sewer, $18,557 in Storm Water, and $18,557 in Parks SDC's. Most of Ivy Woods has been developed and fewer houses will be built this fiscal year. There was a discussion about system expansion and it was explained that could potentially mean upgrading pumps, although there are no plans to do that at this time.

Debt Funds – Committee Chair Bartch explained these were the existing loans taken out from the 80's and 90's. The Water loan is carried by USDA and the Wastewater loan is held by Business Oregon.

There was a question about a fund to change the charter. City Manager Marston would look into it.

7. **Approve Budget**

Committee Chair Bartch asked for a motion to approve the budget as presented with changes as discussed within the committee.

Councilor Harvey made a motion to approve the 2022-23 budget with changes as discussed within the committee, seconded by Mayor Gilland. Committee Member Christopher Bartch called for an individual vote. Council vote: Pamela Foreman - Aye, Annie Gilland – Aye, Diana Bartch – Aye, John Harvey – Aye, Laura Cliffton – Aye, Connie Barrera – Aye, Andrea Barrera – Aye, Christopher Bartch – Aye. Motion is unanimously carried and so moved.

8. **Adjourn**

The Budget Committee Meeting adjourned at 9:17 PM.

I, DENISE DAHLBERG, CITY RECORDER, DO HEREBY CERTIFY THAT THE FORGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY BUDGET COMMITTEE HELD ON MAY 19, 2022 ARE CORRECT AS RECORDED.

ATTESTED:

_____
Annie Gilland, Mayor

_____
Denise Dahlberg, City Recorder

CITY OF GERVAIS
BILL LIST
APRIL 26 - MAY 27, 2022

lec.

911 Supply	5/16/2022	Patrol Bag, handcuff pouch	General Fund	Police	93.00
				TOTAL:	93.00
Advance Land Management LLC	5/3/2022	Site Clean up - WWTP	Sewer Fund	Sewer	39,800.00
				TOTAL:	39,800.00
Al's Garden Center	5/16/2022	Tree City Exch/Red Sunset	General Fund	Streets	99.99
				TOTAL:	99.99
Amazon Capital Services	5/16/2022	3 rg Binders, 18	General Fund	Admin	74.51
	5/16/2022	2 Toner Cartridges	General Fund	Admin	268.98
	5/16/2022	envelopes,batteries,mlg en	General Fund	Police	74.62
				TOTAL:	418.11
Backflow Management	5/3/2022	April 2022 Backflow Svcs	Water Fund	Backflow	610.50
				TOTAL:	610.50
Beery, Elsner & Hammond LLP	5/3/2022	March 2022 Legal Svcs	General Fund	Admin	1,850.50
	5/24/2022	April 2022 Legal Svcs	General Fund	Admin	2,695.50
				TOTAL:	4,546.00
BioLynceus LLC	5/3/2022	Probiotic Scrubber-30 gal	Sewer Fund	Sewer	1,740.24
				TOTAL:	1,740.24
Bretthauer Oil Co.	5/24/2022	April 2022 Fuel Charges	General Fund	Police	1,292.24
	5/24/2022	April 2022 Fuel Charges	General Fund	Streets	237.93
	5/24/2022	April 2022 Fuel Charges	Water Fund	Water	237.93
	5/24/2022	April 2022 Fuel Charges	Sewer Fund	Sewer	237.94
				TOTAL:	2,006.04
CIS Trust	5/2/2022	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	147.42
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	156.53
	5/2/2022	EMPLOYEE/FAMILY MED INS	General Fund	Admin	294.67
	5/2/2022	KAI/WILL/CH	General Fund	Admin	30.62
	5/2/2022	LIFE INSURANCE	General Fund	Admin	1.55
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	147.42
	5/2/2022	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	4,000.66
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	152.85
	5/2/2022	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	2,890.64
	5/2/2022	EMPLOYEE/FAMILY MED INS	General Fund	Police	2,044.84
	5/2/2022	EMPLOYEE MED INSURANCE	General Fund	Police	1,584.78
	5/2/2022	KAI/WILL/CH	General Fund	Police	30.62
	5/2/2022	LIFE INSURANCE	General Fund	Police	22.26
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	General Fund	Court	36.85
	5/2/2022	EMPLOYEE/FAMILY MED INS	General Fund	Court	196.45
	5/2/2022	KAI/WILL/CH	General Fund	Court	7.65
	5/2/2022	LIFE INSURANCE	General Fund	Court	0.31
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	State Tax Street F	Street Improvement	73.71
	5/2/2022	EMPLOYEE/SP MEDICAL INS	State Tax Street F	Street Improvement	372.81
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	State Tax Street F	Street Improvement	422.01
	5/2/2022	EMPLOYEE/FAMILY MED INS	State Tax Street F	Street Improvement	920.18
	5/2/2022	KAI/WILL/CH	State Tax Street F	Street Improvement	15.31
	5/2/2022	LIFE INSURANCE	State Tax Street F	Street Improvement	5.93
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	147.42
	5/2/2022	EMPLOYEE/SP MEDICAL INS	Water Fund	Water	484.65
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	344.75
	5/2/2022	EMPLOYEE/FAMILY MED INS	Water Fund	Water	460.09
	5/2/2022	EMPLOYEE/FAMILY MED INS	Water Fund	Water	687.56
	5/2/2022	KAI/WILL/CH	Water Fund	Water	30.62
	5/2/2022	LIFE INSURANCE	Water Fund	Water	7.65
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	147.42
	5/2/2022	EMPLOYEE/SP MEDICAL INS	Sewer Fund	Sewer	484.65
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	344.75
	5/2/2022	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	460.09
	5/2/2022	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	687.56
	5/2/2022	KAI/WILL/CH	Sewer Fund	Sewer	30.62

	5/2/2022	LIFE INSURANCE	Sewer Fund	Sewer	7.65
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	36.84
	5/2/2022	EMPLOYEE/SP MEDICAL INS	Storm Drainage	Storm Drainage	149.12
	5/2/2022	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	115.03
	5/2/2022	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	204.48
	5/2/2022	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	98.23
	5/2/2022	KAI/WILL/CH	Storm Drainage	Storm Drainage	7.65
	5/2/2022	LIFE INSURANCE	Storm Drainage	Storm Drainage	2.27
				TOTAL:	18,495.17
City Sweepers, LLC	5/3/2022	Street Sweeping/ Residenti	State Tax Street F	Street Improvement	675.00
				TOTAL:	675.00
City of Salem	5/3/2022	4th Qtr 21-22 Reg Records	General Fund	Police	1,392.50
				TOTAL:	1,392.50
City of Woodburn	5/24/2022	1 Qtr 2022	General Fund	Admin	731.25
	5/24/2022	1 Qtr 2022	General Fund	Police	300.00
	5/24/2022	1 Qtr 2022	Sewer Fund	Sewer	112.50
				TOTAL:	1,143.75
Columbia Bank Cardmember Services	5/4/2022	OAMR Conf-Dahlberg-Room	General Fund	Admin	304.18
	5/4/2022	Thermal Cash Reg Rolls	General Fund	Admin	74.99
	5/4/2022	Bus cards,Twest,ZRise, PD	General Fund	Police	84.49
	5/4/2022	DPD Free Chlorine	Water Fund	Water	289.90
				TOTAL:	753.56
Creation Electric, Inc.	5/24/2022	Yellow&Blue Butt Splice Ny	Sewer Fund	Sewer	185.00
				TOTAL:	185.00
Dan Marshall	5/16/2022	DMarshall-Training Day-KEs	General Fund	Police	22.15
				TOTAL:	22.15
DataVision Cooperative	5/3/2022	April 2022 Telephone Charg	General Fund	Admin	498.38
	5/3/2022	April 2022 Telephone Charg	General Fund	Police	258.95
	5/3/2022	April 2022 Telephone Charg	General Fund	Streets	36.65
	5/3/2022	April 2022 Telephone Charg	Water Fund	Water	36.65
	5/3/2022	April 2022 Telephone Charg	Sewer Fund	Sewer	36.65
				TOTAL:	867.28
Davison Auto Parts	5/16/2022	Ring Ter, fuse holder	General Fund	Streets	3.37
	5/16/2022	Ring Ter, fuse holder	Water Fund	Water	3.37
	5/3/2022	Coupler,Hose	Sewer Fund	Sewer	48.85
	5/16/2022	Ring Ter, fuse holder	Sewer Fund	Sewer	3.38
				TOTAL:	58.97
Fernandez, Abby	5/4/2022	Reimburse- OACA Conference	General Fund	Admin	214.32
				TOTAL:	214.32
First Net, AT&T Mobility	5/3/2022	May 12-April 1,22 Phone Ch	General Fund	Streets	48.97
	5/24/2022	Apr 12- May 11	General Fund	Streets	3.03
	5/3/2022	May 12-April 1,22 Phone Ch	Water Fund	Water	48.97
	5/24/2022	Apr 12- May 11	Water Fund	Water	3.03
	5/3/2022	May 12-April 1,22 Phone Ch	Sewer Fund	Sewer	48.97
	5/24/2022	Apr 12- May 11	Sewer Fund	Sewer	3.03
				TOTAL:	156.00
G.W. Hardware	5/24/2022	3A Electronic Fuse	General Fund	Police	5.49
	5/24/2022	Batteryspray valve, cable	General Fund	Streets	53.55
	5/24/2022	Batteryspray valve, cable	General Fund	Parks Department	53.82
	5/3/2022	Rat&Mse traps, gel remov,	Sewer Fund	Sewer	66.72

	5/16/2022	denatured alc/alum rivet	Sewer Fund	Sewer	20.98
	5/24/2022	Batteryspray valve, cable	Sewer Fund	Sewer	16.99
				TOTAL:	217.55
HRA VEBA Plan	5/2/2022	HRA VEBA Contribution	General Fund	Admin	19.38
	5/2/2022	HRA VEBA Contribution	General Fund	Police	48.97
	5/2/2022	HRA VEBA Contribution	General Fund	Court	5.25
	5/2/2022	HRA VEBA Contribution	State Tax Street F	Street Improvement	47.23
	5/2/2022	HRA VEBA Contribution	Water Fund	Water	54.23
	5/2/2022	HRA VEBA Contribution	Sewer Fund	Sewer	54.23
	5/2/2022	HRA VEBA Contribution	Storm Drainage	Storm Drainage	15.71
				TOTAL:	245.00
Hubbard Cleaners	5/16/2022	PD- Dry cleaning	General Fund	Police	83.75
				TOTAL:	83.75
Internal Revenue Service	5/2/2022	FICA	General Fund	Admin	200.89
	5/2/2022	MEDICARE	General Fund	Admin	46.99
	5/2/2022	FICA	General Fund	Police	2,454.38
	5/2/2022	MEDICARE	General Fund	Police	574.01
	5/2/2022	FICA	General Fund	Court	61.10
	5/2/2022	MEDICARE	General Fund	Court	14.29
	5/2/2022	FICA	State Tax Street F	Street Improvement	427.49
	5/2/2022	MEDICARE	State Tax Street F	Street Improvement	99.98
	5/2/2022	FICA	Water Fund	Water	499.47
	5/2/2022	MEDICARE	Water Fund	Water	116.81
	5/2/2022	FICA	Sewer Fund	Sewer	499.47
	5/2/2022	MEDICARE	Sewer Fund	Sewer	116.81
	5/2/2022	FICA	Storm Drainage	Storm Drainage	144.85
	5/2/2022	MEDICARE	Storm Drainage	Storm Drainage	33.86
				TOTAL:	5,290.40
Johnson Engine Service	5/3/2022	19 Interceptor-diag, batte	General Fund	Police	224.31
				TOTAL:	224.31
Keep the Heart Beat	5/24/2022	CPR/BFA/AED Class	General Fund	Police	65.00
				TOTAL:	65.00
Long Bros. Building Supply	5/24/2022	Motor Oil 2C Syn	General Fund	Streets	6.65
	5/24/2022	Motor Oil 2C Syn	Water Fund	Water	6.65
	5/24/2022	Motor Oil 2C Syn	Sewer Fund	Sewer	6.65
				TOTAL:	19.95
MCCA Empire	5/16/2022	Caps 24 ,Lghtpst Banner 28	General Fund	Streets	104.00
	5/16/2022	Caps 24 ,Lghtpst Banner 28	General Fund	Streets	1,680.00
	5/16/2022	Caps 24 ,Lghtpst Banner 28	Water Fund	Water	104.00
	5/16/2022	Caps 24 ,Lghtpst Banner 28	Sewer Fund	Sewer	104.00
				TOTAL:	1,992.00
Marion County Public Works	5/25/2022	Work In Right-of-Way	General Fund	Streets	100.00
				TOTAL:	100.00
Mid-Willamette Valley COG	5/3/2022	March 2022 Planning	General Fund	Admin	90.00
				TOTAL:	90.00
Moonlight Maintenance	5/16/2022	April 2022 Janitorial Serv	General Fund	Admin	528.00
				TOTAL:	528.00
NW Natural Gas	5/16/2022	April 2022 Heating-CH	General Fund	Admin	132.99
	5/16/2022	April 2022 Heating - PD	General Fund	Police	61.64
				TOTAL:	194.63

Northstar Chemical	5/24/2022	Sodium HypoChlorite 12.5%	Water Fund	Water	711.00
	5/24/2022	Sodium Hypochlorite 12.5%	Sewer Fund	Sewer	871.60
				TOTAL:	1,582.60
One Call Concepts	5/3/2022	April 2022 Locate Tickets	Water Fund	Water	27.60
				TOTAL:	27.60
Oregon Department of Environmental Qua	5/6/2022	Renewal Notice- Kyle Jentz	Sewer Fund	Sewer	160.00
				TOTAL:	160.00
Oregon Department of Motor Vehicles	5/24/2022	Record Fees	General Fund	Police	5.95
				TOTAL:	5.95
Oregon Department of Revenue	5/2/2022	SUTA	General Fund	Admin	29.16
	5/2/2022	WORKERS COMP	General Fund	Admin	0.97
	5/2/2022	SUTA	General Fund	Police	356.29
	5/2/2022	WORKERS COMP	General Fund	Police	12.58
	5/2/2022	SUTA	General Fund	Court	8.87
	5/2/2022	WORKERS COMP	General Fund	Court	0.30
	5/2/2022	SUTA	State Tax Street F	Street Improvement	62.06
	5/2/2022	WORKERS COMP	State Tax Street F	Street Improvement	2.35
	5/2/2022	SUTA	Water Fund	Water	72.51
	5/2/2022	WORKERS COMP	Water Fund	Water	2.59
	5/2/2022	SUTA	Sewer Fund	Sewer	72.51
	5/2/2022	WORKERS COMP	Sewer Fund	Sewer	2.59
	5/2/2022	SUTA	Storm Drainage	Storm Drainage	21.00
	5/2/2022	WORKERS COMP	Storm Drainage	Storm Drainage	0.77
				TOTAL:	644.55
PGE	5/16/2022	PGE- Multiple Meters	General Fund	Admin	467.65
	5/16/2022	PGE- Multiple Meters	General Fund	Streets	23.40
	5/16/2022	PGE- Multiple Meters	General Fund	Parks Department	14.03
	5/16/2022	PGE- Multiple Meters	State Tax Street F	Street Improvement	36.18
	5/16/2022	PGE- Multiple Meters	State Tax Street F	Street Improvement	21.87
	5/16/2022	PGE- Multiple Meters	State Tax Street F	Street Improvement	1,352.11
	5/16/2022	PGE- Multiple Meters	Water Fund	Water	1,458.45
	5/16/2022	PGE- Multiple Meters	Water Fund	Water	339.32
	5/16/2022	PGE- Multiple Meters	Sewer Fund	Sewer	723.79
	5/16/2022	PGE- Multiple Meters	Sewer Fund	Sewer	126.26
	5/16/2022	PGE- Multiple Meters	Sewer Fund	Sewer	2,241.63
	5/16/2022	PGE- Multiple Meters	Sewer Fund	Sewer	288.53
				TOTAL:	7,093.22
Pacific Office Automation	5/16/2022	Copier/ Lease - CH	General Fund	Admin	183.10
	5/24/2022	02/22-05/22 qrtly prts & l	General Fund	Admin	251.54
	5/16/2022	Lease/ Copier - PD	General Fund	Police	155.36
	5/24/2022	01/22-04/22 qtrly prts & l	General Fund	Police	60.63
				TOTAL:	650.63
Pamplin Media Group	5/16/2022	Notice of Supp Budg Hearin	General Fund	Admin	246.60
	5/24/2022	Notice Budget Committe Mtg	General Fund	Admin	75.00
				TOTAL:	321.60
Paul's Power Equipment	5/24/2022	Double Shoulder Harness	General Fund	Streets	5.50
	5/24/2022	Double Shoulder Harness	General Fund	Parks Department	5.49
	5/24/2022	Double Shoulder Harness	Water Fund	Water	5.50
	5/24/2022	Double Shoulder Harness	Sewer Fund	Sewer	5.50
				TOTAL:	21.99
PowerDMS, Inc.	5/3/2022	OAA 2022-2023	General Fund	Police	550.00
				TOTAL:	550.00
Prier Pipe & Supply, Inc.	5/16/2022	PVC Red Bush	Sewer Fund	Sewer	29.33

				TOTAL:	29.33
R&R Tree Service, Inc.	5/25/2022	385 5th St,Locust tree rem	General Fund	Streets	750.00
	5/25/2022	225 Elm, Locust Tree remov	General Fund	Streets	525.00
				TOTAL:	1,275.00
Silverton Sand & Gravel	5/16/2022	1 load of 3/4 - rock	General Fund	Streets	300.00
				TOTAL:	300.00
Susie Marston	5/3/2022	Trvl Reimburse LOC Confere	General Fund	Admin	278.09
				TOTAL:	278.09
Tetra Tech, Inc.	5/24/2022	City Engineerng Svcs	State Tax Street F	Street Improvement	2,902.67
	5/3/2022	City Engineer Svcs April 2	State Tax Street F	Street Improvement	10,124.36
	5/24/2022	City Engineerng Svcs	Sewer Fund	Sewer	2,454.97
	5/3/2022	City Engineer Svcs April 2	Sewer Fund	Sewer	1,292.00
				TOTAL:	16,774.00
Theresa Schlechter- TNT Nursery	5/17/2022	Theresa Schlechter-TNT Nur	General Fund	Streets	1,540.00
				TOTAL:	1,540.00
US Postal Service	5/3/2022	Annual Water Reports	Water Fund	Water	198.16
	5/16/2022	Water/Sewer Postage Refill	Water Fund	Water	250.00
	5/16/2022	Water/Sewer Postage Refill	Sewer Fund	Sewer	250.00
				TOTAL:	698.16
Vantagepoint Transfer Agents - 3030671	5/2/2022	457B Contribution	General Fund	Police	476.21
				TOTAL:	476.21
Verizon Wireless	5/16/2022	05/02 - 06/01/2022 Phone C	General Fund	Police	376.38
	5/16/2022	05/02 - 06/01/2022 Phone C	General Fund	Streets	79.34
	5/16/2022	05/02 - 06/01/2022 Phone C	Water Fund	Water	79.34
	5/16/2022	05/02 - 06/01/2022 Phone C	Sewer Fund	Sewer	79.33
				TOTAL:	614.39
Walter E. Nelson Co.	5/16/2022	Black Trashbags (300)	General Fund	Streets	173.67
				TOTAL:	173.67
Woodburn Chamber of Commerce	5/3/2022	2022 Enhanced Membership D	General Fund	Admin	399.00
				TOTAL:	399.00
				GRAND TOTAL	115,944.16

FUND TOTALS	
General Fund	36,371.19
State Tax Street Fund	17,561.25
Water Fund	7,318.72
Sewer Fund	53,863.19
Storm Drainage	829.81
GRAND TOTAL:	115,944.16

6.d.

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

100-General Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	906,530.00	10,746.08	887,951.63	97.95	18,578.37
Fees for Services	18,500.00	5,141.21	35,786.38	193.44	(17,286.38)
Fines & Forfeitures	60,000.00	3,235.05	50,709.90	84.52	9,290.10
Licenses & Permits	6,900.00	0.00	10,927.70	158.37	(4,027.70)
Intergovernmental Rev	195,765.00	3,902.94	153,342.52	78.33	42,422.48
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	512,870.00	0.00	0.00	0.00	512,870.00
TOTAL REVENUES	1,700,565.00	23,025.28	1,138,718.13	66.96	561,846.87
EXPENDITURE SUMMARY					
General Government	604,648.00	14,786.73	181,768.38	30.06	422,879.62
Police Department	1,020,613.00	50,304.10	832,618.31	81.58	187,994.69
Street Department	43,239.00	5,993.92	41,726.03	96.50	1,512.97
Parks Department	5,029.00	130.95	4,574.71	90.97	454.29
Municipal Court	23,906.00	3,240.15	22,758.78	95.20	1,147.22
Mayor & City Council	3,130.00	0.00	1,629.92	52.07	1,500.08
TOTAL EXPENDITURES	1,700,565.00	74,455.85	1,085,076.13	63.81	615,488.87
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(51,430.57)	53,642.00		(53,642.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

110-State Tax Street Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	230,000.00	(33,374.52)	223,477.62	97.16	6,522.38
Fees for Services	0.00	0.00	0.00	0.00	0.00
Intergovernmental Rev	283,000.00	70,120.56	70,120.56	24.78	212,879.44
Fund Balance	689,205.00	0.00	0.00	0.00	689,205.00
TOTAL REVENUES	1,202,205.00	36,746.04	293,598.18	24.42	908,606.82
EXPENDITURE SUMMARY					
Street Improvement	1,202,205.00	10,950.55	197,866.35	16.46	1,004,338.65
TOTAL EXPENDITURES	1,202,205.00	10,950.55	197,866.35	16.46	1,004,338.65
REVENUES OVER/(UNDER) EXPENDITURES	0.00	25,795.49	95,731.83		(95,731.83)

CITY OF GERVAIS

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

200-Water Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	900.00	0.00	742.10	82.46	157.90
Fees for Services	390,950.00	29,064.12	387,689.87	99.17	3,260.13
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	160,241.00	0.00	0.00	0.00	160,241.00
TOTAL REVENUES	552,091.00	29,064.12	388,431.97	70.36	163,659.03
EXPENDITURE SUMMARY					
Water	444,291.00	17,323.05	294,449.90	66.27	149,841.10
Water System Improvement	100,000.00	0.00	11,251.39	11.25	88,748.61
Water Backflow	7,800.00	0.00	6,943.15	89.01	856.85
TOTAL EXPENDITURES	552,091.00	17,323.05	312,644.44	56.63	239,446.56
REVENUES OVER/(UNDER) EXPENDITURES	0.00	11,741.07	75,787.53		(75,787.53)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

210-Sewer Fund

FINANCIAL SUMMARY 91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	650.00	0.00	850.29	130.81	(200.29)
Fees for Services	845,435.00	31,365.36	555,679.36	65.73	289,755.64
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	142,881.00	0.00	0.00	0.00	142,881.00
TOTAL REVENUES	988,966.00	31,365.36	556,529.65	56.27	432,436.35
EXPENDITURE SUMMARY					
Sewer	988,966.00	18,052.94	482,913.57	48.83	506,052.43
TOTAL EXPENDITURES	988,966.00	18,052.94	482,913.57	48.83	506,052.43
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,312.42	73,616.08		(73,616.08)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

215-Storm Drainage

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	75.00	0.00	89.39	119.19	(14.39)
Fees for Services	61,050.00	5,244.72	58,515.19	95.85	2,534.81
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	19,238.00	0.00	0.00	0.00	19,238.00
TOTAL REVENUES	80,363.00	5,244.72	58,604.58	72.92	21,758.42
EXPENDITURE SUMMARY					
Storm Drainage	80,363.00	3,248.03	50,542.96	62.89	29,820.04
TOTAL EXPENDITURES	80,363.00	3,248.03	50,542.96	62.89	29,820.04
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,996.69	8,061.62		(8,061.62)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

300-Water Reserve

FINANCIAL SUMMARY 91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	100.00	0.00	70.80	70.80	29.20
Other	15,000.00	0.00	15,000.00	100.00	0.00
Fund Balance	15,113.00	0.00	0.00	0.00	15,113.00
TOTAL REVENUES	30,213.00	0.00	15,070.80	49.88	15,142.20
EXPENDITURE SUMMARY					
Water Reserve	30,213.00	0.00	0.00	0.00	30,213.00
TOTAL EXPENDITURES	30,213.00	0.00	0.00	0.00	30,213.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	15,070.80		(15,070.80)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

305-D.A.R.E. Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	35.00	0.00	34.71	99.17	0.29
Fees for Services	0.00	1,013.55	6,013.55	0.00	(6,013.55)
Other	1,500.00	0.00	1,275.00	85.00	225.00
Fund Balance	3,003.00	0.00	0.00	0.00	3,003.00
TOTAL REVENUES	4,538.00	1,013.55	7,323.26	161.38	(2,785.26)
EXPENDITURE SUMMARY					
D.A.R.E. Fund	4,538.00	0.00	7,215.00	158.99	(2,677.00)
TOTAL EXPENDITURES	4,538.00	0.00	7,215.00	158.99	(2,677.00)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,013.55	108.26		(108.26)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

310-PD Vehicle Replacement

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	120.00	0.00	117.95	98.29	2.05
Fees for Services	650.00	40.00	700.00	107.69	(50.00)
Intergovernmental Rev	0.00	0.00	0.00	0.00	0.00
Other	10,000.00	0.00	10,000.00	100.00	0.00
Fund Balance	38,643.00	0.00	0.00	0.00	38,643.00
TOTAL REVENUES	49,413.00	40.00	10,817.95	21.89	38,595.05
EXPENDITURE SUMMARY					
PD Vehicle Repacement	49,413.00	0.00	13,569.00	27.46	35,844.00
TOTAL EXPENDITURES	49,413.00	0.00	13,569.00	27.46	35,844.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	40.00	(2,751.05)		2,751.05

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

312-Capital Reserve Fund

FINANCIAL SUMMARY 91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	350.00	0.00	255.42	72.98	94.58
Fees for Services	15,600.00	1,300.00	14,300.00	91.67	1,300.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	54,247.00	0.00	0.00	0.00	54,247.00
TOTAL REVENUES	70,197.00	1,300.00	14,555.42	20.74	55,641.58
EXPENDITURE SUMMARY					
Capital Reserve Fund	70,197.00	0.00	0.00	0.00	70,197.00
TOTAL EXPENDITURES	70,197.00	0.00	0.00	0.00	70,197.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,300.00	14,555.42		(14,555.42)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

315-Bike Path Construction

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	65.00	0.00	39.71	61.09	25.29
Other	1,000.00	0.00	1,000.00	100.00	0.00
Fund Balance	9,404.00	0.00	0.00	0.00	9,404.00
TOTAL REVENUES	10,469.00	0.00	1,039.71	9.93	9,429.29
EXPENDITURE SUMMARY					
Bike Path Construction	10,469.00	0.00	0.00	0.00	10,469.00
TOTAL EXPENDITURES	10,469.00	0.00	0.00	0.00	10,469.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	1,039.71		(1,039.71)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

320-Parks Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	300.00	0.00	298.71	99.57	1.29
Fees for Services	0.00	3,040.65	3,040.65	0.00	(3,040.65)
Licenses & Permits	0.00	0.00	0.00	0.00	0.00
Intergovernmental Rev	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	71,594.00	0.00	0.00	0.00	71,594.00
TOTAL REVENUES	71,894.00	3,040.65	3,339.36	4.64	68,554.64
EXPENDITURE SUMMARY					
Parks	71,894.00	0.00	0.00	0.00	71,894.00
TOTAL EXPENDITURES	71,894.00	0.00	0.00	0.00	71,894.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,040.65	3,339.36		(3,339.36)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

325-City Hall Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
Général Gov't Tax Rev	0.00	0.00	0.00	0.00	0.00
Fees for Services	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
EXPENDITURE SUMMARY					
City Hall	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

330-Water SDC Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	200.00	0.00	659.32	329.66	(459.32)
Fees for Services	194,792.00	0.00	164,824.00	84.62	29,968.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	60,491.00	0.00	0.00	0.00	60,491.00
TOTAL REVENUES	255,483.00	0.00	165,483.32	64.77	89,999.68
EXPENDITURE SUMMARY					
Water SDC	255,483.00	0.00	0.00	0.00	255,483.00
TOTAL EXPENDITURES	255,483.00	0.00	0.00	0.00	255,483.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	165,483.32		(165,483.32)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

335-Sewer SDC Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	3,400.00	0.00	2,858.35	84.07	541.65
Fees for Services	300,508.00	22,500.00	254,276.00	84.62	46,232.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	516,730.00	0.00	0.00	0.00	516,730.00
TOTAL REVENUES	820,638.00	22,500.00	257,134.35	31.33	563,503.65
EXPENDITURE SUMMARY					
Sewer SDC	820,638.00	0.00	0.00	0.00	820,638.00
TOTAL EXPENDITURES	820,638.00	0.00	0.00	0.00	820,638.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	22,500.00	257,134.35		(257,134.35)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

340-Storm Water SDC

FINANCIAL SUMMARY 91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	750.00	0.00	672.56	89.67	77.44
Fees for Services	67,652.00	0.00	74,228.00	109.72	(6,576.00)
Fund Balance	116,613.00	0.00	0.00	0.00	116,613.00
TOTAL REVENUES	185,015.00	0.00	74,900.56	40.48	110,114.44
EXPENDITURE SUMMARY					
Storm Water SDC	185,015.00	0.00	0.00	0.00	185,015.00
TOTAL EXPENDITURES	185,015.00	0.00	0.00	0.00	185,015.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	74,900.56		(74,900.56)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

342-Parks SDC

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	750.00	0.00	751.67	100.22	(1.67)
Fees for Services	122,512.00	0.00	103,664.00	84.62	18,848.00
Fund Balance	118,920.00	0.00	0.00	0.00	118,920.00
TOTAL REVENUES	242,182.00	0.00	104,415.67	43.11	137,766.33
EXPENDITURE SUMMARY					
Parks SDC	242,182.00	0.00	0.00	0.00	242,182.00
TOTAL EXPENDITURES	242,182.00	0.00	0.00	0.00	242,182.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	104,415.67		(104,415.67)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

345-4th of July

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	20.00	0.00	0.00	0.00	20.00
Fees for Services	0.00	35.00	35.00	0.00	(35.00)
Other	0.00	0.00	13.00	0.00	(13.00)
Fund Balance	2,368.00	0.00	0.00	0.00	2,368.00
TOTAL REVENUES	2,388.00	35.00	48.00	2.01	2,340.00
EXPENDITURE SUMMARY					
4th of July	2,388.00	(100.00)	2,387.26	99.97	0.74
TOTAL EXPENDITURES	2,388.00	(100.00)	2,387.26	99.97	0.74
REVENUES OVER/(UNDER) EXPENDITURES	0.00	135.00	(2,339.26)		2,339.26

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

350-Special Events

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	20.00	0.00	3.82	19.10	16.18
Fees for Services	0.00	1,013.55	1,013.55	0.00	(1,013.55)
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	915.00	0.00	0.00	0.00	915.00
TOTAL REVENUES	935.00	1,013.55	1,017.37	108.81	(82.37)
EXPENDITURE SUMMARY					
Special Events	935.00	0.00	0.00	0.00	935.00
TOTAL EXPENDITURES	935.00	0.00	0.00	0.00	935.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,013.55	1,017.37		(1,017.37)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

360-American Rescue Fund

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	281,000.00	0.00	307,723.85	109.51	(26,723.85)
Other	281,000.00	0.00	0.00	0.00	281,000.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	562,000.00	0.00	307,723.85	54.76	254,276.15
EXPENDITURE SUMMARY					
Capital Outlay	562,000.00	0.00	0.00	0.00	562,000.00
TOTAL EXPENDITURES	562,000.00	0.00	0.00	0.00	562,000.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	307,723.85		(307,723.85)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

500-Debt - Water

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	250.00	0.00	81.97	32.79	168.03
Other	20,000.00	0.00	20,000.00	100.00	0.00
Fund Balance	21,584.00	0.00	0.00	0.00	21,584.00
TOTAL REVENUES	41,834.00	0.00	20,081.97	48.00	21,752.03
EXPENDITURE SUMMARY					
Debt - Water	41,834.00	0.00	19,996.00	47.80	21,838.00
TOTAL EXPENDITURES	41,834.00	0.00	19,996.00	47.80	21,838.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	85.97		(85.97)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2022

510-Debt - Sewer

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
General Gov't Tax Rev	650.00	0.00	193.27	29.73	456.73
Other	58,000.00	0.00	58,000.00	100.00	0.00
Fund Balance	70,095.00	0.00	0.00	0.00	70,095.00
TOTAL REVENUES	128,745.00	0.00	58,193.27	45.20	70,551.73
EXPENDITURE SUMMARY					
Debt - Sewer	128,745.00	0.00	62,359.00	48.44	66,386.00
TOTAL EXPENDITURES	128,745.00	0.00	62,359.00	48.44	66,386.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(4,165.73)		4,165.73

Gervais Parks & Recreation Committee
Meeting Minutes

DATE: May, 2022
TIME: 6:30 - 7:30
Attendance: Hugo, Keith, Annie, Manual, Laura

- Old Business:
  - Circus – We need to be there ½ hour before the show and Micky will meet us at the ticket booth. Laura will reach out to absent members to let them know.
  - We have not received any registration forms for the tournament and it was decided that we need to advertise more. It was mentioned that financially people may not be able to afford it at this time.
  - Funds: We will need to be finding some creative / alternative funding for the Skate park. Grants were mentioned.
  - Laura is in contact to Dreamland Skate Park for a quote.
- New Business:
  - None at this time

4th of July

- Old Business:
  - Annie has been working on donations for the raffle & has quite a few items at this time
  - Laura is working on getting in contact with some Vendors
  - Firework permits have/ are being processed
  - Chief Chase will put in for the Parade permit.
  - Will need volunteers for the children games
  - Committee decided on booking the Copper Ridge Band for entertainment. Laura contact them.
  - Was discussed that there possible could be a high school band that may be interested in playing earlier in the day. Hugo will ask them.

RESOLUTION NO. 22-004

A RESOLUTION ADOPTING THE 2022-23 BUDGET, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX.

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Gervais hereby adopts the budget for the fiscal year 2022-23 in the total of $8,220,321 now on file at the City Hall of the City of Gervais, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund		
Administrative Dept.		
Personnel Services	$	58,144
Materials & Services		143,379
Capital Outlay		39,500
Police Dept.		
Personnel Services		812,840
Materials & Services		172,398
Capital Outlay		39,000
Street Dept.		
Materials & Services		32,978
Capital Outlay		1,800
Parks Dept.		
Materials & Services		10,414
Capital Outlay		15,000
Municipal Court Dept.		
Personnel Services		17,982
Materials & Services		8,339
City Council Dept.		
Materials & Services		3,228
Not Allocated to Organizational Unit:		
Contingency		40,000
Transfers Out		64,150
Fund Total	**$**	**1,459,152**

State Tax Street Fund		
Personnel Services	$	179,268
Materials & Services		146,696
Capital Outlay		661,000
Contingency		50,000
Transfers Out		1,000
Fund Total	**$**	**1,037,964**

Water Fund		
Water Dept.		
Personnel Services	$	171,960
Materials & Services		120,356
Capital Outlay		34,025
System Improvements Dept.		
Capital Outlay		100,000
Backflow Program		
Materials & Services		7,800
Not Allocated to Organizational Unit:		
Debt Service		38,210
Contingency		15,000
Transfers Out		38,500
Fund Total	**$**	**525,851**

Wastewater Fund		
Personnel Services	$	171,963
Materials & Services		163,578
Capital Outlay		1,119,025
Contingency		15,000
Transfers Out		63,500
Fund Total	**$**	**1,533,066**

Storm Drainage Fund		
Personnel Services	$	52,293
Materials & Services		5,548
Capital Outlay		19,500
Fund Total	**$**	**77,341**

Police Vehicle Replacement Fund		
Capital Outlay	$	51,715
Fund Total	**$**	**51,715**

IMPOSING THE TAX

BE IT RESOLVED that the City Council of the City of Gervais, Oregon, hereby imposes the taxes provided for in the adopted budget:

(1) In the amount or at the rate per $1,000 of assessed value of $8.0853 for operations;
(2) In the amount or at the rate per $1,000 of assessed value of $0.00 for local option tax; and
(3) In the amount of $0.00 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

	General Government Limitation
Permanent Rate	$8.0853 per $1,000

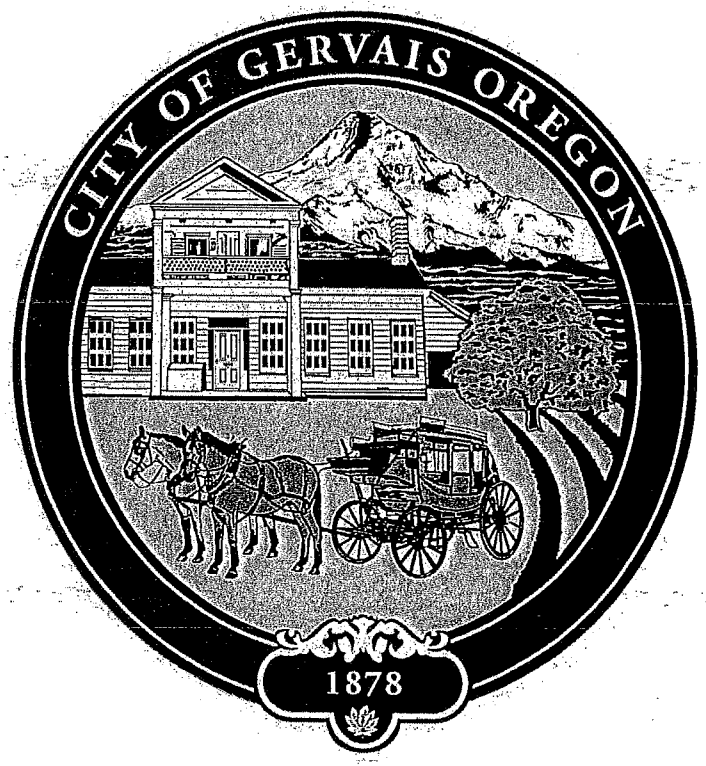
The above resolution statements were approved and declared adopted on the 2nd day of June, 2022.

Annie Gilland, Mayor

ATTESTED:

Denise Dahlberg, City Recorder

City of Gervais



2022-2023

Approved Budget

Budget Committee Members

City Council

Annie Gilland, Mayor
Micky Wagner, Council President
John Harvey, Councilor
Diana Bartch, Councilor
Baltazar Gonzalez, Councilor
Pamela Foreman, Councilor

Citizen Members

Christopher Bartch, Chair
Laura Cliffton, Vice-Chair
Andrea Barrera
Angie Peters
Connie Barrera
Susan Smith

City of Gervais
PO Box 329
Gervais, OR 97026
(503) 792-4900
www.gervaisoregon.org

Budget Officer
Susie Marston, City Manager

City of Gervais
Fiscal Year 2022-2023 Budget Calendar

05/04/2022 Send Notice of Budget Committee Meeting to paper

05/09/2022 Post on website Notice of Budget Committee meeting (Must be posted at least 10 days before the first budget meeting)

05/11/2022 Publish Notice of Budget Committee Meeting

05/12/2022 Deliver Proposed Budget to Budget Committee and Department heads.

05/19/2022 Budget Committee Meeting

05/20/2022 Send budget summaries and Notice of Budget Hearing to newspaper

05/25/2022 Publish Notice of Budget Hearing before the City Council. (Not less than 5 days nor more than 30 days before the meeting). Publish budget summaries (LB-1) and all other required State of Oregon Department of Revenue forms.

06/02/2022 Budget Hearing before City Council for adoption of appropriations, tax rate, bonded debt levy and acceptance of State Revenue Sharing.

07/01/2022 Submit Notice of Property Tax Levy to Marion County Assessor (LB-50)

CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax
Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Fiscal Year 2022-2023 Budget Message
City of Gervais, Oregon
May, 2022

Honorable Mayor Annie Gilland
Members of the Gervais City Council
Citizen Budget Committee Members
Citizens of the City of Gervais

The budget submitted herein is the proposed budget for the fiscal year beginning on July 1, 2022 and ending June 30, 2023. It reflects the anticipated revenues and expenditures necessary to operate the City of Gervais and will serve as the city's financial plan for Fiscal Year 2022-23. This budget is balanced and is prepared to satisfy the requirements of Oregon Budget Law and Local Government Accounting Standards and also to accomplish objectives as identified in the Council Goals. The total proposed budget for fiscal year 2022-23 is $8,220,321.

The City of Gervais is able to sustain ongoing operations with the current level of financial resources. The budget is always prepared in a conservative fashion, where we normally collect more revenues than anticipated and spend less than we budget. I believe this is a healthy approach to budgeting in order to ensure sustainability in fund balances.

As a staff, we appreciate the support and trust of the Budget Committee and City Council as we work to administer the budget for the City's operations to provide services in a responsible manner to our community.

As with years' past, this budget was prepared in a thoughtful and conservative manner with the help of City Recorder Denise Dahlberg, Chief Mark Chase and Public Works Superintendent John Robinson. It is my pleasure to prepare and present the budget that we feel is consistent with council goals and meets the needs of the Gervais community. It is my recommendation that the Budget Committee approve the budget as presented for Fiscal Year 2022-23.

Respectfully submitted,

Susie Marston
City Manager

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

CITY OF GERVAIS
BUDGET SUMMARY
FISCAL YEAR 2022-2023

	General Fund	State Tax Street Fund	Water Fund	Wastewater Fund	Storm Drain Fund	Reserve Funds	Special Revenue Funds	SDC Funds	Debt Service Funds	Total
Beginning Fund Balance	245,766	809,855	232,964	161,113	28,582	208,229	327,489	1,502,901	87,555	3,604,454
Property Taxes	954,585	-	-	-	-	-	-	-	-	954,585
Fees, Licenses, Permits, Assessments, Fines & Charges	114,250	41,000	401,650	406,200	65,960	3,000	12,800	141,889	-	1,186,749
Intergovernmental Grants, Allocations and Donations	222,465	593,000	-	1,097,500	-	22,500	309,268	-	-	2,244,733
Revenue from Bonds or Other Debts	-	-	-	22,610	-	15,615	-	-	-	38,225
All Other Revenues	11,000	3,500	1,100	850	100	1,020	1,375	5,130	350	24,425
Transfers In	-	-	-	-	-	83,000	4,150	-	80,000	167,150
Total Resources	1,548,066	1,447,355	635,714	1,688,273	94,642	333,364	655,082	1,649,920	167,905	8,220,321
Personnel Services	888,966	179,268	171,960	171,963	52,293	-	-	-	-	1,464,450
Materials & Services	370,736	146,696	128,156	163,578	5,548	2,500	20,503	-	-	837,717
Capital Outlay	95,300	661,000	134,025	1,119,025	19,500	330,806	627,204	1,649,920	-	4,636,780
Debt Service	-	-	38,210	-	-	-	-	-	80,340	118,550
Total Expenditures	1,355,002	986,964	472,351	1,454,566	77,341	333,306	647,707	1,649,920	80,340	7,057,497
Transfers Out	64,150	1,000	38,500	63,500	-	-	-	-	-	167,150
Contingency	40,000	50,000	15,000	15,000	-	-	-	-	-	120,000
Reserves	-	-	-	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	88,914	409,391	109,863	155,207	17,301	58	7,375	-	87,565	875,674
Total Other Uses	193,064	460,391	163,363	233,707	17,301	58	7,375	-	87,565	1,162,824
Total Expenditures & Other Uses	1,548,066	1,447,355	635,714	1,688,273	94,642	333,364	655,082	1,649,920	167,905	8,220,321

General Fund

The General Fund accounts for the financial operations of the City not accounted for in any other fund. Principal sources of revenues are property taxes, licenses and permits, franchise fees and state shared revenues. Primary expenditures are for general administration of city operations including the police department, streets and parks maintenance, and municipal court.

Resources...

According to the Marion County Assessor's office, the estimated increase in property tax is expected to be 14%, or approximately $124,000. This can be attributed to the new home construction in Ivy Woods Subdivision. At the time of this estimate, 31 of the 61 new homes are on the tax roll. With the addition of a diversion option to our municipal court process, the City's court revenues have increased significantly over past years. This has been a popular option for people, as it provides incentive to clear their traffic violation from their driving record. Our police department continues to be engaged with Gervais School District. In 2020, The City and the School District entered into a cost sharing agreement for the purpose of providing a Student Success Officer (aka School Resource Officer) for the School District from 2020-2026. The City received a COPS Grant, which helps to offset the City's share of personnel costs of this position for the first three years of the agreement.

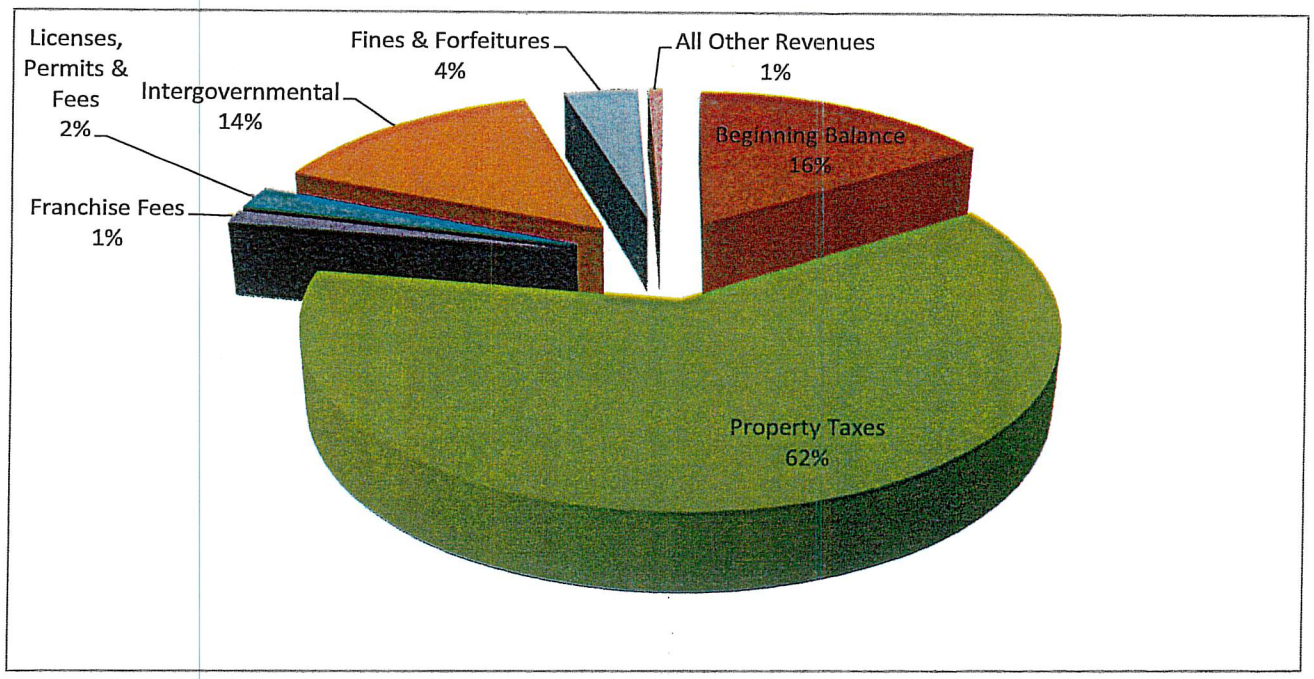
Expenditures...

The COLA this year is 7.4%, which is built into this budget. Consistent with years' past, we use the CPI index where it measures in February of the current year. With the inflationary period that we are in, this is higher than normal years. However, the City has seen cost savings with changes in personnel and lower than budgeted actual PERS expense in Fiscal Year 2021-22, which allows this year's budget to absorb the higher COLA. The City's medical insurance expense is expected to increase an average of 4%. The PERS rates were changed July, 2021 and will remain the same through June 30, 2022. To date, the City has received $45,000 in Marion County Prosperity Initiative Funds to be used on community development projects. At the City Council's desire, these funds will be transferred to the Parks Fund to be put toward a skate park. The City will also be purchasing a generator to provide backup power to our Emergency Operations Center (EOC) at City Hall in the event of a community emergency. The City was awarded a $30,000 grant through Oregon Emergency Management to help offset this cost.

<u>Significant planned expenditures for 2022-23</u>

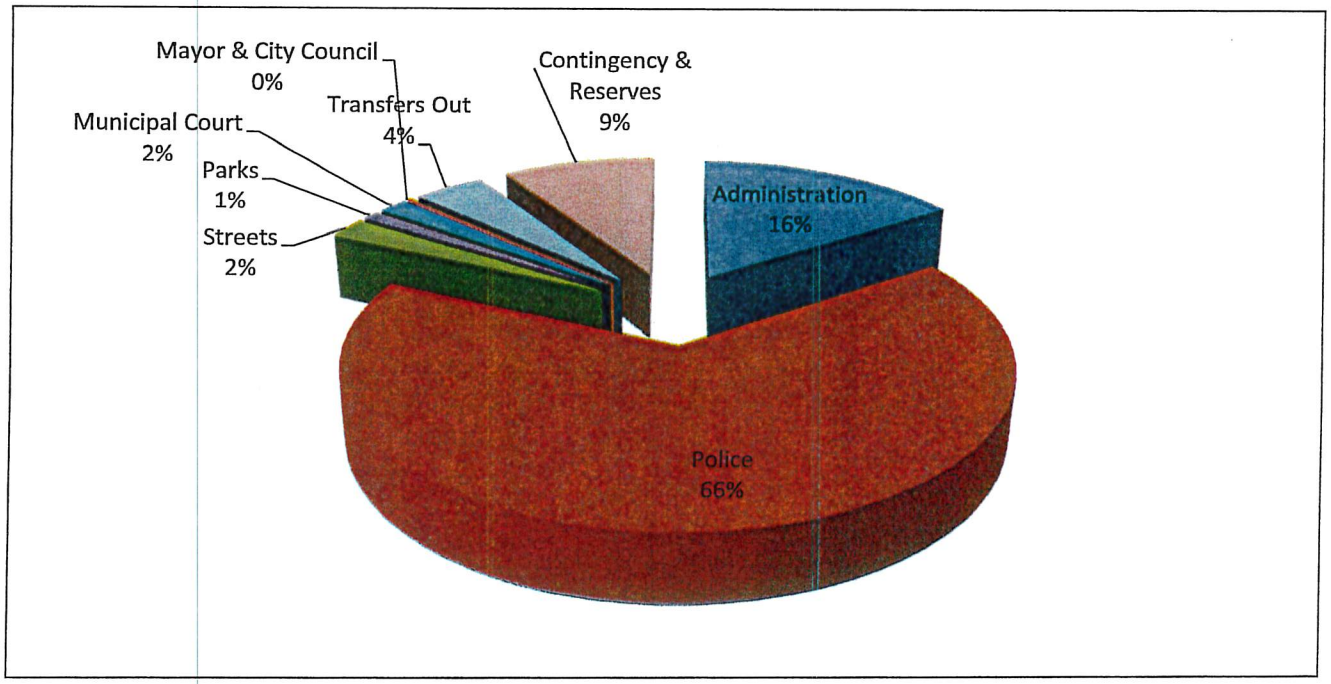
Generator for City Hall	$30,000
New website	$10,000
Transfer out to Park Fund	$45,000

General Fund Revenues



Source	Amount
Beginning Balance	$ 245,766
Property Taxes	954,585
Franchise Fees	20,000
Licenses, Permits & Fees	34,250
Intergovernmental	222,465
Fines & Forfeitures	60,000
All Other Revenues	11,000
Total	$ 1,548,066

General Fund Expenditures



Use	Amount
Administration	$ 241,023
Police	1,024,238
Streets	34,778
Parks	15,414
Municipal Court	26,321
Mayor & City Council	3,228
Transfers Out	64,150
Contingency & Reserves	138,914
Total	$ 1,548,066

RESOURCES

General Fund — **CITY OF GERVAIS**

	HISTORICAL DATA					Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Beginning Fund Balance				
1	130,777	37,196	512,870	100-4900	Available cash on hand (cash basis), or	245,766	245,766		1
2					**General Gov't and Tax Revenue**				2
3	3,076	1,348	2,000	100-4000	Interest	1,000	1,000		3
4	33,758	13,076	18,277	100-4001	Previously levied taxes estimated to be received	20,666	20,666		4
5	37,313	41,440	40,800	100-4006	State Revenue Sharing	42,850	42,850		5
6	19,658	20,162	19,500	100-4007	Franchise Fees	20,000	20,000		6
7					**Fees for Services**				7
8	3,776	64,238	1,000	100-4108	Recovered Expenditures	5,000	5,000		8
9	5,732	4,318	1,000	100-4110	Miscellaneous	5,000	5,000		9
10	27,500	162,266	87,265	100-4406	Contract Police Services	87,265	87,265		10
11	15,070	17,651	16,500	100-4120	Administrative Court Fees	25,000	25,000		11
12					**Fines & Forfeitures**				12
13	40,041	71,354	60,000	100-4200	Fines & Forfeitures	60,000	60,000		13
14	35		-	100-4201	Penalties	-	-		14
15	135	45	-	100-4202	Offense Surcharge	-	-		15
16					**Licenses & Permits**				16
17	770	1,468	6,300	100-4300	Building Permits and Licensing	7,500	7,500		17
18	33,208	(833)	150	100-4301	Land Use Fees	1,250	1,250		18
19	41	314	450	100-4302	School Excise Tax Admin Fee	500	500		19
20					**Intergovernmental Subventions**				20
21	20,388	163,588	50,000	100-4401	Grants	35,000	35,000		21
22	45,458	50,953	48,000	100-4403	Liquor Tax	51,000	51,000		22
23	2,885	2,501	3,000	100-4404	Cigarette Tax	3,000	3,000		23
24	9,317	8,268	7,500	100-4405	Marijuana Tax	3,350	3,350		24
25									25
26	428,935	659,353	874,612		**Total Resources, except taxes to be levied**	614,147	614,147		26
27			825,953	100-4002	Taxes Estimated to be Received	933,919	933,919		27
28	748,198	813,771		100-4002	Taxes Collected in Year Levied				28
29	1,177,133	1,473,124	1,700,565		**TOTAL RESOURCES**	1,548,066	1,548,066		29

REQUIREMENTS

General Fund
General Government
(Administrative Department)

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Personnel SERVICES				
1	22,391	24,361	19,963	100-510-1100	City Manager	21,440	21,440		1
2	15,671	2,475	7,241	100-510-1101	Clerk	8,100	8,100		2
3	18,051	16,242	11,842	100-510-1102	City Recorder	14,021	14,021		3
4	4,460	3,506	3,256	Multiple accounts	Payroll Tax Expense	3,601	3,601		4
5	19,535	6,725	7,688	100-510-1300	Medical/Dental Insurance	7,811	7,811		5
6	8,041	5,128	6,757	100-510-1400	PERS	3,171	3,171		6
7	88,150	58,437	56,747		**TOTAL PERSONNEL SERVICES**	58,144	58,144		7
8	**0.92**	**1.41**	**0.55**		**Total Full-Time Equivalent (FTE)**	**0.55**	**0.55**		8
9					**MATERIALS & SERVICES**				9
10	1,003	1,863	1,500	100-510-2201	Maintenance/Repair	1,500	1,500		10
11	2,796	2,868	3,740	100-510-2205	Software Maintenance	17,590	17,590		11
12	7,164	5,581	7,500	100-510-2300	Dues, Memberships, Subscriptions	6,315	6,315		12
13	7,355	9,803	12,700	100-510-2302	Insurance	17,724	17,724		13
14	2,242	54,750	1,000	100-510-2304	Recovered Expenditures	5,000	5,000		14
15	3,210	370	4,700	100-510-2306	Training/Conference	4,000	4,000		15
16	1,103	1,025	750	100-510-2310	Advertising	750	750		16
17	15,801	15,627	17,500	100-510-2314	Utilities	17,500	17,500		17
18	43,139	34,315	32,500	100-510-2316	Professional Services	60,000	60,000		18
19	6,834	7,829	5,500	100-510-2403	Supplies	7,500	7,500		19
20	1,629	1,848	2,000	100-510-2404	Bank Charges	2,000	2,000		20
21	2,197	2,463	2,300	100-510-2405	Lease payments (copy machine)	3,000	3,000		21
22	684	(2,570)	200	100-510-2499	Miscellaneous	500	500		22
23	95,158	135,772	91,890		**TOTAL MATERIALS & SERVICES**	143,379	143,379		23
24									24
25					**CAPITAL OUTLAY**				25
26	-	1,678	2,500	100-510-5205	Building Improvements/Repair	2,500	2,500		26
27	2,368	196	32,100	100-510-5331	Equipment/Furniture Acquisition	35,000	35,000		27
28	20,321	3,452	2,000	100-510-5332	Electronic Equipment	2,000	2,000		28
29	22,690	5,326	36,600		**TOTAL CAPITAL OUTLAY**	39,500	39,500		29
30									30
31									31
32	205,997	199,534	185,237		**TOTAL**	241,023	241,023	-	32

(56)

REQUIREMENTS

General Fund
Police Department

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Personnel SERVICES				
1	21,912	24,291	19,963	100-511-1100	City Manager	21,440	21,440		1
2	18,051	16,242	11,842	100-511-1102	City Recorder	14,021	14,021		2
3	57,426	58,918	60,000	100-511-1103	Administrative Assistant	54,422	54,422		3
4	90,992	93,525	95,242	100-511-1104	Police Chief	102,290	102,290		4
5	-	65,783	72,355	100-511-1105	Lieutenant	86,016	86,016		5
6	228,087	190,115	236,774	100-511-1106	Police Officers	247,842	247,842		6
7	13,135	6,356	15,000	100-511-1107	Overtime	20,000	20,000		7
8	35,342	38,097	42,035	Multiple accounts	Payroll Tax Expense	44,843	44,843		8
9	98,343	119,855	147,010	100-511-1300	Medical/Dental Insurance	141,004	141,004		9
10	67,927	118,965	127,648	100-511-1400	PERS/457B Deferred Comp	80,962	80,962		10
11	631,213	732,147	827,869		**TOTAL Personnel SERVICES**	812,840	812,840		11
12	**6.50**	**6.36**	**7.40**		**Total Full-Time Equivalent (FTE)**	**7.40**	**7.40**		12
13									13
14					**MATERIALS & SERVICES**				14
15	199	-	-	100-511-2110	Ordinance Enforcement Costs	5,000	5,000		15
16	8,555	8,348	6,500	100-511-2201	Maintenance/Repair	6,500	6,500		16
17	8,047	8,286	9,050	100-511-2205	Software Maintenance	5,719	5,719		17
18	2,129	1,779	2,000	100-511-2300	Dues, Memberships, Subscriptions	3,600	3,600		18
19	39,567	52,761	54,344	100-511-2302	Insurance	28,190	28,190		19
20	8,203	5,545	9,000	100-511-2306	Training/Conference	9,000	9,000		20
21	9,050	7,571	9,200	100-511-2314	Utilities	10,250	10,250		21
22	10,193	7,460	7,500	100-511-2316	Professional Services	10,000	10,000		22
24	6,268	7,221	6,500	100-511-2403	Supplies	6,500	6,500		23
25	912	1,946	1,900	100-511-2405	Lease payments (copy machine)	2,650	2,650		24
26	6,734	8,568	8,000	100-511-2411	Fuel	18,000	18,000		25
27	5,490	7,402	7,000	100-511-2430	Uniforms	7,200	7,200		26
28	2,202	2,541	2,500	100-511-2431	Small Equipment, Tools, clothing	2,500	2,500		27
29	41,690	46,291	47,500	100-511-2432	Dispatch & Related costs	52,539	52,539		28
30	320	(2,272)	3,500	100-511-2433	Ammunition	3,500	3,500		29
31	443	610	1,000	100-511-2435	Community Outreach Material	1,000	1,000		30
32	-	39	250	100-511-2499	Miscellaneous	250	250		31
33	149,998	164,097	175,744		**TOTAL MATERIALS & SERVICES**	172,398	172,398		32
34									33
35					**CAPITAL OUTLAY**				34
36	953	-	2,000	100-511-5311	Ballistic Vests/Tactical Equipment	2,000	2,000		35
37	1,781	2,899	1,000	100-511-5312	Firearms/Weapons/Holsters	6,000	6,000		36
38	3,686	1,549	4,500	100-511-5331	Equipment/Furniture Acquisition	10,000	10,000		37
39	6,033	6,725	9,500	100-511-5332	Electronic Equipment	21,000	21,000		38
40	12,454	11,173	17,000		**TOTAL CAPITAL OUTLAY**	39,000	39,000		39
41									40
42	793,665	907,417	1,020,613		**TOTAL**	1,024,238	1,024,238	-	41

REQUIREMENTS

General Fund
Street Department
(Routine maintenance of streets, alleys...)

CITY OF GERVAIS

	HISTORICAL DATA					Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No	EXPENDITURE DESCRIPTION	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS & SERVICES				
1	2,208	3,518	4,500	100-512-2201	Maintenance/Repair	6,500	6,500		1
2	100	207	300	100-512-2300	Dues, Memberships, Subscriptions	300	300		2
3	12,672	16,898	19,839	100-512-2302	Insurance	3,828	3,828		3
4	3,037	1,937	2,000	100-512-2314	Utilities	2,500	2,500		4
5	19,704	3,152	6,250	100-512-2316	Professional Services	6,250	6,250		5
6	3,046	3,783	5,000	100-512-2403	Supplies	8,500	8,500		6
7	1,444	1,914	2,300	100-512-2411	Fuel	2,300	2,300		7
8	463	1,003	2,150	100-512-2431	Small Tools, Equipment, Clothing	2,800	2,800		8
9	-	-	100	100-512-2499	Miscellaneous	-	-		9
10	42,674	32,411	42,439		**TOTAL MATERIALS & SERVICES**	32,978	32,978	-	10
11									11
12					**CAPITAL OUTLAY**				12
13	266	594	-	100-512-5331	Equip/Furniture Acquisition	1,000	1,000	-	13
14		-	800	100-512-5332	Electronic Equipment	800	800		14
15		-	-	100-512-5336	Vehicles	-	-		15
16	266	594	800		**TOTAL CAPITAL OUTLAY**	1,800	1,800	-	16
17									17
18	42,939	33,005	43,239		**TOTAL**	34,778	34,778	-	18

REQUIREMENTS

General Fund
Parks Department

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS & SERVICES				
1	575	1,000	1,000	100-513-2201	Maintenance/Repair	3,500	3,500		1
2	753	1,004	1,179	100-513-2302	Insurance	2,714	2,714		2
3	151	156	200	100-513-2314	Utilities	200	200		3
4	1,967	115	2,650	100-513-2403	Supplies (trees, barkchips, etc)	4,000	4,000		4
5	3,447	2,276	5,029		**TOTAL MATERIALS & SERVICES**	10,414	10,414		5
6									6
7					**CAPITAL OUTLAY**				7
8	540	-	-	100-513-5331	Equip/Furniture Acquisition	5,000	15,000		8
9	540	-	-		**TOTAL CAPITAL OUTLAY**	5,000	15,000		9
10									10
11	3,987	2,276	5,029		**TOTAL**	15,414	25,414	-	11

REQUIREMENTS

General Fund
Municipal Court
(Judicial Department)

CITY OF GERVAIS

	HISTORICAL DATA					Budget for Next Year		2022-2023	
	Actual				EXPENDITURE DESCRIPTION				
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Personnel SERVICES				
1	4,382	4,367	-	100-515-1100	City Manager	-	-	-	1
2	4,851	9,900	4,827	100-515-1101	Clerk	5,400	5,400		2
3	3,610	3,609	2,960	100-515-1102	City Recorder	3,505	3,505		3
4	2,880	4,680	4,320	100-515-1110	Municipal Judge	4,320	4,320		4
5	1,270	1,881	993	Multiple accounts	Payroll Tax Expense	1,079	1,079		5
6	6,395	5,862	2,940	100-515-1300	Medical/Dental Insurance	2,971	2,971		6
7	1,853	2,828	1,401	100-515-1400	PERS	707	707		7
8	25,240	33,127	17,441		**TOTAL Personnel SERVICES**	17,982	17,982		8
9	**0.73**	**0.78**	**0.65**		**Total Full-Time Equivalent (FTE)**	**0.65**	**0.65**		9
10					**MATERIALS & SERVICES**				10
11	3,600	3,798	3,990	100-515-2205	Software Maintenance	4,743	4,743		11
12	150	75	150	100-515-2300	Dues, Memberships, Subscriptions	350	350		12
13	288	384	450	100-515-2302	Insurance	221	221		13
14	200	-	375	100-515-2306	Training/Conference	375	375		14
15	1,952	960	1,000	100-515-2316	Professional Services	2,000	2,000		15
16	171	34	500	100-515-2403	Supplies	650	650		16
17	6,361	5,251	6,465		**TOTAL MATERIALS & SERVICES**	8,339	8,339		17
18									18
19	31,601	38,378	23,906		**TOTAL**	26,321	26,321		19

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REQUIREMENTS

General Fund **CITY OF GERVAIS**
Mayor and City Council

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS & SERVICES				
1	370	890	1,200	100-518-2110	Council Stipends	1,200	1,200		1
2	106	106	150	100-518-2300	Dues, Memberships, Subscriptions	150	150		2
3	18	23	30	100-518-2302	Insurance	128	128		3
4	(3)	160	1,500	100-518-2306	Training/Conference	1,500	1,500		4
5	5	1,186	250	100-518-2403	Supplies	250	250		5
6	496	2,365	3,130		**TOTAL MATERIALS & SERVICES**	3,228	3,228		6
7	496	2,365	3,130		**TOTAL ORG/PROG REQUIREMENTS**	3,228	3,228		7
8									8
9					**REQUIREMENTS FOR OTHER ORG PROGRAMS**				9
10	205,997	199,534	185,237		Administration	241,023	241,023	-	10
11	793,665	907,417	1,020,613		Police	1,024,238	1,024,238	-	11
12	42,939	33,005	43,239		Streets	34,778	34,778	-	12
13	3,987	2,276	5,029		Parks	15,414	25,414	-	13
14	31,601	38,378	23,906		Municipal Court	26,321	26,321	-	14
15	1,078,686	1,182,976	1,281,154		**TOTAL ALLOCATED REQUIREMENTS**	1,345,002	1,355,002	-	15

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATION UNIT, OR PROGRAM

GENERAL FUND — **CITY OF GERVAIS**

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct. No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					PERSONNEL SERVICES NOT ALLOCATED				
1									1
2	-	-	-		**TOTAL Personnel SERVICES**	-	-		2
3					**Total Full-Time Equivalent (FTE)**				3
4					MATERIALS AND SERVICES NOT ALLOCATED				4
5									5
6	-	-	-		**TOTAL MATERIALS AND SERVICES**	-	-		6
7					CAPITAL OUTLAY NOT ALLOCATED				7
8									8
9	-	-	-		**TOTAL CAPITAL OUTLAY**	-	-		9
10					INTERFUND TRANSFERS				10
11				100-510-7040	Transfer to Park Fund	42,500	42,500		11
12	10,000	35,000	10,000	100-510-7050	Transfer to Police Vehicle Fund	15,000	15,000		12
13	50,000	-	-	100-510-7055	Transfer to Water Fund	-	-		13
14	1,250	-	-	100-510-7065	Transfer to 4th of July Fund	3,150	3,150		14
15		-	281,000	100-510-7075	Transfer to American Rescue Plan Fund	-	-		15
	-	-	-	100-510-7080	Transfer to Public Works Vehicle Rpclmnt	3,500	3,500		
16	61,250	35,000	291,000		**TOTAL INTERFUND TRANSFERS**	64,150	64,150		16
17			5,000	100-510-7999	**OPERATING CONTINGENCY**	50,000	40,000		17
18	61,250	35,000	296,000		**TOTAL REQUIREMENTS NOT ALLOCATED**	114,150	104,150		18
19	1,078,686	1,182,976	1,577,154		**TOTAL ORG/PROG REQUIREMENTS**	1,459,152	1,459,152		19
20	37,196	255,147			Ending balance (Prior Years)				20
21			123,411	100-510-9999	**UNAPPROPRIATED ENDING FUND BALANCE**	88,914	88,914		21
22	1,177,133	1,473,124	1,700,565		**TOTAL REQUIREMENTS**	1,548,066	1,548,066		22

State Tax Street

This fund is for construction and maintenance of public streets.

Resources...

The major source of revenue for this fund is the state gas tax apportionment. The PGE Franchise fee is also collected in this fund.

The City has been awarded the following grant funds, which are expected to be received in this fiscal year:

2020 Safe Routes to School $182,858
2021 Small City Allotment $100,000
2022 Small City Allotment $100,000

We also have a new grant application in process, where we will be asking for $1 million for another Safe Routes to School project to provide an at-grade crossing on the Douglas Avenue railroad crossing and to improve sidewalk and crosswalks along Douglas between Third Street and Seventh Street.

Expenditures...

The City will soon be soliciting bids for the improvements listed below. In combination, these projects will provide safer, more visible crosswalks on Douglas, a new sidewalk and bike lane in front of Gervais Elementary, safer access to Ivy off Seventh Street by closing Eighth Street, and a new sidewalk and improved street at Seventh and Grove to improve access around Ivy Woods Subdivision. We are especially excited for more visible crosswalks on Douglas, as there have been significant safety concerns of students and adult pedestrians using this crosswalk.

<u>Significant planned expenditures</u>

Douglas Crosswalk/Sidewalk (2020 SRTS)..... $228,572
8th/Juniper Improvements (2021 SCA) $140,000
7th/Grove Improvements (2022 SCA) $177,000

RESOURCES

State Tax Street Fund — **CITY OF GERVAIS**

	HISTORICAL DATA					Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Beginning Fund Balance:				
1	668,944	668,512	689,205	110-4900	Available cash on hand (cash basis)	809,855	809,855		1
2									2
3	15,597	4,670	5,000	110-4000	Interest	3,500	3,500		3
4									4
5					**OTHER RESOURCES**				5
6	184,095	188,329	185,000	110-4005	Gas Tax Apportionment	210,000	210,000		6
7	25,000	75,222	283,000	110-4401	Grants	383,000	383,000		7
8	40,338	40,931	40,000	110-4007	Franchise: PGE	41,000	41,000		8
9									9
10	933,975	977,664	1,202,205		**TOTAL RESOURCES**	1,447,355	1,447,355		10

REQUIREMENTS

State Tax Street Fund — **CITY OF GERVAIS**

Capital Improvement Street Department

"Street Improvement Department"

	HISTORICAL DATA					Budget for Next Year 2022-2023			
	Actual				EXPENDITURE DESCRIPTION				
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					PERSONNEL SERVICES:				
1	8,765	9,553	9,982	110-512-1100	City Manager	10,720	10,720		1
2	7,220	7,219	5,921	110-512-1102	City Recorder	7,011	7,011		2
3	9,810	17,215	18,334	110-512-1108	Public Works Superintendent	18,828	18,828		3
4	51,820	48,449	80,127	110-512-1109	Utility Workers	89,182	89,182		4
5	6,277	6,799	9,533	Multiple accounts	Payroll Tax Expense	10,396	10,396		5
6	20,085	22,397	33,304	110-512-1300	Medical/Dental Insurance	34,244	34,244		6
7	7,451	9,521	17,979	110-512-1400	PERS	8,887	8,887		7
8	111,428	121,151	175,180		**TOTAL Personnel SERVICES**	179,268	179,268		8
9	**1.35**	**1.75**	**1.80**		**Total Full-Time Equivalent (FTE)**	**1.80**	**1.80**		9
10									10
11					**MATERIALS & SERVICES:**				11
12	-	2,396	2,000	110-512-2201	Street Maintenance & Repairs	2,000	2,000		12
13	-	-	-	110-512-2302	Insurance	7,046	7,046		13
14	232	-	750	110-512-2310	Advertising	1,150	1,150		14
15	12,112	14,700	18,000	110-512-2314	Utilities	18,000	18,000		15
16	22,756	12,023	15,000	110-512-2316	Professional Services	118,000	118,000		16
17	-	-	500	110-512-2403	Supplies	500	500		17
18									18
19	35,100	29,119	36,250		**TOTAL MATERIALS & SERVICES**	146,696	146,696		19
20									20
21					**CAPITAL OUTLAY:**				21
22	117,935	114,536	350,000	110-512-5200	Sidewalks/Street Improvements	650,000	650,000		22
23	-	4,556	6,000	110-512-5201	Overlay/Cracksealing	6,000	6,000		23
24	-	12,500	5,000	110-512-5331	Equipment	5,000	5,000		24
25	117,935	131,592	361,000		**TOTAL CAPITAL OUTLAY**	661,000	661,000		25
26									26
27	264,463	281,862	572,430		**TOTAL ORG./PROG. REQUIREMENTS**	986,964	986,964		27

(65)

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATION UNIT, OR PROGRAM

State Tax Street Fund
Capital Improvement Street Department
"Street Improvement Department"

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct. No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS AND SERVICES NOT ALLOCATED				
1									1
2	-	-	-		**TOTAL MATERIALS AND SERVICES**	-	-		2
3					CAPITAL OUTLAY NOT ALLOCATED				3
4									4
5	-	-	-		**TOTAL CAPITAL OUTLAY**	-	-		5
6					INTERFUND TRANSFERS				6
7	1,000	1,000	1,000	110-512-7045	Transfer to Bike Path Fund	1,000	1,000		7
8	-	-	-	110-512-7001	Transfer to General Fund				8
9	1,000	1,000	1,000		**TOTAL INTERFUND TRANSFERS**	1,000	1,000		9
10			50,000	100-510-7999	**OPERATING CONTINGENCY**	50,000	50,000		10
11	1,000	1,000	51,000		**TOTAL REQUIREMENTS NOT ALLOCATED**	51,000	51,000		11
12	265,463	282,862	623,430		**TOTAL ORG/PROG REQUIREMENTS**	1,037,964	1,037,964		12
13	668,512	694,802			Ending balance (Prior Years)				13
14		-	578,775	100-510-9999	**UNAPPROPRIATED ENDING FUND BALANCE**	409,391	409,391		14
15	933,975	977,664	1,202,205		**TOTAL REQUIREMENTS**	1,447,355	1,447,355		15

(99)

Water Fund

This fund accounts for the operation of the City's water system.

Resources...

The majority of revenue for the Water Fund is generated by user fees. Additional revenues come from connection fees when new homes are constructed and also from late fees and reconnection fees on delinquent utility accounts.

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Expenditures...

With exception to accounting for inflation, operating expenditures for this budget year are consistent with last year. The City has been watching for a vac trailer to purchase, which is included in this budget. The cost will be shared with the Wastewater Fund and 29.5% of the cost can be picked up by the Storm Drain SDC Fund.

<u>Significant planned expenditures</u>

Vac Trailer (Water cost portion) $18,525
Setup costs – city hall generator $12,500

RESOURCES

Water Fund — **CITY OF GERVAIS**

	HISTORICAL DATA			Acct No.	RESOURCE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Beginning Fund Balance:				
1	74,759	74,422	160,241	200-4900	Available cash on hand (cash basis)	232,964	232,964		1
2									2
3	672	694	900	200-4000	Interest (Investment Income)	900	900		3
4									4
5					**OTHER RESOURCES**				5
6	325,322	351,197	355,850	200-4100	User fees (monthly charges)	377,150	377,150		6
7	2,400	11,700	22,500	200-4103	Connection fees	10,000	10,000		7
8	12,518	13,276	12,400	200-4104	Reconnection/Penalties	14,500	14,500		8
9	5,532	244	200	200-4110	Miscellaneous	200	200		9
10	50,000	-	-		Transfer in from General Fund	-	-		10
11									11
12	471,202	451,532	552,091		**TOTAL RESOURCES**	635,714	635,714		12

REQUIREMENTS

Water Fund
Water Department
(Routine maintenance/operation)

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year		2022-2023	
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Personnel SERVICES				
1	13,147	14,329	22,458	200-531-1100	City Manager	24,120	24,120		1
2	6,716	17,325	16,895	200-531-1101	Clerk	18,899	18,899		2
3	10,831	12,633	11,842	200-531-1102	City Recorder	14,021	14,021		3
4	12,753	22,379	23,834	200-531-1108	Public Works Superintendent	24,476	24,476		4
5	29,654	23,268	34,064	200-531-1109	Utility Workers	38,591	38,591		5
6	5,862	7,344	9,104	Multiple accounts	Payroll Tax Expense	9,942	9,942		6
7	22,861	25,833	31,984	200-531-1300	Medical/Dental/Life Insurance	32,698	32,698		7
8	9,291	10,225	19,173	200-531-1400	PERS	9,213	9,213		8
9	111,115	133,335	169,354		**TOTAL Personnel SERVICES**	171,960	171,960		9
10	**1.25**	**1.59**	**1.77**		**Total Full-Time Equivalent (FTE)**	**1.77**	**1.77**		10
11					**MATERIALS & SERVICES**				11
12	7,008	9,431	16,500	200-531-2201	Maintenance/Repair	16,500	16,500		12
13	3,994	4,217	4,625	200-531-2205	Software Maintenance	2,315	2,315		13
14	1,444	2,693	2,500	200-531-2411	Fuel	3,500	3,500		14
15	16,350	21,802	25,596	200-531-2302	Insurance	14,141	14,141		15
16	335	615	1,000	200-531-2306	Training/Conference	2,000	2,000		16
17	2,348	1,797	3,500	200-531-2300	Dues, Memberships, Subscriptions	3,500	3,500		17
18	22,882	23,499	25,250	200-531-2314	Utilities	25,250	25,250		18
19	15,961	5,530	20,000	200-531-2316	Professional Services	25,000	25,000		19
20	4,946	5,258	8,000	200-531-2403	Supplies	9,500	9,500		20
21	-	-	2,500	200-531-2404	Bank Charges	1,250	1,250		21
22	10,396	9,093	11,500	200-531-2427	Chemicals	15,000	15,000		22
23	448	569	1,725	200-531-2431	Small Tools, Equipment/clothing	2,300	2,300		23
24	68	-	100	200-531-2499	Miscellaneous	100	100		24
25	86,179	84,503	122,796		**TOTAL MATERIALS & SERVICES**	120,356	120,356		25
26					**CAPITAL OUTLAY**				26
27	18,400	-	-		Building Improvements	-	-		27
28	3,372	-	18,000	200-531-5331	Equip/Furniture Acquistion	32,025	32,025		28
29	659	-	1,000	200-531-5332	Electronic Equipment	2,000	2,000		29
30	22,431	-	19,000		**TOTAL CAPITAL OUTLAY**	34,025	34,025		30
31									31
32	219,725	217,838	311,150		**TOTAL REQUIREMENTS**	326,341	326,341		32

REQUIREMENTS

Water Fund **CITY OF GERVAIS**
Water System Improvements
(Capital improvements to system)

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS & SERVICES				
1	-	-	-	200-532-2316	Professional Services	-	-		1
2	-	-	-		**TOTAL MATERIALS & SERVICES**	-	-		2
3									3
4					**CAPITAL OUTLAY**				4
5	134,457	10,102	100,000	200-532-5360	Wtr Plant/Storage Upgrades	100,000	100,000		5
6	134,457	10,102	100,000		**TOTAL CAPITAL OUTLAY**	100,000	100,000		6
7									7
8	134,457	10,102	100,000		**TOTAL ORG./PROG. REQUIREMENTS**	100,000	100,000		8

(7 0)

REQUIREMENTS

Water Fund
Backflow Program

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS & SERVICES				
1	7,654	7,080	7,800	200-533-2316	Professional Services	7,800	7,800		1
2	7,654	7,080	7,800		**TOTAL MATERIALS & SERVICES**	7,800	7,800		2
3									3
4	7,654	7,080	7,800		**TOTAL ORG./PROG. REQUIREMENTS**	7,800	7,800		4
5					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				5
6	219,725	217,838	311,150		Water - Operations	326,341	326,341		6
7	134,457	10,102	100,000		Water System Impovements	100,000	100,000		7
8	**361,836**	**235,020**	**418,950**		**TOTAL ALLOCATED REQUIREMENTS**	**434,141**	**434,141**		8

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REQUIREMENTS SUMMARY
BY FUND, ORGANIZATION UNIT, OR PROGRAM

WATER FUND — **CITY OF GERVAIS**

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct. No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					PERSONNEL SERVICES (NOT ALLOCATED)				
1	-	-	-			-	-		1
2									2
3	-	-	-		**TOTAL PERSONNEL SERVICES**	-	-		3
4					**Total Full-Time Equivalent (FTE)**				4
5					MATERIALS AND SERVICES (NOT ALLOCATED)				5
6	-	-	-			-	-		6
7									7
8	-	-	-		**TOTAL MATERIALS AND SERVICES**	-	-		8
9									9
10					CAPITAL OUTLAY (NOT ALLOCATED)				10
11									11
12	-	-	-		**TOTAL CAPITAL OUTLAY**	-	-		12
13					DEBT SERVICE				13
14	10,443	32,718	22,163	200-531-6100	Loan Repayment to Wastewater Fund- Principal	22,274	22,274		14
15	5,151	5,486	447	200-531-6101	Loan Repayment to Wastewater Fund - Interest	336	336		15
16			10,891	200-531-6100	Loan Repayment to IFA - Principal (Due 12/1/22)	11,125	11,125		16
17			4,704	200-531-6101	Loan Repayment to IFA - Interest (Due 12/1/22)	4,475	4,475		17
18									18
19	**15,594**	**38,204**	**38,205**		**TOTAL DEBT SERVICE**	**38,210**	**38,210**		19
20					INTERFUND TRANSFERS				20
21	19,350	20,000	20,000	200-531-7025	Transfer to Water Debt Fund	20,000	20,000		21
22	-	15,000	15,000	200-531-7045	Transfer to Water Reserve Fund	15,000	15,000		22
	-	-	-	200-531-7080	Transfer to Public Works Vehicle Rpclmnt	3,500	3,500		
23	**19,350**	**35,000**	**35,000**		**TOTAL INTERFUND TRANSFERS**	**38,500**	**38,500**		23
24		-	15,000	200-531-7999	**OPERATING CONTINGENCY**	15,000	15,000		24
25	34,944	73,204	88,205		**TOTAL REQUIREMENTS NOT ALLOCATED**	91,710	91,710		25
26	396,780	308,224	507,155		**TOTAL ORG/PROG REQUIREMENTS**	525,851	525,851		26
27	74,422	143,308			Ending Balance (Prior Years)				27
28			44,936		**UNAPPROPRIATED ENDING FUND BALANCE**	109,863	109,863		28
29	471,202	451,532	552,091		**TOTAL REQUIREMENTS**	635,714	635,714		29

Wastewater Fund

This fund accounts for the operation of the City's sewer system.

Resources...

The Wastewater Fund is supported mostly by user fees. Additional revenues come from connection fees when new homes are constructed.

During the ice storm of February, 2021, the City's Poplar Tree Farm was completely destroyed. A disaster declaration was declared by the State, which made the restoration of the tree farm eligible for FEMA funding. Staff has been working through the arduous process of filing this project with FEMA, and we anticipate reimbursement in this fiscal year. This tree farm is an integral piece of the Wastewater Treatment system, as it serves as a natural filtration of the effluent water during irrigation season.

In 2014, a resolution was adopted to authorize a loan to the Water Fund from the Wastewater Fund to use towards the construction of a new water reservoir. The term on the loan is 10 years, and the final payment from the Water Fund will be in Fiscal Year 2024-25.

The City was awarded $1 million from Marion County's ARPA Grant Funding Program. These funds will be put towards the cost of upgrading the transfer Pump, forced main and aeration system at the lagoons. Total estimated project cost is $1.5 million. We will be recommending that the City use its own ARPA funds to cover costs over the grant award.

Expenditures...

Significant Planned Expenditures

Transfer pump/forced main/aeration Imp .. $1.5 million
Vac trailer (WW cost share).....$18,525
Setup costs – city hall generator..... $12,500

RESOURCES

Wastewater Fund **CITY OF GERVAIS**

	HISTORICAL DATA					Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Beginning Fund Balance:				
1	26,999	102,587	142,881	210-4900	Available cash on hand (cash basis)	161,113	161,113		1
2	1,046	643	650	210-4000	Interest	650	650		2
3					**OTHER RESOURCES**				3
4	325,133	363,513	365,750	210-4100	User fees (monthly charges)	403,100	403,100		4
5	3,225	6,075	6,875	210-4103	Connection fees	3,100	3,100		5
6	-	-	450,000	210-4105	Emergency Funding - Rebuild Tree Farm	97,500	97,500		6
7	3,237	203	200	210-4110	Miscellaneous	200	200		7
8	21,943	22,053	22,163	210-4108	Loan Repayment from Water - Principal	22,274	22,274		8
9	667	557	447	210-4109	Loan Repayment from Water - Interest	336	336		9
10			-	210-4401	Grants	1,000,000	1,000,000		10
11									11
12	382,251	495,631	988,966		**TOTAL RESOURCES**	1,688,273	1,688,273		12

REQUIREMENTS

Wastewater Fund
Sewer Department
(Routine maintenance/operation)

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Personnel SERVICES				
1	13,147	14,329	22,458	210-541-1100	City Manager	24,120	24,120		1
2	6,716	17,325	16,895	210-541-1101	Clerk	18,899	18,899		2
3	10,831	12,633	11,842	210-541-1102	City Recorder	14,021	14,021		3
4	12,753	22,379	23,836	210-541-1108	Public Works Superintendent	24,478	24,478		4
5	29,654	23,268	34,064	210-541-1109	Utility Workers	38,591	38,591		5
6	5,862	7,344	9,104	Multiple Accts	Payroll Tax Expense	9,942	9,942		6
7	20,284	25,833	31,984	210-541-1300	Medical/Dental/Life Insurance	32,698	32,698		7
8	12,098	10,225	19,174	210-541-1400	PERS	9,214	9,214		8
9	111,345	133,335	169,357		**TOTAL Personnel SERVICES**	171,963	171,963	-	9
10	**1.26**	**1.59**	**1.78**		**Total Full-Time Equivalent (FTE)**	**1.78**	**1.78**		10
11					**MATERIALS & SERVICES**				11
12	20,187	11,159	16,500	210-541-2201	Maintenance/Repair	16,500	16,500		12
13	-	10,796	20,000	210-541-2204	I&I Program	20,000	20,000		13
14	3,053	3,228	3,623	210-541-2205	Software Maintenance	2,320	2,320		14
15	2,838	3,431	3,500	210-541-2300	Dues, Memberships, Subscriptions	3,500	3,500		15
16	16,305	21,742	25,525	210-541-2302	Insurance	24,758	24,758		16
17	162	165	1,000	210-541-2306	Training/Conference	1,000	1,000		17
18	36,879	40,023	41,000	210-541-2314	Utilities	42,500	42,500		18
19	11,281	15,711	15,000	210-541-2316	Professional Services	16,000	16,000		19
20	2,973	3,796	5,000	210-541-2403	Supplies	5,000	5,000		20
21	-	-	2,500	210-541-2404	Bank Charges	1,250	1,250		21
22	1,444	2,693	3,000	210-541-2411	Fuel	4,200	4,200		22
23	11,337	12,255	17,250	210-541-2427	Chemicals	24,150	24,150		23
24	460	884	1,725	210-541-2431	Small Tools, Equipment/clothing	2,300	2,300		24
25	-	566	100	210-541-2499	Miscellaneous	100	100		25
26	106,920	126,450	155,723		**TOTAL MATERIALS & SERVICES**	163,578	163,578	-	26
27					**CAPITAL OUTLAY**				27
28	199	38,921	51,000	210-541-5331	Equipment	32,025	82,025		28
29	-	-	1,000	210-541-5332	Electronic Equipment	2,000	2,000		29
30	-	-	-	210-541-5336	Utility Vehicle	-	-		30
31	-	-	450,000	210-541-5337	Tree Farm Rebuild	35,000	35,000		31
32	-	-	-	210-541-5360	Construction	1,000,000	1,000,000		32
33	199	38,921	502,000		**TOTAL CAPITAL OUTLAY**	1,069,025	1,119,025		33
34									34
35	218,464	298,706	827,080		**TOTAL ORG./PROG. REQUIREMENTS**	1,404,566	1,454,566	-	35

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATION UNIT, OR PROGRAM

Wastewater Fund
Sewer Department
(Routine maintenance/operation)

CITY OF GERVAIS

	HISTORICAL DATA				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct. No.		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					MATERIALS AND SERVICES NOT ALLOCATED				
1									1
2	-	-	-		**TOTAL MATERIALS AND SERVICES**	-	-		2
3					CAPITAL OUTLAY NOT ALLOCATED				3
4									4
5	-	-	-		**TOTAL CAPITAL OUTLAY**	-	-		5
6					INTERFUND TRANSFERS				6
7	61,200	58,500	58,000	210-541-7061	Transfer to Debt Service Fund	60,000	60,000		7
8	-	-	-	210-541-7080	Transfer to Public Works Vehicle Rpclmnt	3,500	3,500		8
9	**61,200**	**58,500**	**58,000**		**TOTAL INTERFUND TRANSFERS**	**63,500**	**63,500**	-	9
10		-	15,000	210-541-7999	**OPERATING CONTINGENCY**	15,000	15,000		10
11	61,200	58,500	73,000		**TOTAL REQUIREMENTS NOT ALLOCATED**	78,500	78,500		11
12	279,664	357,206	900,080		**TOTAL ORG/PROG REQUIREMENTS**	1,483,066	1,533,066		12
13	102,587	138,426			Ending balance (Prior Years)				13
14		-	88,886	100-510-9999	**UNAPPROPRIATED ENDING FUND BALANCE**	205,207	155,207		14
15	382,251	495,632	988,966		**TOTAL REQUIREMENTS**	1,688,273	1,688,273	-	15

(76)

Storm Drain Fund

This fund accounts for the operation of the City's storm drain system.

Resources...

This fund is supported by user fees.

Expenditures...

We anticipate that with the street and sidewalk improvements planned for this fiscal year, there will be storm drain work to go along with them.

Significant Planned Expenditures

Storm drain improvements – 7th/Grove $3,000
Storm drain improvements – Juniper/7th $16,500

RESOURCES

Storm Drain — **CITY OF GERVAIS**

	HISTORICAL DATA					Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No.	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Beginning Fund Balance:				
1	23,610	3,339	19,238	215-4900	Available cash on hand (cash basis)	28,582	28,582		1
2									2
3	507	71	75	215-4000	Interest (Investment Income)	100	100		3
4									4
5					**OTHER RESOURCES**				5
6	54,404	60,160	61,050	215-4100	User fees (monthly charges)	65,960	65,960		6
7			-		Transfer in from General Fund	-	-		7
8									8
9	78,521	63,570	80,363		**TOTAL RESOURCES**	94,642	94,642		

REQUIREMENTS

Storm Drainage Fund
Storm Drain Department

CITY OF GERVAIS

	Historical Data				EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct. No.		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					PERSONNEL SERVICES				
1	4,382	4,776	4,991	215-546-1100	City Manager	5,360	5,360		1
2	3,358	2,475	2,414	215-546-1101	Clerk	2,700	2,700		2
3	3,610	3,609	2,960	215-546-1102	City Recorder	3,505	3,505		3
4	3,924	6,886	7,334	215-546-1108	Public Works Superintendent	7,531	7,531		4
5	11,941	10,341	15,139	215-546-1109	Utility Worker	17,152	17,152		5
6	2,187	2,301	2,747	Multiple accounts	Payroll Tax Expense	3,006	3,006		6
7	7,842	7,663	9,974	215-546-1300	Medical/Dental/Life Insurance	10,233	10,233		7
8	3,283	3,381	5,773	215-546-1400	PERS	2,806	2,806		8
9	40,527	41,434	51,332		**TOTAL Personnel SERVICES**	52,293	52,293		9
10	**0.49**	**0.49**	**0.55**		**Total Full-Time Equivalent (FTE)**	**0.55**	**0.55**		10
11					MATERIALS & SERVICES				11
12	-	1,224	1,500	215-546-2201	Repairs & Maintenance	1,500	1,500		12
13	1,011	1,062	1,120	215-546-2205	Software Maintenance Fees	2,198	2,198		13
14	7,116	1,398	1,500	215-546-2316	Professional Services	1,500	1,500		14
15	196	-	350	215-546-2403	Supplies	350	350		15
16	8,323	3,684	4,470		**TOTAL MATERIALS & SERVICES**	5,548	5,548		16
17					CAPITAL OUTLAY				17
18	26,332	-	10,000	215-546-5360	Storm Drain Improvements	19,500	19,500		18
19	26,332	-	10,000		**TOTAL CAPITAL OUTLAY**	19,500	19,500		19
20					REQUIREMENTS NOT ALLOCATED				20
21									21
22	-	-	-	215-546-7999	**OPERATING CONTINGENCY**	-	-		22
23	-	-	-		**TOTAL REQUIREMENTS NOT ALLOCATED**	-	-		23
24	75,182	45,118	65,802		**TOTAL ORG/PROG REQUIREMENTS**	77,341	77,341		24
25	3,339	18,452			Ending Balance (Prior Years)				25
26			14,561	215-546-9999	Unappropriated Ending Fund Balance	17,301	17,301		26
27	78,521	63,570	80,363		**TOTAL REQUIREMENTS**	94,642	94,642		27

(79)

Water Reserve Fund

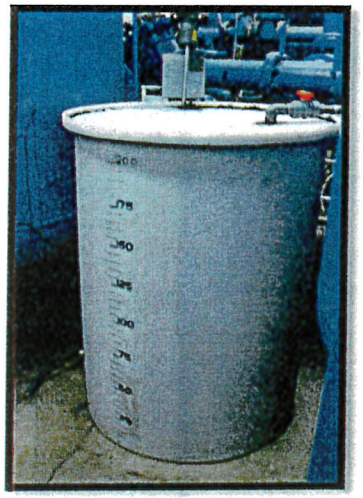
The Water Reserve Fund was established by Resolution No. 15-001 in 2015 to set aside money for capital improvements, repairs, maintenance, and replacement of the City's aging infrastructure.

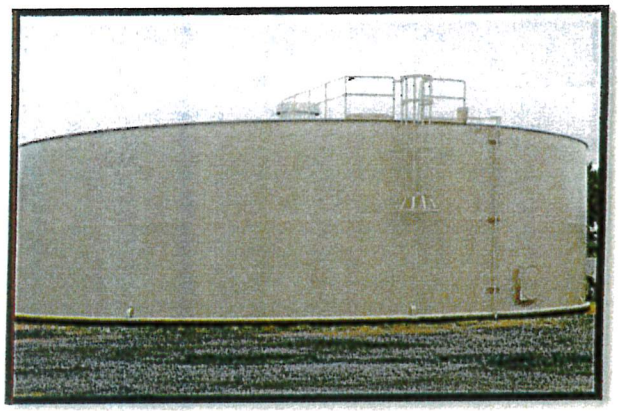
Resources...

Since the creation of this fund, a transfer is made from the Water Fund every year. This is the only source, besides bank interest that feeds this fund.

Expenditures...

There are no planned expenditures for this year, however we will keep a budgeted amount for any capital repairs or maintenance if the need arises. The City has used this fund to pay for water tank repairs, well repairs and new water meters.





This fund was established by Resolution No. 15-001 for the purpose of accumulating revenues to pay for capital repairs, improvements, maintenance or replacement to the City's water system infrastructure.

RESERVE FUND
RESOURCES AND REQUIREMENTS

Water Reserve

This reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2024-25

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	18,666	18	15,113	300-4900	Cash on hand (cash basis)	30,185	30,185		1
2	169	94	100	300-4000	Interest	100	100		2
3		15,000	15,000	300-4500	Transfer in from Other Funds	15,000	15,000		3
4									4
5	18,835	15,112	30,213		**TOTAL RESOURCES**	45,285	45,285		5
6					**REQUIREMENTS**				6
7	18,817	-	30,213	300-531-5100	Capital Repairs/Maintenance	45,285	45,285		7
8									8
9	18	15,112			Ending Balance (Prior Years)				9
10			-		Unappropriated Ending Fund Balance	-	-		10
11									11
12	18,835	15,112	30,213		**TOTAL REQUIREMENTS**	45,285	45,285		12

D.A.R.E. Fund

This fund was created by Resolution 19-016 for the purpose of providing an annual budget to account for activities related to providing a D.A.R.E. program to the Gervais school community.

Resources...

The City receives donations that support its D.A.R.E. program. With those donations, the City purchases classroom materials and graduation t-shirts. The teaching of the D.A.R.E. curriculum is led by Lt. West in Gervais and Sacred Heart classrooms. It has been a huge success for our community.

Gervais D.A.R.E. hosted a training in Salem last year, where registration fees were collected to offset training expenses. We anticipate hosting again this year, which is in this year's budget.

Expenditures...

All available resources are appropriated to purchase what is needed in classrooms and for graduation.

This fund was established by Resolution No. 19-016 for the purpose of providing an annual budget to account for activities related to providing a D.A.R.E. program to the Gervais school community. (Adopted December 5, 2019)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

D.A.R.E.

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No	RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	-	1,046	3,003	305-4900	Cash on hand* (cash basis), or	7,805	7,805		1
2	3	23	35	305-4000	Interest	70	70		2
3	-	2,500	-	305-4110	Miscellaneous	-	-		3
4	-	-	-	305-4200	Registration Fees	12,500	12,500		4
5	2,204	5,200	1,500	305-4510	Donations/Contributions	1,500	1,500		5
6									6
7	2,206	8,769	4,538		**TOTAL RESOURCES**	21,875	21,875		7
8									8
9					**REQUIREMENTS**				9
10									10
11	1,160	64	4,538	305-511-2403	Supplies	14,500	14,500		11
12									12
13	1,046	8,705			Ending Balance (Prior Years)				13
14		-	-	310-511-9999	Unappropriated Ending Fund Balance	7,375	7,375		14
15	2,206	8,769	4,538		**TOTAL REQUIREMENTS**	21,875	21,875		15

(83)

Public Works Vehicle/Equipment Replacement Fund

This is a new fund the staff is requesting to create. The purpose of this fund is to set aside funds each year to replace equipment when needed and to save smaller amounts each year for larger vehicle purchases rather than budget for large expenditures in any one year. In this budget, we transferred $3,500 from the General Fund, Water Fund and Sewer Fund to share the cost of saving in this new fund.

If the Budget Committee approves of making this fund a part of the City's budget, then a Resolution to create this fund will be presented to the council for adoption on June 2, 2022.

RESERVE FUND
RESOURCES AND REQUIREMENTS

Public Works Vehicle/Equipment Replacement Fund **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	-	-	-	314-4900	Cash on hand (cash basis)	-	-		1
2	-	-	-	314-4000	Interest	-	-		2
3	-	-	-	314-4500	Transfer in from Other Funds	10,500	10,500		3
4									4
5	-	-	-		**TOTAL RESOURCES**	10,500	10,500		5
6					**REQUIREMENTS**				6
7	-	-	-	314-512-5336	Vehicle/Equipment Replacement	10,500	10,500		7
8									8
9	-	-			Ending Balance (Prior Years)				9
10			-		Unappropriated Ending Fund Balance	-	-		10
11									11
12	-	-	-		**TOTAL REQUIREMENTS**	10,500	10,500		12

(85)

Police Vehicle Replacement Fund

This fund accounts for revenues and expenditures related to the replacement of police vehicles.

Resources...

Annual transfers from the General Fund are the major resource of this fund. Tow receipts are also collected here, but it's not a significant amount. It takes about 4 years of savings before this fund can adequately afford a replacement police vehicle.

Expenditures...

All available resources are appropriated this fiscal year, however we do not plan to purchase a new vehicle.

This fund was established by Resolution No. 22-92 for the purpose of replacing police department vehicles and/or perform major repairs on such vehicles, as necessary. (Adopted December 10, 1992)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

Police Vehicle Replacement

This reserve fund will be reviewed to be continued or abolished.
Review date can not be more than 10 years after establishment.
Review Year: 2022-23

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	10,937	20,165	38,643	310-4900	Cash on hand* (cash basis), or	35,945	35,945		1
2									2
3	342	137	120	310-4000	Interest	120	120		3
4	1,000	700	500	310-4109	Tow Receipts (Vehicle Release Fees)	500	500		4
5	10,077	230	150	310-4110	Miscellanous (Insurance reimbursement)	150	150		5
6	10,000	35,000	10,000	310-4500	Transfer from General Fund	15,000	15,000		6
7									7
8	32,356	56,232	49,413		**TOTAL RESOURCES**	51,715	51,715		8
9									9
10					**REQUIREMENTS**				10
11					Capital Outlay				11
12	-	3,588	6,000	310-511-5340	Replace Vehicle Equipment	18,000	18,000		12
13	12,191	14,019	43,413	310-511-5341	Replace of Patrol Vehicle	33,715	33,715		13
14									14
15	-	-	-	310-511-7999	Contingency	-	-		15
16	20,165	38,625			Ending Balance (Prior Years)				16
17		-	-	310-511-9999	Unappropriated Ending Fund Balance	-	-		17
18	32,356	56,232	49,413		**TOTAL REQUIREMENTS**	51,715	51,715		18

(87)

Capital Reserve Fund

The Capital Reserve Fund was established by Resolution No. 19-002 in 2019 to set aside sales proceeds of the old city hall for council-approved city-wide capital projects which includes repairs, improvements, new construction, or maintenance or replacement to the City's existing infrastructure.

Resources...

The City sold the old city building in 2018 and is carrying the financing contract for a period of five years. Monthly installments are collected in this fund and are being saved for future capital needs. This loan should be paid off in FY 2023-24.

Expenditures...

There are no planned expenditures for this year, however we will keep a budgeted amount for any capital repairs or maintenance if the need arises.

This fund was established by Resolution No. 19-002 for the purpose of capital repairs, improvements, maintenance or replacement of infrastructure. (Adopted February 7, 2019)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

This reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.
Review Year: 2021-22

Capital Reserve Fund

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	21,997	38,314	54,247	312-4900	Cash on hand* (cash basis), or	70,149	70,149		1
2	657	337	350	312-4000	Interest	350	350		2
3	11,303	12,177	13,187	312-4108	City Hall Sales Proceeds - Principal	13,190	13,190		3
4	4,357	3,424	2,413	312-4109	City Hall Sales Proceeds - Interest	2,425	2,425		4
5									5
6	38,314	54,251	70,197		TOTAL RESOURCES	86,114	86,114		6
7									7
8					REQUIREMENTS				8
9					Capital Outlay				9
10	-	-	70,197	315-510-5100	Construction	86,114	86,114		10
11									11
12	38,314	54,251			Ending Balance (Prior Years)				12
13					Unappropriated Ending Fund Balance	-			13
14	38,314	54,251	70,197		TOTAL REQUIREMENTS	86,114	86,114		14

Park Fund

The purpose of this fund is for new park development. There is interest in building a skate park and Veterans Wall in addition to another community park.

When Ivy Woods Subdivision was developed, the City took a payment in lieu of parkland. This money was set aside in this fund to develop a new park. Payment was approximately $71,000.

The City has received $45,000 to date from Marion County Prosperity Initiative. We expect to receive an additional $30,000 over the next two years. The City Council wants to use these funds to help build a skate park. There is a transfer from the General Fund of $42,500 this year for that purpose. The City Council authorized $2,500 towards the purchase of a tourism kiosk to serve North Marion County communities.

To help raise money for a skate park, the Parks Ad Hoc Committee has organized a 3-on-3 Basketball Tournament. Registration fees and tournament costs are budgeted. The event will be held at Sacred Heart Church.

There is also a desire to construct a Veterans Wall on Fourth Street. Brick sales and wall costs are reflected in this budget.

This fund was established by Ordinance No. 95-6 for the purpose of acquiring park lands, developing parks and improving existing parks. (Adopted June 22, 1995)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

Park Fund

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	-	-	71,594	320-4900	Cash on hand* (cash basis), or	71,950	71,950		1
2	-	291	300	320-4000	Interest	300	300		2
3	-	-	-	320-4200	3-on-3 Basketball Tournament Registrations	2,500	2,500		3
4		71,397	-	320-4301	Ivy Woods Payment in lieu of park land	-	-		4
5	-	-	-	320-4401	Grants (Marion County Community Prosperity)	15,000	15,000		5
6	-	-	-	320-4500	Transfer in from General Fund	42,500	42,500		6
7	-	-	-	320-4510	Donations (Brick sales - Veterans Wall)	7,500	7,500		7
8									8
9	-	71,689	71,894		**TOTAL RESOURCES**	139,750	139,750		9
10									10
11					**REQUIREMENTS**				11
12					**MATERIALS AND SERVICES**				12
13				320-548-2403	Supplies (t-shirts, trophies, etc)	1,345	1,345		13
14				320-548-2414	Rental and Insurance	1,155	1,155		14
15									15
16	-	-	-		**TOTAL MATERIALS AND SERVICES**	2,500	2,500		16
17									17
18					**CAPITAL OUTLAY**				18
19	-	-	71,894	320-548-5360	Park Development Costs (Ivy Woods Payment)	72,047	72,047		19
20	-	-	-	320-548-5361	Skate Park Development	57,645	57,645		20
21	-	-	-	320-548-5362	Veterans Wall	7,500	7,500		21
22	-	-							22
23	-	-	71,894		**TOTAL CAPITAL OUTLAY**	137,192	137,192		23
24									24
25					**REQUIREMENTS NOT ALLOCATED**				25
26	-	-	-	320-548-7999	**OPERATING CONTINGENCY**	-	-		26
27	-	-	-		**TOTAL REQUIREMENTS NOT ALLOCATED**	-	-		27
28	-	-	71,894		**TOTAL ORG/PROG REQUIREMENTS**	139,692	139,692		28
29	-	71,689			Ending Balance (Prior Years)				29
30			-		**UNAPPROPRIATED ENDING FUND BALANCE**	58	58		30
31	-	71,689	71,894		**TOTAL REQUIREMENTS**	139,750	139,750		31

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Special Revenue Funds

Bike Path Construction Fund

This fund was established in 1991 by Resolution No. 89-04 and accounts for revenues and expenditures related to the construction of bike paths. A portion of the state gas tax is transferred into this fund every year.

Special Events Fund

This is a fund that is used for collecting proceeds from the Mayor's annual yard sale as a fundraiser for the police department to purchase public safety items. Examples are bicycle helmets and car seats.

4th of July Fund

The 4th of July Fund generates almost enough revenue to fund the annual celebration the City sponsors. This event is supported by revenues from generous donations, street vendors and a transfer from the general fund. The budget is normally around $4,000, which has been adequate to fund the expenses of the parade, entertainment and fireworks.

This fund was established by Resolution No. 89-04 for the purpose of constructing bikepaths within the City of Gervais. (Adopted June 27, 1991)

SPECIAL FUND
RESOURCES AND REQUIREMENTS

This reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.
Review Year: 2021-22

Bikepath Construction Fund

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	7,163	8,337	9,404	315-4900	Cash on hand* (cash basis), or	10,448	10,448		1
2	174	67	65	315-4000	Interest	65	65		2
3	1,000	1,000	1,000	315-4500	Transfer from State Tax Street Fund	1,000	1,000		3
4									4
5	8,337	9,404	10,469		**TOTAL RESOURCES**	11,513	11,513		5
6									6
7					**REQUIREMENTS**				7
8					Capital Outlay				8
9	-	-	10,469	315-512-5360	Construction	11,513	11,513		9
10									10
11	8,337	9,404			Ending Balance (Prior Years)				11
12					Unappropriated Ending Fund Balance	-			12
13	8,337	9,404	10,469		**TOTAL REQUIREMENTS**	11,513	11,513		13

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SPECIAL FUND
RESOURCES AND REQUIREMENTS

4th of July Fund **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	1,627	2,334	2,368	345-4900	Cash on hand* (cash basis), or	394	394		1
2									2
3	36	17	20	345-4000	Interest	20	20		3
4	172	88	-	345-4520	Raffle Tickets	200	200		4
5	500	-	-	345-4510	Donations	1,000	1,000		5
6		48	-	345-4115	Vendor Fees	300	300		6
7	2,000	-	-	345-4110	Misc - Proceeds from Chev Pickup	-	-		7
8	1,250	-	-	345-4500	Transfer in from General Fund	3,150	3,150		8
9									9
10	5,585	2,488	2,388		**TOTAL RESOURCES**	5,064	5,064		10
11									11
12					**REQUIREMENTS**				12
13		-	-	345-550-2110	Entertainment	750	750		13
		120		345-550-2313	Licenses and Permits	120	120		
14	375		-	345-550-2410	Parade	250	250		14
15	626	-	-	345-550-2316	Professional Service	-	-		15
16	2,160	-	2,388	345-550-2403	Supplies	2,744	2,744		16
17	89	-	-	345-550-2414	Equipment Rentals	1,200	1,200		17
18	3,251	120	2,388		**TOTAL MATERIALS & SERVICES**	5,064	5,064		18
19	2,334	2,368			Ending Balance (Prior Years)				19
20			-		Unappropriated Ending Fund Balance	-	-		20
21									21
22	5,585	2,488	2,388		**TOTAL REQUIREMENTS**	5,064	5,064		22

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SPECIAL FUND
RESOURCES AND REQUIREMENTS

Special Events Fund

CITY OF GERVAIS

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	1,413	910	915	350-4900	Cash on hand* (cash basis), or	919	919		1
2	24	6	20	350-4000	Interest	20	20		2
3	-	-	-	350-4510	Proceeds - Community Yard Sale	-	-		3
4									4
5	1,437	916	935		TOTAL RESOURCES	939	939		5
6					REQUIREMENTS				6
7	227	-	935	350-510-2403	Supplies	939	939		7
8	300	-	-	350-510-2499	Miscellaneous	-	-		8
9	910	916			Ending Balance (Prior Years)				9
10			-	350-510-9999	Unappropriated Ending Fund Balance	-	-		10
11									11
12	1,437	916	935		TOTAL REQUIREMENTS	939	939		12

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American Rescue Plan Act (ARPA)Fund

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. $243 million was distributed to non-metro cities. The expected allocation to Gervais is $683,000, paid in two "tranches" (halves). The City received the first tranche last summer, and we expect the second tranche this summer.

The US Treasury has issued what they are calling "The Final Rule" to provide guidance on how these funds can be used. There are four categories:

- Public health and negative economic impacts – Recipients may use funds for captial expenditures that support an eligible COVID-19 public health or economic response.
- Premium pay for essential workers.
- Revenue loss – Recipients may claim a "standard allowance" up to their award amount to determine revenue loss and then use those funds on general government services.
- Water, Sewer and Broadband Infrastructure

The City has not decided how these funds will be used, but staff will be recommending to the council to use the funds on police department needs with the balance going towards the upgrades to the transfer pump, forced main and aeration system at the wastewater lagoons. These uses are within the Revenue Loss and Water, Sewer and Broadband Infrastructure categories.

SPECIAL FUND
RESOURCES AND REQUIREMENTS

American Rescue Plan Fund **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	-	-	-	360-4900	Cash on hand* (cash basis), or	307,923	307,923		1
2	-	-	-	360-4000	Interest	1,200	1,200		2
3	-	-	281,000	360-4006	ARPA Disbursement	306,568	306,568		3
4			281,000	360-4500	Transfer in from General Fund	-	-		4
5	-	-	562,000		**TOTAL RESOURCES**	615,691	615,691		5
6					**REQUIREMENTS**				6
7	-	-	562,000	360-510-5360	Capital Outlay	615,691	615,691		7
8	-	-	-						8
9	-	-			Ending Balance (Prior Years)				9
10			-	360-510-9999	Unappropriated Ending Fund Balance	-	-		10
11									11
12	-	-	562,000		**TOTAL REQUIREMENTS**	615,691	615,691		12

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System Development Charge (SDC) Funds

Systems Development Charges (SDC) are collected at the time of new construction and these funds are restricted to be used for system expansion. The SDC funds can only be used on projects that are identified in the respective utility's capital improvement plan.

Water SDC Fund

This fund accounts for system development charges which are restricted for the purpose of construction of water related projects. Debt payments to the Wastewater Fund were allowed to be made from this fund because that loan was for the construction of the second water reservoir, which was identified in the Water Master Plan.

Wastewater SDC Fund

This fund accounts for system development charges which are restricted for the purpose of construction of wastewater related projects.

Storm Drain SDC Fund

This fund accounts for system development charges which are restricted for the purpose of construction of storm drain related projects.

Parks SDC Fund

This fund accounts for system development charges which are restricted for the purpose of construction of park related projects.

SDC FUND
RESOURCES AND REQUIREMENTS

Water SDC **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No	RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
1	30,604	19,092	60,491	330-4900	Beginning Fund Balance:	248,621	248,621		1
2	413	230	200	330-4000	Interest	720	720		2
3	10,685	48,698	194,792	330-4105	Water SDC	41,206	41,206		3
4									4
5	41,702	68,020	255,483		**TOTAL RESOURCES**	290,547	290,547		5
6									6
7					**REQUIREMENTS**				7
8					Capital Outlay				8
9	-	-	255,483	330-531-5360	System Expansion	290,547	290,547		9
10									10
11					Debt Service				11
12	21,943	-	-	330-531-6100	Loan Repay to WW Fund- Principal	-	-		12
13	667	-	-	330-531-6101	Loan Repay to WW Fund- Interest	-	-		13
14									14
15	22,610	-	-		TOTAL DEBT SERVICE	-	-		15
16									16
17	19,092	68,020			Ending Balance (Prior Years)				17
18			-	330-531-9999	Unappropriated Ending Fund Balance	-	-		18
19	41,702	68,020	255,483		**TOTAL REQUIREMENTS**	290,547	290,547		19

SDC FUND
RESOURCES AND REQUIREMENTS

Wastewater SDC **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
1	417,818	449,754	516,730	335-4900	Beginning Fund Balance	814,099	814,099		1
2	9,561	3,474	3,400	335-4000	Interest	3,000	3,000		2
3									3
4	22,374	90,127	300,508	335-4105	Sewer SDC	63,569	63,569		4
5									5
6	449,754	543,355	820,638		**TOTAL RESOURCES**	880,668	880,668		6
7									7
8					**REQUIREMENTS**				8
9					Capital Outlay				9
10	-	-	820,638	335-541-5360	Construction	880,668	880,668		10
11									11
12	449,754	543,355			Ending Balance (Prior Years)				12
13			-	335-541-9999	Unappropriated Ending Fund Balance	-	-		13
14									14
15	449,754	543,355	820,638		**TOTAL REQUIREMENTS**	880,668	880,668		15

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SDC FUND
RESOURCES AND REQUIREMENTS

Storm Water SDC **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No	RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	90,057	98,083	116,613	340-4900	Cash on hand* (cash basis), or	202,551	202,551		1
2	2,058	766	750	340-4000	Interest	660	660		2
3	5,968	21,931	67,652	340-4105	Storm Water SDC	18,557	18,557		3
4									4
5	98,083	120,780	185,015		**TOTAL RESOURCES**	221,768	221,768		5
6									6
7					**REQUIREMENTS**				7
8					Capital Outlay				8
9	-	-	185,015	340-546-5360	Construction	221,768	221,768		9
10									10
11	98,083	120,780			Ending Balance (Prior Years)				11
12			-	340-546-9999	Unappropriated Ending Fund Balance	-	-		12
13	98,083	120,780	185,015		**TOTAL REQUIREMENTS**	221,768	221,768		13

(1 0 1)

SDC FUND
RESOURCES AND REQUIREMENTS

Park SDC **CITY OF GERVAIS**

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	80,946	92,288	118,920	342-4900	Cash on hand* (cash basis)	237,630	237,630		1
2	1,918	738	750	342-4000	Interest	750	750		2
3	9,424	30,628	122,512	342-4105	Systems Development Charge	18,557	18,557		3
4									4
5	92,288	123,655	242,182		**TOTAL RESOURCES**	256,937	256,937		5
6									6
7					**REQUIREMENTS**				7
8					Capital Outlay				8
9	-	-	242,182	342-548-5360	Construction	256,937	256,937		9
10									10
11	92,288	123,655			Ending Balance (Prior Years)				11
12			-	342-548-9999	Unappropriated Ending Fund Balance	-	-		12
13	92,288	123,655	242,182		**TOTAL REQUIREMENTS**	256,937	256,937		13

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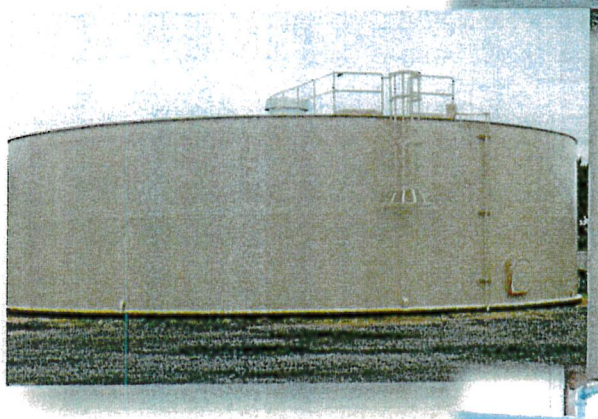
Debt Funds

The City maintains individual water and wastewater debt service funds. These funds are to pay off the debt for the construction of the water treatment plant and the wastewater treatment plant, both of which took place in the late 80's and early 90's. The water plant loan is carried by USDA and will retire in 2025. The wastewater loan is held by Business Oregon and will retire in 2031.

The funds also maintain a reserve that is required by the lending contracts. Transfers from the water and wastewater funds are budgeted annually in order to maintain the required reserve amounts for these debt funds.



This fund was established by Resolution No. 89-04 for the purpose of repayment of FMHA Water System Improvement Loan. (Adopted June 28, 1989)

DEBT FUND
RESOURCES AND REQUIREMENTS

This reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.
Review Year: 2019-20

CITY OF GERVAIS

Water
USDA RURAL DEVELOPMENT
(Aka: FmHA Reserve Fund)

	HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual								
	Second Preceding 2019-20	First Preceding 2020-21	Adopted Budget 2021-22	Acct No		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					RESOURCES				
					Beginning Fund Balance:				
1	21,291	21,331	21,584	500-4900	Cash on hand* (cash basis), or	21,657	21,657		1
2	686	248	250	500-4000	Interest	100	100		2
3	19,350	20,000	20,000	500-4500	Transfer from Water Fund	20,000	20,000		3
4									4
5	41,327	41,579	41,834		TOTAL RESOURCES	41,757	41,757		5
6					REQUIREMENTS				6
7	10,626	11,715	7,920	500-531-6100	Principal Payment - Due March 2023	13,000	13,000		7
8	9,370	8,281	12,700	500-531-6101	Interest Payment - Due March 2023	7,100	7,100		8
9									9
10	21,331	21,583			Ending Balance (Prior Years)				10
11			21,214	500-531-9999	Unappropriated Ending Fund Balance	21,657	21,657		11
12									12
13	41,327	41,579	41,834		TOTAL REQUIREMENTS	41,757	41,757		13

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DEBT FUND
RESOURCES AND REQUIREMENTS

Wastewater **GENERAL FUND**

	Historical Data			Acct. No.	DESCRIPTION RESOURCES AND REQUIREMENTS	2022-2023			
	Actual								
	Second preceding 2019-20	First preceding 2020-21	Adopted Budget 2021-22			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
					Beginning Fund Balance				
1	68,608	70,237	70,095	510-4900	Cash on Hand (Cash Basis), or	65,898	65,898		1
2	1,603	644	650	510-4000	Interest	250	250		2
3	61,200	58,500	58,000	510-4500	Transfer in from Wastewater Fund	60,000	60,000		3
4									4
5	131,411	129,381	128,745		**TOTAL RESOURCES**	126,148	126,148		5
6									6
7									7
8	42,248	42,639	48,100	510-541-6100	Principal Payment - Due Nov. 2022	48,550	48,550		8
9	18,926	16,644	14,350	510-541-6101	Interest Payment - Due Nov. 2022	11,690	11,690		9
10									10
11	61,174	59,283	62,450		**TOTAL PRINCIPAL AND INTEREST**	60,240	60,240		11
12									12
13	70,237	70,098			Ending Balance (Prior Years)				13
14			66,295	510-541-9999	Total Unappropriated Ending Fund Balance	65,908	65,908		14
15									15
16	131,411	129,381	128,745		**TOTAL REQUIREMENTS**	126,148	126,148		16

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City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
1	10/07/21	Park Lighting	Need deterrent for vandalism.	John	Researching pricing and options. John R will report at 12/2/21 council meeting. Susie to look at budget once approximate costs are known. John will provide lighting options and pricing on 1/6. Estimate is $5000 and should be budgeted for next year. In FY 2022-23 Budget.
2	10/21/21	Ordinance updates: Parking, noise, livestock	Need updates for yard parking, noise and livestock.	Susie and Mark	Council reviewed relevant ordinances at 10/21/21 worksession. Suggested revisions will be sent to city attorney for review. Staff will bring back to council for approval by March. Draft sent to City Attorney's office. Will be delayed a couple of months due to extra workload with one attorney on extended leave. Ordinance to adopt updates will be 4/7 agenda. Yard parking updates take a different process because it's part of the development code. Will work with City planner. Ordinances 22-001 and 22-002 were adopted for updates to include livestock and cats and also updates for discarded vehicles.
3	11/04/21	Look into costs of expanding concrete pad on Hemlock (east of 5th) to provide for another basketball hoop	Provide more hoops in town.	John	Researching pricing and options. John R will report at 12/2/21 council meeting. Susie to look at budget once approximate costs are known. Not sufficient room to expand. Council asked for additional hoop. Cost estimate @ $3,000 plus equipment rental to install. Budget for this in FY 2022-2023? In FY 2022-23 Budget.
4	3/4/21	Generator for City Hall	Need power at City Hall to operate Emergency Operation Center during emergencies in	Mark	Council approved grant agreement with OEM to award funding for the purchase of a generator on 11/04/21. Researching installation options and final costs. Wait will be about 40 weeks once it is ordered, unless another option is available. Received fully executed grant award. Quarterly reports are required. Waiting for cost information on some portable generators from

City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
			times of power outages.		Cummins. Electrical work is expected to be completed by summer. Waiting for bids for the generator and electrical work. Waiting on one electrical bid. Council to consider cost estimates for approval.
5	12/3/2020	Shared use building with Woodburn Fire	Provide fire apparatus in Gervais to decrease response times.	Susie/John/Mark	Chief Joe Budge made multiple presentations to city council. Bond was passed in May, 2021. Plans to use some of that bond renewal revenue to begin construction process after July, 2022. Chief Budge will work with city staff. On 3/3, Chief Budge provided an update to the city council letting them know the application to Marion County ARPA Program was not approved. Woodburn Fire is looking at other options. WFD Board approved $3.1 million project cost to purchase land and construct fire station on Butteville north of town. Due to a change in circumstances, building will not be shared with public works.
6	02/2021	WWTP Poplar Tree Crop Restoration (Part of City's natural infrastructure, integral to the wastewater treatment system)	February, 2021 ice storm damaged poplar tree farm at wastewater lagoons. Near complete loss.	Susie/John	Bid opening was 10/27/21. Council gave intent to award contract to Advanced Land Management on 11/4/21 for $228,000. Funding provided by FEMA and Business Oregon. Onsite FEMA inspection 11/18/21. An insurance claim has been submitted to CIS. The claim was approved. The contract was signed and work is expected to begin in the next 3-4 weeks. Work began on 2/22 and 8 of the 10 zones have trees cleared away. Zones 2-5 are operational, trees are planted and new irrigation is installed. Two more zones have been completed and are near operational status.
7	11/4/21	Share grant writer services with Gervais School District.	Find community development opportunities and funding in	Susie	Council moved to partner with Gervais SD on grant writing services of Lisa Leslie 11/4/21 and contribute $5,000. Susie & Dandy were notified on 11/30 that she cannot commit to the work. Susie is checking with

City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
			response to growth.		COG for same services. Susie and Dandy met with a new potential grant writer who will provide a proposal for her work. Hilda Rosselli presented at the joint meeting with the SD. She has access to grant programs, but City needs to identify projects and have plans such as park lighting. SD working on contract for services, Hilda researching T-Mobile grant for park lighting, lighting on SD walking trail, garbage cans, cameras, etc. T-Mobile grant deadline is June.
8	11/4/21	Grove/7th Sidewalk and Street Improvements	Improve accessibility near Ivy Woods Subdivision	Susie/John	Notified that the City was awarded $100,000 SCA Grant for this project. Grant award was approved, executed agreement from ODOT was received 12/8, along with Notice to Proceed. City engineer will start design soon. Design has begun – city addressing property owner plants in right-of-way to properly design sidewalk.
9	10/2021	Skate Park	Youth requested council to build a skate park	Ad Hoc Committee	Assigned to Ad Hoc Committee at the October council meeting. Laura Clifton provided an update on 12/2 council meeting on location possibilities. She will be attending a meeting with Sacred Heart on 1/18. Waiting for response from Sacred Heart meeting on 01/18. Ad Hoc committee continues to provide updates to council. Ad Hoc committee to report progress on 3 on 3 basketball fundraiser. Tournament registration and flyer are on city's website and also available at City Hall. John cancelled fence rental for 4th St because the tournament has been moved to Sacred Heart. $3,000 raised from circus ticket sales.
10	08/2020	Douglas Crosswalks/Elementary Sidewalk (Safe Routes to School	Student safety	Susie/John	Marion County is currently reviewing the project as of 10/21/21. Final design is in progress. Bidding anticipated in the spring. Final design wrapping up, delay in getting comments back from County.

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City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
		2020)			
11	12/2020	Juniper/7th Street-Close 8th St entry/exit to Ivy (SCA 2020)	Traffic safety	Susie/John	Marion County is currently reviewing the project as of 10/21/21. Final design is in progress. Bidding anticipated in the spring. Final design wrapping up, delay in getting comments back from County.
12	Summer 2020	Sam Brown House	Relocate house inside Gervais city limits	Susie/John	Waiting to hear back from owner and to figure out funding options for moving and restoration. Susie received email from somebody on restoration. John talked with house owner. Owner will make a request for extension to move. Have not heard from owner. This has been on the back burner with so many other active projects happening.
13	Ongoing	CERT Training	Emergency Preparedness	Council	In progress. Training TBD.
14	2020	Partnership with Sacred Heart	Opportunities for park land	TBD	City staff met with Sacred Heart in 2020 to discuss a possible partnership with the Church on providing land for a park. Waiting for response from Sacred Heart meeting on 01/18. Parks and Rec meeting with Sacred Heart March 15th at 6:30 to hear their decision on leasing the property on the corner of 5th St. Mayor Gilland received advance notice that they did not want anything that permanent on the property. The committee decided to present the other options to city council. Committee report on April 7th indicated a "no go" for skate park, but would be open to other ideas not involving permanent park implements.
15	05/2021	New city website	Update city's website	Denise/Susie	Introduced at 5/6/21 council meeting. Should pick this back up and research more costs/companies for follow-up discussion. Will budget for new website in 2022-23. In FY 2022-23 budget.
16	04/2021	Discussion on using ARPA	American	Susie/Council	Introduced at 4/1/21 council meeting. Received

City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Item No.	Date	Issue/Task	Summary	Staff	Update/Completion Date
		Funds	Rescue Plan Act		$306,568 on 8/23/21 (first tranch). Total expected is $562,000. Council needs to have a discussion on how funds should be used in accordance with US Treasury Guidance. Funds to be allocated by 12/31/24. https://www.orcities.org/resources/reference/arp/arp-webinar
17	12/2/21	Veterans Memorial Wall	Honor Veterans	Council	Councilor Gonzalez researching. Mayor Gilland and Laura Clifton watched a webinar. There have been discussions on locations. Mayor Gilland and Councilor Gonzalez gave a presentation on bricks at March council meeting. Mayor Gilland indicated a committee would be formed and Councilor Foreman volunteered for the committee. Councilor Gonzalez to give an update on May council meeting.
18	3/19/2022	Wastewater Transfer Pump, Forced Main and Aeration Upgrades	Upgrade wastewater treatment	Susie/John	City awarded $1 million from Marion County ARPA Round 1 to use for this project. Marion County is working on award contract so that City can begin project design.

(1 1 0)

Completed Items

Date Initiated	Issue/Task	Summary	Staff	Completion Date
08/19/21	Pay equity analysis	Compliance with Equity Act	Susie	12/02/2021
05/06/21	Fencing around Ivy Woods retention pond	Presents a danger to children.	John	12/08/2021
11/04/21	Putting audio on website	Availability of audio to the public.	Denise	12/03/2021

City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Date Initiated	Issue/Task	Summary	Staff	Completion Date
2020-21 Budget	Generator for lagoon	Replace old generator that doesn't operate	John	Ordered 10/2021
Ongoing	Railroad Crossing on Ivy	Crossing is hazardous and in disrepair.	John	John R. reported to council on October 7, 2021 that he contacted Marion County Public Works, who has been in contact with UPRR. UPRR has no date for repair. John contacted UPRR again on 1/11. UPRR has reissued a new report #2022-01-11-159BEH. UPRR repaired crossing on 3/24 and 3/25/22.
12/2/21	Dial-a-Ride/Cherriots for senior citizens	Assisting seniors with transportation	Council	Councilor Harvey offered to check on this for Gervais. John checked with several people and found that this is cost prohibitive for the City. Recommendation is to keep what we have. Some insurance companies can cover a taxi service.
11/4/21	Update council rules	Review council rules for possible changes	Susie	Susie gave the council a copy of LOC's model rules and current rules for council to compare/contrast. Think about what should be added/deleted. City attorney can return in January during a worksession for assistance in drafting new rules. City council would like Bill Monahan from COG to assist. Mr. Monahan will be here for January 20th worksession to assist. Contract needs to be approved at 1/6 council meeting. Bill Monahan provided draft rules with his edits and suggestions for council to review at March council meeting. Susie, will provide the council with draft that went to Bill Monohan. Worksession 3/31/22 to continue work on updates. Resolution 22-003 to update council rules will be considered for adoption at May 5th council meeting. Resolution was adopted May 5, 2022.
11/04/21	Circus	Community entertainment	Susie/Council	Tabled to December council meeting for discussion. Council approved to sponsor 12/2. Susie signed

City of Gervais
Activity Tracker
Last Updated: May 26, 2022

Date Initiated	Issue/Task	Summary	Staff	Completion Date
				contract 12/7. Circus is May 22, shows at 2:00 pm and 4:30 pm behind Gervais Elementary. Confirmed with Dandy on 12/7. Need a decision on where to direct ticket sale proceeds – previous discussion was for DARE program or parks. Ticket proceeds will be split between parks and police community activities and DARE. Tickets are selling at city hall.

RESOLUTION NO. 22-005

BUDGET TRANSFERS FOR FISCAL YEAR 2021-22

WHEREAS,the Gervais City Council adopted the budget for Fiscal Year 2021-22 on June 3, 2021; and

WHEREAS, year-to-date expenditures exceed appropriation categories in the General Fund and State Tax Street Fund for professional service fees and repair and maintenance expenses; and

WHEREAS, Oregon Budget Law allows for budget transfers between appropriation categories within the same fund and between funds by adopting a resolution or ordinance; and

NOW, THEREFORE, BE IT RESOLVED that the following budget transfers be made for the fiscal year 2021-22:

Fund - Account	Transfer In	Transfer Out
Intrafund Transfers:		
General Fund - Materials & Services	40,825	
General Fund - Transfers		40,825
State Tax Street Fund - Materials & Services	60,000	
State Tax Street Fund - Capital Outlay		60,000
Total	100,825.00	100,825.00

Passed this 2nd day of June, 2022.

ATTESTED:

Annie Gilland, Mayor

Denise Dahlberg, City Recorder

RESOLUTION NO: 22-006

A RESOLUTION REQUESTING STATE REVENUE SHARING FUNDS

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

(1) Police protection
(2) Fire protection
(3) Street construction, maintenance, and lighting
(4) Sanitary sewers
(5) Storm sewers
(6) Planning, zoning, and subdivision control
(7) One or more utility services, and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

NOW THEREFORE, BE IT RESOLVED, that the City of Gervais hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

(1) Police protection
(2) Street Construction, maintenance, & lighting
(3) Sanitary sewer
(4) Storm sewers
(5) Planning, zoning, and subdivision control
(6) Water, Wastewater and Storm Drain Utilities

APPROVED by the City of Gervais this 2nd day of June, 2022.

ATTESTED:

_____
Annie Gilland, Mayor

_____
Denise Dahlberg, City Recorder

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of Gervais resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2022-2023.

Passed by the City Council the 2nd day of June, 2022.

Approved by the Mayor this 2nd day of June, 2022.

Mayor _____
Annie Gilland

Attest _____
Denise Dahlberg, City Recorder

I certify that a public hearing before the Budget Committee was held on May 19, 2022, and a public hearing before the City Council was held on June 2nd, 2022, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____
Denise Dahlberg, City Recorder

DEADLINE JULY 31, 2022

RESOLUTION NO. 22-007

A RESOLUTION TO ESTABLISH A PUBLIC WORKS VEHICLE/EQUIPMENT REPLACEMENT FUND

WHEREAS, Oregon Revised Statutes Section 294.346 gives authority to the governing body of a municipal corporation to establish by ordinance or resolution one or more reserve funds to accumulate and expend moneys for purposes specified in ORS 280.050; and

WHEREAS, ORS 294.346 further requires the governing body review its municipal reserve funds of not less frequency than every ten years to determine whether each fund so reviewed will be continued or abolished; and

WHEREAS, the Gervais City Council is specifically desirous of complying with ORS 294.346.

NOW, THEREFORE, BE IT RESOLVED that the City of Gervais City Council hereby affirms the establishment, purpose and review period of the Public Works Vehicle/Equipment Replacement Fund as follows:

Section 1 Establishment: By adoption of this resolution, the Public Works Vehicle/Equipment Replacement Fund is hereby established in Fiscal Year 2022-23.

Section 2 Purpose: The purpose of this fund is to set aside funds for the purchase and repair of Public Works vehicles and equipment.

Section 3 Review: The Public Works Vehicle/Equipment Replacement Fund shall be reviewed to be continued or abolished no later than July 1, 2032.

ADOPTED by the City Council of the City of Gervais this 2nd day of June, 2022.

_____
Annie Gilland, Mayor

ATTEST:

_____
Denise Dahlberg, City Recorder

	Agenda Item No.:	Topic:
	12 a	Circus Report and Consideration to Host in 2024
	Agenda Type:	
	New Business	
	Meeting Date:	
	June 2, 2022	
		Prepared by:
		Susie Marston

Having the circus back since 2019 was a huge success! Both shows were sold out, which resulted in Cullpepper & Merriweather staying for a third sold out show!

This was the first year that the City has actually sponsored the circus. In years' past, the Community Progress Team sponsored it. This is a group that Councilor Wagner was a member of, and with her past experience she was able to provide leadership to city staff in coordinating with the circus and school district. Ticket sales went very well at City Hall. Staff was very diligent at making sure all tickets and money were accounted for, as the responsibility would have landed on the city if something came up short.

Special thanks to Abby for settling up with the ticket office throughout the day of the shows and for collecting the City's share of ticket sales. I would also like to recognize and thank Councilor Micky Wagner for her leadership and for gathering up extra volunteers to help. Thanks also to members of the parks and rec committee who volunteered and helped.

The City's share of ticket sales ended up being $6,081, which was split according to how the council wanted it split, half going to skate park and the other half going to police related community activities (D.A.R.E., CERT and bike rodeo). The School District will bill the City for their custodian's staff time spent on the grounds to accommodate the circus on school grounds.

According to Councilor Wagner, Cullpepper & Merriweather asked if the City would commit to hosting them again in 2024.

STAFF REPORT
TO GERVAIS CITY COUNCIL

FILE:	Public Alley Vacation, file #VAC 2021-02
REPORT DATE:	May 25, 2022
MEETING DATE:	June 2, 2022
APPLICANT:	Scott Mickalson, 775 Hemlock Avenue in Gervais
REQUEST:	Applicant has submitted a petition, along with all required signatures, to vacate the 20-foot by 200-foot public alley within Block 68 of the Gervais Plat, bound by Ivy Avenue, Hemlock Avenue, 7th Street, and 8th Street. The applicant requests the public alley vacation in order to increase the yards of the abutting houses.

PROCEDURE:

Procedures for the vacation of public rights-of-way (streets and alleys) are set forth in Oregon Revised Statutes (ORS) 271.010 - 271.230. **ORS 271.100 calls for the City Council to set a public hearing date for a vacation once all required signatures are received in support of the petition, as detailed in ORS 271.080, below:**

> *ORS 271.080 Vacation in incorporated cities; petition; consent of property owners.*
>
> *(1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.*
>
> *(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. ... The consent of the owners of the required amount of property shall be in writing.*

STAFF RECOMMENDATION:

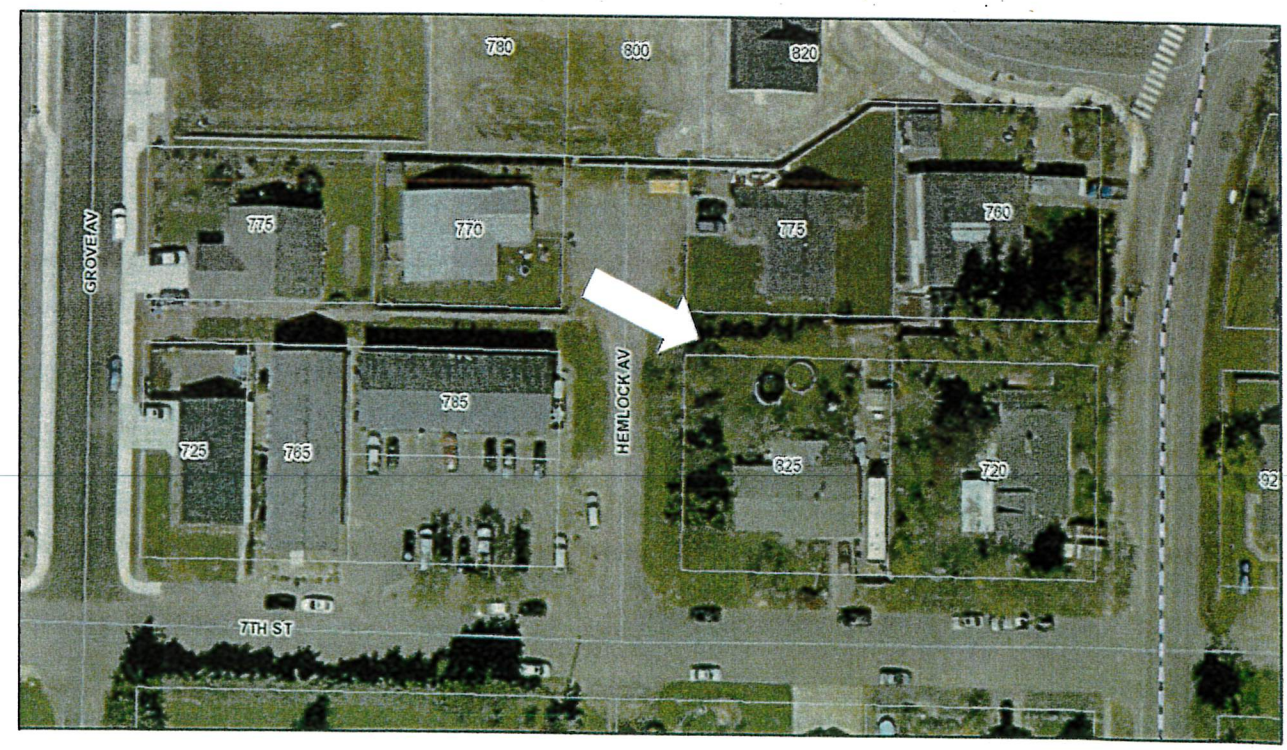
Staff has reviewed the signatures submitted in support of the alley vacation petition. The signatures represent 100% of the abutting property owners, and more than two-thirds of the real property in the affected area. Staff recommends the City Council schedule a public hearing for the vacation petition.

RECOMMENDED MOTION:

Motion to schedule a public hearing to consider a petition for vacation of the public alley in block 68, also referenced as file #VAC 2021-02, to be held during the next regular meeting of the City Council, which is Thursday, July 7, 2022 at 7:00pm.

VICINITY MAP: Source Marion County Assessor

AERIAL IMAGE: Source Marion County GIS



CITY OF GERVAIS

Docket No	
Date Filed:	
Fee Paid ~~$1500.00~~	$1400.-
Receipt No.	96867 9/3/2021

VACATION PETITION

☐ Street ☐ Alley

Name of the Petitioner: Scott McKelson

Mailing Address of the Petitioner: PO Box 193 Gervais ore

Physical Address of the Petitioner: 775 Hemlock Ave Gervais ore

Telephone No. of the Petitioner: 503-880-1773

Description of the ground to be vacated: Alley

Purpose of which the ground is to be used: extend property of all Houses

Reason for the vacation:

Explain how the vacation will or will not affect the general vehicular traffic in the area: will not as two Houses Have Fences in Alley

List surrounding land uses (such as residential, vacant...): Residential

Explain how the vacation will or will not affect public facilities (water, sewer, power, telephone...): N/A

List any utilities that have current easements through the area petitioned to be vacated: None

List any structures (fences, buildings. . .) that are currently in the petitioned vacated area: None

ATTACH THE FOLLOWING TO THIS PETITION:

- Map of the petitioned area

- Written consent of all abutting property owners and
- Written consent of not less than two-thirds of property owners in the affected area

Affected area is:

-Land lying on either side of the street to be vacated and
-Extending laterally to the next parallel street, but not more than 200 feet
-Land for 400 feet on either end of the portion to be vacated

CERTIFICATION:

I hereby certify that all information, maps and supplement information submitted are in all respects true and correct to the best of my knowledge and belief. I also, understand and agree to reimburse the City of Gervais for costs incurred on my behalf for planning, engineering, legal services or others as they may relate to my petition.

Dated this 3rd day of Sep 2021

Petitioner's Signature:

Surrounding Areas

By signing below, I have no opposition to an alley vacation on Block 68, located between Ivy Ave and Hemlock Ave and 7th St. and 8th St.

Name *(print)*	Signature	Gervais Address
Irina Arnold	Irina Arnold	825 7th St Gervais
Jesus Betancourt P.		760 Ivy Av. Gervais Or
MOISES ARRIAGA		720 IVY AVE GERVAIS
Tyler and Nicole Cook		780 Hemlock Ave Gervais
Scott Michelson		775 Hemlock Ave Gervais)

ALLEY VACATION PETITION, FILE #VAC 2021-02

BLOCK 68 – 7th St / 8th St / Ivy Ave / Hemlock Ave

OWNERSHIP & SIGNATURES

100% of these signatures are required:

Tax Lot	Lot	Address	Owner(s)	Signature
052W26AC**04400**	1 & 2	720 IVY AVE	ARELLANO, LUIS & ARELLANO, MOISES 720 IVY AVE GERVAIS, OR 97026	X Luis Arellano X RECEIVED IN PETITION APPLICATION
052W26AC**04500**	3 & 4	825 7TH ST	ARNOLD, IRINA PO BOX 145 GERVAIS, OR 97026	X RECEIVED IN PETITION APPLICATION
052W26AC**04600**	5 & 6	775 HEMLOCK AVE	MICKALSON, SCOTT L 775 HEMLOCK AVE GERVAIS, OR 97026	X PETITION APPLICANT, SIGNATURE SUBMITTED
052W26AC**04700**	7 & 8	760 IVY AVE	BETANCOURT, JESUS 760 IVY AVE GERVAIS, OR 97026	X RECEIVED IN PETITION APPLICATION

Signatures of property owners of 2/3 the area of the "Affected Area" are required:

By signing below, the following property owners consent to the city vacating the unimproved public alley located in Block 68, which is bound by 7th Street, 8th Street, Ivy Avenue, and Hemlock Avenue. Pursuant to the Oregon Revised Statutes (ORS) 271.140, the vacated alley will be split down the middle, and the title to those lands will be attached to the bordering private properties. The public alley is currently 20 feet wide by 200 feet long. If approved by the City Council following a public hearing, each abutting property owner would gain 10-foot wide portions.

The following property owner information was provided by Marion County Tax Assessor records in November of 2021.

Tax Lot	Lot	Address	Owner(s)	Size	Signatures
Block 66				**16,000**	
052W26AB**00801**	3 (part) + 4	1030 7TH ST	WELLS, TAMARA A 1030 7TH ST GERVAIS, OR 97026	8,000	X Tami Wells X
052W26AB**00802**	5 + 6 (part)	1040 8TH ST	CAMACHO, PEDRO & CAMACHO, MARICRUZ 1040 8TH ST GERVAIS, OR 97026	8,000	X Pedro Camacho X

Tax Lot	Lot	Address	Owner(s)	Size	Signatures
Block 67				**38,712**	
052W26AB**02101**	1 + 2	985 7TH ST	DOUSAY, RICHARD & DOUSAY, JEAN 985 7TH ST GERVAIS, OR 97026	10,000	X Richard Dousay X Jean Dousay
052W26AB**02000**	3	945 7TH ST	FLORES, JOSE SANDOVAL & PAVON, JUSTINA TORRES PO BOX 586 GERVAIS, OR 97026	5,000	X Justina Pavon X Jose Flores
052W26AB**02001**	4	925 7TH ST	SHADRIN, KIRIL A &	5,000	

			SHADRIN, VASSA PO BOX 473 MOUNT ANGEL, OR 97362		X X
052W26AB**02400**	5 part + 6	785 IVY AVE	LOPEZ, LORENZO & LOPEZ, ELIZABETH 785 IVY AV GERVAIS, OR 97026	8,712	X X
052W26AB**02300**	7	N/A	LOPEZ, LORENZO & LOPEZ, ELIZABETH 785 IVY AV GERVAIS, OR 97026	2,500	X X
052W26AB**02200**	7	0 8TH ST	RAMIREZ, ROSA GLORIA LOPEZ LOPEZ, LUIS ALBERTO RAMIREZ 960 8TH ST GERVAIS, OR 97026	2,500	X X
052W26AB**02100**	8	960 8TH ST	RAMIREZ, ROSA GLORIA LOPEZ LOPEZ, LUIS ALBERTO RAMIREZ 960 8TH ST GERVAIS, OR 97026	5,000	X X
Block 69				**34,585**	
052W26BD**00302**	1 (part) +2 (part)	785 7TH ST	UNGER, MARK L RED WILLOW APARTMENTS PO BOX 199 SILVERTON, OR 97381	5,000	X
052W26BD**00300**	1 (part) +2 (part)	785 7TH ST	UNGER, MARK L RED WILLOW APARTMENTS PO BOX 199 SILVERTON, OR 97381	5,000	X
052W26BD**00301**	3	765 7TH ST	UNGER, MARK L RED WILLOW APARTMENTS PO BOX 199 SILVERTON, OR 97381	5,000	X

052W26BD**00400**	4	725 7TH ST	CABALLERO, SANDRA & CABALLERO,FERNANDO M 725 7TH ST GERVAIS, OR 97026	5,000	X Sandra Caballero X f Caballero
052W26BD**00200**	5 + 6 + 7 (part)	775 GROVE AVE	SALAZAR, SERGIO DIAZ PO BOX 464 GERVAIS, OR 97026	8,321	X Sergio Diaz
052W26BD**00100**	7 (part) + 8 (part)	770 HEMLOCK AVE	COOK, TYLER S & COOK, NICOLE M 770 HEMLOCK AVE GERVAIS, OR 97026	6,264	X SIGNATURE RECEIVED WITH PETITION X
Block 70				**15,120**	
052W26BD**02600**	1 + 2 (part) + 7 (part) + 8	605 7TH ST GERVAIS	SACRED HEART-ST LOUIS SACRED HEART CATHOLIC SCHOOL CATHOLIC CHURCH PO BOX 236 GERVAIS, OR 97026	15,120 (of larger)	X Melanie Saalfeld Business Manager
Ivy Woods Estates				**41,535**	
052W26BA**06300**	Lot 1	820 8TH ST	PACIFIC EDGE DEVELOPMENT INC 3115 W MARCH LN STE 150 STOCKTON, CA 95219	7,117	X
052W26BA**06400**	Lot 2	800 8TH ST	PACIFIC EDGE DEVELOPMENT INC 3115 W MARCH LN STE 150 STOCKTON, CA 95219	6,600	X
052W26BA**06500**	Lot 3	780 8TH ST	PACIFIC EDGE DEVELOPMENT INC 3115 W MARCH LN STE 150 STOCKTON, CA 95219	6,600	X

052W26BA**12500**	Tract A	Stormwater Facility	CITY OF GERVAIS PO BOX 329 GERVAIS, OR 97026	13,672	TRACT A STORMWATER FACILITY IS CONSIDERED REAL PROPERTY. CITY STAFF CANNOT SIGN PETITION. CITY COUNCIL MUST HOLD PUBLIC HEARING.
052W26BA**06600**	Lot 4	680 8TH ST	GARCIA, MARGARITA HURTADO, KENIA M SANDOVAL RINCON, DANIEL CRUZ 680 8TH ST GERVAIS, OR 97026	7,546	X X X
			TOTAL		

NOTE: Signatures required representing 2/3 of the total "Affected Area" are required

TOTAL AFFECTED AREA 145,952 SF * (2/3) = minimum 97,204 SF required

052W26BA**12500**	Tract A	Stormwater Facility	CITY OF GERVAIS PO BOX 329 GERVAIS, OR 97026	13,672	TRACT A STORMWATER FACILITY IS CONSIDERED REAL PROPERTY. CITY STAFF CANNOT SIGN PETITION. CITY COUNCIL MUST HOLD PUBLIC HEARING.
052W26BA**06600**	Lot 4	680 8TH ST	GARCIA, MARGARITA HURTADO, KENIA M SANDOVAL RINCON, DANIEL CRUZ 680 8TH ST GERVAIS, OR 97026	7,546	X X X
			TOTAL		

NOTE: Signatures required representing 2/3 of the total "Affected Area" are required

TOTAL AFFECTED AREA 145,952 SF * (2/3) = minimum 97,204 SF required

				Owner			Signature
6300	LOT #1	820	8th St	Pacific Edge Develop.	7,117	*	
6400	LOT #2	800	8th St	" " "	6600	*	
6500	LOT #3	780	8th St	" " "	6600	*	

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GERVAIS CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS

	Agenda Item No.:	Topic:
	12.c	Authorize Purchase of City Hall Generator
	Agenda Type:	
	New Business	
	Meeting Date:	
	June 2, 2022	
		Prepared by:
		Mark Chase

SUMMARY: In 2021, the City was awarded a grant through Oregon Emergency Management in the amount of $30,000 to use towards the purchase of a generator to install at city hall to use in the event of power outages. The purpose of the generator is to maintain power to operate the City's Emergency Operations Center (EOC) during an extended outage and to provide a continuance of operations during shorter power outages.

We have obtained the following bids on both a natural gas generator and diesel powered generators options:

Power Systems West- Kohler Generator Model Number: 35kw REOZTQ- $41,839.00
** No installation costs, generator only.

EC Electric- 50kw Kohler Natural Gas option with installation- $57,000.00
EC Electric- 30kw Kohler Natural Gas option with installation- $55,000.00
EC Electric- 35kw Doosan Towable Diesel with installation. This option included boring to install a towable generator in the back parking lot - $64,162.00

Northside Electric- 38kw Generac Natural Gas with installation- $34,650.00

Creation Electric- No bid received at time of this staff report.

STAFF RECOMMENDATION:

Approve the purchase and installation bid from Northside Electric.

COUNCIL OPTIONS:

1. Approve the purchase and installation as presented- **MOTION:** "I make a motion to approve the purchase and installation from Northside Electric for $34,650 including a 10% contingency."
2. Deny the request and provide other recommendations to staff.

CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) Dial 711 or 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: May 26, 2022
To: Mayor and City Council
From: Susie Marston, City Manager
Re: City Manager Staff Report for June 2, 2022

FEMA Funding and Tree Farm

It is reasonable to anticipate reimbursement from FEMA for damage from the ice storm in February, 2021 in the coming months. John, Kyle, Joe and I have all been working with our assigned FEMA rep in moving through the arduous process of documenting the damage the City sustained. This process began in June, 2021. Our case has been moved to Oregon Emergency Management and has been obligated for funding. I anticipate getting reimbursed at least $100,000. More than half of the damage to the tree farm was covered by insurance.

Rural Transportation Equity Grant

Marion County is submitting an application on the City's behalf to DLCD (Department of Land Conservation Development) for technical assistance in transportation planning and exploring transportation options when it comes to biking, walking and transit opportunities in Gervais. The goal of the program is that the options would align with grant opportunities in the future and put the City in a good position for eligibility should we apply.

Butteville Road Improvements

We learned from Marion County that the road improvements on Butteville in front of Amazon have just been permitted, and work will likely be starting next week.

Election Packets

We will be making election packets available at City Hall for those who are interested in running for a position on city council in November. Terms are ending at the end of this year for Mayor Gilland and Councilors Bartch and Harvey. Candidate filing deadline to be on the November ballot is generally towards the end of August.

North Marion County Tourism Kiosk

I was notified on May 4th that the tourism kiosk arrived in Woodburn. We do have it reserved to be in Gervais during the 4th of July festivities.

Follow-up Items from Budget Committee Meeting

- Mayor Gilland asked for me to provide the costs to update the master plans, which was done in 2019. Costs were as follows:

Water Master Plan	$ 49,445
Wastewater Master Plan	64,909
Storm Drain Master Plan	27,725
Project Management	11,839
Total	$ 153,918

- Budget Committee Member Laura Cliffton asked about a Charter Fund that she found referenced in the Municipal Code. Copied below is Chapter 3.04.060 of the City's code:

  3.04.060 - Charter amendment reserve fund.

  A. There is created a fund to be known as the "Charter Amendment Reserve Fund" into which all sums collected as budgeted for Charter amendment purposes shall be deposited and kept as a fund to be used for legal and all other expenses relating to the preparation and adoption of a new city Charter for the city, as directed by the city council.

  B. The prior uses of the funds specified in subsection A of this section by the city and its agents as city budget funds is ratified and confirmed.

  The current charter was on the ballot in 2012 and voted in by the electors of Gervais to take effect in 2013.

Time Off

I'm going to take time off June 14 – 24. I will plan on participating with the bike rodeo the evening of June 14th.

Gervais Police Department

592 4th Street, P.O. Box 329
Gervais, OR 97026-0329
Office 503-792-4575 ✱ Fax 503-792-4525 ✱ Dispatch 503-588-5032

June 2022 Council Report

Reporting period between April 1, 2022 through April 30, 2022	
Calls of service/CAD reports	294
Arrests	5
Traffic offenses	43
Traffic written warnings	37
Assist Agencies outside City limits	8
Assist Agencies inside City limits	17

- **Circus-** We provided an extra police presence with our staffing at the Circus. The event was very successful. We are very grateful to our partnership with the Gervais School District for their support of this event. The funds raised will help with the D.A.R.E., CERT and Bike Rodeo.

- **Sacred Heart Parochial School**- We are finishing up our D.A.R.E. lessons for the students. We will be holding our graduation in June. Date to be determined.

- **New officer training**- Officer Carlos Camacho and Officer Zane Rise have successfully completed their FTEP training and are on solo status. Officer Dryden has started Phase 1 of the Field Training and Evaluation Program (FTEP).

- **Pre-Academy training-** Aumsville, Silverton, Stayton and Gervais Police Departments held the very first two week training course for our new recruit officers. Officer Dryden attended this training to prepare her for beginning the Field Training and Evaluation Program (FTEP).

- **Bike Rodeo-** In partnership with the Gervais School District we will be holding a Bike Rodeo at the Elementary School on June 14, 2022 from 4pm-7pm.

- **City Hall Generator-** The Council will be reviewing a staff report at the June meeting.

Thank you for your support; it is our pleasure to serve the community.

- Mark J. Chase, Chief of Police.

CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Gervais Public Works Council Report
For the Month of May 2022

Tree Farm Update: As of this time zones 2,3,4 and five have been planted and the new irrigation system has been installed. ALM is continuing to install the remaining zones, at this time they are installing zones six and seven. With the weather starting to dry out work should be moving faster. There is still some logging to be completed at the southern end of the tree farm.

The city spring cleanup went well. The flower baskets are now on the street light poles. The new banners should be up by the end of the month. They needed to be sent back due to the opening was not large enough.

The city completed the annual tree swap with our sister city of Aumsville. That tree is slated to be planted in the Elm St. Park. The trees that were slated to be removed has been completed and the stumps are set to be ground. The chips from the trees will be used in the city's flower beds.

John Robinson
Public Works Superintendent