

# CITY OF AMITY

## AGENDA OF THE CITY COUNCIL

**June 5, 2019**

**City Hall  
109 Maddox Avenue  
Amity, Oregon**

### REGULAR SESSION

***CALL TO ORDER/FLAG SALUTE 7:00 p.m.***

***COUNCIL ROLL CALL:*** Robert Andrade, Ryan Lehman, Caralyn Miller, Nickolas Wilkinson and Mayor Michael Cape

- 1. CONSENT AGENDA:** *In order to make more efficient use of meeting time, resolutions, minutes, bills and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.*
  - a. Review of bills for May 2019
  - b. Minutes~ Town Hall Meeting April 17, 2019
- 2. CITIZEN COMMENTS/QUESTIONS** An opportunity to present items not on the regular agenda. Please state your name and address and limit your comments to five (5) minutes.
  - a. DIG Report
  - b. Tourism Committee Report
- 3. OLD BUSINESS:**
- 4. NEW BUSINESS:**
  - a. Recology Presentation by Walter Budzik
  - b. City Council Vacancy
  - c. Joshua Simonson Resignation
  - d. Grate/Sidewalk sections to be fixed on Trade St.
  - e. MWVCOG Planning Services Contract Renewal
  - f. Audit Contract & Discussion concerning June 30, 2019 Audit
  - g. Resolution for Issuance of a Water Revenue Bond-Resolution 2019-06
  - h. PUBLIC HEARING- Budget FY 2019-2020

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Administrator's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Natasha Johnson, City Recorder, at 503-835-3711*

- i. Resolution to reclassify Budget 2018-19 appropriations to match revised fund structure and chart of accounts - Resolution 2019-07
- j. Resolution to adopt modified accrual basis of accounting as of June 30, 2019 for budgeting and for books of accounts 2019-01
- k. 2019-2020 Budget Appropriations – Resolution 2019-02
- l. Election to Receive State Revenue Sharing- Resolution 2019-03
- m. Certifying the City meets all requirements to receive State Shared Revenue- Resolution 2019-04
- n. Volunteers' Worker's Compensation Coverage – Resolution 2019-05

**5. DEPARTMENT REPORTS**

- a. City Recorder Report by Natasha Johnson
- b. Public Works Report by Gary Mathis
- c. Law Enforcement Report by Sheriff's Office
- d. Library Report by Marcia Robbins
- e. City Engineer Billing Report
- f. City Attorney Report
- g. City Planner Report

**6. BUSINESS FROM THE MAYOR & CITY COUNCILORS**

- a. Mayor Report by Mayor Michael Cape
- b. Councilor Robert Andrade & Water & Sewer Committee
- c. Councilor Caralyn Miller Finance Committee and Community Engagement Committee
- d. Councilor Ryan Lehman & Police Committee
- e. Councilor Caralyn Miller & Community Engagement Committee
- f. Councilor Nickolas Wilkinson & Parks & Streets Committee
- g. Councilor Blank & Ordinance Committee

***ADJOURNMENT***



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:** Public Hearing: Budget  
**Date:** June 5, 2019  
**Origin:** Natasha Johnson  
**Action Requested:** Hold Public Hearing

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### **Background:**

Oregon Budget Law requires that the Council, like the budget committee, hold a public hearing to give the public opportunity to comment on how their tax dollars, including state revenue sharing, will be used.

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**Exhibits:** Notice of Public Hearing (LB1) and Approved Budget Details

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### **Staff recommends the following motion:**

Open the public hearing to receive comment on the proposed budget and state revenue sharing

Hear public testimony

Close the public hearing

**FORM LB-1****NOTICE OF BUDGET HEARING**

A public meeting of the Amity City Council will be held on June 5, 2019 at 7:00 pm at 109 Maddox Ave, Amity, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Amity Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 109 Maddox Ave, Amity, Oregon, between the hours of 9:00 a.m. and 4 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is different than the preceding year. The major changes and their effect on the budget are recognition of revenues earned but not received and expenses incurred but not paid as of June 30, 2019.

Contact: Natasha Johnson, Budget Officer

Telephone: (503) 835-3711

Email: njohnson@ci.amity.or.us

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	217,076	522,109	804,340
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,276,099	1,689,933	1,577,028
Federal, State and all Other Grants, Gifts, Allocations and Donations	166,054	158,601	209,400
Revenue from Bonds and Other Debt	165,057	6,510,190	1,859,500
Interfund Transfers / Internal Service Reimbursements	0	325,294	0
Current Year Property Taxes Estimated to be Received	269,005	272,000	285,000
<b>Total Resources</b>	<b>2,093,291</b>	<b>9,478,127</b>	<b>4,735,268</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	288,463	296,610	335,935
Materials and Services	950,292	1,222,710	1,150,987
Capital Outlay	114,521	6,603,900	1,792,785
Debt Service	217,906	220,980	223,799
Interfund Transfers	0	325,294	0
Contingencies	0	184,097	849,331
Unappropriated Ending Balance and Reserved for Future Expenditure	522,109	624,536	382,431
<b>Total Requirements</b>	<b>2,093,291</b>	<b>9,478,127</b>	<b>4,735,268</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
General Fund	485,303	583,360	633,941
FTE	8.75	9.75	6.50
Street Program	80,536	263,857	132,784.0
Water Program	549,279	7,035,427	2,212,696
Sewer Program	454,860	461,556	454,085.0
SDC	1,204	325,294	70,000
<b>Total Requirements</b>	<b>1,571,182</b>	<b>8,669,494</b>	<b>3,503,506</b>
<b>Total FTE</b>	<b>8.75</b>	<b>9.75</b>	<b>6.50</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

Significant changes in activities include contracting with Yamhill County Sheriff's Office for Public Safety Support. Water Project for Reservoir is carried over from 2018-19 to 2019-20. New City Administrator starts on July 1, 2019. Accounting system upgraded to QuickBooks Online version for improved productivity and better security of information. 26 funds were consolidated into 5 funds. All SDCs are in one fund with separate departments for each type of SDC. Migration from cash basis of accounting to be in compliance with existing loan agreements and generally accepted accounting principles. Shared expense allocations are simplified for better information and to simplify accounting tasks.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2017-18	Rate or Amount Imposed This Year 2018-19	Rate or Amount Approved Next Year 2019-20
Permanent Rate Levy (rate limit \$3.6105 per \$1,000)	\$3.6105 per \$1,000	\$3.6105 per \$1,000	\$3.6105 per \$1,000

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Borrowings	\$2,423,625	\$2,263,506
<b>Total</b>	<b>\$2,423,625</b>	<b>\$2,263,506</b>

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
<b>20 General</b>	<b>(9,533)</b>	<b>85,435</b>	<b>111,698</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Income</b>	<b>500,160</b>	<b>570,738</b>	<b>591,818</b>	<b>637,896</b>	<b>695,500</b>	<b>20,000</b>	<b>715,500</b>
<b>20 4000 General Fund Revenue</b>	<b>500,160</b>	<b>570,738</b>	<b>591,818</b>	<b>637,896</b>	<b>695,500</b>	<b>20,000</b>	<b>715,500</b>
<b>20 4005 Property Tax Revenue</b>	<b>255,521</b>	<b>269,005</b>	<b>277,972</b>	<b>272,000</b>	<b>285,000</b>		<b>285,000</b>
20 4006 Current Property Taxes	243,818	258,764	263,899	259,000	270,000		270,000
20 4007 Property Taxes Prior	11,702	10,241	14,073	13,000	15,000		15,000
<b>20 4010 State Revenue</b>	<b>48,928</b>	<b>55,669</b>	<b>41,954</b>	<b>51,101</b>	<b>58,300</b>		<b>58,300</b>
20 4011 State Revenue Sharing	22,305	27,468	15,865	20,000	24,000		24,000
20 4015 Liquor Tax	22,562	26,168	22,353	25,000	28,000		28,000
20 4016 Cigarette Taxes	4,061	2,033	1,355	1,985	2,200		2,200
20 4018 Marijuana Tax			2,381	4,116	4,100		4,100
<b>20 4030 Franchise Fees</b>	<b>80,770</b>	<b>114,567</b>	<b>128,393</b>	<b>130,195</b>	<b>132,200</b>		<b>132,200</b>
20 4031 Franchise Fee NW Natural Gas	8,971	10,348	9,937	9,000	9,000		9,000
20 4032 Franchise Fee Comcast	13,579	13,584	10,033	13,500	13,500		13,500
20 4033 Franchise Fee Recology	4,710	4,747	4,339	5,000	5,000		5,000
20 4035 Franchise Fees PGE	52,624	53,435	51,619	51,000	51,000		51,000
20 4036 Franchise Fee Wave			500	500	500		500
20 4037 Franchise Fee Telecom	887	953	1,470	900	900		900
28 4034 Franchise Fee Public Works		31,500	50,495	50,295	52,300		52,300
<b>20 4050 License</b>	<b>1,345</b>	<b>2,095</b>	<b>3,264</b>	<b>7,300</b>	<b>4,300</b>		<b>4,300</b>
20 4051 Business Licenses	1,345	2,095	595	1,300	1,300		1,300
20 4056 Dog Licensing			2,669	6,000	3,000		3,000
<b>20 4080 Other General Revenue</b>	<b>25,429</b>	<b>36,746</b>	<b>24,790</b>	<b>28,200</b>	<b>37,200</b>		<b>37,200</b>
11 4170 DLCD Grant (deleted)		1,000			-		-
20 4081 GBD Rental Income	8,400	9,170	8,500	10,200	11,200		11,200
20 4084 Miscellaneous Income General	14,719	23,310	4,311	14,000	14,500		14,500
20 4085 Interest Income General	2,310	3,266	11,979	4,000	11,500		11,500
<b>23 4060 Public Safety Revenue</b>	<b>24,412</b>	<b>21,455</b>	<b>67,800</b>	<b>84,000</b>	<b>101,100</b>		<b>101,100</b>
23 4262 Public Safety Fee			47,748	61,500	78,700		78,700
23 4265 Police Donations			454	500	400		400
23 4466 Municipal Court Fines	24,412	21,455	19,598	22,000	22,000		22,000
<b>25 4070 City Facilities Revenue</b>	<b>5,746</b>	<b>10,657</b>	<b>9,542</b>	<b>8,000</b>	<b>8,500</b>		<b>8,500</b>
25 4171 Park User Fees	200	1,500	1,142	1,000	1,000		1,000
25 4272 Library Donations & Fees		500	2,725	500	1,000		1,000
25 4377 Community Center Rentals			210	500	500		500
25 4576 Chemeketa Community College	4,496	7,746	4,465	5,000	5,000		5,000
25 4773 Grants Ready-to-read	1,050	911	1,000	1,000	1,000		1,000
<b>26 4600 City Development Revenue</b>	<b>43,278</b>	<b>44,834</b>	<b>32,254</b>	<b>49,600</b>	<b>61,800</b>		<b>61,800</b>
26 4630 Community Dev Donations			500	1,100	500		500
26 4750 Building Permits	39,915	33,812	9,352	40,000	40,000		40,000
26 4870 Planning Fees	3,363	11,022	22,402	8,500	21,300		21,300

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
<b>20 4800 General Grant &amp; Debt Proceeds</b>	<b>9,732</b>	<b>8,803</b>			-		-
20 4801 Park Project Grant Capital	9,732	8,803			-		-
<b>27 4000 Tourism</b>	<b>5,000</b>	<b>6,908</b>	<b>5,850</b>	<b>7,500</b>	<b>7,100</b>	<b>20,000</b>	<b>27,100</b>
27 4001 Transient Lodging Tax	5,000	6,908	5,850	7,500	7,100		7,100
27 4800 Travel Oregon Grant						20,000	20,000
<b>2 Expense</b>	<b>(509,693)</b>	<b>(485,303)</b>	<b>(480,121)</b>	<b>(583,360)</b>	<b>(608,641)</b>	<b>(25,300)</b>	<b>(633,941)</b>
<b>20 5000 General Operations</b>	<b>(509,693)</b>	<b>(485,303)</b>	<b>(480,121)</b>	<b>(583,360)</b>	<b>(608,641)</b>	<b>(25,300)</b>	<b>(633,941)</b>
<b>20 5001 Administration Expense</b>	<b>(243,574)</b>	<b>(179,411)</b>	<b>(157,000)</b>	<b>(190,737)</b>	<b>(210,543)</b>		<b>(210,543)</b>
20 5010 Adm Shared Payroll Expense	(187,473)	(196,438)	(86,017)	(117,596)	(131,438)		(131,438)
20 6100 Adm Shared Expense	(38,194)	43,556	(39,859)	(45,331)	(42,265)		(42,265)
20 6150 Adm Advertising/Public Relation	(946)	(1,774)	(5,158)	(1,000)	(1,000)		(1,000)
20 6154 Adm Maintenance/Grounds	(2,170)	(6,186)	(2,879)	(3,440)	(3,440)		(3,440)
20 6156 Adm Utilities	(4,127)	(4,572)	(3,811)	(4,000)	(4,000)		(4,000)
20 6157 Adm Technology Services	(2,007)	(2,576)	(2,775)	(6,700)	(6,700)		(6,700)
20 6161 Adm Rental Expense 407 S Trade					(2,000)		(2,000)
20 6170 Adm Conferences & Training	(1,370)	(1,437)	(2,688)	(2,000)	(6,000)		(6,000)
20 6172 Adm Council Expense					(2,000)		(2,000)
20 6172 Adm Travel & Meals	(1,384)	(2,185)	(3,647)	(4,000)	-		-
20 6174 Adm Donations	-	-	(102)	(670)	(1,000)		(1,000)
20 6175 Adm Contract Services	(2,751)	(2,989)	(8,168)	(3,300)	(8,000)		(8,000)
20 6199 Adm Miscellaneous Expenses	(3,152)	(4,811)	(1,897)	(2,700)	(2,700)		(2,700)
<b>23 5000 Police Services</b>	<b>(152,252)</b>	<b>(181,050)</b>	<b>(228,251)</b>	<b>(251,685)</b>	<b>(270,786)</b>		<b>(270,786)</b>
13 6100 Plc BVP Grant (deleted)	(1,911)	(1,001)	-	-	-		-
23 5004 Police Compensation	(115,442)	(115,585)	(73,922)	(76,212)	-		-
23 6004 Ps Yamhill Deputy Contract	-	-	(117,186)	(136,717)	(250,780)		(250,780)
23 6005 Ps YCOM Dispatch Service	(18,094)	(18,655)	(16,043)	(19,251)	(20,006)		(20,006)
23 6235 Ps Supplies	(1,229)	(4,097)	(1,380)	(1,352)	-		-
23 6240 Ps Uniforms	(675)	(3,307)	(92)	(92)	-		-
23 6250 Ps Gas/Oil/Grease	(5,107)	(7,037)	(3,034)	(3,100)	-		-
23 6255 Ps Vehicle Maintenance	(3,017)	(4,679)	(1,684)	(863)	-		-
23 6256 Ps Utilities	(2,993)	(2,673)	(10,473)	(9,993)	-		-
23 6260 Ps Weapons/Ammo	(1,240)	(843)	(400)	(400)	-		-
23 6270 Ps Conferences/Training	(799)	(1,505)	(187)	(187)	-		-
23 6272 Ps Travel & Meals	(753)	-	-	-	-		-
23 6275 Ps PORAC Insurance	-	-	(158)	(158)	-		-
23 6276 Ps Prisoner Cost	-	-	(279)	-	-		-
23 6277 Ps Hiring Expenses	-	-	(1,487)	(420)	-		-
23 6285 Ps Animal Control	-	-	(330)	(330)	-		-
23 6290 Ps Vaccinations	-	-	(290)	(1,350)	-		-
23 6295 Ps Investigation Services	-	-	(260)	(260)	-		-
23 6299 Ps Miscellaneous	(991)	(2,308)	(1,048)	(1,000)	-		-
23 7130 Ps Equip Reserve Expense	-	(19,360)	-	-	-		-
<b>23 6000 Court Expense</b>	<b>(8,784)</b>	<b>(9,608)</b>	<b>(7,186)</b>	<b>(9,680)</b>	<b>(9,680)</b>		<b>(9,680)</b>
23 6345 Court Interpreter	(440)	(480)	(360)	(480)	(480)		(480)

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
23 6350 Court Judge	(2,464)	(2,688)	(2,240)	(2,700)	(2,700)		(2,700)
23 6355 Court State/Cnty Assessments	(5,405)	(6,265)	(4,271)	(6,000)	(6,000)		(6,000)
23 6410 Court Refunds	(475)	(175)	(315)	(500)	(500)		(500)
<b>25 5100 Park Expense</b>	<b>(28,547)</b>	<b>(26,609)</b>	<b>(26,520)</b>	<b>(30,371)</b>	<b>(40,868)</b>		<b>(40,868)</b>
25 5001 Parks Pub Works Payroll	(16,091)	(14,051)	(19,908)	(21,796)	(24,968)		(24,968)
25 6110 Prk Rental Refunds	(100)	(1,200)	(900)	(600)	(1,200)		(1,200)
25 6125 Prk Maintenance & Repairs	(8,895)	(8,710)	(1,826)	(2,000)	(2,300)		(2,300)
25 6130 Prk Miscellaneous Labor	(1,000)	-	(200)	(1,200)	(1,000)		(1,000)
25 6135 Prk Utilities	(2,461)	(2,404)	(3,601)	(4,675)	(4,800)		(4,800)
25 6190 Prk Miscellaneous Expenses	-	(243)	(85)	(100)	(100)		(100)
25 6295 Prk Equipmenet					(6,500)		(6,500)
<b>25 5200 Library Expense</b>	<b>(22,769)</b>	<b>(22,182)</b>	<b>(16,424)</b>	<b>(23,897)</b>	<b>(28,179)</b>		<b>(28,179)</b>
25 5201 Library Compensation	(16,109)	(18,343)	(13,218)	(18,997)	(19,379)		(19,379)
25 6220 Lbr Travel/Meals	(76)	-	-	(100)	-		-
25 6225 Lbr Maintenance & Repairs	(776)	(411)	-	(1,000)	(1,300)		(1,300)
25 6235 Lbr Utilities	(2,595)	(2,473)	(2,236)	(2,500)	-		-
25 6260 Lbr Materials	(669)	(343)	(635)	(500)	(1,000)		(1,000)
25 6290 Lbr Miscellaneous Expenses	(2,515)	(473)	(319)	(500)	(500)		(500)
25 6295 Lbr Equipment & Maintenance	(30)	(139)	(16)	(300)	(6,000)		(6,000)
<b>26 6000 Community Development Expense</b>	<b>(11,676)</b>	<b>(26,842)</b>	<b>(27,643)</b>	<b>(24,000)</b>	<b>(27,200)</b>		<b>(27,200)</b>
26 6300 Com Dev Planner	(8,634)	(11,598)	(10,720)	(9,000)	(9,000)		(9,000)
26 6301 Com Dev City-Wide Clean-Up	(585)	(377)	-	(500)	(500)		(500)
26 6302 Com Dev Community Projects	(1,696)	(1,188)	(583)	(3,000)	(1,500)		(1,500)
26 6303 Com DevEngineer Consulting	-	(12,801)	(15,338)	(10,000)	(15,000)		(15,000)
26 6310 Com Dev Printing/Copying/Adv	(762)	(877)	(202)	(400)	(400)		(400)
26 6365 Com Dev Donations	-	-	(800)	(1,100)	(800)		(800)
<b>26 6700 Building Expenses</b>	<b>(34,351)</b>	<b>(26,161)</b>	<b>(450)</b>	<b>(37,500)</b>	<b>(1,100)</b>		<b>(1,100)</b>
26 6780 Building Inspector	(30,959)	(23,454)	(450)	(32,000)	(1,000)		(1,000)
26 6785 Bldg Engineer Consulting	-	(36)	-	(2,000)	(100)		(100)
26 6795 Bldg Permits and Surcharges	(3,392)	(2,672)	-	(3,500)	-		-
<b>28 8000 General Debt Service</b>	<b>(7,740)</b>	<b>(13,440)</b>	<b>(7,745)</b>	<b>(10,490)</b>	<b>(15,285)</b>		<b>(15,285)</b>
28 7810 General Principal 407 S Trade	(4,790)	(5,000)	(5,000)	(5,000)	(10,000)		(10,000)
28 7812 General Interest 407 S Trade	(2,950)	(8,440)	(2,745)	(5,490)	(5,285)		(5,285)
<b>29 5001 Admin Shared Payroll</b>	<b>(0)</b>	<b>(0)</b>	<b>(8,878)</b>	<b>-</b>	<b>-</b>		<b>-</b>
29 5005 Admin Payroll	(340,860)	(357,159)	(134,107)	(161,471)	(167,440)		(167,440)
29 5006 Admin Payroll Tax	-	-	(4,965)	(12,585)	(13,130)		(13,130)
29 5007 Admin PERS	-	-	(5,746)	(6,491)	(13,428)		(13,428)
29 5008 Admin Benefits	-	-	(13,694)	(30,444)	(42,480)		(42,480)
29 5009 Admin Workers Comp	-	-	(2,467)	(2,820)	(2,500)		(2,500)
29 5099 Admin Allocated Payroll	340,860	357,159	152,101	213,811	238,978		238,978
<b>29 5404 Pub Works Shared Payroll</b>	<b>(0)</b>	<b>(1)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
29 5405 Pub Works Payroll	(146,284)	(127,741)	(113,357)	(140,855)	(149,780)		(149,780)
29 5406 Pub Works Payroll Tax	-	-	(12,636)	(10,423)	(10,714)		(10,714)

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
29 5407 Pub Works PERS	-	-	(16,115)	(5,368)	(12,810)		(12,810)
29 5408 Pub Works Benefits	-	-	(45,935)	(30,264)	(42,480)		(42,480)
29 5409 Pub Works Workers Comp	-	-	(11,038)	(12,000)	(11,200)		(11,200)
29 5499 Pub Works Allocated Payroll	146,284	127,740	199,080	198,910	226,984		226,984
<b>29 6100 Shared Expense</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
29 6105 Shared Postage	(30)	(15)	(545)	(745)	(745)		(745)
29 6110 Shared Organizational Dues	(4,110)	(6,003)	(6,812)	(5,850)	(7,000)		(7,000)
29 6115 Shared Telephone	(2,831)	(2,785)	(2,422)	(3,000)	(3,000)		(3,000)
29 6135 Shared Office Supplies	(6,408)	(9,618)	(4,285)	(6,056)	(8,000)		(8,000)
29 6136 Shared Office Equipment	(1,981)	(3,438)	(1,928)	(4,000)	(4,000)		(4,000)
29 6155 Shared Attorney	(2,963)	(4,335)	(810)	(5,000)	(5,000)		(5,000)
29 6160 Shared Audit	(13,250)	(13,550)	(13,750)	(13,000)	(13,000)		(13,000)
29 6185 Shared Business Insurance	(34,815)	(35,964)	(38,731)	(36,100)	(36,100)		(36,100)
29 6199 Shared Expense Allocated	66,388	75,708	69,283	73,751	76,845		76,845
<b>27 6700 Travel Promotion Expense</b>	<b>-</b>	<b>-</b>	<b>(24)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(25,300)</b>	<b>(30,300)</b>
27 6710 TLT Project	-	-	(24)	(5,000)	(5,000)	(25,000)	(30,000)
27 6750 Historic Preservation	-	-	-	-	-	(300)	(300)
<b>4 Beg Fund Balance</b>				<b>114,445</b>	<b>164,688</b>		<b>164,688</b>
General Fund				57,752	160,203		160,203
General Fund, 911				428	-		-
General Fund, Building				22,865	-		-
General Fund, Debt				6,231	-		-
General Fund, Police Equipment				22,333	-		-
General Fund, Tourism				4,836	4,485		4,485
<b>5 Ending Fund Balance</b>				<b>(168,981)</b>	<b>(251,547)</b>	<b>5,300</b>	<b>(246,247)</b>
General Fund, Library				(500)	-		-
General Fund, 911					-		-
General Fund, Building				(3,000)	-		-
General Fund, Contingency				(83,957)	(239,962)		(239,962)
General Fund, Debt				(5,951)	-	5,300	5,300
General Fund, Parks				(3,000)	-		-
General Fund, Police				(16,693)	-		-
General Fund, Tourism				(4,485)	(11,585)		(11,585)
General Fund, Unrestricted				(51,395)	-		-
<b>30 Street</b>	<b>35,114</b>	<b>41,427</b>	<b>(34,982)</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>1 Income</b>	<b>115,590</b>	<b>121,963</b>	<b>208,199</b>	<b>218,200</b>	<b>143,000</b>		<b>143,000</b>
30 4000 Street Fund Revenue	115,590	121,963	208,199	218,200	143,000		143,000
30 4340 Str Maintenance Fee	18,237	18,486	15,348	18,000	19,000		19,000
30 4360 Str State Gas Tax	97,072	103,477	93,052	100,000	124,000		124,000



Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
30 4384 Str Misc Income	280			200	-		-
30 4770 Str SCA Grant			99,800	100,000	-		-
<b>2 Expense</b>	<b>(80,476)</b>	<b>(80,536)</b>	<b>(243,182)</b>	<b>(263,857)</b>	<b>(132,784)</b>		<b>(132,784)</b>
30 5000 Street Fund Expenditures	(80,476)	(80,536)	(243,182)	(263,857)	(132,784)		(132,784)
30 5001 Street Pub Works Payroll	(27,794)	(24,271)	(37,825)	(36,811)	(43,127)		(43,127)
30 5010 Street Admin Payroll	(23,860)	(25,001)	(10,647)	(14,996)	(16,728)		(16,728)
30 6100 Street Admin Expense	(4,464)	(5,091)	(4,659)	(4,500)	(5,379)		(5,379)
30 6200 Street Operating Expense	(24,358)	(26,173)	(75,740)	(107,550)	(67,550)		(67,550)
30 6175 Str Contract Services	(925)	(3,027)	(3,510)	(2,500)	(4,000)		(4,000)
30 6180 Str Engineer	(640)	(2,165)	(8,790)	(4,000)	(4,000)		(4,000)
30 6190 Str Miscellaneous	(432)	(342)	(383)	(500)	(500)		(500)
30 6235 Str Supplies	(345)	(237)	(27)	(250)	(250)		(250)
30 6244 Str Equipment Maintenance	(1,303)	(1,621)	(1,769)	(2,300)	(2,300)		(2,300)
30 6255 Str Vehicle Maintenance (deleted)	(85)	-	-	-	-		-
30 6325 Str Maintenance & Repairs	(10,674)	(7,596)	(52,199)	(85,000)	(45,000)		(45,000)
30 6335 Str Utilities/Street Lighting	(9,827)	(10,987)	(9,063)	(11,000)	(11,000)		(11,000)
30 6390 Str Tools	(126)	(196)	-	(2,000)	(500)		(500)
<b>30 7000 Street Grant Expense</b>	<b>-</b>	<b>-</b>	<b>(114,310)</b>	<b>(100,000)</b>	<b>-</b>		<b>-</b>
30 7410 Str SCA Infrastructure Grant Expense	-	-	(114,310)	(100,000)	-		-
<b>4 Beg Fund Balance</b>				<b>94,126</b>	<b>48,469</b>		<b>48,469</b>
Street Fund				65,947	48,469		48,469
Street Fund, Reserve				27,179	-		-
Street Fund, Sidewalk				1,000	-		-
<b>5 Ending Fund Balance</b>				<b>(48,469)</b>	<b>(58,685)</b>		<b>(58,685)</b>
Street Fund, Contingency				(31,698)	(58,685)		(58,685)
Street Fund, Reserve				(4,806)	-		-
Street Fund, Sidewalk				(2,000)	-		-
Street Fund, Unrestricted				(9,965)	-		-
<b>40 Water</b>	<b>(15,940)</b>	<b>82,841</b>	<b>51,178</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Income</b>	<b>562,710</b>	<b>632,119</b>	<b>501,866</b>	<b>7,040,690</b>	<b>2,368,900</b>		<b>2,368,900</b>
40 4001 Water Fund Revenue	562,710	632,119	501,866	7,040,690	2,368,900		2,368,900
40 4440 Wtr Fees	383,815	468,707	409,317	520,000	504,900		504,900
40 4450 Wtr Line Replacement Fee	10,192	10,278	8,724	10,000	10,500		10,500
40 4460 Wtr Deposits	5,773	6,419	2,489	7,000	3,000		3,000
40 4484 Wtr Miscellaneous Income	2,100	810	165	2,500	-		-
40 4770 SIPP Grant GIS Revenue			6,000	20,000	13,000		13,000
40 4800 Wtr Grant & Debt Proceeds	160,830	145,906	75,170	6,481,190	1,837,500		1,837,500
40 4802 Wtr Capital Project Proceeds	476			2,141,853	-		-
40 4885 Wtr Cap Prj CDBG	160,354	121,743	75,170	1,837,499	1,837,500		1,837,500

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
40 5000 Wtr Cap Prj USAD-RUS				1,947,838	-		-
40 8010 Wtr SDWRLF		24,163		554,000	-		-
				-	-		-
<b>2 Expense</b>	<b>(578,650)</b>	<b>(549,279)</b>	<b>(450,688)</b>	<b>(7,035,427)</b>	<b>(2,192,696)</b>	<b>(20,000)</b>	<b>(2,212,696)</b>
<b>40 5000 Water Fund Expenditures</b>	<b>(578,650)</b>	<b>(549,279)</b>	<b>(450,688)</b>	<b>(7,035,427)</b>	<b>(2,192,696)</b>	<b>(20,000)</b>	<b>(2,212,696)</b>
40 5001 Water Pub Works Payroll	(65,828)	(57,483)	(75,650)	(75,260)	(102,143)		(102,143)
40 5010 Water Admin Payroll	(85,215)	(89,290)	(33,462)	(47,067)	(59,745)		(59,745)
40 6100 Water Admin Expense	(15,238)	(17,377)	(15,902)	(15,360)	(19,211)		(19,211)
<b>40 6200 Water Operating Expense</b>	<b>(131,813)</b>	<b>(231,046)</b>	<b>(154,619)</b>	<b>(231,328)</b>	<b>(188,095)</b>		<b>(188,095)</b>
40 6150 Wtr Advertising	-	-	(69)	(300)	(100)		(100)
40 6155 Wtr Attorney	-	-	(45)	(500)	-		-
40 6162 Wtr Franchise Fee	-	(16,500)	(26,000)	(26,000)	(25,245)		(25,245)
40 6165 Wtr Building Maintenance	-	(478)	(600)	(1,000)	(800)		(800)
40 6170 Wtr Conferences & Training	(712)	(775)	(1,219)	(2,500)	(2,500)		(2,500)
40 6175 Wtr Contract Services	(5,738)	(14,413)	(8,378)	(7,500)	(9,700)		(9,700)
40 6180 Wtr Engineer	-	(5,938)	(9,210)	(7,500)	(6,200)		(6,200)
40 6190 Wtr Miscellaneous	(324)	(1,180)	(432)	(1,000)	(600)		(600)
40 6195 Wtr Meter Reading	-	-	(2,933)	(3,840)	(4,100)		(4,100)
40 6215 Wtr Telephone	(3,198)	(3,060)	(2,677)	(3,200)	(3,200)		(3,200)
40 6235 Wtr Supplies	(1,109)	(2,914)	(674)	(2,000)	(1,000)		(1,000)
40 6238 Wtr Chemicals	(18,492)	(28,633)	(22,912)	(24,000)	(27,500)		(27,500)
40 6240 Wtr Safety Equipment/Clothing	(1,291)	(509)	(448)	(850)	(750)		(750)
40 6244 Wtr Equipment Maintenance	(2,569)	(514)	(1,261)	(4,000)	(4,000)		(4,000)
40 6255 Wtr Vehicle Expense	(8,673)	(4,325)	(2,840)	(5,500)	(4,000)		(4,000)
40 6305 Wtr Utility Postage	(2,016)	(2,110)	(2,241)	(2,100)	(3,000)		(3,000)
40 6325 Wtr Maintenance & Repairs	(38,947)	(106,066)	(33,727)	(65,500)	(45,000)		(45,000)
40 6335 Wtr Utilities	(26,014)	(29,697)	(25,849)	(29,000)	(31,000)		(31,000)
40 6340 Wtr Meter Replacement	-	-	(1,467)	(30,000)	(2,000)		(2,000)
40 6390 Wtr Tools	(322)	(557)	(804)	(1,000)	(1,100)		(1,100)
40 6405 Wtr Analysis	(3,640)	(3,522)	(2,354)	(3,000)	(3,100)		(3,100)
40 6410 Wtr Deposit Refunds	(2,435)	(1,904)	(800)	(2,500)	(900)		(900)
40 6415 Wtr Licenses/Permits/Certificate	(1,543)	(316)	(4,289)	(2,000)	(5,700)		(5,700)
40 6435 Wtr Computer Maint	-	(4,094)	(443)	(3,000)	(3,000)		(3,000)
40 7091 Wtr Tools & Equipment	(14,791)	(3,540)	(2,948)	(3,538)	(3,600)		(3,600)
<b>40 7000 Water Grant Expense</b>	<b>-</b>	<b>-</b>	<b>(7,085)</b>	<b>(20,000)</b>	<b>(13,000)</b>		<b>(13,000)</b>
40 7445 SIPP Grant GIS Expense	-	-	(7,085)	(20,000)	(13,000)		(13,000)
<b>40 8100 Water Capital Outlay</b>	<b>(227,554)</b>	<b>(101,081)</b>	<b>(110,967)</b>	<b>(4,645,572)</b>	<b>(1,757,500)</b>	<b>(20,000)</b>	<b>(1,777,500)</b>
25 7060 OECDD Water/System Improvements	(227,554)	(75,637)	(26,133)	(1,837,499)	-		-
25 7510 Cap Proj SDWRLF	-	(25,444)	(23,078)	(554,000)	-		-
25 7515 Wtrline Repl/Resv Imprv	-	-	(19,611)	(150,907)	-		-
40 7060 Wtr Improvements	-	-	(42,146)	(2,103,166)	(1,757,500)		(1,757,500)
40 7001 Wtr Vehicle Acquisition	-	-	-	-	-	(20,000)	(20,000)
<b>40 8500 Water Debt Service</b>	<b>(53,002)</b>	<b>(53,002)</b>	<b>(53,002)</b>	<b>(2,000,840)</b>	<b>(53,002)</b>		<b>(53,002)</b>
45 7235 Wbd OECDD Safe Drkg Water Pmt	(44,754)	(45,201)	(45,653)	(45,653)	(46,110)		(46,110)

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
45 7335 Wbd OECDD Safe Drkg Water Int	(8,248)	(7,801)	(7,349)	(7,349)	(6,892)		(6,892)
USDARUS Interim				(1,947,838)	-		-
<b>3 Transfer In</b>				<b>119,954</b>	<b>-</b>		<b>-</b>
Transfer to Water from Water SDC				119,954	-		-
<b>4 Beg Fund Balance</b>				<b>99,189</b>	<b>224,406</b>		<b>224,406</b>
Water Fund				(11,428)	224,406		224,406
Water Fund, Debt				69,386	-		-
Water Fund, Waterline				41,231	-		-
<b>5 Ending Fund Balance</b>				<b>(224,406)</b>	<b>(400,610)</b>	<b>20,000</b>	<b>(380,610)</b>
Water Fund, Capital				(13,263)	-		-
Water Fund, Contingency				(67,073)	(400,610)	20,000	(380,610)
Water Fund, Debt				(32,328)	-		-
Water Fund, Unrestricted				(111,742)	-		-
Water Fund, Waterline				-	-		-
<b>50 Sewer</b>	<b>43,147</b>	<b>(8,385)</b>	<b>(28,646)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Income</b>	<b>437,522</b>	<b>446,475</b>	<b>380,269</b>	<b>497,810</b>	<b>467,400</b>		<b>467,400</b>
50 4001 Sewer Fund Revenue	437,522	446,475	380,269	497,810	467,400		467,400
50 4450 Swr User Fees	426,514	439,175	375,629	489,890	461,700		461,700
50 4460 Swr Deposits	6,165	7,044	2,720	6,000	3,200		3,200
50 4584 Swr Miscellaneous Income	4,843	256	1,920	1,920	2,500		2,500
<b>2 Expense</b>	<b>(394,375)</b>	<b>(454,860)</b>	<b>(408,914)</b>	<b>(461,556)</b>	<b>(444,085)</b>	<b>(10,000)</b>	<b>(454,085)</b>
50 5000 Sewer Fund Expenditures	(394,375)	(454,860)	(408,914)	(461,556)	(444,085)	(10,000)	(454,085)
50 5001 Sewer Pub Works Payroll	(36,571)	(31,935)	(65,696)	(65,043)	(56,746)		(56,746)
50 5010 Sewer Admin Payroll	(44,312)	(46,431)	(24,336)	(34,152)	(31,067)		(31,067)
50 6100 Sewer Admin Expense	(8,492)	(9,684)	(8,863)	(8,560)	(9,990)		(9,990)
50 6200 Sewer Operations	(138,172)	(201,906)	(142,060)	(185,823)	(175,485)	(10,000)	(185,485)
50 6155 Swr Attorney	-	-	(45)	-	-		-
50 6162 Swr Franchise Fee	-	(15,000)	(24,495)	(24,495)	(23,085)		(23,085)
50 6165 Swr Building Maintenance	(140)	(916)	(186)	(500)	(500)		(500)
50 6170 Swr Conferences & Training	(433)	-	(1,080)	(2,500)	(2,500)		(2,500)
50 6175 Swr Contract Services	(13,417)	(6,810)	(5,292)	(8,000)	(6,000)		(6,000)
50 6180 Swr Engineer	-	(10,624)	(840)	(7,500)	(1,000)		(1,000)
50 6190 Swr Miscellaneous	(1,404)	(783)	(943)	(500)	(500)		(500)
50 6195 Swr Meter Reading	-	-	(2,933)	(3,840)	(4,100)		(4,100)
50 6215 Swr Telephone	(3,934)	(3,910)	(3,440)	(4,000)	(4,100)		(4,100)
50 6235 Swr Supplies	(2,043)	(433)	(585)	(1,500)	(1,500)		(1,500)
50 6238 Swr Chemicals	(18,919)	(21,014)	(10,883)	(20,000)	(14,500)		(14,500)
50 6240 Swr Uniforms/Safety Equipment	(1,291)	(740)	(460)	(850)	(700)		(700)
50 6244 Swr Equipment Maintenance	(2,314)	(2,939)	(2,080)	(2,000)	(3,000)		(3,000)

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
50 6255 Swr Vehicle Maintenance	(11,897)	(6,808)	(5,066)	(8,038)	(6,500)		(6,500)
50 6305 Swr Utility Postage	(2,016)	(2,108)	(2,118)	(2,100)	(2,800)		(2,800)
50 6325 Swr Maintenance & Repairs	(17,327)	(74,520)	(32,718)	(40,000)	(43,000)		(43,000)
50 6335 Swr Utilities	(48,620)	(48,108)	(41,007)	(50,000)	(50,000)		(50,000)
50 6390 SwrTools	(284)	(1,012)	(62)	(1,000)	(1,000)		(1,000)
50 6405 Swr Analysis	(3,485)	(3,355)	(3,552)	(3,500)	(4,300)		(4,300)
50 6410 Swr Deposit Refund	(2,600)	(2,088)	(832)	(2,500)	(900)		(900)
50 6415 Swr Licenses/Permits/Certificate	(2,798)	(717)	(3,393)	(2,000)	(4,500)		(4,500)
50 6470 Swr Computer/Software Maint	-	(21)	(50)	(1,000)	(1,000)		(1,000)
50 7045 Swr Shop Compressor/Tools (deleted)	(5,250)	-	-	-	-		-
50 7100 Swr Vehicle Acquisition	-	-	-	-	-	(10,000)	(10,000)
<b>50 8000 Sewer Debt Service</b>	<b>(166,828)</b>	<b>(164,904)</b>	<b>(167,959)</b>	<b>(167,978)</b>	<b>(170,797)</b>		<b>(170,797)</b>
55 7245 Swr Bnd OECDD Loan (G03001)	(95,000)	(95,000)	(100,000)	(100,000)	(105,000)		(105,000)
55 7335 IFA Loan Y10001	(16,506)	(17,019)	(17,549)	(17,549)	(18,098)		(18,098)
55 7340 Sbd Interest	(18,960)	(18,447)	(17,916)	(17,916)	(17,368)		(17,368)
55 7345 Swr Bnd OECDD Loan (G03001) Int	(36,363)	(31,693)	(32,493)	(32,513)	(30,331)		(30,331)
55 7350 SBD OECDD Interest Pmt (deleted)	-	(2,745)	-	-	-		-
<b>3 Transfer In</b>				<b>205,340</b>	<b>-</b>		<b>-</b>
Transfer to Sewer from Sewer SDC Imprv				<b>39,357</b>	<b>-</b>		<b>-</b>
Transfer to Sewer from Sewer SDC Reimb				<b>165,983</b>	<b>-</b>		<b>-</b>
<b>4 Beg Fund Balance</b>				<b>(84,835)</b>	<b>156,759</b>		<b>156,759</b>
Sewer Fund				<b>(86,247)</b>	<b>156,759</b>		<b>156,759</b>
Sewer Fund, Debt				<b>1,412</b>	<b>-</b>		<b>-</b>
<b>5 Ending Fund Balance</b>				<b>(156,759)</b>	<b>(180,074)</b>	<b>10,000</b>	<b>(170,074)</b>
Sewer Fund, Contingency				<b>(1,369)</b>	<b>(180,074)</b>	<b>10,000</b>	<b>(170,074)</b>
Sewer Fund, Debt					<b>-</b>		
Sewer Fund, Unrestricted				<b>(155,390)</b>	<b>-</b>		<b>-</b>
<b>70 SDC</b>	<b>10,072</b>	<b>103,716</b>	<b>296,552</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>1 Income</b>	<b>94,380</b>	<b>104,920</b>	<b>296,552</b>	<b>236,128</b>	<b>236,128</b>		<b>236,128</b>
<u>70 4001 Governmental SDC Revenue</u>	<b>28,235</b>	<b>37,810</b>	<b>159,887</b>	<b>90,352</b>	<b>90,352</b>		<b>90,352</b>
71 4000 Park SDC Revenue	<b>6,715</b>	<b>9,401</b>	<b>41,633</b>	<b>21,488</b>	<b>21,488</b>		<b>21,488</b>
72 4000 Storm SDC Revenue	<b>5,090</b>	<b>5,407</b>	<b>16,388</b>	<b>16,288</b>	<b>16,288</b>		<b>16,288</b>
73 4000 Street SDC Revenue	<b>16,430</b>	<b>23,002</b>	<b>101,866</b>	<b>52,576</b>	<b>52,576</b>		<b>52,576</b>
<u>74 4000 Enterprise SDC Revenue</u>	<b>66,145</b>	<b>67,110</b>	<b>136,665</b>	<b>145,776</b>	<b>145,776</b>		<b>145,776</b>
74 4001 Water SDC Revenue	<b>28,330</b>	<b>26,664</b>	<b>49,995</b>	<b>53,328</b>	<b>53,328</b>		<b>53,328</b>
75 4000 Sewer SDC Revenue	<b>37,815</b>	<b>40,446</b>	<b>86,670</b>	<b>92,448</b>	<b>92,448</b>		<b>92,448</b>
<b>2 Expense</b>	<b>(84,308)</b>	<b>(1,204)</b>	<b>-</b>	<b>-</b>	<b>(70,000)</b>		<b>(70,000)</b>
<u>70 5000 Governmental SDC Expense</u>	<b>(35,423)</b>	<b>(1,204)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
71 5000 Park SDC Expense	<b>(12,737)</b>	<b>(1,204)</b>		<b>-</b>	<b>-</b>		<b>-</b>

Proposed Budget	FY17 Actual	FY18 Actual	FY19 YTD May 1	FY19 Budget	FY20 Proposed, Revised	Additions	FY20 Approved
72 5000 Storm SDC Expense	(4,571)	-	-	-	-		-
73 5000 Street SDC Expense	(18,115)	-	-	-	-		-
<b>74 5000 Enterprise SDC Expense</b>	<b>(48,886)</b>	-	-	-	<b>(70,000)</b>		<b>(70,000)</b>
75 5000 Sewer SDC Expense	(48,886)	-	-	-	(70,000)		(70,000)
75 5000 Sewer SDC Expense	(48,886)	-	-	-	(70,000)		(70,000)
<b>3 Transfer Out</b>				<b>(325,294)</b>	-		-
Transfer from Sewer SDC Imprv to Sewer				(39,357)	-		-
Transfer from Sewer SDC Reimb to Sewer				(165,983)	-		-
Transfer from Water SDC to Water				(119,954)	-		-
<b>4 Beg Fund Balance</b>				<b>299,184</b>	<b>210,018</b>		<b>210,018</b>
<b>70 4001 Governmental SDC Revenue</b>				<b>103,416</b>	<b>199,414</b>		199,414
Parks SDC				34,459	57,290		57,290
Storm SDC				15,870	33,175		33,175
Street SDC				53,087	108,949		108,949
<b>74 4000 Enterprise SDC Revenue</b>				<b>195,768</b>	<b>10,604</b>		10,604
Prior Year SDC					(11,422)		(11,422)
Sewer SDC				107,114	-		-
Water SDC				88,654	22,026		22,026
<b>5 Ending Fund Balance</b>				<b>(210,018)</b>	<b>(376,146)</b>		<b>(376,146)</b>
<b>70 5000 Governmental SDC Expense</b>				<b>(199,414)</b>	<b>(289,766)</b>		(289,766)
Parks SDC				(57,290)	(78,778)		(78,778)
Storm SDC				(33,175)	(49,463)		(49,463)
Street SDC				(108,949)	(161,525)		(161,525)
<b>74 5000 Enterprise SDC Expense</b>				<b>(10,604)</b>	<b>(86,380)</b>		(86,380)
Prior Year SDC				11,422	11,422		11,422
Sewer SDC				-	(22,448)		(22,448)
Water SDC				(22,026)	(75,354)		(75,354)
<b>Grand Total</b>	<b>62,860</b>	<b>305,033</b>	<b>395,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:**

Resolution to reclassify Budget 2018-19 appropriations to match revised fund structure and chart of accounts – Resolution 2019-07

**Date:**

June 5, 2019

**Origin:**

Natasha Johnson, City Recorder

**Action Requested:**

Adopt Resolution 2019-07

---

**Background:**

A RESOLUTION AMENDING THE 2018-19 FISCAL YEAR BUDGET FOR THE CITY OF AMITY.

**BE IT RESOLVED** that the City Council of the City of Amity hereby recognizes the reallocation of the amended budget appropriation to be consistent with revised fund structure and accounts.

**Exhibits:** Resolution 2019-07

---

**Staff recommends the following motion:**

I move to approve the Resolution to reclassify Budget 2018-19 appropriations to match revised fund structure and chart of accounts – Resolution 2019-07

## RESOLUTION NO. 2019-07

### A RESOLUTION AMENDING THE 2018-19 FISCAL YEAR BUDGET FOR THE CITY OF AMILTY

**BE IT RESOLVED** that the City Council of the City of Amity hereby recognizes the reallocation of the amended budget appropriation to be consistent with revised fund structure and accounts.

Appropriations Grouped by Original Fund	Original Appropriation	Amended	Amended Budget FY19	Close Capital Fund	Reclassified Appropriation
<b>1 General</b>	<b>737,896</b>	<b>(5,150)</b>	<b>732,746</b>	<b>22,053</b>	<b>754,799</b>
10 General	623,356		623,356	22,053	645,409
1 Material Services	245,539		245,539		245,539
2 Personal Services	324,238		324,238	22,053	346,291
5 Transfer	13,880		13,880		13,880
6 Contingency	39,699		39,699		39,699
11 Building	63,291		63,291		63,291
1 Material Services	37,600		37,600		37,600
2 Personal Services	6,023		6,023		6,023
6 Contingency	19,668		19,668		19,668
12 Tourism	9,485		9,485		9,485
1 Material Services	5,000		5,000		5,000
7 Ending Fund Balance	4,485		4,485		4,485
20 Library Reeserve	500		500		500
7 Ending Fund Balance	500		500		500
27 General Bond Debt	19,441		19,441		19,441
4 Debt Service	19,441		19,441		19,441
28 Police Reserve	21,823	(5,150)	16,673		16,673
7 Ending Fund Balance	21,823	(5,150)	16,673		16,673
<b>2 Street</b>	<b>346,357</b>		<b>346,357</b>	<b>6,969</b>	<b>353,326</b>
14 Street	299,551		299,551	6,969	306,520
1 Material Services	212,050		212,050	6,969	219,019
2 Personal Services	54,803		54,803		54,803
5 Transfer	1,000		1,000		1,000
6 Contingency	31,698		31,698		31,698
17 Street Reserve	44,806		44,806		44,806
5 Transfer	40,000		40,000		40,000
7 Ending Fund Balance	4,806		4,806		4,806
18 Sidewalk Reserve	2,000		2,000		2,000
7 Ending Fund Balance	2,000		2,000		2,000
<b>3 Water</b>	<b>859,037</b>		<b>859,037</b>	<b>6,586,935</b>	<b>7,445,972</b>
15 Water	601,469		601,469	6,586,935	7,188,404
1 Material Services	262,750		262,750		262,750
2 Personal Services	130,969		130,969		130,969
3 Capital Outlay	3,538		3,538	6,381,575	6,385,113
5 Transfer	137,139		137,139	205,360	342,499
6 Contingency	67,073		67,073		67,073
19 Water Reserve	13,263		13,263		13,263
1 Material Services	4,000		4,000		4,000
7 Ending Fund Balance	9,263		9,263		9,263
21 Waterline Replacment	51,043		51,043		51,043
1 Material Services	2,043		2,043		2,043
5 Transfer	49,000		49,000		49,000
25 Water Bond	193,262		193,262		193,262
4 Debt Service	193,262		193,262		193,262
<b>4 Sewer</b>	<b>642,100</b>		<b>642,100</b>	<b>143,456</b>	<b>785,556</b>
16 Sewer	473,472		473,472	143,456	616,928
1 Material Services	196,845		196,845		196,845
2 Personal Services	104,479		104,479		104,479
3 Capital Outlay	3,538		3,538	143,456	146,994
5 Transfer	167,241		167,241		167,241
6 Contingency	1,369		1,369		1,369
26 Sewer Bond	168,628		168,628		168,628
4 Debt Service	168,628		168,628		168,628
<b>9 Capital</b>	<b>6,798,770</b>		<b>6,798,770</b>	<b>(6,798,770)</b>	<b>-</b>
13 Capital Project	6,798,770		6,798,770	(6,798,770)	-
1 Material Services	205,360		205,360	(205,360)	-
3 Capital Outlay	6,593,410		6,593,410	(6,593,410)	-
<b>6 SDC</b>	<b>546,734</b>		<b>546,734</b>	<b>39,357</b>	<b>586,091</b>
22 Water SDC Imp	119,954		119,954		119,954
23 Sewer SDC Impr	39,357		39,357		39,357
24 Sewer SDC Reim	165,983		165,983	39,357	205,340
29 Park SDC Imp	54,712		54,712		54,712
30 Park SDC Reim	2,578		2,578		2,578
31 Storm SDC Imp	32,732		32,732		32,732
32 Storm SDC Reim	443		443		443
33 Street SDC Imp	100,796		100,796		100,796
34 Street SDC Reim	8,153		8,153		8,153
35 Water SDC Reim	22,026		22,026		22,026
<b>Grand Total</b>	<b>9,930,894</b>	<b>(5,150)</b>	<b>9,925,744</b>	<b>-</b>	<b>9,925,744</b>

**RESOLUTION NO. 2019-07**

**A RESOLUTION AMENDING THE 2018-19 FISCAL YEAR BUDGET FOR THE CITY OF AMILTY**

**ADOPTED BY** the City Council of the City of Amity, Oregon this 5<sup>th</sup> day of June 2019, by the following vote.

**AYES:**

**NAYS:**

---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder





## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:** Resolution to change the basis of accounting for the City of Amity  
**Date:** June 5, 2019  
**Origin:** Natasha Johnson, City Recorder  
**Action Requested:** Adopt Resolution 2019-01

---

### **Background:**

#### **A RESOLUTION TO CHANGE THE BASIS OF ACCOUNTING FOR THE CITY OF AMITY**

**BE IT RESOLVED** that the City Council of the City of Amity hereby recognizes a change from Cash basis of accounting to Modified Accrual Basis of Accounting on or before June 30, 2019.

Migrating from Cash Basis to Accrual Basis will most visibly involve changes on the balance sheet as of June 30, 2019. The change will include recognition of revenue earned but not collected as of June 30: utility receivables, property tax receivable and state revenue, grants receivable. Also included on the balance sheet will be expenses incurred but not paid such as outstanding payables and accrued payroll. In addition, the balance sheet will include Capital Assets and Debt and Loan Liabilities.

Accrual basis of accounting reduces the risk fraud, increases the reliability and consistency of financial information from year to year. The change brings the City into compliance with existing loan commitments and is the generally accepted accounting principles (GAAP).

**Exhibits:** Resolution 2019-01

---

### **Staff recommends the following motion:**

I move to approve the Resolution to change the basis of accounting for the City of Amity from cash basis of accounting to modified accrual basis of accounting on or before June 30, 2019.

**RESOLUTION NO. 2019-01**

**A RESOLUTION TO CHANGE THE BASIS OF ACCOUNTING FOR THE CITY OF AMITY**

**BE IT RESOLVED** that the City Council of the City of Amity hereby recognizes a change from Cash basis of accounting to Modified Accrual Basis of Accounting on or before June 30, 2019.

Migrating from Cash Basis to Accrual Basis will most visibly involve changes on the balance sheet as of June 30, 2019. The change will include recognition of revenue earned but not collected as of June 30: utility receivables, property tax receivable and state revenue, grants receivable. Also included on the balance sheet will be expenses incurred but not paid such as outstanding payables and accrued payroll. In addition, the balance sheet will include Capital Assets and Debt and Loan Liabilities.

Accrual basis of accounting reduces the risk fraud, increases the reliability and consistency of financial information from year to year. The change brings the City into compliance with existing loan commitments and is the generally accepted accounting principles (GAAP).

**ADOPTED BY** the City Council of the City of Amity, Oregon this 5<sup>th</sup> day of June 2019, by the following vote.

**AYES:**

**NAYS:**

---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:** Budget Adoption  
**Date:** June 5, 2019  
**Origin:** Natasha Johnson, City Recorder  
**Action Requested:** Adopt Budget

---

### **Background:**

This resolution sets spending limitations by appropriating funds and also imposes and categorizes the tax at the rate of \$3.6105, as approved by budget committee.

---

**Exhibits:** Resolution 2019-02

---

### **Staff recommends the following motion:**

I move to approve the budget as described by the City Administrator and approve Resolution 2019-02, a Resolution Adopting the 2019-2020 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing Ad Valorem Taxes for the City of Amity for the 2019-2020 Fiscal Year.

**RESOLUTION NO. 2019-02**

**A RESOLUTION ADOPTING THE 2019-20 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS,  
AND LEVYING AND CATEGORIZING AD VALORUM TAXES FOR THE CITY OF AMITY FOR THE  
2019-20 FISCAL YEAR.**

**BE IT RESOLVED** that the City Council of the City of Amity hereby adopts the budget for the fiscal year 2019-20 in the total amount of \$4,735,268.

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2019 and for the purpose shown below are hereby appropriated.

<b>2019-20 Budget</b>	<b>FY20 Appropriation</b>
<b>20 General</b>	<b>(880,188)</b>
1 General Programs	(633,941)
5 Contingency	(234,662)
5 Contingency Tourism	(11,585)
<b>30 Street</b>	<b>(191,469)</b>
1 Street Programs	(132,784)
5 Contingency	(58,685)
<b>40 Water</b>	<b>(2,593,306)</b>
1 Water Programs	(382,194)
2 Capital Outlay	(1,777,500)
3 Debt Service	(53,002)
5 Contingency	(380,610)
<b>50 Sewer</b>	<b>(624,159)</b>
1 Sewer Programs	(283,288)
3 Debt Service	(170,797)
5 Contingency	(170,074)
<b>70 SDC</b>	<b>(446,146)</b>
1 SDC Sewer Expense	(70,000)
5 Parks SDC Contingency	(78,778)
5 Sewer SDC Contingency	(71,911)
5 Street SDC Contingency	(150,103)
5 Water SDC Contingency	(75,354)
<b>Grand Total</b>	<b>(4,735,268)</b>

**RESOLUTION NO. 2019-02**

**A RESOLUTION ADOPTING THE 2019-20 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS,  
AND LEVYING AND CATEGORIZING AD VALORUM TAXES FOR THE CITY OF AMITY FOR THE  
2019-20 FISCAL YEAR.**

**ADOPTED BY** the City Council of the City of Amity, Oregon this 5<sup>th</sup> day of June 2019, by the following vote.

**AYES:**

**NAYS:**

---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:** Election to Receive State Revenue Sharing  
**Date:** June 5, 2019  
**Origin:** Natasha Johnson  
**Action Requested:** Declare to receive state revenue sharing

---

**Background:**

The attached resolution is required by the state in order for Amity to be included in the state revenue sharing.

---

**Exhibits:** Resolution 2019-03;

---

**Staff recommends the following motion:**

I move to approve Resolution 2019-03, a resolution declaring the City of Amity's election to receive state revenues for fiscal year 2019-2020.

**RESOLUTION 2019-03**

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

**WHEREAS**, the City of Amity provides police protection, street construction, maintenance, & lighting, sanitary sewer services, storm sewer services, planning, zoning, and subdivision control services;

**NOW THEREFORE, THE CITY OF AMITY RESOLVES AS FOLLOWS:**

**Section 1.** Pursuant to ORS 221.770, the City of Amity hereby elects to receive state revenues for fiscal year 2019-2020.

**Section 2.** This Resolution is effective immediately upon its enactment by the City Council.

Passed by the City Council this 5<sup>th</sup> day of June 2019

Approved by the Mayor this 5<sup>th</sup> day of June 2019

---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder

I certify that a public hearing before the Amity Budget Committee was held May 7, 2019 and May 22, 2019 and a public hearing before the Amity City Council was held on June 5, 2019, giving citizens an opportunity to comment on the use of State Revenue Sharing.

---

Natasha Johnson, City Recorder



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:**

Certifying the City meets all requirements to receive state shared revenues for FY 2019-20

Date:

June 5, 2019

Origin:

Natasha Johnson, City Recorder

Action Requested:

Adopt a Resolution certifying the City meets all requirements

---

**Background:**

The attached resolution is required by the state in order for Amity to be included in state revenue sharing. Cities located in counties with populations greater than 100,000 must certify that the city provides at least four of the following municipal services:

- Police protection;
  - Fire protection;
  - Street construction, maintenance and lighting;
  - Sanitary sewers;
  - Storm sewers;
  - Planning, zoning and subdivision control;
  - One or more utility services.
- 

**Exhibits:** Resolution 2019-04;

---

**Staff recommends the following motion:**

I move to adopt Resolution 2019-04, a resolution certifying that the city of amity meets all requirements to receive state shared revenues for FY 2019-20.



**CITY OF AMITY  
RESOLUTION NO. 2019-04**

**A RESOLUTION CERTIFYING THAT THE CITY OF AMITY MEETS ALL  
REQUIREMENTS TO RECEIVE STATE SHARED REVENUES FOR FY 2019-20**

**WHEREAS**, ORS 221.760 provides that an officer responsible for disbursing funds to cities under ORS 323.455, 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 census, disburse such funds only if the City provides four or more of the following services:

- a) Police protection
- b) Fire protection
- c) Street construction, maintenance, and lighting
- d) Sanitary sewer
- e) Storm sewer
- f) Planning, zoning, and subdivision control
- g) One or more utility services

**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, THE CITY OF AMITY RESOLVES AS FOLLOWS:**

**SECTION 1.** That the City of Amity provides the following municipal services enumerated in Section 1, ORS 221.760:

- Police protection
- Street construction, maintenance, and lighting
- Sanitary sewer
- Planning, zoning, and subdivision control
- One or more utility services

**SECTION 2.** This resolution shall become effective immediately upon its passage by the Council.

**ADOPTED BY** the City Council of the City of Amity, Oregon this 5<sup>th</sup> day of June 2019, by the following vote.

**AYES:**

**NAYS:**

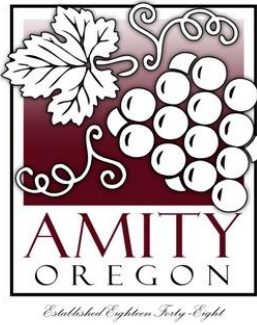
---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder/Treasurer



## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780

## AGENDA ITEM

**Subject:** Workers' Comp Coverage for Volunteers  
**Date:** June 5, 2019  
**Origin:** Natasha Johnson, City Recorder  
**Action Requested:** Adopt Resolution

---

### **Background:**

The attached resolution must be renewed each year in order for CIS to cover the City's volunteers with workers' compensation insurance.

---

**Exhibits:** Resolution 2019- 05

---

### **Staff recommends the following motion:**

I move to approve Resolution 2019-05, a resolution extending the City of Amity's workers' compensation coverage to volunteers of the City of Amity.

## **RESOLUTION 2019-05**

### **A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF AMITY, IN WHICH THE CITY OF AMITY ELECTS**

The City of Amity hereby resolves as follows:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit:

1. Volunteer boards, commissions and councils for the performance of administrative duties

An aggregate assumed annual wage of \$2500 will be used per volunteer board, commission, or council for the performance of administrative duties. The covered bodies are:

- i. Amity City Council
- ii. Amity Planning Commission

2. Manual Labor by elected officials

An assumed monthly wage of \$800 will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above.

3. Non-public safety volunteers

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

- i. Parks and recreation
- ii. Library

4. Public Events

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation.

- i. Summer Fun on Friday Nights
- ii. Pumpkin Decorating Event
- iii. Tree Lighting Event

5. Community Service Volunteers/Inmates

The City of Amity does not employ community service volunteers commuting their sentences.

6. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Amity:

- i. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- ii. CIS approves the coverage and date of coverage
- iii. CIS provides written confirmation of coverage

The City of Amity agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Now, therefore, be it resolved by the City of Amity to provide workers' compensation coverage as indicated above.

Passed by the City Council this 5<sup>th</sup> day of June 2019

Approved by the Mayor this 5<sup>th</sup> day of June 2019

---

Michael Cape, Mayor

Attest:

---

Natasha Johnson, City Recorder

## CITY OF AMITY

109 Maddox Avenue  
P.O. Box 159  
Amity, OR 97101

Ph: (503) 835-3711  
Fax: (503) 835-3780



### **Monthly Report from City Recorder/Treasurer**

**March 2019 for May 2019**

*Respectfully Submitted by: Natasha Johnson*

#### **Regular Tasks:**

- Payroll- 2X (Prepared and paid liabilities, PERS Reports, per pay period, print checks, get signed, and distribute OR send to payroll center for direct deposit)
- Reconciliations (LGIP Account, First Federal Account), Deposit Entries
- Paid city bills
- Minutes for City Council Meetings
- Council Packets, Council Meeting Follow-up ~ completed tasks as requested
- Miscellaneous walk-in customers, response letters, etc.
- Human Resource Items (set up new employees, update employee files, close out former employees, insurance claims, etc.)
- Completed April billing for water/sewer and May newsletter

#### **Other Items**

- Training New Temp for City Clerk.
- Worked with Kathy Taylor on budget and updating new QB software.
- Finished CIS renewals.
- Worked on Planning Files.
- Worked on Building Files.

#### **\*\*\*NEW\*\*\* Complaints Received**

Date Received	Subject	Resolution/Outcome	Copy to

# KELLER ENGINEERING REPORT

Date: Feb 2019

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000022	4,565.00	57,872.75	62,437.75
215108-002	SEWER SYSTEM SERVICES	0000010	0.00	13,651.25	13,651.25
215108-003	MUNICIPAL PLANNING SERVICE	0000019	0.00	31,362.50	31,362.50
215108-004	STREETS INFRASTRUCTURE SERVICES	0000018	697.50	16,067.50	16,765.00
215108-005	WATER SYSTEM IMPROVEMENTS	0000024	11,323.75	250,905.70	262,229.45
215108-006	WATER RESERVOIR IMPROVMENTS	0000006	0.00	49,768.00	49,768.00
215108-007	ROAD REHAB PROJECT	0000001	0.00	12,681.00	12,681.00
215108-008	GIS GRANT SUPPORT	0000003	640.00	1,085.00	1,725.00
			\$ 17,226.25	\$ 433,393.70	\$ 450,619.95

# KELLER ENGINEERING REPORT

Date: March 2019

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000021	0.00	57,872.75	57,872.75
215108-002	SEWER SYSTEM SERVICES	0000011	85.00	13,651.25	13,736.25
215108-003	MUNICIPAL PLANNING SERVICE	0000020	1,810.00	31,362.50	33,172.50
215108-004	STREETS INFRASTRUCTURE SERVICES	0000019	920.00	16,765.00	17,685.00
215108-005	WATER SYSTEM IMPROVEMENTS	0000025	4,929.55	262,229.45	267,159.00
215108-006	WATER RESERVOIR IMPROVMENTS	0000006	0.00	49,768.00	49,768.00
215108-007	ROAD REHAB PROJECT	0000001	0.00	12,681.00	12,681.00
215108-008	GIS GRANT SUPPORT	0000004	117.50	1,725.00	1,842.50
			\$ 7,862.05	\$ 446,054.95	\$ 453,917.00

# KELLER ENGINEERING REPORT

Date: April 2019

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000023	970.50	62,437.75	63,408.25
215108-002	SEWER SYSTEM SERVICES	0000011	0.00	13,736.25	13,736.25
215108-003	MUNICIPAL PLANNING SERVICE	0000021	1,172.50	33,172.50	34,345.00
215108-004	STREETS INFRASTRUCTURE SERVICES	0000019	0.00	17,685.00	17,685.00
215108-005	WATER SYSTEM IMPROVEMENTS	0000026	14,266.90	267,159.00	281,425.90
215108-006	WATER RESERVOIR IMPROVMENTS	0000007	236.00	49,768.00	50,004.00
215108-007	ROAD REHAB PROJECT	0000001	0.00	12,681.00	12,681.00
215108-008	GIS GRANT SUPPORT	0000004	0.00	1,842.50	1,842.50
			\$ 16,645.90	\$ 458,482.00	\$ 475,127.90



# KELLER ENGINEERING REPORT

Date: May 2019

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000024	3,875.00	63,408.25	67,283.25
215108-002	SEWER SYSTEM SERVICES	0000011	0.00	13,736.25	13,736.25
215108-003	MUNICIPAL PLANNING SERVICE	0000022	1,662.50	34,345.00	36,007.50
215108-004	STREETS INFRASTRUCTURE SERVICES	0000019	0.00	17,685.00	17,685.00
215108-005	WATER SYSTEM IMPROVEMENTS	0000027	23,606.90	281,425.90	305,032.80
215108-006	WATER RESERVOIR IMPROVMENTS	0000008	118.00	50,004.00	50,122.00
215108-007	ROAD REHAB PROJECT	0000001	0.00	12,681.00	12,681.00
215108-008	GIS GRANT SUPPORT	0000004	0.00	1,842.50	1,842.50
			\$ 29,262.40	\$ 475,127.90	\$ 504,390.30

Mid-Willamette Valley  
Council of Governments  
100 High Street SE Suite 200  
Salem, Oregon 97301  
Phone (503) 540-1604  
Fax (503) 588-6094

## INVOICE

City of Amity  
Justin Hogue, City Administrator  
PO Box 159  
Amity, OR 97101

**Date:** May 6, 2019  
**Invoice No:** 1819369

Payee #	Project	Revenue	Amount
2061	302440	41863	\$1,020.00

Description	Amount
<b>Legal Services</b>	
Rothenbucher Property - 1.1 hrs	
City Administrator Agreement - 5.2 hrs	
RD Project - .2 hrs	
Public Works - .3 hrs	
6.8 hrs @ \$150.00/hour	\$1,020.00
<b>Total</b>	<b>\$1,020.00</b>

White - Customer Copy  
Yellow - Return With Remittance

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MAY 08 2019

RECEIVED  
MAY 08 2019

BY: .....

**Mid-Willamette Valley  
Council of Governments**

100 High Street SE Suite 200  
Salem, Oregon 97301  
Phone (503) 540-1604  
Fax (503) 588-6094

**INVOICE**

City of Amity



PO Box 159  
Amity, OR 97101

**Date:** May 16, 2019  
**Invoice No:** 1819391

Payee #	Project	Revenue	Amount
2061	302481	41863	\$5,391.74

Description	Amount
<b>Amity - City Administrator Recruitment</b>	
Due upon Project Completion	\$4,500.00
Candidate travel expenses:	
Scott Finlayson	\$622.36
Daniel Hunter	\$269.38
<b>Total</b>	<b>\$5,391.74</b>

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Yellow - Return With Remittance

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Council of Governments  
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Fax (503) 588-6094



BY: .....

## INVOICE

City of Amity  
PO Box 159  
Amity, OR 97101

**Date:** May 9, 2019  
**Invoice No:** 1819387

Payee #	Project	Revenue	Amount
2061	340061	41863	\$668.25

Description	Amount
<b>Land Use Planning Services for FY 2018-2019</b>	
Land Use Planning Services for the month of April, 2019	
8.25 hrs Land Use Planner @ \$81.00/hr	\$668.25
<b>Total</b>	<b>\$668.25</b>

White - Customer Copy  
Yellow - Return With Remittance

# Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS  
100 HIGH STREET S. E., SUITE 200, SALEM, OREGON 97301-3067  
TELEPHONE: (503) 588-6177 FAX: (503) 588-6094

To: City of Amity  
From: Holly Byram, City Planner  
Date: May 9, 2019  
Subject: Billing for April, 2019

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The hours billed during the month of April included 8.25 for land use planning services, 0.00 for GIS services, and 0.00 for secretarial services. The following is an account of the hours billed:

TASK	DESCRIPTION	HOURS
General	Code research, responding to questions from the staff and public, file maintenance, billings, review of agendas and minutes, etc.	1.50
Building Permits	Sunset Court (PUD) - 410, 412, 420, 422 Tim Wenger - N/A	0.00
Applications	ZC1811-01 SRC Mngmt - Confirmed no appeal to LUBA, file close out.	0.50
	1902-01LLA 1304 S Oak Lot Line Adjust. - Follow ups to staff decision, easements discussion with city engineer and public works sup.,	1.00
	1904-01P DeRaeve Family Partition application - Reviewed application, correspondence with applicant, incomplete letter, completeness review with revised information	3.00
Other	Public Inquiry (outside city limits) TL#R5420DB00100	0.25
	Mayor Cape Inquiry - Downtown Design Stnds Next Steps	0.50
	Sewer easement documents scan & review for Public Works Sup. Gary Mathis Re: Property owner inquiry at 102 - 108 S Trade Street existing sewer line (Watts Addition Block 1) via attorney Elaine Albrich (bill to file ZC1811-01 SRC Mngt?)	1.50
Secretarial Services		
GIS Services		
TOTAL		8.25

*Note: Due to MWVCOG accounting deadlines, the above may include some hours from one or several days recorded at the end of the previous month.*

May 28, 2019

I will be extremely happy once Mike Thomas starts in July and can take over much of these tasks I have been working on. Since it is May, there has been one big primary project, the budget. The other big project has been the work on the CDBG project.

For the budget, all should know by now, but we met as a Budget Committee twice, on May 8<sup>th</sup> and May 22<sup>nd</sup>. The committee was able to complete their work and recommend a budget to the City Council. Now the Council just has to approve the budget before the end business on June 28, 2019.

CDBG has been moving forward, but with a great deal of work by many people. Recently there was a conference call with USDA-RD, COG personnel, city engineer, Chad Olson and myself (maybe others, but I forgotten if there were others involved). Best case scenario is being able to go out to bid on the reservoir project in mid-August. This is assuming the environmental report is finished by the middle of June and allowing the necessary time for additional comments. CDBG funding groups are getting impatient for work to begin, but are still working with us as there is progress being made. We will have to get another extension, which will likely be for 60, maybe 90 days. Peter Olson, city engineer, made a presentation to release some of the funds in order to repair on of the water filter trains at the treatment plant. These repairs are a part of the grant project already. Typically they do not release funds until everything is completed (in our case waiting for the environmental report to be finished). Due to the potential safety risk of no water and this part of the project is to work on equipment indoors and not a part of the environmental impact of the project, it is very likely that the funds will be released to get the filter train repaired and working. There has been several moving pieces on this project. The key is that right now everyone is working and getting their respective parts accomplished. However, this is taking up a great deal of my time, as well as for many other people.

On May 18<sup>th</sup> I was a judge for the McMinnville American Legion Post Chili Cook-off and represented the city as our Mayor. It was a lot of fun and I am happy our past Police Chief, Dan Brown, was once again the winner.

On May 16<sup>th</sup> I attended the City/County dinner in Carlton with Caralyn. It was a good evening, smaller than the last time it was held at the Horse Radish. The dinner was really good, especially the mashed potatoes and gravy. Caralyn and I used the time to discuss the Summer Fun events in the park and make some plans on how to move forward. The key is that we are

needing some volunteers to help. Caralyn cannot and should not be expected to do 95% of the work.

I am planning on attending the Citywide Clean Up on June 1<sup>st</sup>. There will be another conference call for the USDA-RD/COG/CDBG project on June 21<sup>st</sup>. I will be attending the COG Board of Directors meeting on June 24<sup>th</sup>. Finally, I will be out of town at a conference for work from June 26<sup>th</sup> through June 29<sup>th</sup>.