

City of Sodaville

Regular Session Agenda

December 21, 2023

7:00 PM – City Hall

Teleconference Number: 253-215-8782 * Meeting ID: 843 6262 5303 * Passcode: 128838

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Visitors
5. Bills
6. Minutes
 - November 16, 2023
 - December 11, 2023 Work Session
7. Public Comment

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
8. City Recorder's Report
 - City Finances
 - City Update
9. Public Works Report
 - Water Update
10. New Business:
 - a. Ordinance 23-11
 - b. Supplemental Budget Hearing
 - c. RFP Approvals
 - d. Ordinance 23-12 Water System Development Fees
 - e. Resolution 23-18 LGIP Transfer
11. Old Business
 - A. Resolution 23-19 CSC Continuum of Care
12. Council Reports
13. Public Comment

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

PUBLIC COMMENT There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General's Public Records and Meetings Manual or advised by counsel.

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

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

8. City Recorder Update

City Finances

The finance reports are attached to the Council Packet.

City Updates

This quarter has been brutal for the city. While revenue is up over the previous year and expenses are being kept low, the City spent more on water acquisition in November than all other expenses combined.

Business Oregon provided the following timeline in November for connecting Well Linn 10377 into the City's water system:

- December 2023: Procure Contractors via RFP. Contractor RFP's are being approved today, and staff hope to procure contractors by February 2024. The earliest and most important procurement to secure is a surveyor who can work with the City and the property owner to prepare a legal description for an easement that the City's legal counsel can use to prepare a purchase option.
- June 2024: Complete design and receive OHA approval, as well as environmental review.
- December 2024: Complete 50% of project.
- March 2025: Complete remainder of project.
- June 2025: Closeout project.

The City's legal counsel needs to prepare a purchase option for easements on the well property. A purchase option requires dialogue with the property owner about the desired price, as well as the procurement of a surveyor to write the legal description for the easements. The Council will vote on issuing an RFP for surveying later in the meeting. The surveyor will work on this project, and then remain on retainer so that the Council does not have to issue new RFP's for surveying in the future.

Business Oregon says the following about procuring an engineering and project management service: "So the first step is to hire an engineering firm to complete final design, complete environmental review (OHA is the lead agency and will guide you through what level of environmental review is required), prepare bid documents, and submit to OHA for plan review approval. The project management activity (now known as federal requirements assistance) is usually included in the engineering agreement to help the community comply with the federal requirements of the Safe Drinking Water (SDW) program – documenting compliance with American Iron and Steel is the priority. The labor standards activity will be done by a 3rd party – not the engineering firm, and you'll hire that party around the time that the final design is complete and prior to the time the project is bid for construction; the \$ amount is small enough that you can do a direct contract and aren't required to do an RFP, which is good because it is such specialized work." The Council will vote on issuing an RFP for engineering and project management later in the meeting.

- Safe Drinking Water: Federal laws regulating the IFA loan the city is receiving for the water system expansion project. Regulated by the US Environmental Protection Agency.
- American Iron and Steel: Federal laws requirement assistance recipients to use iron and steel products produced in the US for the construction, alteration, maintenance, or repair of water and waste infrastructure.

OWRD and DAS are still reviewing options for funding, but there is a likelihood we need a statutory fix to receive funding during the 2024 legislative session.

Public Works Council Report for 12/21/23

Water

The city's wells produced	<u>237301</u> gallons.	
The city trucked in	<u>283118</u> gallons.	
Reservoir +	<u>35500</u> gallons	
The city sold	<u>458287</u> gallons	
<i>Difference of</i>	<u>21393</u> gallons.	<i>5.49% Loss</i>

12/14/23 at morning well read it was found. That the wells kept up with demand plus about 500 gallons

Parks

Nothing to report

Streets

Annual state/federal street survey/report was completed and mailed in on 12/12/23

Misc.

10.a. Ordinance 23-11: Increase Rates During Water Restrictions & Declaring an Emergency

Staff Summary

At the December 11 work session, the Council decided to eliminate the 7,500 gallon cap and charge \$0.04 per gallon over 7,500 gallons used during water restrictions. The Council will review higher rates for usage over 7,500 gallons at a later work session. This Ordinance amends Ordinance 17-01 to reflect changes in water rates during restriction periods.

Suggested Motion: *I move to adopt Ordinance 23-11.*

10.b. Supplemental Budget Hearing

Staff Summary

At the December 11 work session, the Council determined to make a variety of budget cuts and appropriate unanticipated funds in order to pay for increased water acquisition costs caused by a natural disaster. This supplemental budget reflects those cuts and uses unanticipated funds.

Suggested Motion: *I move to adopt Resolution 23-17.*

10.c. RFP Approvals

Staff Summary

The City needs to issue three Requests for Proposals to move forward on the new well project, and obtain a new auditor. The City's legal counsel recommends obtaining a surveyor who can prepare a legal description for easements necessary to obtain a new well, a component necessary to discuss price of easements with the property owner so that the City's legal counsel can properly write a purchase option. Business Oregon recommends hiring an engineer/management consultant as soon as possible to plan and organize the project. Lastly, the City needs to procure a new longterm auditor for annual fiscal audits due to the looming expiration of the extended contract with Koontz Blasquez. RFP's will be open until filled, and staff will begin recruiting bids with a target of February 2024 for engineering and surveying.

- 2023-2: Engineer & Project Manager
- 2023-3: Surveyor - Ray's Property
- 2023-4: Auditor

Suggested Motion: *I move to issue RFP's 2023-2, 2023-3, and 2023-4.*

10.d. Ordinance 23-12 Water System Development Fees

Staff Summary

The City's water system development fees are a tangled web as the result of changes made in the 1990's. Ordinance 82-08 prescribed water system development fees to be made by ordinance. Ordinance 96-02 amended this to prescribe water system development fees by resolution; the City's fees are currently governed by Ordinance 17-01. Ordinance 17-01 says, "Water System Development Fees as described in Ordinances 91-3, and amends fee costs as stated in Ordinance 91-4." Ordinance 91-03 was abolished in 2008 and Ordinance 91-04 was abolished in 1994.

In order to simplify and untangle these Ordinances, it is proposed that Ordinance 82-8 be amended to reference the Fee Ordinance rather than a resolution, and the Fee Ordinance be updated to clarify that like all other water system development charges, connection is at the cost of the developer.

Suggested Motion: *I move to adopt Ordinance 23-12.*

10.e. Resolution 23-18 LGIP Transfer

Staff Summary

In order to pay water hauling costs and other expenses, \$25,000 must be transferred from the City's LGIP account into the operating account.

Suggested Motion: *I move to adopt Ordinance 23-18.*

11.a. Resolution 23-19 CSC Continuum of Care

Staff Summary

Community Services Consortium requests that the City of Sodaville adopt a Resolution in support of establishing a continuum of care for the Linn, Benton, and Lincoln Counties region and registering with the United State Department of Housing and Urban Development in 2024. The Council received a presentation from CSC's executive director on the subject in October.

Suggested Motion: *I move to adopt Ordinance 23-19.*

Resources to 11/30/23	Budgeted	Remaining	Received
Available Cash On Hand	\$196,000.00		\$206,782.45
Interest	\$2,850.00	\$226.20	\$2,623.80
Franchise Fees	\$20,000.00	\$13,296.85	\$6,703.15
Grants	\$1,000.00	\$1,000.00	\$0.00
Metered Water Sales	\$130,000.00	\$76,111.72	\$53,888.28
Construction Apps/Site Reviews/Permits	\$500.00	\$405.00	\$95.00
Zoning Apps and Permits	\$350.00	\$350.00	\$0.00
Refunds	\$500.00	\$102.46	\$397.54
Donations	\$5,000.00	\$4,500.00	\$500.00
Administrative Services Charges/Lien Search	\$400.00	\$350.00	\$50.00
Sale of maps, Publications & Photocopies	\$100.00	\$100.00	\$0.00
Cigarette Taxes	\$300.00	\$205.57	\$94.43
Liquor Taxes	\$7,300.00	\$4,375.46	\$2,924.54
State Highway Fund	\$28,500.00	\$16,881.54	\$11,618.46
State Revenue Sharing	\$4,150.00	\$2,293.82	\$1,856.18
Taxes estimated to be received	\$8,500.00	\$634.98	\$7,865.02
Previously Levied Taxes	\$200.00	\$129.98	\$70.02
Marijuana	\$1,100.00	\$856.93	\$243.07
TOTAL	\$406,750.00	\$121,820.51	\$295,711.94

Administration to 11/30/23	Budgeted	Remaining	Spent
Mayor	\$400.00	\$400.00	\$0.00
City Recorder	\$18,200.00	\$10,924.13	\$7,275.87
Public Works Director	\$4,300.00	\$2,536.75	\$1,763.25
Payroll Taxes	\$4,800.00	\$2,967.84	\$1,832.16
Health Benefits and PFMLI	\$4,100.00	\$2,085.80	\$2,014.20
Consultants	\$4,000.00	\$2,572.50	\$1,427.50
Operating Expenses	\$750.00	\$750.00	\$0.00
Supplies and Duplication	\$450.00	\$319.96	\$130.04
Communications	\$1,000.00	\$452.22	\$547.78
Utilities & Maintenance – Bldg/Grnd/Equip	\$2,000.00	\$771.17	\$1,228.83
Insurance	\$3,000.00	\$893.89	\$2,106.11
Community Relations	\$500.00	\$500.00	\$0.00
Planning Grant	\$1,000.00	\$940.00	\$60.00
Office Equipment	\$500.00	\$428.10	\$71.90
Park Improvements	\$3,500.00	\$3,067.16	\$432.84
City Hall Building Improvements	\$2,500.00	\$2,500.00	\$0.00
TOTAL & MONTHLY	\$51,000.00	\$32,109.52	\$18,890.48
Streets to 11/30/23	Budgeted	Remaining	Spent
City Recorder	\$6,000.00	\$3,574.72	\$2,425.28
Public Works Director	\$11,000.00	\$6,560.09	\$4,439.91
Payroll Taxes	\$8,000.00	\$2,702.18	\$5,297.82
Health Benefits	\$4,500.00	\$2,293.98	\$2,206.02
Consultants	\$2,000.00	\$1,288.89	\$711.11
Operating Expenses – Street Lights	\$5,500.00	\$3,596.00	\$1,904.00
Administrative Supplies	\$500.00	\$353.00	\$147.00
Communication	\$500.00	\$226.14	\$273.86
Construction Supplies	\$2,000.00	\$1,797.23	\$202.77
Contract Services - Maintenance & Repair	\$2,500.00	\$2,500.00	\$0.00
Liability Insurance	\$2,000.00	\$555.82	\$1,444.18
Operating Expenses - Rock, Grading	\$57,850.00	\$57,850.00	\$0.00
Equipment Expenses	\$800.00	\$800.00	\$0.00
TOTAL	\$103,150.00	\$84,098.05	\$19,051.95
MONTHLY			
Water to 11/30/23	Budgeted	Remaining	Spent
City Recorder	\$6,000.00	\$3,574.72	\$2,425.28
Public Works Director	\$17,800.00	\$10,375.76	\$7,424.24
Payroll Taxes	\$16,500.00	\$9,972.92	\$6,527.08
Health Benefits	\$11,000.00	\$5,628.80	\$5,371.20
Electricity	\$4,500.00	\$2,559.24	\$1,940.76
Monthly Water Quality Monitoring	\$500.00	-\$815.98	\$1,315.98
Non-Routine Water Quality Monitoring	\$3,000.00	\$2,960.00	\$40.00
Operating Supplies	\$2,000.00	\$1,136.20	\$863.80
Equipment and Facilities Repair & Maintenance	\$15,650.00	\$13,547.73	\$2,102.27
Operating Expenses – Equipment Rental	\$1,500.00	\$1,500.00	\$0.00
Contract Services – Maintenance & Repair	\$15,000.00	\$9,550.00	\$5,450.00
Water Acquisition	\$64,000.00	\$1,318.51	\$62,681.49
Consultants	\$10,000.00	\$6,608.61	\$3,391.39
Dues, Mileage, Training	\$10,000.00	\$5,774.10	\$4,225.90
Administrative Supplies & Duplication	\$1,000.00	\$711.67	\$288.33
Communication	\$3,000.00	\$1,302.12	\$1,697.88
State Review, Conditional Use	\$500.00	\$500.00	\$0.00
Insurance	\$3,500.00	\$1,032.84	\$2,467.16
TOTAL	\$185,450.00	\$77,237.24	\$108,212.76
MONTHLY			
Debt Service to 11/30/23	Budgeted	Remaining	Spent
Vehicle	\$2,800.00	\$1,881.28	\$918.72
TOTAL	\$2,800.00	\$1,881.28	\$918.72
Contingency to 11/30/23	\$6,350.00	\$6,350.00	\$0.00
TOTALS to 11/30/23	Budgeted	Remaining	Spent
TOTALS	\$291,400.00	\$144,326.09	\$147,073.91

10:31 AM

12/06/23

City of Sodaville
Reconciliation Summary
100-2050 - Chase Credit Card, Period Ending 11/16/2023

	<u>Nov 16, 23</u>
Beginning Balance	0.00
Cleared Transactions	
Charges and Cash Advances - 2 items	<u>-97.50</u>
Total Cleared Transactions	<u>-97.50</u>
Cleared Balance	<u>97.50</u>
Register Balance as of 11/16/2023	97.50
Ending Balance	97.50

City of Sodaville Reconciliation Detail

100-2050 - Chase Credit Card, Period Ending 11/16/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Charge	11/07/2023		United States Post ...	X	-66.00	-66.00
Credit Card Charge	11/15/2023	005202	Culligan of Albany	X	-31.50	-97.50
Total Charges and Cash Advances					-97.50	-97.50
Total Cleared Transactions					-97.50	-97.50
Cleared Balance					97.50	97.50
Register Balance as of 11/16/2023					97.50	97.50
Ending Balance					97.50	97.50

10:23 AM

12/06/23

City of Sodaville
Reconciliation Summary
100-1010 LGIP, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	96,731.64
Cleared Transactions	
Checks and Payments - 2 items	-20,000.15
Deposits and Credits - 10 items	11,515.68
	<u>-8,484.47</u>
Total Cleared Transactions	
Cleared Balance	<u>88,247.17</u>
Register Balance as of 11/30/2023	88,247.17
Ending Balance	88,247.17

City of Sodaville
Reconciliation Detail
100-1010 LGIP, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						96,731.64
Cleared Transactions						
Checks and Payments - 2 items						
Check	11/01/2023			X	-0.15	-0.15
Transfer	11/20/2023			X	-20,000.00	-20,000.15
Total Checks and Payments					-20,000.15	-20,000.15
Deposits and Credits - 10 items						
Deposit	11/07/2023			X	571.86	571.86
Deposit	11/08/2023			X	689.55	1,261.41
Deposit	11/14/2023			X	18.56	1,279.97
Deposit	11/14/2023			X	738.40	2,018.37
Deposit	11/14/2023			X	991.44	3,009.81
Deposit	11/17/2023			X	2,204.56	5,214.37
Deposit	11/20/2023			X	496.00	5,710.37
Deposit	11/20/2023			X	3,310.12	9,020.49
Deposit	11/28/2023			X	2,108.85	11,129.34
Deposit	11/30/2023			X	386.34	11,515.68
Total Deposits and Credits					11,515.68	11,515.68
Total Cleared Transactions					-8,484.47	-8,484.47
Cleared Balance					-8,484.47	88,247.17
Register Balance as of 11/30/2023					-8,484.47	88,247.17
Ending Balance					-8,484.47	88,247.17

Ordinance 23-11

Increase Rates During Water Restrictions & Declaring an Emergency

The City of Sodaville Ordains as Follows:

Section 1.

Ordinance 17-01 Section 4.C. is amended as follows:

3. Commodity Charge during water restriction

- i. First 2,500 gallons in a month included in Customer Basic Service Charge
- ii. 2,501 to 5,000 gallons in a month \$16.80 per 1,000 gallons
- iii. 5,001 to 7,500 gallons in a month \$18.00 per 1,000 gallons
- ~~7,501 to 10,000 gallons in a month \$19.50 per 1,000 gallons~~
- ~~10,001 to 12,500 gallons in a month \$37.50 per 1,000 gallons~~
- ~~12,501 to 15,000 gallons in a month \$40.00 per 1,000 gallons~~
- ~~15,001 to 17,500 gallons in a month \$43.00 per 1,000 gallons~~
- ~~17,501 to 20,000 gallons in a month \$45.00 per 1,000 gallons~~
- ~~20,001 to 22,500 gallons in a month \$47.00 per 1,000 gallons~~
- ~~22,501 to 25,000 gallons in a month \$50.00 per 1,000 gallons~~
- ~~25,001 to 27,500 gallons in a month \$53.00 per 1,000 gallons~~
- ~~27,501 to 30,000 gallons in a month \$55.00 per 1,000 gallons~~
- iv. Surcharge on water over ~~30,000~~ **7,500** gallons ~~\$0.00853~~ **\$0.04** per gallon

~~9. Water Restrictions~~

- ~~a. During water restriction periods, usage is capped at 7,500 per month.~~
- ~~b. The use of water above 7,500 gallons per month during Water Restriction periods will be determined on a case by case basis. The cost of submitting a Water Restriction Permit will be the same as a Driveway Permit listed in the City of Sodaville Fee Schedule. The City Administrator/Recorder, in cooperation with the Public Works Director, will determine if the Water Restriction Permit is allowed or denied. A denied Water Restriction Permit can be appealed to the City of Sodaville City Council at the next regularly scheduled meeting.~~

~~10. 9. Leaks~~

- a. When a leak is detected, written notice will be physically delivered to the property owner. The property owner will have 3 calendar days to contact the Public Works Director to address the leak. Following contact with the Public Works Director, the property owner has 3 business days to secure any repairs and maintenance necessary to address the leak. Up to 30 days from the day that the City notified a property owner about a leak, the Public Works Director has discretion to evaluate the property owner's progress and the repair of the leak prior to turning off water access.

Section 2. Emergency Clause

It is hereby declared that conditions in the City of Sodaville are such that this Ordinance is necessary for the immediate preservation of the peace, health, safety and general welfare of the City and the residents thereof, and an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage by the City Council and signing by the Mayor.

Passed by the City Council this 21st day of December, 2023.

Approved by the Mayor this _____ day of December, 2023.

_____ Ayes _____ Nays

Mayor

City Administrator/Recorder

**FORM
OR-LB-SBH**

Notice of Supplemental Budget Hearing
Oregon Department of Revenue

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

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

held at 30723 SodavilleRd Lebanon OR97355.
(Location)

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

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

A copy of the supplemental budget document may be inspected or obtained on or after December 14 at
(Date)

30723 Sodaville Rd Lebanon OR 97355, between the hours of 8:00 a.m. p.m. and 4:00 a.m. p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources	<input type="text"/>	Revised Total Fund Requirements	<input type="text"/>

Explanation of changes:

See attachments.

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources	<input type="text"/>	Revised Total Fund Requirements	<input type="text"/>

Explanation of changes:

A public hearing on a proposed supplemental budget for the City of Sodaville, for the current fiscal year, will be held at 30723 Sodaville Rd Lebanon, OR 97355. The hearing will take place on December 21 at 7:00PM. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtained on or after December 14 at 30723 Sodaville Rd, Lebanon, OR 97355, between the hours of 8 a.m. and 4 p.m.

Contact: Alex McHaddad

Telephone: 541-258-8882 Email: sodaville@cityofsodaville.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Approved Amount 2023-24	Changes This Year 2023-24	Proposed This Year 2023-24
Beginning Fund Balance/Net Working Capital	196,000	\$ 10,750.00	\$206,750.00
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	151,850	\$ 9,000.00	\$160,850.00
Federal, State & all Other Grants, Gifts, Allocations & Donations	47,350	\$ 5,450.00	\$52,800.00
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements			
All Other Resources Except Current Year Property Taxes	3,050		\$3,050.00
Current Year Property Taxes Estimated to be Received	8,500		\$8,500.00
Total Resources	\$406,750.00	\$ 25,200.00	\$431,950.00

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	112,600	\$ (1,700.00)	\$110,900.00
Materials and Services	152,700	\$ 37,200.00	\$189,900.00
Capital Outlay	68,300	\$ (10,800.00)	\$54,250.00
Debt Service	2,800		\$2,800.00
Interfund Transfers			
Contingencies	6,350		\$6,350.00
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	64,000	\$ 3,750.00	\$67,750.00
Total Requirements	\$406,750.00	\$28,450.00	\$431,950.00

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 – Administration	\$18,599.16	\$25,600.00	\$30,700.00
FTE	0.5625	0.5625	0.5625
General Fund – Streets	\$18,026.27	\$43,600.00	\$29,200.00
FTE	0.3375	0.3375	0.3375
General Fund – Water Enterprise	\$41,801.21	\$78,950.00	\$51,000.00
FTE	0.6	0.6	0.6
Name			
FTE			
Name			
FTE			
Name			
FTE			
Name			
FTE			
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements			
Total FTE	1.5	1.5	1.5

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			

--

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2021-22	Rate or Amount Imposed This Year 2022-23	Rate or Amount Approved Next Year 2023-24
Permanent Rate Levy (rate limit _____ per \$1,000)	.4452	.4452	.4452
Local Option Levy			
Levy For General Obligation Bonds			

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 Bonds		
Other Borrowings	\$5,052.96	
Total	\$5,052.96	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

RESOURCES
General
(Fund)

City of Sodaville
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Supplemental Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-23		Adopted By Governing Body	Proposed Changes	Proposed By Budget Officer	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1	\$182,439.90	\$204,178.44	\$203,200.00	1 Available cash on hand* (cash basis) or	\$196,000.00	\$ 10,750.00	\$206,750.00	1
2				2 Net working capital (accrual basis)				2
3	\$193.25	\$1,229.53		3 Previously levied taxes estimated to be received	\$200.00		\$200.00	3
4	\$1,095.56	\$655.44	\$700.00	4 Interest	\$2,850.00		\$2,850.00	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$18,753.23	\$17,870.07	\$19,100.00	7 Franchise Fees	\$20,000.00		\$20,000.00	7
8	\$110,696.46	\$134,304.46	\$38,300.00	8 Grants	\$1,000.00	\$ 5,450.00	\$6,450.00	8
9	\$118,759.81	\$107,718.93	\$130,000.00	9 Metered Water Sales	\$130,000.00	\$ 9,000.00	\$139,000.00	9
10		\$120.00	\$500.00	10 Construction Apps/Site Reviews/Permits	\$500.00		\$500.00	10
11	\$410.00	\$0.00	\$350.00	11 Zoning Apps and Permits	\$350.00		\$350.00	11
12	\$79.89	\$0.00	\$500.00	12 Refunds	\$500.00		\$500.00	12
13		\$0.00	\$1,000.00	13 Donations	\$5,000.00		\$5,000.00	13
14	\$404.89	\$50.00	\$400.00	14 Administrative Services Charges/Lien Search	\$400.00		\$400.00	14
15		\$0.00	\$100.00	15 Sale of maps, Publications & Photocopies	\$100.00		\$100.00	15
16	\$331.79	\$247.78	\$450.00	16 Cigarette Taxes	\$300.00		\$300.00	16
17	\$6,197.53	\$6,800.39	\$6,200.00	17 Liquor Taxes	\$7,300.00		\$7,300.00	17
18	\$25,209.15	\$23,175.30	\$25,000.00	18 State Highway Fund	\$28,500.00		\$28,500.00	18
19	\$29,833.90	\$3,833.05	\$3,000.00	19 State Revenue Sharing	\$4,150.00		\$4,150.00	19
20	\$0.00	\$0.00	\$0.00	20 Marijuana Taxes	\$1,100.00		\$1,100.00	20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	\$494,405.36	\$500,183.39	\$428,800.00	29 Total resources, except taxes to be levied	\$398,250.00	\$ 25,200.00	\$423,450.00	29
30			\$8,000.00	30 Taxes estimated to be received	\$8,500.00		\$8,500.00	30
31	\$8,140.76	\$73,140.20		31 Taxes collected in year levied				31
32	\$502,546.12	\$573,323.59	\$436,800.00	32 TOTAL RESOURCES	\$406,750.00	\$ 25,200.00	\$431,950.00	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General
(name of fund)

City of Sodaville
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Supplemental Budget For 2023-24				
Actual		Adopted Budget		Adopted By Governing Body	Proposed Changes	Proposed By Budget Officer		
Second Preceding Year 2020-21	First Preceding Year 2021-22	This Year 2022-23						
1			1	PERSONNEL SERVICES			1	
2	\$300.00	\$150.00	2	Mayor	\$400.00		\$400.00	2
3	\$10,597.78	\$7,888.42	3	City Recorder	\$18,200.00	\$ (1,100.00)	\$17,100.00	3
4	\$7,575.04	\$4,567.16	4	Public Works Director	\$4,300.00		\$4,300.00	4
5	\$1,633.93	\$910.91	5	Payroll Taxes	\$4,800.00		\$4,800.00	5
6	\$4,181.19	\$5,082.67	6	Health Benefits and PFMLI	\$4,100.00		\$4,100.00	6
7			7					7
8	\$24,287.94	\$18,599.16	8	TOTAL PERSONNEL SERVICES	\$31,800.00	\$ (1,100.00)	\$30,700.00	8
9			9	Total Full-Time Equivalent (FTE)				9
10			10	MATERIALS AND SERVICES			10	
11	\$2,127.00	\$2,531.00	11	Consultants	\$4,000.00	\$ (400.00)	\$3,600.00	11
12	\$796.71	\$1,075.63	12	Operating Expenses	\$750.00	\$ (100.00)	\$650.00	12
13	\$366.40	\$345.76	13	Supplies and Duplication	\$450.00	\$ (50.00)	\$400.00	13
14	\$883.67	\$1,920.04	14	Communications	\$1,000.00		\$1,000.00	14
15	\$2,177.59	\$1,888.46	15	Utilities & Maintenance – Bldg/Grnd/Equip	\$2,000.00		\$2,000.00	15
16	\$1,354.75	\$0.00	16	Insurance	\$3,000.00	\$ (850.00)	\$2,150.00	16
17	\$391.97	\$154.11	17	Community Relations	\$500.00	\$ (200.00)	\$300.00	17
18		\$1,000.00	18	Planning Grant	\$1,000.00		\$1,000.00	18
19			19					19
20			20					20
21			21					21
22			22					22
23			23					23
24			24					24
25			25					25
26			26					26
27	\$8,098.09	\$7,915.00	27	TOTAL MATERIALS AND SERVICES	\$12,700.00	\$ (1,600.00)	\$11,100.00	27
28			28	CAPITAL OUTLAY			28	
29	\$150.00		29	Office Equipment	\$500.00	\$ (50.00)	\$450.00	29
30	\$521.95		30	Park Improvements	\$3,500.00	\$ (500.00)	\$3,000.00	30
31			31	City Hall Building Improvements	\$2,500.00	\$ (250.00)	\$2,250.00	31
32			32					32
33			33					33
34			34					34
35	\$671.95	\$0.00	35	TOTAL CAPITAL OUTLAY	\$6,500.00	\$ (800.00)	\$5,700.00	35
36	\$33,057.98	\$26,514.16	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$51,000.00	\$ (3,500.00)	\$47,500.00	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General
(name of fund)

City of Sodaville
(name of Municipal Corporation)

Historical Data				REQUIREMENTS FOR: <u>Streets</u>	Supplemental Budget For 2023-24			
Actual		Adopted Budget This Year 2022-23	Adopted By Governing Body		Proposed Changes	Proposed By Budget Officer		
Second Preceding Year 2020-21	First Preceding Year 2021-22							
1			1	PERSONNEL SERVICES			1	
2	\$13,247.22	\$4,066.96	2	City Recorder	\$6,000.00	\$ (300.00)	\$5,700.00	2
3	\$12,625.08	\$9,176.06	3	Public Works Director	\$11,000.00		\$11,000.00	3
4	\$2,384.58	\$1,466.72	4	Payroll Taxes	\$8,000.00		\$8,000.00	4
5	\$4,343.26	\$3,316.53	5	Health Benefits	\$4,500.00		\$4,500.00	5
6			6					6
7			7					7
8	\$32,600.14	\$18,026.27	8	TOTAL PERSONNEL SERVICES	\$29,500.00	\$ (300.00)	\$29,200.00	8
9	0.375	0.375	9	Total Full-Time Equivalent (FTE)	0.375	0.375	0.375	9
10			10	MATERIALS AND SERVICES			10	
11	\$1,335.00	\$1,750.15	11	Consultants	\$2,000.00	\$ (200.00)	\$1,800.00	11
12	\$3,832.08	\$3,445.36	12	Operating Expenses – Street Lights	\$5,500.00	\$ (550.00)	\$4,950.00	12
13	\$579.91	\$445.63	13	Administrative Supplies	\$500.00		\$500.00	13
14	\$720.50	\$1,636.33	14	Communication	\$500.00		\$500.00	14
15	\$1,079.88	\$0.00	15	Construction Supplies	\$2,000.00		\$2,000.00	15
16	\$120.00	\$197.31	16	Contract Services - Maintenance & Repair	\$2,500.00	\$ (250.00)	\$2,250.00	16
17	\$1,079.88	\$0.00	17	Liability Insurance	\$2,000.00	\$ (550.00)	\$1,450.00	17
18			18					18
19			19					19
20			20					20
21			21					21
22			22					22
23			23					23
24			24					24
25			25					25
26			26					26
27	\$8,747.25	\$7,474.78	27	TOTAL MATERIALS AND SERVICES	\$15,000.00	\$ (1,550.00)	\$13,450.00	27
28			28	CAPITAL OUTLAY			28	
29		\$0.00	29	Operating Expenses - Rock, Grading	\$57,850.00	\$ (10,000.00)	\$47,850.00	29
30	\$486.09	\$0.00	30	Equipment Expenses	\$800.00	\$ (100.00)	\$700.00	30
31			31					31
32			32					32
33			33					33
34			34					34
35	\$486.09	\$0.00	35	TOTAL CAPITAL OUTLAY	\$58,650.00	\$ (10,100.00)	\$48,550.00	35
36	41,833	25,501	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$103,150.00	\$ (11,950.00)	\$91,200.00	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General
(name of fund)

City of Sodaville
(name of Municipal Corporation)

Historical Data				REQUIREMENTS FOR: <u>Water Enterprise</u>	Supplemental Budget For 2023-24				
Actual		Adopted Budget This Year 2022-23	Adopted By Governing Body		Proposed Changes	Proposed By Budget Officer			
Second Preceding Year 2020-21	First Preceding Year 2021-22								
1				1	PERSONNEL SERVICES			1	
2	\$29,143.94	\$8,924.62	\$7,000.00	2	City Recorder	\$6,000.00	\$ (300.00)	\$5,700.00	2
3	\$47,375.61	\$21,871.87	\$23,600.00	3	Public Works Director	\$17,800.00		\$17,800.00	3
4	\$6,820.90	\$4,355.69	\$16,500.00	4	Payroll Taxes	\$16,500.00		\$16,500.00	4
5	\$8,848.48	\$6,649.03	\$15,000.00	5	Health Benefits	\$11,000.00		\$11,000.00	5
6				6					6
7				7					7
8	\$92,188.93	\$41,801.21	\$62,100.00	8	TOTAL PERSONNEL SERVICES	\$51,300.00	\$ (300.00)	\$51,000.00	8
9	0.8625	0.8625	0.8625	9	Total Full-Time Equivalent (FTE)	0.8625	0.8625	0.8625	9
10				10	MATERIALS AND SERVICES			10	
11	\$3,043.77	\$2,029.28	\$3,500.00	11	Electricity	\$4,500.00		\$4,500.00	11
12	\$420.00	\$755.00	\$500.00	12	Monthly Water Quality Monitoring	\$500.00		\$500.00	12
13	\$40.00	\$280.00	\$500.00	13	Non-Routine Water Quality Monitoring	\$3,000.00		\$3,000.00	13
14	\$1,369.46	\$755.00	\$1,000.00	14	Operating Supplies	\$2,000.00	\$ (200.00)	\$1,800.00	14
15	\$263.22	\$14,732.96	\$9,500.00	15	Equipment and Facilities Repair & Maintenance	\$15,650.00		\$15,650.00	15
16		\$0.00	\$1,500.00	16	Operating Expenses – Equipment Rental	\$1,500.00	\$ (150.00)	\$1,350.00	16
17	\$670.00	\$471.81	\$1,500.00	17	Contract Services – Maintenance & Repair	\$15,000.00		\$15,000.00	17
18	\$11,252.65	\$85,476.50	\$60,000.00	18	Water Acquisition	\$64,000.00	\$ 33,650.00	\$97,650.00	18
19	\$2,942.00	\$3,684.70	\$6,000.00	19	Consultants	\$10,000.00	\$ (1,000.00)	\$9,000.00	19
20	\$5,722.00	\$4,258.64	\$6,500.00	20	Dues, Mileage, Training	\$10,000.00		\$10,000.00	20
21	\$496.51	\$370.91	\$1,500.00	21	Administrative Supplies & Duplication	\$1,000.00	\$ (100.00)	\$900.00	21
22	\$3,172.82	\$3,911.55	\$3,500.00	22	Communication	\$3,000.00		\$3,000.00	22
23		\$0.00	\$500.00	23	State Review, Conditional Use	\$500.00		\$500.00	23
24	\$1,884.90	\$0.00	\$2,000.00	24	Insurance	\$3,500.00	\$ (1,000.00)	\$2,500.00	24
25				25					25
26				26					26
27	\$31,277.33	\$116,726.35	\$98,000.00	27	TOTAL MATERIALS AND SERVICES	\$134,150.00	\$ 31,200.00	\$165,350.00	27
28				28	CAPITAL OUTLAY			28	
29			\$21,000.00	29	CO Equipment and Upgrades				29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	\$0.00	\$0.00	\$21,000.00	35	TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	35
36	\$123,466.26	\$158,527.56	\$181,100.00	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$185,450.00	\$30,900.00	\$216,350.00	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General

City of Sodaville

(name of fund)

(name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Supplemental Budget For 2023-24			
	Actual		Adopted Budget This Year 2022-23		Adopted By Governing Body	Proposed Changes	Proposed By Budget Officer	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	\$0.00	\$0.00	\$0.00	4 TOTAL PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	\$0.00	\$0.00	\$0.00	9 TOTAL MATERIALS AND SERVICES	\$0.00	\$0.00	\$0.00	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	\$0.00	\$0.00	\$0.00	13 TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	13
14				14 DEBT SERVICE				14
15	\$2,756.16	\$2,534.52	\$3,600.00	15 Vehicle	\$2,800.00	\$2,800.00	\$2,800.00	15
16	\$6,455.07	\$6,455.07	\$6,450.00	16 USDA & IFA				16
17	\$9,211.23	\$8,989.59	\$10,050.00	17 TOTAL DEBT SERVICE	\$2,800.00	\$2,800.00	\$2,800.00	17
18				18 SPECIAL PAYMENTS				18
19				19 Water Maintenance Reserve				19
20	\$29,622.00			20 Unitemized Balance Correction				20
21	\$29,622.00	\$0.00	\$0.00	21 TOTAL SPECIAL PAYMENTS	\$0.00	\$0.00	\$0.00	21
22				22 INTERFUND TRANSFERS				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28	\$0.00	\$0.00	\$0.00	28 TOTAL INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	28
29			\$6,350.00	29 OPERATING CONTINGENCY	\$6,350.00	\$6,350.00	\$6,350.00	29
30			\$13,900.00	30 RESERVED FOR FUTURE EXPENDITURE	\$49,750.00	\$49,750.00	\$54,750.00	30
31			\$74,950.00	31 UNAPPROPRIATED ENDING BALANCE	\$12,250.00	\$12,250.00	\$13,000.00	31
32	\$38,833.23	\$8,989.59	\$105,250.00	32 Total Requirements NOT ALLOCATED	\$71,150.00	\$71,150.00	\$76,900.00	32
33	\$273,202.84	\$210,543.16	\$331,550.00	33 Total Requirements for ALL Org.Units/Programs within fund	\$335,600.00	\$335,600.00	\$355,050.00	33
34	\$190,510.18	\$215,655.85		34 Ending balance (prior years)				34
35	\$502,546.25	\$435,188.60	\$436,800.00	35 TOTAL REQUIREMENTS	\$406,750.00	\$406,750.00	\$431,950.00	35

Resolution No. 23-17
ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2023-2024

Whereas poor record-keeping and data resulted in certain requirements being over- and under-budgeted for the fiscal year,

BE IT RESOLVED that the City Council of the City of Sodaville hereby adopts the supplemental budget for the 2022-2023 fiscal year. Upon adoption by the City Council, the Supplemental Budget will be filed at Sodaville City Hall, 30723 Sodaville Road in Lebanon, OR.

BE IT RESOLVED that the City Council adopts the following changes to requirements in the General Fund:

Administration Program	Original	Change	Proposed
City Recorder	\$18,200.00	\$ (1,100.00)	\$17,100.00
Consultants	\$4,000.00	\$ (400.00)	\$3,600.00
Operating Expenses	\$750.00	\$ (100.00)	\$650.00
Supplies and Duplication	\$450.00	\$ (50.00)	\$400.00
Insurance	\$3,000.00	\$ (850.00)	\$2,150.00
Community Relations	\$500.00	\$ (200.00)	\$300.00
Office Equipment	\$500.00	\$ (50.00)	\$450.00
Park Improvements	\$3,500.00	\$ (500.00)	\$3,000.00
City Hall Building Improvements	\$2,500.00	\$ (250.00)	\$2,250.00
Streets Program	Original	Change	Proposed
City Recorder	\$6,000.00	\$ (300.00)	\$5,700.00
Consultants	\$2,000.00	\$ (200.00)	\$1,800.00
Operating Expenses – Street Lights	\$5,500.00	\$ (550.00)	\$4,950.00
Contract Services - Maintenance & Repair	\$2,500.00	\$ (250.00)	\$2,250.00
Liability Insurance	\$2,000.00	\$ (550.00)	\$1,450.00
Operating Expenses - Rock, Grading	\$57,850.00	\$ (10,000.00)	\$47,850.00
Equipment Expenses	\$800.00	\$ (100.00)	\$700.00
Water Enterprise Program	Original	Change	Proposed
City Recorder	\$6,000.00	\$ (300.00)	\$5,700.00
Operating Supplies	\$2,000.00	\$ (200.00)	\$1,800.00
Operating Expenses – Equipment Rental	\$1,500.00	\$ (150.00)	\$1,350.00
Water Acquisition	\$64,000.00	\$ 33,650.00	\$97,650.00
Consultants	\$10,000.00	\$ (1,000.00)	\$9,000.00
Administrative Supplies & Duplication	\$1,000.00	\$ (100.00)	\$900.00
Insurance	\$3,500.00	\$ (1,000.00)	\$2,500.00

Passed by the City Council this 21st day of December, 2023.

Approved by the Mayor this _____ day of December, 2023.

_____ Ayes _____ Nays

Mayor

City Recorder

Request for Proposal

No. 23-02 Project Engineering & Management

December 2023

Introduction & Background

The City of Sodaville seeks a project engineering and management consultant for the connection of a new municipal well to the City's water system.

ISSUED BY

City of Sodaville

REPRESENTATIVE

Alex McHaddad, City Administrator/Recorder sodaville@cityofsodaville.org 541-258-8882	J D Burns, Public Works Director sodavillepw@cityofsodaville.org - 541-801-2053
--	--

Submission Guidelines & Requirements

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

1. First and foremost, only qualified individuals or firms should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than the second Wednesday of any month the RFP is open. Sealed bids will be opened the second Wednesday of any month the RFP is open.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate an estimate of the overall fixed price for the project.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received by the second Wednesday of any month the RFP is open to be considered.
8. Proposals must remain valid for a period of 30 days.
9. The City of Sodaville anticipates selecting at least three firms to have more in-depth discussions with, and will make an award to qualified firms.

Project Description

The purpose of this project is as follows:

1. Plan for the construction of a new well next to Well Linn 10377.
2. Plan for the connection of the new well to the City's water system.
3. Complete environmental review.
4. Prepare bid documents.
5. Submit plans to OHA for approval.
6. Manage the new well project.

The description of the project is as follows:

1. Contractor will work with the City Administrator/Recorder and Public Works Director on design.
2. Contractor will perform the design and management in concert with the determinations of the City Administrator/Recorder and Public Works Director.
3. Contractor will ensure compliance with federal requirements of the Safe Drinking Water program, including documenting compliance with American Iron and Steel.

Project Scope

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

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

1. Employ or contract with personnel certified for engineering municipal water systems in Oregon.

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

1. Contractor is able to keep in contact with the City of Sodaville regarding availability of services.
2. Contractor is able to adequately provide engineers with experience in engineering municipal water systems.
3. Contractor personnel can ensure compliance with federal SDW requirements.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	December 2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	January 2024; or monthly until filled
Start of Negotiation	January 2024; or monthly until filled
Contract Award / Notification to Unsuccessful Bidders	February 2024; or monthly until filled

The need-date for project completion is between July 2024 - June 2025. The schedule will be set by a management consultant chosen by the City, City Administrator/Recorder, and Public Works Director.



Budget

Bidder will present the price. The project is funded by an IFA loan from Business Oregon and an appropriation from the Oregon Legislative Assembly, including \$175,300 for engineering and \$15,000 for project management.



Evaluation Factors

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

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Technical expertise/experience of bidder and bidder’s staff

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



Request for Proposal

No. 23-03 Surveyor

December 2023



Introduction & Background

The City of Sodaville seeks a surveyor primarily for the connection of a new municipal well to the City's water system, as well as to keep on retainer for future surveying needs.

ISSUED BY

City of Sodaville

REPRESENTATIVE

Alex McHaddad, City Administrator/Recorder sodaville@cityofsodaville.org 541-258-8882	J D Burns, Public Works Director sodavillepw@cityofsodaville.org - 541-801-2053
--	--



Submission Guidelines & Requirements

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

1. First and foremost, only qualified individuals or firms should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than the second Wednesday of any month the RFP is open. Sealed bids will be opened the second Wednesday of any month the RFP is open.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate an estimate of the overall fixed price for the project.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received by the second Wednesday of any month the RFP is open to be considered.
8. Proposals must remain valid for a period of 30 days.
9. The City of Sodaville anticipates selecting at least three firms to have more in-depth discussions with, and will make an award to qualified firms.

Project Description

The purpose of this project is as follows:

1. Perform survey work to prepare for the addition of a new municipal well to the City's water system.
2. Remain on retainer as they City's surveyor for future project needs.

The description of the project is as follows:

1. Contractor will work with the City Administrator/Recorder, Public Works Director, and a management consultant selected by the city on the surveying process.
2. Contractor will perform surveying work with an engineering firm, a property owner, and the City's legal counsel in concert with the determinations of the City Administrator/Recorder, Public Works Director, and a management consultant selected by the City.
3. Contractor will prepare documentation necessary for drafting the legal description of purchase options for easements necessary to add a well to the City's water system.
4. Contractor will remain on retainer with the City for future surveying needs.

Project Scope

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

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

1. Employ or contract with personnel certified for surveying in Oregon.

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

1. Contractor is able to keep in contact with the City of Sodaville regarding availability of services.
2. Contractor is able to adequately provide personnel with experience in surveying.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	December 2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	January 2024; or monthly until filled
Start of Negotiation	January 2024; or monthly until filled
Contract Award / Notification to Unsuccessful Bidders	February 2024; or monthly until filled

The need-date for project completion is between February - June 2024. The selected firm will remain on retainer so that the City does not need to put out bids in the future for surveying work. The schedule will be set by a management consultant chosen by the City, City Administrator/Recorder, and Public Works Director.



Budget

Bidder will present rates for services. The surveying project for the new city well is funded by an IFA loan from Business Oregon and an appropriation from the Oregon Legislative Assembly, with some funding to be split between multiple projects.



Evaluation Factors

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

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Technical expertise/experience of bidder and bidder’s staff

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



Request for Proposal

No. 23-04 Auditor

December 2023



Introduction & Background

The City of Sodaville seeks a new auditor with a 5-year contract beginning in 2024.

ISSUED BY

City of Sodaville

REPRESENTATIVE

Alex McHaddad, City Administrator/Recorder sodaville@cityofsodaville.org 541-258-8882	J D Burns, Public Works Director sodavillepw@cityofsodaville.org - 541-801-2053
--	--



Submission Guidelines & Requirements

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

1. First and foremost, only qualified individuals or firms should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than the second Wednesday of any month the RFP is open. Sealed bids will be opened the second Wednesday of any month the RFP is open.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate an estimate of the overall fixed price for the project.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received by the second Wednesday of any month the RFP is open to be considered.
8. Proposals must remain valid for a period of 30 days.
9. The City of Sodaville anticipates selecting at least three firms to have more in-depth discussions with, and will make an award to qualified firms.



Project Description

The purpose of this project is as follows:

1. Conduct annual audits of City finances for the Oregon Secretary of State Audits Division for the next five years beginning in 2024.

The description of the project is as follows:

1. Contractor will work with the City Administrator/Recorder, City Councilor, and a contract accountant selected by the City.
2. Contractor will perform the annual City audit prescribed by the Oregon Secretary of State Audits Division.



Project Scope

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

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

1. Employ or contract with personnel certified for accounting and auditing in Oregon.

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

1. Contractor is able to keep in contact with the City of Sodaville regarding availability of services.
2. Contractor is able to adequately provide personnel with experience in surveying.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	December 2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	January 2024; or monthly until filled
Start of Negotiation	January 2024; or monthly until filled
Contract Award / Notification to Unsuccessful Bidders	February 2024; or monthly until filled

The City will maintain a contract for annual fiscal year audits beginning in 2024 for the 2023-2024, 2024-2025, 2025-2026, 2026-2027, and 2027-2028 fiscal years.



Budget

Bidder will present rates for services.



Evaluation Factors

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

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Technical expertise/experience of bidder and bidder’s staff

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

Ordinance 23-11

Increase Rates During Water Restrictions & Declaring an Emergency

The City of Sodaville Ordains as Follows:

Section 1.

Ordinance 17-01 Section 4.C. is amended as follows:

3. Commodity Charge during water restriction

- i. First 2,500 gallons in a month included in Customer Basic Service Charge
- ii. 2,501 to 5,000 gallons in a month \$16.80 per 1,000 gallons
- iii. 5,001 to 7,500 gallons in a month \$18.00 per 1,000 gallons
- ~~7,501 to 10,000 gallons in a month \$19.50 per 1,000 gallons~~
- ~~10,001 to 12,500 gallons in a month \$37.50 per 1,000 gallons~~
- ~~12,501 to 15,000 gallons in a month \$40.00 per 1,000 gallons~~
- ~~15,001 to 17,500 gallons in a month \$43.00 per 1,000 gallons~~
- ~~17,501 to 20,000 gallons in a month \$45.00 per 1,000 gallons~~
- ~~20,001 to 22,500 gallons in a month \$47.00 per 1,000 gallons~~
- ~~22,501 to 25,000 gallons in a month \$50.00 per 1,000 gallons~~
- ~~25,001 to 27,500 gallons in a month \$53.00 per 1,000 gallons~~
- ~~27,501 to 30,000 gallons in a month \$55.00 per 1,000 gallons~~
- iv. Surcharge on water over ~~30,000~~ **7,500** gallons ~~\$0.00853~~ **\$0.04** per gallon

~~9. Water Restrictions~~

- ~~a. During water restriction periods, usage is capped at 7,500 per month.~~
- ~~b. The use of water above 7,500 gallons per month during Water Restriction periods will be determined on a case by case basis. The cost of submitting a Water Restriction Permit will be the same as a Driveway Permit listed in the City of Sodaville Fee Schedule. The City Administrator/Recorder, in cooperation with the Public Works Director, will determine if the Water Restriction Permit is allowed or denied. A denied Water Restriction Permit can be appealed to the City of Sodaville City Council at the next regularly scheduled meeting.~~

~~10. 9. Leaks~~

- a. When a leak is detected, written notice will be physically delivered to the property owner. The property owner will have 3 calendar days to contact the Public Works Director to address the leak. Following contact with the Public Works Director, the property owner has 3 business days to secure any repairs and maintenance necessary to address the leak. Up to 30 days from the day that the City notified a property owner about a leak, the Public Works Director has discretion to evaluate the property owner's progress and the repair of the leak prior to turning off water access.

Passed by the City Council this 21st day of December, 2023.

Approved by the Mayor this _____ day of December, 2023.

_____ Ayes _____ Nays

Mayor

City Administrator/Recorder

Resolution No. 23-18

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

THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account ending in 7975 at J P Morgan Chase in the amount of \$25,000.

Passed by the City Council this 21st day of December, 2023.

Approved by the Mayor this _____ day of December, 2023.

_____ Ayes _____ Nays

Mayor

City Recorder

Resolution No. 23-19

A Resolution in support of establishing a continuum of care for the Linn, Benton, and Lincoln Counties region and registering with the United State Department of Housing and Urban Development in 2024.

THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:

WHEREAS, homelessness is a critical issue in the tri-county region of Linn, Benton, and Lincoln Counties; in Oregon; and across the nation; and

WHEREAS, children, families, veterans, and chronically homeless individuals experiencing mental illness and addictions comprise a large portion of the region's homeless population; and

WHEREAS, the United States Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to "engage in multi-year strategic planning for homeless programs and services that are well integrated with planning for mainstream services;" mainstream services denoting public housing, Section 8 housing choice vouchers, and services for runaway and homeless youth, victims of domestic violence, veterans, seniors, and people experiencing addictions and/or mental illness; and

WHEREAS, Linn, Benton, and Lincoln Counties are part of a "balance of state" Rural Oregon Continuum of Care; and

WHEREAS, the City of Brownsville carefully considered relevant factors and determined that the region could benefit from creating its own Continuum of Care, with enhanced service coordination, local autonomy, and alignment of goals to more effectively reduce homelessness in the region;

NOW, THEREFORE, BE IT RESOLVED that the City of Sodaville supports establishing a Continuum of Care for the Linn, Benton, and Lincoln County region and supports the new Continuum of Care registering with the United States Department of Housing and Urban Development in 2024.

Passed by the City Council this 21st day of December, 2023.

Approved by the Mayor this _____ day of December, 2023.

_____ Ayes _____ Nays

Mayor

City Recorder

City of Sodaville

Regular Session Minutes

November 16, 2023

7:00 PM – City Hall

1. Call to Order

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

2. Pledge of Allegiance

Mayor Brian Lewis led the pledge of allegiance.

3. Roll Call

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

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

4. Visitors

Budget Committee Member Tim Bartley, Councilor Emeritus Ray Jackman.

5. Bills

Council President Perry moved to pay outstanding bills, second by Councilor Hensley.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

6. Minutes

- October 11, 2023.

Councilor Hensley moved to adopt the October 11, 2023 meeting minutes, second by Councilor Olivares.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

- October 19, 2023.

Council President Perry moved to adopt the October 19, 2023 meeting minutes, second by Councilor Hensley.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

7. Public Comment

8. City Recorder's Report

- City Finances
- City Update

9. Public Works Report

- Water Update

10. New Business:

a. Resolution 23-16 LGIP Transfer

Council President Perry moved to adopt Resolution 23-16, second by Councilor Hensley.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

b. Water Payment Plan

Councilor Parsons moved to approve the water payment plan as presented, second by Council President Perry.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

11. Old Business

A. Ordinance 23-07 Contracting and Purchasing

Mayor Lewis opened the public hearing on Ordinance 23-07 at 7:51PM.

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

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

Mayor Lewis closed the public hearing closed at 7:59PM.

Council President Perry moved to adopt Ordinance 23-07, second by Council President Perry.

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Motion passes.

12. Council Reports

Councilor Parsons discussed his recent participation in the Oregon Cascade West Council of Governments Board of Directors meeting.

13. Public Comment

14. Adjourn

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

Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.

No: N/A.

Abstain: N/A.

Meeting adjourned at 8:03PM.

City of Sodaville

Work Session Minutes

December 11, 2023

7:00 PM – City Hall

1. Call to Order

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

2. Pledge of Allegiance

Mayor Lewis led the pledge of allegiance.

3. Roll Call

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

Staff: City Administrator/Recorder Alex McHaddad.

4. Visitors

Councilor Emeritus Ray Jackman; Sarah Brown, *The Lebanon Local*.

5. City Water Shortage

City Administrator/Recorder McHaddad reviewed city finances as presented in the Board Packet. He asked for guidance on moving finances forward so that a supplemental budget could be presented at the next regular Council meeting. He proposed cuts to a series of requirements, incorporating unanticipated funds, and reducing his hours from February-March while working in the 2024 Oregon Legislative Assembly session. He relayed that the wells are increasing in production to the point that staff expect water hauling will likely not occur after December, maintaining a budget gap of \$40,000 for hauling in November and December. The City had spent more on water hauling than it received in water funds by the end of November, resulting in the use of reserve funds to pay for water costs up front. Once water hauling has ended, the City will maintain a practice of fiscal restraint to allow reserves to rebuild. This is not a tactic that can be utilized to pay for water funding in the future without limiting expenditures.

Councilor Olivares was hesitant about supporting staffing cuts and asked that more research be done before moving forward on that reduction.

McHaddad noted that cuts alone would not pay for the \$40,000 gap in water funding, and asked whether the Council preferred to dig into the ending cash balance or increase rates.

Councilors discussed previous water rate increases and the issues in paying for water this year.

McHaddad had proposed an increase in \$0.09 per gallon for usage over 5,000 gallons in concert with data and research completed by Public Works Director J D Burns. McHaddad also noted difficulties in enforcing the 7,500 gallon cap, primarily due to high water use by high users during the last week of each month. The school's conservation efforts resulted in a sharp decrease in their water use, and the school plans to pursue other conservation efforts.

Councilor Parsons suggested an increase in water rates to \$0.04 per gallon for usage over 7,500 gallons. Councilor Olivares suggested removing the 7,500 gallon cap accordingly. Councilor Parsons also suggested a water rate increase of \$0.02 per gallon during non-restriction periods in part to help recoup this fall's water hauling costs. Councilor Olivares concurred but suggested that such an increase be discussed at a work session in the future rather than presented as an Ordinance during the December regular Council meeting.

The Council reached a consensus that the Budget Officer propose a supplemental budget with the unanticipated funds, proposed cuts, and \$0.04 gallon rate increase over 7,500 at the next Council meeting. Additional funding from the end of year cash balance will be used to pay for part of the \$40,000 gap, though the changes in the budget will result in a higher year end cash balance than projected. The ending cash balance of near \$65,000 was also projected during the 2022-2023 fiscal year while the actual ending cash balance was over \$206,000. Applying the precedent of fiscal restraint, a larger ending cash balance near \$100,000 is possible.

City Administrator/Recorder McHaddad discussed the future of the City's budget. The 2024-2025 budget will be completely rewritten in part to recognize more realistic changes in funding. The water hauling budget will be written as a repeat of the 2023 shortage. Negotiations with the City's water hauling service will occur in spring 2024 to verify the cost for hauling services, and the rates for water during the restriction period will be adjusted with water revenue calculated accordingly. The issue has been discussed with Representative Jami Cate and Senator Cedric Hayden, who both committed to helping Sodaville secure \$60,000 for water hauling for the next fiscal year. A legislative appropriation is not guaranteed, but there is a good chance the City will receive it. The City is also on track to add a supplemental well to the water system by summer 2025, which means that fall of 2024 is the last year that water hauling will need to occur.

6. Adjourn

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

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

No: N/A.

Abstain: N/A.

Meeting adjourned at 8:19PM.