

PUBLIC NOTICE

What: 2019 Event Planning Meeting
When: Monday, June 3, 2019 at 5:00 p.m.
Where: Metolius Train Depot

PUBLIC NOTICE

What: City Council Workshop
When: Monday, June 3, 2019 at 6:00 p.m.
Where: Metolius Train Depot
Agenda: Each month, prior to a city council meeting, the Council schedules a work session to review the proposed agenda topics. No decisions are made at these work sessions and they are subject to cancellation without prior notice.

**Metolius City Council Meeting
June 3, 2019 at 7:00 p.m.
Metolius Train Depot**

AGENDA

- 1. Call Meeting to Order – John Chavez, Mayor**
- 2. Roll Call – John Chavez, Patty Wyler, Denise Keeton, Carl Elliot, Candy Canga, Dan Dulaney and Lonnie Parsons.**
- 3. Pledge of Allegiance and Invocation**
- 4. Consent Agenda -** All matters listed under consent agenda have been distributed to each council member for reading and study and will be enacted by one motion of the council with no separate discussion. If separate discussion is desired, that item can be moved to the regular agenda.
 - 4.1.** Regular Council Meeting Minutes – May 6, 2019
 - 4.2.** Council Workshop Minutes – May 6, 2019
 - 4.3.** Event Planning Minutes – May 6, 2019
 - 4.4.** Authorize Payment of Bills
 - 4.5.** Financials – Monthly Profit and Loss

Shall the Council approve the consent agenda as presented?

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting, however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice. Anyone needing accommodation to participate in the meeting must notify the City Recorder's office at least three (3) days prior to the meeting by calling 546-5533.

This institution is an equal opportunity provider and employer.

- 5. Public Hearing- Resolution No 2019-03 – State Revenue Sharing Law , ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money.**

- 5.1. Open Public Hearing – Mayor John Chavez**
- 5.2. Public Comment**
- 5.3. Close Public Hearing**
- 5.4. Council Deliberations, Questions, and/or Comments**
- 5.5. Council Takes Formal Action**

Shall the Council approve Resolution No. 2019-03 A resolution declaring the City's election to receive state revenues?

- 6. Public Hearing – Resolution No. 2019-04 - Adopt the 2019-20 Fiscal Year Budget as submitted by the Budget Officer with recommendation from the Budget Committee.**

- 6.1. Open Public Hearing – Mayor John Chavez**
- 6.2. Public Comment**
- 6.3. Close Public Hearing**
- 6.4. Council Deliberations, Questions, and/or Comments**
- 6.5. Council Takes Formal Action**

Shall the Council approve Resolution No. 2019-04 Adopting the 2019-20 Fiscal Year Budget ?

7. Unfinished Business

- 7.1. Ordinance No. 261 – Ordinance allowing the City of Metolius to seek a judgement in circuit court to collect on or enforce any lien, cost reimbursement, or fine of the City.**

- 7.1.1. 2nd Full Reading of proposed Ordinance.**
- 7.1.2. Public Comment**
- 7.1.3. Close Public Hearing**
- 7.1.4. Council Deliberations, Questions, and/or Comments**
- 7.1.5. Council Takes Final Action**

Shall the Council approve Ordinance No. 261 as presented?

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- 7.2. **Ordinance No. 262** – Ordinance allowing the City of Metolius to seek a judgement in circuit court to collect on or enforce any lien, cost reimbursement, or fine of the City.

7.2.1. **2nd Full Reading of proposed Ordinance.**

7.2.2. **Public Comment**

7.2.3. **Close Public Hearing**

7.2.4. **Council Deliberations, Questions, and/or Comments**

7.2.5. **Council Takes Final Action**

Shall the Council approve Ordinance No. 262 as presented?

- 7.3. **Resolution No. 2019-05** – A Resolution of the City of Metolius approving account receivable write off.

7.3.1. **Public Comment**

Shall the Council approve Resolution No. 2019-05 as presented?

- 7.4. **Stop Sign** – Pat Hanenkrat has requested to place a stop sign on the corner of Hood and Butte to reduce speeding in the area.

Shall the Council approve the purchase and placement of a stop sign at the Corner of Hood and Butte?

- 7.5. **Rodevelt Agreement** – An agreement between Patricia Flenner (trustee for the Violet G. Rodevelt Trust) and the City of Metolius. Agreement was written by City Attorney.

Shall the Council approve the Agreement as presented?

8. New Business

- 8.1. **Presentation (15 Minutes)** - Jeff Rasmussen from Jefferson County

- 8.2. **Presentation (15 Minutes)** – Janet Brown from Economic Development of Central Oregon (EDCO).

- 8.3. **Presentation (15 Minutes)** – Courtney Snead from the 509J School District.

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- 8.4. Municipal Judge** – The Personnel Supervisory Group would like to recommend the appointment of Paul May as the Municipal Judge for the City of Metolius. Swearing in by Collin Edmonds to also take place.

Shall the Council appoint Paul May as the Metolius Municipal Judge?

- 8.5. Notice of Intent to Construct** – Regarding building height transition.

- 8.6. Depot Business** – Council to discuss raising the door on the North End side of the Dept.

9. Staff, Council and Committee Reports

- 9.1.** Mayors Report – John Chavez
- 9.2.** Public Works – Pat Hanenkrat
- 9.3.** City Recorder – Tasha Alegre
- 9.4.** Codes – James Stratton
- 9.5.** Attorney's Report – Steve Bryant/Collin Edmonds
- 9.6.** Depot Committee Report
- 9.7.** COIC Report – John Chavez
- 9.8.** Chamber Report – Pat Hanenkrat
- 9.9.** COACT Report – Pat Hanenkrat

10. Public Presentations

- 10.1.** Public Comments: Any visitor who may wish to make a presentation to the council, but is not specifically on the agenda, is offered an opportunity to make the presentation or comments. We ask that the presentation be limited to not more than three (3) minutes.

11. Schedule of upcoming events/meetings

- 11.1.** Staff Meeting – 2nd and 4th Tuesday at 2:30 p.m.
- 11.2.** Pancake Breakfast – June 27th, 2019, 8-10 a.m.
- 11.3.** Planning Commission Meeting – June 23rd at 6:00 p.m.
- 11.4.** Next Council Meeting – July 1st, 2019

12. Regular Meeting Adjourned

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting, however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice. Anyone needing accommodation to participate in the meeting must notify the City Recorder's office at least three (3) days prior to the meeting by calling 546-5533.

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City of Metolius
Event Planning Meeting
May 6, 2019
Minutes

1. **This Event Planning Meeting was called to order by Mayor John Chavez at 5:00 p.m.**
2. **Present:** Mayor John Chavez, Councilors Patty Wyler, Denise Keeton, Candy Canga, Carl Elliott, Dan Dulaney, Lonnie Parsons, City Recorder Tasha Alegre, Public Works Supervisor Pat Hanenkrat and City Clerk James Stratton.

Pat Hanenkrat began the meeting by reading the event planning spreadsheet. Easter Egg Hunt was not as successful as previous years due to weather.

Volunteers – Candy Canga handed out a volunteer list to staff and councilors that was put together at the last Pancake Breakfast. We have a list of 22 people. Staff will take this list and contact everyone to see where they would like to be placed during the Spike and Rail and if they have specific needs or restrictions. Staff will bring this list to the June meeting for the Committee Chairs.

Spike and Rail – Parade – Pat stated that we will be needing 3 volunteers for the parade. The lineup for the parade will begin at 10:30. Pat suggested that we start passing out flyers to anyone that is interested in participating in the parade.

BBQ – Pat suggested inviting Crystal to the next meeting since she is the chair of the food. Jim and Jennifer Maynard will check with Erickson's regarding the tent and what it would cost for the City to buy hot dogs and buns. Tasha Alegre stated that the actual cost for the hot dog meal (hot dog, bun, chips and water) is \$1.10. Patty suggested that we increase the price from \$2.00 to \$3.00. Council gave Consensus to that figure. We will be needing 6 volunteers for this station.

Vendors – James Stratton has created flyers and will begin to hand those out to the ones who were there last year and anyone else that may be interested.

Games – Patty, John, Jennifer and Lonnie will be getting together on May 13, 2019 at the City Hall to look through the prizes and discuss what needs to be ordered from Oriental Trading Company.

Depot – Jim Maynard would like to stage the model train that he is putting together in the Depot. In order to do this, he will need a key to the depot. Staff will make this happen. Bob Bozarth is concerned about the storage in the north end of the Depot if we want to make this a Museum setting. Pat explained that this will take time and the Council will look into storage options when the time comes. Pat explained that he will get the north end organized and cleaned up before the Spike and Rail event.

Pat indicated that we will be needing 2 volunteers for the store, 10 volunteers for the park, and 2 volunteers for the Depot.

3. Adjournment – Meeting adjourned at 6:03 p.m.

**City of Metolius
Workshop Meeting
May 6, 2019
Minutes**

1. **This workshop meeting was called to order by Mayor John Chavez at 6:10 PM.**
2. Present: Mayor John Chavez, Councilors Patty Wyler, Denise Keeton, Candy Canga, Carl Elliott, Dan Dulaney, Lonnie Parsons, City Recorder Tasha Alegre, Public Works Supervisor Pat Hanenkrat and City Clerk James Stratton.

Visitors: Scott Teeny and Mae Huston
3. **Consent Agenda** – No corrections to be made on the consent agenda.
4. **Item 5 and 6.1 to be discussed in the regular council meeting.**
5. **Seasonal Maintenance Position** – Tasha Alegre mentioned that the add was posted in the pioneer for two consecutive weeks and we currently have one application submitted. Patty Wyler asked whether or not the employee needs to have a high school diploma and drivers license. Carl suggested asking our insurance to see if the employee must be 18 or older. The Council recommended asking Donna from Culver to see what their requirements are for a temporary maintenance employee. The Council discussed placing the add in the paper for three more weeks with a closing date of May 31st, 2019.
6. **Trailer Purchase** - Pat Hanenkrat discussed the need for a dump trailer. Tasha explained the budget process and where those funds are allocated. She stated that the line item “Equipment Purchase” in the maintenance fund was used on the new lawn mower. However, there is a line item “Equipment Purchase” in the sewer budget for \$8,000.00. Candy Canga asked why we need to buy brand new. Patty is also concerned about this and wanted to make sure the Council remembers that they are making decisions based on what the city would want. Pat explained that when you buy brand new, they come with a warranty which is important. The Council suggested reaching out to Culver to see if they have a need for one and the possibility of sharing the cost and trailer. This item will be tabled until the next meeting on June 3rd, 2019.
7. **Items 7.1 and 7.2 to be discussed in the regular council meeting.**
8. **Mayors Report** – John Chavez would like to thank Candy Canga for the wonderful job in organizing and coordinating the volunteer appreciation breakfast held in April.
9. **Public Works Report** – Pat Hanenkrat submitted a written report. Pat requested to the Council to place a stop sign at Butte and Hood to reduce speeding. Pat and Kevin turned on the pump going to Roy Hearts and there was 10 buckners that need to be fixed by the developer. Pat is hoping to have irrigation water to the City by Monday May 13th.

10. **City Recorder Report** – Tasha informed the Council that during this month she will be working on finalizing the budget, renewing the insurance and beginning the audit process.
11. **Codes Report** – James submitted a written report.
12. **Chamber Report** – Pat Hanenkrat submitted a written report.
13. **Adjournment: Meeting adjourned at 6:46 p.m.**

Metolius City Council
Minutes of Regular Meeting
May 6, 2019
7:00 pm

1. **Call Meeting to Order** – The regular meeting was called to order at 6:58 p.m. by Mayor John Chavez.
2. **Roll Call** – John Chavez, Patty Wyler, Denise Keeton, Carl Elliot, Candy Canga, Lonnie Parsons and Dan Dulaney were present.
Pat Hanenkrat, James Stratton, Tasha Alegre and Attorney Collin Edmonds were also present.

Visitors: Scott Teeny, Ken Keeton, Janet Brown, Susie Vanek, June Lewis, Rick and Kathy Boro, Kevin Raines, Autumn Cosgrove and Miguel Segoviano.

3. **Pledge of Allegiance**
Invocation by Candy Canga

4. **Consent Agenda**

- 4.1. Regular Council Meeting Minutes – April 1, 2019
- 4.2. Workshop Minutes – April 1, 2019
- 4.3. Event Planning Minutes – April 1, 2019
- 4.4. Authorize Payment of Bills
- 4.5. Financials – Monthly Profit and Loss and 3rd Quarter Budget Actuals

Patty Wyler moved to approve the consent agenda as presented; seconded by Carl Elliot. Motion passed unanimously.

5. **Public Hearing – Ordinance No. 260** - An Ordinance declaring the vacation of certain platted lots within Block 43 and the 16-foot alley way of the first addition to the City of Metolius and declaring an emergency.
 - 5.1. Mayor John Chavez opened the Public Hearing at 7:04 p.m.
 - 5.2. Mayor John Chavez explained that the applicants withdrew their application to vacate the platted lots and alley way as of April 24th, 2019. A formal letter was submitted to the City Recorder.
 - 5.3. Mayor John Chavez closed the Public Hearing at 7:05 p.m.
6. **Unfinished Business**
 - 6.1. Rodevelt Property – Attorney Collin Edmonds explained that he has drafted an agreement that has been sent to the attorney involved with this property. He has not heard back from him but will hopefully be bringing this agreement to the June meeting.

- 6.2. Seasonal Maintenance Position – City Council would like to see this add be posted in the pioneer for 3 more weeks and have the closing date for applications be May 31st, 2019.

7. New Business

- 7.1. Trailer Purchase – Pat Hanenkrat explained that this issue has been tabled until the next meeting due to the Council wanting to see more options and possibly inquiring with Culver to see if they would like to share cost as we do with the vector truck.
- 7.2. Ordinance No. 261 – Ordinance allowing the City of Metolius to seek a judgement in circuit court to collect on or enforce any lien, cost reimbursement, or fine by the City.
- 7.2.1. Attorney Collin Edmonds read the 1st full reading of Ordinance No. 261 on the record.
- 7.2.2. No Public Comment was given.
- 7.2.3. Ordinance will remain open for comment and will be read for a second time on June 3rd, 2019.
- 7.3. Ordinance No. 262 – Ordinance adding nuisance homes provisions into the Metolius City Code section 8.12.
- 7.3.1. Attorney Collin Edmonds read the 1st full reading of Ordinance No. 262 on the record.
- 7.3.2. No Public Comment was given.
- 7.3.3. Ordinance will remain open for comment and will be read for a second time on June 3rd, 2019.

8. Staff, Council and Committee Reports

- 8.1. Mayors Report – John Chavez gave a verbal report during the workshop meeting.
- 8.2. Public Works – Pat Hanenkrat submitted a written report.
- 8.3. City Recorder – Tasha Alegre gave a verbal report during the workshop meeting.
- 8.4. Codes – James Stratton submitted a written report.
- 8.5. Attorney's Report – No report given
- 8.6. Depot Committee Report – No report given.
- 8.7. COIC – No report given.
- 8.8. Chamber – Pat Hanenkrat submitted a written report.
- 8.9. COACT – No report given.

9. Public Presentations

- 9.1. **Public Comment** – Scott Teeny (owner of Havilah Estates) was present to discuss a setback issue in the Roy Hearts Subdivision. Scott explained that lot 18 and 28 have side yard set backs of 10 feet instead on 20 feet on the street side. He informed the Council that the City staff made a mistake in not catching these mistakes when they signed the intent to construct. He also explained that it took 1 week for the staff to get back to him

in regard to these properties. Scott has concern about the decrease in value of his development from this issue. He would like to see the City fix this issue and not ignore it. Attorney Collin Edmonds explained to Scott that lot 18 and 28 are beyond the appeal process but lot 25 that was just recently submitted may still be in that timeline. Collin requested staff to confirm this with Scott. Candy Canga asked Scott about the safety risk in these properties. He explained that he believes there is a vision clearance issue around the corner and that the properties just look “ugly”.

Janet Brown and Susie Vanek were present to discuss EDCO (Economic Development of Central Oregon). Janet Brown has requested to be placed on the June 3rd agenda to discuss EDCO further. She also explained that she was placed into an email chain with Scott Aycock and Tasha Alegre regarding Economic Opportunity Zones. She wanted to let me Council know that Metolius is unfortunately not apart of that.

10. Schedule of upcoming events/meetings

- 10.1. Staff Meeting – 2nd and 4th Tuesday at 2:30 p.m.
- 10.2. Pancake Breakfast – May 25th, 2019, 8-10 a.m.
- 10.3. 2nd Budget Meeting – May 15th, 2019
- 10.4. Planning Commission Meeting – May 21st at 6:00 p.m. at City Hall
- 10.5. Next Council Meeting – June 3rd, 2019 @ the Train Depot

11. Adjournment – Regular Meeting was adjourned to Executive Session at 7:28 p.m.

12. Executive Session pursuant to ORS 192.660 (h) and (i) – Meeting was called to order at 7:30 p.m.

- 12.1. ORS 192.660(h) – consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- 12.2. ORS 192.660(i) – to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

13. Executive Session Adjourned at 8:05 p.m. and Regular Session re-opened at 8:06 p.m.

- 13.1. Candy Canga moved to have the attorney draft a resolution for the SDC issue regarding Mr. Gonzales for approval at the June Council meeting; seconded by Lonnie Parsons. Motion passed unanimously.
- 13.2. Carl Elliot moved to place Kevin Raines on Permanent Employment from Probation status with a pay rate of \$16/hr. and to retro back to April 5th, 2019 at a sum of \$288.00; seconded by Denise Keeton. Motion passed unanimously.

14. Regular Meeting adjourned at 8:09 p.m.

City of Metolius
Minutes of Budget Committee
April 15, 2019; 6:00 pm

1. Call Meeting to Order

The Budget Committee Meeting was called to order at 6:00 p.m. by Mayor John Chavez. Present: Pat Hanenkrat, Christy Abbe, Harry Phillips, Dan Dulaney, Carl Elliot, John Chavez, Denise Keeton, Larry Brown, Floyd Leach, Ken Keeton, James Stratton and Tasha Alegre. Lonnie Parsons, Candy Canga and Patty Wyler were absent.

2. Review Budget

Budget Officer Tasha Alegre read the Budget Message to the Committee. Pat Hanenkrat began the meeting by reading the current year budget and the proposed by staff for the 2019-20 fiscal year.

General Fund Income – Larry Brown asked why we are not seeing an increase in franchise fees from previous years with the new housing going in. Pat Hanenkrat explained that we should see a change once the new census comes out. The Committee gave consensus on the proposed staff numbers.

Administrative Fund – Tasha Alegre requested a head count of Councilors who would like to attend the LOC Conference this year. John Chavez recommended to budget for everyone to make sure the funds are available. Christy Abbe mentioned that she would like to attend a Budget Law training course if available in the area. Paul May recommended adding a staff and council development line item in the future for team building. The Committee gave consensus on the proposed by staff numbers.

Community Development Fund – There were some recommended changes in the materials and services column. Attorney Fees went from \$2,500.00 to \$4,500.00; Economic Development went from \$98,000.00 to \$95,000.00 per Resolution 2007-04; Legal Notices went from \$500.00 to \$1,000.00 and Professional Fees went from \$10,000.00 to \$10,500.00.

Contingency Fund – The Committee gave consensus on the proposed by staff numbers.

Maintenance Fund – There were some recommended changes in the materials and services column. Equipment Purchases went from \$10,000.00 to \$9,750.00 and Heat went from \$500.00 to \$750.00.

Public Safety – Tasha Alegre mentioned to the Committee that the city staff is currently working on the Judge position for the City. Larry Brown was concerned that the Traffic Fines/Violations line item had decreased. James Stratton explained that without a Judge it makes it harder to hear certain cases. The Committee gave consensus on the proposed by staff numbers.

Parks Department – There were some recommended changes in the materials and services column. Water went from \$150.00 to \$250.00 and Park Equipment went from \$3,000.00 to \$2,900.00

Payroll Worksheet – Tasha Alegre explained that the proposed salaries for employees are based on a 4% increase as suggested by the Personnel Supervisory Group. There were some recommended changes in the Employee Benefits column. PERS (Employee Share) went from \$4,600.00 to \$7,000.00; PERS (Employer Share) went from \$7,000.00 to \$8,000.00; Payroll Taxes – Match went from \$17,000.00 to \$12,000.00; Unemployment went from \$2,000.00 to \$600.00 and Worker’s Comp. went from \$4,000.00 to \$7,000.00.

Sewer Operating Fund – Pat Hanenkrat explained that he has a Capital Improvement Project for the sewer plant. To replace the alert system at the plant, this would cost the City around \$20,000.00 to complete. There were some recommended changes in the materials and services column. Attorney Fees were from \$5,000.00 to \$3,200.00; Insurance went from \$500.00 to \$1,800.00; Power went from \$15,500.00 to \$16,000.00; Water went from \$3,000.00 to \$500 and Sewer Repairs went from \$500.00 to \$3,000.00. The Committee gave consensus to pay off the OECDD loan July 1st, 2019 to save between \$700.00 and \$800.00 in interest.

Irrigation Operating Fund – The Committee gave consensus on the proposed by staff numbers.

Mayor John Chavez recommended to continue this meeting on May 15th, 2019. The committee gave consensus to his recommendation.

3. **Next Budget Meeting – May 15th, 2019 at 6:00 p.m.**
4. **Adjourn – Meeting was adjourned at 7:55 p.m. by Mayor John Chavez.**

City Recorder

Mayor

City of Metolius
Minutes of Budget Committee
May 15, 2019; 6:00 pm

1. Call Meeting to Order

The Budget Committee Meeting was called to order at 6:00 p.m. by Council President Carl Elliot. Present: Pat Hanenkrat, Christy Abbe, Harry Phillips, Dan Dulaney, Patty Wyler, Carl Elliot, Denise Keeton, Ken Keeton, James Stratton and Tasha Alegre. John Chavez, Lonnie Parsons, Candy Canga, Larry Brown and Floyd Leach were absent.

2. Minutes were reviewed from the April 16th meeting and no changes or corrections were made.

3. Public Hearing – State Revenue Sharing

3.1. Public Hearing was opened at 6:06 by Council President Carl Elliot.

3.2. Committee Discussion – The Committee discussed the main use of this fund will be to match funds with a possible grant to replace the decking around the Metolius Train Depot. Tasha Alegre explained that the City receives around 2,000.00 – 2,200.00 per quarter from State Revenue.

3.3. No public comment was given.

3.4. Public Hearing was closed at 6:15 by Council President Carl Elliot.

4. Review remaining pages of the proposed budget

Reserve Fund – Tasha Alegre wanted to make a typo correction in the Irrigation Reserve Fund. In the line item Capital Projects and Total Irrigation Reserve Expenses the amount should be changed from \$40,555.00 to \$40,755.00.

Depot Fund- The Budget Committee gave consensus to the proposed by staff numbers.

Streets Fund – There were some recommended changes in the Materials and Services column. Road Repairs went from \$1,500.00 to \$3,500.00 and Walkway/Crack sealing went from \$29,000.00 to \$27,000.00.

Revenue Sharing Fund – The Budget Committee gave consensus to the proposed by staff numbers.

System Development Charges Fund – The Budget Committee gave consensus to the proposed by staff numbers.

Property Fund – The Budget Committee gave consensus to the proposed by staff numbers.

5. Paul May moved to recommend approval of the 2019-20 Budget with changes to the City Council; seconded by Ken Keeton. Motion passed unanimously.

6. Adjourn – Meeting was adjourned at 6:48 p.m. by Council President Carl Elliot.

City Recorder

Mayor

7:24 AM

05/31/19

City of Metolius
Unpaid Bills Detail
 As of May 31, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Ace Hardware					
Bill	05/28/2019		06/17/2019		404.95
Total Ace Hardware					404.95
Ag West					
Bill	05/21/2019		06/20/2019		30.41
Total Ag West					30.41
BI-Mart					
Bill	05/21/2019		06/20/2019		109.23
Total BI-Mart					109.23
Bryant Emerson, LLP					
Bill	05/21/2019		06/20/2019		3,410.00
Total Bryant Emerson, LLP					3,410.00
Cascade Natural Gas					
Bill	05/21/2019		06/20/2019		209.10
Total Cascade Natural Gas					209.10
Cascade Security					
Bill	05/21/2019		05/31/2019		285.00
Total Cascade Security					285.00
Central Oregon Intergovernmental Council					
Bill	05/21/2019		05/31/2019		250.00
Total Central Oregon Intergovernmental Council					250.00
CenturyLink					
Bill	05/21/2019		05/31/2019		289.29
Bill	05/21/2019		05/31/2019		157.30
Total CenturyLink					446.59
CIS Trust					
Bill	05/21/2019		06/10/2019		2,264.11
Total CIS Trust					2,264.11
D.V.W.D.					
Bill	05/21/2019		06/20/2019		135.90
Total D.V.W.D.					135.90
Dept of Environmental Quality financial					
Bill	05/21/2019		05/31/2019		100.00
Total Dept of Environmental Quality financial					100.00
Edge Analytical					
Bill	05/28/2019		06/27/2019		314.00
Total Edge Analytical					314.00
Helena Chemical Company					
Bill	05/28/2019		06/07/2019		106.93
Total Helena Chemical Company					106.93
James D Stratton					
Bill	05/21/2019		05/31/2019		44.00
Total James D Stratton					44.00

7:24 AM

05/31/19

City of Metolius
Unpaid Bills Detail
As of May 31, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Jeff. Co. Public Wks					
Bill	05/21/2019		06/20/2019		320.01
Total Jeff. Co. Public Wks					320.01
Jeff. Co. Sheriff's Office					
Bill	05/21/2019		06/20/2019		2,291.61
Total Jeff. Co. Sheriff's Office					2,291.61
Jefferson County Economic Development					
Bill	05/21/2019		05/31/2019		2,038.00
Total Jefferson County Economic Development					2,038.00
Madras Auto Parts					
Bill	05/21/2019		06/20/2019		46.88
Total Madras Auto Parts					46.88
Madras Medical Group					
Bill	05/21/2019		06/20/2019		96.00
Total Madras Medical Group					96.00
Madras Sanitary Service					
Bill	05/28/2019		06/27/2019		115.59
Total Madras Sanitary Service					115.59
Miller Lumber					
Bill	05/28/2019		06/27/2019		226.32
Total Miller Lumber					226.32
Old Dominion Brush					
Bill	05/21/2019		05/31/2019		558.12
Total Old Dominion Brush					558.12
Ore. Assoc. of Water Utilities					
Bill	05/28/2019		06/27/2019		218.20
Total Ore. Assoc. of Water Utilities					218.20
Oregon Department of Revenue					
Bill	05/28/2019		06/27/2019		60.00
Total Oregon Department of Revenue					60.00
Pacific Power					
Bill	05/21/2019		06/20/2019		2,232.76
Total Pacific Power					2,232.76
Pamplin Media Group					
Bill	05/21/2019		05/31/2019		104.62
Total Pamplin Media Group					104.62
Postmaster					
Bill	05/21/2019		06/20/2019		220.00
Total Postmaster					220.00
Ricoh USA, Inc					
Bill	05/21/2019		05/31/2019		138.34
Total Ricoh USA, Inc					138.34
TOTAL					16,776.67

7:25 AM
05/31/19
Accrual Basis

City of Metolius
Profit & Loss
May 2019

	May 19
Income	
Depot - Income	
Rent	200.00
Total Depot - Income	200.00
Gen. Fund Income	
Convenience Fee	11.50
Franchise Fees	
Cascade Natural Gas	511.77
Crestview Cable	491.10
Madras Sanitary	6,308.33
Pacific Power	5,890.06
Total Franchise Fees	13,201.26
Other Income	
Property Rent	3,210.00
Refunds/Reimbursements	29.85
Total Other Income	3,239.85
Public Safety - Income	
Traffic Fines	965.00
Total Public Safety - Income	965.00
Taxes	
Current Year	488.19
Prior Year	82.87
Total Taxes	571.06
Total Gen. Fund Income	17,988.67
Irrig. Oper - Income	
Current Yr. Charges	370.41
Prior Yr. Charges	-10.99
Total Irrig. Oper - Income	359.42
Property - Income	
Rent - Land	99.37
Rent - Miller - House	1,080.00
Total Property - Income	1,179.37
Sewer Oper. Income	
Finance Charges	809.83
Pre-Pay Discount	-48.00
Sewer Service - Business	
Sewer Service-Business 2-5	200.00
Sewer Service-Business 6+	3,817.20
Sewer Service - Business - Other	80.00
Total Sewer Service - Business	4,097.20
Sewer Service - Domestic	11,120.00
Total Sewer Oper. Income	15,979.03
Streets - Income	
Gas Tax	4,745.07
Refunds/Reimbursements	77.40
Total Streets - Income	4,822.47
Total Income	40,528.96
Gross Profit	40,528.96

7:25 AM
05/31/19
Accrual Basis

City of Metolius
Profit & Loss
May 2019

	May 19
Expense	
Depot - Exp.	
Materials & Services	
Depot Repair & Maintenance	
Heat	106.91
Power	67.51
Supplies	237.10
Total Depot Repair & Maintenance	411.52
Water	23.90
Total Materials & Services	435.42
Total Depot - Exp.	435.42
Gen. Fund Expenses	
Admin. Dept.	
Materials & Services	
Attorney Fees	4,140.00
Comm. Relations	21.92
Heat	46.07
Internet	209.65
Legal Notices	209.24
Maintenance Agreement	138.34
Power	58.76
Security Service	285.00
Supplies - City Hall	262.99
Supplies - office	53.10
Telephone	370.76
Travel	288.20
Water	20.00
Total Materials & Services	6,104.03
Personnel - Admin	
Payroll Benefits	1,262.08
Total Personnel - Admin	1,262.08
Total Admin. Dept.	7,366.11
Community Development Dept.	
Materials & Services	
Attorney Fees	300.00
Jeff County Econ Dev	2,038.00
Legal Notices	116.26
Professional Fees	1,323.00
Total Materials & Services	3,777.26
Personnel Services	
Payroll Benefits	29.70
Total Personnel Services	29.70
Total Community Development Dept.	3,806.96
Maint Dept	
Materials & Services	
Heat	56.12
Power	81.02
Refuse	331.38
Rentals	0.00
Repairs-Equip.	558.12
Sm. Tools	71.95

7:25 AM
05/31/19
Accrual Basis

City of Metolius
Profit & Loss
May 2019

	May 19
Supplies-shop	539.81
Total Materials & Services	1,638.40
Personnel - Maint Benefits	605.00
Total Personnel - Maint	605.00
Total Maint Dept	2,243.40
Parks	
Materials & Services	
Park Repair & Maint.	87.50
Power	19.40
Water - park	20.00
Total Materials & Services	126.90
Personnel - Parks Benefits	764.54
Total Personnel - Parks	764.54
Total Parks	891.44
Payroll Dept.	
Benefits	
Health Insurance	2,746.97
PERS	
Employee	961.32
Employer	720.14
Total PERS	1,681.46
Taxes	931.93
Unemployment	12.00
Total Benefits	5,372.36
Salaries	
City Recorder	3,128.00
Clerk/Code Enforcement	2,058.33
Maint.	3,232.00
Pub. Wks	3,584.00
Total Salaries	12,002.33
Total Payroll Dept.	17,374.69
Police Dept	
Materials & Services	
Equip. R&M	14.29
St. Assessments	60.00
Total Materials & Services	74.29
Personnel - Police Benefits	44.56
County contract	4,583.22
Total Personnel - Police	4,627.78
Total Police Dept	4,702.07
Total Gen. Fund Expenses	36,384.67

7:25 AM
05/31/19
Accrual Basis

City of Metolius
Profit & Loss
May 2019

	May 19
Irrig. Oper - Expense	
Materials & Services	
Attorney Fees	360.00
Equipment R&M	237.61
Irrig. Supplies	533.58
Total Materials & Services	1,131.19
Personal Services	
Benefits	423.10
Total Personal Services	423.10
Total Irrig. Oper - Expense	1,554.29
Payroll Expenses	13.57
Sewer Oper. Expenses	
Materials & Services	
Computer Expense	34.99
Dues & Subscriptions	100.00
Education	171.00
Equipment Purchases	0.00
Internet	123.65
Licenses,Fees&Permits	1,666.20
Postage	440.00
Power	1,125.96
Sample Testing	1,380.00
Supplies	24.38
Telephone	338.18
Travel	16.50
Water	72.00
Total Materials & Services	5,492.86
Personal Services	
Benefits	1,096.74
Total Personal Services	1,096.74
Total Sewer Oper. Expenses	6,589.60
Streets-Expenses	
Capital Improvments	
CET Transit	250.00
Total Capital Improvments	250.00
Materials & Services	
Chemicals	237.50
fuel	743.40
Street Lights	880.11
supplies	82.41
Total Materials & Services	1,943.42
Personnel Services	
Benefits	302.50
Total Personnel Services	302.50
Total Streets-Expenses	2,495.92
Total Expense	47,473.47
Net Income	-6,944.51



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Goods and Services, Shared Financial Services

155 Cottage St. NE

Salem, OR 97301-3972

(503)373-0735

FAX (503)373-1273

RETURN TO:

Resolution
No. 2019-03

DEPARTMENT OF ADMINISTRATIVE SERVICES
SHARED FINANCIAL SERVICES
ATTN Laura Erich
155 COTTAGE ST NE
SALEM OR 97301-3972

AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of METOLIUS ordains as follows:

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

Passed by the Common Council the 3rd day of June, 2019.

Approved by the Mayor this 3rd day June, 2019.

Mayor _____

Attest _____

I *certify that a public hearing before the Budget Committee was held on May 15th, 2019 and a public hearing before the City Council was held on June 3rd, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Recorder

* NOTE: Please return certification only. We do not need copies of notices.

City of Metolius

Budget

Document



2019-2020



City of Metolius
636 Jefferson Avenue
Metolius, OR 97741

Phone: 541-546-5533
Fax: 541-546-8809
Email: metolius1911@gmail.com

2019-20 BUDGET MESSAGE

April 16, 2019

The following 2019-20 proposed budget for the City of Metolius is hereby submitted for your consideration.

Listed are the actual expenditures for the 2016-17 and 2017-18 fiscal years. The current years budgeted amounts are also included. The proposed 2019-20 budget would provide for the continuation of the services currently being provided.

The City of Metolius uses a modified accrual basis of accounting utilizing a General Fund with department funding and enterprise funds for the Depot, Property, Irrigation Funds, Revenue Sharing, Sewer Funds, and Streets.

Consistent with last year, the payroll sheet is a summary sheet of all the fund's payroll expenses. The payroll is calculated using the actual time each employee spent working in each fund during the prior fiscal year. This percentage is then allocated to each fund. This allows the city to assure that each fund is charged its "fair share" of payroll expense. The City Council moved to hire a temporary maintenance position starting July 1st, 2019 through September 30th, 2019. (Percentages have been rounded to the nearest whole number.)

The estimated resources and expenditures are subject to change but is the "best guess" in regard to the figures available at this time. The figures presented allow for the normal operation and maintenance of the City of Metolius.

The City will continue to contract with Jefferson County to provide police services for the 2019-20 fiscal year. This agreement seems to be working well for both sides. The City of Metolius receives 47 hours of monthly patrol services for an annual fee of \$27,500.00. With our monthly patrol hours, combined with Culver's patrol hours, the sheriff's office is able to dedicate one officer to patrol both Metolius and Culver.

The City of Metolius has a loan through Business Oregon that is scheduled to be paid off this year. The scheduled payment is due in November 2019. My suggestion to the Budget Committee would be to pay this off July 1st, 2019 and save the City between \$700.00 and \$800.00 in interest.

The City staff has worked very hard to limit the proposed expenditures to those that are necessary to effectively maintain the City. I believe, when you are finished making your recommendations, you will have a budget document that will satisfy the residents of this city.

Respectfully submitted,

Tasha Alegre
Budget Officer

RESOLUTION # 2019-04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the Common Council for the City of Metolius hereby adopts the budget for fiscal year 2019-2020 in the total of \$1,352,718.50 is now on file at Metolius City Hall; and

RESOLUTION MAKING APPROPRIATIONS

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

General Fund

Administrative Department	\$110,060.00
Community Development	\$115,062.20
Maintenance	\$ 83,708.50
Parks	\$ 29,499.00
Public Safety	\$ 39,315.80
Contingency	\$ 42,500.00

GENERAL FUND TOTAL **\$332,437.00**

Sewer Operating Fund

Personal Services	\$ 52,684.70
Materials & Services	\$ 77,285.00
Debt Services	\$106,591.85
Capital Outlay	\$ 22,000.00
Transfers	\$ 5,000.00

FUND TOTAL **\$263,561.55**

Sewer Reserve Fund

Required Reserve	\$ 86,591.85
------------------	--------------

FUND TOTAL **\$ 86,591.85**

Irrigation Operating Fund

Personal Services	\$ 18,514.80
Materials & Services	\$ 53,365.00

FUND TOTAL **\$ 71,879.80**

Irrigation Reserve Fund

Capital Outlay	\$ 40,755.00
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FUND TOTAL **\$ 40,755.00**

Depot Fund

Materials & Services	\$ 21,700.00
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FUND TOTAL **\$ 21,700.00**

Revenue Sharing Fund

Materials & Services	\$ 51,652.00
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FUND TOTAL **\$ 51,652.00**

Streets Fund

Personal Services	\$ 23,979.00
Materials & Services	\$ 28,075.00
Special Projects	\$100,500.00
Capital Outlay	\$ 30,000.00

FUND TOTAL **\$180,554.00**

SDC-Sewer Fund

Capital Outlay	\$ 51,214.80
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FUND TOTAL **\$ 51,214.80**

SDC – Parks Fund

Capital Outlay	\$ 33,080.00
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FUND TOTAL **\$ 33,080.00**

SDC – Transportation Fund

Capital Outlay	\$ 57,200.00
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FUND TOTAL **\$ 57,200.00**

Property Fund

Materials & Services \$ 17,760.00

FUND TOTAL **\$ 17,760.00****SDC – Irrigation Fund**

Capital Outlay \$ 17,050.00

FUND TOAL **\$ 17,050.00****Total Appropriations, All Funds \$1,278,636.00**Total Unappropriated and Reserve Amounts, All Funds **\$ 74,082.50****Total Adopted Budget \$1,352,718.50****RESOLUTION IMPOSING & COTEGORIZING TAXES**

BE IT RESOLVED, that the Common Council for the City of Metolius hereby imposes the taxes provided for in the adopted budget at the rate of \$3.6296 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$3.6296/\$1,000	Not Applicable

The above resolution statements were approved and declared adopted on this 3rd day of June 2019.

 John Chavez, Mayor

Attest:

 Tasha Alegre, City Recorder

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Metolius City Council will be held on June 3, 2019 at 6:00 am x pm at 636 Washington Avenue, Metolius, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Metolius Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 636 Jefferson Avenue, between the hours of 8:00 a.m. and 4:00 p.m. or online at cityofmetolius.org. This budget is for an x annual biennial budget period. This budget was prepared on a basis of accounting that is x the same as different than the preceding year.

Contact: Tasha Alegre, City Recorders

Telephone: (541)546-5533

Email: metolius1911@gmail.com

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	763,248	780,301	790,500
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	311,854	315,239	332,116
Federal, State and all Other Grants, Gifts, Allocations and Donations	111,573	116,846	100,000
Revenue from Bonds and Other Debt	200	200	200
Interfund Transfers / Internal Service Reimbursements	30,200	30,000	5,000
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	82,100	96,165	124,903
Total Resources	1,252,413	1,298,170	1,352,719

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	234,637	243,551	231,170
Materials and Services	413,671	414,595	461,492
Capital Outlay	340,975	386,721	369,892
Debt Service	86,592	87,500	86,592
Interfund Transfers	30,200	30,000	5,000
Contingencies	45,575	40,309	42,500
Special Payments	60,000	20,000	20,000
Unappropriated Ending Balance and Reserved for Future Expenditure	86,703	116,075	136,073
Total Requirements	1,252,413	1,298,170	1,352,719

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			
Administration	62,272	62,272	56,056
FTE	1.40	1.40	1.40
Community Development	1,271	1,271	1,212
FTE	0.02	0.02	0.02
Maintenance	25,872	25,872	25,509
FTE	0.40	0.40	0.40
Parks	19,429	19,429	20,799
FTE	0.30	0.30	0.30
Public Safety	29,408	29,408	32,416
FTE	1.06	1.06	1.06
Sewer	51,968	51,968	52,685
FTE	1.12	1.12	1.12
Irrigation	18,364	18,364	18,515
FTE	0.30	0.30	0.30
Streets	25,872	25,872	23,979
FTE	0.40	0.40	0.40
FTE			
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements			
Total FTE	5	5	5

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

--

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 3.6296 per \$1,000)	3.6296	3.6296	3.6296
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	\$692,653	
Other Bonds		
Other Borrowings		
Total		

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

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Jefferson County

**FORM LB-50
2019-2020**

☐ Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Metolius has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Jefferson County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>636 Jefferson Ave</u>	<u>Metolius</u>	<u>OR</u>	<u>97741</u>	<u>7/14/2019</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Tasha Alegre</u>	<u>City Recorder</u>	<u>541-546-5533</u>	<u>metolius1911@gmail.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- ☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . .	1	3.6296	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	3.6296
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

City of Metolius 2019-20 Budget Document
General Fund - General Fund Income

The income is from taxes, franchise fees, liquor taxes, cigarette taxes, business licenses and rent from city property. The income is disbursed to City Administration, Community Development, Maintenance, Parks and Police Services.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Year 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
345,266.42	234,638.73	178,667.00	Beginning Balance	231,858.50	231,858.50	
			Taxes: This revenue is estimated by the County.			
88,818.05	87,200.00	103,295.30	Current Year	120,003.00	120,003.00	
3,200.36	3,000.00	3,200.00	Prior Year	3,200.00	3,200.00	
1,612.12	1,500.00	1,700.00	Hotel/Motel	1,700.00	1,700.00	
	-6,104.00	0.00	Uncollectable (Co. estimate)	0.00	0.00	0.00
93,630.53	85,596.00	108,195.30	Total Taxes - G.F.	124,903.00	124,903.00	0.00
			Franchise Fees: This is paid to the City on a percent of their gross collected within the city.			
1,540.71	1,600.00	1,600.00	Cascade Natl. Gas	1,600.00	1,600.00	
2,404.17	2,400.00	2,500.00	Crestview Cable	3,000.00	3,000.00	
1,882.99	1,000.00	1,800.00	Madras Sanitary	1,800.00	1,800.00	
28,476.24	25,000.00	29,000.00	Pac. Power	29,000.00	29,000.00	
1,269.57	1,400.00	1,300.00	Qwest	1,300.00	1,300.00	
35,573.68	31,400.00	36,200.00	Total Franchise Fees	36,700.00	36,700.00	0.00
			Business Licenses			
1,027.00	800.00	800.00	Business Licenses	1,000.00	1,000.00	
250.00	250.00	250.00	Soc. Gaming	250.00	250.00	
1,277.00	1,050.00	1,050.00	Total Bus. Licenses	1,250.00	1,250.00	0.00
			Other Gov. Revenue (This figure is based on the city population and mandated from the state.)			
1,207.55	887.80	1,200.00	Cigarette Tax	1,000.00	1,000.00	
10,135.60	9,379.48	10,000.00	Liquor Tax	11,000.00	11,000.00	
11,343.15	10,267.28	11,200.00	Total Other Gov. Revenue	12,000.00	12,000.00	0.00
			Other Income			
7,048.96	3,000.00	6,700.00	Interest	9,500.00	9,500.00	
0.00	25.00	0.00	Rent City Hall			
3,789.42	120.00	14,400.00	Rent City Property	3,500.00	3,500.00	
12,363.08	7,000.00	7,000.00	Refunds, Rebates	7,000.00	7,000.00	
23,201.46	10,145.00	28,100.00	Total Other Income	20,000.00	20,000.00	0.00
510,292.24	373,097.01	363,412.30	General Fund Total	426,711.50	426,711.50	0.00

**City of Metolius 2019-20 Budget Document
General Fund - Administration**

This is a department of the General Fund. **Administration** receives money from the Gen. Fund and pays for the operating expenses of the city including attorney, audit and other government requirements. Staff time for the council meetings and general government is paid through this department as well as council training and related expenses.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Adopted for 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
0.00	4,239.68	0.00	Solar Camping Fees	0.00	0.00	
98,788.08	84,926.67	108,299.00	General Fund Support	110,061.00	110,061.00	
98,788.08	89,166.35	108,299.00	Total Income	110,061.00	110,061.00	0.00
			EXPENSES			
			Personnel Services			
21,523.90	21,069.73	23,462.85	Benefits	15,000.00	15,000.00	
33,403.30	30,573.79	36,129.01	Recorder - 85%	32,393.50	32,393.50	
6,110.88	8,784.67	6,267.65	Clerk - 55%	8,662.50	8,662.50	
61,038.08	60,428.19	65,859.51	Total Personnel	56,056.00	56,056.00	
			Materials & Services			
3,055.00	7,318.58	4,559.49	Attorney Fees (50%)	7,500.00	7,500.00	
2,500.00	377.00	3,150.00	Audit (25%)	3,275.00	3,275.00	
135.00	135.00	150.00	Chamber of Commerce	150.00	150.00	
3,853.58	826.00	2,000.00	Community Relations	500.00	500.00	
0.00	0.00	0.00	Spike and Rail	5,500.00	5,500.00	
0.00	0.00	0.00	Easter Egg Hunt	200.00	200.00	
0.00	0.00	0.00	Santa's Workshop	300.00	300.00	
0.00	0.00	0.00	Christmas Party	300.00	300.00	
0.00	0.00	0.00	Haloween Party	150.00	150.00	
340.00	7,088.00	2,900.00	Conferences	4,000.00	4,000.00	
1,741.17	1,123.00	1,300.00	Dues/Subscriptions	1,500.00	1,500.00	
0.00	227.00	200.00	COIC Dues	250.00	250.00	
882.55	199.00	1,000.00	Education	1,000.00	1,000.00	
0.00	2,259.00	1,600.00	Equipment	1,000.00	1,000.00	
536.42	1,072.00	530.00	Heat	1,000.00	1,000.00	
16,958.30	671.00	13,000.00	Insurance	13,500.00	13,500.00	
957.35	1,504.00	700.00	Legal Notices	1,500.00	1,500.00	
0.00	0.00	0.00	Licenses/Fees/Permits	700.00	700.00	
1,285.23	2,202.00	1,800.00	Maintenance Agreement	1,700.00	1,700.00	
56.15	790.00	250.00	Postage	300.00	300.00	
742.58	2,250.00	1,000.00	Power	1,500.00	1,500.00	
746.87	766.00	50.00	Service Charges	500.00	500.00	
0.00	7,092.00	0.00	Solar Eclipse	0.00	0.00	
179.33	1,100.00	1,500.00	Supplies - City Hall	1,000.00	1,000.00	
1,056.43	1,650.00	1,000.00	Supplies - Office	2,000.00	2,000.00	
491.00	600.00	700.00	Surety Bonds	700.00	700.00	
897.15	2,710.00	3,470.00	Telephone/ Internet	2,500.00	2,500.00	
921.68	1,400.00	1,000.00	Travel	1,000.00	1,000.00	
271.88	155.00	180.00	Website	180.00	180.00	
343.00	443.00	400.00	Water	300.00	300.00	
37,950.67	43,957.58	42,439.49	Mat. & Serve. Total	54,005.00	54,005.00	
98,988.75	104,385.77	108,299.00	Total Expenditures	110,061.00	110,061.00	0.00
-200.67	-15,219.42	0.00	Ending Fund Balance	0.00	\$ -	

City of Metolius 2019-20 Budget Document

General Fund - Community Development

This is a department of the General Fund. **Community Development** receives money from the Gen. Fund and pays for the planning services of the city including Land Use and Planning Commission. We have a personal services contract with Tennison Engineering to provide technical services for the more complex land use issues. Most of the professional fees are reimbursed by the developers and receipted back through the fee income. Economic Development is now included in this fund as the Non-Departmental Fund is going away. The Economic Development line item is funded by some property that was given to the City by Jefferson County with the stipulation that if we sold the property that the proceeds would be used for economic development.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Year 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
		1,000.00	DLCD Grant	0.00	0.00	
200.00	1,050.00	200.00	Permits	200.00	200.00	
15,000.00	4,240.69	15,000.00	Fees	9,800.00	9,800.00	
5,291.25	104,280.18	98,653.00	General Fund Support	105,062.20	105,062.20	
20,491.25	109,570.87	114,853.00	Total Income	115,062.20	115,062.20	
			EXPENSES			
			Personnel Services			
848.14	444.22	495.00	Benefits	450.00	450.00	
1,953.19	719.39	850.00	Recorder - 2%	762.20	762.20	
2,801.33	1,163.61	1,344.60	Total Personnel	1,212.20	1,212.20	
			Materials & Services			
0.00	2,000.00	2,600.00	Attorney Fees	2,500.00	4,500.00	
	0.00	98,000.00	Economic Development	98,000.00	95,000.00	
0.00	0.00	200.00	Education	500.00	500.00	
0.00	1,781.00	2,000.00	Jefferson Co EDCO	2,000.00	2,000.00	
220.88	138.00	400.00	Legal Notices	500.00	1,000.00	
0.00	0.00	200.00	Postage	200.00	200.00	
3,821.70	3,650.00	9,958.40	Professional fees	10,000.00	10,500.00	
10.50	117.00	150.00	Supplies - Office	150.00	150.00	
4,053.08	7,686.00	113,508.40	Mat. & Serve. Total	113,850.00	113,850.00	
6,854.41	8,849.61	114,853.00	Total Expenditures	115,062.20	115,062.20	0.00
13,636.84	100,721.26	0.00	Ending Fund Balance	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
General Fund - Contingency

This is a department of the General Fund but it is used primarily for a contingency account. The contingency account was included in the Non-departmental Fund in the past, however, budget law does not allow Non-departmental funds within a budget.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018- 19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
	42,750.42	40,309.00	General Fund Support	42,500.00	42,500.00	
0.00	42,750.42	40,309.00	Total Income	42,500.00	42,500.00	
			EXPENSES			
0.00	42,750.42	40,309.00	Contingency for Gen. Fund	42,500.00	42,500.00	
0.00	42,750.42	40,309.00	Total Expenditures	42,500.00	42,500.00	
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
General Fund - Maintenance Department

This is a department of the General Fund. **Maintenance** receives money from the Gen. Fund income and pays for the operation and upkeep of the city. Personnel services are estimated for the coming year.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
0.00	0.00	200.00	Service Fees	0.00	0.00	
56,659.60	36,990.83	81,664.00	General Fund Support	83,708.50	83,708.50	
56,659.60	36,990.83	81,864.00	Total Income	83,708.50	83,708.50	
			EXPENSES			
			Personnel Services			
5,383.86	10,387.94	7,631.00	Benefits	7,525.00	7,525.00	
5,656.33	8,349.68	8,800.00	Maintenance - 25%	8,987.50	8,987.50	
0.00	0.00	0.00	Temp Maintenance	2,000.00	2,000.00	
4,339.10	6,269.21	7,100.00	Public Works - 15%	6,996.00	6,996.00	
15,379.29	25,006.83	23,531.00	Payroll Total	25,508.50	25,508.50	
			Materials & Services			
436.44	719.00	700.00	Cell Phone/Radio	750.00	750.00	
0.00	0.00	8,500.00	Equipment Purchases	10,000.00	9,750.00	
981.59	600.00	1,500.00	Heat	500.00	750.00	
1,177.63	2,064.00	1,200.00	Power	2,000.00	2,000.00	
2,411.35	2,500.00	2,500.00	Refuse	3,000.00	3,000.00	
49.99	0.00	0.00	Solar Eclipse	0.00	0.00	0.00
111.61	40.00	600.00	Repairs - Depot	500.00	500.00	
24.98	490.00	9,533.00	Repairs - City Hall	3,000.00	3,000.00	
2,412.90	1,400.00	2,500.00	Repairs - Equipment	2,000.00	2,000.00	
97.95	770.00	800.00	Repairs - Shop	1,000.00	1,000.00	
717.73	500.00	800.00	Rug Maintenance	700.00	700.00	
795.05	711.00	900.00	Safety Supplies/Services	700.00	700.00	
1,554.77	600.00	1,500.00	Small Tools	2,000.00	2,000.00	
0.00	0.00	300.00	Street Light Maintenance	300.00	300.00	
1,429.83	1,500.00	1,500.00	Supplies - Shop	1,500.00	1,500.00	
9.69	50.00	0.00	Dump Truck Repair	0.00	0.00	
240.00	40.00	500.00	Water	250.00	250.00	
12,451.51	11,984.00	33,333.00	Mat. & Services. Total	28,200.00	28,200.00	0.00
			Capital Improvements			
40,000.00		25,000.00	Vehicle Replacement	30,000.00	30,000.00	
28,828.80	0.00		Cost: VHLC RPLCMT			
11,171.20			Unused Balance			
0.00	0.00	0.00	Pole Barn/Fence			
28,828.80	0.00	25,000.00	Ttl.Capital Improvements	30,000.00	30,000.00	0.00
56,659.60	36,990.83	81,864.00	Total Expenditures	83,708.50	83,708.50	0.00
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
General Fund - Public Safety

This is a department of the General Fund. The **Public Safety** Department receives money from the Gen. Fund as well as fines from citations and code violations. The department pays for the operation and salaries for the code enforcement and judge. The City contracts with the County for police protection.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
4,513.00	3,000.00	5,400.00	Traffic Fines/Violations	3,000.00	3,000.00	
18,803.48	38,530.31	32,903.00	General Fund Support	36,315.80	36,315.80	
23,316.48	41,530.31	38,303.00	Total Income	39,315.80	39,315.80	
			EXPENSES			
			Personnel Services			
546.81	785.81	1,365.00	Benefits	1,300.00	1,300.00	
858.41	1,079.07	1,275.00	Recorder/ Code (3%)	1,143.30	1,143.30	
125.50	479.16	350.00	Code Clerk (3%)	472.50	472.50	
1,534.45	1,888.25	1,848.00	Judge (100%)	2,000.00	2,000.00	
18,166.72	26,552.58	27,500.00	County Contract	27,500.00	27,500.00	
21,231.89	30,784.87	32,338.00	Total Personnel	32,415.80	32,415.80	0.00
			Materials & Services			
542.72	1,192.00	2,700.00	Abatement	2,500.00	2,500.00	
400.00	0.00	465.00	Education	1,000.00	1,000.00	
0.00	0.00	100.00	Equipment	100.00	100.00	
0.00	0.00	100.00	Equipment R&M	200.00	200.00	
0.00	0.00	0.00	Vehicle R&M	1,500.00	1,500.00	
515.40	204.00	500.00	Internet Access	200.00	200.00	
0.00	100.00	100.00	Judge's Expenses	100.00	100.00	
600.00	315.00	1,800.00	State Assessments	1,000.00	1,000.00	
26.47	770.00	200.00	Supplies	300.00	300.00	
2,084.59	2,581.00	5,965.00	Total Mat. & Services	6,900.00	6,900.00	0.00
23,316.48	33,365.87	38,303.00	Total Expenditures	39,315.80	39,315.80	0.00
0.00	8,164.44	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
General Fund - Parks Department**

This is a department of the General Fund. The parks receive money from the Gen. Fund and pays for the operation and upkeep of the city parks and landscaping.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Description	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
22,527.40	25,462.28	27,635.00	General Fund Supp	29,499.00	29,499.00	
22,527.40	25,462.28	27,635.00	Total Income	29,499.00	29,499.00	0.00
			EXPENSES			
			Personnel Services			
6,988.09	7,874.98	8,000.00	Benefits	7,945.00	7,945.00	
0.00	0.00	0.00	Temp Maintenance	1,000.00	1,000.00	
5,820.01	6,679.75	7,000.00	Maintenance - 20%	7,190.00	7,190.00	
6,711.17	4,179.48	3,900.00	Public Works - 10%	4,664.00	4,664.00	
19,519.27	18,734.21	18,900.00	Total Personnel	20,799.00	20,799.00	0.00
			Materials & Services			
361.00	700.00	1,500.00	Bark Chips	1,500.00	1,500.00	
1,399.51	920.00	800.00	Park R&M	1,500.00	1,500.00	
217.50	1,200.00	1,200.00	Fertilizer & chemical	1,200.00	1,200.00	
222.00	250.00	300.00	Water	150.00	250.00	
455.49	950.00	1,000.00	Park Equipment	3,000.00	2,900.00	
267.27	1,250.00	500.00	Power	250.00	250.00	
85.36	260.00	250.00	Park Lights R&M	200.00	200.00	
0.00	0.00	500.00	Trees	250.00	250.00	
0.00	0.00	685.00	Depot Landscaping	650.00	650.00	
3,008.13	5,530.00	6,735.00	Total Mat. & Service	8,700.00	8,700.00	0.00
			Capital Improvements			
0.00	0.00	0.00	Walking lights	0.00	0.00	0.00
0.00	0.00	2,000.00	Bathroom Roof Rep	2,000.00	2,000.00	
0.00	0.00	2,000.00	Total Capital Impro	2,000.00		
22,527.40	24,264.21	27,635.00	Total Expenditures	31,499.00	29,499.00	0.00
0.00	1,198.07	0.00	Ending Fund Balan	-2,000.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
General Fund - Non-Departmental**

The Non-Departmental Fund is not a fund that is recognized by budget law - therefore it is no longer being used. The Economic Development line items are included in the Community Development Fund and the Contingency line item has it's own fund.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
177,957.21	0.00	0.00	General Fund Support	0.00	0.00	0.00
177,957.21	0.00	0.00	Total Income	0.00	0.00	0.00
			EXPENSES			
			Material & Services			
98,000.00	0.00	0.00	Economic Development	0.00	0.00	0.00
2,000.00	0.00	0.00	Jeff County Econ Dev	0.00	0.00	0.00
0.00	0.00	0.00	Update Capital Improvement Plan	0.00	0.00	0.00
100,000.00	0.00	0.00	Total Material & Services	0.00	0.00	0.00
			Transfers			
15,000.00	0.00	0.00	transfer to depot	0.00	0.00	0.00
44,557.21	0.00	0.00	Contingency for Gen. Fund	0.00	0.00	0.00
59,557.21	0.00	0.00	Total Transfers Out	0.00	0.00	0.00
159,557.21	0.00	0.00	Total Expenses	0.00	0.00	0.00
18,400.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
Payroll Worksheet**

This is a summary sheet for the convenience of the Budget Committee. All payroll expenses are summarized here and the percentages allocated to each fund are estimated for the coming year using the actual time spent in the previous two years and planning future projects. The summary provides the breakdown of benefits paid by the city.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME - Transfers In			
			Gen Fund Departments			
61,038.08	60,428.19	65,859.51	Administration	56,056.00	56,056.00	
1,241.25	1,163.61	1,344.60	Community Development	1,212.20	1,212.20	
13,648.02	25,006.83	23,531.00	Maintenance	25,508.50	25,508.50	
17,092.67	18,862.28	15,109.30	Parks	20,799.00	20,799.00	
28,630.70	30,784.37	32,338.00	Public Safety	32,415.80	32,415.80	
121,650.72	136,245.28	138,182.41	G. Fund Payroll	135,991.50	135,991.50	0.00
14,879.87	17,811.70	20,500.00	Irrigation Operating	18,514.80	18,514.80	
51,917.80	50,277.81	54,999.59	Sewer Operating	52,684.70	52,684.70	
20,188.56	25,100.89	27,700.00	Streets Fund	23,979.00	23,979.00	
208,636.95	229,435.68	241,382.00	Total Income	231,170.00	231,170.00	0.00
			EXPENSES			
			Employee Salary's			
6,918.19	15,972.00	13,000.00	City Clerk	15,750.00	15,750.00	
1,537.46	1,889.00	1,800.00	Judge	2,000.00	2,000.00	
38,424.06	32,398.00	31,631.00	Maintenance	35,950.00	35,950.00	
40,049.00	41,795.00	42,000.00	Public Works	46,640.00	46,640.00	
39,298.00	27,600.00	38,000.00	Recorder	38,110.00	38,110.00	
25,000.00	25,000.00	27,500.00	County Contract	27,500.00	27,500.00	
0.00	0.00	0.00	Temp Maintenance	3,000.00	3,000.00	
0.00	4,291.00	5,151.00	Temp City Recorder	0.00	0.00	
151,226.71	148,945.00	159,082.00	Gross Salary's	168,950.00	168,950.00	0.00
			Employee Benefits			
25,814.00	33,005.00	38,000.00	Employee Insurance	27,620.00	27,620.00	
6,978.91	8,000.00	9,000.00	PERS (employee share)	4,600.00	7,000.00	
5,559.48	8,670.00	11,000.00	PERS (employer share)	7,000.00	8,000.00	
9,870.97	12,405.00	11,300.00	Payroll Taxes - Match	17,000.00	12,000.00	
116.48	121.00	5,000.00	Unemployment	2,000.00	600.00	
13,884.44	50.00	8,000.00	Worker's Comp.	4,000.00	7,000.00	
62,224.28	62,251.00	82,300.00	Total Benefits	62,220.00	62,220.00	0.00
213,450.99	211,196.00	241,382.00	Total Payroll Expenses	231,170.00	231,170.00	0.00
-4,814.04	18,239.68	0.00	Ending Fund Balance	0.00	0.00	0.00

Note: The percentages used for the various funds are an estimate for the next year, rather than actual time spent in each department the previous year.

City of Metolius 2019-20 Budget Document
Sewer Enterprise Funds - Sewer Operating

This fund is a part of the Sewer Enterprise Funds. **Sewer Operating** is the fund used for the operation and maintenance of our wastewater treatment plant. The debt was authorized through revenue bonds and is included in the rates charged monthly. Funds have been transferred in from Sewer SDC's and Property Funds and are scheduled to be applied towards one of the outstanding sewer bonds.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
35,414.73	128,100.82	107,293.00	Beginning Balance	98,961.55	98,961.55	
108.00	0.00	100.00	Deposits	0.00	0.00	
1,500.00	1,000.00	5,000.00	Hook-up Charges	5,000.00	5,000.00	
	100.00	100.00	Interest from Invest.	100.00	100.00	
6,382.09	3,000.00	500.00	Late Charges	500.00	500.00	
35,888.40	30,000.00	35,000.00	Sewer Service - Business	40,000.00	40,000.00	
131,340.80	110,000.00	117,680.00	Sewer Service - Residential	120,000.00	120,000.00	
-874.80	-1,500.00	-400.00	Prepay Discount	-1,000.00	-1,000.00	
0.00	0.00	0.00	Trans in sewer sdc			
	200.00	0.00	Trans in debt service			
12,000.00	0.00	0.00	Trans in property			
221,759.22	270,900.82	265,273.00	Total Income	263,561.55	263,561.55	0.00
			EXPENSES			
			Personnel Services			
12,981.94	18,305.63	20,000.00	Benefits	15,000.00	15,000.00	
3,066.10	4,340.83	4,400.00	Clerk - 40%	6,300.00	6,300.00	
4,058.49	5,304.00	5,400.00	Maintenance - 15%	5,392.50	5,392.50	
21,182.72	19,576.50	21,000.00	Public Works - 50%	23,320.00	23,320.00	
1,568.87	2,750.86	2,900.00	Recorder - 7%	2,672.20	2,672.20	
42,858.12	50,277.82	54,999.59	Total Personnel	52,684.70	52,684.70	
			Materials & Services			
0.00	5,318.78	5,000.00	Attorney Fees	5,000.00	3,200.00	
250.00	0.00	4,410.00	Audit (35%)	4,585.00	4,585.00	
0.00	152.00	4,500.00	Chlorine	4,000.00	4,000.00	
195.00	155.00	800.00	Computer Expense	350.00	350.00	
0.00	210.00	200.00	Dues/Subscriptions	250.00	250.00	
687.27	0.00	800.00	Education	2,200.00	2,200.00	
7,034.22	5,700.00	10,000.00	Equipment R&M	7,000.00	7,000.00	
0.00	450.00	8,000.00	Equipment Purchases/Treatment	8,000.00	8,000.00	
2,952.34	0.00	1,500.00	Backhoe Repairs	1,000.00	1,000.00	
1,356.84	1,370.00	3,200.00	Fuel	3,500.00	3,500.00	
0.00	0.00	500.00	Gravel	500.00	500.00	
1,800.00	0.00	1,800.00	Insurance	500.00	1,800.00	
515.40	640.00	650.00	Internet Access	650.00	650.00	
1,413.00	160.00	1,700.00	Licenses/Fees/Permits	1,000.00	1,000.00	
658.50	115.00	150.00	Office Supplies	150.00	150.00	
1,870.30	1,590.00	2,200.00	Postage	2,000.00	2,000.00	
12,962.20	12,000.00	15,500.00	Power	15,500.00	16,000.00	
0.00	50.00	500.00	Professional Fees	1,000.00	1,000.00	
5,149.00	4,627.00	11,257.69	Sample Testing	12,000.00	12,000.00	
1,233.26	500.00	900.00	Sewer Supplies	1,300.00	1,300.00	
0.00	230.00	400.00	Small Tools & Equipment	500.00	500.00	
1,333.58	930.00	1,500.00	Telephone	300.00	300.00	
960.74	0.00	1,200.00	Travel	500.00	500.00	
964.41	3,320.00	2,000.00	Vactor Truck R&M	1,000.00	1,000.00	
1,912.00	0.00	2,000.00	Rebuild Pumps 3	1,000.00	1,000.00	
	2,700.00	0.00	Water	3,000.00	500.00	
458.00	0.00	0.00	Sewer Repairs	500.00	3,000.00	0.00
43,706.06	40,217.78	80,667.69	Total Mat. & Services	77,285.00	77,285.00	0.00

City of Metolius 2018-19 Budget Document
Sewer Enterprise Funds - Sewer Operating
Page 2

			Transfer to Gen. Fund in lieu of franchise fees 2%			
0.00	0.00	2,000.00	Transfer to Sewer Reserve	5,000.00	5,000.00	
0.00	24,781.00	21,013.87	Capital Improvements	22,000.00	22,000.00	
			Debt Payment - Rev. Bond			
			OECD			
6,178.55	4,740.87	4,740.87	Interest	4,740.87	4,740.87	
29,921.45	31,359.13	31,359.13	Principal	31,359.13	31,359.13	
			Rural Utilities Service			
14,524.71	31,532.00	31,310.00	Interest	31,310.00	31,310.00	
35,967.29	18,960.00	19,181.85	Principal	19,181.85	19,181.85	
86,592.00	86,592.00	86,591.85	Total Debt Service	86,591.85	86,591.85	
	0.00	20,000.00	Addl pmt on RUS	20,000.00	20,000.00	
0.00	0.00					
173,156.18	201,868.60	265,273.00	Total Expenditures	258,561.55	258,561.55	
18,681.59	69,032.22	0.00	Ending Fund Balance	0.00	0.00	0.00
			Revenue Bonds Loan Balance			
		98,668.66	OECD (4.5%)	36,098.61	36,098.61	
		698,955.16	RUS (4.5% interest @ 40 yrs)	656,554.38	656,554.38	
		797,623.82	Total Revenue Bonds	692,652.99	692,652.99	

City of Metolius 2019-20 Budget Document
Irrigation Enterprise Funds - Irrigation Operating

This fund is a part of the Irrigation Enterprise Funds. **Irrigation Operating** is the main fund used for the operation and maintenance of our City irrigation system. The irrigation system is a self supporting enterprise. The system's debt has been paid off and the income is from user fees.

2 yr Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME:			
30,223.59	48,249.75	40,472.00	Beginning Balance	42,639.80	42,639.80	
			Transfer in Irrigation Reserve			
50.00	50.00	0.00	Interest from Invest.	0.00	0.00	0.00
28,745.93	28,000.00	28,000.00	Irrigation Charges	29,000.00	29,000.00	
0.00	200.00	200.00	Late Charges	200.00	200.00	
65.00	40.00	40.00	Irrig. Key deposit/returns	40.00	40.00	
0.00	-2,200.00	0.00	Uncollectable income	0.00	0.00	
59,084.52	74,339.75	68,712.00	Total Income	71,879.80	71,879.80	0.00
			EXPENSES			
			Personnel Services			
3,405.76	7,196.42	9,000.00	Benefits	7,000.00	7,000.00	
2,883.98	5,009.80	5,600.00	Maintenance - 15%	5,392.50	5,392.50	
2,319.29	4,179.50	4,300.00	Public Works - 10%	4,664.00	4,664.00	
194.53	319.44	300.00	Clerk - 2%	315.00	315.00	
906.43	1,079.07	1,300.00	Recorder -3%	1,143.30	1,143.30	
9,709.99	17,784.23	20,500.00	Total Personnel	18,514.80	18,514.80	0.00
			Materials & Services			
0.00	2,000.00	4,000.00	Attorney Fees	5,000.00	5,000.00	
1,250.00	0.00	1,890.00	Audit (15%)	1,965.00	1,965.00	
0.00	0.00	7,000.00	Drip System	10,000.00	10,000.00	
0.00	0.00	200.00	Education	200.00	200.00	
0.00	0.00	1,200.00	Engineering Fees	1,000.00	1,000.00	
291.31	375.00	4,000.00	Equipment R&M	4,000.00	4,000.00	
2,910.03	0.00	4,000.00	Insurance	4,000.00	4,000.00	
1,450.61	1,200.00	1,800.00	Irrigation Supplies	2,000.00	2,000.00	
4,450.80	8,510.00	8,500.00	Irrigation Water	9,500.00	9,500.00	
100.00	85.00	122.00	Office Supplies	200.00	200.00	
476.00	200.00	500.00	Postage	500.00	500.00	
9,107.19	7,700.00	15,000.00	Power	15,000.00	15,000.00	
20,035.94	20,070.00	48,212.00	Total Mat. & Services	53,365.00	53,365.00	0.00
0.00	0.00	0.00	Capital Improvement	0.00	0.00	0.00
29,745.93	37,854.23	68,712.00	Total Expenditures	71,879.80	71,879.80	0.00
29,338.59	36,485.52	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
Debt Service Funds**

SEWER DEBT SERVICE - The City sold the old wwtp property and paid off this sewer debt. Any funds received for the prior year bond will be transferred to the Sewer Operating Fund.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	INCOME	Proposed by staff	Approved by Committee	Adopted by Council
			Beginning Balance			
50.00	50.00	0.00	Interest	0.00	0.00	
150.00	150.00	0.00	Prior Yr. Bond	0.00	0.00	
200.00	200.00	0.00	Total Income	0.00	0.00	
			EXPENSES			
			OLD TREATMENT PLANT			
200.00	200.00	0.00	Trans to Sewer op	0.00	0.00	
200.00	200.00	0.00	Total Expenses	0.00	0.00	
					0	

**City of Metolius 2019-20 Budget Document
Reserve Funds**

IRRIGATION RESERVE: The reserve fund acts as a savings account for a specific purpose.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME:			
44,863.07	45,101.47	39,474.00	Beginning Balance	40,555.00	40,555.00	
200.00	200.00	200.00	Interest from Invest.	200.00	200.00	
45,063.07	45,301.47	39,674.00	Total Income	40,755.00	40,755.00	
			EXPENSES			
			Capital Expenditures			
45,063.07	45,301.47	39,674.00	Capital Projects	40,755.00	40,755.00	
45,063.07	45,301.47	39,674.00	Total Irrig. Reserve Expenses	40,755.00	40,755.00	0.00

SEWER RESERVE FUND: We are required to retain one year's payment for the debt on the new WWTP.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME:			
86,503.26	89,822.15	84,195.00	Beginning Balance	81,391.85	81,391.85	
200.00	200.00	200.00	Interest from Invest.	200.00	200.00	
			Transfers In			
		2,000.00	Sewer Operating Fund	5,000.00	5,000.00	
0.00	0.00	0.00	Sewer Debt	0.00	0.00	0.00
86,703.26	90,022.15	86,395.00	Total Sewer Reserve Income	86,591.85	86,591.85	0.00
			EXPENSES			
0.00	0.00	0.00	Transfer to Sewer Operating	0.00	0.00	0.00
86,703.26	86,703.26	86,395.00	Required Reserve - New WWTP	86,591.85	86,591.85	
	3,318.89		Capital Projects			
86,703.26	90,022.15	86,395.00	Sewer Reserve Expenses	86,591.85	86,591.85	0.00
86,703.26	90,022.15	86,395.00	Total Sewer Reserve Expenses	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
Depot Fund

The **DEPOT** is operated as a separate entity. The income and expenses are for the operation and maintenance of the Depot and also for community events. The pancake breakfasts proceeds are deposited in this account and help pay for special projects. The Depot fund is still unable to pay staff time so the general fund is covering the staff time spent on the Depot.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
	1,996.17	17,466.00	Beginning Balance	19,100.00	19,100.00	
0.00	20.00	0.00	Interest	0.00	0.00	
1,515.00	1,300.00	1,300.00	Rent	1,200.00	1,200.00	
8,425.58	200.00	100.00	Special projects	200.00	200.00	
3,254.20	1,500.00	1,150.00	kids & families	1,200.00	1,200.00	
0.00	0.00	0.00	BNSF Grant	0.00	0.00	
0.00	0.00	0.00	Ford Family Foundation Grant	0.00	0.00	
0.00	0.00	0.00	Jefferson County Coalition	0.00	0.00	
0.00	0.00	0.00	Grant Preservation	0.00	0.00	
	15,000.00	0.00	Transfer In from Non-Departmental	0.00	0.00	
13,194.78	20,016.17	20,016.00	Total Depot Income	21,700.00	21,700.00	0.00
			EXPENSES			
0.00	70.00	7,416.00	Depot Repair & Maint.	8,000.00	8,000.00	
924.78	795.00	1,000.00	Heat	2,000.00	2,000.00	
968.82	830.00	1,000.00	Power	1,500.00	1,500.00	
312.36	470.00	600.00	Supplies	600.00	600.00	
0.00	16.00	0.00	Chairs/Tables	300.00	300.00	
1,085.84	280.00	0.00	Special projects	300.00	300.00	
5,029.57	60.00	10,000.00	Historical preservation of artifacts	9,000.00	9,000.00	
8,321.37	2,521.00	20,016.00	Total Expenditures	21,700.00	21,700.00	0.00
21,516.15	17,495.17	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
Streets Fund**

The **STREETS FUND** receives income primarily from the state gas taxes. The City is required to reserve 1% of the gas taxes for alternative transportation projects.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
43,184.91	51,264.92	45,440.79	Beginning Balance	37,450.20	37,450.20	
928.80	928.80	1,000.00	Reimbursement for Lights	928.80	928.80	
44,220.90	41,357.21	41,357.21	Gas Taxes	42,000.00	42,000.00	
50,000.00	50,000.00	50,000.00	Small Cities Allotment	100,000.00	100,000.00	
50.00	75.00	150.00	Permits (access)	75.00	75.00	
0.00	50.00	100.00	Interest	100.00	100.00	
138,384.61	143,675.93	138,048.00	Subtotal	180,554.00	180,554.00	0.00
138,384.61	143,675.93	138,048.00	Total Streets Income	180,554.00	180,554.00	0.00
			EXPENSES			
			Personnel			
7,595.27	10,387.94	12,000.00	Benefits	8,000.00	8,000.00	
4,182.59	6,269.21	6,500.00	Public Works - 15%	6,991.50	6,991.50	
9,025.03	8,349.68	9,200.00	Maintenance - 25%	8,987.50	8,987.50	
20,802.89	25,006.83	27,700.00	Total Personnel	23,979.00	23,979.00	0.00
			Materials & Services			
1,750.00	0.00	3,150.00	Audit (25%)	3,275.00	3,275.00	
1,447.05	1,460.00	2,000.00	Chemicals	1,500.00	1,500.00	
0.00	0.00	0.00	Education	500.00	500.00	
150.87	155.00	1,500.00	Equip. purchase	1,500.00	1,500.00	
2,948.11	1,500.00	3,000.00	Fuel	1,500.00	1,500.00	
908.68	0.00	1,700.00	Gravel	1,700.00	1,700.00	
1,119.59	1,900.00	2,000.00	Rd. Repairs	1,500.00	3,500.00	
0.00	0.00	1,000.00	Alternative Transportation	500.00	500.00	
78.60	320.00	400.00	Signs	400.00	400.00	
0.00	0.00	1,250.00	Spray Alleys & Streets	1,200.00	1,200.00	
0.00	760.00	0.00	Supplies	500.00	500.00	
12,327.71	0.00	14,000.00	Street Lights - Power	12,000.00	12,000.00	
20,730.61	6,095.00	30,000.00	Total Materials & Services	26,075.00	28,075.00	0.00
			Spec. Projects			
0.00	0.00	50,000.00	Spec. City Allotment	100,000.00	100,000.00	
375.00	500.00	2,000.00	CET Translt	500.00	500.00	
0.00	500.00	52,000.00	Total Spec. Projects	100,500.00	100,500.00	0.00
			Capital Improvements			
125.00	0.00	0.00	9th Street Lights	0.00	0.00	
203.83	0.00	28,348.00	Walkway/Cracksealing	29,000.00	27,000.00	
0.00	10.00	0.00	Contingency / Improvements	0.00	0.00	
0.00	0.00	0.00	Snow Blade	1,000.00	1,000.00	
328.83	10.00	28,348.00	Total Capital Improvements	30,000.00		
203.83	510.00	80,348.00	Total SP and CI	130,500.00	128,500.00	0.00
41,737.33	31,611.83	138,048.00	Total Expenditures	180,554.00	180,554.00	0.00
96,647.28	112,064.10	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
Revenue Sharing Fund**

REVENUE SHARING FUND: The income from this fund is directly proportional to the city's population. We get money for this fund from the State and there are no limits on the use for this fund as long as it is budgeted. We use this fund for matching funds for grants, 911 dispatch and to fund small one-time projects.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018- 19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
43,022.03	44,120.14	43,668.00	Beginning Balance	45,352.00	45,352.00	
0.00						
9,860.45	5,448.70	5,448.70	State Shared Revenue	6,200.00	6,200.00	
100.00	100.00	100.00	Interest	100.00	100.00	
52,982.48	49,668.84	49,216.70	Total Income	51,652.00	51,652.00	
			EXPENSES			
0.00		0.00	Update Capital Improvement			
4,500.00	6,000.00	6,000.00	Dispatch Services	6,652.00	6,652.00	
			Comprehensive Plan			
35.60	14,000.00	14,000.00	Depot Floor/Deck	20,000.00	20,000.00	
28,408.70	29,668.84	29,216.70	Matching funds	25,000.00	25,000.00	
32,944.30	49,668.84	49,216.70	Total Expenses	51,652.00	51,652.00	0.00
20,038.18	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

**City of Metolius 2019-20 Budget Document
System Development Charges (SDC Fund)**

Sewer SDC's were adopted May 2000 and increased as of March 2006 to the current rate of \$2,001.48 per housing unit. The SDC's will be used to supplement the sewer rates by allocating the money for debt repayment (which is an allowed use). With building continuing in the Roy Hearts Subdivision, I am projecting 10 new units.

2 yr. Prior 2016-17	1 yr. Prior 2017- 18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
22,861.52	30,019.16	30,019.16	Beginning Balance	31,000.00	31,000.00	
0.00						
200.00	200.00	200.00	Interest	200.00	200.00	
20,014.80	20,014.80	20,014.80	Sewer SDC's	20,014.80	20,014.80	
43,076.32	50,233.96	50,233.96	Total Income	51,214.80	51,214.80	0.00
			Material & Services			
			Sewer Trash Grinder			
43,076.32	50,233.96	50,233.96	Capital Improvements	51,214.80	51,214.80	
0.00			Transfers			
0.00		0.00	Transfer to sewer operating	0.00	0.00	0.00
43,076.32	50,233.96	50,233.96	Total Expenses	51,214.80	51,214.80	0.00
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

TRANSPORTATION SDC's were adopted in December of 2003 and increased as of June 2015 to \$1,600.00 per housing unit. With building continuing in the Roy Hearts Subdivision, I am projecting 10 new units. The SDC's help fund capital improvements for the streets. The Capital Improvement Plan outlines which streets will be improved and when. The SDC's can be used only for capital improvements.

1 yr. Prior 2016-17	Current Budget 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
38,521.66	40,264.62	40,264.00	Beginning Balance	41,000.00	41,000.00	
0.00						
200.00	200.00	200.00	Interest	200.00	200.00	
16,000.00	16,000.00	16,000.00	Transportation SDC's	16,000.00	16,000.00	
54,721.66	56,464.62	56,464.00	Total Income	57,200.00	57,200.00	0.00
			EXPENSES			
54,721.66	56,464.62	56,464.00	Capital Improvements	57,200.00	57,200.00	
54,721.66	56,464.62	56,464.00	Total Expenses	57,200.00	57,200.00	0.00
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
System Development Charges (SDC Funds)
Page 2

PARKS SDC's were adopted in December 2003 and increased as of June 2015 to \$988.00 per housing unit. With building continuing in the Roy Hearts Subdivision, I am projecting 10 new units.

2 yr. Prior 2016-17	1 yr. Prior 2017- 18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
21,757.72	22,826.76	22,726.00	Beginning Balance	23,000.00	23,000.00	
100.00	100.00	200.00	Interest	200.00	200.00	
9,880.00	9,880.00	9,880.00	Parks SDC's	9,880.00	9,880.00	
31,737.72	32,806.76	32,806.00	Total Income	33,080.00	33,080.00	0.00
			EXPENSES			
			Material & Services			
2,500.00	2,500.00	2,500.00	Park Trees	2,500.00	2,500.00	
29,237.72	30,306.76	30,306.00	Capital Improvement	30,580.00	30,580.00	
31,737.72	32,806.76	32,806.00	Total Expenses	33,080.00	33,080.00	0.00
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

IRRIGATION SDC's were adopted in December 2003 and increased as of June 2015 to the current rate of \$390.00. With building continuing in the Roy Hearts Subdivision, I am projecting 10 new units.

2 yr. Prior 2016-17	1 yr. Prior 2017- 18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME			
12,618.66	13,055.01	13,055.00	Beginning Balance	13,100.00	13,100.00	
50.00	50.00	50.00	Interest	50.00	50.00	
3,900.00	3,900.00	3,900.00	Irrigation SDC's	3,900.00	3,900.00	
16,568.66	17,005.01	17,005.00	Total Income	17,050.00	17,050.00	0.00
			EXPENSES			
16,568.66	17,005.01	17,005.00	Capital Improvements	17,050.00	17,050.00	
16,568.66	17,005.01	17,005.00	Total Expenses	17,050.00	17,050.00	0.00
0.00	0.00	0.00	Ending Fund Balance	0.00	0.00	0.00

City of Metolius 2019-20 Budget Document
Property Fund

The **PROPERTY FUND** tracks the income and expenses for the property purchased for the WWTP. **HOME:** The income is from renting the home. **LAND:** The city is renting the property and receiving payment from two separate land properties. Transferring money to the sewer operating fund to be applied as an additional payment on the sewer loan if available.

2 yr. Prior 2016-17	1 yr. Prior 2017-18	Current Budget 2018-19	Line Item Descriptions	Proposed by staff	Approved by Committee	Adopted by Council
			INCOME:			
	9,516.96		Beginning Balance			
8,250.00	9,000.00	14,400.00	Rent - House	14,400.00	14,400.00	
		160.00	Rent- Land (4 acres)	160.00	160.00	
2,809.02	3,000.00	3,200.00	Rent - Land (40 acres)	3,200.00	3,200.00	
11,059.02	21,516.96	17,760.00	Total Income	17,760.00	17,760.00	0.00
			EXPENSES			
			Material & Services			
			<u>House</u>			
51.98	7,500.00	4,235.00	Repairs & Maint.	4,500.00	4,500.00	
0.00	0.00	7,545.00	Capital Improvements	5,820.00	5,820.00	
500.00	0.00	680.00	Property Insurance	700.00	700.00	
			Miller House Management	1,440.00	1,440.00	
			<u>Land</u>			
2,028.88	2,100.00	2,300.00	Taxes	2,300.00	2,300.00	
2,800.00	3,000.00	3,000.00	Water (NUID O & M Bond)	3,000.00	3,000.00	
		0.00	Water (Const. Bond)			
5,380.86	12,600.00	17,760.00	Property Expenses	17,760.00	17,760.00	0.00
			<u>Transfers</u>			
12,000.00			Transfer to Sewer Operating			
12,000.00	0.00	0.00	Total Transfers Out	0.00	0.00	0.00
17,380.86	12,600.00	17,760.00	Total Expenses	17,760.00	17,760.00	0.00
-6,321.84	8,916.96	0.00	Ending Fund Balance	0.00	0.00	0.00

ORDINANCE NO. 261

AN ORDINANCE ALLOWING THE CITY OF METOLIUS TO SEEK A JUDGMENT IN CIRCUIT COURT TO COLLECT ON OR ENFORCE ANY LIEN, COST REIMBURSEMENT, OR FINE OF THE CITY

WHEREAS, the City of Metolius has adopted the Metolius Municipal Code Book ("MMC") to regulate for the protection of the public health, safety and welfare of its citizens; and

WHEREAS, to effectuate adherence to and enforcement of the MMC the City allows for and does impose various fines, fees and costs for violations of the MMC; and

WHEREAS, in addition to all current methods of enforcement and collection in the MMC, the City has determined it to be beneficial to be able to seek a judgment in Jefferson County Circuit Court to collect on or enforce any fine, fee, city lien, or reimbursable cost imposed by the City.

NOW, THEREFORE, THE CITY OF METOLIUS ORDAINS AS FOLLOWS:

SECTION 1: The Metolius Municipal Code Book is amended as follows [deleted text is ~~struck through~~ and new text is ***bold and italicized***]:

1.08.010 General Penalty

- A. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this code shall be guilty of an infraction unless the violation is made a misdemeanor by ordinance.
- B. Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of a misdemeanor for violation of an ordinance of the city is punishable by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment not to exceed one year, or by both such fine and imprisonment.
- C. Any person convicted of an infraction for violation of an ordinance of the city is punishable by a penalty of not more than two hundred fifty dollars (\$250.00) ***unless another amount is provided for by any other provision of this code or City resolution.***
- D. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this code is committed, continued or permitted by any such person, and shall be punishable accordingly. (Ord. 184 §1, 1995)
- E. ***For any fine, fee, lien or reimbursable cost issued, assessed, levied, prescribed, mandated, imposed, or allowed under this code the City of Metolius is authorized to seek a judgment in Jefferson County Circuit Court for the collection or enforcement of them against the person(s) or entity(ies) who is responsible to the City for the fine, fee, lien or reimbursable cost as determined by this code. In the event that the fine, fee, lien or reimbursable cost remains unpaid for a period of 90 days from the date of its issuance or from the date of a***

notice of such, and the City files an action at law or in equity pursuant to this section, the City may recover, in addition to the recovery of its costs and disbursements, reasonable attorney fees.

F. Every notice sent pursuant to this code regarding unpaid fees, fines, liens or reimbursable costs issued by and owing to the City shall include this statement, "In the event that this fine, fee, lien or reimbursable cost remains unpaid for a period of 90 days from the date it is due or from the date of this notice, whichever is later, the City of Metolius has the authority to seek a judgment in Jefferson County Circuit Court for its collection and/or enforcement under City Code 1.08.010(E). You will be obligated to pay the City's costs, disbursements and attorney fees incurred as a result of this process." This statement shall be conspicuously placed on the notice in a bold font size not less than 10.

SECTION 2. This Ordinance shall take effect 30 days after adoption by the City Council.

Passed and approved by the Common Council and signed by the Mayor of the City of Metolius, Oregon, on the ____ day of _____, 2019.

MAYOR, City of Metolius

ATTEST:

_____, City Recorder

ORDINANCE NO. 262

AN ORDINANCE ADDING NUISANCE HOMES PROVISIONS INTO THE
METOLIUS CITY CODE SECTION 8.12

WHEREAS, the City of Metolius has determined that there exists within the City certain buildings that constitute a danger to its citizens health, safety, and welfare; and

WHEREAS, the City declares such buildings to be a nuisance; and

WHEREAS, the City finds it necessary to update its code to address nuisance buildings to better protect the health, safety and welfare of its citizens.

NOW, THEREFORE, THE CITY OF METOLIUS ORDAINS AS FOLLOWS:

SECTION 1: The Metolius Municipal Code Book is amended as follows [deleted text is ~~struck~~ through and new text is ***bold and italicized***]:

8.12.030 Nuisances affecting Public Safety

A. Creating a Hazard. No person shall create a hazard by:

1. Maintaining or leaving in a place accessible to children a container with a compartment of more than one and one-half cubic feet capacity and a door or lid which locks or fastens automatically when closed and which cannot be easily opened from the inside; or
2. Being the owner or otherwise having possession of property upon which there is a well, cistern, cesspool, excavation, or other hole of a depth of four feet or more and a top width of twelve (12) inches or more, fail or refuse to cover or fence it with a suitable protective construction.

B. Attractive Nuisances.

1. No owner or person in charge of property shall permit thereon:
 - a. Unguarded machinery, equipment or other devices which are attractive, dangerous and accessible to children;
 - b. Lumber, logs or piling placed or stored in a manner so as to be attractive, dangerous and accessible to children;
 - c. An open pit, quarry, cistern or other excavation without safeguards or barriers to prevent such places from being used by children.
2. This section shall not apply to authorized construction projects with reasonable safeguards to prevent injury or death to playing children.

C. Noxious Vegetation.

1. The term "noxious vegetation" does not include vegetation that constitutes an agricultural crop, unless that vegetation is a health hazard or a fire or traffic hazard within the meaning of subsection (C)(2) of this section.
2. The term "noxious vegetation" does include, at any time between May 15th and September 30th of any year:

- a. Weeds more than ten (10) inches high;
 - b. Grass more than ten (10) inches high and not within the exception stated in subsection (C)(1) of this section;
 - c. Poison oak;
 - d. Poison ivy;
 - e. Blackberry bushes that extend into a public thoroughfare or across a property line;
 - f. Sagebrush;
 - g. Vegetation that is:
 - i. A health hazard,
 - ii. A fire hazard because it is near other combustibles, or
 - iii. A traffic hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous.
3. Between May 15th and September 30th of any year, no owner or person in charge of property may allow noxious vegetation to be on the property or in the right-of-way of a public thoroughfare abutting on the property. It shall be the duty of an owner or person in charge of property to cut down or to destroy grass, shrubbery, brush, bushes, weeds or other noxious vegetation as often as needed to prevent them from becoming unsightly, from becoming a fire hazard, or, in the case of weeds or other noxious vegetation, from maturing or from going to seed.
 4. Between April 1st and May 15th of each year, the city recorder may cause to be published three times in a newspaper of general circulation in the city a copy of subsection (C)(3) of this section as a notice to all owners and persons in charge of property of their duty to keep their property free from noxious vegetation. The notice shall state that the city is willing to abate such a nuisance on any particular parcel of property at the request of the owner or person in charge of the property for a fee sufficient to cover the city's costs of the abatement. The notice shall also state that, even in the absence of such requests, the city intends to abate all such nuisances ten (10) or more days after the final publication of the notice and to charge the cost of doing so on any particular parcel of property to the owner thereof, the person in charge thereof, or the property itself.
 5. If the notice provided for in subsection (C) (4) of this section is used, it shall be in lieu of the notice required by subsection A of Section 8.12.060.

D. Scattering Rubbish. No person shall deposit upon public or private property any kind of rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property, or would be likely to injure a person, animal or vehicle traveling upon a public way.

E. Trees.

1. No owner or person in charge of property that abuts upon a street or public sidewalk shall permit trees or bushes on his property to interfere with street or sidewalk traffic. It shall be the duty of an owner or person in charge of property that abuts upon a street or public sidewalk to keep all trees and bushes on his premises, including the adjoining parking strip, trimmed to a height of not less than eight feet above the sidewalk and not less than ten (10) feet above the roadway.
2. No owner or person in charge of property shall allow to stand a dead or decaying tree that is a hazard to the public or to persons or property on or near the property.

F. Fences.

1. No owner or person in charge of property shall construct or maintain a barbed-wire fence thereon, or permit barbed-wire to remain as part of a fence along a sidewalk or public way except with a permit as required by Section 17.40.040; except such wire may be placed above the top of other fencing at least six feet in height.
2. No owner or person in charge of property shall construct, maintain or operate an electric fence along a sidewalk or public way or along the adjoining property line of another person.

G. Surface Waters, Drainage.

1. No owner or person in charge of a building or structure shall suffer or permit rainwater, ice or snow to fall from the building or structure onto a street or public sidewalk or to flow across the sidewalk.
2. The owner or person in charge of property shall install and maintain in proper state of repair adequate drainpipes or a drainage system, so that any overflow water accumulating on the roof or about the building is not carried across or upon the sidewalk. (Ord. 114 § 15-21, 1981)

H. *Derelict Buildings.*

1. *No owner or person in charge of property shall allow there to be a nuisance building on their property.*
2. *For the purposes of this section a nuisance building is any structure or portion thereof which because of damage, structural weakness or deterioration, dilapidation by reason of age, or for lack or want of maintenance or proper repair, is structurally unsound or has a possibility of its partial or entire collapse.*
3. *The City Code Enforcement Officer is responsible for identifying structures that violate this subsection and issuing abatement notices or citations under this Chapter. The owner or person in charge of the property is responsible for providing evidence that a building identified by the Code Enforcement Officer is not a nuisance and may do so as allowed by this Chapter.*

SECTION 2. This Ordinance shall take effect 30 days after adoption by the City Council.

Passed and approved by the Common Council and signed by the Mayor of the City of Metolius, Oregon, on the ____ day of _____, 2019.

MAYOR, City of Metolius

ATTEST:

_____, City Recorder

**CITY OF METOLIUS
RESOLUTION NO. 2019- 05**

**A RESOLUTION OF THE CITY OF METOLIUS APPROVING ACCOUNT
RECEIVABLE WRITE OFF**

WHEREAS, the City of Metolius has an outstanding balance, including principal and interest, from invoice number 3730 of \$6,126.52 first issued on January 30, 2018;

WHEREAS, the amount of the invoice remains unpaid and is for System Development Charges (SDCs) for the property located at 486 Washington Ave, Metolius, OR 97741. The customer claims that the amount due was paid; and

WHEREAS, the records regarding this payment have been lost and the City has no means to confirm or refute the claimed payment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF METOLIUS, OREGON, AS FOLLOWS:

SECTION 1: That the accounts receivable item for invoice number 3730 be written off as a credit and no further action be taken to collect this invoice.

SECTION 2: This resolution shall be effective June ____, 2019.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of June 2019.

John Chavez, Mayor

ATTEST:

Tasha Alegre, City Recorder

RODVELT AGREEMENT

This Agreement ("Agreement") is made effective as of the date of last signature below and is by and between Patricia Flenner as trustee for the Violet G. Rodvelt Trust ("Trustee") and the City of Metolius, Oregon ("City"). Flenner and the City are collectively referred to as the "Parties."

Recitals

- A. There are two lots within the city limits of the City commonly known as 618W and 632W, Metolius, Oregon 97741 (the "Property") and legally described as:

Parcel 1: Lots 19 and 20, Block 30, TOWNSITE OF METOLIUS, Jefferson County, Oregon, as filed September 7, 1910, in Plat Book 1, Page 25, Jefferson County Records

Parcel 2: Lots 21, 22, 23 and 24, Block 30, TOWNSITE OF METOLIUS, Jefferson County, Oregon, as filed September 7, 1910, in Plat Book 1, Page 25, Jefferson County Records

- B. On August 15, 2016, a notice of lis pendens regarding Josephine County Circuit Court case number 16CV13666 was recorded against the Property in the Real Property Records of Jefferson County, Oregon as Document Number 2016-2838.
- C. On November 16, 2016, a judgment was entered against Gregory Lee Rodvelt in favor of Trustee in the Superior Court of Arizona for the County of Maricopa case number CV2016-002309. On July 21, 2017, a copy of said judgment was registered with Jefferson County Circuit Court of Oregon in case number 17CV31028.
- D. On November 14, 2016, a judgment was entered against Gregory Lee Rodvelt in favor of Trustee in Josephine County Circuit Court of Oregon case number 16CV13666. On July 27, 2017, a copy of said judgment was recorded in the Real Property Records of Jefferson County, Oregon, as Document Number 2017-2910. On February 14, 2018, an abstract of said judgment was recorded in the Real Property Records of Jefferson County, Oregon, as Document Number 2018-0526.
- E. On March 5, 2019, City filed a Notice of Lien Claim which was recorded in the Real Property Records of Jefferson County, Oregon against the Property as Document Number 2019-0642 (the "City Lien").
- F. A litigation guarantee dated _____ regarding the Property is attached to this agreement as Attachment A.
- G. City wishes to seek an execution sale of the Property to enforce the City Lien in accordance with the City of Metolius Municipal Code and state law.

Agreement

In consideration of the forgoing and the covenants herein the Parties now agree as follows:

1. **Recitals.** The recitals above are contractual in nature, not merely recitals, and are herein incorporated by this reference.
2. **Release of Judgment Liens.** Trustee agrees to release the encumbrances described in recitals B, C, D and E within one week of receiving from the City a copy of the writ of execution for the sale of the Property signed by the Jefferson County Court Administrator.
3. **Execution Sale and Proceeds.** City agrees, at City's cost, to conduct an Execution Sale to enforce the City Lien. City and Trustee will divide the net proceeds, if any, from the sale evenly.

As used herein, net proceeds means those proceeds from the sale that exceed City's costs and attorney fees in connection therewith. City agrees to set the credit bid on the Sale to an amount not more than City's anticipated attorney fees and costs in effectuating the sale.

4. **Advice of Counsel.** The Parties represent and warrant that they have had an adequate opportunity to review all aspects of this Agreement with an attorney of their choosing and understand all of the provisions of this Agreement and that it is being voluntarily accepted.
5. **Authority.** Each of the undersigned, in their personal and representative capacities, represents and warrants that they possess the requisite authority to execute this Agreement and bind their principal hereto.
6. **Entire Agreement.** This Agreement (including the documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.
7. **Expenses.** Except as otherwise expressly provided in this Agreement, each party to this Agreement will bear its own expenses in connection with the preparation, execution, and performance of this Agreement and the transactions contemplated by this Agreement.
8. **Binding Effect.** This Agreement is binding on and inures to the benefit of the parties and their respective heirs, personal representatives, successors, and assigns.
9. **Further Assurances.** Each party agrees to execute and deliver such other documents and to do and perform such other acts and things as any other party may reasonably request to carry out the intent and accomplish the purposes of this Agreement.
10. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.
11. **Venue.** Any action or proceeding seeking to enforce any provision of this Agreement or based on any right arising out of this Agreement must be brought against any of the parties in Jefferson County Circuit Court of the State of Oregon or, subject to applicable jurisdictional requirements, in the United States District Court for the District of Oregon, and each of the parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to such venue.
12. **Attorney Fees.** If any arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

Mayor, City of Metolius

Patricia Flenner, Trustee of the Violet G.
Rodvelt Trust

City Recorder, City of Metolius