

Agenda

Shady Cove Regular City Council Meeting
Shady Cove City Council Chambers
22451 Highway 62, Shady Cove, Oregon
Thursday, May 7, 2020
6PM

This meeting will be held telephonically
in light of current health conditions.

Attendees will call

1-844-855-4444

Access Code 789926#

I. Call to Order

- A. Roll Call
- B. Announcements by Presiding Officer
 - 1. This meeting is being digitally recorded.
 - 2. The next regularly scheduled meeting of the City Council will be May 21, 2020, at 6PM, possibly held telephonically.
 - 3. The next regularly scheduled meeting of the Planning Commission will be May 14, 2020, at 6PM to be held telephonically.
 - 4. The next meeting of the Parks and Recreation Commission has yet to be determined.
 - 5. Public may comment on agenda items - Public must state name, address and standing to discuss an issue. Issues must have a City-wide impact and not be personal issues. Depending on number of comments and time constraints, Council may limit the amount of time to 3 minutes per speaker.
 - 6. These meeting dates are subject to change by the circumstances related to COVID-19.

II. Extension of the Declaration of Emergency – COVID-19

III. Public Hearings – None

IV. Public Comment on Agenda Items

V. Consent Agenda

- A. Special Meeting Minutes of March 11, 2020
- B. Regular Meeting Minutes of April 2, 2020
- C. Bills Paid Report, 3/6/20 - 4/30/20 - \$ 327,182.79
- D. Budget Committee Appointments

VI. Items Removed from Consent Agenda

VII. Staff Reports

- A. Quarterly Financials
- B. City Administrator
- C. Jackson County Deputy (CSO)
- D. Fire Chief Winfrey

VIII. New Business

IX. Old Business

X. Written Communication

None

XI. Public Comment on Non-Agenda Items

XII. Council Comments on Non-Agenda Items

- A. Mayor Richardson – RVCOG
- B. Councilor Mitchell - RVACT & Parks Commission
- C. Councilor McGregor - SOREDI
- D. Councilor Hohenstein - Planning Commission
- E. Councilor Tarvin

XIII. Adjournment

ADMINISTRATIVE ORDER
April 27, 2020
By the Mayor of the City of Shady Cove

Declaring a State of Emergency

The Mayor of the City of Shady Cove finds that:

- a. On March 8, 2020 Governor Kate Brown declared a State of Emergency due to the COVID-19 (Executive Order No. 20-03). Governor Brown also issued guidelines regarding group gatherings and social distancing to alleviate possible impacts of COVID-19 (Executive Order No. 20-5). On March 13, 2020 President Donald Trump declared a National Emergency concerning COVID-19.
- b. COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible.
- c. The unknown duration of the COVID-19 may have a significant financial impact on the community.
- d. The primary focus at the City is to keep the community safe while maintaining the health of our workforce so the City can continue to provide crucial City services, and to alleviate impacts to residents and business owners within the City of Shady Cove.
- e. Pursuant to ORS 401.309(1), the governing body of a City may declare, by ordinance or resolution, that a state of emergency exists within the City.
- f. Pursuant to the City of Shady Cove Emergency Operations Plan adopted by the City Council of Shady Cove in May of 2012, section 3.2.1.1, confirms that power of the Mayor.
- g. Pursuant to the first Declaration of Emergency, and as the Governor has not changed the State's Declaration of Emergency as of yet.

Now, therefore, based on the above findings, the Mayor of the City of Shady Cove declares an emergency and an extension of the current Declaration.

1. This Declaration of Emergency is effective immediately and shall remain in effect until May 11, 2020 but may be extended in two-week increments.
2. To protect the health and safety of City employees, I have and will direct the City Administrator to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other policies that will be in effect for the duration of the emergency.

3. To protect the health and safety of City employees, I have and will direct the City Administrator, at his discretion, to determine whether closing certain City facilities and cancelling public meetings may be necessary.
4. The City will take all necessary steps authorized by law to coordinate the response and recover of this emergency, including but not limited to, requesting assistance from the State of Oregon and Jackson County.
5. To protect the health and safety of City employees, elected officials and the public, and reduce the number public meetings, the City Council shall consider the ratification of the Declaration of a State of Emergency at its next Council meeting on May 7, 2020 rather than via a separate emergency meeting.



Lena Richardson, Mayor
City of Shady Cove, Oregon

Ratified by City Council action on May 7, 2020

Thomas J. Corrigan, City Administrator
City of Shady Cove, Oregon

City of Shady Cove
City Council Special Session Meeting Minutes

Thursday, March 11, 2020

CALL TO ORDER

Mayor Richardson called the Special Session of the City Council Meeting to order at 9:05AM.

Council Present: Mayor Richardson, Councilor Mitchell - absent, Councilor McGregor, Councilor Tarvin (left at 10:05AM), and Councilor Hohenstein.

Staff Present: Thomas J. Corrigan, City Administrator

ANNOUNCEMENTS

The Mayor made the announcements on the agenda.

PUBLIC COMMENT

None.

A. COUNCIL RULES OF GOVERNMENT

Discussion ensued

ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the special session meeting at 12:00PM.

Approved:

Attest:

Lena Richardson
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Richardson _____
Councilor Mitchell _____
Councilor McGregor _____
Councilor Tarvin _____
Councilor Hohenstein _____

City of Shady Cove
City Council Regular Meeting Minutes

Teleconference
Thursday, April 2, 2020

CALL TO ORDER

Mayor Richardson called the Regular City Council Meeting to order at 6:00PM on a telephonic meeting.

Council Present on call: Mayor Richardson, Councilor Mitchell, Councilor McGregor, Councilor Tarvin, and Councilor Hohenstein.

Staff Present on call: Thomas J. Corrigan, City Administrator

ANNOUNCEMENTS

The Mayor made the announcements on the agenda.

PUBLIC COMMENT

None. All callers were unmuted.

CONSENT CALENDAR

Regular Meeting Minutes of March 5, 2020 and Special Meeting of March 11, 2020.

Motion to Accept the Minutes of the Regular Meeting Minutes of March 5, 2020

Motion: Councilor Hohenstein Second: Councilor Mitchell

All Ayes Motion carries 5-0 Minutes of March 5, 2020

Special Meeting Minutes of March 11, 2020 – Tabled

Motion to Accept the Bills Paid Report for February 25 – March 5, 2020 in the amount of \$12,873.51

Motion: Councilor Mitchell Second: Councilor McGregor

All Ayes Motion carries 5-0

WRITTEN COMMUNICATION

None

STAFF REPORTS

City Administrator asked everyone to check website for full updates. Will be sending out separate written report.

OLD BUSINESS

A. Ordinance #295 – Second Reading – Amending the Comprehensive Plan and Changing the Zoning Map

Motion to Accept the Ordinance #295 – Second Reading – Amending the Comprehensive Plan and Changing the Zoning Map

Motion: Councilor Hohenstein Second: Councilor Tarvin

All Ayes Motion carries 5-0

B. Resolution #20-03, City Council Rules of Government

Motion to Accept the Resolution #20-03, Rules of Government - as amended

Motion: Councilor Hohenstein

Second: Councilor Tarvin

All Ayes Motion carries 5-0

C. Shady Cove Waterworks Update

Discussion ensued.

NEW BUSINESS

A. Emergency Management Commission Appointments

Motion to Accept Application for Emergency Management Appointments – Sue Pemberton for 3 year term

Motion: Councilor Hohenstein

Second: Councilor Tarvin

All Ayes Motion carries 5-0

Motion to Accept Application for Emergency Management Appointments – Erica Schumacher for 3 year term

Motion: Councilor Mitchell

Second: Councilor McGregor

All Ayes Motion carries 5-0

Motion to Accept Application for Emergency Management Appointments – Debbie Glass for 2 year term

Motion: Councilor Mitchell

Second: Councilor Tarvin

All Ayes Motion carries 5-0

Motion to Accept Application for Emergency Management Appointments – Bob Collier for 2 year term

Motion: Councilor Hohenstein

Second: Councilor McGregor

All Ayes Motion carries 5-0

Motion to Accept Application for Emergency Management Appointments – Bruce Wilson for 2 year term

Motion: Councilor Tarvin

Second: Councilor McGregor

All Ayes Motion carries 5-0

B. Resolution #20-02, Fee Schedule

Motion to Accept Resolution #20-20, Fee Schedule with Credit Card Fees to be determined

Motion: Councilor Hohenstein

Second: Councilor Tarvin

All Ayes Motion carries 5-0

C. Amending Ordinance #251, Defining Nuisances and Offenses and Declaring an Emergency

Motion to Amend Ordinance \$251, Defining Nuisances and Offenses May 1, 2020 and Declaring an Emergency Ordinance Effective Immediately

Motion: Councilor Hohenstein

Second: Councilor Tarvin

All Ayes Motion carries 5-0

D. Child Abuse Prevention Month Proclamation

Motion to Proclaim April as Child Abuse Prevention Month

Motion: Councilor Mitchell

Second: Councilor McGregor

All Ayes Motion carries 5-0

PUBLIC COMMENTS

Mary Stirling suggested adding a sign to the pinwheel garden announcing the Child Abuse Prevention Month

Bob Bella inquired about sewer billing

COUNCIL COMMENTS

Mayor Richardson – March 14, ribbon cutting for helipad for Mercy flights at the airport funded by Rogue Air community; stay home and adhere to Coronavirus guidelines; April Public Forum canceled

Councilor Mitchell – Attended RVACT with Councilor McGregor, presentation for two-lane roundabouts; 56 wrong way drivers on I-5 last year; I-5 south of Ashland from April to July northbound, southbound closed July to October; checked on Aunt Caroline's park, looks good; hut has been built behind the dentist office building

Councilor McGregor – SOREDI canceled all meetings due to COVID-19 restrictions

Councilor Hohenstein – none

Councilor Tarvin – Air strip is used daily; Mercy flight uses quite frequently and the helipad is a great addition; keep an eye on each other while we're all closed in per the Covid-19 guidelines; LOC put out COVID19 update March 25th; recommends cancelling all future meetings not absolutely necessary

ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the regular meeting at 7:41PM

Approved:

Attest:

Lena Richardson
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Richardson _____

Councilor Mitchell _____

Councilor McGregor _____

Councilor Tarvin
Councilor Hohenstein

DRAFT



City Administrator
Thomas J. Corrigan

CITY ADMINISTRATOR REPORT

MEETING DATE: 040220

1. CSOs have been very busy. They have been reviewing past citations as well as looking at other properties, working with residents.
2. Park project – going well, rain slowed them down a little, but still ahead of schedule. FYI, concrete section will look smaller as the land is sloped back.
3. We continue to maintain distance within City Hall and sanitize each night.
4. Best Practices – online training schedule – with free time, it's perfect to go online to do your CIS training.
5. Tree outside of City Hall has been replaced with a supposed “disease and bug free” type.
6. Bucket truck still waiting for parts. Whoever owned it last didn't do it right.
7. Teamster negotiations – contract could be on next agenda.
8. We now have all of the agendas, packets, and minutes digitally scanned for 2008-current.
9. Older packets and minutes are available but are being re-titled to reflect dates for easier tracking.

Check Issue Date	Check	Payee	Description	Amount
03/31/2020	44698	AT&T Mobility	Mobile Phone #2872860888814	221.04
03/31/2020	44699	Avista Corporation	Natural Gas 4941620000	125.40
03/31/2020	44700	Banner Bank	Office Supplies - Computer Software Subscription	14.99
03/31/2020	44700	Banner Bank	Adjustment to F/Chgs for misapplied payments between both	-49.98
03/31/2020	44700	Banner Bank	Council - Training	487.29
03/31/2020	44700	Banner Bank	Wildfire App - Emergenc Services City Website	.99
03/31/2020	44700	Banner Bank	City Hall - Facilities	15.96
03/31/2020	44700	Banner Bank	Computer Software Subscription	83.96
03/31/2020	44701	Banner Bank	Vehicle Maintenance	10.00
03/31/2020	44701	Banner Bank	Vehicle Maintenance	10.00
03/31/2020	44701	Banner Bank	Vehicle Maintenance	10.00
03/31/2020	44701	Banner Bank	Adjustment to F/Chgs for misapplied payments between both	54.44
03/31/2020	44701	Banner Bank	City Hall - Facilities	84.11
03/31/2020	44701	Banner Bank	Perma Patch 60# Bag 50/Pallet	404.80
03/31/2020	44701	Banner Bank	Postage	26.35
03/31/2020	44701	Banner Bank	Aunt Caroline's Park Repairs	15.20
03/31/2020	44702	Bow Wow Waste Products	3 - 1000 Single Pull Bags	163.32
03/31/2020	44703	Canon Financial Services, Inc.	Copier Lease & Copies 612930	362.24
03/31/2020	44704	Celtic Circle, LLC	Shop Rental	865.00
03/31/2020	44705	CIS Trust	Life Insurance	42.63
03/31/2020	44705	CIS Trust	Long Term Disability	63.74
03/31/2020	44706	Crystal Fresh	Bottled Water C82225	42.00
03/31/2020	44707	David Christian	Radio Programming, 6 hrs.	90.00
03/31/2020	44707	David Christian	Radio Programming, 6 hrs.	90.00
03/31/2020	44707	David Christian	Radio Programming, 6 hrs.	90.00
03/31/2020	44707	David Christian	Radio Programming, 6 hrs.	90.00
03/31/2020	44708	GFOA	Dues 300209990	160.00
03/31/2020	44709	Hunter Communications	Phone Services & Internet Charges 698	574.69
03/31/2020	44710	James Burkett	Utility Billing Refund	121.57
03/31/2020	44711	KDP Certified Public Accountants LLP	Professional Service - RVSS Annexation	2,500.00
03/31/2020	44711	KDP Certified Public Accountants LLP	Professional Service - RVSS Annexation	500.00
03/31/2020	44712	Medford Builders Exchange	Promotional Expenses	58.00
03/31/2020	44712	Medford Builders Exchange	Park & ADA Ramp	29.00
03/31/2020	44713	Pacific Power	Aunt Caroline's Park 32847641-005	50.99
03/31/2020	44713	Pacific Power	City Hall 32847641-007	184.44
03/31/2020	44713	Pacific Power	Nork Lane 32847641-009	240.46
03/31/2020	44713	Pacific Power	street Lights 32847641-002	759.97
03/31/2020	44714	Perfection Cleaning	Cleaning Services	300.00
03/31/2020	44715	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
03/31/2020	44715	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
03/31/2020	44715	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
03/31/2020	44716	Pitney Bowes Global Financial	Lease Charges 0017091979	144.93
03/31/2020	44717	Plant Oregon	Tree - City Hall	125.00
03/31/2020	44718	Postmaster	Sewer Billing	345.14
03/31/2020	44719	Postmaster	Bulk Mailing Permit	240.00
03/31/2020	44720	RVCOG	Planning	2,764.67
03/31/2020	44720	RVCOG	Floodplain	444.70
03/31/2020	44721	Southern Oregon Sanitation	Nork lane 088070	40.22
03/31/2020	44721	Southern Oregon Sanitation	aunt Caroline's Park 088094	58.50
03/31/2020	44721	Southern Oregon Sanitation	City Hall 088054	40.22
03/31/2020	44722	Steve Mitchell	Training - Mileage	46.00
03/31/2020	44723	WECO - Carson	Public works gasoline/diesel 1-01737	50.58
03/31/2020	44723	WECO - Carson	Public works gasoline/diesel 1-01737	9.67
03/31/2020	44724	Winters Electric, LLC	Aunt Carolines Park Repair	486.31
03/31/2020	44724	Winters Electric, LLC	City Hall Lighting Repairs	310.48
04/14/2020	44727	Banner Bank	Office Supplies - Computer Software Subscription	14.99
04/14/2020	44727	Banner Bank	City Hall Supplies	43.76

Check Issue Date	Check	Payee	Description	Amount
04/14/2020	44727	Banner Bank	Parks - Promotion & Tourism	54.09
04/14/2020	44727	Banner Bank	Finance Charges	19.13
04/14/2020	44727	Banner Bank	Council - Staff	347.42
04/14/2020	44727	Banner Bank	Wildfire App - Emergency Services City Website	.99
04/14/2020	44727	Banner Bank	Parks - Maintenance Supplies	5.98
04/14/2020	44727	Banner Bank	Parks - Promotion & Tourism	185.00
04/14/2020	44727	Banner Bank	Parks - Promotion & Tourism	42.50
04/14/2020	44727	Banner Bank	Emergency Management Preparedness	13.98
04/14/2020	44727	Banner Bank	Website Development & Hosting	200.00
04/14/2020	44727	Banner Bank	Computer Software Subscription	83.96
04/14/2020	44727	Banner Bank	Emergency Management Preparedness	54.28
04/14/2020	44727	Banner Bank	Parks - Promotion & Tourism	162.50
04/14/2020	44727	Banner Bank	Parks - Promotion & Tourism	196.50
04/14/2020	44727	Banner Bank	Paper, Office Supplies, Ink Cartridges, Labels, Etc.	566.05
04/14/2020	44727	Banner Bank	Emergency Management Preparedness	34.49
04/14/2020	44728	Banner Bank	City Hall - Facilities	150.00
04/14/2020	44728	Banner Bank	City Hall - Facilities	100.00
04/14/2020	44728	Banner Bank	Maintenance Supplies	6.50
04/14/2020	44728	Banner Bank	Maintenance Supplies	12.85
04/14/2020	44728	Banner Bank	Finance Charges	7.61
04/14/2020	44728	Banner Bank	Equipment Rental	275.00
04/14/2020	44728	Banner Bank	Lunch - Volunteers	35.00
04/14/2020	44728	Banner Bank	Maintenance Supplies	6.99
04/14/2020	44728	Banner Bank	Postage - Utility Billing Change of Address Notifications	1.86
04/14/2020	44729	City of Shady Cove - Utilities	#2300.01 1008 Celtic Circle/City Shop	46.00
04/14/2020	44729	City of Shady Cove - Utilities	#1539.01 2501 Indian Creek Rd.	44.00
04/14/2020	44729	City of Shady Cove - Utilities	#1538.01 22451 Hwy. 62	46.00
04/14/2020	44730	David Christian	Radio Programming, 6 hrs.	90.00
04/14/2020	44730	David Christian	Radio Programming, 6 hrs.	90.00
04/14/2020	44731	GDMI Enterprises, Inc.	Maintenance Supplies	21.69
04/14/2020	44731	GDMI Enterprises, Inc.	Maintenance Supplies	7.18
04/14/2020	44732	General Credit Service, Inc.	Collection Fees-Charges #4150	158.92
04/14/2020	44733	Hunter Communications	Phone Services & Internet Charges 698	586.54
04/14/2020	44734	Jackson County Sheriff	Law Enforcement Services- Monthly	35,580.00
04/14/2020	44734	Jackson County Sheriff	Law Enforcement Services- Monthly	39,834.00
04/14/2020	44734	Jackson County Sheriff	Law Enforcement Services- Monthly	39,834.00
04/14/2020	44734	Jackson County Sheriff	Law Enforcement Services- Monthly	39,834.00
04/14/2020	44734	Jackson County Sheriff	CSO Services - Monthly	2,632.00
04/14/2020	44734	Jackson County Sheriff	Law Enforcement Services- Monthly	39,834.00
04/14/2020	44735	KAS & Associates, Inc.	Private Project Review - Pass Through	60.00
04/14/2020	44735	KAS & Associates, Inc.	Engineering Question	75.00
04/14/2020	44735	KAS & Associates, Inc.	Hwy 62. & Indian Creek Rd.	3,047.88
04/14/2020	44736	Luci, Beverli	Utility Billing Refund	130.06
04/14/2020	44737	Luis Arredondo	Utility Billing Refund	104.84
04/14/2020	44738	Mass Marketing	Website - AD in EP, SC and White City Street Map - OR03070	230.00
04/14/2020	44739	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
04/14/2020	44740	Pleasant, Sherrie	Utility Billing Refund	2.27
04/14/2020	44741	Project A, Inc.	Development and Hosting	200.00
04/14/2020	44742	Richard W Brewster CPA PC	1099 Preparation	200.00
04/14/2020	44742	Richard W Brewster CPA PC	4th Quarter Payroll Services & Year End W-2's	600.00
04/14/2020	44743	Shady Cove Hardware, LLC	City Hall - Facilities	14.94
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	19.99
04/14/2020	44743	Shady Cove Hardware, LLC	Promotion & Tourism	5.75
04/14/2020	44743	Shady Cove Hardware, LLC	Park - ADA Walkway/Path	99.83
04/14/2020	44743	Shady Cove Hardware, LLC	Park - ADA Walkway/Path	26.76
04/14/2020	44743	Shady Cove Hardware, LLC	Park - ADA Walkway/Path	116.39
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Equipment Maintenance	11.18

Check Issue Date	Check	Payee	Description	Amount
04/14/2020	44743	Shady Cove Hardware, LLC	Park - ADA Walkway/Path	53.44
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	18.37
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	25.98
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	-19.99
04/14/2020	44743	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	39.98
04/14/2020	44744	Thomas J. Corrigan	Expense Reimbursement - Office Supplies	36.99
04/14/2020	44745	TouchPoint Networks, LLC	Computer Services	31.00
04/14/2020	44746	Upper Rogue Independent	Government Public Notice - Planning Commission Public Hea	126.75
04/14/2020	44747	WECO - Carson	Public works gasoline/diesel 1-01737	249.57
04/27/2020	44748	American Planning Association	Oregon Chapter Membership D. Jermain	55.00
04/27/2020	44749	AT&T Mobility	Mobile Phone #2872860888814	223.27
04/27/2020	44750	Avista Corporation	Natural Gas 4941620000	79.21
04/27/2020	44751	Canon Financial Services, Inc.	Copier Lease & Copies 612930	380.34
04/27/2020	44752	CIS Trust	Life Insurance	42.63
04/27/2020	44752	CIS Trust	Long Term Disability	63.74
04/27/2020	44753	David Christian	Radio Programming, 6 hrs.	90.00
04/27/2020	44753	David Christian	Radio Programming, 6 hrs.	90.00
04/27/2020	44754	Gary Grimes	Utility Billing Refund	67.19
04/27/2020	44755	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
04/27/2020	44755	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
04/27/2020	44756	Pitney Bowes Purchase Power	Postage Refill 8000-9090-0092-9849	402.50
04/27/2020	44757	Postmaster	Sewer Billing	347.70
04/27/2020	44758	Project A, Inc.	Development and Hosting	200.00
04/27/2020	44759	RVCOG	Planning	2,019.35
04/27/2020	44759	RVCOG	Floodplain	266.82
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor	2,379.00
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor	312.00
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor - Mileage	199.53
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor	2,223.00
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor - Mileage	201.25
04/27/2020	44760	Speer Hoyt, LLC	Attorney- Labor	3,217.50
04/27/2020	44761	US Bank St. Paul	Account #220239000 - Interest	32,007.37
04/27/2020	44762	WECO - Carson	Public works gasoline/diesel 1-01737	26.03
04/30/2020	44763	City of Shady Cove - Utilities	#2300.01 1008 Celtic Circle/City Shop	46.00
04/30/2020	44763	City of Shady Cove - Utilities	#1539.01 2501 Indian Creek Rd.	44.00
04/30/2020	44763	City of Shady Cove - Utilities	#1538.01 22451 Hwy. 62	46.00
04/30/2020	44764	Crystal Fresh	Bottled Water C82225	27.00
04/30/2020	44765	Pacific Power	Aunt Caroline's Park 32847641-005	47.24
04/30/2020	44765	Pacific Power	Nork Lane 32847641-009	186.45
04/30/2020	44765	Pacific Power	street Lights 32847641-002	760.89
04/30/2020	44765	Pacific Power	City Hall 32847641-007	180.63
04/30/2020	44766	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
04/30/2020	44767	Prevent Child Abuse Oregon	April Child Abuse Awareness Month - Pinwheels	195.00
04/30/2020	44768	RVCOG	Computers & Support	761.43
04/30/2020	44769	Upper Rogue Excavation	Aunt Caroline's Park - ADA Ramp S19-003	53,348.96
Grand Totals:				327,182.79



CITY OF SHADY COVE
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539
 Phone: 541.878.2225 • Fax: 541.878.2226

APPLICATION FOR COMMISSION OR COMMITTEE

PLEASE PRINT

DATE: 3/7/20 POSITION APPLIED FOR: Budget Committee

APPLICANT INFORMATION		
Name: <u>Bob Bellah</u>		
Physical Address: <u>165 Jane Dr</u>		
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>
Mailing Address: <u>P.O. Box 1121</u>		
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>
Home Phone:	Cell Phone: <u>541-324-0843</u>	
Email Address: <u>bobellah@gmail.com</u>		
Current Occupation: <u>Retired</u> <small>(If retired or unemployed, state your general or past profession.)</small> <u>Director Fleet Ops</u>		
How long have you lived in Shady Cove? <u>14 years</u>		
How long have you lived in Jackson County? <u>14 years</u>		
Are you available to attend both daytime and evening meetings when necessary? <u>yes</u>		
Are you an employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please describe:		
QUALIFICATIONS		
I believe that I am qualified for and should be considered for the above position(s) for the following reasons <small>(continue on next sheet if necessary):</small>		
<u>Extensive experience in budget preparation</u>		
<u>and administration for major company</u>		
<u>including both Capital and Operating budgets.</u>		

Qualifications continued (if necessary):

Please use this space to summarize why you are applying for this position:

Interest in seeing the City of Shady Cove reach its full potential.

Please use this space to add any additional information you would like to share:

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publically review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant

A. DeLal

Date

3/7/20

How to Submit:

By email: SDent@shadycove.org
In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM
By mail: P.O. Box 1210, Shady Cove, OR 97539
By fax: 541.878.2226

Questions?

Call City Hall at 541.878.2225 or send an email to the email as listed above.

CITY OFFICE USE ONLY

DATE RECEIVED

INITIALS

The City of Shady Cove is an Equal Opportunity Provider.



CITY OF SHADY COVE
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539
 Phone: 541.878.2225 • Fax: 541.878.2226

APPLICATION FOR COMMISSION OR COMMITTEE

PLEASE PRINT

DATE: 3/12/20 POSITION APPLIED FOR: budget committee

APPLICANT INFORMATION

Name: Debbie Glass Collier

Physical Address: 339 Rene Dr

City: Shady Cove State: OR Zip: 97539

Mailing Address:

City: State: Zip:

Home Phone: Cell Phone: 503-551-6671

Email Address: dglass23@gmail.com

Current Occupation:
(If retired or unemployed, state your general or past profession.)

How long have you lived in Shady Cove? 2 yrs

How long have you lived in Jackson County? 2 yrs

Are you available to attend both daytime and evening meetings when necessary? yes

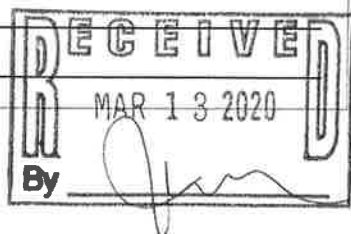
Are you an employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity?
 Yes No

If yes, please describe:

QUALIFICATIONS

I believe that I am qualified for and should be considered for the above position(s) for the following reasons
(continue on next sheet if necessary):

I've developed & managed many complex budgets during my 30+ years of leadership experience, some of which were public entities



Qualifications continued (if necessary):

Please use this space to summarize why you are applying for this position:

You need citizen input on your budget

Please use this space to add any additional information you would like to share:

I was unable to serve last year as we had scheduled a trip during the time of the budget meeting.

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publically review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant	Date
------------------------	------

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CITY OFFICE USE ONLY	
DATE RECEIVED	INITIALS

2019-2020
03/31/2020
Budget To Actual Report

RESOURCES
GENERAL FUND 10

City of Shady Cove

RESOURCE DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
Current Cash on Hand		646,855	
Beginning Balance (Audit)			
Beginning Balance (Budget)	340,000		
Interest	2,000	15,465	773%
OTHER RESOURCES			
State Subventions	72,000	54,167	75%
Franchise Fees	289,500	212,382	73%
City Fees (Business License & OLCC License)	18,500	9,369	51%
City Fees (TOT, Raft)	50,000	47,942	96%
City Fees (Planning & Building)	12,000	6,717	56%
Administrative Allocation	156,082	91,656	59%
Municipal Court	5,000	8,885	178%
Miscellaneous Income	500	15,909	3182%
Public Safety Fee	331,150	212,617	64%
Floodplain Permit Fee	500	1,475	295%
Radio Underwriting	1,000	-	0%
Flag Program	1,500	400	27%
RVSS Reimbursement to City for Billing Services	50,000	50,000	100%
Total resources, except taxes to be levied			
Taxes estimated to be received	142,000	146,463	103%
Previously levied taxes estimated to be received	1,000	3,157	316%
TOTAL RESOURCES	1,472,732	1,523,459	103%

2019-2020
03/31/2020
Budget to Actual Report

DETAILED REQUIREMENTS

GENERAL FUND 10

REQUIREMENTS DESCRIPTION	# of FTE's	Annual Budget	Actual Year-To-Date	% of Annual Budget
PERSONNEL SERVICES				
SALARIES & BENEFITS				
City Administrator	1	81,900	60,791	74%
Planning Technician	1	55,500	41,697	75%
Accounting Technician	1	51,500	38,017	74%
Administrative Assistant	1	43,500	14,092	32%
Maintenance II	1	40,600	30,008	74%
Seasonal Worker	0.5	15,720	-	0%
Overtime		5,000	-	0%
Benefits		164,000	73,628	45%
TOTAL PERSONNEL SERVICES	5	457,720	258,232	56%
MATERIALS & SERVICES				
Professional Services (Auditor, Legal, etc.)		67,500	42,065	62%
Operations & Maintenance		125,000	125,823	101%
Discretionary		500	-	0%
Promotion/Tourism		20,000	5,267	26%
Recognition & Awards		3,300	3,951	120%
Floodplain Management		13,000	1,868	14%
Planning & Building		20,000	24,464	122%
Training/Conferences		15,000	5,537	37%
Disaster Preparedness		3,000	17	1%
Radio Station		6,000	4,028	67%
Library Maintenance		2,000	-	0%
Flag Program		1,500	2,749	183%
Records Retention		15,000	-	0%
TOTAL MATERIALS AND SERVICES		291,800	215,769	74%

2019-2020
03/31/2020
Budget to Actual Report

DETAILED REQUIREMENTS

GENERAL FUND 10

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
REQUIREMENTS			
Law Enforcement Contract (JCSO)	465,000	159,336	34%
Law Enforcement - Community Resource Officer	41,000	-	0%
PUBLIC SAFETY REQUIREMENTS	506,000	159,336	31%
TOTAL PUBLIC SAFETY REQUIREMENTS	506,000	159,336	31%

2019-2020
03/31/2020
Budget to Actual Report

DETAILED REQUIREMENTS

GENERAL FUND 10

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
MATERIALS & SERVICES			
Parks- Utilities	2,000	1,586	79%
Park - Park Maintenance	4,200	1,278	30%
Parks - Materials & Supplies	2,400	2,898	121%
PARKS MATERIALS & SERVICES	8,600	5,762	67%
TOTAL PARKS MATERIALS & SERVICES	8,600	5,762	67%

DETAILED REQUIREMENTS

GENERAL FUND 10

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
CAPITAL OUTLAY			
TRANSFERS & CONTINGENCIES			
Transfer OUT - to Capital Purchase Reserve Fund 06	20,000	20,000	100%
Contingency	50,000	-	
TOTAL TRANSFERS & CONTINGENCIES	70,000	20,000	
Interfund Loan Payment to Capital Replacement Fund 05	28,500	38,508	135%
TOTAL INTERFUND LOAN PAYMENTS	28,500	38,508	
UNAPPROPRIATED ENDING FUND BALANCE	111,112		
Ending Balance (Prior Years)			
TOTAL REQUIREMENTS	1,473,732	697,608	47%

2019-2020
03/31/2020
Budget to Actual Report

SPECIAL REVENUE FUND
RESOURCES AND REQUIREMENTS
STREETS 01

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand		239,803	
Beginning Balance (Audit)			
Beginning Balance (Budget)	170,000		
State Highway Revenue	200,000	151,237	76%
TOTAL RESOURCES	370,000	391,040	106%
REQUIREMENTS			
MATERIALS & SERVICES			
Operations & Maintenance	28,500	5,557	19%
Utilities	4,000	2,243	56%
Vehicle Maintenance	7,000	488	7%
Professional Services	100,000	33,437	33%
Administrative Allocations	122,208	91,656	75%
Travel and Training	2,000	-	0%
TOTAL MATERIALS & SERVICES	263,708	133,382	51%

2019-2020
 03/31/2020
 Budget to Actual Report

**SPECIAL FUND
 RESOURCES AND REQUIREMENTS
 STREETS 01**

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
REQUIREMENTS			
CAPITAL OUTLAY			
Sidewalks	2,000		
TOTAL CAPITAL OUTLAY	2,000		0%
OPERATING CONTINGENCY	40,000		0%
UNAPPROPRIATED ENDING FUND BALANCE	64,292		
TOTAL REQUIREMENTS	370,000	133,382	36%

2019-2020
03/31/2020
Budget to Actual Report

RESOURCES
SEWER 02

City of Shady Cove

RESOURCE DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
Cash on Hand		414,156	
Beginning Balance (Audit)			
Beginning Balance (Budget)	230,241		
Sewer Usage Fees	853,227	650,653	76%
Transfer IN from 05	328,632	328,632	100%
RVSS Payment for Bond Payment per Contract	127,000	93,614	74%
Total resources, except taxes to be levied	1,539,100	1,072,899	70%
TOTAL RESOURCES	1,539,100	1,487,055	97%

2019-2020
03/31/2020
Budget to Actual Report

DETAILED REQUIREMENTS

SEWER 02

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
MATERIALS & SERVICES			
RVSS Sewer Fees	900,000	582,661	65%
TOTAL MATERIALS & SERVICES	900,000	582,661	65%

2019-2020
 03/31/2020
 Budget to Actual Report

DETAILED REQUIREMENTS

SEWER 02

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
DEBT SERVICE			
SRF Loan (DEQ) - Principal (07.01.2019)	383,700	383,632	100%
SRF Loan (DEQ) - Interest (07.01.2019)	3,200	3,499	109%
US Bank - Principal (January)	60,000	60,000	100%
US Bank - Interest (July/January)	67,000	32,914	49%
US Bank - Loan/Agent Fees		700	
TOTAL DEBT SERVICE	513,900	480,745	94%
UNAPPROPRIATED ENDING FUND BALANCE	125,200		
TOTAL EXPENDITURES - SEWER	1,539,100	1,063,406	69%

2019-2020
03/31/2020
Budget to Actual Report

SEWER DEBT 03

City of Shady Cove

DESCRIPTION OF RESOURCES AND REQUIREMENTS		Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES				
Current Cash on Hand			-	
Beginning Balance (Audit)				
Beginning Balance (Budget)		17,487		
Transfer IN from 05		128,400	123,192	96%
TOTAL RESOURCES		145,887	123,192	84%
REQUIREMENTS				
Bond Principal Payments				
Issue Date	Budgeted Payment Date			
2012	07.01.2019	144,000	144,000	100%
TOTAL PRINCIPAL		144,000	144,000	100%
Bond Interest Payments				
Issue Date	Budgeted Payment Date			
2012	07.01.2019	1,887	1,886	100%
TOTAL INTEREST		1,887	1,886	100%
TOTAL REQUIREMENTS		145,887	145,886	100%

**RESERVE FUND
 RESOURCES AND REQUIREMENTS**

SEWER OPERATIONS RESERVE 04

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand		-	
Beginning Balance (Audit)			
Beginning Balance (Budget)	82,000		
TOTAL RESOURCES	82,000	0	0%
DEBT SERVICE REQUIREMENTS			
RVSS per Contract	82,000	80,659	98%
TOTAL SEWER OPERATIONS RESERVE REQUIREMENTS	82,000	80,659	98%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

SEWER OPERATIONS REPLACEMENT 05

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand		-	
Beginning Balance (Audit)			
Beginning Balance (Budget)	813,000		
Interfund Loan Payment Received from General Fund 10	28,500	38,508	135%
TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	841,500	38,508	5%
TOTAL RESOURCES			
REQUIREMENTS			
TRANSFERS			
Transfer to 03	128,400	127,690	99%
Transfer to 02	328,632	328,632	100%
OTHER			
RVSS per Contract	384,468	385,601	100%
TOTAL REQUIREMENTS	841,500	841,922	100%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

CAPITAL PURCHASE RESERVE FUND 06

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand		130,000	
Beginning Balance (Audit)			
Beginning Balance (Budget)	130,000		
Transferred IN, from other funds	20,000	20,000	100%
TOTAL RESOURCES	150,000	150,000	100%
TOTAL RESOURCES REQUIREMENTS			
TRANSFERS			
CAPITAL OUTLAY			
UNAPPROPRIATED ENDING FUND BALANCE	150,000		
TOTAL REQUIREMENTS	150,000		0%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

CAPITAL IMPROVEMENT FUND 07

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand			
Beginning Balance (Audit)			
Beginning Balance (Budget)	20,000		
Transferred IN, from other funds	1,000,000		0%
TOTAL RESOURCES	1,020,000	-	0%
TOTAL RESOURCES			
REQUIREMENTS			
TRANSFERS			
CAPITAL OUTLAY			
OR Health Authority Feasibility Study	20,000	-	0%
CDBG Grant Expenditures	1,000,000	-	0%
TOTAL REQUIREMENTS	1,020,000		0%

2019-2020
03/31/2020
Budget to Actual Report

RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
Combined Account

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand		486,642	
Beginning Balance (Audit)			
Beginning Balance (Budget)	810,000		
Interest	3,000	17,868	596%
New Development	73,500	31,500	43%
Schoolhouse Lane Grant	100,000	1,552	
Sale of Property - Hudspeth - Parks	-	-	
	-	-	
TOTAL RESOURCES	986,500	537,561	54%
REQUIREMENTS			
CAPITAL OUTLAY			
WASTEWATER			
RVSS per Contract	205,000	241,207	118%
TRANSPORTATION			
Street Improvements	15,000		0%
Hudspeth Lane	49,500	49,500	100%
Schoolhouse Lane	152,000	3,870	3%
STORMWATER			
Cleveland Street/Pond	148,800	162,197	109%
PARKS			
Park Improvements	96,000		0%
ADA Walkway/Path	40,000	14,276	36%
Watershed Council Match	4,000	3,574	89%
CONTINGENCY			
Contingency	64,455		
UNAPPROPRIATED ENDING FUND BALANCE			
Unappropriated Ending Fund Balance	211,745		
TOTAL REQUIREMENTS	986,500	474,624	48%

2019-2020
03/31/2020
Budget to Actual Report

RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
TRANSPORTATION ACCOUNT

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance (Audit)			
Beginning Balance (Budget)	170,000		
Interest	2,000	11,971	599%
New Development	52,500	22,500	43%
Schoolhouse Lane Grant	100,000		
TOTAL RESOURCES	324,500	34,471	11%
REQUIREMENTS			
CAPITAL OUTLAY			
Street Improvements	15,000		0%
Hudspeth Lane	49,500	49,500	100%
Schoolhouse Lane	152,000	3,870	3%
TOTAL CAPITAL OUTLAY	216,500	53,370	25%
Contingency	32,475		
Unappropriated Ending Fund Balance	75,525		
TOTAL REQUIREMENTS	324,500	53,370	16%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
STORM WATER ACCOUNT**

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance Audit			
Beginning Balance Budget	170,000		
Interest	700	4,110	587%
New Development	10,500	4,500	43%
TOTAL RESOURCES	181,200	8,610	5%
REQUIREMENTS			
CAPITAL OUTLAY			
Cleveland Street/Pond	148,800	162,197	109%
TOTAL CAPITAL OUTLAY	148,800	162,197	109%
Contingency	10,980		
Unappropriated Ending Fund Balance	21,420		
TOTAL REQUIREMENTS	181,200	162,197	90%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
WASTEWATER ACCOUNT**

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance Audit			
Beginning Balance Budget	205,000		
TOTAL RESOURCES	205,000	-	0%
REQUIREMENTS			
RVSS per Contract	205,000	241,207	118%
TOTAL REQUIREMENTS	205,000	241,207	118%

2019-2020
03/31/2020
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
PARKS ACCOUNT**

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance (Audit)			
Beginning Balance (Budget)	265,000		
Interest	300	1,787	596%
New Development	10,500	4,500	43%
TOTAL RESOURCES	275,800	6,287	2%
REQUIREMENTS			
Park Improvements	96,000		0%
ADA Walkway/Path	40,000	14,276	36%
Watershed Council Match	4,000	3,574	89%
Contingency	21,000		
Unappropriated Ending Fund Balance	114,800		
TOTAL REQUIREMENTS	275,800	17,850	6%

**UPPER ROGUE REGIONAL PARK
RESOURCES AND REQUIREMENTS**

URRP (09)

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand			
Beginning Balance (Audit)			
Beginning Balance (Budget)	-		
Interest	100		
State Marine Board Operating Grant	67,000		0%
Grant State Marine Board	80,000		0%
Riverhouse Facility Use & Fees	47,200		0%
Residential Rental	7,200		0%
TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	201,500	-	0%
TOTAL RESOURCES			
REQUIREMENTS			
Utilities	5,000		0%
Insurance	5,000		0%
Equipment Maintenance	10,000		0%
Professional Services	10,000		0%
Administrative Aoolcations	33,874		0%
Training	800		0%
CAPITAL OUTLAY			
Capital Outlay	100,000		0%
CONTINGENCY			
Contingency	21,000	-	0%
UNAPPROPRIATED FUND BALANCE	15,826		0%
TOTAL REQUIREMENTS	201,500	-	0%