



Council Packet

City of Halsey
Regular Council Meeting
Council Chambers
Remote Attendance via Zoom
100 W. Halsey Street

Tuesday March 8, 2022
7:00 PM

D. CONSENT AGENDA

Consent Agenda	
Council Action: MOTION	March 8, 2022

Any Councilor may request to remove an item from the consent agenda that they wish to have discussed and acted on outside the consent agenda. If there is no request made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – February 8, 2022

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

- **Council Options**

1. Remove an item for separate consideration & decision.
2. Approve as recommended.
3. Provide further direction to staff.
4. Postpone approval

REGULAR CITY COUNCIL MEETING

February 8, 2022, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

**This hybrid meeting was also conducted as a teleconference, with external participation available via phone or video link.*

MEETING CALLED TO ORDER

Meeting called to order at 7:00 p.m.

ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Ken Lorensen, Councilor Christine Raven, Councilor Stacy Strauss

Absent: Councilor Michelle Isom, Councilor Randy McMillen

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle

Guests: Holly Parrish, Tia Parrish (The Times), Planning Commissioner Mary Price

Remote Participants: Municipal Clerk Laurie Eastridge, Public Works Andy Ridinger

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – January 11, 2022

Motion: I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

Motion by: Councilor Lorensen, Seconded by Gillson

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for January 2022.

The January Financial Report includes check numbers 19516-19562 in the amount of \$31,178.45 The prior month's final check number was 19515.

Motion: I move that the Governing Body of the City of Halsey approve the January 2022 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Gillson, Seconded by Councilor Raven

Vote:
Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

CA Norton asked to add under the New Business section; the GSI report on Well 69.

DELEGATIONS

Linn County Sheriff's Office

Sergeant Frambes was not in attendance. He called in around 7:45 pm because he had been caught on a call. He offered to report to Council over the phone. Council consensus was that there were no pressing questions, and they would hear his report for January as well as February in the March City Council meeting.

CITIZEN COMMENTS –There were no citizen comments.

REPORTS TO COUNCIL

City Administration-Hilary Norton

The domain change to www.halseyor.gov is complete.

The IT RFP closes on February 9th. So far, there is only one response, but three other companies have expressed intention to bid.

Wetlands Inventory RFP is closed. The RFP for the Local Wetlands Inventory (LWI) was released on January 3rd, and responses were due on January 28th. Only one response was received. The RFP process will be documented, and the attorney will be consulted to make sure we comply with the public contracting process compliance.

The Website RFP closed on January 21st. The City received four excellent proposals. Staff will evaluate them, check references, look at other sites they have done, and will be requesting demos of the software for each proposal.

The upstairs door repair and the downstairs emergency door replacement will happen after the contractor receives the new emergency door – probably late February or early March. There is a temporary solution on the Community Center door that allowed it to be programmed so it is working again. An attempt to reprogram it broke it. A new lock is needed on that door.

The RARE Student application has been submitted. The Ford Family Foundation Grant has also been submitted, and we should be notified within about 30 days if we receive it, which will help pay for the RARE student program.

The fence has been installed at the end of West D Street. Signs are on order but have not yet been received.

CA Norton requested permission from Council to install some art on the empty walls in City Hall. This would align with the "Community Identity and Sense of Place" that was a Council Goal in the last cycle. Council consensus was to proceed.

Public Works Department-Andy Ridinger

The new battery for the production meter for the Water Treatment Plant arrived on Jan. 26th. The annual reports; I&I, Bio-Solids/Recycled Water Reports have been completed. Some sewer lines in town were cleaned. A homeowner on E. 3rd Street had some concerns about a tree in the Right-of-way, which resulted in the tree being cut down. The new fence has been installed at the dead-end portion of W. D Street. The gravel streets in town have been graded. Some drainage pipes and ditches on the west side of town were cleaned with the Vac-truck. We will continue this as we have time. New exhaust fans were installed in the bathrooms at City Hall. Annual maintenance was completed on the dump truck, Water Treatment Plant generators, lift stations and the lagoons.

Library-Hilary Norton

The City received 18 applications for the Librarian position. Many of those have library experience and four have MLS Degrees. Interviews will be conducted later this month.

The Library Advisory Committee was able to meet before Jorden left and plans to meet again once the new librarian is hired. A question was asked about the councilor representation on the committee and whether it was filled after Rella's death. The vacancy is still there. Councilor Strauss offered to fill that role, mentioning her experience with libraries in the Portland area.

The gas heater in the library is over 22 years old. It recently started having trouble. The initial quote for repair was about \$1000. Rather than fixing the old heater, it may be better to install a ductless air pump. There are a few grants that are available to help with the expense of a new heating/cooling system. In the meantime, two oil radiator space heaters are being used to keep the building comfortable and the air dry enough to protect the books.

The e-books consortium has doubled in cost since we investigated it two years ago. It would be useful to have our new librarian do some research in the community for this purpose. The Oregon Library Passport Program is available to residents of Halsey and may allow them to access e-book programs through other libraries.

OLD BUSINESS

RCAC Water Rate Study Final Report

The final RCAC Water Rate Study was presented to Council for review. The document has not changed in any significant way since the Council Work Session in October.

Council is not bound to do anything suggested in the report and must balance the needs of three utilities (not just water) and of the households in Halsey.

- The report shows that Halsey should be putting more funds into reserves each year.
- They use three kinds of reserves: operating, emergency, and capital.
- The city does not identify reserves in this way, although we essentially keep funds in these categories every year.
- RCAC also anticipates rates will need to increase to keep the 50% loan forgiveness grant from Business Oregon for the water meter project.

Dan Vaage, of Civil West Engineering is a circuit rider for OHA. He stated that if the city is moving in the direction of the RCAC recommendation, it is not critical that it happen in 5 years as opposed to 10 years. Proceeding more slowly will still protect the health of the utility and the future needs of citizens.

Michelle Bilberry of Business Oregon says that while our rates are right at the threshold, they are not too low, and we will not be required to raise the rate this year.

A question was asked about the difference in threshold between Commercial and Residential properties base usage of 3,000 and 4,000 gallons. CA Norton will research this and look at changing this in the new rate schedule.

ARPA Funds Update

The U.S. Department of Treasury has released the final rule on the use of Coronavirus State and Local Fiscal Recovery Funds (SLFRF.) These funds were granted by the American Rescue Plan Act (ARPA).

The final rule allows all cities to claim a standard deduction of up to \$10 million as replacement of lost revenue. Revenue replacement funds may be used to provide any service traditionally provided by local governments. There are some restrictions, and it will still need to be checked against the final rule prior to spending.

A question was asked if these funds could be used to replace the funds lost in the utilities due to rate increases that were not taken in 2020 and 2021 due to Covid. CA Norton will check. The first priority may be to find out if Well 69 needs to be replaced. If it does, the ARPA funds might allow the city to do that, or to repair or rehab the well without taking on additional debt or raising rates.

There are restrictions that apply to all ARPA funds: no funds may be placed in reserves or “rainy day” funds, no funds may be used to pay down pension liabilities, no retrospective spending, no payments on bonds or debt services, no payments required by settlement, judgement, or consent decree.

The City has four years to spend the funds.

CA Norton’s recommendation is to first determine if we need a new well, if the old well can be repaired or reconditioned, and what that will cost. This is the number one Council Priority for the next two year cycle.

NEW BUSINESS

Well 69 Update

CA Norton and PW Ridinger met with Dan Vaage of Civil West and Dennis Orlowski of GSI Water Solutions. They are experts in wells and have worked with several other small towns to assess, repair, or replace older wells. They provided an estimate of what it will cost to do a complete assessment of Well 69. They will look at options to rehabilitate or repair the well, and what the risks may be with those options. The cost of the work is almost \$10,000, but it will provide information on all options and risks that will help Council make the best decision possible.

Dan Vaage of Civil West (OHA Circuit Rider) expressed concern about the Halsey water system operating on only one well. The system is designed to operate with two wells, and that back up is important.

Council consensus was to proceed with retaining GSI to evaluate Well 69.

Utility Rate Increases 2022-2023

This is a preliminary discussion to guide the City Administrator when preparing the proposed FY 2022-23 Budget. Council cannot adopt rate increases without a public hearing. No action will be taken in this meeting.

The RCAC report recommends larger Water rate increases over the next 5 years, however a smaller one may be advisable as Council may want to consider increases in the Sewer and Stormwater utilities as well.

Council is asked to consider increases for both stormwater funds this year. In 2014, the Blue Heron Stormwater fee was lowered to \$8 per month from \$14 per month, as there was enough in the fund to replace both pumps. In 2018, the fee was further lowered to \$6 at the same time the Stormwater Utility Fee was created. In 2019, both pumps were replaced. The fund is not recovering from the expense of the new pumps. It should slowly build over the next ten years until the system needs a major repair or replacement.

The city-wide stormwater utility was created in 2018. The \$1 per month fee has not been increased since then. The city has continued to transfer in the State Shared Revenue each year. The unappropriated balance is steadily decreasing. In the last two years, the cost of materials has increased exponentially. If we don't raise the rate, we won't be able to continue to repair and make small improvements to the stormwater system.

RCAC Staff and Business Oregon have both stated that yearly small increases are more manageable for households on limited incomes as opposed to having years with no increase followed by larger increases.

There was some discussion. Council consensus was to consider small rate increases in Water, Wastewater, and both Stormwater funds.

ADJOURNMENT

Meeting adjourned at 7:50 p.m.

Municipal Clerk, Laurie Eastridge

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries	
Council Action: MOTION	March 8, 2022

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for February 2022.

Summary:

Approving the February Financial Report includes approving check numbers 19563-19613 in the amount of \$68,588.67. The prior month's final check number was 19562.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the February 2022 Financial Reports and Journal Entries as Submitted
 - **Council Options**
 1. **Approve as recommended.**
 2. **Approve with amendments.**
 3. **Split into two separate motions**
 3. **Provide further direction to staff.**
 4. **Deny or Postpone request.**

CITY OF HALSEY
 COMBINED CASH INVESTMENT
 FEBRUARY 28, 2022

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	402.74
01-0001002	MONEY MARKET	61,551.04
01-0001003	INVESTMENT POOLED	1,913,379.01
		1,975,332.79
	TOTAL COMBINED CASH	1,975,332.79
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,975,332.79)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	496,837.43
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,029.27
20	ALLOCATION TO (20) STREET FUND	40,854.77
25	ALLOCATION TO (25) STREET & PATHWAY FUND	71,958.29
40	ALLOCATION TO (40) BOND FUND	54,859.52
55	ALLOCATION TO (55) LIBRARY FUND	17,093.82
60	ALLOCATION TO (60) WATER FUND	234,963.31
61	ALLOCATION TO (61) SEWER FUND	252,980.11
62	ALLOCATION TO (62) WATER RESERVE FUND	308,443.95
63	ALLOCATION TO (63) SEWER RESERVE FUND	156,780.72
65	ALLOCATION TO STORM WATER BLUE HERON FUND	28,262.71
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	17,724.51
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,865.64
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,637.99
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,819.11
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	12,024.48
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,197.16
		1,975,332.79
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,975,332.79
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(1,975,332.79)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)
February 28, 2022

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	61,551.04	Book Balance Previous Month:	57,328.97
Outstanding Deposits:	.00	Total Receipts:	47,285.03
Outstanding Checks:	.00	Total Disbursements:	43,062.96
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	61,551.04	Book Balance:	61,551.04

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 19 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 3 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
February 28, 2022

Account: 010001001
Bank Account Number: 25500067

Bank Statement Balance:	34,267.05	Book Balance Previous Month:	8,035.54
Outstanding Deposits:	800.95	Total Receipts:	96,181.04
Outstanding Checks:	34,665.26	Total Disbursements:	103,813.84
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	402.74	Book Balance:	402.74

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
1105	275.42	1108	250.42	1112	275.11			
							Total:	800.95

Deposits cleared: 28 items Deposits Outstanding: 3 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
6	22.03-	18170	.50	19424	107.79-	19607	272.94	
7	3.86-	18344	2,000.00	19488	50.00	19608	44.90	
8	15.42-	18489	100.00	19587	1,476.77	19609	2.40	
9	13.77-	18511	150.00	19591	425.28	19610	69.00	
14206	27.52	18692	28.50	19598	115.08	19611	7,275.00	
17523	23.44	19068	28.50	19600	695.00	19612	91.96	
17752	316.65	19077	68.45	19601	3,871.82	19613	103.00	
18058	53.23	19120	120.00	19602	67.20	225202	211.35	
18073	154.00	19370	112.03	19603	382.99	225202	9,880.00	
18155	1.63	19370	112.03-	19604	90.90	225202	1,709.51	
18156	13.27	19423	154.84	19605	192.89	225202	4,669.73	
18163	.85	19424	107.79	19606	41.44	225201	260.20-	
							Total:	34,665.26

Checks cleared: 58 items Checks Outstanding: 48 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Date	Check Number	Payee or Description	Check Amount
02/28/2022	1	Trans MM to CK	23,000.00
02/28/2022	3	Trans MM to CK	20,000.00
02/28/2022	5	ACH Bank Fees	62.96
02/03/2022	19563	Alyrica Networks	39.99
02/03/2022	19564	Caselle, Inc.	743.00
02/03/2022	19565	Cattron North America, Inc.	565.70
02/03/2022	19566	Columbia Bank	1,574.53
02/03/2022	19567	Ferguson Waterworks #3011	269.36
02/03/2022	19568	Island Fence and Window Guard Inc	3,950.00
02/03/2022	19569	Linn County Sheriff's Office	16,310.25
02/03/2022	19570	Office Depot, Inc.	67.45
02/03/2022	19571	Petty Cash	165.25
02/03/2022	19572	Renewable Resource Group, Inc	376.00
02/03/2022	19573	Rice Heating & Air Conditioning	109.00
02/03/2022	19574	Roome Telecommunications Inc.	360.03
02/03/2022	19575	Rose City Awning & Flag	139.50
02/03/2022	19576	Vantaggio	2,347.00
02/09/2022	19577	AT&T	96.95
02/09/2022	19578	Carlson Hardware Inc.	94.14
02/09/2022	19579	CECO, Inc.	217.11
02/09/2022	19580	Civil West	1,613.50
02/09/2022	19581	Executive Cleaning	429.00
02/09/2022	19582	JSG Lawn Maintenance	600.00
02/09/2022	19583	McKinley Printing Company	664.00
02/09/2022	19584	Napa Auto Parts	41.95
02/09/2022	19585	Renewable Resource Group, Inc	94.00
02/09/2022	19586	The Times	63.76
02/17/2022	19587	Amerigas	1,476.77
02/17/2022	19588	Cascade Columbia Distribution	385.00
02/17/2022	19589	DKW Construction LLC	500.00
02/17/2022	19590	JAYRAY	6,575.00
02/17/2022	19591	Kelley Connect Co.	425.28
02/17/2022	19592	Local Government Law Group, PC	160.00
02/17/2022	19593	OAWU	9,000.00
02/17/2022	19594	Pacific Power	4,044.98
02/17/2022	19595	Void Check	.00
02/17/2022	19596	Samaritan Occupational Medicine	125.00
02/17/2022	19597	Traffic Safety Supply	1,097.65
02/17/2022	19598	U.S. Postal Service	115.08
02/17/2022	19599	Renewable Resource Group, Inc	551.00
02/23/2022	19600	Anare Maintenance	695.00
02/23/2022	19601	Columbia Bank	3,871.82
02/23/2022	19602	Gregory Cummings	67.20
02/23/2022	19603	Jerry's Home Improvement Cente	382.99
02/23/2022	19604	KS Chems	90.90
02/23/2022	19605	Mallory Safety & Supply LLC	192.89
02/23/2022	19606	Napa Auto Parts	41.44
02/23/2022	19607	NW Natural Gas	272.94
02/23/2022	19608	Office Depot, Inc.	44.90
02/23/2022	19609	One Call Concepts Inc.	2.40
02/23/2022	19610	Renewable Resource Group, Inc	69.00
02/23/2022	19611	Revize Software Systems	7,275.00
02/23/2022	19612	Security Alarm Corp	91.96
02/23/2022	19613	State of Oregon Dept. of Admin Services	103.00
02/28/2022	92201	DIRECT DEPOSIT TOTAL	13,922.39
02/28/2022	22520221	Norton, Hilary - DIR DEP	.00
02/25/2022	22520221	AFLAC	211.35

Date	Check Number	Payee or Description	Check Amount
02/28/2022	22520222	Andy Ridinger - DIR DEP	.00
02/25/2022	22520222	EBS Trust, CIS- Benefits	9,880.00
02/28/2022	22520223	Gangle, Larissa Michele - DIR DEP	.00
02/25/2022	22520223	IRS Tax Deposit	4,532.19
02/28/2022	22520224	William Jones - DIR DEP	.00
02/25/2022	22520224	Oregon Dept of Revenue - WC/UI	1,709.51
02/28/2022	22520225	Laurie Eastridge - DIR DEP	.00
02/25/2022	22520225	P.E.R.S.	4,669.73
02/25/2022	22520226	VOYA	300.00
Grand Totals:			<u>146,876.80</u>

Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
02/28/2022	PC	02/28/2022	2252022	Norton, Hilary	130		01-0001001	4,372.78-
02/28/2022	PC	02/28/2022	2252022	Andy Ridinger	210		01-0001001	3,825.12-
02/28/2022	PC	02/28/2022	2252022	Gangle, Larissa Michele	241		01-0001001	2,834.46-
02/28/2022	PC	02/28/2022	2252022	William Jones	245		01-0001001	2,429.44-
02/28/2022	PC	02/28/2022	2252022	Laurie Eastridge	254		01-0001001	460.59-
Grand Totals:			<u>5</u>					<u>13,922.39-</u>

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
02/28/2022	1	Trans MM to CK	01-0001001	Combined Cash - Checking	23,000.00	
02/28/2022	2	Trans MM to CK	01-0001002	Money Market	.00	23,000.00-
02/28/2022	3	Trans MM to CK	01-0001001	Combined Cash - Checking	20,000.00	
02/28/2022	4	Trans MM to CK	01-0001002	Money Market	.00	20,000.00-
02/28/2022	5	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	62.96	
02/28/2022	6	ACH Bank Fees	01-0001002	Money Market	.00	62.96-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>43,062.96</u>	<u>43,062.96-</u>

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
02/28/2022	1	MM Interest	01-0001002	Money Market	.34	
02/28/2022	2	MM Interest	10-000-40-650	Interest on Investments	.00	.34-
02/28/2022	3	LGIP Transfer	01-0001001	Combined Cash - Checking	40,000.00	
02/28/2022	4	LGIP Transfer	01-0001003	Investment Pooled	.00	40,000.00-
02/28/2022	5	NW Natural Franchise payment	01-0001002	Money Market	8,254.38	
02/28/2022	6	NW Natural Franchise payment	10-000-40-204	NW Natural Gas Franchise Fee	.00	8,254.38-
02/28/2022	7	PERS Adj	01-0001001	Combined Cash - Checking	.01	
02/28/2022	8	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	.01-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>48,254.73</u>	<u>48,254.73-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
02/28/2022	1	ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
02/28/2022	2	ACH Fee	01-0001003	Investment Pooled	.00	.05-
02/28/2022	3	LGIP Interst	01-0001003	Investment Pooled	671.98	
02/28/2022	4	LGIP Interst	10-000-40-650	Interest on Investments	.00	169.03-
02/28/2022	5	LGIP Interst	18-000-40-650	Interest on Investments	.00	5.45-
02/28/2022	6	LGIP Interst	20-000-40-650	Interest on Investments	.00	13.90-
02/28/2022	7	LGIP Interst	25-000-40-650	Interest on Investments	.00	24.48-
02/28/2022	8	LGIP Interst	40-000-40-650	Interest on Investments	.00	18.66-
02/28/2022	9	LGIP Interst	55-000-40-650	Interest on Investments	.00	5.82-
02/28/2022	10	LGIP Interst	60-000-40-650	Interest on Investments	.00	79.93-
02/28/2022	11	LGIP Interst	61-000-40-650	Interest on Investments	.00	86.06-
02/28/2022	12	LGIP Interst	62-000-40-650	Interest on Investments	.00	104.93-
02/28/2022	13	LGIP Interst	63-000-40-650	Interest on Investments	.00	53.33-
02/28/2022	14	LGIP Interst	65-000-40-650	Interest on Investments	.00	9.61-
02/28/2022	15	LGIP Interst	68-000-40-650	Interest on Investments	.00	6.03-
02/28/2022	16	LGIP Interst	72-000-40-650	Interest on Investments	.00	36.35-
02/28/2022	17	LGIP Interst	73-000-40-650	Interest on Investments	.00	10.42-
02/28/2022	18	LGIP Interst	74-000-40-650	Interest on Investments	.00	41.78-
02/28/2022	19	LGIP Interst	80-000-40-650	Interest on Investments	.00	4.09-
02/28/2022	20	LGIP Interst	85-000-40-650	Interest on Investments	.00	2.11-
Total 222:					<u>91,989.72</u>	<u>91,989.72-</u>
Total JOURNAL ENTRIES (JE):					<u>672.03</u>	<u>672.03-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>91,989.72</u>	<u>91,989.72-</u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19563	02/03/2022	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
19564	02/03/2022	49	Caselle, Inc.	Monthly Software Support	61-320-55-5611	743.00
19565	02/03/2022	1055	Cattron North America, Inc.	Upgrade Lagoon Auto Dialer to 3G Service	61-320-55-5706	565.70
19566	02/03/2022	665	Columbia Bank	Safety Footwear	61-320-55-5755	1,574.53
19567	02/03/2022	848	Ferguson Waterworks #3011	Battery for Water Treatment Plant Meter	60-310-55-5701	269.36
19568	02/03/2022	717	Island Fence and Window Guard I	Install Fence at Closed D Street Railroad Crossi	20-210-55-5602	3,950.00
19569	02/03/2022	208	Linn County Sheriff's Office	Law Enforcement Contract- Q3 2021/2022	10-110-55-5645	16,310.25
19570	02/03/2022	791	Office Depot, Inc.	1099 Forms & Paper	10-110-55-5616	67.45
19571	02/03/2022	308	Petty Cash	Postage Due	10-110-55-5610	165.25
19572	02/03/2022	19	Renewable Resource Group, Inc	Biochem Oxygen, Suspended Solids, Coliform	61-320-55-5860	376.00
19573	02/03/2022	980	Rice Heating & Air Conditioning	Library Furnace Diagnostic Fee	55-410-55-5680	109.00
19574	02/03/2022	332	Room Telecommunications Inc.	Library	55-410-55-5664	360.03
19575	02/03/2022	541	Rose City Awning & Flag	Flag Stock	85-510-55-5865	139.50
19576	02/03/2022	1029	Vantaggio	IT Services-February 2022	10-110-55-5770	2,347.00
19577	02/09/2022	24	AT&T	LONG DISTANCE-ACCOUNT # 020787	61-320-55-5662	96.95
19578	02/09/2022	46	Carlson Hardware Inc.	Misc. Shop Supplies January 2022	10-110-55-5606	94.14
19579	02/09/2022	47	CECO, Inc.	Fuel	61-320-55-5615	217.11
19580	02/09/2022	945	Civil West	I&I Study	61-320-55-5900	1,613.50
19581	02/09/2022	954	Executive Cleaning	January Contract Janitorial Services	10-110-55-5680	429.00
19582	02/09/2022	1062	JSG Lawn Maintenance	Monthly Landscape Services-February 2022	10-110-55-5910	600.00
19583	02/09/2022	230	McKinley Printing Company	Utility Bill Stock	10-110-55-5611	664.00
19584	02/09/2022	632	Napa Auto Parts	Parts for Service Truck Tune Up	61-320-55-5690	41.95
19585	02/09/2022	19	Renewable Resource Group, Inc	Coliform	61-320-55-5860	94.00
19586	02/09/2022	383	The Times	Librarian Posting	10-110-55-5741	63.76
19587	02/17/2022	912	Amerigas	Propane for Lagoon Generator	61-320-55-5679	1,476.77
19588	02/17/2022	48	Cascade Columbia Distribution	Sodium Bisulfate for Lagoon Treatment	61-320-55-5679	385.00
19589	02/17/2022	1003	DKW Construction LLC	Install Bathroom Exhaust Fans at City Hall	10-110-60-6016	500.00
19590	02/17/2022	1085	JAYRAY	Brand Visual & Website Development	10-110-55-5891	6,575.00
19591	02/17/2022	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	425.28
19592	02/17/2022	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	160.00
19593	02/17/2022	276	OAWU	Completion of WMCP	60-310-55-5910	9,000.00
19594	02/17/2022	297	Pacific Power	5th & L Pump Station	60-310-55-5672	4,044.98
19596	02/17/2022	340	Samaritan Occupational Medicine	Physical-Ridinger Acct#9400294640	60-310-55-5543	125.00
19597	02/17/2022	384	Traffic Safety Supply	Signs/Posts & Traffic Cones	20-210-55-5602	1,097.65
19598	02/17/2022	314	U.S. Postal Service	Newsletter Postage-March 2022	10-110-55-5610	115.08
19599	02/17/2022	19	Renewable Resource Group, Inc	Coliform	60-310-55-5860	551.00
19600	02/23/2022	833	Anare Maintenance	Community Center Annual Floor Care	10-110-55-5680	695.00
19601	02/23/2022	665	Columbia Bank	Interest Credit	10-110-55-5545	3,871.82
19602	02/23/2022	1101	Gregory Cummings	Refund Overpaid Permit Fees for COH-22-2	10-110-55-5561	67.20
19603	02/23/2022	170	Jerry's Home Improvement Cente	Closed Door & Cabinet Supplies for CH	10-110-60-6016	382.99
19604	02/23/2022	567	KS Chems	Toilet Tissue & Foaming Hand Soap for CH	10-110-55-5680	90.90
19605	02/23/2022	891	Mallory Safety & Supply LLC	Fall Protection	61-320-55-5755	192.89
19606	02/23/2022	632	Napa Auto Parts	Oil	20-210-55-5690	41.44
19607	02/23/2022	263	NW Natural Gas	Shop (Acct# 247581-2)	60-310-55-5671	272.94
19608	02/23/2022	791	Office Depot, Inc.	Shop Printer Ink	61-320-55-5606	44.90
19609	02/23/2022	272	One Call Concepts Inc.	Line Locates	60-310-55-5546	2.40
19610	02/23/2022	19	Renewable Resource Group, Inc	Coliform	61-320-55-5860	69.00
19611	02/23/2022	1102	Revize Software Systems	City Website Design & Annual Fee	10-110-55-5910	7,275.00
19612	02/23/2022	688	Security Alarm Corp	Monthly Security Monitoring	10-110-55-5771	91.96
19613	02/23/2022	919	State of Oregon Dept. of Admin S	Hand Soap, Retracting Lifeline	20-210-55-5606	103.00

Grand Totals:

68,588.67

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2022

MONTHLY REPORT TO THE CITY OF HALSEY FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: February

TRAFFIC CITATIONS: -----	8
TRAFFIC WARNINGS: -----	31
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	1
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	75

TOTAL HOURS SPENT: Halsey 105.25

CONTRACT HOURS= 72 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Lieutenant Beth Miller



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 2/ 1/22 to 2/28/22

Total Incidents This Month: 75

Incident Information:	Description
<p>CAD# 2022019173 TIME: 2/1/2022 12:13:40PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>CIVIL DISPUTE REPORT Reported at Block of 1100 W 2ND ST HALS</p> <hr/> <p>Caller had questions about a civil property matter which were answered.</p>
<p>CAD# 2022020055 TIME: 2/2/2022 6:19:00PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS</p> <hr/> <p>traffic stop, warned for equipment violation</p>
<p>CAD# 2022020064 TIME: 2/2/2022 6:45:09PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS</p> <hr/> <p>traffic stop, warned for equipment violation</p>
<p>CAD# 2022020086 TIME: 2/2/2022 7:48:22PM CASE# CAD Only HALS COUNTY PARKS</p>	<p>EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS</p> <hr/> <p>park patrol, nothing suspicious seen.</p>
<p>CAD# 2022020093 TIME: 2/2/2022 8:11:02PM CASE# CAD Only HALS WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS</p> <hr/> <p>traffic stop, warned for moving violation.</p>

Incident Information:

Description

CAD# 2022020239
 TIME: 2/3/2022 8:00:23AM
 CASE# 2200426
 HALS
 REPORT TAKEN

Report Filed. ABANDONED VEHICLE Reported At Block Of 700 W 1ST ST Occurred between 1645 hours on 2/1/2022 and 0800 hours on 2/3/2022 . Reported: 2/3/2022 Officer

Deputy towed an abandoned vehicle in Halsey which had been parked in the city right of way for a long period of time.

CAD# 2022020273
 TIME: 2/3/2022 8:46:37AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 000 W 2ND ST HALS

Extra patrol of intersection Hwy 99/Hwy 228

CAD# 2022020551
 TIME: 2/3/2022 3:11:13PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 300 W O ST HALS

Citizen reported two individuals riding dirt bikes at the skate park. A deputy checked the area for damage, but found none. The deputy located the two sitting on their dirt bikes in a local parking. Both males were told to push their bikes home.

CAD# 2022020711
 TIME: 2/3/2022 7:58:25PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022020718
 TIME: 2/3/2022 8:15:49PM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022020722
 TIME: 2/3/2022 8:25:19PM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS

traffic stop, warned or moving violation

Incident Information:

Description

CAD# 2022020752
 TIME: 2/3/2022 9:49:24PM
 CASE# CAD Only
 HALS
 COUNTY PARKS

EXTRA PATROL Reported at Block of 200 W O ST HALS

 park patrol nothing suspicious seen

CAD# 2022020807
 TIME: 2/4/2022 12:25:52AM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS

 traffic stop, warned for moving violation

CAD# 2022020905
 TIME: 2/4/2022 8:30:17AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

CRIMINAL MISCHIEF Reported at Block of 600 W 2ND ST HALS

 Caller reported someone shot his building with a bb gun/pellet gun. Deputy responded and located three co2 canisters, but no further evidence of what might have been used. No cameras were located in the area. IF there was damage caused, the damage is very minimal.

CAD# 2022021295
 TIME: 2/4/2022 6:52:18PM
 CASE# 2200435
 HALS
 REPORT TAKEN

REPORT PENDING. Original Call Type: FRAUD Reported At Block Of 600 W 5TH ST
 Occurred between 1852 hours on 2/4/2022 and 1852 hours on 2/4/2022 . Reported:

 Citizen was talked into attempting to cash in a check by a guy online.

CAD# 2022021864
 TIME: 2/5/2022 7:55:41PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 500 EGRET AVE HALS

 Out of state friend visiting a neighbor but stays in their car due to the animals with them.

CAD# 2022022693
 TIME: 2/7/2022 7:33:07AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 200 W 2ND ST HALS

 Male told to leave school property.

Incident Information:

Description

CAD# 2022022763
TIME: 2/7/2022 10:03:37AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS
traffic stop, warned for equipment violation.

CAD# 2022022803
TIME: 2/7/2022 10:41:49AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS
Driver stopped and released with warning for failure to maintain lanes.

CAD# 2022022822
TIME: 2/7/2022 11:11:32AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS
traffic stop, warned for equipment violation

CAD# 2022022829
TIME: 2/7/2022 11:17:30AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 700 W 2ND ST HALS
traffic stop, warned for equipment violation

CAD# 2022022834
TIME: 2/7/2022 11:26:05AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 400 W J ST HALS
traffic stop, warned for equipment violation.

CAD# 2022023405
TIME: 2/8/2022 9:00:23AM
CASE# CAD Only
HALS
WARNING DUII

TRAFFIC STOP Reported at Block of 1000 W 2ND ST HALS
traffic stop, warned for equipment violation.

Incident Information:

Description

CAD# 2022023410
 TIME: 2/8/2022 9:09:10AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 700 W 2ND ST HALS

Traffic stop, warned for equipment violation.

CAD# 2022024547
 TIME: 2/10/2022 7:43:52AM
 CASE# CAD Only
 HALS

911 HANG UP CALL Reported at Block of 200 E G ST HALS

911 hang up only, see call below.

CAD# 2022024561
 TIME: 2/10/2022 8:04:29AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 200 E G ST HALS

An unknown male called 911 to request help for drug use, but refused to speak with the medics and later refused to speak with police. Property owner was supposed to show, but didn't in hopes to identify the male.

CAD# 2022024695
 TIME: 2/10/2022 11:33:39AM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 1300 W 1ST ST/CROWELL LN HALS

17 year old operator of motor vehicle verbally warned for moving violations.

CAD# 2022024952
 TIME: 2/10/2022 5:06:42PM
 CASE# 2200508
 HALS
 REPORT TAKEN

Report Filed. DOG BITE Reported At Block Of 300 W G ST Occurred between 1705 hours on 2/10/2022 and 1706 hours on 2/10/2022 . Reported: 2/10/2022 Officer Statement:

A Great Dane bit a 9 year old child on the shoulder and face causing injury as it broke the skin. Injury was minor and the child will be seen at Urgent care tonight. Environmental Health and Dog Control will be notified. Pics taken. Quarantine document left with dog owner.

CAD# 2022025251
 TIME: 2/11/2022 8:20:01AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 000 AMERICAN DR/NW 2ND ST HALS

Deputies assist medics with male in a medical emergency.

Incident Information:

Description

CAD# 2022025374
 TIME: 2/11/2022 11:21:10AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 600 W 1ST ST HALS

Caller had a question about a towed vehicle. A deputy provided the caller with information.

CAD# 2022025381
 TIME: 2/11/2022 11:27:56AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1500 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022025388
 TIME: 2/11/2022 11:40:26AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022025401
 TIME: 2/11/2022 12:01:07PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS

traffic stop, warned for equipment violation.

CAD# 2022025678
 TIME: 2/11/2022 6:17:13PM
 CASE# CAD Only
 HALS
 CITE AGGRESSIVE DRIVER

TRAFFIC STOP Reported at Block of 31800 HWY 228/AMERICAN DR HALS

Speeding. 88 mph in a 55 zone. Citation. Thumel, M. Age 71. Eugene.

CAD# 2022026053
 TIME: 2/12/2022 11:35:20AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS

traffic stop, warned for equipment violation.

Incident Information:

Description

CAD# 2022026077
 TIME: 2/12/2022 12:12:06PM
 CASE# 2200522
 HALS
 REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 1100 CROWELL LN
 Occurred between 1211 hours on 2/12/2022 and 1212 hours on 2/12/2022 . Reported:

Traffic stop, Marcus Romero age 48 of Springfield was cited for driving while suspended violation, driving uninsured and failing to install required interlock system. Marcus was also cited in lieu of custody for outstanding warrants.

CAD# 2022026142
 TIME: 2/12/2022 1:45:02PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 900 W 2ND ST HALS

Traffic stop, warned for equipment violations

CAD# 2022026157
 TIME: 2/12/2022 2:03:29PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 E 2ND ST/HWY 228 HALS

Traffic stop, warned for equipment violation

CAD# 2022026165
 TIME: 2/12/2022 2:13:54PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1100 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022026255
 TIME: 2/12/2022 4:31:24PM
 CASE# CAD Only
 HALS
 CITE DWS NO ODL

TRAFFIC STOP Reported at Block of 900 W 2ND ST HALS

Traffic stop, operator cited for driving without driving privileges.

CAD# 2022026540
 TIME: 2/13/2022 12:49:13AM
 CASE# CAD Only
 HALS
 CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS

Leo A. Traw (52 yo) of Albany was issued a citation for speeding, 51/35, on W 2nd St near I St, Halsey.

Incident Information:

Description

CAD# 2022026654
 TIME: 2/13/2022 8:11:11AM
 CASE# CAD Only
 HALS
 CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

Traffic stop, Operator cited for violation of the basic rule 11-20 MPH.

CAD# 2022026729
 TIME: 2/13/2022 10:48:45AM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

Traffic stop, warned for moving violation.

CAD# 2022026739
 TIME: 2/13/2022 11:08:24AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS

Traffic stop, warned for equipment violation

CAD# 2022026748
 TIME: 2/13/2022 11:27:34AM
 CASE# CAD Only
 HALS
 COUNTY PARKS

EXTRA PATROL Reported at Block of 200 W O ST HALS

Park patrol for issues with bathroom in past.

CAD# 2022026754
 TIME: 2/13/2022 11:34:14AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 400 W 5TH ST HALS

Car left on county property removed by owner.

CAD# 2022026778
 TIME: 2/13/2022 12:08:44PM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 200 W O ST/W 2ND ST HALS

Traffic stop, warned for speed

Incident Information:

Description

CAD# 2022026829
 TIME: 2/13/2022 1:14:52PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 100 W I ST/W 2ND ST HALS

Traffic stop, warned for equipment violation

CAD# 2022026846
 TIME: 2/13/2022 1:44:17PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 W C ST/W 2ND ST HALS

Traffic stop, warned for equipment violation.

CAD# 2022026850
 TIME: 2/13/2022 1:56:28PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 000 E F ST/E 2ND ST HALS

Male on bicycle did not want assistance.

CAD# 2022026882
 TIME: 2/13/2022 2:57:17PM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 100 W I ST/W 2ND ST HALS

traffic stop, warned for speeding.

CAD# 2022026936
 TIME: 2/13/2022 4:39:34PM
 CASE# CAD Only
 HALS
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 000 E D ST/E 2ND ST HALS

Traffic stop, warned for speed

CAD# 2022028367
 TIME: 2/15/2022 4:04:34PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 100 W E ST HALS

Caller requested a welfare check on a family member. A deputy contacted the family member and found them to be alive and well.

Incident Information:

Description

CAD# 2022028593
TIME: 2/16/2022 12:31:02AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 700 W 4TH ST HALS

Caller wanted to log information about a stalking situation.

CAD# 2022028681
TIME: 2/16/2022 7:56:08AM
CASE# CAD Only
HALS
COUNTY PARKS

EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS

Extra patrol. Patrol of bathroom facilities which have had issues in the past.

CAD# 2022028841
TIME: 2/16/2022 12:08:41PM
CASE# CAD Only
HALS
CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 100 W F ST HALS

Traffic stop, Driver cited for VBR 11-20 and Driving while suspended violation.

CAD# 2022028859
TIME: 2/16/2022 12:37:30PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022028916
TIME: 2/16/2022 2:26:42PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS

traffic stop, warned for equipment violation

CAD# 2022028932
TIME: 2/16/2022 3:01:10PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 600 W 2ND ST HALS

Deputy gave a courtesy ride to harrisburg

Incident Information:	Description
<p>CAD# 2022028968 TIME: 2/16/2022 3:54:22PM CASE# CAD Only HALS CITE AGGRESSIVE DRIVER</p>	<p>TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS</p> <hr/> <p>Traffic stop, operator cited for Violation of the basic rule 21-30 and driving uninsured.</p>
<p>CAD# 2022029161 TIME: 2/16/2022 10:34:53PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>PHONE HARASSMENT Reported at Block of 700 W 4TH ST HALS</p> <hr/> <p>Citizen reported a family friend threatening her via calls and texts. A deputy answered the female's questions and attempted contact with the offending party. Deputy left the man a voicemail telling him to not contact her anymore.</p>
<p>CAD# 2022029341 TIME: 2/17/2022 10:15:01AM CASE# 2200579 HALS REPORT TAKEN</p>	<p>REPORT PENDING. Original Call Type: FOUND PROPERTY Reported At Block Of 100 W HALSEY ST Occurred between 1015 hours on 2/17/2022 and 1015 hours on 2/17/2022 .</p> <hr/> <p>Deputy took found property report from city hall staff.</p>
<p>CAD# 2022029346 TIME: 2/17/2022 10:21:54AM CASE# 2200580 HALS REPORT TAKEN</p>	<p>REPORT PENDING. Original Call Type: FOUND PROPERTY Reported At Block Of 100 W HALSEY ST Occurred between 1021 hours on 2/17/2022 and 1021 hours on 2/17/2022 .</p> <hr/> <p>Deputy was provided with found property from city hall staff.</p>
<p>CAD# 2022029609 TIME: 2/17/2022 4:49:15PM CASE# CAD Only HALS COUNTY PARKS</p>	<p>EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS</p> <hr/> <p>Extra patrol. Patrol of bathroom facilities which have had issues in the past.</p>
<p>CAD# 2022029845 TIME: 2/18/2022 4:55:05AM CASE# CAD Only HALS FOLLOW UP COMPLETE</p>	<p>FOLLOW UP Reported at Block of 300 W 2ND ST HALS</p> <hr/> <p>Deputy conducted follow up regarding two stolen vehicles.</p>

Incident Information:

Description

CAD# 2022029997
 TIME: 2/18/2022 11:20:53AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 200 W I ST HALS

An uninjured goose was walking about and supposedly had been aggressive to pedestrians, but was not aggressive to me.

CAD# 2022031530
 TIME: 2/20/2022 10:08:22PM
 CASE# CAD Only
 HALS
 CITE AGGRESSIVE DRIVER

TRAFFIC STOP Reported at Block of 1500 W 2ND ST HALS

Citation issued to driver for speeding, 81MPH in a 55MPH zone. Driver warned for a lighting violation.

CAD# 2022031681
 TIME: 2/21/2022 7:31:39AM
 CASE# CAD Only
 HALS
 COUNTY PARKS

EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS

park patrol, patrol due to issues with bathroom. nothing suspicious seen.

CAD# 2022033843
 TIME: 2/24/2022 11:53:32AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

CITY ORDINANCE VIOLATION Reported at Block of 100 W HALSEY ST HALS

A search was done on both sides of town for the door to door salesmen, but they were not found.

CAD# 2022033850
 TIME: 2/24/2022 12:11:53PM
 CASE# CAD Only
 HALS

SUSPICIOUS PERSON Reported at Block of 200 W J ST/W 3RD ST HALS

See call information above.

CAD# 2022034575
 TIME: 2/25/2022 12:55:57PM
 CASE# CAD Only
 HALS
 FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 100 W HALSEY ST HALS

False alarm. alarm company was testing the system.

Incident Information:

Description

CAD# 2022034621
TIME: 2/25/2022 2:11:57PM
CASE# CAD Only
HALS

NON 911 ISSUE Reported at Block of 200 W G ST HALS

Caller having a phone issue.

CAD# 2022035572
TIME: 2/27/2022 8:04:47AM
CASE# CAD Only
HALS
COUNTY PARKS

EXTRA PATROL Reported at Block of 1200 W 2ND ST HALS

Extra patrol of park, nothing suspicious seen.

CAD# 2022035790
TIME: 2/27/2022 4:54:45PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 1200 W 4TH ST HALS

This was a child with a phone.

CAD# 2022036335
TIME: 2/28/2022 2:25:25PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

HARASSMENT Reported at Block of 200 W 5TH ST HALS

Citizen called in wanting to document a verbal argument with boyfriend and ask for resources.

Incident Information:

Description

J. NEW BUSINESS

1. Sharing Hands Request

Council Action: *MOTION*

March 8, 2022

Issue Statement: Debra Gruell, the Executive Director for Sharing Hands, has written to request a Community Partners Donation from the City of Halsey.

Summary: Sharing Hands serves households from Halsey and Brownsville. In 2021, they helped 2,047 families and 6,172 individuals.

They used to have an Emergency Fund that could be used to help with non-food emergencies like heat, gas, medication, or clothing. That fund has been depleted for quite a while. They are requesting funds to help replenish that Emergency Fund.

Please see the attached letter for more information about their request.

Per the City of Halsey Policy for Community Donations, the maximum amount that may be donated to one community partner is \$500. Sharing Hands is requesting any amount the city can spare.

There are sufficient funds left in the budget for any amount up to \$500.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve a donation in the amount of _____ to Sharing Hands.

Council Options:

- 1. Approve as recommended**
- 2. Approve with amendments**
- 3. Provide additional direction to staff**
- 4. Deny request**

February 22, 2022

City of Halsey
P.O. Box 10, 100 West Halsey Street
Halsey, Or 97348

Attention: Halsey City Council

Re: Request for City Funds

\$500.00

Sharing Hands Emergency Fund

Dear Halsey City Council:

First... I would again like to thank you for the amazing commercial equipment that Sharing Hands Food Bank is enjoying. This equipment has made it possible to store larger quantities of food. I think of you every time I open the doors. What an incredible gift. Thank you.

UPDATE ON NUMBERS: 2020 saw the largest Increase - 2424 families and 6,418 individuals. 2021 still brought 2,047 families and 6,172 individuals into our Food Bank. Huge increase from **2018 – assisting only 705 families and 2,044 individuals.**

Thanks to you and several other organizations we now share fresh produce from our gardens. But it's not always about food, so Sharing Hands continues to assist with gas vouchers, propane, wood, clothing, shoes and many other services for families or individuals in need. We are totally committed to never turning anyone away without trying to help.

Due to increase in need and decrease in donations our Emergency Fund is depleted and has been for quite a while. \$500.00 in our Emergency Fund would be a welcome relief from worrying where the funds will come from.

In closing, I personally am honored with your continued support of Sharing Hands. You have made the quality of life better for families of this community and FOR ME.

Thank you and Warmest Regards.

Deb
Debra Gruell, Executive Director

J. NEW BUSINESS

2. Sweet Home Sanitation – Brian White and Michael Grove

Council Action: *MOTION*

March 8, 2022

Issue Statement: Sweet Home Sanitation will present the 2022 rates for Council review.

Summary:

The Sweet Home Sanitation Rates for 2022 were adjusted by 4.94%, consistent with the annual CPI (Consumer Price Index) as established in Ordinance 2019-429.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the 2022-23 Sweet Home Sanitation rates
 - **Council Options**
 1. Approve as recommended.
 2. Approve with amendments.
 3. Provide further direction to staff.
 4. Deny request

**Sweet Home Sanitation
City of Halsey
New Rates Effective April 1, 2022**

4.94%

	CURRENT RATE	NEW RATE EFF 4-1-2021
Residential Service:		
Cans and Carts		
1-20 gallon weekly	\$13.83	\$14.51
1-35 gallon weekly	\$30.84	\$32.36
1-90 gallon weekly	\$38.32	\$40.21
Household Hazardous Waste Fee	\$0.60	\$0.63
Other Services		
Yard Debris Only	\$6.24	\$6.55
Recycling Only	\$6.24	\$6.55
Recall Fee	\$11.12	\$11.67
Access Fee	\$7.36	\$7.72
Commercial Service:		
90 gallon cart	\$39.08	\$41.01
35 gallon cart	\$33.49	\$35.14
1 Yard Container		
Rental	\$63.21	\$66.33
Once per Month	\$86.46	\$90.73
Every Other Week	\$106.82	\$112.10
Weekly	\$137.07	\$143.84
2X per Week	\$246.89	\$259.09
Extra Dump	\$39.37	\$41.31
1.5 Yard Container		
Rental	\$63.21	\$66.33
Once per Month	\$93.93	\$98.57
Every Other Week	\$121.42	\$127.42
Weekly	\$167.15	\$175.41
2X per Week	\$317.58	\$333.27
Extra Dump	\$45.20	\$47.43
2 Yard Container		
Rental	\$63.21	\$66.33
Once per Month	\$101.23	\$106.23
Every Other Week	\$137.19	\$143.97
Weekly	\$217.35	\$228.09
2X per Week	\$389.97	\$409.23
Extra Dump	\$50.50	\$52.99
3 Yard Container		
Rental	\$63.21	\$66.33
Once per Month	\$110.64	\$116.11
Every Other Week	\$208.81	\$219.13
Weekly	\$313.17	\$328.64
2X per Week	\$562.41	\$590.19
Extra Dump	\$56.21	\$58.99

**Sweet Home Sanitation
City of Halsey
New Rates Effective April 1, 2022**

4.94%

	CURRENT RATE	NEW RATE EFF 4-1-2021
<i>4 Yard Container</i>		
Rental	\$63.21	\$66.33
Once per Month	\$129.95	\$136.37
Every Other Week	\$217.41	\$228.15
Weekly	\$365.01	\$383.04
2X per Week	\$656.46	\$688.89
Extra Dump	\$91.22	\$95.73
<i>Temporary 4 Yard Container</i>		
3 Days	\$115.24	\$120.93
Extra Dump	\$91.22	\$95.73
Demurrage per Day After 3 Days	\$4.06	\$4.26
3 Tab Roofing (3 days)	\$171.38	\$179.85
Extra Dump	\$135.13	\$141.81
Roll-Off Services:		
20 Yard Box/per Haul	\$179.09	\$187.94
30 Yard Box/per Haul	\$204.59	\$214.70
48 Yard Box/per Haul	\$230.20	\$241.57
Tonnage	\$76.12	\$79.88
Delivery	\$33.11	\$34.75
Demurrage – after 3 days	\$8.95	\$9.39
Monthly Rental	\$100.62	\$105.59

J. NEW BUSINESS

3. Appoint Budget Committee Member

Council Action: *MOTION*

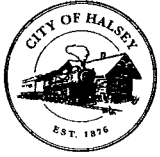
March 8, 2022

Issue Statement: The Council is asked to consider a Budget Committee Application from Jennie Lorensen.

Summary: Jennie Lorensen has served on the Budget Committee for three years. Budget Committee members must be registered to vote and have lived in the city limits of Halsey for at least one year. Jennie Lorensen meets those requirements.

There is currently one citizen position open on the Budget Committee, and one applicant for the position.

- **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Jennie Lorensen to the Budget Committee
 - **Council Options**
 1. Approve as recommended
 2. Approve with amendments
 3. Provide additional direction to staff
 4. Deny request



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Committee Application

The following vacancy has been declared by the Halsey City Council: Budget Committee, and is for the following term: from January 2022_ to June 2024

Name of Applicant: Jennie Lorensen

Address: 492 W 4th St., Halsey, OR 97348

Phone Number: 541-990-5856 Email: jloren7@gmail.com

Have you lived within the city limits of the City of Halsey for one year? YES Are you registered to vote? YES

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: Associates Degree

Employer: Retired

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.
Budget Committee Halsey, Oregon

Explain what you feel best qualifies you to fill this vacancy:

Past experience with budgets for several businesses, degree in business and accounting

Any other Comments:

Signed: Jennie Lorensen

Date: 1/6/2022

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

4. Review Compensation Study		
Council Action:	NONE	March 8, 2022

Issue Statement: The Compensation Study is complete and is submitted to the Council for review.

Summary: The team from PSU chose cities of comparable size, both smaller and larger to gather data from. Not all the cities had comparable positions for all of ours, so they had to reach out to more communities to find comparables for the two PT positions. They use position descriptions to verify because some similarly titled jobs may have different responsibilities.

The two part time positions were tricky to find matches for. They were able to find some, and to convert FT to PT and vice versa by comparing hourly wage and the hourly value of other compensation.

The other position that was difficult to match was the Assistant City Recorder position. In Halsey, this position does utility billing and cash receipting. But they also write grants, manage projects, develop and maintain a website, publish a newsletter, and the current person in that role is cross trained for many parts of the Administrator position and is able to keep things going when the City Administrator is out of town.

It was hard to find a position with the same responsibility profile in the other comparable cities, so some of the matches are for similar roles that don't have all the same job responsibilities.

The report shows that the wage scales for two of our full-time positions are a little above market value, and the wage scales for the other two full-time positions are a little below market value. The two part time positions were also significantly below market value.

Robert Winthrop of PSU's Center for Public Service will join us remotely to answer questions about the report.

**** Data from the City of Scio became available at the last minute. Because they are a near twin to Halsey in population, budget, and staffing level, it made sense to add them to the report. Their data is included in the tables, but the narrative of the report has not been updated yet. There will be an updated version available on Monday.**

Center *for*
Public Service

City of Halsey Compensation Comparison Study

Submitted by:

Center for Public Service
Mark O. Hatfield School of Government
Portland State University

February 2022

Report Contact Information:

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Center for
Public Service

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Detailed Adjusted Compensation Results A1

Acknowledgements

The CPS Team is very grateful to the City of Halsey Team:

- Hilary Norton, City Administrator

The City of Halsey and Portland State University's Center for Public Service would like to thank the staff members of participating jurisdictions who provided information and insights to ensure we had accurate information:

Jurisdictions	Main Information Contacts
Adair Village	Karla McGrath
Brownsville	S. Scott McDowell
Coburg	Anne Heath
Garibaldi	Lori Rieger and Juliet Hyams
Lyons	Micki Valentine
Oakland	Carolyn Shields
Yamhill	Kimberly Steele

The CPS Team included:

- Sara Saltzberg – Project Sponsor, Director, Center for Public Service
- Eileen Casey White, Ed.D. – Senior Fellow
- Bob Winthrop – Senior Fellow
- Sara Spiers, MPA – Research Assistant
- Zoie Brauser – Graduate Research Assistant
- Erica Fulton – Operations Manager

Background

In September 2021, the City of Halsey engaged Portland State University’s Center for Public Service (CPS) to conduct a comprehensive compensation study for the City of Halsey. CPS analyzed 6 job titles in 8 Oregon cities, including Halsey, and determined the compensation costs to include:

- Salary at the minimum, median, and maximum levels
- Employer payment for the employee’s contribution share of Public Employees Retirement System (PERS)
- Minimum and maximum employee health insurance contributions
- Paid time off (Vacation, holiday)
- Other non-discretionary compensation

Additional data were collected to ensure comparability among job titles, including:

- Minimum experience required
- Minimum education required
- Major job duties
- Organization charts

The jurisdictions included the following (population, miles from Halsey to the other jurisdictions, and number of job titles that were a potential match):

Table 1: Population and Location				
Jurisdiction	Population*	Miles from Halsey**	County	Jobs Matched
Halsey	945	n/a	Linn	n/a
Adair Village	1,325	27	Benton	5
Brownsville	1,730	7	Linn	6
Coburg	1,375	21	Lane	4
Garibaldi	830	119	Tillamook	3
Lyons	1,200	49	Linn	4
Oakland	965	80	Douglas	3
Yamhill	1,110	83	Yamhill	3

*PSU Population Research Center (Certified Estimates 2020)

**Car traveling miles from downtown Halsey

Methodology

In order to collect comparable compensation data (e.g., Salary Schedules, Job Descriptions, Collective Bargaining Agreements), the CPS team worked with City of Halsey representatives to identify jurisdictions that were comparable in size, geographic location, and/or held a common workforce pool as comparators. We contacted each jurisdiction through email, offering to share the final report to help incentivize participation. All representatives provided an initial response to the request for 11 data points, including:

1. Salary schedules as of July 1, 2021
2. Current job descriptions for each position (used to help match jobs and identify the minimum number of years of experience and education, and job duties)
3. Personnel policies that impact employee benefits
4. Collective bargaining agreements related to the positions
5. PERS "pick-up" contribution amount, i.e., does the employer pay the 6% employee contribution amount
6. Any other non-discretionary (i.e., no match required) employer contributions towards retirement or deferred compensation costs
7. Health insurance employee premium contributions (highest and lowest premium contribution per employee group). An employee group includes all employees who receive the same time off, retirement, and health insurance fringe benefits.
8. Paid time off (Vacation) accrual amounts at 5, 10, 15, and 20 years
9. Holiday hours per employee group
10. Total number of hours counted in a year for a position. In most cases, that is 2080 (40 hours per week x 52 weeks).
11. Any other premium pay, certification pay, or longevity pay not counted above that is provided to the targeted employee groups. This does not include pay for additional work such as shift differential and overtime.

After summarizing the responses in validation spreadsheets, we sent the data back out to the jurisdiction contacts for verification. Contacts provided additional details to ensure the most accurate data for each job title. In total, the CPS team engaged in 3 to 5 interactions per jurisdiction to gather and validate data. The job matching analysis is in the section below titled "Limited Job Matching Discussion."

The research team captured the information for analysis. Results of the job matching are listed in Table 2. Following the table are discussion summary results of adjusted compensation, Paid Time Off, health insurance, and PERS.

Standard Job Title	Adair Village	Brownsville	Coburg	Garibaldi	Lyons	Oakland	Yamhill	Job Titles Matched
Assistant City Recorder	1	1	1	1	1	1	0	5
City Administrator/Recorder	1	1	1	1	1	0	0	5
Lead Utility Worker/Plant Operator	1	1	1	0	0	0	1	4
Librarian (Part-time)	0	1	0	0	1	1	0	3
Municipal Clerk (Part-time)	1	1	0	0	0	0	0	2
Utility Worker I	1	1	1	1	0	1	1	6
	5	6	4	3	3	3	2	26

Summary Results: Adjusted compensation

Adjusted compensation includes two parts. The first part is base salary. The second part is the addition of the value of paid time off (PTO) and if available, the employer contribution for the employee share of pension, and the subtraction of the value of the employee contribution for health insurance. For this study, the CPS team used the minimum employee contribution value for a family plan.

There were 6 job titles originally evaluated. Given the part-time structure of 2 job positions (Librarian and Municipal Clerk) these were not comparable with other jurisdictions. Table 3 summarizes the remaining 4 job titles. Halsey was lower (-15.4% to -5.3%) for 2 positions and higher (18.2% to 13.1%) for 2 positions for overall adjusted compensation at the median tenure level.

The CPS team included a discussion of matching factors for all 6 job titles in the section *Limited Job Description Discussion*. Table 3 summarizes the job titles listing the difference between the City of Halsey Job Title value of the median adjusted compensation and the average of the comparables.

Job Titles	% Difference from Average of Median of Comparable Jurisdictions
Assistant City Recorder	18.2%
City Administrator/Recorder	-15.4%
Lead Utility Worker/Plant Operator	-5.3%
Utility Worker I	13.1%

Summary Results: Paid Time Off (PTO)

With regard to paid time off (PTO), Halsey employees receive 88 hours of holiday pay. The range for comparable jurisdictions is between 48 (Lyons) and 104 (Garibaldi) hours for holiday pay. Similar to Halsey, Adair Village employees get 88 hours of holiday vacation. Coburg and Oakland receive 80 hours. Brownsville’s positions receive 92 hours of holiday pay and Yamhill receives the second highest holiday pay at 96 hours.

Halsey’s vacation pay starts at 120 hours at 5 years (the comparison years of service for the minimum compensation level); 160 hours at 10 years; 200 hours at 15 years and 20 years. Three other jurisdictions (Adair Village, Brownsville, Yamhill) also start with 120 hours of vacation at 5 years. Garibaldi, Lyons, and Oakland start with the lowest vacation pay at 80 hours at 5 years. Yamhill matches Halsey as the highest vacation hours at 20 years with 200 hours of vacation pay. Most jurisdictions (Brownsville, Coburg, Garibaldi, Lyons, Oakland) have 160 hours of vacation at 20 years.

Table 4 on the next page provides detail by jurisdiction.

Table 4: PTO by Jurisdiction						
Jurisdiction	Employee Group*	Holiday hours	Vacation: 5 years	Vacation: 10 years	Vacation: 15 years	Vacation: 20 years
Halsey	Non-represented	88	120	160	200	200
	Non-represented (part-time)	44	40	60	60	60
Adair Village	Non-represented	88	120	144	168	192
Brownsville	Non-represented	92	120	160	160	160
Coburg	Non-represented	80	96	136	152	160
Garibaldi	AFSCME	104	80	120	160	160
	Non-represented					
Lyons	Non-represented	48	80	160	160	160
	Non-represented (Librarian)	30	46	92	92	92
	Non-represented (City Clerk)	0	0	0	0	0
Oakland	Non-represented	80	80	120	120	160
Yamhill	Non-represented	96	120	180	200	200

Summary Results: Health Insurance

All employee health insurance premium data used the employee only plan (where available) as the point of comparison. The health insurance premium cost includes dental insurance and vision coverage. Halsey employees contribute to their health insurance. Adair Village, Garibaldi, Oakland, and Yamhill employees do not contribute their health insurance. Lyons non-represented employees' monthly premium health insurance contribution is \$74 and Brownsville employees contribute \$78, making it the jurisdiction with the highest employees' monthly contribution.

Table 5: Health Insurance*			
Jurisdiction	Employee Group	Maximum Family Insurance Cost (\$/mth)	Minimum Family Insurance Cost (\$/mth)
Halsey	Non-represented	20	20
Adair Village	Non-represented	0	0
Brownsville	Non-represented	78	78
Coburg	Non-represented	38	38
Garibaldi	AFSCME	0	0
Lyons	Non-represented	74	74
	Non-represented (Librarian)	74	74
	Non-represented (City Clerk)	n/a	n/a
Oakland	Non-represented	0	0
Yamhill	Non-represented	0	0

* Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee + family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month.

Summary Results: Additional Compensation

The CPS research team asked jurisdictions to respond (Yes/No) regarding whether the employer pays the 6% PERS pickup amount. Halsey and most comparable jurisdictions (Adair Village, Coburg, Garibaldi, Lyons, Oakland, Yamhill) pay the 6% PERS pickup. Brownsville is the only comparable that does not pay the 6% into the PERS system; instead they offer a 401 and a 457 plan. The 457 plan is the employees to fund only.

Limited Job Matching Discussion

1. Assistant City Recorder

The Assistant City Recorder for Halsey is a non-exempt, non-supervisory position. The City does not specify a minimum number of years' experience, but does require previous accounting, cash handling and customer service experience. Applicants are required to have a high school diploma or GED certificate. Below is a short summary of duties from the job description:

"Performs highly responsible office work in support of City Administrator/City Recorder, requiring a high level of confidentiality. Proficient in clerical and administrative support services, and accounting and finance duties."

The essential duties are broken down into four primary elements:

- 35% of the incumbent's time is dedicated to performing cash receipt functions, processing building permits and assists with planning;
- 35% of the time involves tasks with utility billing and setting up or closing utility accounts.
- 15% is dedicated to maintaining relationships with elected officials, citizens, the press, and employees as well as answer the phone and provide customer service
- 15% is assigned to research, preparing grant applications and information.

Among the seven comparable jurisdictions, five (Adair Village, Brownsville, Coburg, Garibaldi, Lyons, Oakland) matched the position. Because the tasks assigned to Halsey's Assistant City Recorder encompass a wide range of responsibilities, the comparator positions may not be complete matches. Each jurisdiction uses a different position/title to capture the task responsibilities. Adair Village assigns the tasks to the Financial Clerk; in Brownsville the Administrative Assistance: Finance is responsible for these duties. Coburg has a Utility Billing position, and Garibaldi assigns them to the Administrative Assistant II. Lyons has a City Clerks do the bulk of these tasks while Oakland has a Utility Billing Clerk. We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Halsey does not outline years of experience for the Assistant City Recorder, instead describing required experience in clerical skills and knowledge of accounting and grant writing. Similar to Halsey, Garibaldi does not state minimum experience requirements for their Administrative Assistant I position. The job description states a preference for 3 years of administrative or clerical work. Adair Village's Financial Clerk requires 3 years' experience in financial administration and experience in accrual, budget, audit and municipal experience along with 2 years of working with QuickBooks. Brownsville requires 3-5 years of professional municipal experience or a two-year college degree for the Administrative Assistant in Finance. Coburg requires applicants for the Utility Billing position to have 4 years of experience in clerical and stenographic work. Lyons and Yamhill require 2 years of experience for their City Clerk at 2 years. Lyons specifies 2 years in an administrative position. Oakland has the fewest years of

required experience with one year of work in general office practices in a public sector environment.

- **Education:** Due to the wide range of positions being used as comparators for the Assistant City Recorder, educational requirements will also vary. Halsey requires a high school diploma or GED certificate for this position. Similar to Halsey, Coburg, Garibaldi, Lyons and Oakland require a high school diploma or GED. Lyons requires additional education or training beyond a high school diploma, but does not specify the type of education or training. Adair Village and Brownsville require either education or experience. Adair Village requires a high school diploma and an associates degree; however, experience may be used to substitute for education. Brownsville requires a two-year college degree or 3-5 years of municipal experience. Yamhill does not describe education requirements for their City Clerk. Coburg (Utility Billing) prefers a 2-year college degree, and Garibaldi prefers a college degree for the Administrative Assistant I.
- **FLSA Exemption:** All positions are non-exempt.
- **Supervision:** Halsey, Adair Village, Brownsville, and Coburg do not specify supervisory duties. In Garibaldi and Yamhill, the position does not have any supervisory responsibilities. In Lyons, the City Clerk position may exercise general supervision of city employees if the City Manager is absent.
- **Additional Notes:** The position in Halsey has a range of duties with time dedicated to four essential duties. The two major duties are both allotted 35% of the position's time include 1) performing cash receipting functions and processes building permits and 2) processing utility billing including opening and closing accounts. In combining duties, Garibaldi has created a similar position in Administrative Assistant II, which may also be assigned a limited number of duties that in other jurisdictions may be done by assistant recorder, planning commission clerk, payroll clerk, utility billing clerk, accounts receivable clerk, and or accounts payable clerk. The comparable jurisdictions match based on accounting duties and utility billing. The position in Lyons is the only comparable with supervisory duties. The position in Yamhill works across departments including public works, municipal court, and the planning department. Garibaldi has the highest median adjusted compensation at \$5,189; Halsey has the second highest median adjusted compensation at \$4,564 and lowest median adjusted compensation is Oakland (\$2,842). Halsey's median adjusted compensation is 18.2% higher than the average of other jurisdictions.

Conclusion: Smaller jurisdictions often have to merge positions while others make certain positions part-time. The City Clerk in Lyons is a part-time position with no benefits. The duties matched but because of the compensation structure it was not included in the adjusted compensation tables in the appendix. With differences in types of additional responsibilities, experience, and education requirements, these matches give an approximate comparison to the Assistant City Recorder.

2. City Administrator/Recorder

The Halsey City Administrator/Recorder is an exempt position that directly supervises the Municipal Clerk, Assistant City Recorder, Librarian, and Lead Utilities Operator. The jurisdiction requires 3-5 years of personnel management experience and a bachelor's degree; 3-5 years of professional experience may substitute for education. Below is a short summary of duties from the job description:

“The City Administrator/Recorder (Administrator) plans, organizes and directs the operations and activities of the City... ensures effective use of financial and human resources in the provision of City services to the public, advises and assists the City Council...”

Of the comparable jurisdictions, five (Adair Village, Brownsville, Coburg, Garibaldi, Lyons) matched the position. Similar to Halsey, Adair Village, Brownsville, and Coburg call the position City Administrator. The other two jurisdictions (Garibaldi and Lyons) call the position City Manager. Oakland and Yamhill do not have a City Administrative position; instead, they have Mayors and a separate City Recorder, so those positions were not included in the study. We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below:

- **Experience:** Halsey requires 3 years of personnel management experience along with leadership experience for their City Administrator. Similar to Halsey, Brownsville requires either education or experience, with 3-5 years of professional, municipal experience or a bachelor's degree. There is no mention of experience outside this substitution. Adair Village requires 5 years of municipal supervisory experience. Garibaldi requires 4 years' experience in municipal budgeting and finance, labor relations and writing for their City Manager. Lyons requires 3-4 years of accounting experience or an accounting degree. Coburg does not describe any required experience in the employment agreement documents provided to CPS for this study.
- **Education:** Halsey and 4 other jurisdictions (Adair Village, Brownsville, Garibaldi, Lyons) require a bachelor's degree in public or business administration or related field. Halsey and Brownsville allows 3-5 years' experience to substitute for education. Lyons requires an accounting degree or 3-4 years of accounting experience. Coburg does not outline educational requirements in the employment agreement. Halsey and Adair Village prefer a master's degree.
- **FLSA Exemption:** Halsey's City Administrator and all other matched positions are exempt.
- **Supervision:** All positions have similar supervisory duties. Halsey's position has supervisory duties over all city employees, though some of the supervision may be delegated to other supervisory positions. Similar to Halsey, the positions in Brownsville, Coburg, Lyons, and Garibaldi are responsible for the direct supervision of all employees and may delegate some supervisory duties. The exceptions are in Coburg and Garibaldi. In Coburg the position does not appoint or remove the Municipal Judge, City Recorder, and Treasurer while in Garibaldi the

position does not supervise the City Attorney and Municipal Judge. The position in Adair Village directly supervises other supervisors, the Finance Officer, and Administrative Staff.

- **Additional Notes:** Given some of the jurisdictions are smaller in nature, the City Administrator position was often merged with other duties and responsibilities. In Halsey, the position has recorder, human resources, finance, community and economic development, elections, and purchasing agent responsibilities. Brownsville's position has similar additional varied duties including Recorder and Finance Director. The City Manager in Garibaldi also serves as the Recorder, Treasurer, Budget Officer, and Planning Secretary. Coburg negotiates the salary and are not generally on any public salary scale; CPS therefore records their minimum, median, and maximum base salaries at the same rate in the table. Adair Village has the highest median adjusted compensation at \$11,031, and Lyons is the lowest at \$4,161. Halsey is the second-lowest at \$6,708. Halsey's median adjusted compensation is 15.4% lower than the average of other jurisdictions.

Conclusion: The main differences across City Administrators are the additional tasks that are combined into the job description. Most jurisdictions, being smaller in size, add on additional responsibilities. There was some variation in additional tasks. However, based on primary duties, education, and experience requirements, all matches are comparable.

3. Lead Utility Worker/Plant Operator

The Lead Utility Worker/Plant Operator is a non-exempt, supervisory position. Experience and education requirements for the position are not listed in the job description. Certification requirements for this position include Wastewater Collection I, Wastewater Treatment I, Water Distribution I, and Cross Connection Testing or Inspection certifications. The following is a short summary of duties from the job description:

"Directs and performs a variety of routine, and complex operations, activities, and tasks to maintain city infrastructure and city-owned property, including buildings, streets, rights of way, water/wastewater facilities, storm water facilities, and parks."

Of the 7 comparable jurisdiction, 5 jurisdictions (Adair Village, Brownsville, Coburg, Yamhill) have positions that match the job description. Adair Village titles the position "Public Works Supervisor." Brownsville calls the position "Public Works Superintendent." Coburg assigns the supervisory duties to "Public Works Operator III," and in Yamhill the comparable duties are assigned to the "Facilities Manager." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Halsey does not list experience requirements in the job description. Adair Village requires at least one year in a supervisory position. Brownsville requires 3 years of supervisory responsibilities and 3-5 years of experience in municipal public works; however, education can substitute for the 3-5 years of public works experience. Coburg does not state the number of

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years' experience required but does state 3 years of public works experience desired. Lyons also does not describe experience for the position. Yamhill requires 2 years, including experience in management and supervisor contracting. Coburg has the fewest years of required experience at one year in Public Works.

- **Education:** Halsey does not discuss educational requirements in the job description. Adair Village requires a high school diploma as well as two years of technical training. Brownsville requires a college degree or 3-5 years of experience in public works. Yamhill requires a high school diploma or GED. Lyons and Coburg do not describe educational requirements for the position.

Halsey requires the following certification for the position:

- Wastewater Collection I
- Wastewater Treatment I
- Water Distribution I
- Cross Connection Testing or Inspection

Other jurisdictions also have certification requirements. Their requirements include:

- Water Treatment I (Brownsville)
 - Water Treatment II (Adair Village)
 - Water Distribution I (Adair Village, Coburg)
 - Water Distribution II (Brownsville)
 - Wastewater Collections I (Brownsville)
 - Wastewater Collections II (Coburg)
 - Wastewater Treatment II (Adair Village, Coburg)
 - Wastewater Treatment I (Adair Village, Brownsville)
 - Cross Connection Inspector (Brownsville)
 - Public Applicators License (Brownsville)
 - Flagging (Yamhill)
- **FLSA Exemption:** Halsey's position is a non-exempt position. Yamhill, Coburg, Adair Village, and Brownsville are also non-exempt. Brownsville is an exempt position.
 - **Supervision:** Halsey's position trains employees, assigns work, and assists with performance management and evaluations. The position in Adair Village directs and instructs Utility Workers and is responsible for scheduling, mentoring, coaching, and training. Brownsville's position schedules, directs, and coordinates staff. Lyons supervises subcontractors, contracted street workers, and inmate work crews. Coburg's Public Works Operate III may have direct supervisory responsibilities if required.
 - **Additional Notes:** Different jurisdictions require different certifications and have a varying experience and education qualifications. These differences contribute to differences in pay. Brownsville has the highest median adjusted compensation at \$6,173, and Halsey is the lowest

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at \$5,367. Halsey's median adjusted compensation is 5.3% lower than the average of other jurisdictions.

Conclusion: All matches are suitable.

4. Librarian

The Librarian in Halsey is a part-time, non-exempt position with supervision responsibility for volunteers. It requires 2 years of supervisory experience and either a Master's of Library Science or 4 years of professional experience that included a direct working relationship with a library board. The following is a short summary of duties from the job description:

"Plan, direct and oversee the delivery of library services within the City. Supervise library volunteers in the performance of their duties. Attend related meetings and training. Communicate with public in matters pertaining to library functions. Assure Library functions smoothly on a day-to-day basis."

Halsey is unique among smaller jurisdictions in that they pay prorated benefits to all part-time positions (i.e., Librarian, Municipal Clerk). Other comparator jurisdictions that have part-time positions do not pay benefits. The summary of benefits for each jurisdiction and position is provided in the Appendix.

Three comparable jurisdictions (Brownsville, Lyons, Oakland) have positions that match the job description, but the benefits vary. Similar to Halsey, Brownsville and Lyons call this position "Librarian;" and in Oakland the potential matched position is titled "Library Clerk." The Halsey Librarian is a part-time position with benefits. Oakland has a Librarian position but it is part-time with no benefits. We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** In Halsey, experience is substituted for education. The position requires four years of professional experience, including working with a library board or a Master's of Library Science. In addition, the position requires 2 years of supervisory experience. Similar to Halsey, the position in Brownsville may substitute experience for education; the position requires either 3-5 years of library experience or a 4-year college degree. Lyons and Oakland do not describe specific years of experience, instead each jurisdiction describes needed skills and experience. In Lyons, knowledge of library collection classification and the equipment and facilities needed within a library system required. In Oakland the position requires experience in grant writing and maintaining relationships with a library board and citizens.
- **Education:** Halsey requires a Master's of Library Science or four years of professional experience including working with a library board. Similar to Halsey, the position in Brownsville may use education as experience; the position requires either a 4-year college degree or 3-5 years of library experience. Oakland requires a high school diploma or GED with a preference for

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supplemental educational training in management and coordination of personnel. Lyons does not describe educational requirements.

- **FLSA Exemption:** Like Halsey, all matching positions are non-exempt.
- **Supervision:** Halsey’s position trains, schedules, and supervises all volunteers. Similarly, all comparable positions (Brownsville, Lyons, Oakland) supervise volunteers. In addition, Lyons supervises other library staff.
- **Additional Notes:** All positions have similar education requirements. The variations in required experience may explain differences in pay. The table below represents the hourly rates for each position, recognizing that the two full time positions (Brownsville and Lyons) are actually salaried. Because of the mix of hourly and salary positions we did not create a table for this position in the appendix.

Jurisdiction	Hours per week	Lowest hourly	Highest hourly	Benefits
Halsey	20	\$12.10	\$15.95	Yes
Brownsville	40	\$17.00	\$21.33	Yes
Lyons	40	\$23.23	\$23.69	Yes
Oakland	15	\$12.00	\$13.91	No

Conclusion: The Halsey position is part-time with benefits. Other positions, full-time and part-time, are comparable in duties but vary in compensation structure.

5. Municipal Clerk (part-time)

The Halsey position is part-time, non-exempt position with no supervision responsibilities. The position does not list years’ experience or minimum required education; instead it lists types of experience including customer service experience and computer skills and a high school diploma or GED is preferred. The following is a short summary of duties from the job description:

“Provide exemplary customer service, handle problems and complaints ... high level of confidentiality and the ability to work independently.”

The essential functions of the position are broken down into 4 primary responsibilities:

- 25% is dedicated to customer service and assisting the public in person and by phone;
- 25% is dedicated to accounts payable functions such as filing, organizing, and indexing; 25% is spent preparing council packets and minutes
- The final 25% is to provide general clerical support such as sorting and distributing mail, lien searches, notarization, and order/stock supplies.

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Halsey's Municipal Clerk, although part-time, receives prorated benefits like the Librarian position does. None of the other comparator jurisdictions provide benefits for their part-time positions.

Of the comparable jurisdictions, 2 jurisdictions (Brownsville, Garibaldi) have comparable positions. Brownsville has similar duties with its "Assistant Clerk." The "Administrative Assistant I" position in Garibaldi has similar duties to Halsey's "Assistant City Recorder." We compared the positions based on experience, education, FLSA exemption, supervision status, and other pertinent factors. The findings are described below.

- **Experience:** Length of experience varies across all jurisdictions. Halsey does not state years' experience; it focuses on the types of skills and experiences required for the position such as computer knowledge and customer service skills. Brownsville requires 3-5 years of professional, municipal experience. However, it does allow education to substitute for experience. Garibaldi requires three years' administrative or clerical work.
- **Education:** Halsey does not list required education experience. There is a preference for a high school diploma or GED. Brownsville requires a 2-year college degree, or experience can be substituted for education. Garibaldi requires a high school diploma or GED with a preference for a college degree
- **FLSA Exemption:** Like Halsey, all positions are non-exempt.
- **Supervision:** Halsey and all other comparables do not have supervisory responsibilities.
- **Additional Notes:** All positions have similar education requirements. The variations in required experience and supervision responsibilities may explain differences in pay. The table below represents the hourly rates for each position, recognizing Garibaldi is a full time, salaried position. Because of the mix of hourly and salary positions we did not create a table for this position in the appendix.

Jurisdiction	Hours per week	Lowest hourly	Highest hourly	Benefits
Halsey	20	\$10.97	\$14.42	Yes
Brownsville	20	\$15.53	\$19.40	No
Garibaldi	40	\$20.31	\$23.56	Yes

Conclusion: The position in Halsey is a part-time position with prorated benefits. Most jurisdictions that had a comparable position, had the position at full-time. Due to the difference in FTE and benefits, the match is not included in the presentation tables.

6. Utility Worker I

Halsey's Utility Worker I is a non-exempt position with no supervisory responsibilities. There are no experience or education requirements. Applicants should however possess or obtain certifications in Wastewater Collection I, Wastewater Treatment I, and Water Distribution I. The following is a short summary of duties from the job description:

"Performs routine maintenance and operations of city-owned property, buildings, streets, water/wastewater facilities, storm water facilities, and parks. Performs all duties in accordance with City policies and procedures to assure safe, effective, and efficient services."

The position is divided into 5 essential tasks:

- 30% of time is dedicated to assisting or performing cleaning, installation, repair, and maintenance of water meters, fire hydrants, etc.
- 20% of time is assisting or performing cleaning, maintenance, and repair of streets, alleys, and right of ways
- Another 20% of time is dedicated to maintenance of parks and other city property
- 15% of time is allotted to water and wastewater utilities
- The final 15% of time is dedicated to operating and repairing vehicles and equipment.

Most jurisdictions (Adair Village, Brownsville, Coburg, Garibaldi, Oakland, Yamhill) have positions that were generally comparable to the Halsey job description. Adair Village, Coburg, Yamhill call the position, "Utility Worker I;" Garibaldi calls the position "Utility Worker II." Brownsville calls the position "Public Works Operator."

- **Experience:** Halsey, Brownsville, and Coburg do not describe minimum experience. Adair Village and Garibaldi require 2 years' experience. The position in Yamhill requires 1 year of experience. Coburg prefers 2 years of public works or public utility experience.
- **Education:** Halsey and Coburg do not outline minimum education requirements. Most comparable positions (Adair Village, Brownsville, Garibaldi, Yamhill) require a high school diploma or GED.

Halsey requires specific certification for position. The certifications include Wastewater Collection I, Wastewater Treatment I, and Water Distribution I. The certification requirements for other jurisdictions include:

- Water Distribution I (Coburg, Garibaldi)
 - Water Treatment I (Garibaldi)
 - Wastewater Collection II (Adair Village, Garibaldi)
 - Wastewater Treatment II (Adair Village)
 - Wastewater Treatment III (Garibaldi)
- **FLSA Exemption:** Halsey's position and all other comparable positions are non-exempt.

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- **Supervision:** Halsey's position does not have supervisory duties. Similarly, Adair Village, Brownsville, Coburg, Garibaldi, Yamhill do not have supervisory duties.
- **Additional Notes:** Garibaldi (Utility Worker II) has the highest median adjusted compensation at \$5,189 and Oakland has the lowest at \$2,482. Halsey is third-highest at \$4,167. Halsey's median adjusted compensation is 13.1% higher than the average of other jurisdictions.

Conclusion: All jurisdictions hold up and are solid matches.

Appendix

Detailed Adjusted Compensation Results & Police Officer Premium Summaries..... A1

Assistant City Recorder..... A1

City Administrator/Recorder A2

Lead Utility Worker/Plant Operator A3

Utility Worker I A4

Position Name:		Assistant City Recorder				Adjustments				Adjusted Comp. w/ PTO		
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance	Vacation & Holiday (PTO)			Min	Median	Max	
		Min	Median	Max	PERS	EE Ins.	Min	Median	Max	Min	Median	Max
Adair Village	Financial Clerk	\$ 2,748	\$ 3,105	\$ 3,507	Y	\$ -	10.0%	11.2%	13.5%	\$ 3,187	\$ 3,638	\$ 4,189
Brownsville	Administrative Assistant Finance	2,825	3,157	3,528	N	(78)	10.2%	12.1%	12.1%	3,035	3,462	3,877
Coburg	Utility Billing/ Administrative Assistant	3,188	3,621	4,123	Y	(38)	8.5%	10.4%	11.5%	3,610	4,175	4,808
Garibaldi	Administrative Assistant II	4,126	4,444	4,786	Y	-	8.8%	10.8%	12.7%	4,739	5,189	5,681
Lyons	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Oakland	Utility Billing Clerk	2,283	2,458	2,646	Y	-	7.7%	9.6%	11.5%	2,596	2,842	3,110
Scio	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Yamhill	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
	Average	3,034	3,357	3,718		(23)	9.0%	10.8%	12.3%	3,433	3,861	4,333
	Median	2,825	3,157	3,528		-	8.8%	10.8%	12.1%	3,187	3,638	4,189
Halsey	Assistant City Recorder	\$ 3,354	\$ 3,887	\$ 4,466	Y	\$ (20)	10.0%	11.9%	13.8%	\$ 3,871	\$ 4,564	\$ 5,332
	% Difference from Average	10.6%	15.8%	20.1%			10.6%	10.3%	12.9%	12.7%	18.2%	23.1%
	% Difference from Median	18.7%	23.1%	26.6%			13.0%	10.7%	14.3%	21.4%	25.5%	27.3%

Note: n/a = no match. PTO = Paid Time Off. Vacation plus Holiday. Levels are at min level 5 years, median 10 years & max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month.

Position Name:		City Administrator/ Recorder			Base Salary			PERS & Insurance			Adjustments			Adjusted Comp. W/ PTO		
Jurisdiction	Jurisdiction Job Title	Min	Median	Max	PERS	EE Ins.	Vacation & Holiday (PTO)	Min	Median	Max	Min	Median	Max	Min	Median	Max
Adair Village	City Administrator	\$ 9,416	\$ 9,416	\$ 9,416	Y	\$ -	10.0%	10.0%	11.2%	13.5%	\$ 10,923	\$ 11,031	\$ 11,248			
Brownsville	City Administrator	5,787	6,468	7,227	N	(78)	10.2%	10.2%	12.1%	12.1%	6,299	7,173	8,025			
Coburg	City Administrator	7,998	7,998	7,998	Y	(38)	8.5%	8.5%	10.4%	11.5%	9,116	9,270	9,362			
Garibaldi	City Administrator	6,875	6,875	6,875	Y	-	8.8%	8.8%	10.8%	12.7%	7,896	8,028	8,160			
Lyons	City Manager	3,642	3,678	3,714	Y	(74)	5.3%	5.3%	9.1%	9.1%	3,979	4,161	4,203			
Oakland	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
Scio	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
Yamhill	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
	Average	6,744	6,887	7,046		(38)	8.6%	8.6%	10.7%	11.8%	7,642	7,933	8,200			
	Median	6,875	6,875	7,227		(38)	8.8%	8.8%	10.8%	12.1%	7,896	8,028	8,160			
Halsey	City Administrator	\$ 4,922	\$ 5,705	\$ 6,487	Y	\$ (20)	10.0%	10.0%	11.9%	13.8%	\$ 5,690	\$ 6,708	\$ 7,754			
	% Difference from Average	-27.0%	-17.2%	-7.9%			16.9%	11.3%	17.5%		-25.6%	-15.4%	-5.4%			
	% Difference from Median	-28.4%	-17.0%	-10.2%			13.0%	10.7%	14.3%		-27.9%	-16.4%	-5.0%			

Note: n/a = no match. PTO = Paid Time Off; Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month.

Position Name:		Lead Utility Worker/ Plant Operator				Adjustments				Adjusted Comp. W/ PTO		
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance EE Ins.	Vacation & Holiday (PTO)			Min	Median	Max	
		Min	Median	Max		Min	Median	Max				
Adair Village	Public Works Supervisor	\$ 4,287	\$ 4,844	\$ 5,471	Y	\$ -	10.0%	11.2%	13.5%	\$ 4,972	\$ 5,675	\$ 6,536
Brownsville	Public Works Superintendent	4,989	5,575	6,230	N	(78)	10.2%	12.1%	12.1%	5,419	6,173	6,907
Coburg	Public Works Operator III	4,115	4,680	5,323	Y	(38)	8.5%	10.4%	11.5%	4,672	5,409	6,218
Garibaldi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Lyons	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Oakland	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Scio	Public Works Operation Director	4,481	4,481	4,481	N	(90)	8.1%	10.0%	11.9%	4,752	4,839	4,925
Yamhill	City Clerk	4,542	4,542	4,542	Y	-	10.4%	13.3%	14.2%	5,286	5,418	5,461
	Average	4,483	4,825	5,209		(41)	9.4%	11.4%	12.7%	5,020	5,503	6,009
	Median	4,481	4,680	5,323		(38)	10.0%	11.2%	12.1%	4,972	5,418	6,218
Halsey	Utility Lead	\$ 3,939	\$ 4,568	\$ 5,496	Y	\$ (20)	10.0%	11.9%	13.8%	\$ 4,549	\$ 5,367	\$ 6,567
% Difference from Average		-12.1%	-5.3%	5.5%			6.1%	4.7%	9.4%	-9.4%	-2.5%	9.3%
% Difference from Median		-12.1%	-2.4%	3.2%			0.0%	6.9%	14.3%	-8.5%	-0.9%	5.6%

Note: n/a = no match. PTO = Paid Time Off, Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month.

Position Name:		Utility Worker I			Adjustments									
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance EE Ins.	Vacation & Holiday (PTO)			Adjusted Comp. W/ PTO					
		Min	Median	Max		Min	Median	Max	Min	Median	Max			
Adair Village	Utility Worker I	\$ 2,211	\$ 2,498	\$ 2,821	Y	\$ -	10.0%	11.2%	13.5%	\$ 2,564	\$ 2,927	\$ 3,371		
Brownsville	Public Works Operator	2,910	3,252	3,634	N	(78)	10.2%	12.1%	12.1%	3,129	3,568	3,997		
Coburg	Public Works Operator I	3,219	3,661	4,164	Y	(38)	8.5%	10.4%	11.5%	3,646	4,222	4,855		
Garibaldi	Utility Worker II	4,126	4,444	4,786	Y	-	8.8%	10.8%	12.7%	4,739	5,189	5,681		
Lyons	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Oakland	Public Works Utility Worker I	1,993	2,147	2,311	Y	-	7.7%	9.6%	11.5%	2,266	2,482	2,716		
Scio	Maintenance Worker	4,063	4,063	4,063	N	(90)	8.1%	10.0%	11.9%	4,301	4,379	4,457		
Yamhill	Utility Worker I	3,120	3,120	3,120	Y	-	10.4%	13.3%	14.2%	3,631	3,721	3,751		
	Average	3,092	3,312	3,557		(29)	9.1%	11.0%	12.5%	3,468	3,784	4,118		
	Median	3,120	3,252	3,634		-	8.8%	10.8%	12.1%	3,631	3,721	3,997		
Halsey	Utility Worker I	\$ 3,064	\$ 3,551	\$ 4,038	Y	\$ (20)	10.0%	11.9%	13.8%	\$ 3,534	\$ 4,167	\$ 4,819		
		% Difference from Average		-0.9%			10.0%	8.0%	10.8%			1.9%	10.1%	17.0%
		% Difference from Median		-1.8%			13.0%	10.7%	14.3%			-2.7%	12.0%	20.6%

Note: n/a = no match. PTO = Paid Time Off either Flexible Earned Time or Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month.

Position Name:		Librarian			Adjustments							Adjusted Comp. W/ PTO		
Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance EE Ins.	Vacation & Holiday (PTO)			Min	Median	Max	Min	Median	Max
		Min	Median	Max		Min	Median	Max						
Adair Village	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3,185	3,633	4,068
Brownsville	Librarian	2,961	3,310	3,698	(78)	10.2%	12.1%	12.1%						
Coburg	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
Garibaldi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
Lyons	Librarian	2,323	2,346	2,369	(74)	6.3%	10.2%	10.2%				2,536	2,651	2,678
Oakland	Library Clerk (Adjusted)	2,080	2,239	2,411	-	7.7%	9.6%	11.5%				2,365	2,589	2,834
Scio	Library Services Manager	3,458	3,458	3,458	(90)	8.1%	10.0%	11.9%				3,647	3,714	3,780
Yamhill	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
	Average	2,706	2,838	2,984	(60)	8.1%	10.5%	11.4%				2,933	3,147	3,340
	Median	2,642	2,828	2,934	(76)	7.9%	10.1%	11.7%				2,860	3,142	3,307
Halsey	Librarian (adjusted)	\$ 2,097	\$ 2,434	\$ 2,765	(20)	8.1%	10.0%	10.0%				\$ 2,373	\$ 2,803	\$ 3,187
% Difference from Average		-22.5%	-14.3%	-7.4%		0.0%	-4.5%	-12.6%				-19.1%	-10.9%	-4.6%
% Difference from Median		-20.6%	-13.9%	-5.8%		2.4%	-0.8%	-14.8%				-17.1%	-10.8%	-3.6%

Note: n/a = no match. PTO = Paid Time Off either Flexible Earned Time or Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month. The analysis of doubling compensation for Halsey's Librarian (part time position with health insurance) and Oakland's Library Clerk compared to full time positions with health insurance and other benefits does not appropriately reflect the value of the compensation provided. This table adjusted Halsey and Oakland's position to reflect a scenario if the position was full-time with health insurance, vacation, or other benefits.

Position Name:	Municipal Clerk			Adjustments							Adjusted Comp. W/ PTO						
	Jurisdiction	Jurisdiction Job Title	Base Salary			PERS & Insurance EE Ins.	Vacation & Holiday (PTO)			Min	Median	Max					
			Min	Median	Max		Min	Median	Max								
	Adair Village	Utility - Administrative Clerk	\$ 2,748	\$ 3,105	\$ 3,507	Y	\$ -	10.0%	11.2%	13.5%	\$ 3,187	\$ 3,638	\$ 4,189				
	Brownsville	Utility Billing Clerk	2,154	2,408	2,690	N	(78)	10.2%	12.1%	12.1%	2,296	2,621	2,938				
	Coburg	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a							
	Garibaldi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a							
	Lyons	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a							
	Oakland	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a							
	Scio	Administrative Assistant	4,099	4,099	4,099	N	(90)	8.1%	10.0%	11.9%	4,340	4,419	4,498				
	Yamhill	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a							
	Average		3,000	3,204	3,432		(56)	9.4%	11.1%	12.5%	3,274	3,559	3,875				
	Median		2,748	3,105	3,507		(78)	10.0%	11.2%	12.1%	3,187	3,638	4,189				
	Halsey	Municipal Clerk	\$ 1,901	\$ 2,200	\$ 2,499	Y	\$ (20)	8.1%	10.0%	10.0%	\$ 2,149	\$ 2,531	\$ 2,879				
	% Difference from Average			-36.6%	-31.3%	-27.2%		-14.3%	-9.8%	-20.0%				-34.4%	-28.9%	-25.7%	
	% Difference from Median			-30.8%	-29.2%	-28.7%		-19.2%	-10.3%	-17.5%					-32.6%	-30.4%	-31.3%

Note: n/a = no match. PTO = Paid Time Off either Flexible Earned Time or Vacation plus Holiday. Levels are at Min level 5 years, Median 10 years & Max 20 years. The column indicating the PERS is whether or not the employer "Picks Up" the employees' 6% contribution. That is, is the employer paying 6% into a separate fund that is there for the exclusive benefit of the employee. Compensation studies following PECBA (Public Employees Collective Bargaining Agreement) guidelines require the use of employee+family healthcare plan costs in calculations. For the purposes of this study, employee-only costs were used due to varying coverage among jurisdictions. Currently, Oakland does not have any employees enrolled in the Family Employee Health Insurance plan, which would cost \$1,500 per month. The analysis of doubling compensation for Halsey's Municipal Clerk (part time position with health insurance) compared to a full time position with health insurance and other benefits does not appropriately reflect the value of the compensation provided. This table adjusted Halsey's position to reflect a scenario if the position was full-time with health insurance, vacation, or other benefits.

Librarian												
Jurisdiction	Population	Job Title	Hours per week	Lowest hourly	Median hourly	Highest hourly	Health Insurance	EE contribution	PTO/Holiday	Benefit eligible		
Halsey	945	Librarian	20	\$12.10	\$14.04	\$15.95	Y	\$20	Y	20 hrs		
Oakland	965	Library Clerk	15	\$12.00	\$12.92	\$13.91	N	varies*	N	40 hrs		
Harrisburg**	3,695	Librarian	20	\$16.83	\$19.31	\$22.13	N	n/a	N	FT only		
Brownsville	1,730	Librarian	32	\$20.75	\$23.19	\$25.91	Y	5%	Y	at or above 32 hrs/wk		
Lyons	1,200	Librarian	40	\$23.23	\$23.46	\$23.69	Y	10%	Y	at or above 25 hrs/wk		
Lowell**	1,090	Librarian/ Special Events	40	\$15.00	\$18.68	\$23.27	Y	none	Y	at or above 20 hrs/wk		

* Oakland employee health insurance premium varies. For the employee only plan, the jurisdiction covers 100% of the cost. For other plans, the percentage the employee pays increases.

** Harrisburg, Lowell, and Junction City are not in the Halsey Compensation Report. There are additional jurisdictions used for the purpose of additional comparison.

Municipal Court Clerk

Municipal Court Clerk												
Jurisdiction	Population	Job Title	Hours per week	Lowest hourly	Median hourly	Highest hourly	Health Insurance	EE contribution	PTO/Holiday	Benefit eligible		
Halsey	945	Municipal Court Clerk	20	\$10.97	\$12.96	\$14.42	Yes	\$20	Y	20 hrs/wk		
Brownsville	1,730	Assistant Clerk	20	\$15.53	\$17.92	\$19.40	No	5%	N	at or above 32 hrs/wk		
Cove	555	Billing Clerk	16-20	\$16.00	\$16.50	\$17.00	N	n/a	N	FT only		

Other Jurisdiction benefits for PT employees

Jurisdiction	Population	Health Insurance	EE contribution	PTO/Holiday	Benefit eligible
Myrtle Creek	3,600	Y	n/a	Y	at or above 32 hr/wk
Rogue River	2,250	N	n/a	N	at or above 33 hr/wk
Sutherlin	8,260	N	n/a	N	< 30 hr/wk
Glendale	860	N	n/a	N	FT only
Jefferson	3,300	Y	FTE .5 (50%) FTE .75 (25%)	Y	at or above 20 hrs/wk

J. NEW BUSINESS

5. 2022-2023 Wage Scale

Council Action: *MOTION*

March 8, 2022

Issue Statement: The Council is asked to consider adopting a new wage scale for fiscal year 2022-2023.

Summary: PSU staff assisted with the methodology to use the data from the Compensation Report to draft a new wage scale that is consistent with the market and with other cities of similar size.

The greatest change in the proposed wage scale is to the two part time positions, as minimum wage for the Linn County will be at \$13.50 per hour starting on July 1st.

For the two positions that are currently above market value, the pay scale is adjusted down to bring them consistent with the market. The individuals in those positions will not have their rate of pay cut, but they will top out sooner as there will be fewer steps above them, which means their wages are capped at a lower rate.

The other large change is the City Administrator/Recorder scale. Using the same methodology to bring it into line with the market shows a gap in the compensation of the current administrator, who after 5 years of service in the position is currently compensated well under Step 1.

The position is included in the scale so that Council can see where the market is and what the data shows. However, there is a choice available. Many City Administrators and Managers have employment contracts. Those contracts set the salary of the City Administrator. They may have opportunities for Council to award merit increases built into them, or they may be a fixed salary, exempting the manager from future COLAs or steps.

Council can choose to keep the City Administrator/Recorder position in the wage scale. Council could instead choose to negotiate an employment contract (this was previously approved prior to Covid) and the Administrator's wage could be set in that contract. In this case, Council could approve the 2022-23 wage scale, amending it to eliminate the scale for the City Administrator/Recorder position.

Work on a contract could begin soon, and that contract could be signed as part of the annual review in June or July.

The proposed wage scale for FY 2022-23 also includes a 3% COLA. We usually use the CPI to evaluate inflation when considering a COLA. The CPI (western) for 2021 was 7.1%. Many cities are budgeting a 5 to 7% COLA. Many are budgeting for 3-5%. Looking just at the cities that were used as comparables for the wage scale, the average of their anticipated COLAs falls at 3.99%. Two of the comparable cities have stated that they will be doing a COLA but don't yet know the amount, and those cities are not included in this average.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the proposed 2022-2023 Wage Scale.

Council Options:

- 1. Approve as recommended**
- 2. Approve with amendments**
- 3. Provide additional direction to staff**
- 4. Deny request**

City of Halsey Proposed Wage Scales for FY2022-23 based on 2022 Adjusted Compensation Study completed March 2022

Pay Grade	Step Level	Add Longevity as Needed										Step Increment
		1	2	3	4	5	6	7	8	9	10	
Lead Utility Worker/Plant Operator	Annual	\$ 55,410	\$ 56,518	\$ 57,648	\$ 58,801	\$ 59,977	\$ 61,177	\$ 62,401	\$ 63,649	\$ 64,922	\$ 66,220	2.0%
	Monthly	\$ 4,617	\$ 4,710	\$ 4,804	\$ 4,900	\$ 4,998	\$ 5,098	\$ 5,200	\$ 5,304	\$ 5,410	\$ 5,518	
	Hourly	\$ 26.64	\$ 27.17	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84	
Assistant City Recorder	Annual	\$ 43,260	\$ 44,125	\$ 45,008	\$ 45,908	\$ 46,826	\$ 47,763	\$ 48,718	\$ 49,692	\$ 50,686	\$ 51,700	2.0%
	Monthly	\$ 3,605	\$ 3,677	\$ 3,751	\$ 3,826	\$ 3,902	\$ 3,980	\$ 4,060	\$ 4,141	\$ 4,224	\$ 4,308	
	Hourly	\$ 20.80	\$ 21.21	\$ 21.64	\$ 22.07	\$ 22.51	\$ 22.96	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	
City Administrator/Recorder	Annual	\$ 83,356	\$ 84,189	\$ 85,031	\$ 85,882	\$ 86,740	\$ 87,608	\$ 88,484	\$ 89,369	\$ 90,262	\$ 91,165	1.0%
	Monthly	\$ 6,946	\$ 7,016	\$ 7,086	\$ 7,157	\$ 7,228	\$ 7,301	\$ 7,374	\$ 7,447	\$ 7,522	\$ 7,597	
	Hourly	\$ 40.07	\$ 40.48	\$ 40.88	\$ 41.29	\$ 41.70	\$ 42.12	\$ 42.54	\$ 42.97	\$ 43.40	\$ 43.83	
Utility Worker 1	Annual	\$ 38,217	\$ 38,981	\$ 39,761	\$ 40,556	\$ 41,367	\$ 42,195	\$ 43,039	\$ 43,899	\$ 44,777	\$ 45,673	2.0%
	Monthly	\$ 3,185	\$ 3,248	\$ 3,313	\$ 3,380	\$ 3,447	\$ 3,516	\$ 3,587	\$ 3,658	\$ 3,731	\$ 3,806	
	Hourly	\$ 18.37	\$ 18.74	\$ 19.12	\$ 19.50	\$ 19.89	\$ 20.29	\$ 20.69	\$ 21.11	\$ 21.53	\$ 21.96	
Librarian/Municipal Clerk (20 hours per week)*	Annual	\$ 16,723	\$ 17,058	\$ 17,399	\$ 17,747	\$ 18,102	\$ 18,464	\$ 18,833	\$ 19,210	\$ 19,594	\$ 19,986	2.0%
	Monthly	\$ 1,394	\$ 1,421	\$ 1,450	\$ 1,479	\$ 1,508	\$ 1,539	\$ 1,569	\$ 1,601	\$ 1,633	\$ 1,665	
	Hourly	\$ 16.08	\$ 16.40	\$ 16.73	\$ 17.06	\$ 17.41	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.84	\$ 19.22	

Notes:

- Salaries are based on the average salary of used in the Adjusted Compensation Study completed by Portland State University, Center for Public Service.
- Salaries were for Fiscal Year 2022 - July 1, 2021 to June 30, 2022. These were the salaries in effect on July 1, 2021
- COLA can be added using the appropriate cell - assumes base year FY 2022. COLA value should be entered in cell P2
- Halsey Benefits were in line with the comparable jurisdictions - that is, Halsey paid the PERS pickup for the employee, provided health insurance at minimal cost to the employee and was not the highest or lowest for overall paid time off granted.
- Generally the wage scale construction was as follows:
 - Used Average Base Salary of the comparables from the study at the entry level. If the Average was less than what the current incumbent was earning at his/her current step, the initial value was set to a level that would keep the current incumbent at a level similar to what he/she was currently earning.
- Assistant City Recorder was a special case due to the fact that the jobs in the adjusted compensation study were not truly comparable to the duties completed by the current incumbent.
- City Administrator used value set at the average of the adjusted compensation study, but step increases were limited to 1% due to the high level of the entry wage. In addition, many of these positions were contract and did not have step increases.
- For the Librarian and Municipal Clerk, these wages were set to be equal for simplicity. In addition, these positions are cross trained and at times will substitute for one another. These were set at the higher Municipal Clerk level (\$15.61 versus \$17.31). In addition, the skill set for the Librarian is more demanding than the Municipal Clerk.

Longevity Pay: After serving eight (8) consecutive years at the City and at least two (2) years on Step 10, the employee will be awarded a 1.0% longevity pay increase starting the following fiscal year. After serving for (5) additional years, the employee will be awarded a 1.25% longevity pay increase starting the next fiscal year.

Mayor _____ Date _____

City of Halsey Proposed Wage Scales for FY2021-22 based on 2022 Adjusted Compensation Study completed March 2022

Pay Grade	Step Level	Add Longevity as Needed										Step Increment
		1	2	3	4	5	6	7	8	9	10	
Lead Utility Worker/Plant Operator	Annual	\$ 53,796	\$ 54,872	\$ 55,969	\$ 57,089	\$ 58,231	\$ 59,395	\$ 60,583	\$ 61,795	\$ 63,031	\$ 64,291	2.0%
	Monthly	\$ 4,483	\$ 4,573	\$ 4,664	\$ 4,757	\$ 4,853	\$ 4,950	\$ 5,049	\$ 5,150	\$ 5,253	\$ 5,358	
	Hourly	\$ 25.86	\$ 26.38	\$ 26.91	\$ 27.45	\$ 28.00	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.30	\$ 30.91	
Assistant City Recorder	Annual	\$ 42,000	\$ 42,840	\$ 43,697	\$ 44,571	\$ 45,462	\$ 46,371	\$ 47,299	\$ 48,245	\$ 49,210	\$ 50,194	2.0%
	Monthly	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714	\$ 3,789	\$ 3,864	\$ 3,942	\$ 4,020	\$ 4,101	\$ 4,183	
	Hourly	\$ 20.19	\$ 20.60	\$ 21.01	\$ 21.43	\$ 21.86	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.66	\$ 24.13	
City Administrator	Annual	\$ 80,928	\$ 81,737	\$ 82,555	\$ 83,380	\$ 84,214	\$ 85,056	\$ 85,907	\$ 86,766	\$ 87,633	\$ 88,510	1.0%
	Monthly	\$ 6,744	\$ 6,811	\$ 6,880	\$ 6,948	\$ 7,018	\$ 7,088	\$ 7,159	\$ 7,230	\$ 7,303	\$ 7,376	
	Hourly	\$ 38.91	\$ 39.30	\$ 39.69	\$ 40.09	\$ 40.49	\$ 40.89	\$ 41.30	\$ 41.71	\$ 42.13	\$ 42.55	
Utility Worker 1	Annual	\$ 37,104	\$ 37,846	\$ 38,603	\$ 39,375	\$ 40,163	\$ 40,966	\$ 41,785	\$ 42,621	\$ 43,473	\$ 44,343	2.0%
	Monthly	\$ 3,092	\$ 3,154	\$ 3,217	\$ 3,281	\$ 3,347	\$ 3,414	\$ 3,482	\$ 3,552	\$ 3,623	\$ 3,695	
	Hourly	\$ 17.84	\$ 18.20	\$ 18.56	\$ 18.93	\$ 19.31	\$ 19.70	\$ 20.09	\$ 20.49	\$ 20.90	\$ 21.32	
Librarian/Municipal Clerk (20 hours per week)*	Annual	\$ 16,236	\$ 16,561	\$ 16,892	\$ 17,230	\$ 17,574	\$ 17,926	\$ 18,284	\$ 18,650	\$ 19,023	\$ 19,404	2.0%
	Monthly	\$ 1,353	\$ 1,380	\$ 1,408	\$ 1,436	\$ 1,465	\$ 1,494	\$ 1,524	\$ 1,554	\$ 1,585	\$ 1,617	
	Hourly	\$ 15.61	\$ 15.92	\$ 16.24	\$ 16.57	\$ 16.90	\$ 17.24	\$ 17.58	\$ 17.93	\$ 18.29	\$ 18.66	

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- Longevity Pay:** After serving eight (8) consecutive years at the City and at least two (2) years on Step 10, the employee will be awarded a 1.0% longevity pay increase starting the following fiscal year. After serving for (5) additional years, the employee will be awarded a 1.25% longevity pay increase starting the next fiscal year.

Mayor _____ Date _____

CITY OF HALSEY 2021-2022 WAGE SCALE

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	LGVTY
CITY ADMINISTRATOR/RECORDER	28.40	29.24	30.12	31.01	31.95	32.92	33.90	34.92	35.97	37.05	37.42
CITY RECORDER	4922.11	5068.86	5220.90	5374.72	5537.38	5705.34	5876.83	6053.63	6233.97	6421.38	6486.79
ASST. CITY RECORDER	24.84	25.56	26.35	27.12	27.95	28.77	29.65	30.54	31.45	32.40	32.72
	4305.08	4430.61	4566.74	4701.11	4844.32	4987.53	5139.58	5293.39	5450.74	5615.17	5671.74
	19.35	19.93	20.53	21.15	21.78	22.43	23.11	23.81	24.51	25.27	25.77
	3353.90	3454.67	3558.98	3666.83	3774.68	3887.83	4006.29	4126.51	4248.50	4379.34	4465.97
PART TIME UTILITY CLERK (20 HOURS/WK)	12.67	13.06	13.44	13.86	14.26	14.70	15.14	15.59	16.07	16.54	16.88
PART TIME CLERK	10.97	11.28	11.61	11.96	12.33	12.69	13.08	13.46	13.88	14.28	14.42
	950.30	977.70	1005.99	1036.93	1068.76	1099.70	1133.29	1166.88	1203.12	1237.60	1249.98
PART TIME LIBRARY ASST (20 HOURS/WK)	12.10	12.47	12.85	13.22	13.63	14.04	14.45	14.90	15.33	15.79	15.95
	1048.42	1081.13	1113.84	1145.66	1181.02	1216.38	1252.63	1291.52	1328.65	1368.43	1382.58
PUB WORKS DIRECTOR	24.95	25.68	26.11	27.25	28.09	28.93	29.79	30.69	31.61	32.56	32.88
LEAD UTILITY PLANT OPERATOR	4324.53	4451.82	4526.08	4724.10	4869.07	5014.05	5164.33	5319.91	5479.03	5643.46	5699.89
	22.73	23.40	24.10	24.84	25.57	26.36	27.13	27.96	28.77	29.65	31.71
SENIOR UTILITY WORKER	3939.10	4055.79	4177.78	4305.08	4432.38	4568.51	4702.88	4846.09	4987.53	5139.58	5495.61
	20.25	20.86	21.49	22.14	22.80	23.47	24.19	24.91	25.64	26.44	26.69
	3509.48	3615.56	3725.18	3838.33	3951.48	4068.17	4193.70	4317.46	4444.75	4582.66	4626.86
UTILITY WORKER II	18.77	19.33	19.92	20.51	21.13	21.76	22.40	23.09	23.79	24.48	24.74
	3253.12	3350.36	3452.90	3555.45	3663.30	3771.14	3882.53	4002.75	4122.98	4243.20	4287.40
UTILITY WORKER I	17.68	18.21	18.75	19.31	19.88	20.49	21.10	21.74	22.38	23.05	23.30
	3063.94	3155.88	3249.58	3346.82	3445.83	3551.91	3657.99	3767.61	3878.99	3995.68	4038.11
UTILITY WORKER	16.68	17.18	17.70	18.23	18.77	19.33	19.92	20.55	21.13	21.76	21.97
	2890.68	2977.31	3067.48	3159.42	3253.12	3350.36	3452.90	3562.52	3663.30	3771.14	3808.27
PART TIME MAINT	12.28	12.65	13.03	13.41	13.82	14.22	14.66	15.09	15.54	16.01	16.17
	532.17	548.08	564.43	581.23	598.91	616.15	635.15	653.72	673.61	693.94	700.57

Longevity Pay: After serving eight (8) consecutive years at the City and at least two (2) years on Step 10, the employee will be awarded a 1.0% longevity pay increase starting the following fiscal year. After serving for (5) additional years, the employee will be awarded a 1.25% longevity pay increase starting the next fiscal year.

Mayor _____

Date _____

J. NEW BUSINESS

6. Surplus Sale

Council Action: *MOTION*

March 8, 2022

Issue Statement: The Council is asked to consider approving a list of surplus property to be sold or donated.

Summary: The office needed to be reorganized to create a fourth work space for a RARE student. State Surplus was giving away furniture free, which allowed us to replace some furniture with better furniture. This had generated some pieces we do not need that we would like permission to sell or donate.

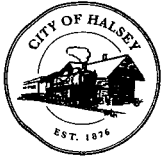
It has been several years since our last surplus sale, and in the intervening time we also have accumulated other furniture and items of old equipment at the shop that the city does not need, and selling, donating or scrapping them would give staff more space to better store and organize tools and equipment.

Attached is a list of items for Council to review. This is not yet comprehensive – we still have cleaning and reorganization to do at the shop that may generate another list in the future.

We anticipate holding a surplus sale, possibly combined with a book sale, on the Friday before the City Wide Garage Sale.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey declare the items in the attached list to be surplus property.

- **Council Options**
 1. **Approve as recommended**
 2. **Approve with amendments**
 3. **Provide additional direction to staff**
 4. **Deny request**



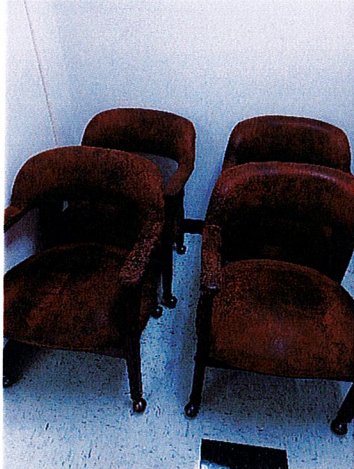
CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Surplus Property List
3/3/2022

Ford Ranger
Old Golf cart
Old lawnmower
Fire truck
Large old desk
Small old desk
Old oak chair
Picnic tables
Oak hutch
Wood cabinet
Old oak 2 drawer file cabinet
7 brown conference room chairs

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.





K. REPORTS TO COUNCIL

1. Employee Reports	
a. City Administrator Report	
Council Action:	NONE March 8, 2022

1. Website Update

Revise was selected to design a new website for the City of Halsey. This process generally takes 3-4 months. Revise does custom sites for each organization, has unlimited training and 24-7 support, secure hosting, and their package includes a redesign in year four.

2. IT Request for Proposals (RFP) Out

We received five proposals for IT support for the city. The best proposals will be interviewed, and a decision will be made by mid-March.

3. REAL (MVP) Update

The Mid Valley Partnership has been renamed the Rural Economic Alliance. Using the grant from CWEDD, JayRay is developing marketing materials and a website. The group consensus was to apply for a RARE member for next year, who will begin the regional asset mapping project, update the strategy plan, update the website and Prospector, and provide “boots on the ground” assistance to businesses and entrepreneurs in our communities. While we will continue to partner with RAIN, the decision was made to reduce our financial contribution to begin working on the next steps in our strategic plan.

4. Cascades West Regional Consortium Report

The Cascades West Regional Consortium received a \$130,000 grant from Business Oregon to do a wetlands mitigation feasibility study for our region, and specifically to evaluate feasibility of forming a publicly owned wetlands mitigation bank that would then be able to provide mitigation credits to our region at a reduced cost. The RFP process is complete, and the Consortium chose a contractor to work with. That contract is still under negotiation.

5. State Surplus Score

Due to the need to create a fourth workspace in the office for a prospective RARE student, we have done some office cleaning and reorganization. State Surplus is being overrun with furniture and announced that they will be giving furniture away free to organizations, as long as they can pick it up the same day. We got two desks, a worktable, and several other small pieces of furniture to help with that reorganization for free.

6. Statements of Economic Interest (SEI)

Please keep an eye out for emails from Oregon Government Ethics Commission (OGEC) about the annual Statements of Economic Interest. **They send a notification that they can be submitted starting in about mid-March and are due April 15th. Don't miss the deadline! There are late fees for you and the city if you do.** Please don't leave it until the last minute to complete. There is technical help available if you have trouble accessing your account, but it is nice to not be doing that at the last minute. The SEI Filer's Instructional Handbook is included in your packet.



Halsey City Hall,

Thank you for letting us use
your kitchen area + parking lot
to have our Central Linn FFA Alumni
Tri-tip BBQ fundraiser. What a
great facility and the location was
perfect! We had a great community
turn out and had a beautiful day.

Thanks Again!
Central Linn FFA Alumni + Supporters

K. REPORTS TO COUNCIL

1. Employee Reports	
b. Public Works Department	
Council Action: <i>NONE</i>	March 8, 2022

Water Distribution

Water Produced	1,821,000 Gallons
Daily Average	65,000 Gallons

Wastewater Collection

Wastewater collected for February 2022	2,361,000 Gallons
Average collected per day:	84,000 Gallons
Effluent Total	5,376,000 Gallons
Daily Average	192,,000 Gallons

Water System

Well 69 Information for engineer

Sewer

Composite sampler issue
Graded lagoon road

Streets

New Street West 4th and C St

Drainage

Ditch cleaning
4th Street Drainage issue

City Hall

Surplus furniture
Office reorganization

Misc.

NW gas co
VW car tune up

Notes:

We gathered information for the engineering firm working on well 69.

The composite sampler at the lagoon effluent programming decided to give use issues. After getting help from OAWU we have the sampler up and running. Also at the lagoon, we graded the road, fresh gravel is next.

We cleaned ditches and culverts in a couple areas in town. We also excavated an area we knew had issues on W.4th st, what we found was a collapsed thin-walled pipe, and a mix of different types of pipes with pour elevation for drainage. We will be installing 200' of new pipe in that area.

We have been sanding and finishing, some cabinets, shelving, and closet doors for improvements at city hall.

NW natural gas are close to being done in town; we are happy to hear the good news.

K. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	March 8, 2022

Circulation for January		Total Circulation since opening (Aug. 2015)	10,198
Fiction	37		
Non-Fiction	24	Total Number of Patrons to Date	517
Total	61		
Cities Represented in Circulation		Total Number of items in collection	4467
Halsey	60		
Monroe	1	Avg. Daily Threshold Count since opening	6.18
Shedd		ADTC for December	1.60
Value of Inventory Through January			
Fiction	\$46,674.43		
Non-Fiction	\$32,717.73	Books added to inventory in January	0
Total	\$79,392.16		

New Librarian Hired!

Sara Cunningham-Cooper has accepted the position. Her first day will be March 8th. She is unable to attend the March Council meeting but will be at the April one. Her background in community service, working with youth, working with volunteers, fundraising, and advocacy will all benefit the library.

The Siletz Tribal Charitable Contribution Fund grant application has been submitted. If received it would help pay for a new heat pump for the library. We also may apply for a Central Linn Community Foundation Grant and a Good Neighbors grant from the Ford Family Foundation Trust.

In the meanwhile, the space heaters are keeping the library heated nicely.

Laurie attended the Corvallis *Friends of the Library* Books Sale at the Benton County Fairgrounds on Sunday, February 27th. Small libraries in the surrounding area, were invited to come take as many "FREE" books for their libraries as they wanted. We now have 43 books and 2 new audiobooks to add to our inventory.

K. REPORTS TO COUNCIL

1. Employee Reports	
d. Council Priorities Report	
Council Action: <i>NONE</i>	March 8, 2022

In October of 2021, Council adopted City Council Priorities for 2022-2023. This is a quarterly update on staff progress toward these goals.

1. Water System Improvements: GSI Water Solutions has been hired to evaluate the well, equipment and aquifer and provide options and recommendations for Well 69. It may be able to be repaired, it may need to be replaced. We should be able to use ARPA funds to pay for this so we hopefully will not need to drain the reserves, take on debt, or raise rates.
2. Building Repairs and Facility Improvements: OAWU was able to offer suggestions on possible asset management & maintenance tracker software. I am still researching options. The fuel tanks are on hold until we find out if we need to install a new well, and where that would go. The Community Center sign is on hold until after the Hwy 99 Project is complete.
3. Wastewater Treatment and Sewer I&I Improvements: The I&I report will be complete by June of 2022. Civil West waited to do the camera work this spring, so flows will be similar to the camera work from prior years, which they are also using as reference. The original goal was to use ARPA funds to do as much of the I&I work as possible. This is on hold until we find out what needs to be done for Well 69.
4. Financial Stewardship: Thus far the City revenue has not been as heavily impacted by the recession as we budgeted for. Property tax and utility revenue has held steady. We anticipate being able to budget for the upgrade to the Utility Billing software for the coming fiscal year.
5. RARE Program Participant: The application for the RARE member has been submitted. The director said Halsey’s projects are all appropriate for the program. A grant application has been submitted to the Ford Family Foundation for possible assistance with the match.
6. Emergency Response Plan: This will be one of the projects the RARE member will work on. The RARE Program has access to materials and information that will help them with this, and there is also an outside contractor that could be used as a mentor on an hourly basis if necessary.
7. Halsey Park Improvements: This also is a project the RARE member will be involved in coordinating.
8. Vehicle Replacements: We should be able to budget to purchase the ditch mower in the next fiscal year. We will be contacting nearby cities to see if there is an opportunity for an IGA to share a manlift.
9. Improve Street Maintenance: We will create an RFP for the East B Street repair, and release that in the next 2 months. We hope to do that work this summer, but the grant period is for two years, so we can push it to the following summer if necessary. Stop signs, traffic signs, and budgeting for additional street maintenance are ongoing.
10. Council Leadership and Community Engagement: This is a question for Council. We experimented with “Coffee with the Mayor” in December and it was not well attended, but it may not have been publicized well enough, or folks were busy or traveling. We could try this again, perhaps monthly, and with different members of Council attending. We could recreate the weekly “Donut Time” except that we don’t want to compete with the current one that is still meeting at Central Valley Church on Wednesdays. Members of Council could each join a community group to help connect better to that group’s needs and at the same time be able to update them on what is happening at the city. Are there other ideas on how to best do this?