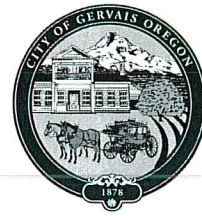


CITY OF GERVAIS  
**CITY COUNCIL REGULAR MEETING**  
Thursday, May 4, 2023 – 7:00 PM  
Gervais City Hall, 592 Fourth Street, Gervais, OR 97026



**Americans with Disabilities Act** – The City of Gervais intends to comply with the A.D.A. The meeting location is accessible for individuals needing special accommodations. To request an accommodation, please contact City Hall at 503-792-4900 at least 48 hours prior to the meeting.

The meeting will be held in person and electronically using Zoom. If you wish to participate through the Zoom platform, see meeting information below. A copy of the full packet and the link are provided on the City's website, <http://www.gervaisoregon.org/meeting-schedule---minutes.html>.

Zoom Meeting Link:

<https://us06web.zoom.us/j/81319428463?pwd=Q2VWKzBVeVJDUUVyd3JpZ1E2ZngxQT09>

Meeting ID: 813 1942 8463

Passcode: 912669

Telephone: 1-253-215-8782

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
  - a. Gervais Police Department Lexipol Gold Award Presentation
5. Public Comment: This is a business meeting of the City Council. The City values and welcomes public input on matters of City concern. Please address the Council as a whole rather than individual Council Members or City staff. Council action on items brought up in Public Comment is limited by the Oregon Open Meeting Law. The Council may direct Staff to study the matter and reschedule for further consideration at a later date. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.
6. Consent Calendar:
  - a. Bill List for March 30 – April 26, 2023
  - b. Treasurers Report for period ending April 26, 2023

*Requested Action: Motion to approve the May 4, 2023 consent calendar as presented.*

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

**The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410**

7. Committee Reports
  - a. Park Ad Hoc Committee
8. Presentations
  - a. None
9. Old Business
  - a. Activity Tracker
10. Action Items
  - a. PGE Franchise Extension/Renewal
  - b. Ratify Personal Services Agreement for Council Minutes Supplemental Services
11. New Business
  - a. None
12. Staff Reports:
  - a. City Manager
  - b. Police Department
  - c. Public Works
13. Business from the Mayor or Council
14. **Executive session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.**
15. Adjourn

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City of Gervais  
Council Bill List  
March 30 - April 26, 2023

ba

| Vendor                  | Ck Date   | Description                   | Fund                  | Department |        | Amount    |
|-------------------------|-----------|-------------------------------|-----------------------|------------|--------|-----------|
| Amazon Capital Services | 4/6/2023  | Trash bags, TP & paper towels | General Fund          | Admin      |        | 158.88    |
|                         | 4/6/2023  | Micro noise cable             | General Fund          | Admin      |        | 35.62     |
|                         | 4/20/2023 | Office Supplies               | General Fund          | Admin      |        | 190.50    |
|                         | 4/6/2023  | Office supplies               | General Fund          | Police     |        | 97.64     |
|                         | 4/20/2023 | Office Supplies               | General Fund          | Council    |        | 57.20     |
|                         |           |                               |                       |            | TOTAL: | 539.84    |
| Backflow Management     | 4/13/2023 | Backflow management program   | Water Fund            | Backflow   |        | 600.00    |
|                         |           |                               |                       |            | TOTAL: | 600.00    |
| Bi-Mart                 | 4/6/2023  | Council Binders               | General Fund          | Council    |        | 73.95     |
|                         |           |                               |                       |            | TOTAL: | 73.95     |
| Brooks Hardware         | 4/13/2023 | Eye Bolt - Sewer              | Sewer Fund            | Sewer      |        | 4.04      |
|                         |           |                               |                       |            | TOTAL: | 4.04      |
| CIS Trust               | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Admin      |        | 156.42    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Admin      |        | 295.17    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Admin      |        | 413.80    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Admin      |        | 1.55      |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 6,000.42  |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 921.05    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 2,089.68  |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 413.80    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 1,509.45  |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Police     |        | 21.18     |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Court      |        | 196.78    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Court      |        | 103.45    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | General Fund          | Court      |        | 0.31      |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | State Tax Street Fund | Streets    |        | 954.91    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | State Tax Street Fund | Streets    |        | 422.11    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | State Tax Street Fund | Streets    |        | 364.47    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | State Tax Street Fund | Streets    |        | 206.90    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | State Tax Street Fund | Streets    |        | 2.52      |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 477.46    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 344.87    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 182.23    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 688.73    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 413.80    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Water Fund            | Water      |        | 2.81      |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 477.46    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 344.87    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 182.23    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 688.73    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 413.80    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Sewer Fund            | Sewer      |        | 2.81      |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 212.20    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 115.04    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 81.00     |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 98.38     |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 103.45    |
|                         | 4/3/2023  | EMPLOYEE MED/LIFE INSURANCE   | Storm Drain           | Storm      |        | 0.81      |
|                         |           |                               |                       |            | TOTAL: | 18,904.65 |

City of Gervais  
Council Bill List  
March 30 - April 26, 2023

| Vendor                  | Ck Date   | Description                    | Fund         | Department  |        | Amount   |
|-------------------------|-----------|--------------------------------|--------------|-------------|--------|----------|
|                         |           |                                |              |             |        |          |
| CivicPlus, LLC          | 4/13/2023 | Premium web subscription       | General Fund | Admin       |        | 2,760.00 |
|                         |           |                                |              |             | TOTAL: | 2,760.00 |
| Correct Equipment       | 4/6/2023  | Residential Test/Calibration   | Water Fund   | Water       |        | 403.57   |
|                         |           |                                |              |             | TOTAL: | 403.57   |
| DK Fab, Inc             | 3/31/2023 | Labor-repair 3-pt mount- mower | General Fund | Streets     |        | 495.00   |
|                         | 3/31/2023 | Labor-repair 3-pt mount- mower | Sewer Fund   | Sewer       |        | 495.00   |
|                         |           |                                |              |             | TOTAL: | 990.00   |
| DataVision Cooperative  | 4/6/2023  | Phone and internet service     | General Fund | Admin       |        | 503.48   |
|                         | 4/6/2023  | Phone and internet service     | General Fund | Police      |        | 268.28   |
|                         | 4/6/2023  | Phone and internet service     | General Fund | Streets     |        | 44.76    |
|                         | 4/6/2023  | Phone and internet service     | Water Fund   | Water       |        | 44.76    |
|                         | 4/6/2023  | Phone and internet service     | Sewer Fund   | Sewer       |        | 44.76    |
|                         |           |                                |              |             | TOTAL: | 906.04   |
| Davison Auto Parts      | 4/20/2023 | Parts for JD Tractor           | General Fund | Streets     |        | 2.65     |
|                         | 4/6/2023  | Diesel stblzr/degrsr generator | Water Fund   | Water       |        | 25.27    |
|                         | 4/6/2023  | Diesel stblzr/degrsr generator | Sewer Fund   | Sewer       |        | 25.27    |
|                         |           |                                |              |             | TOTAL: | 53.19    |
| Doc Titus               | 4/11/2023 | 2023 4th of July Entertainment | General Fund | Admin       |        | 200.00   |
|                         | 4/11/2023 | 2023 4th of July Entertainment | 4th of July  | 4th of July |        | 300.00   |
|                         |           |                                |              |             | TOTAL: | 500.00   |
| Elan Financial Services | 4/6/2023  | Conflict Strategies - Lunch    | General Fund | Admin       |        | 128.37   |
|                         | 4/6/2023  | Zoom Monthly Subscription      | General Fund | Admin       |        | 12.74    |
|                         | 4/6/2023  | CC Service Fees                | General Fund | Admin       |        | 168.43   |
|                         | 4/6/2023  | Hubbard car wash               | General Fund | Police      |        | 9.00     |
|                         | 4/6/2023  | FTEP Trng C Camacho            | General Fund | Police      |        | 300.00   |
|                         | 4/6/2023  | Body Lang Trng Rise/Mrshl/     | General Fund | Police      |        | 35.00    |
|                         | 4/6/2023  | PD Training                    | General Fund | Police      |        | 15.99    |
|                         | 4/6/2023  | Unit 4 Car Wash                | General Fund | Police      |        | 11.00    |
|                         | 4/6/2023  | Unit 5 Car Wash                | General Fund | Police      |        | 10.00    |
|                         | 4/6/2023  | Unit 5 Car Wash                | General Fund | Police      |        | 10.00    |
|                         | 4/6/2023  | Public works small tools       | General Fund | Streets     |        | 63.87    |
|                         | 4/6/2023  | Tool box organization/supplies | General Fund | Streets     |        | 29.64    |
|                         | 4/6/2023  | Tools and tools box for shop   | General Fund | Streets     |        | 556.13   |
|                         | 4/6/2023  | OACA Conf Reg - A Fernandez    | General Fund | Court       |        | 205.90   |
|                         | 4/6/2023  | OACA Membership Fernandez      | General Fund | Court       |        | 77.21    |
|                         | 4/6/2023  | OMA Dues - A Gilland           | General Fund | Council     |        | 106.00   |
|                         | 4/6/2023  | Public works small tools       | Water Fund   | Water       |        | 63.87    |
|                         | 4/6/2023  | Tool box organization/supplies | Water Fund   | Water       |        | 29.64    |
|                         | 4/6/2023  | Tools and tools box for shop   | Water Fund   | Water       |        | 556.13   |
|                         | 4/6/2023  | Water Dist II Exam Fee         | Water Fund   | Water       |        | 104.00   |
|                         | 4/6/2023  | Fittings-Chemical Feed Pump    | Water Fund   | Water       |        | 21.02    |
|                         | 4/6/2023  | Public works small tools       | Sewer Fund   | Sewer       |        | 63.86    |
|                         | 4/6/2023  | Tool box organization/supplies | Sewer Fund   | Sewer       |        | 29.64    |
|                         | 4/6/2023  | Tools and tools box for shop   | Sewer Fund   | Sewer       |        | 556.14   |
|                         | 4/6/2023  | Fittings-Chemical Feed Pump    | Sewer Fund   | Sewer       |        | 21.02    |
|                         |           |                                |              |             | TOTAL: | 3,184.60 |



City of Gervais  
Council Bill List  
March 30 - April 26, 2023

| Vendor               | Ck Date   | Description           | Fund                  | Department   |          | Amount |
|----------------------|-----------|-----------------------|-----------------------|--------------|----------|--------|
|                      |           |                       |                       |              |          |        |
| G.W. Hardware        | 4/6/2023  | Spray tractor parts   | State Tax Street Fund | Streets      | vement   | 24.57  |
|                      | 4/13/2023 | Grommet for banners   | State Tax Street Fund | Streets      | vement   | 22.97  |
|                      | 4/6/2023  | Spray tractor parts   | Water Fund            | Water        |          | 24.57  |
|                      | 4/6/2023  | Spray tractor parts   | Sewer Fund            | Sewer        |          | 24.57  |
|                      |           |                       |                       |              | TOTAL:   | 96.68  |
| Gillespie Graphics   | 4/6/2023  | Police Kit Install    | PD Vehicle Replace    | PD Vehicle R | epacemer | 475.00 |
|                      |           |                       |                       |              | TOTAL:   | 475.00 |
| HRA VEBA Plan        | 4/3/2023  | HRA VEBA Contribution | General Fund          | Admin        |          | 19.38  |
|                      | 4/3/2023  | HRA VEBA Contribution | General Fund          | Police       |          | 83.97  |
|                      | 4/3/2023  | HRA VEBA Contribution | General Fund          | Court        |          | 5.25   |
|                      | 4/3/2023  | HRA VEBA Contribution | State Tax Street Fund | Streets      |          | 54.23  |
|                      | 4/3/2023  | HRA VEBA Contribution | Water Fund            | Water        |          | 50.73  |
|                      | 4/3/2023  | HRA VEBA Contribution | Sewer Fund            | Sewer        |          | 50.73  |
|                      | 4/3/2023  | HRA VEBA Contribution | Storm Drain           | Storm        |          | 15.71  |
|                      |           |                       |                       |              | TOTAL:   | 280.00 |
| Harden Psychological | 4/20/2023 | Strategies conference | General Fund          | Admin        |          | 270.00 |
| Associates, P.C.     | 4/20/2023 | Strategies conference | General Fund          | Police       |          | 90.00  |
|                      | 4/20/2023 | Strategies conference | General Fund          | Streets      |          | 30.00  |
|                      | 4/20/2023 | Strategies conference | Water Fund            | Water        |          | 30.00  |
|                      | 4/20/2023 | Strategies conference | Sewer Fund            | Sewer        |          | 30.00  |
|                      |           |                       |                       |              | TOTAL:   | 450.00 |
| Hillyer's Ford       | 4/13/2023 | Passanger door handle | General Fund          | Streets      |          | 30.12  |
|                      | 4/13/2023 | Passanger door handle | Water Fund            | Water        |          | 30.12  |
|                      | 4/13/2023 | Passanger door handle | Sewer Fund            | Sewer        |          | 30.11  |
|                      |           |                       |                       |              | TOTAL:   | 90.35  |
| Hubbard Cleaners     | 4/6/2023  | Dry cleaners          | General Fund          | Police       |          | 60.00  |
|                      |           |                       |                       |              | TOTAL:   | 60.00  |

City of Gervais  
Council Bill List  
March 30 - April 26, 2023

| Vendor                   | Ck Date   | Description                    | Fund                  | Department |        | Amount   |
|--------------------------|-----------|--------------------------------|-----------------------|------------|--------|----------|
| Internal Revenue Service | 4/3/2023  | FICA                           | General Fund          | Admin      |        | 213.79   |
|                          | 4/7/2023  | FICA                           | General Fund          | Admin      |        | 82.37    |
|                          | 4/3/2023  | MEDICARE                       | General Fund          | Admin      |        | 50.01    |
|                          | 4/7/2023  | MEDICARE                       | General Fund          | Admin      |        | 19.27    |
|                          | 4/3/2023  | FICA                           | General Fund          | Police     |        | 2,731.00 |
|                          | 4/3/2023  | FICA                           | General Fund          | Police     |        | 36.62    |
|                          | 4/7/2023  | FICA                           | General Fund          | Police     |        | 82.38    |
|                          | 4/3/2023  | MEDICARE                       | General Fund          | Police     |        | 638.71   |
|                          | 4/3/2023  | MEDICARE                       | General Fund          | Police     |        | 8.56     |
|                          | 4/7/2023  | MEDICARE                       | General Fund          | Police     |        | 19.27    |
|                          | 4/3/2023  | FICA                           | General Fund          | Court      |        | 65.12    |
|                          | 4/7/2023  | FICA                           | General Fund          | Court      |        | 20.59    |
|                          | 4/3/2023  | MEDICARE                       | General Fund          | Court      |        | 15.23    |
|                          | 4/7/2023  | MEDICARE                       | General Fund          | Court      |        | 4.82     |
|                          | 4/3/2023  | FICA                           | State Tax Street Fund | Streets    |        | 483.24   |
|                          | 4/7/2023  | FICA                           | State Tax Street Fund | Streets    |        | 41.19    |
|                          | 4/3/2023  | MEDICARE                       | State Tax Street Fund | Streets    |        | 113.02   |
|                          | 4/7/2023  | MEDICARE                       | State Tax Street Fund | Streets    |        | 9.63     |
|                          | 4/3/2023  | FICA                           | Water Fund            | Water      |        | 474.26   |
|                          | 4/7/2023  | FICA                           | Water Fund            | Water      |        | 82.38    |
|                          | 4/3/2023  | MEDICARE                       | Water Fund            | Water      |        | 110.93   |
|                          | 4/7/2023  | MEDICARE                       | Water Fund            | Water      |        | 19.27    |
|                          | 4/3/2023  | FICA                           | Sewer Fund            | Sewer      |        | 474.26   |
|                          | 4/7/2023  | FICA                           | Sewer Fund            | Sewer      |        | 82.38    |
|                          | 4/3/2023  | MEDICARE                       | Sewer Fund            | Sewer      |        | 110.93   |
|                          | 4/7/2023  | MEDICARE                       | Sewer Fund            | Sewer      |        | 19.27    |
|                          | 4/3/2023  | FICA                           | Storm Drain           | Storm      |        | 144.22   |
|                          | 4/7/2023  | FICA                           | Storm Drain           | Storm      |        | 20.59    |
|                          | 4/3/2023  | MEDICARE                       | Storm Drain           | Storm      |        | 33.69    |
|                          | 4/7/2023  | MEDICARE                       | Storm Drain           | Storm      |        | 4.80     |
|                          |           |                                |                       |            | TOTAL: | 6,211.80 |
| John Deere Financial     | 4/13/2023 | Repair line JD tractor         | General Fund          | Streets    |        | 41.82    |
|                          | 4/20/2023 | Hydraulic fluid for JD tractor | General Fund          | Streets    |        | 42.41    |
|                          | 4/13/2023 | Weedspray WWTP, Well, Street   | General Fund          | Streets    |        | 158.32   |
|                          | 4/13/2023 | Rplcmnt Hose for spray tank    | State Tax Street Fund | Streets    |        | 7.99     |
|                          | 4/13/2023 | Repair line JD tractor         | Water Fund            | Water      |        | 41.82    |
|                          | 4/20/2023 | Hydraulic fluid for JD tractor | Water Fund            | Water      |        | 42.41    |
|                          | 4/13/2023 | Rplcmnt Hose for spray tank    | Water Fund            | Water      |        | 8.00     |
|                          | 4/13/2023 | Weedspray WWTP, Well, Street   | Water Fund            | Water      |        | 158.31   |
|                          | 4/13/2023 | Repair line JD tractor         | Sewer Fund            | Sewer      |        | 41.82    |
|                          | 4/20/2023 | Hydraulic fluid for JD tractor | Sewer Fund            | Sewer      |        | 42.42    |
|                          | 4/13/2023 | Rplcmnt Hose for spray tank    | Sewer Fund            | Sewer      |        | 8.00     |
|                          | 4/13/2023 | Weedspray WWTP, Well, Street   | Sewer Fund            | Sewer      |        | 158.31   |
|                          |           |                                |                       |            | TOTAL: | 751.63   |

City of Gervais  
Council Bill List  
March 30 - April 26, 2023

| Vendor                      | Ck Date   | Description                    | Fund         | Department |        | Amount   |
|-----------------------------|-----------|--------------------------------|--------------|------------|--------|----------|
|                             |           |                                |              |            |        |          |
| League of Oregon Cities     | 4/6/2023  | Job Posting                    | General Fund | Admin      |        | 20.00    |
|                             | 4/6/2023  | Member reg. spring conference  | General Fund | Admin      |        | 325.00   |
|                             |           |                                |              |            | TOTAL: | 345.00   |
| Mid-Willamette Valley COG   | 4/6/2023  | City Plannings Svcs            | General Fund | Admin      |        | 47.00    |
|                             |           |                                |              |            | TOTAL: | 47.00    |
| Mission Communications, LLC | 4/6/2023  | Water/Sewer Annual Svc         | Water Fund   | Water      |        | 623.40   |
|                             | 4/6/2023  | Water/Sewer Annual Svc         | Sewer Fund   | Sewer      |        | 1,126.80 |
|                             |           |                                |              |            | TOTAL: | 1,750.20 |
| Mission Square - 306717     | 4/3/2023  | 457B Contribution              | General Fund | Police     |        | 500.02   |
|                             |           |                                |              |            | TOTAL: | 500.02   |
| Moonlight Maintenance       | 4/20/2023 | Janitorial Service March       | General Fund | Admin      |        | 528.00   |
|                             |           |                                |              |            | TOTAL: | 528.00   |
| National Testing Network    | 4/6/2023  | Annual NTN Membership          | General Fund | Police     |        | 400.00   |
|                             |           |                                |              |            | TOTAL: | 400.00   |
| Northstar Chemical          | 4/13/2023 | Chlorine for water plant       | Water Fund   | Water      |        | 688.08   |
|                             | 4/6/2023  | Sodium Bisulfite               | Sewer Fund   | Sewer      |        | 729.78   |
|                             | 4/13/2023 | Chlorine for wastewater plant  | Sewer Fund   | Sewer      |        | 1,042.60 |
|                             |           |                                |              |            | TOTAL: | 2,460.46 |
| Oregon DEQ                  | 4/13/2023 | Annual Pmt Discharging Lagoons | Sewer Fund   | Sewer      |        | 2,669.00 |
|                             |           |                                |              |            | TOTAL: | 2,669.00 |

City of Gervals  
Council Bill List  
March 30 - April 26, 2023

| Vendor                       | Ck Date  | Description  | Fund                  | Department |        | Amount |
|------------------------------|----------|--------------|-----------------------|------------|--------|--------|
|                              |          |              |                       |            |        |        |
| Oregon Department of Revenue | 4/3/2023 | SUTA         | General Fund          | Admin      |        | 24.13  |
|                              | 4/7/2023 | SUTA         | General Fund          | Admin      |        | 9.30   |
|                              | 4/3/2023 | WORKERS COMP | General Fund          | Admin      |        | 0.82   |
|                              | 4/7/2023 | WORKERS COMP | General Fund          | Admin      |        | 0.09   |
|                              | 4/3/2023 | SUTA         | General Fund          | Police     |        | 308.32 |
|                              | 4/3/2023 | SUTA         | General Fund          | Police     |        | 4.13   |
|                              | 4/7/2023 | SUTA         | General Fund          | Police     |        | 9.30   |
|                              | 4/3/2023 | WORKERS COMP | General Fund          | Police     |        | 13.05  |
|                              | 4/3/2023 | WORKERS COMP | General Fund          | Police     |        | 0.24   |
|                              | 4/7/2023 | WORKERS COMP | General Fund          | Police     |        | 0.09   |
|                              | 4/3/2023 | SUTA         | General Fund          | Court      |        | 7.35   |
|                              | 4/7/2023 | SUTA         | General Fund          | Court      |        | 2.33   |
|                              | 4/3/2023 | WORKERS COMP | General Fund          | Court      |        | 0.28   |
|                              | 4/7/2023 | WORKERS COMP | General Fund          | Court      |        | 0.02   |
|                              | 4/3/2023 | SUTA         | State Tax Street Fund | Streets    |        | 54.57  |
|                              | 4/7/2023 | SUTA         | State Tax Street Fund | Streets    |        | 4.65   |
|                              | 4/3/2023 | WORKERS COMP | State Tax Street Fund | Streets    |        | 2.48   |
|                              | 4/7/2023 | WORKERS COMP | State Tax Street Fund | Streets    |        | 0.05   |
|                              | 4/3/2023 | SUTA         | Water Fund            | Water      |        | 53.54  |
|                              | 4/7/2023 | SUTA         | Water Fund            | Water      |        | 9.30   |
|                              | 4/3/2023 | WORKERS COMP | Water Fund            | Water      |        | 2.28   |
|                              | 4/7/2023 | WORKERS COMP | Water Fund            | Water      |        | 0.09   |
|                              | 4/3/2023 | SUTA         | Sewer Fund            | Sewer      |        | 53.54  |
|                              | 4/7/2023 | SUTA         | Sewer Fund            | Sewer      |        | 9.30   |
|                              | 4/3/2023 | WORKERS COMP | Sewer Fund            | Sewer      |        | 2.28   |
|                              | 4/7/2023 | WORKERS COMP | Sewer Fund            | Sewer      |        | 0.09   |
|                              | 4/3/2023 | SUTA         | Storm Drain           | Storm      |        | 16.30  |
|                              | 4/7/2023 | SUTA         | Storm Drain           | Storm      |        | 2.32   |
|                              | 4/3/2023 | WORKERS COMP | Storm Drain           | Storm      |        | 0.72   |
|                              | 4/7/2023 | WORKERS COMP | Storm Drain           | Storm      |        | 0.03   |
|                              |          |              |                       |            |        |        |
|                              |          |              |                       |            | TOTAL: | 590.99 |

City of Gervals  
Council Bill List  
March 30 - April 26, 2023

| Vendor              | Ck Date   | Description                   | Fund                  | Department |        | Amount    |
|---------------------|-----------|-------------------------------|-----------------------|------------|--------|-----------|
|                     |           |                               |                       |            |        |           |
| Oregon PERS         | 4/6/2023  | PERS TIER 2                   | General Fund          | Admin      |        | 117.92    |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | General Fund          | Admin      |        | 146.75    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | General Fund          | Admin      |        | 232.36    |
|                     | 4/6/2023  | PERS TIER 2                   | General Fund          | Police     |        | 577.80    |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | General Fund          | Police     |        | 239.54    |
|                     | 4/6/2023  | PERS OPSRP POLICE             | General Fund          | Police     |        | 3,070.42  |
|                     | 4/6/2023  | PERS PICKUP                   | General Fund          | Police     |        | 1,786.38  |
|                     | 4/6/2023  | PERS RETIREE                  | General Fund          | Police     |        | 583.02    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | General Fund          | Police     |        | 5,492.37  |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | General Fund          | Court      |        | 58.96     |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | General Fund          | Court      |        | 51.75     |
|                     | 4/6/2023  | PERS TIER 2                   | State Tax Street Fund | Streets    |        | 57.64     |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | State Tax Street Fund | Streets    |        | 430.14    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | State Tax Street Fund | Streets    |        | 428.16    |
|                     | 4/6/2023  | PERS TIER 2                   | Water Fund            | Water      |        | 129.69    |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | Water Fund            | Water      |        | 409.77    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | Water Fund            | Water      |        | 473.52    |
|                     | 4/6/2023  | PERS TIER 2                   | Sewer Fund            | Sewer      |        | 129.69    |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | Sewer Fund            | Sewer      |        | 409.77    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | Sewer Fund            | Sewer      |        | 473.52    |
|                     | 4/6/2023  | PERS TIER 2                   | Storm Drain           | Storm      |        | 28.84     |
|                     | 4/6/2023  | PERS OPSRP GENERAL            | Storm Drain           | Storm      |        | 126.36    |
|                     | 4/6/2023  | PPE 03/26/23 UAL DEBIT        | Storm Drain           | Storm      |        | 136.24    |
|                     |           |                               |                       |            | TOTAL: | 15,590.61 |
| Pamplin Media Group | 4/6/2023  | Newspaper subscription        | General Fund          | Admin      |        | 52.00     |
|                     |           |                               |                       |            | TOTAL: | 52.00     |
| Pitney Bowes        | 4/6/2023  | Pitney Bowes                  | General Fund          | Admin      |        | 4.49      |
|                     |           |                               |                       |            | TOTAL: | 4.49      |
| Platt Electric      | 4/6/2023  | Ballasts/Bulbs City Hall      | General Fund          | Admin      |        | 155.29    |
|                     |           |                               |                       |            | TOTAL: | 155.29    |
| Radarsign, LLC      | 4/6/2023  | Street/maintenance and repair | General Fund          | Streets    |        | 315.00    |
|                     |           |                               |                       |            | TOTAL: | 315.00    |
| Seth Lieuallen      | 4/13/2023 | 2022 Drinking water report    | Water Fund            | Water      |        | 125.00    |
|                     |           |                               |                       |            | TOTAL: | 125.00    |

City of Gervais  
Council Bill List  
March 30 - April 26, 2023

| Vendor                       | Ck Date  | Description                     | Fund         | Department |              | Amount    |
|------------------------------|----------|---------------------------------|--------------|------------|--------------|-----------|
|                              |          |                                 |              |            |              |           |
| Silverton Sand & Gravel      | 4/6/2023 | Gravel for street repairs       | General Fund | Streets    |              | 330.00    |
|                              | 4/6/2023 | Gravel for street repairs       | Water Fund   | Water      |              | 330.00    |
|                              | 4/6/2023 | Gravel for street repairs       | Sewer Fund   | Sewer      |              | 330.00    |
|                              |          |                                 |              |            | TOTAL:       | 990.00    |
| Zane Rise                    | 4/6/2023 | Dinner from training reimb      | General Fund | Police     |              | 52.50     |
|                              | 4/6/2023 | Gear reimbursement              | General Fund | Police     |              | 93.49     |
|                              | 4/6/2023 | Gear reimbursement              | General Fund | Police     |              | 189.00    |
|                              |          |                                 |              |            | TOTAL:       | 334.99    |
| Kamstrup Water Metering, LLC | 4/6/2023 | Metering software subscription  | Water Fund   | Water      |              | 841.58    |
|                              |          |                                 |              |            | TOTAL:       | 841.58    |
|                              |          |                                 |              |            | GRAND TOTAL: | 65,034.97 |
|                              |          |                                 |              |            |              |           |
|                              |          |                                 | Fund Totals  |            |              |           |
|                              | 100      | General Fund                    |              | 39,317.82  |              |           |
|                              | 110      | State Tax Street Fund           |              | 3,685.44   |              |           |
|                              | 200      | Water Fund                      |              | 8,717.21   |              |           |
|                              | 210      | Sewer Fund                      |              | 11,398.80  |              |           |
|                              | 215      | Storm Drain Fund                |              | 1,140.70   |              |           |
|                              | 310      | Police Vehicle Replacement Fund |              | 475.00     |              |           |
|                              | 345      | 4th of July                     |              | 300.00     |              |           |
|                              |          |                                 |              |            |              |           |
|                              |          | Total                           |              | 65,034.97  |              |           |

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City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

| General Fund                      |                   |                 |                |                   |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 1,018,435         | 941,987         | 92%            | 76,448            |
| Fees for Service                  | 35,000            | 19,078          | 55%            | 15,922            |
| Fines & Forfeitures               | 60,000            | 35,899          | 60%            | 24,101            |
| Licenses & Permits                | 9,250             | 10,262          | 111%           | (1,012)           |
| Intergovernmental Revenue         | 179,615           | 49,930          | 28%            | 129,685           |
| Other                             | -                 | -               | 0%             | -                 |
| Fund Balance                      | 245,766           | -               | 0%             | 245,766           |
| Total Revenue                     | 1,548,066         | 1,057,156       | 68%            | 490,910           |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Administration:                   |                   |                 |                |                   |
| Personal Services                 | 58,144            | 52,173          | 90%            | 5,971             |
| Materials & Services              | 143,379           | 121,763         | 85%            | 21,616            |
| Capital Outlay                    | 39,500            | 616             | 2%             | 38,884            |
| Transfers & Contingencies         | 104,150           | 64,150          | 62%            | 40,000            |
| Unappropriated Ending Balance     | 88,914            | -               | 0%             | 88,914            |
| Total Admin                       | 434,087           | 238,702         | 55%            | 195,385           |
| Police:                           |                   |                 |                |                   |
| Personal Services                 | 812,840           | 693,815         | 85%            | 119,025           |
| Materials & Services              | 172,398           | 115,325         | 67%            | 57,073            |
| Capital Outlay                    | 39,000            | 15,802          | 41%            | 23,198            |
| Total Police                      | 1,024,238         | 824,942         | 81%            | 199,296           |
| Streets:                          |                   |                 |                |                   |
| Materials & Services              | 32,978            | 23,564          | 71%            | 9,414             |
| Capital Outlay                    | 1,800             | 3,244           | 180%           | (1,444)           |
| Total Streets                     | 34,778            | 26,808          | 77%            | 7,970             |
| Parks:                            |                   |                 |                |                   |
| Materials & Services              | 10,414            | 5,636           | 54%            | 4,778             |
| Capital Outlay                    | 15,000            | 1,859           | 12%            | 13,141            |
| Total Parks                       | 25,414            | 7,495           | 29%            | 17,919            |
| Court:                            |                   |                 |                |                   |
| Personal Services                 | 17,982            | 15,396          | 86%            | 2,586             |
| Materials & Services              | 8,339             | 2,478           | 30%            | 5,861             |
| Total Court                       | 26,321            | 17,874          | 68%            | 8,447             |
| Council:                          |                   |                 |                |                   |
| Materials & Services              | 3,228             | 2,846           | 88%            | 382               |
| Total Council                     | 3,228             | 2,846           | 88%            | 382               |
| Total Expenditures                | 1,548,066         | 1,118,667       | 72%            | 429,399           |
| Total Revenues                    | 1,548,066         | 1,057,156       | 68%            | 490,910           |
| Revenue Over/(Under) Expenditures |                   | (61,511)        |                |                   |



City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**State Tax Street Fund**

|                                   | Current<br>Budget | Year to<br>Date         | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-------------------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                         |                |                   |
| General Government Tax Revenue    | 254,500           | 266,089                 | 105%           | (11,589)          |
| Intergovernmental Revenue         | 383,000           | 50,000                  | 13%            | 333,000           |
| Fund Balance                      | 809,855           | -                       | 0%             | 809,855           |
| <b>Total Revenue</b>              | <b>1,447,355</b>  | <b>316,089</b>          | <b>22%</b>     | <b>1,131,266</b>  |
| <b>Expenses</b>                   |                   |                         |                |                   |
| Personal Services                 | 179,268           | 112,887                 | 63%            | 66,381            |
| Materials & Services              | 146,696           | 67,787                  | 46%            | 78,909            |
| Capital Outlay                    | 711,000           | 710,999                 | 100%           | 1                 |
| Transfers & Contingencies         | 1,000             | 1,000                   | 100%           | -                 |
| Unappropriated Ending Balance     | 409,391           | -                       | 0%             | 409,391           |
| <b>Total Expenditures</b>         | <b>1,447,355</b>  | <b>892,674</b>          | <b>62%</b>     | <b>554,681</b>    |
| Revenue Over/(Under) Expenditures |                   | <u><u>(576,584)</u></u> |                |                   |

**Water Fund**

|                                   | Current<br>Budget | Year to<br>Date      | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|----------------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                      |                |                   |
| General Government Tax Revenue    | 900               | 4,967                | 552%           | (4,067)           |
| Fees for Services                 | 401,850           | 350,446              | 87%            | 51,404            |
| Fund Balance                      | 232,964           | -                    | 0%             | 232,964           |
| <b>Total Revenue</b>              | <b>635,714</b>    | <b>355,413</b>       | <b>56%</b>     | <b>280,301</b>    |
| <b>Expenses</b>                   |                   |                      |                |                   |
| Personal Services                 | 171,960           | 124,504              | 72%            | 47,456            |
| Materials & Services              | 128,156           | 86,145               | 67%            | 42,011            |
| Capital Outlay                    | 134,025           | 2,791                | 2%             | 131,234           |
| Debt Service                      | 38,210            | 15,594               | 41%            | 22,616            |
| Transfers & Contingencies         | 53,500            | 38,500               | 72%            | 15,000            |
| Unappropriated Ending Balance     | 109,863           | -                    | 0%             | 109,863           |
| <b>Total Expenditures</b>         | <b>635,714</b>    | <b>267,534</b>       | <b>42%</b>     | <b>368,180</b>    |
| Revenue Over/(Under) Expenditures |                   | <u><u>87,879</u></u> |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Sewer Fund**

|  | Current<br>Budget      | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|--|------------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                           |                        |                 |                |                   |
| General Government Tax Revenue           | 650                    | 2,406           | 370%           | (1,756)           |
| Fees for Services                        | 526,510                | 359,372         | 68%            | 167,138           |
| Intergovernmental Revenue                | 1,000,000              | -               | 0%             | 1,000,000         |
| Fund Balance                             | 161,113                | -               | 0%             | 161,113           |
| <b>Total Revenue</b>                     | <b>1,688,273</b>       | <b>361,778</b>  | <b>21%</b>     | <b>1,326,495</b>  |
| <b>Expenses</b>                          |                        |                 |                |                   |
| Personal Services                        | 171,963                | 124,504         | 72%            | 47,459            |
| Materials & Services                     | 163,578                | 212,127         | 130%           | (48,549)          |
| Capital Outlay                           | 1,119,025              | 58,121          | 5%             | 1,060,904         |
| Transfers & Contingencies                | 78,500                 | 63,500          | 81%            | 15,000            |
| Unappropriated Ending Balance            | 155,207                | -               | 0%             | 155,207           |
| <b>Total Expenditures</b>                | <b>1,688,273</b>       | <b>458,253</b>  | <b>27%</b>     | <b>1,230,020</b>  |
| <b>Revenue Over/(Under) Expenditures</b> | <b><u>(96,474)</u></b> |                 |                |                   |

**Storm Drain Fund**

|  | Current<br>Budget   | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|--|---------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                           |                     |                 |                |                   |
| General Government Tax Revenue           | 100                 | 426             | 426%           | (326)             |
| Fees for Services                        | 65,960              | 58,613          | 89%            | 7,347             |
| Fund Balance                             | 28,582              | -               | 0%             | 28,582            |
| <b>Total Revenue</b>                     | <b>94,642</b>       | <b>59,040</b>   | <b>62%</b>     | <b>35,602</b>     |
| <b>Expenses</b>                          |                     |                 |                |                   |
| Personal Services                        | 52,293              | 36,249          | 69%            | 16,044            |
| Materials & Services                     | 5,548               | 3,942           | 71%            | 1,606             |
| Capital Outlay                           | 19,500              | 19,500          | 100%           | 0                 |
| Unappropriated Ending Balance            | 17,301              | -               | 0%             | 17,301            |
| <b>Total Expenditures</b>                | <b>94,642</b>       | <b>59,691</b>   | <b>63%</b>     | <b>34,951</b>     |
| <b>Revenue Over/(Under) Expenditures</b> | <b><u>(651)</u></b> |                 |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Water Reserve Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 100               | 505             | 505%           | (405)             |
| Transfer in from Other Funds      | 15,000            | 15,000          | 100%           | -                 |
| Fund Balance                      | 30,185            | -               | 0%             | 30,185            |
| Total Revenue                     | 45,285            | 15,505          | 34%            | 29,780            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 45,285            | -               | 0%             | 45,285            |
| Unappropriated Ending Balance     | 45,285            | -               | 0%             | 45,285            |
| Total Expenditures                | 90,570            | -               | 0%             | 90,570            |
| Revenue Over/(Under) Expenditures |                   | <u>15,505</u>   |                |                   |

**D.A.R.E. Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 70                | 170             | 243%           | (100)             |
| Fees & Donations                  | 14,000            | 2,520           | 18%            | 11,480            |
| Fund Balance                      | 7,805             | -               | 0%             | 7,805             |
| Total Revenue                     | 21,875            | 2,690           | 12%            | 19,185            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Materials & Services              | 14,500            | 1,050           | 7%             | 13,450            |
| Unappropriated Ending Balance     | 7,375             | -               | 0%             | 7,375             |
| Total Expenditures                | 21,875            | 1,050           | 5%             | 20,825            |
| Revenue Over/(Under) Expenditures |                   | <u>1,640</u>    |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Police Vehicle Replacement Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 120               | 421             | 351%           | (301)             |
| Fees for Services                 | 650               | 604             | 93%            | 47                |
| Transfers In                      | 15,000            | 15,000          | 100%           | -                 |
| Fund Balance                      | 35,945            | -               | 0%             | 35,945            |
| Total Revenue                     | 51,715            | 16,025          | 31%            | 35,690            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 51,715            | 19,544          | 38%            | 32,171            |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 51,715            | 19,544          | 38%            | 32,171            |
| Revenue Over/(Under) Expenditures |                   | <u>(3,519)</u>  |                |                   |

**Capital Reserve Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 350               | 1,287           | 368%           | (937)             |
| Fees for Services                 | 15,615            | 13,000          | 83%            | 2,615             |
| Fund Balance                      | 70,149            | -               | 0%             | 70,149            |
| Total Revenue                     | 86,114            | 14,287          | 17%            | 71,827            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 86,114            | -               | 0%             | 86,114            |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 86,114            | -               | 0%             | 86,114            |
| Revenue Over/(Under) Expenditures |                   | <u>14,287</u>   |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Public Works Vehicle Replacement Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| Transfers In                      | 10,500            | 10,500          | 100%           | -                 |
| Fund Balance                      | -                 | -               | 0%             | -                 |
| Total Revenue                     | 10,500            | 10,500          | 100%           | -                 |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 10,500            | -               | 0%             | 10,500            |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 10,500            | -               | 0%             | 10,500            |
| Revenue Over/(Under) Expenditures | <u>10,500</u>     |                 |                |                   |

**Bike Path Construction Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 65                | 175             | 269%           | (110)             |
| Transfers In                      | 1,000             | 1,000           | 100%           | -                 |
| Fund Balance                      | 10,448            | -               | 0%             | 10,448            |
| Total Revenue                     | 11,513            | 1,175           | 10%            | 10,338            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 11,513            | -               | 0%             | 11,513            |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 11,513            | -               | 0%             | 11,513            |
| Revenue Over/(Under) Expenditures | <u>1,175</u>      |                 |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Parks Fund**

|  | Current<br>Budget | Year to<br>Date      | % of<br>Budget | Budget<br>Balance |
|--|-------------------|----------------------|----------------|-------------------|
| <b>Revenue</b>                           |                   |                      |                |                   |
| General Government Tax Revenue           | 300               | 1,251                | 417%           | (951)             |
| Fundraising                              | 2,500             | 255                  | 10%            | 2,245             |
| Intergovernmental Revenue                | 15,000            | -                    | 0%             | 15,000            |
| Transfers In                             | 42,500            | 42,500               | 100%           | -                 |
| Donations                                | 7,500             | -                    | 0%             | 7,500             |
| Fund Balance                             | 71,950            | -                    | 0%             | 71,950            |
| <b>Total Revenue</b>                     | <b>139,750</b>    | <b>44,006</b>        | <b>31%</b>     | <b>95,744</b>     |
| <b>Expenses</b>                          |                   |                      |                |                   |
| Materials & Services                     | 2,500             | 343                  | 14%            | 2,157             |
| Capital Outlay                           | 137,192           | 438                  | 0%             | 136,754           |
| Unappropriated Ending Balance            | 58                | -                    | 0%             | 58                |
| <b>Total Expenditures</b>                | <b>139,750</b>    | <b>781</b>           | <b>1%</b>      | <b>138,969</b>    |
| <b>Revenue Over/(Under) Expenditures</b> |                   | <u><u>43,225</u></u> |                |                   |

**Water SDC Fund**

|  | Current<br>Budget | Year to<br>Date      | % of<br>Budget | Budget<br>Balance |
|--|-------------------|----------------------|----------------|-------------------|
| <b>Revenue</b>                           |                   |                      |                |                   |
| General Government Tax Revenue           | 720               | 4,465                | 620%           | (3,745)           |
| Fees for Services                        | 41,206            | 88,555               | 215%           | (47,349)          |
| Fund Balance                             | 248,621           | -                    | 0%             | 248,621           |
| <b>Total Revenue</b>                     | <b>290,547</b>    | <b>93,020</b>        | <b>32%</b>     | <b>197,527</b>    |
| <b>Expenses</b>                          |                   |                      |                |                   |
| Capital Outlay                           | 290,547           | -                    | 0%             | 290,547           |
| Unappropriated Ending Balance            | -                 | -                    | 0%             | -                 |
| <b>Total Expenditures</b>                | <b>290,547</b>    | <b>-</b>             | <b>0%</b>      | <b>290,547</b>    |
| <b>Revenue Over/(Under) Expenditures</b> |                   | <u><u>93,020</u></u> |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Sewer SDC Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 3,000             | 13,707          | 457%           | (10,707)          |
| Fees for Services                 | 63,569            | 121,616         | 191%           | (58,047)          |
| Fund Balance                      | 814,099           | -               | 0%             | 814,099           |
| Total Revenue                     | 880,668           | 135,322         | 15%            | 745,346           |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Materials & Services              | -                 | 35,757          | 0%             | (35,757)          |
| Capital Outlay                    | 880,668           | -               | 0%             | 880,668           |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 880,668           | 35,757          | 4%             | 844,911           |
| Revenue Over/(Under) Expenditures |                   | <u>99,565</u>   |                |                   |

**Storm Water SDC**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 660               | 3,526           | 534%           | (2,866)           |
| Fees for Services                 | 18,557            | 39,881          | 215%           | (21,324)          |
| Fund Balance                      | 202,551           | -               | 0%             | 202,551           |
| Total Revenue                     | 221,768           | 43,407          | 20%            | 178,361           |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 221,768           | -               | 0%             | 221,768           |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 221,768           | -               | 0%             | 221,768           |
| Revenue Over/(Under) Expenditures |                   | <u>43,407</u>   |                |                   |



City of Gervais  
Revenue and Expenditure Report  
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**Parks SDC**

|                                   | Current<br>Budget | Year to<br>Date      | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|----------------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                      |                |                   |
| General Government Tax Revenue    | 750               | 4,168                | 556%           | (3,418)           |
| Fees for Services                 | 18,557            | 55,696               | 300%           | (37,139)          |
| Fund Balance                      | 237,630           | -                    | 0%             | 237,630           |
| <b>Total Revenue</b>              | <b>256,937</b>    | <b>59,863</b>        | <b>23%</b>     | <b>197,074</b>    |
| <b>Expenses</b>                   |                   |                      |                |                   |
| Capital Outlay                    | 256,937           | -                    | 0%             | 256,937           |
| Unappropriated Ending Balance     | -                 | -                    | 0%             | -                 |
| <b>Total Expenditures</b>         | <b>256,937</b>    | <b>-</b>             | <b>0%</b>      | <b>256,937</b>    |
| Revenue Over/(Under) Expenditures |                   | <u><u>59,863</u></u> |                |                   |

**4th of July**

|                                   | Current<br>Budget | Year to<br>Date     | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|---------------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                     |                |                   |
| General Government Tax Revenue    | 20                | -                   | 0%             | 20                |
| Fees for Services                 | 300               | 60                  | 20%            | 240               |
| Transfer In                       | 4,350             | 4,143               |                |                   |
| Fund Balance                      | 394               | -                   | 0%             | 394               |
| <b>Total Revenue</b>              | <b>5,064</b>      | <b>4,203</b>        | <b>83%</b>     | <b>654</b>        |
| <b>Expenses</b>                   |                   |                     |                |                   |
| Materials & Services              | 5,064             | 4,990               | 99%            | 74                |
| Unappropriated Ending Balance     | -                 | -                   | 0%             | -                 |
| <b>Total Expenditures</b>         | <b>5,064</b>      | <b>4,990</b>        | <b>99%</b>     | <b>74</b>         |
| Revenue Over/(Under) Expenditures |                   | <u><u>(786)</u></u> |                |                   |

City of Gervais  
Revenue and Expenditure Report  
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**Special Events**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 20                | 25              | 126%           | (5)               |
| Fees for Services                 | -                 | -               | 0%             | -                 |
| Fund Balance                      | 919               | -               | 0%             | 919               |
| Total Revenue                     | 939               | 25              | 3%             | 914               |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Materials & Services              | 939               | 146             | 16%            | 793               |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 939               | 146             | 16%            | 793               |
| Revenue Over/(Under) Expenditures |                   | <u>(121)</u>    |                |                   |

**American Rescue Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 307,768           | 316,261         | 103%           | (8,493)           |
| Fund Balance                      | 307,923           | -               | 0%             | 307,923           |
| Total Revenue                     | 615,691           | 316,261         | 51%            | 299,430           |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Capital Outlay                    | 615,691           | -               | 0%             | 615,691           |
| Unappropriated Ending Balance     | -                 | -               | 0%             | -                 |
| Total Expenditures                | 615,691           | -               | 0%             | 615,691           |
| Revenue Over/(Under) Expenditures |                   | <u>316,261</u>  |                |                   |

City of Gervais  
Revenue and Expenditure Report  
As of April 26, 2023

**Water Debt Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 100               | 363             | 363%           | (263)             |
| Transfers In                      | 20,000            | 20,000          | 100%           | -                 |
| Fund Balance                      | 21,657            | -               | 0%             | 21,657            |
| Total Revenue                     | 41,757            | 20,363          | 49%            | 21,394            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Debt Service                      | 20,100            | 19,996          | 99%            | 104               |
| Unappropriated Ending Balance     | 21,657            | -               | 0%             | 21,657            |
| Total Expenditures                | 41,757            | 19,996          | 48%            | 21,761            |
| Revenue Over/(Under) Expenditures |                   | <u>367</u>      |                |                   |

**Sewer Debt Fund**

|                                   | Current<br>Budget | Year to<br>Date | % of<br>Budget | Budget<br>Balance |
|-----------------------------------|-------------------|-----------------|----------------|-------------------|
| <b>Revenue</b>                    |                   |                 |                |                   |
| General Government Tax Revenue    | 250               | 590             | 236%           | (340)             |
| Transfers In                      | 60,000            | 60,000          | 100%           | -                 |
| Fund Balance                      | 65,898            | -               | 0%             | 65,898            |
| Total Revenue                     | 126,148           | 60,590          | 48%            | 65,558            |
| <b>Expenses</b>                   |                   |                 |                |                   |
| Debt Service                      | 60,240            | 60,159          | 100%           | 81                |
| Unappropriated Ending Balance     | 65,908            | -               | 0%             | 65,908            |
| Total Expenditures                | 126,148           | 60,159          | 48%            | 65,989            |
| Revenue Over/(Under) Expenditures |                   | <u>431</u>      |                |                   |

## Application to request for Innovative Readiness Training Civil-Military Partnership

- #9 – Congressional District (drop down lists Oregon 1 thru 5) Aren't we in 6?
- #16 – What other funding or support is your organization coordinating for this partnership
- #17 – List any facilities available at no expense for use the military during the assistance
- #18 – List any other contributions or resources that you or your network of partners may provide
- #19 – Describe how this project contributes to a long-term or broader vision
- #20 – Describe the beneficiaries of this project and when they will begin to benefit
- #23 – Describe the capacity to sustain the tangible value created by this project
- #24 – Is the project in an economically distressed area
- #25 – Describe the potential of this project to create positive civil-military relationships
- #32 – See attached land use permits at the end of application
- #34 – See attached environmental compliance documentation at the end of application

### Section XIII – Non-competition requirements

## IMPORTANT TIMELINE DATES

Community applications for FY24 missions were due September 30, 2022.

Community applications for FY25 missions are due by September 30, 2023.

Military applications for FY23 missions were due May 1, 2022.

Military applications for FY24 missions are due by May 1, 2023.

The military services may consider out of cycle requests on a case-by-case basis.

|  |  |
|--|--|
| <b>APPLICATION TO REQUEST FOR INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP</b> | OMB NO. COM_CO_2025_OR_0017201<br>OMB Control Number 0704-0583 |
|--|--|

The public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0583). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORMS ELECTRONICALLY USING THE SUBMIT BUTTON AT THE END OF THIS FORM.**

**PURPOSE:** This form is to be used by civil organizations or non-military government agencies requesting a civil-military Innovative Readiness Training civil-military partnership authorized by 10 U.S.C. § 2012. This form may also be used for similar requests under other authorities. Additional instructions are on page 5. Requests are contingent on military training needs and DOD resources

|                           |  |
|---------------------------|--|
| <b>1. EXPIRATION DATE</b> | Complete the form below to register and begin your application. Community application for FY20 missions were due September 30, 2018. Community applications for FY21 missions are due by September 30, 2019. Military applications for FY19 missions were due May 1, 2018. Military applications for FY21 missions are due by May 1, 2019. The military services may consider out of cycle requests on a case by case basis. |
|---------------------------|--|

**SECTION I — REQUESTING ORGANIZATION INFORMATION**

|  |   |
|--|---|
| <b>2. NAME OF ENTITY REQUESTING MILITARY SUPPORT</b> <i>(Community, Agency, State, Federal Department, Non-Profit Organization, etc.)</i><br>City of Gervais   |   |
| <b>3. HAS THIS ORGANIZATION PREVIOUSLY APPLIED FOR AND RECEIVED SUPPORT AND SERVICES FROM THE DEPARTMENT OF DEFENSE VIA AN INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |
| <b>4a. WHAT TYPE OF ORGANIZATION DO YOU REPRESENT?</b> Government (Federal, State, Local or Regional)  |   |
| <b>4b. IF A NON-PROFIT, WHICH NON-PROFIT ORGANIZATION DO YOU REPRESENT?</b> Other Non Profit   |   |
| <b>5a. STREET ADDRESS OR PO BOX</b><br>PO Box 329  | <b>5b. CITY</b> Gervais<br><b>5c. STATE</b> OR<br><b>5d. ZIP CODE</b> 97026 |

**SECTION II — PROJECT OVERVIEW**

|   |  |
|---|--|
| <b>6. PROJECT NAME</b> Assistance with designing and building a skate park  |  |
| <b>7. TYPE OF PROJECT</b> <input type="checkbox"/> Healthcare <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Diving <input type="checkbox"/> Transporting Items <input type="checkbox"/> Aerial Spray <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Civil Affairs <input type="checkbox"/> Other |  |
| <b>8. BRIEF PROJECT DESCRIPTION</b> (max 700 characters)<br>Assistance with designing and building a skate park. Could benefit our youth to see our military involved in the community. Would benefit our children to have something to do in town.   |  |

**SECTION III — PROJECT LOCATION(S)**

| <b>9. PHYSICAL LOCATION(S) OF PROJECT</b> <i>(continue in item 51 if needed)</i> |                |         |       |                   |  |  |                        |
|--|----------------|---------|-------|-------------------|--|--|------------------------|
| Location   | Street Address | City    | State | 5- digit Zip Code |  |  | Congressional District |
| #1   | 343 E Hemlock  | Gervais | OR    | 97026             |  |  | None                   |
| #2   | None           | None    | None  | None              |  |  | None                   |
| #3   | None           | None    | None  | None              |  |  | None                   |
| #4   | None           | None    | None  | None              |  |  | None                   |
| #5   | None           | None    | None  | None              |  |  | None                   |
| #6   | None           | None    | None  | None              |  |  | None                   |

|   |  |
|---|--|
| <b>10. DOES SOMEONE OTHER THAN THE REQUESTING ORGANIZATION OWN THE ABOVE REAL ESTATE OR REAL PROPERTY?</b><br><input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes, the property is titled to: the City of Gervais<br>IF "Yes" SELECTED IN BLOCK 10, ATTACH PROPERTY AND PERMISSION DOCUMENTATION BELOW. <span style="float: right;">See attachments section at end of application</span> |  |
| <b>11a. ARE THERE ANY RESTRICTIONS, LIMITED EASEMENTS, OR THIRD PARTY PERMISSIONS REQUIRED?</b><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(please explain):</i>   |  |
| <b>11b. IF "Yes" SELECTED IN BLOCK 11a, ATTACH PROPERTY ACCESS DOCUMENTATION BELOW.</b> <span style="float: right;">See attachments section at end of application</span>  |  |
| <b>12. WILL THIS ASSISTANCE TAKE PLACE ON A STATE OR FEDERAL MILITARY INSTALLATION (POST, FORT, BASE, OR OTHER FACILITY) OR ON PROPERTY OPERATED, LEASED, OWNED, OR OCCUPIED BY A FEDERAL OR STATE MILITARY ENTITY?</b><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(please explain):</i> None  |  |

OMB Control Number 0704-0583

# APPLICATION TO REQUEST FOR INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP

## SECTION IV — PROJECT TIMING

13. ARE THERE ANY LIMITATIONS WHEN TRAINING CANNOT BE CONDUCTED?

☐ Yes

☒ No

|                 | Start Date | End Date | Reason for Restriction |
|-----------------|------------|----------|------------------------|
| 1st Restriction | None       | None     | None                   |
| 2nd Restriction | None       | None     | None                   |

14. DO YOU HAVE PREFERENCES ON WHEN THIS ASSISTANCE IS PROVIDED?

☐ Yes (explain details below) ☒ No

|            | Start Date | End Date | Reason for time |
|------------|------------|----------|-----------------|
| 1st choice | None       | None     | None            |
| 2nd choice | None       | None     | None            |

15. DESCRIBE ANY SPECIAL EVENTS, HOLIDAYS, ACTIVITIES, OR LOCAL ISSUES THAT MAY BE ONGOING DURING THE TRAINING. INCLUDE ANY SITUATIONS THAT THE MILITARY SHOULD BE AWARE OF THAT MAY AFFECT THEIR ACTIVITIES IN THE COMMUNITY.  
The only festivals we have is for the 4th of July

## SECTION V — ADDITIONAL RESOURCES

16. WHAT OTHER FUNDING OR SUPPORT IS YOUR ORGANIZATION COORDINATING FOR THIS PARTNERSHIP?

| Amount | Actual or Expected Date | Funding Type or Source |
|--------|-------------------------|------------------------|
| \$0.00 | None                    | None                   |
| \$0.00 | None                    | None                   |
| \$0.00 | None                    | None                   |

17. LIST ANY FACILITIES AVAILABLE AT NO EXPENSE FOR USE BY THE MILITARY DURING THE ASSISTANCE

|            | Location | Purpose | Feature |
|------------|----------|---------|---------|
| Facility 1 | None     | None    | None    |
| Facility 2 | None     | None    | None    |
| Facility 3 | None     | None    | None    |
| Facility 4 | None     | None    | None    |
| Facility 5 | None     | None    | None    |
| Facility 6 | None     | None    | None    |

18. LIST ANY OTHER CONTRIBUTIONS OR RESOURCES THAT YOU OR YOUR NETWORK OF PARTNERS MAY PROVIDE

Materials

## SECTION VI — PROJECT SIGNIFICANCE

19. DESCRIBE HOW THIS PROJECT CONTRIBUTES TO A LONG-TERM OR BROADER VISION

None

20. DESCRIBE THE BENEFICIARIES OF THIS PROJECT AND WHEN THEY WILL BEGIN TO BENEFIT

None



**APPLICATION TO REQUEST FOR INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP**

21. DESCRIBE THE LOCAL, REGIONAL, STATE, OR TRIBAL GOVERNMENT SUPPORT FOR THIS PROJECT

None

22. DESCRIBE THE NETWORK OF PARTNERSHIPS AND STAKEHOLDERS TO BE ENGAGED TO CARRY OUT THIS PROJECT

None

23. DESCRIBE THE CAPACITY TO SUSTAIN THE TANGIBLE VALUE CREATED BY THIS PROJECT

None

24. IS THE PROJECT IN AN ECONOMICALLY DISTRESSED AREA?

☒ No☐ Yes, unemployment rate at least one percentage point above the national unemployment rate during the last 24 months☐ Yes, per capita income 80 percent or less of the national average per capita income☐ Yes, other special need: None

25. DESCRIBE THE POTENTIAL OF THIS PROJECT TO CREATE POSITIVE CIVIL-MILITARY RELATIONSHIPS

None

**SECTION VII — MEDICAL PROJECTS ONLY**

26. CIVILIAN HEALTH ORGANIZATION SUPERVISOR OVERSEEING THE MEDICAL TRAINING

26a. TITLE None

26b. FIRST NAME None

26c. LAST NAME None

26d. WORK PHONE None

26e. EMAIL ADDRESS None

27. LIST THE COMMUNITIES WHERE THE TRAINING WILL TAKE PLACE (Community and State are pre-populated from Item 9)

| Location | Community or City Name | State | Estimated Patient Load | Location | Community or City Name | State | Estimated Patient Load |
|----------|------------------------|-------|------------------------|----------|------------------------|-------|------------------------|
| #1       | None                   | None  | None                   | #4       | None                   | None  | None                   |
| #2       | None                   | None  | None                   | #5       | None                   | None  | None                   |
| #3       | None                   | None  | None                   | #6       | None                   | None  | None                   |

28. PRIORITIZE THE SERVICES TO BE PROVIDED. (1 is the highest priority and 5 is the lowest priority)

1 Family practice 1 Dental 1 Optometry 1 Behavioral health 1 Veterinary

29. PLEASE ATTACH BELOW A DESCRIPTION OF THE CREDENTIALING AND PRIVILEGING PROCESS AND TIMELINES YOUR ORGANIZATION WILL USE FOR MILITARY MEDICAL PROFESSIONALS WHO ARE NOT LICENSED IN THE STATE WHERE THE PARTNERSHIP WILL TAKE PLACE.

**SECTION VIII — CONSTRUCTION PROJECTS ONLY**

30. TYPE OF CONSTRUCTION TRAINING (Choose either or both)

☒ Vertical (Structures)☒ Horizontal (Earthwork)

31. SEE ATTACHED BLUE PRINTS, DESIGNS, OR DRAWINGS AT THE END OF APPLICATION

32. SEE ATTACHED LAND USE PERMITS AT THE END OF APPLICATION

33. SEE ATTACHED RIGHT-OF-WAY PERMITS AT THE END OF APPLICATION

**SECTION IX — ENVIRONMENTAL COMPLIANCE (CONSTRUCTION, DIVING, AND AERIAL SPRAY PROJECTS ONLY)**

34. SEE ATTACHED ENVIRONMENTAL COMPLIANCE DOCUMENTATION AT THE END OF APPLICATION

**SECTION X — NON-PROFIT ORGANIZATIONS NOT LISTED IN 32 USC § 508 ONLY**

35. SEE ATTACHED ORGANIZATION 501(C)3 LETTER FROM THE IRS AT THE END OF APPLICATION

36. SEE ATTACHED ORGANIZATION ARTICLES OF INCORPORATION AT THE END OF APPLICATION

37. SEE ATTACHED ORGANIZATION BY-LAWS AT THE END OF THIS APPLICATION

**SECTION XI — CERTAIN FEDERAL, REGIONAL, STATE, OR LOCAL GOVERNMENT ORGANIZATIONS ONLY**

38. ATTACH CHARTER OR FOUNDING LAW AT THE END OF THIS APPLICATION TO CLARIFY ORGANIZATION QUALIFICATION AS A GOVERNMENT ENTITY

☒ N/A**SECTION XII — INDIAN TRIBAL ENTITIES OR ALASKA NATIVE GOVERNMENTS ONLY**

39. MY ENTITY IS LISTED IN THE FEDERAL REGISTRY AS ELIGIBLE TO RECEIVE SERVICES FROM THE US BUREAU OF INDIAN AFFAIRS.

☐ Yes (Date: Not Applicable) ☒ No



| APPLICATION TO REQUEST FOR INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP  |  |   |
|--|--|---|
| <b>SECTION XIII — NON-COMPETITION REQUIREMENTS</b>   |  |   |
| 40a. TYPE OF PUBLIC NOTICE:  | 40b. DATE #1 <u>None</u>               | 40c. DATE #2 <u>None</u>  |
| 41. SEE ATTACHED COPIES OF THE NON-COMPETITION PUBLIC NOTICES LISTED IN ITEM 40 AT THE END OF THIS APPLICATION   |  |   |
| 42. SEE ATTACHED THE AFFIDAVIT OF PUBLICATION FOR THE PUBLIC NOTICES LISTED IN ITEM 40 AT THE END OF THIS APPLICATION  |  |   |
| 43. IF THIS IS A CONSTRUCTION REQUEST, I CERTIFY THAT I HAVE LISTED THIS CONSTRUCTION PROJECT ON THE FEDERAL, STATE, COUNTY, AND/OR CITY REGISTERS FOR CONSTRUCTION PROJECTS ACCORDING TO FEDERAL, STATE, COUNTY, AND/OR CITY CONTRACT LAW OR CONTRACT BID PROCESSES.  |  | <input type="checkbox"/> Yes (Date: <u>None</u> ) <input checked="" type="checkbox"/> No                      |
| 44. WERE THERE RESPONSES OR INQUIRIES RELATED TO THE NON-COMPETITION PUBLIC NOTICE REQUIREMENTS?   |  | <input type="checkbox"/> Yes (explain how they were adjudicated below) <input checked="" type="checkbox"/> No |
| None   |  |   |
| 45. I CERTIFY THAT THIS ASSISTANCE IS NOT REASONABLY AVAILABLE FROM A COMMERCIAL ENTITY OR (IF SO AVAILABLE), THE COMMERCIAL ENTITY THAT WOULD OTHERWISE PROVIDE SUCH SERVICES HAS AGREED TO THE PROVISION OF SUCH SERVICES BY THE ARMED FORCES.   |  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| <b>SECTION XIV — AGREEMENTS AND CERTIFICATIONS</b>   |  |   |
| 46. I CERTIFY THAT I HAVE AUTHORITY TO ENTER INTO BINDING AGREEMENTS ON BEHALF OF MY ORGANIZATION.   |  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| 47. I CERTIFY THAT I HAVE AUTHORITY TO COMMIT RESOURCES OR FUNDS ON BEHALF OF MY ORGANIZATION.   |  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| 48. I AGREE TO THE FOLLOWING RELEASE AND HOLD HARMLESS AGREEMENT:  |  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| <p>This request for assistance is subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1) Military support will be limited to that which is preapproved by the Department of Defense (DOD).</li> <li>2) Support is limited to personnel and equipment only.</li> <li>3) All military personnel and equipment will remain under the control and supervision of the military unit providing the support and services.</li> </ol> <p>I agree on behalf of my organization and its agents, to:</p> <ol style="list-style-type: none"> <li>1) Release the DOD, its subordinate units, its officers, military personnel, employees, agents, and servants from any claim, demand, action, liability, or suit of any nature whatsoever for or on account of any injury, loss, or damage to the requesting organization and its agents arising from or in any way connected with the military personnel support, excluding, however, any injury, loss, or damage arising solely from the intentional torts or gross negligence of the military personnel or its agents.</li> <li>2) Indemnify, defend, and hold harmless the DOD, its subordinate units, officers, military personnel, employees, agents, and servants from any claim, demand, action, liability, or suit of any nature whatsoever for or on account of any injury, loss, or damage to any third person or third person's property arising from or in any way connected with the IRT military support, excluding, however, those arising solely from the intentional torts or gross negligence of the military personnel or its agents.</li> </ol> <p>With full understanding of the condition and agreements stated above, the undersigned requesting official, who is authorized to execute this document which is binding on his or her organization and all assigns, heirs, executors, beneficiaries, and derivative claimants, hereby executes this release of liability and hold harmless agreement.</p> |  |   |
| <b>SECTION XV — REQUESTING OFFICIAL</b>  |  |   |
| 49. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives and personnel from the Military Services volunteer for projects based on military training value. Service Members may contact me to better understand the requirement, to discuss potential plans, or to inform me of their inability to support this request. I also understand this request is subject to military training funds availability and that military operational commitments must take priority and can preclude partnership participation at any time during the process.  |  |   |
| 49a. TITLE <u>None</u>   | 49b. FIRST NAME <u>None</u>            | 49c. LAST NAME <u>None</u>  |
| 49d. JOB TITLE <u>None</u>   |  |   |
| 49e. WORK PHONE <u>None</u>  | 49f. CELL PHONE (Optional) <u>None</u> |   |
| 49g. EMAIL ADDRESS <u>None</u>   |  |   |
| 49h. SIGNATURE <u>null</u>   |  | 49i. DATE <u>None</u>   |
| <b>SECTION XVI — ADDITIONAL POINT OF CONTACT INFORMATION (Optional)</b>  |  |   |
| 50. If you prefer that we contact another person for follow-up correspondence on this request, please designate that person here.  |  |   |
| 50a. TITLE <u>None</u>   | 50b. FIRST NAME <u>None</u>            | 50c. LAST NAME <u>None</u>  |
| 50d. WORK PHONE <u>None</u>  | 50e. CELL PHONE <u>None</u>            |   |
| 50f. EMAIL ADDRESS <u>None</u>   |  |   |

OMB Control Number 0704-0583

**APPLICATION TO REQUEST FOR INNOVATIVE READINESS TRAINING CIVIL-MILITARY PARTNERSHIP**

**SECTION XVII — OTHER (Optional)**

51. OTHER (Optional. This block can be used for continuing other blocks or additional details. Attach another sheet if needed.)

None

None

## INSTRUCTIONS

Please distribute, complete, sign, and submit this document digitally to the maximum extent possible.

**Item 3.** Check "Yes" if your organization has submitted an application in the past AND a military unit or personnel provided support or services.

**Item 4a.** This helps us determine your eligibility for the program. "Other Federal, Regional, State, or Local government" should be selected from the dropdown menu if a founding law or charter would typically need to be cited to clarify your organization's status as a Federal, regional, State, or local governmental entity. Examples of these organizations might include economic development entities, airports, hospitals, and enterprises established by legislative action.

**Item 4b.** Some youth and charitable organizations are specifically listed as eligible in the law and can be selected here. You may find a list of these organizations in 32 U.S.C. §508.

**Item 5.** This is the address for the organization requesting assistance, which may not be the same as the assistance location.

**Item 9.** Add as many locations as needed. Continue in Item 51 if more locations are needed

- You may omit the street address for locations that do not have a street address.
- GPS coordinates may be found at: <http://www.gps-coordinates.net>. Please specify GPS coordinates in decimal degree format.
- US Congressional Districts may be found at <http://www.house.gov/representatives/ind/>.

**Item 10.** The requesting organization must have clear title to the real estate or real property where the assistance will take place or provide ownership documentation along with permission to use the real estate or real property.

**Item 11.** The requesting organization must demonstrate legal access for the military to provide the assistance requested in this application.

**Item 12.** Support and services requested in this application are incidental to military training. The incidental benefits, outside of military training, should accrue to eligible organizations and activities outside the DOD. IRT projects, therefore, generally do not take place on a State or Federal military installation or on property operated, leased, owned or occupied by military entities. If you check "Yes" in block 12, please provide evidence that 1) the tangible benefit of the requested assistance clearly accrues to eligible organizations and activities outside the DOD and 2) the assistance strengthens civil-military relations.

**Item 13.** The amount of time military members will be at the project site may be estimated in hours, days, weeks, months, or years. This form should not be used for requests that require less than 100 hours of military assistance.

**Item 16.** Materials and funding that will be matched with the military assistance should be listed here. Examples include your organization's internal budget, private donations, grants, and Federal or State appropriations.

**Item 17a.** Some facilities might be required to host the assistance, such as a location to host a medical or dental clinic, a pier or barge to support diving operations, or a loading dock to facilitate transporting items. Other facilities such as schools, community centers, or places of worship might be needed and available to support military personnel including lodging, shower facilities, dining facilities, and fitness facilities.

**Item 21.** Projects should be coordinated with civilian officials to ensure that the assistance meets a valid need and does not duplicate other available public services.

**Item 22.** To the maximum extent practicable, assistance is provided in conjunction with, rather than separate from, civilian efforts.

**Item 24.** One measure of economic distress is defined in 13 CFR §301.3(a)(1). You can find data for your community at <http://www.stateamerica.org>. Other special needs include substantial out-migration or population loss, underemployment, military base closure or realignment, defense contractor reductions-in-force, Department of Energy defense-related funding reductions, natural or other major disasters or emergencies, extraordinary depletion of natural resources, closing or restructuring of an industrial firm or loss of other major employer, or negative effects of changing trade patterns.

**Item 26.** The civilian health organization supervisor is the medical professional responsible for ensuring all participating local, regional,

State, and Federal entities conform to all applicable local, State, and Federal laws that regulate healthcare delivery within the State or territory. This supervisor will verify and document responsible individuals to: 1) handle and dispose of medical waste; 2) comply with the Clinical Laboratory Improvement Act (CLIA); 3) provide credentialing or privileges for military health care providers to include basic life support, and if applicable, advance trauma/cardiac requirements (strictest requirement applies); 4) develop an initial emergency evacuation plan for incidents; 5) develop a follow-up care plan for patient continuity of care; and 6) plan for handling patients' records for continuity of care and Privacy Act issues.

**Item 29.** Military medical professionals are not necessarily practicing in the state where the partnership takes place. The requesting organization must facilitate the credentialing and privileging process. For an overview of credentialing and privileging, see: [http://www.jointcommission.org/assets/t/6/AHC\\_who\\_what\\_when\\_and\\_where\\_credentiaing\\_booklet.pdf](http://www.jointcommission.org/assets/t/6/AHC_who_what_when_and_where_credentiaing_booklet.pdf).

**Section VIII.** This information is required to evaluate the request for military training value and to determine eligibility for assistance.

**Section IX.** Construction, aerial spray, diving, and sometimes other types of projects must comply with the National Environmental Policy Act (NEPA). Organizations and entities requesting military assistance serve as the lead agency and must document NEPA compliance. For more information, contact your local environmental permitting entity and review the NEPA review process at: <http://www2.epa.gov/nepa/national-environmental-policy-act-review-process>.

**Section X.** This information is required to determine the legal eligibility of a non-profit organization for assistance. These documents are required for all non-profits not listed in the drop-down menu in Item 4b. Organizations in 32 USC §508 do not need to submit these documents.

**Item 35.** IRS letters should be dated within 10 years of the date on this application. If you have an older letter, please request an affirmation letter from the IRS at: <http://www.irs.gov/Charities-&Non-Profits>.

**Section XI.** You only need to provide this information if you selected "Other Federal, regional, State, or local government" for Item 4a. See instructions for Item 4a for further explanation.

**Section XII.** This information is required to ensure the assistance does not compete with the private sector. The potential assistance must be advertised on two separate dates in a public forum such as a newspaper, radio, community bulletin, or town hall meeting. The advertisements or the forum minutes must be attached to this application along with their invoices (if applicable). An affidavit shall document that the public notices were made. The public notices should not contain references to funding availability, though follow-on conversations to adjudicate public interest may include funding availability. A [sample public notice](#) is posted on the IRT public website.

**Item 43.** Additional advertisements to document non-competition may be required by Federal, State, or local law for construction projects.

**Item 44.** Please describe the nature of any inquiries related to competition with commercial entities and how any concerns were resolved.

**Item 49h.** Signature is enabled when the application is complete. We encourage using electronic transactions and electronic signatures in accordance with title XVII of Public Law 105-277, commonly known as the "Government Paperwork Elimination Act," and Public Law 106-229, commonly known as the "Electronic Signatures in Global and National Commerce Act".

**Submit button.** This button sends an email to request space on the IRT collaboration platform where this document can be posted in order to find a volunteer military unit. Collaboration workspaces are built by October 15th for applications received by the September 30th deadline.

### DEPARTMENT OF DEFENSE INNOVATIVE READINESS TRAINING PROGRAM CONTACT INFORMATION

Website: <http://irt.defense.gov>

Email: [OSD.IRT@mail.mil](mailto:OSD.IRT@mail.mil)

Mailing address: OASD/M&RA(RI),

Attention: Innovative Readiness Training Program  
1500 Defense Pentagon, Room 2E565  
Washington DC 20301-1500

\*Hyperlinks do not constitute DOD endorsement of the web sites or the information, products, or services contained therein.



9a

As of 4/28/2023

**City of Gervais**  
**Activity Tracker - In progress**

**New city website**

**Date:** 05/2021 **Summary:** Update city's website

**Staff:** Abby/Susie

**Progress Report (Most recent listed first)**

**5/3 Update Design has begun!**

Council approved CivicPlus for new website at 3/2/23 Council Meeting

Process is started and project should be done in 3-4 months.

- Proposals and recommendation are included in this council packet.
- Staff will recommend a vendor at the March council meeting.
- Denise and Susie have looked at one demo from Civics Plus/Municode. Will look at a couple more.
- Starting to schedule meetings to demo.
- In FY 2022-23 budget.
- Will budget for new website in 2022-23.
- Should pick this back up and research more costs/companies for follow-up discussion.
- Introduced at 5/6/21 council meeting.

**Wastewater Transfer Pump, Forced Main and Aeration Upgrades**

**Date:** 3/19/2022 **Summary:** Upgrade wastewater treatment

**Staff:** Susie/Kyle

**Progress Report (Most recent listed first)**

- Design is nearly complete and will be going out to bid soon.
- In design.
- Council to approve award agreement July 7th.
- Marion County is working on award contract so that City can begin project design.
- City awarded \$1 million from Marion County ARPA Round 1 to use for this project.

**Park Lighting**

**Date:** 10/7/2021 **Summary:** Need deterrent for vandalism.

**Staff:** Susie/Kyle

**Progress Report (Most recent listed first)**

At the 3/2 council meeting, council authorized working with PGE on getting 12 park lights installed.

- Susie reached out to PGE for options. Waiting to hear back from PGE options.
- S & S Electrical - \$25,300.
- John has met with electrician to work on a base plan with cost estimate for the council to
- Estimate is \$5000 and should be budgeted for next year. In FY 2022-23 Budget.
- John will provide lighting options and pricing on 1/6.
- Susie to look at budget once approximate costs are known.
- Researching pricing and options. John R will report at 12/2/21 council meeting.

**City of Gervais**  
**Activity Tracker - In progress**

As of 4/28/2023

**WWTP Poplar Tree Crop Restoration**

**Date:** Feb. 2021    **Summary:** Ice storm damaged tree farm - near total loss    **Staff:** Susie/Kyle

**Progress Report (Most recent listed first)**

**5/3 Update Replanting trees currently**

- Complete and working towards getting FEMA reimbursement.
- Fencing repair not complete and there is some site work left to be finished.
- Getting ready to submit for reimbursement for FEMA funding. Logs have been removed and burned.
- All irrigation zones are finished. Logs are being removed and fence is last to be repaired/replaced.
- Project is nearly finished with 2 zones left to finish and the fence repair/replacement.
- Two more zones have been completed and are near operational status.
- Work began on 2/22 and 8 of the 10 zones have trees cleared away. Zones 2-5 are operational, trees are planted and new irrigation is installed.
- The contract was signed and work is expected to begin in the next 3-4 weeks.
- An insurance claim has been submitted to CIS. The claim was approved.
- Funding provided by FEMA and Business Oregon. Onsite FEMA inspection 11/18/21.
- Bid opening was 10/27/21. Council gave intent to award contract to Advanced Land Management on 11/4/21 for \$228,000.

**Share Grant Writer Services with Gervais School District**

**Date:** 11/4/2021    **Summary:** Community development opportunities    **Staff:** Susie

**Progress Report (Most recent listed first)**

- City needs to identify projects and make a plan in order to apply for grants.
- SD working on contract for services, Hilda researching T-Mobile grant for park lighting, lighting on SD walking trail, garbage cans, cameras, etc. T-Mobile grant deadline is June.
- Hilda Rosselli presented at the joint meeting with the SD. She has access to grant programs, but City needs to identify projects and have plans such as park lighting.
- Susie and Dandy met with a new potential grant writer who will provide a proposal for her work.
- Susie & Dandy were notified on 11/30 that she cannot commit to the work. Susie is checking with COG for same services.
- Council moved to partner with Gervais SD on grant writing services of Lisa Leslie 11/4/21 and contribute \$5,000.

**City of Gervais**  
**Activity Tracker - In progress**

As of 4/28/2023

**Skate Park**

**Date:** 10/20/2021 **Summary:** Youth requested council to build a skate park **Staff:** Susie/Kyle

**Progress Report (Most recent listed first)**

**5/3 Update Application to National Guard is in process**

- Council authorized Laura Clifton to complete application with National Guard. Susie shared login information with Laura on 3/10/23.
- Susie will propose that council or committee member complete the application to the National Guard for Community Assistance.
- Susie created an account on the National Guard website.
- Basketball tournament has been cancelled and may be rescheduled.
- \$3,000 raised from circus ticket sales.
- John cancelled fence rental for 4th St because the tournament has been moved to Sacred Heart.
- Ad Hoc committee to report progress on 3 on 3 basketball fundraiser. Tournament registration and flyer are on city's website and also available at City Hall.
- Waiting for response from Sacred Heart meeting on 01/18. Ad Hoc committee continues to provide updates to council.
- Laura Clifton provided an update on 12/2 council meeting on location possibilities. She will be attending a meeting with Sacred Heart on 1/18.
- Assigned to Ad Hoc Committee at the October council meeting.

**Sam Brown House**

**Date:** 2020 **Summary:** Relocate house inside Gervais city limits **Staff:** CPT

**Progress Report (Most recent listed first)**

- Gervais CPT has taken this on as a project. Staff will work with that group.
  - There's been some citizen interest, researching the project and sharing information with staff. More to come at 9/1 council meeting.
  - Have not heard from owner. This has been on the back burner with so many other active projects happening.
  - John talked with house owner. Owner will make a request for extension to move.
  - Susie received email from somebody on restoration.
  -
- Waiting to hear back from owner and to figure out funding options for moving and restoration.



**City of Gervais**  
**Activity Tracker - In progress**

As of 4/28/2023

**CERT Training**

**Date:** Ongoing **Summary:** Emergency preparedness **Staff:** Council

**Progress Report (Most recent listed first)**

- Councilor Wagner provided training dates coming up, starting on 2/27 and ending on 4/1.
- At the 9/1/22 council meeting, Councilor Wagner provided training dates for September.
- In progress. Training TBD.

**Partnership with Sacred Heart**

**Date:** 2020 **Summary:** Opportunities for park land **Staff:** TBD

**Progress Report (Most recent listed first)**

- Committee report on April 7th indicated a "no go" for skate park, but would be open to other ideas not involving permanent park implements.
- The committee decided to present the other options to city council.
- Mayor Gilland received advance notice that they did not want anything that permanent on the property.
- Parks and Rec meeting with Sacred Heart March 15th at 6:30 to hear their decision on leasing the property on the corner of 5th St.
- Waiting for response from Sacred Heart meeting on 01/18.
- City staff met with Sacred Heart in 2020 to discuss a possible partnership with the Church on providing land for a park.

**Discussion on using ARPA Funds**

**Date:** 04/2021 **Summary:** American Rescue Plant Act **Staff:** Susie/Council

**Progress Report (Most recent listed first)**

- <https://www.orcities.org/resources/reference/arp/arp-webinar>
- Funds to be allocated by 12/31/24.
- Council needs to have a discussion on how funds should be used in accordance with US Treasury Guidance.
- Introduced at 4/1/21 council meeting. Received \$306,568 on 8/23/21 (first tranche). Total expected is \$562,000.



**City of Gervais**  
**Activity Tracker - In progress**

As of 4/28/2023

**Veterans Memorial Wall**

**Date:** 12/2/2021 **Summary:** Honor Veterans

**Staff:** Council

**Progress Report (Most recent listed first)**

- Councilor Gonzalez to give an update on May council meeting.
- Mayor Gilland indicated a committee would be formed and Councilor Foreman volunteered for the committee.
- There have been discussions on locations.
- Mayor Gilland and Laura Clifton watched a webinar.
- Councilor Gonzalez researching.

**Solids Collector @ Lagoons**

**Date:** 6/2/2022 **Summary:** Aide in removing solids to preserve tmt system

**Staff:** Susie/Kyle

**Progress Report (Most recent listed first)**

- Currently in design.
- Cost will be covered with Wastewater SDC funds.
- City Engineer is working on design.
- Council approved purchase of solids collector on June 2nd.

# City of Gervais

## Activity Tracker - Items Completed

| Date       |   | Completion  |                   |                                     |
|------------|---|---|-------------------|-------------------------------------|
| Initiated  | Issue/Task  | Summary   | Staff             | Date                                |
| 8/2020     | Douglas Crosswalks, Elementary Sidewalk   | Crosswalk and sidewalk improvements                           | Susie/<br>Kyle    | 2/2023                              |
| 11/4/2021  | 7th/Grove Sidewalk  | Sidewalk improvements   | Kyle/<br>Susie    | 2/8/2023                            |
| 3/4/2021   | Generator @ City Hall   | Backup power for EOC  | Mark              | 4/27/2023                           |
| 1/26/2023  | Spring Clean-up   | Annual Arbor Day Cleanup                                      | Council           | 4/22/2023                           |
| 12/3/2020  | Shared use building with Woodburn Fire  | Provide fire apparatus in Gervais to decrease response times. | Susie/<br>Mark    | Change in plan                      |
| 9/1/2022   | Consider contracting with Love, Inc. for utility bill assistance  | Offer help to citizens who have trouble paying utility bills  | Susie/<br>Council | 12/2022                             |
| 12/1/2020  | Juniper/7th Street-Close 8th St entry/exit to Ivy (SCA 2020)  | Traffic safety  | Susie/<br>Kyle    | 11/2022                             |
| 11/4/2021  | Look into costs of expanding concrete pad on Hemlock (east of 5th) to provide for another basketball hoop | Provide more hoops in town.                                   | Kyle              | 1/26/23                             |
| 10/21/2021 | Ordinance updates: Parking, noise, livestock  | Need updates for yard parking, noise and livestock.           | Susie/<br>Mark    | 04/07/22 (Ord No 22-001 and 22-002) |
| 11/4/2021  | Circus  | Community entertainment                                       | Susie/<br>Council | May, 2022                           |
| 11/4/2021  | Update council rules  | Review council rules for possible changes                     | Susie             | 5/5/2022                            |
| 12/2/2021  | Dial-a-Ride/Cherriots for senior citizens   | Assisting seniors with transportation                         | Council           | Cost Prohibit                       |
| Ongoing    | Railroad Crossing on Ivy  | Crossing is hazardous and in disrepair.                       | John              | 03/25/22                            |
| 2020-21    | Generator for lagoon  | Replace old generator that                                    | John              | 11/2022                             |

**City of Gervais**  
**Activity Tracker - Items Completed**

| Date      |   | Completion                           |        |           |
|-----------|---|--------------------------------------|--------|-----------|
| Initiated | Issue/Task                              | Summary                              | Staff  | Date      |
| 11/4/2021 | Putting audio on website                | Availability of audio to the public. | Denise | 12/3/2022 |
| 5/6/2021  | Fencing around Ivy Woods retention pond | Presents a danger to children.       | John   | 12/8/21   |
| 8/19/2021 | Pay equity analysis                     | Compliance with Equity Act           | Susie  | 12/2/21   |



**Portland General Electric**  
121 SW Salmon Street • Portland, OR 97204  
portlandgeneral.com

April 26, 2023

VIA ELECTRONIC FILING

Susie Marston, City Manager  
City of Gervais  
PO Box 329  
Gervais, OR 97026

Re: Portland General Electric (PGE) Notice to Extend Current Franchise Agreement

Dear Ms. Marston:

We have appreciated the positive working relationship with the City of Gervais. This letter is intended to provide notice per our Franchise Agreement Section 2 (B) to extend our current agreement for one additional 10-year term by mutual agreement. Our current agreement expires June 1, 2023.

We look forward to continuing to serve the residents and businesses of Gervais. Please don't hesitate to contact me if you have any questions.

Kind Regards,  
Wendy Veliz

CC: Tony Eaquinto, PGE Manager

## AGREEMENT FOR SERVICES

### GERVAIS CITY COUNCIL MINUTES SUPPLEMENTAL SERVICES

This Agreement is made and entered into this <sup>24<sup>th</sup></sup> ~~4<sup>th</sup>~~ day of <sup>April</sup> ~~May~~ 2023, by and between the City of Gervais (City) a municipal corporation of the State of Oregon, and Eileen Stein (Consultant), collectively referred to as the "Parties."

#### RECITALS

1. The City has need to eliminate its backlog of City Council meeting minutes and wishes to do so through the supplemental services of Consultant.
2. The City has knowledge of the skills and experience of Consultant and has met with her to discuss the need and her possible appointment.
3. Consultant has served as City Manager in three cities; City Recorder in one; and has prepared and reviewed countless sets of minutes for adoption by elected bodies.
4. It is the desire of the City to retain Consultant to address the backlog of minutes facing the City of Gervais.

**NOW THEREFORE**, the Parties agree as follows:

#### TERMS OF AGREEMENT:

1. **Contract for Services:** City contracts with Consultant to prepare minutes through to adoption of Gervais City Council meetings specified in the attached Scope of Work (Exhibit A).
2. **Compensation:** City agrees to compensate Consultant at the hourly rate specified in the Scope of Work (Exhibit A).
3. **Primary Contact:**  
The City Manager shall be the primary contact for this contract and all communication leading up to adoption of final set of minutes shall be conveyed through the City Manager.
4. **Term:** This contract shall endure until the complete set of minutes specified in the Scope of Work are complete and adopted by the Gervais City Council whereupon it shall cease; at the latest this contract will expire by May 30, 2023 unless extended by mutual agreement by the Parties.
5. **General Provisions:**
  - a. This Agreement, including the exhibits, constitutes the entire agreement between the Parties. The exhibit identified in this Agreement is attached hereto and incorporated by this reference.

- b. Any modification or amendment to this Agreement must be made in writing and signed by both parties.
- c. This Agreement is personal to the Parties. Consultant may not assign or delegate her duties hereunder.
- d. This Agreement is executed on behalf of City, by the City Manager, as authorized by its City Council.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and executed in Gervais, Oregon, on the day and year first written below.

Dated: April 24, 2023

CITY OF GERVAIS

Susie Marston

Susie Marston, City Manager

CONSULTANT

Eileen F. Stein

Eileen Stein

**EXHIBIT A**  
**GERVAIS CITY COUNCIL MINUTES SUPPLEMENTAL SERVICES**

**SCOPE OF WORK**

**Project Introduction**

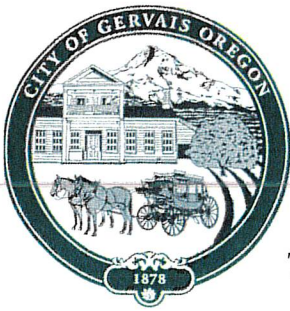
The City of Gervais is in need of assistance with its backlog of City Council meeting minutes.

**Project Tasks**

- 1) Project Start-Up Meeting with City Manager:** Consultant will meet with the City Manager to understand the type and level of content to be included in the minutes to minimize the amount of revisions and maximize the chances of being adopted by the City Council upon the first review.
- 2) Minutes Transcription:** Consultant will prepare minutes for the following meetings:
  - February 13, 2023 Worksession
  - March 2, 2023 Regular Meeting
  - March 9, 2023 Worksession
  - April 6, 2023 Regular Meeting
  - Other meeting minutes as assigned
- 3) Minutes Revision:** Consultant will revise minutes as needed, as directed by the City Manager and/or the City Council.
- 4) Final Draft Minutes:** Consultant will prepare and submit final draft of meeting minutes.

**Project Budget**

Consultant proposes to charge \$70 per hour for this service.



# CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329

503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: April 28, 2023

To: Mayor and City Councilors

From: Susie Marston, City Manager

Re: Staff Report for May 4, 2023

## City Recorder Recruitment

The recruitment for a City Recorder is not going well. I first advertised the position on March 20<sup>th</sup> and have received only one application. I extended the application deadline to May 3<sup>rd</sup>, but I have a feeling that I'll be extending it even longer.

With just Abby and I in the office, we are closing for lunch each day from noon to 1:00 pm. Once we get someone hired, we'll open back up for lunch.

## Budget

We are still on track for the budget committee, scheduled for May 18<sup>th</sup> at 6:30 pm. As I'm working on developing the proposed budget for FY 23-24, here are some highlights so far for the council:

- Based on our estimates for property tax revenue for FY 23-24, we anticipate at least an 8% increase in this revenue, which is around \$70,000. This is due to the rest of Ivy Woods subdivision being built. The new apartments will also increase property tax revenue, but the City likely won't see that until FY 24-25.
- Interest went up significantly this year, where we are seeing interest revenue above what we budgeted by more than 300% (\$50,000) so far this year. We have earned an additional 200% (\$43,000) of interest revenue from FY 22-23.
- I will be proposing a COLA of 5.7% (which is the February 2023 CPI measure that I use each year). Last year, the council allowed a 5% COLA, and this isn't much off from that.
- Average increases in medical insurance benefits and PERS are 7% and 23%, respectively. In dollars, that's a total of about \$73,000, which is spread between funds.
- Kyle and I will be working together to identify important sewer and storm drain improvement projects and try to fit them in the budget.

## New Website

Abby and I have been working together with CivicPlus on the website design and development. We saw a sneak peak of it, and we are so excited to have this come to life in a couple of months. It's really going to improve our capacity to get information out to our community.

**The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410**





## May 2023 Council Report

| Reporting period between March 1, 2023 through March 31, 2023 |     |
|---|-----|
| <u>Calls of service/CAD reports</u>                           | 163 |
| <u>Arrests</u>  | 1   |
| <u>Traffic offenses</u>                                       | 38  |
| <u>Traffic written warnings</u>                               | 50  |
| <u>Assist Agencies outside City limits</u>                    | 6   |
| <u>Assist Agencies inside City limits</u>                     | 9   |

- **Lexipol Connect Gold award-** The Police Department has been recognized for Excellence in Policy Management and Training, receiving the highest award given by Lexipol, Gold. Lexipol is the nation's leading provider of policy, training and wellness support for public safety agencies and first responders.

The Lexipol Connect program tracks the Gervais Police Department's performance in five key metrics for proven Policy Management and Training. Part of our commitment to serving our community, is ensuring we meet the highest professional standards, have excellent policies, that we meet or exceed best practice standards, are current on legal changes, and provide quality, relevant and timely training.

In order to reach the Gold standard, each member must be committed to reviewing and keeping current on policy updates, be current and up to date on our Daily Training Bulletins. The DTB's provide scenario based incident review, and testing that relates to our policy. I am grateful for our amazing staff and their commitment to serving Gervais. Our Gold award was a team effort.

- **Gervais Police Association-** The Gervais Police Officer Association contract ends on June 30, 2023. City Manager Marston, Lieutenant Tim West and I met with the Gervais Police Association a couple of times, and have arrived at a tentative agreement for the proposed July 1, 2023 to June 30, 2026 contract. We will present the proposals to the Council in Executive Session.
- **City Personnel Rules-** All members of the police department were provided with the new and updated City of Gervais Personnel rules manual, which was approved by the City Council last month. Each employee will review and sign an acknowledgement of understanding.
- **D.A.R.E. –** 2023 D.A.R.E. classes at Sacred Heart Parochial School are continuing. Graduation will be announced soon.
- **D.A.R.E. –** 2023 D.A.R.E classes at the Gervais Middle School are continuing. Graduation will be announced soon.

- **Gervais Elementary School Parking**- We have been working with the school district and Public Works to address some recent parking challenges and safety concerns along 1<sup>st</sup> Street. You may have seen some changes to the yellow curbing along 1st, on the eastside of the grade school, with "No Parking" signs. Fifteen minute parking signs have also been placed in front of the school for parents. Thank you to Public Works for collaborating and helping us address these issues.

- **Emergency Operations Center (EOC)**- We were advised the generator for City Hall arrived and final preparations, exact location, including the coordination of work is underway. The original plan of having a portable generator, located in the east parking lot was abandoned. The cost, at a minimum, would have at least doubled the project. The additional cost was a result of boring lines from the back parking lot to the City Hall, construction/masonry work removing and replacing the concrete patio, sidewalk, and the potential hazards, including the risk to current utilities and infrastructure already in place. Altering the original plan was the best viable option and most fiscally responsible. We submitted the necessary grant amendment forms to the Oregon Office of Emergency Management. The amendment is currently being reviewed, and we are waiting to hear back.

- **Significant Calls of Service**

**Felony Domestic Assault**-We investigated a reported domestic disturbance. One male was arrested and charged for a restraining order violation and assault, that occurred with a minor child present.

**Elude**- Marion County reported a reckless driver, speeding, passing cars, tailgating and swerving northbound on 99 approaching Gervais. We terminated the pursuit, and minutes later, Woodburn tried to stop the car and also ended up in a pursuit. The suspect eventually fled on foot but was identified. A warrant has been requested for the suspect's arrest.

**Graffiti**- While we have not had any incidents the past month, the increase in graffiti in Woodburn, Keizer, Salem, and Marion County continues. We have participated in area meetings to help with communication in addressing these issues.

**Ordinance Abatement**- We are currently working with the City Attorney to address two cases which have been processed through court, and abatement is still not occurring.

- **Website/Transparency**- City Hall has been reviewing and working on going live with our new Webpage. We expect to be able to share more with the public, and further our transparency. Thank you for your positive feedback about us providing more information in our Council report.

Thank you for your support; it is our pleasure to serve the community.

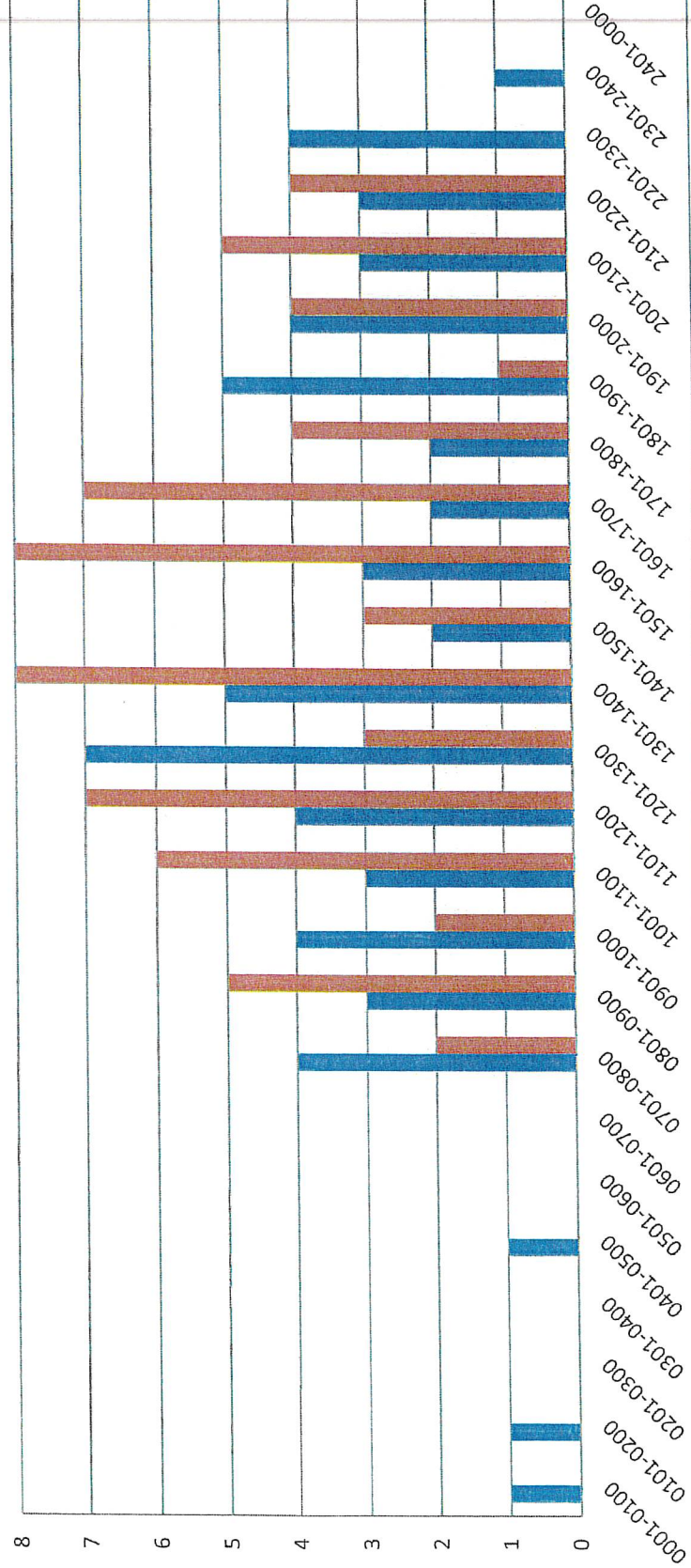
- Mark J. Chase, Chief of Police.



# GERVAIS POLICE DEPARTMENT

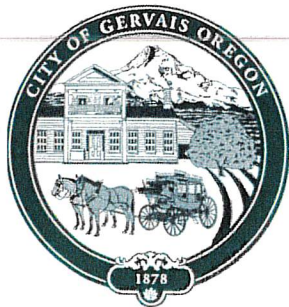


## MARCH 2023



■ Calls of Service      ■ Officer Initiated





# CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329  
503-792-4900 Administration Office; 503-792-3791 Fax

## April 2023 Public Works Council Report

Starting the last week in April, ALM (Advanced Land Management) has resumed work in the tree farm. They are replanting trees that did not survive the winter due to various conditions. Standing water is a main reason so we are hoping for better weather in the coming months. The tree variety that is being planted will have better resiliency due to their proprietary blend as well as a larger size at planting. This final step will signify the completion of this very large project. I would like to acknowledge Susie for all of the groundwork in securing funds and helping facilitate the workings throughout this entire project. Without this assistance, the cost to the City would have been substantially more.

This past month a contractor has been jetting and running a camera down select sanitary sewer mains identifying infiltration and intrusion (I&I) as well as assessing the overall condition. I&I is where groundwater enters the sewer collection system at failed joints, bad connections, failing piping, and sometimes illegal or improper connections. There were enough leaks found in this small sample size of 3000' to be concerning. This added water significantly increases the total volume of sewage that goes through our treatment facility. During exceptional rain events or even steady periods of rain can and has led to daily influent flows that exceed the designed capacity of our system. During these times we are forced to discharge at a much higher rate than normal and this has led to a small number of permit violations these last two winters. Fines are always a possibility with issues like these but with our past record a warning is anticipated. The only way to decrease the overall volume of groundwater entering our system is going to be a proactive approach of repairing leaks that have been identified. As an example, a 1 gallon per minute leak will allow 1440 extra gallons into the system every day-there were 45 leaks identified in this 3000'. All were a minimum of 1 gpm with some in the 5 gpm range. All of this extra volume adds significant cost to the City each and every month during the rainy season. We have a plan to target the worst leaks identified and repair them as the budget allows.

The annual Consumer Confidence Report (CCR) for Gervais will be mailed out soon to every resident as well as extra copies will be made available at City Hall. We were recognized for having an "Outstanding Performance" designation for our water program for the past 11 plus years and running. As laboratory testing keeps getting better and better, meaning they are now testing in the parts per trillion now, in some instances, versus parts per million as the standard used to be. With testing of this capacity, new contaminants are identified and studied for possible regulation. PFAS and PFOS have received a lot of attention in the news lately as contaminant limits are established. After random testing throughout the state to assess risk of these, there were no significant findings in our area. We will continually comply with any future testing regulations that may be set on this subject but at this time the risk is near zero.

The apartment project on Winfield has been moving quite rapidly this month. The developer has made the connection to the city sanitary sewer system as well as the storm drainage system, the water connection will be at a future date. They have been working with us to keep the construction traffic to a minimum due to the large number of construction employees there every day as well as supply deliveries.

Some minor changes to parking on 1<sup>st</sup> St at the elementary school have been made as cars were parking along the curbing adjacent to the building, causing busses to park in the middle of the street while loading students. I witnessed several cars drive along the right side of the busses through the students trying to load onto the bus. After a meeting with Principal Dusty Price as well as Lt West from Gervais Police it was decided that these changes would be the best course of action for the safety of the students and faculty.

The Annual City Cleanup was a success this year with several full loads hauled away of various garbage and recyclables. Joe and Hunter did a great job representing Public Works and were able to assist the public with the heavy items that were brought in. All of the volunteers worked very hard to make the event run smoothly and are greatly appreciated for joining the effort.

On Tuesday the 25<sup>th</sup> a dive crew came to the water plant to inspect the water reservoirs and remove any sediment accumulations from them, there were almost none which is fairly rare in the industry. The final video report will be mailed as soon as they finish editing it. Both 350,000 gallon reservoirs are in good overall condition and this basic routine maintenance verifies this. The video can be viewed if anyone is interested in watching someone dive in the water reservoirs.

Kyle Jentzsch  
Gervais Public Works Superintendent