

PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
May 19, 2020 AGENDA
HELD AT THE HINES MIDDLE SCHOOL, 500 W. BARNES AVE., HINES, OR

- | | | |
|------|---|------|
| I. | Meeting begins at 6:30 pm | |
| II. | Flag Salute | |
| III. | Approval of May 19, 2020 Agenda | VOTE |
| IV. | Approval of previous meeting minutes from March 24 and April 28, 2020 | VOTE |
| V. | Approval of Accounts Payable for April 9, May 11, and May 19, 2020 | VOTE |
| VI. | Approve and Appoint Budget Committee | VOTE |

ADJOURN FOR BUDGET MEETING 6:40 PM 6:48.

- | | | |
|-----|--|------|
| 1. | Budget Meeting Begins at 6:40 pm | |
| 2. | Nominate Budget Chairperson | VOTE |
| 3. | Approval of Budget Meeting Agenda | VOTE |
| 4. | Budget Officer Presents Budget Message | |
| 5. | Review Proposed Budget | |
| 6. | Budget Committee Questions, Comments, and Discussion | |
| 8.7 | Public Comments (Speaking time limits may apply) | |
| 7.8 | Review Schedule for following Budget Meetings | |
| 7.9 | Meeting Adjournment | VOTE |

RECONVENE COUNCIL MEETING 8:28

- | | | |
|-------|---|------|
| VII. | Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply) | |
| VIII. | City Administrator Report | |
| X. | Old Business | |
| | a) Resolution 2286 – Transfers Between Objects of Expenditure | VOTE |
| IX. | New Business | |
| | a) Livestock Permit – Peasley | VOTE |
| | b) Business License Permit – Kirby's Thriftland/Bell's Closet | VOTE |
| | b) Donation Request – Kiwanis Club Fireworks | VOTE |
| | c) Donation Request – American Legion | VOTE |
| | d) Donation Request – Harney County Library/Children's Services | VOTE |
| | e) Sale of Police Charger | VOTE |
| X. | Public Comment Period (Speaking time limitations may apply.) | |
| XI. | Mayor and Council Comments | |
| XIII. | Adjournment | VOTE |

This meeting is open to the public. It is anticipated to last approximately one hour and a half. *In accordance with ORS 192.630, City of Hines will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice.*



DATED this 19th day of May 2020
Kirby Letham, City Administrator

May 19, 2020

Stephen Martin

Hilda M. Allison

Kenny McLean

Chelsea Jones

Lola Johnson

Council Present

Mayor Morgan

Marshall Quick

Ron Williams

Ray Breshears

Duane Hutchins

Staff

Kirby Leham

Amiel Breshears

Budget Committee

Jon Morgan

Don Burns

Josh Cummings

Becky Bates

Account Information

Date: May 19, 2020 6:25:10 PM

Dial-in number: 🇺🇸 (425) 436-6354

Access code: 710647

Account: #s12080374

Audio

Caller	Service Type	Start Time	End Time	Duration
+1 541 589 2345 - DUSTIN	📞 🇺🇸	6:25:10 PM	7:46:39 PM	82m
+1 208 739 6533 - WIRELESS CALLER Host	📞 🇺🇸	6:41:18 PM	8:43:52 PM	123m
+1 541 238 2272 - Private	📞 🇺🇸	6:44:09 PM	8:01:36 PM	78m
+1 541 589 2345 - DUSTIN	📞 🇺🇸	7:47:48 PM	8:25:35 PM	38m
+1 541 589 2345 - DUSTIN	📞 🇺🇸	8:25:55 PM	8:27:51 PM	2m
+1 541 589 2345 - DUSTIN	📞 🇺🇸	8:27:57 PM	8:32:25 PM	5m
+1 541 589 2345 - DUSTIN	📞 🇺🇸	8:34:29 PM	8:43:56 PM	10m

Number of attendees: 7

Note: All times in Pacific Time

Toll minutes: 338m

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City Council

I
II
III
IV
V

Ron, Ray, Ayes

Ron, Ray, Ayes

AP

- Hutch ?'s ; DEQ, Others

- Hutch, Marshall, Ayes.

VI Approve & Appoint

• Hutch, ?

Kirby presented budget message

M. Quick asked about mosquitos

Hutch, Ray & Beers asked questions or commented.

Kenny McLean stated that when the golf course would spray, it would only last about 2 days.

Josh Cummings asked about street funding. page 18 in budget. Son asked about us spending the money & then us being reimbursed by the state.

Want W. Hanby to be done asap. Kirby talking w/ Anderson Perry about putting

together a package for bids. All needs to be done by July 31, 2020.

Son asked about reviewing the budget, home or at the meeting. Kirby said we would highlight the meeting. Kirby did point out that there are some errors in calculations, but he will look & change & email out.

~~General Funds~~ Budget ~~General Funds~~
- Kirby went through

Son Burns asked about TRT tax & \$ revolving events.

- Lola from the Chamber spoke
- Hilda Allison spoke about how it's not events that bring the funds in, such as construction events.
- LS Network - new franchise fee that will be bringing in the \$ (internet)

City Hall

no questions

Chamber TLI Funds \$41,000 - chamber
 \$6,500 - city retained

→ 25% needs to be put back into tourism. Chamber was given the majority in past ~~ten~~ years

* Hutch read a letter composed by Hilda Allison & himself

* Mayor gave her opinion on how she thought it was a great idea.

* Josh Cummings that it would be a good idea, but wanted to know if plans have been developed for the funds.

* Kirby explained how the 25% to tourism works.

- Hutch did say that this was still in the planning stage.

- Mar. Quick asked who would be in charge of

Mayor has made a motion that set 50% share to the chamber, 50% to the city.
Buy 2nd - Approved

Hilda made a statement.

Ask attorney about return funds.

Lola-Chamber, funds goes into a general. Supported 15% from TLT funds. She explained that the cuts will hurt her office.

Hilda & Lola had a discussion regarding funds.

Mayor told Lola that she needs to go back to her board because they need to be here fighting for these funds, not leaving it all on Lola.

Hilda Allison - recommended looking at the budget regarding tourism funds. And put in for funds now.
(Advise for Lola)

Kirby continued on w/ the budget.

Son asked about financial software.
- If money isn't need, ~~where~~ where will it go?

Josh Cummings - financial software

Mayor motioned, Hutch 2nd budget meeting adjourned. 8:28

Council meeting reconvene 8:30

Kirby - reminder that water project bids opening tomorrow.

Award the bid - Kirby will let council know of date & time.

Hutch asked about pre-bid meeting.

X. Ron motion, approve Res. 2286, Quick & Hutch 2nd, Approved

IX. Livestock permit

(a) Discussion w/ Quick, Hutch & the mayor.
Stephen Martin - stated info from state regarding horses per acre.

(b) Kirbys Thriftland
Stephan Martin spoke to the council.

Ron motion to approve, Ray 2nd,
approved.

(c) Kiwanis Club Fireworks
Ron motion \$100 to firework, Ray 2nd,
approved

(d) American Legion - \$50.00

Ron motion \$50, Ray 2nd
approved

(e) Library
n/a

(f) Police car -

Hatch asked if the damages would
be listed when selling.

Quick asked where the funds would go?

Hutch asked the price KBB \$6,000

Pang motioned sell the charger based on KBB minimum bid.

Quick 2nd, approved

Kenny McLean finished sprinklers @ the park.
Hutch asked about efficiency.

Ron motion to adjourn @ 9:04.

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
March 24, 2020**

Present:

Mayor:

Nikki Morgan

Council: (Present in Chambers)

Councilors Raymond Breshears, Gary Miller, Marsallai Quick and Ron Williams

Council (Present via Teleconference)

Councilors Duane Hutchins

City Staff:

City Administrator, Kirby Letham

Public Audience via teleconference:

Brandon Mahon with Anderson Perry, Julie Beitzel with Tumbleweed Cannabis Co., and David Sneddon, Hines Planning Commission member

***Mayor Nikki Morgan called the meeting to order at 6:30 pm and led the flag salute.**

Approval of March 24, 2020 Agenda:

The agenda for March 24, 2020 was reviewed by the Council. Councilor Williams made a motion to approve the agenda as presented. Councilor Miller seconded the motion. All ayes, the motion carried.

Approval of March 17, 2020 Meeting Minutes:

Councilor Williams made a motion to approve minutes from March 17, 2020 with no change. Councilor Breshears seconded the motion. All ayes, the motion carried.

Accounts Payable:

Councilor Williams made a motion to approve the Accounts Payable from March 24, 2020 2020 in the amount of \$12,358.72. Councilor Breshears seconded the motion. All ayes, the motion carried.

Department Head Reports

City Administrator, Kirby Letham

Decision has been made to allow the Utility Clerk to return to work in the office. With the front office closed to the public, there seems no need to have her work from home, as long as we are keeping the office closed to the public. Next question is: does the Council want to have the next meeting on April 14th, or wait until April 28th? Given the difficulty of meeting with people in Chambers as well as on the telephone, would the Council prefer postponing until April 28th? The Mayor responded that in previous years the Council only met once a month. She said that with the virus, perhaps meeting on a monthly basis might be the safest thing to do at this time. She said that as long as the City continues to pay the bills, the Council gets an email of what is scheduled to be paid for their review/approval. Next Council meeting will be April 28th.

Public Comment – Non-Agenda Items - None

Old Business:

Brandon Mahon, Anderson Perry

Update on the Water Improvement Project. Design status is 100% drafted and ready for approval by internal quality control then on to the City for review. Stated that residents are beginning to receive notification about clearing easements and that they need to be aware if they are blocking City easements/rights-of-ways. Advised the Council that they may begin to hear from residents about the door hangers that are going out. Told the Council that once the plans clear their internal quality control, then a set of the plans will go to the City and a set to IFA, the funding agency, and also Drinking Water Services, the State regulatory agency. The staff at IFA are currently working from home during the COVID-19 outbreak. They are not necessarily worried about design, but more along the

contractual requirements. The DWS structural engineer is also working from home. Both agencies are going to try to turn this around quickly, but given the current virus outbreak, it could be delayed a couple weeks. Once the plans are close to finalization, we will advertise for the project, preferably a 4-week turnaround time for bids. For a project of this size it would be preferable to have a pre-bid conference/walkaround so that contractors can see the current systems. Not sure how that will work at this time. Contractors will need to drop-off bids, and not wait around for them to be opened. Brandon asked that the City be patient as we work through the process. Hope to have the plans to the City and both agencies by late next week. DWS said that he would try to turn it around as soon as he could, he figured approximately 2 weeks. He asked the Council if it would have any issues advertising prior to the next scheduled meeting on April 28th. Councilor Williams expressed concern that if we wait to advertise that we may not get contractors to bid on this the longer we postpone advertising.

New Business:

Resolution 2281 – Declaration of a State of Emergency

Administrator Letham read Resolution No. 2281 in its entirety. Resolution 2281 is a resolution of the City of Hines to declare a State of Emergency in the City of Hines caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States. Councilor Williams motioned Resolution No. 2281 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

Resolution 2282 – Temporary Suspension of ORD 317,5.05.050 sec. P – Marijuana Delivery

Administrator Letham read Resolution No. 2282 in its entirety. Resolution 2282 is a resolution of the City of Hines to temporarily suspend City Ordinance 317, 5.05.050, sec. P – Marijuana Delivery. Effective immediately, Paragraph P – Sales and Transfer, found in section 5.05.050 of City Ordinance 317 is temporarily suspended, until the suspension is terminated by resolution of the City Council of Hines. Councilor Williams motioned Resolution No. 2282 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

Resolution 2283 – National Hazard Mitigation Plan

Administrator Letham read Resolution No. 2283 in its entirety. Resolution 2283 is a resolution of the City of Hines in the matter of adopting the City of Hines' representation in the updates to the Harney County Multi-Jurisdictional Natural Hazards Mitigation Plan. Councilor Williams motioned Resolution No. 2283 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

Public Comments

None

Mayor and Council Comments

Councilor Breshears – none

Councilor Miller – Is the City prepared should we be directed to shut down? What about the water and sewer systems? Administrator Letham explained that we do have a plan in place. The Emergency Declaration is the first step. It allows the City to conduct business without the full Council if needed. In the long term, we are building a new tank, and will have generators installed for backup. In the short term, we do have the south tank that holds 600K gallons of water, and the water tower could hold another 250k gallons is necessary. As long as we could hook up generators, we would still have water. For the sewer system we have 3 pumps, 2 backups if 1 goes down. Tell your neighbors, do not put stuff down the toilets. Flushable wipes clog up the sewer system, they do not breakdown. We are fine but looking forward to the new system.

Councilor Quick – Curious about the playground in light of the COVID-19 ban. Administrator Letham stated that he could post a sign banning the use of the park, however, people may or may not follow the restriction. He advised that Public Works has not opened the bathrooms and we will keep them closed for the immediate future.

Councilor Williams – Welcome Councilor Quick to the City Council

Councilor Hutchins – None

Mayor Morgan – A residence on Roanoke between Bird and Saginaw has a fence around their property that goes into the easement. Administrator Letham advised that if we need to remove fencing in our easement, we will remove the fence, do the work needed, and

we will re-install the fence where it needs to go. This will clean up some of the easement issues.

Adjournment:

There being no further business, Councilor Williams made a motion to adjourn the meeting. Councilor Quick seconded the motion. All ayes, the motion carried and the meeting adjourned at 7:22 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON MAY 19, 2020

Nikki Morgan, Mayor

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
April 28, 2020**

Present:

Mayor:

Nikki Morgan

Council: (Present via Teleconference)

Councilors Raymond Breshears, Gary Miller, Marsallai Quick and Duane Hutchins

City Staff:

City Administrator Kirby Letham

Public Audience via Teleconference:

Brandon Mahon from Anderson Perry

***Mayor Nikki Morgan called the meeting to order at 6:30 pm.**

Accounts Payable:

Councilor Hutchins made a motion to approve the Accounts Payable from April 28, 2020 2020. Councilor Quick seconded the motion. *All ayes, the motion carried.*

Public Comment – Non-Agenda Items - None

Old Business:

Brandon Mahon, Anderson Perry

The project was advertised in the Daily Journal of Commerce, the advertising paper for construction projects, as well as the Burns-Times Herald. The documentation was downloaded April 27th to a digital platform that contractors can access. This platform tracks those that have downloaded the documentation. Between 5:00pm April 27th and 7:30am April 28th the documentation had already been downloaded by 5 prime bidders.

Brandon has already responded to 4-5 calls today. A pre-bid meeting is scheduled for May 5th. With the quarantine in place, Brandon and Kirby will work together to figure out the best way to hold the site visit. Bids will be opened May 20th. With results posted afterwards. Bids will be reviewed and hopefully the contractor chosen with construction to start the first part of June.

The Mayor opened it up to questions. Councilor Hutchins asked if there was still time scheduled for the paving of W. Hanley. Brandon replied that currently it is still scheduled to tie in with the water project. Brandon said that they believe they should be able to finalize the W. Hanley work order for somewhere around \$4,000 - \$5,000. Brandon will get a work order put together and over to Administrator Letham for dissemination to the City Council.

Resolution 2285 – Declaration of a State of Emergency

Administrator Letham read Resolution No.2285 in its entirety. Resolution 2285 is a resolution continuing the State of Emergency in the City of Hines established with Resolution No.2281 caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States. Resolution No. 2285 will be in effect until the Council votes to end the State of Emergency. Councilor Hutchins motioned Resolution No.2285 be approved with no changes. Councilors Quick & Miller seconded the motion. All ayes, the motion carried.

Award of the Auditing Contract

Two bids were received for the Auditing Contract. The bidders were Solutions Certified Public Accountants, PC and Zwygart John Certified Public Accountants. Discussion regarding who the City of Burns and Harney County ensued. Administrator Letham explained that he spoke to both companies. Their credentials are very similar, however Zwygart John was approximately \$5,000 less than the bid from Solutions. Mayor Morgan advised the Council that travel related expenses for Zwygart John are included in their bid. The Mayor also mentioned that should we need another audit done, say for the Water Project, that side audit cost is less in the Zwygart John bid than the Solutions CPAs.

Councilor Hutchins motioned that the City accepts the bid of Zwygart John as City Auditor for the next 3 years. Councilor Quick seconded the motion. All ayes, the motion carried.

New Business:

Resolution 2284 – Budget Transfers

Administrator Letham read Resolution No.2284 in its entirety. Resolution 2284 is a resolution transferring funds from the General Fund and Utilities Fund to the Capital Projects Funds as adopted in the 2019-2020 budget. Councilor Hutchins motioned Resolution No.2284 be approved with no changes. Councilor Miller seconded the motion. All ayes, the motion carried.

Mayor and Council Comments

Councilor Hutchins – Would like to re-visit the discussion of the park restrooms. Administrator Letham has been working on a preliminary bid packet. He plans to issue it to the Council next week. He is currently working on next year's budget and believes there may be a little more money available than what was previously thought. He would like to put it out to bid with award mid-June sometime. Councilor Hutchins thanked Administrator Letham for his response.

Councilor Miller – Expressed concern with next year's budget and availability of funds given what has been going on with the quarantine. Questioned whether or not we should be sticking strictly to the essentials and possibly postpone projects such as the restroom at the park. Administrator Letham responded that he had contacted the hotels in town and has budgeted a 35% decrease in the funds we receive from the hotels in town. He explained that he also expects shared funds from the State to decrease also and is allowing for the decrease as he is working on the new budget. He also explained that although we budget funds, it doesn't mean that we must spend the money, however, if we do not budget the funds, we cannot spend the money. He also said that if we budget for a project and see out funding fall-off, we can scrap or postpone a project if needed.

Mayor Morgan – Said that she wanted to express her pride in the job being done by Administrator Letham. She also advised that Administrator Letham has been reaching out to community members to become part of the budget committee and that each of the

Council members are also part of the committee. Staff salaries are handled strictly by the City Council and will not be worked on by the community members, they are also responsible for the performance review of the City Administrator. Mayor Morgan also asked each of the Councilors to watch the Podcast on FaceBook being done by the County Health Office.

Councilor Quick – Asked if there were a different form of communication for those meetings that members can't come into City Hall. Administrator Letham said that he will be working with the Council to see what can be done.

Next Council meeting is tentatively scheduled for May 12th in conjunction with a preliminary budget meeting.

Councilor Miller – Asked how the City employees are doing. Administrator Letham advised that all staff are well. He will have each of the department heads put together emails for the Councilors describing what has been going on with each department.

Adjournment:

There being no further business, Councilor Hutchins made a motion to adjourn the meeting. Councilor Quick seconded the motion. All ayes, the motion carried and the meeting adjourned at 6:56 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON MAY 19, 2020

Nikki Morgan, Mayor

VENDOR	COMMENTS	May 19, 2020	City Hall	Police	Fire	Parks	Water	Sewer	Streets	TOTAL
ALAN'S REPAIR	FACE SHIELDS					34.00				34.00
ANDERSON PERRY	ARCHAEOLOGISTS/MISC						17109.13			17,109.13
BOX R WATER	NITRATE TESTING, BOD/TSS TESTING/ABESTOS TESTING						891.00			891.00
BRODY CHEMICAL	DISINFECTANT & ACCESSOR		140.97					140.97		281.94
BURNS BIG R	NIPPLE, CUT-OFF RISER, SPRINKLER, COUPLING, MARKING PAINT, PUMP				1568.97	22.25	29.80	381.98		434.03
CASCADE FIRE EQUIPMENT	MAINTANCE WORK TO AIR TANK TRAILER									1,568.97
CHAVES CONSULTING	USER GROUP/UTILITY BILLIN		167.08				134.00			301.08
CHRISTOPHER O'LEARY	W/S DEPOSIT REFUND						65.00	65.00		130.00
CITY OF BURNS	MAY JUDICIAL SERVICES		300.00							300.00
DAILY JOURNAL OF COMMERCE	ADVERTISING FOR BIDS		397.70							397.70
DEQ	VW ANNUAL PROGRAM SUPPORT FEE							100.00		100.00
EBAR OIL	POLICE FUEL			253.83						253.83
ELIZABETH STEINHOFF	ENTERING CASES INTO DATABASE			135.00						135.00
HARNEY COUNTY CHAMBER	APRIL TRT		2551.01							2,551.01
HARNEY COUNTY CLERK	RESOLUTION RECORDINGS		258.00							258.00
HARNEY COUNTY TREASURER	APRIL PAID FINES		16.00							16.00
HARNEY COUNTY VET CLINIC	IMPOUND FEE			25.00						25.00
HARNEY LAWN & IRRIGATION	UNDERGROUND SPRINKLERS - MAIN PARK						11738.57			11,738.57
JIFFY ELECTRIC	FUSE FOR WELL #1						106.15			106.15
KIRBY LETHAM	MARCH MILEAGE		30.34							30.34
KYLEE MURPHY	W/S DEPOSIT REFUND						75.00	75.00		150.00
LARRY SULLIVAN	LEGAL - DRAIN PIPE DAPPLE		200.00							200.00
MUNICODE	ONLINE CODE HOSTING / AN		2550.00							2,550.00
OREGON DEPT OF REVENUE	APRIL PAID FINES		45.00							45.00
OSTER PROFESSIONAL GROUP	2019 AUDIT		5025.00				3000.00		1000.00	9,025.00
OTEC	POWERBILL		172.58		90.33	351.72	2422.12	424.36	1192.50	4,653.61
PAULA VOLLMER	MARCH & APRIL MILEAGE		41.86							41.86
ROBERT SPENCE	TRIP TO MEDFORD FOR FIRE TRAILER				481.55					481.55
SECRETARY OF STATE	AUDIT FILING W/ STATE		250.00							250.00
US BANK FEE	MONTHLY ANALYSIS FEE		162.13							162.13
YTURRI ROSE	BDD-REASEARCH STATUES		780.00							780.00
C26										
Totals			13,087.67	413.83	2,140.85	407.97	35,570.77	1,187.31	2,192.50	55,000.90
Grand Total			55,000.90							55,000.90

[Signature] 5/19/20



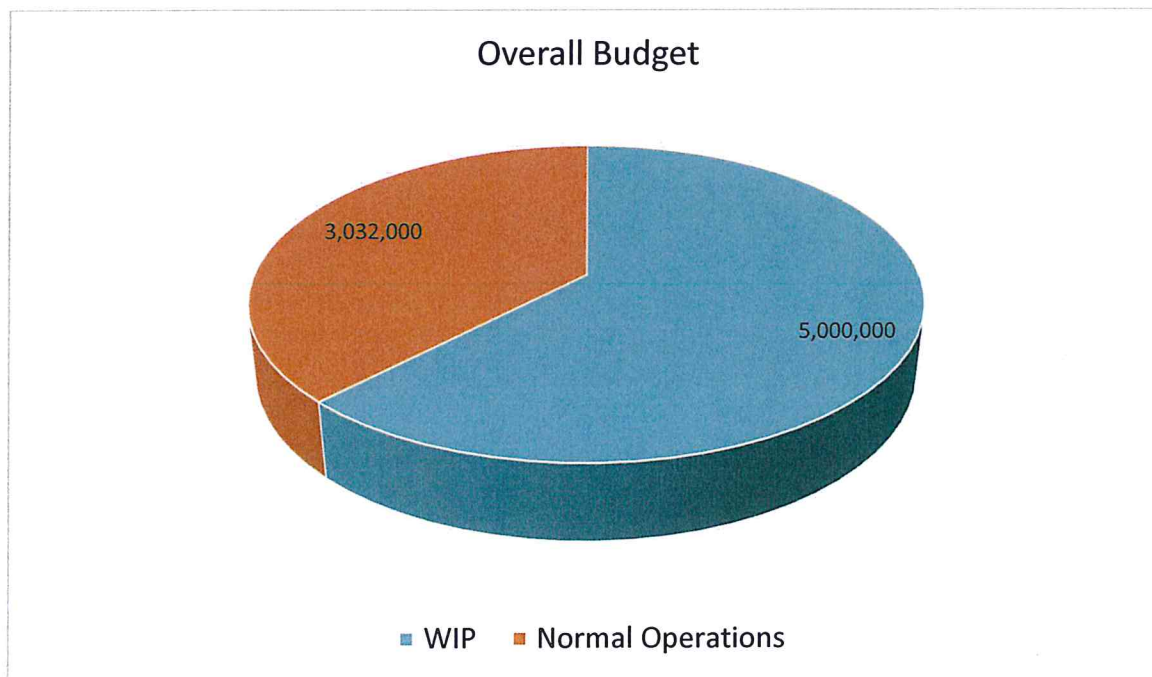
Budget Message Fiscal Year 2020-21

TO: City of Hines Common Council, Budget Committee, and Residents
FROM: Kirby Letham, City Administrator and Budget Officer

Introduction

On behalf of the City of Hines, we present the proposed 2020-21 fiscal year budget of \$8,032,000 for you review and approval.

Before we jump into the rest of the budget, I want to explain that very large number. It must be remembered that we will be paying for a large part of the Water Improvement Project this year. We project that \$5,000,000 will be received and spent on this project. In the past, we have not included these projected revenues, but it is by the suggestion of our Auditors that we now included it. I know, it looks shocking to see our budget jump from about \$3,000,000 to over \$8 million. However, if you separate that \$5,000,000 from the rest of the normal projected budget, you can see that we are not too far from normal. Please see the following chart:





As required by law, the budget is balanced and designed to provide for the basic needs of the City. The City of Hines proposed budget for fiscal year 2020-21 was prepared by the Budget Officer in accordance with current regulations and aided by the input and expertise of department supervisors and the City auditors.

We have considered throughout the year what projects and activities might fill the coming fiscal year, and developed estimates of the expenditures needed for those responsibilities. Using past historical trends, financial and economic information, fund carryover and revenues are estimated for the coming year. The budget was prepared in a manner consistent with prior budget preparation

Budgeting Basics and the Budgeting Process



A city's budget is the legal road map for the fiscal year and the guidepost by which a city lives and operates. As a legal document, the adopted budget "establishes authorization to receive and spend money, and limits how much money can be spent for a specific activity or program" (Bond; *Local Focus*, Jan. 2017) The last few months have made for very interesting and unprecedented times. The effects of the Coronavirus Pandemic have created a very irregular time and season. Now that the proposed budget has been completed, the Budget Committee is meeting tonight to publicly discuss the document. After the budget is reviewed, it may be approved as prepared, or there may be changes requested. Oregon Local Budget Law requires Budget Committee approval of the amounts of expenditures. The Budget Committee does not participate in setting personnel services expenditures, which are determined independently by the Council.



Following approval of the proposed budget, a financial summary is published in the local newspaper, as public information. Prior to budget adoption in June, the Hines Common Council holds a public hearing to accept input on the programs and services proposed in the budget, and votes to receive state tax revenues.

Once the budget is approved and adopted, the Budget is recorded with the County and becomes a binding document for City staff to operate the City beginning July 1, 2020.

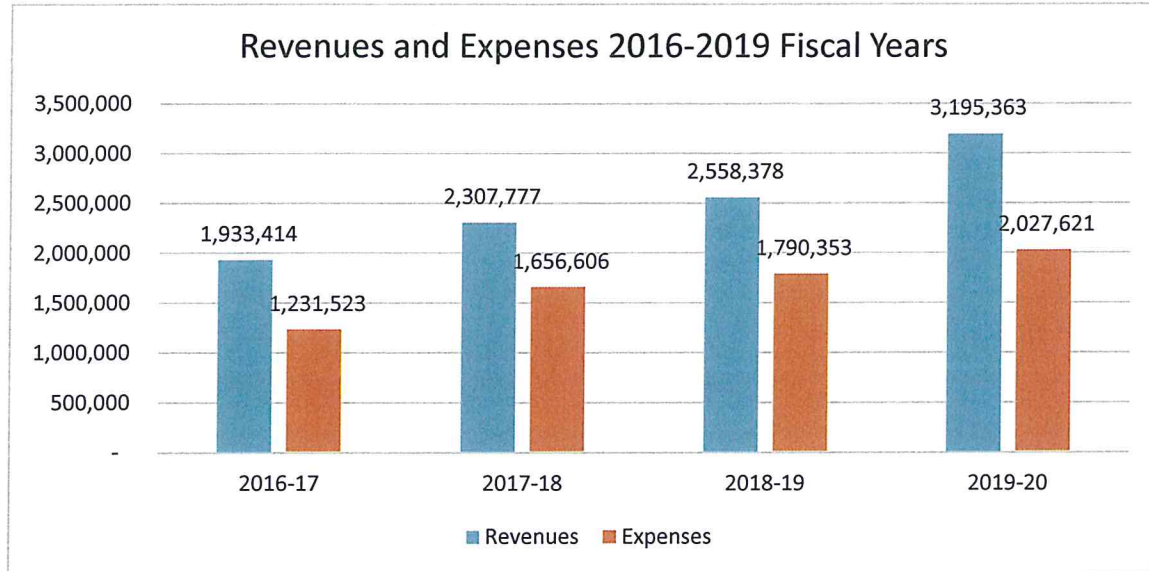
Hines Budget Format

The City of Hines budget includes the General Fund-100 which includes the departments City Hall-101, Police-102, Fire-103 and Parks-104; Utilities Fund-152, which encompasses Water-105 and Sewer-106 departments; State Tax Street Fund-154; and Capital Projects Fund-191. The following Table helps to visualize these funds:

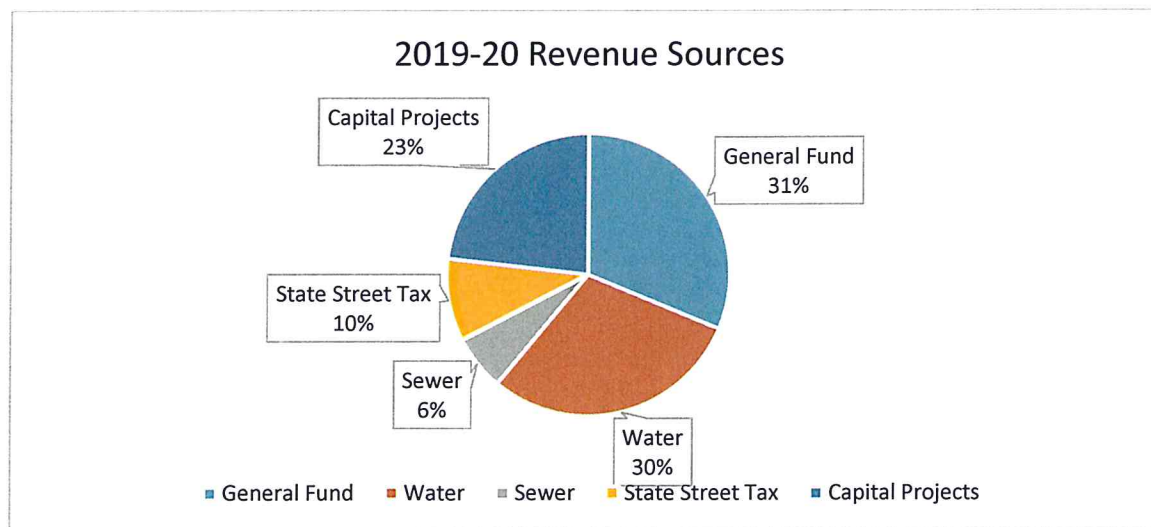
General Fund-100	Utilities Fund-152	State Street Tax-154	Capital Projects-191
City Hall-101	Water-105		
Police-102	Sewer-106		
Fire-103			
Parks-104			

Each Fund receives revenue from varied sources, and then those revenues are expended within the departments under that fund. For example, revenue received from taxation of Marijuana sales in the City and the State of Oregon and are received into the General Fund, and then spent on budgeted needs of the Police department. One note to this process – the Capital Projects Fund. It functions a little differently than the others. The Capital Projects Fund acts like a “savings” account for the City. It technically cannot be called a savings account, but essentially that is how it works. The Capital Projects Fund receives budgeted “revenue” from other funds to prepare future projects the City intends to fund.

The following chart will offer a snapshot of the past few years’ Revenue and Expenses:



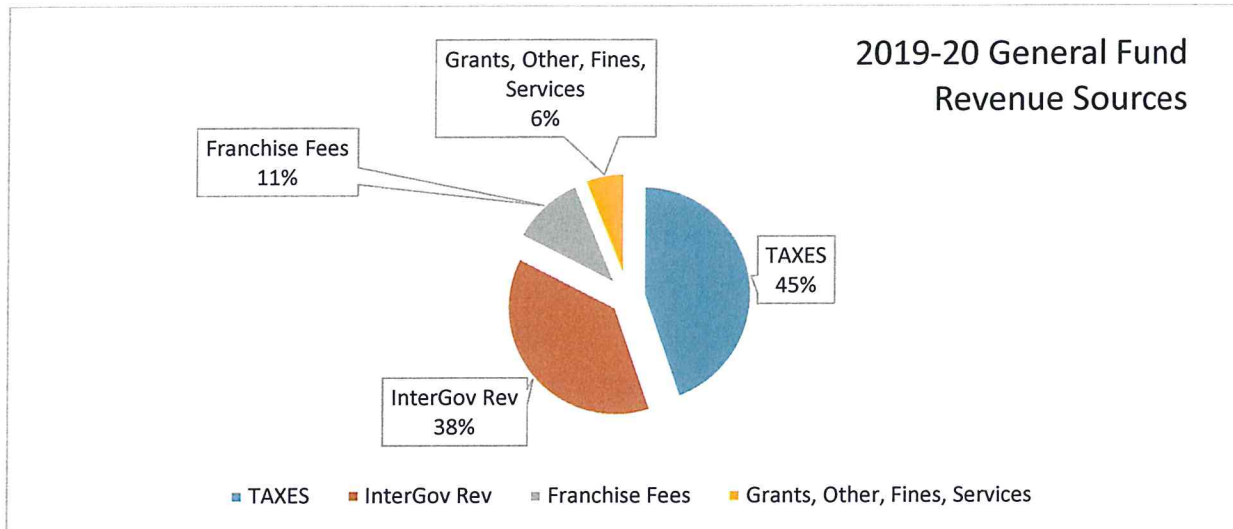
Revenue breakdown:



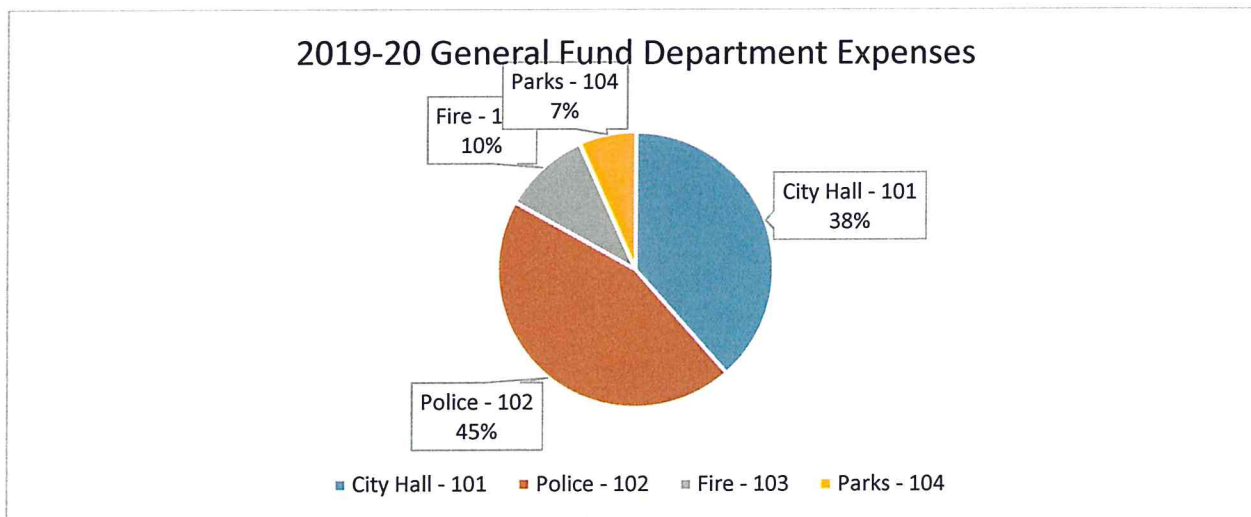
The bulk of City revenues are received into the General Fund, most of which are from taxes collected in various ways. The City does not have any bond issues and collects about \$360,000 in three classifications (taxes to balance the budget; previously levied taxes; and payment in lieu of taxes). This year's collection is currently at \$358,100, with another payment from the County expected in mid-June.



The City also receives revenue to the General Fund from State Shared Revenues (Liquor Sales Tax, Tobacco Sales, Transient Lodging Taxes, and Marijuana Taxes), charges for services, fines, franchise fees, grants and other miscellaneous sources. General Fund revenue sources:



General Fund department expenses:



The above charts offer an example of how revenues are received, and then expended to the departments within a fund.

Personnel

The City has eight full-time employees: city administrator, police chief, two patrol officers, public works superintendent, two utility workers and treasurer. The utility clerk is a part-time



employee, whose total hours depend on workload and employee preference. The City provides medical, dental, and optical insurance for these nine employees, as well as their families, as applicable. The cost of that insurance coverage has increased to about \$198,000 per year. They also receive PERS retirement benefits and life insurance. The cost of PERS varies from employee to employee, depending on when they entered the program. General Services employee contribution has increased to 17.49% and Police & Fire has increased from to 22.12%. Volunteer firefighters are provided with life insurance, as well as death and dismemberment coverage, at a very nominal cost to the City.

The law requires that the volunteer fire chief, assistant fire chief and 11-14 firefighters are paid at least minimum wage, for actual hours spent training, in class or responding to emergencies. The fire chief and assistant chief receive monthly stipends and the chief receives a quarterly fuel remuneration. PERS benefits (pro-rated) are paid only to those who are otherwise receiving PERS at their full-time employment and amounts to very little with the current volunteers.

Salaries are supported by each fund depending on the amount of time spent in that department. For example, Police officer salaries are supported 100% from the Police Department, where the City Administrator's salary is supported in varying percentages from City Hall, Water, and Street Tax Fund. A similar separation of salary support is performed with the public works crew, the treasurer, and the utility clerk.

Debt Service

The City continues to make payments on an existing debt from the construction of the lagoons in 2005. The annual payment for the lagoon construction debt, now at \$623,625 is paid twice a year (November and May). Both payments during the 2020-21 fiscal year will be approximately \$107,000; the debt will be paid off in 2025. The loan for water and sewer improvements into the industrial park made in 1996 was paid off in 2019. In February 2020, a loan was secured for a new patrol car through US Bank. The car should be received by June 30, 2020 and our annual payments total about \$14,600 and the loan will be paid off by 2023.



Loan #	Loan Name	Current Balance	Payment due 2020-21 Principle + Interest
1	2005 Sewer Lagoon Loan	\$623,625	\$107,000
2	1996 Water/Sewer Industrial Park Improvement Loan	\$0.00	\$0.00
3	Patrol Car – USNB Loan	\$43,677	\$14,600
4	2018-19 IFA – WIP (Water Project)	\$7,200,000	*due upon completion

General Fund

Because the General Fund is so connected to local, state and national economies, now is probably a good time to talk about COVID-19 and the next year's projections. For the last few months, we have all been witnesses and participants in an unprecedented global experience. Whether you believe it was real, a Russo-Chinese 5G conspiracy, or implanted by aliens to take over earth, the fact remains – we have all been impacted. It will be very interesting to see how the next few months will play out.

There are a few revenue sources that are especially sensitive to the economic impact of COVID-19, or any other sort of downturn. First, Transient Lodging Taxes. These revenues are generated by the taxes collected at hotels, motels, and AirBNB type lodging services. I've kept a careful eye on this industry for the last couple of months and I've already seen the impact. For the 2019-20 fiscal year, the City projected that revenue from TLT would be around \$250,000. So far, we've received \$204,550 and I suspect we could finish the year (through) June at about \$215,000. This would be about a 14% drop in revenue, with April only posting about 20% of the usual revenues. It would be easy to guess that the cancellation of the Bird Festival during that month, which usually generates a large influx of travelers. To be ready for the TLT shortages we've already seen, we've cut the projected income from \$250,000 to \$190,000 – a 24% decrease.

Other revenue sources are sure to be impacted as well. The State has already announced there will be budget shortfalls.



A couple of positive notes – I called the County tax assessor’s office and received report that at the beginning of May, 91% of projected revenue had been received, with an estimated 4% to still trickle in through June 30. Karen Zabala told me that in the entire history of Harney County, they have never received less than 91% of projected tax revenue, even in the worst of times. I have projected the revenue from taxes to be at about 92% of projected revenue. The other potentially positive note, it appears that during the COVID-19 shutdown liquor, marijuana, and tobacco sales were higher than normal. The increase here must only be viewed as a short-term, minimal offset to the TLT, but an offset nonetheless.

Utilities Fund (Water and Sewer)

If there could be an analogy made to describe the Utility Fund’s role for the City, it would be to label it “The Workhorse.” The Utility Fund, made up of the Water and Sewer departments, provide the bulk of operations and services offered to the public as well as a large portion of the revenue received by the City.

With approximately 670 residential accounts and 40 commercial accounts, the Water department generates about \$95,000 every two months in water receipts. The Sewer department generates about ~~\$190,000~~^{\$21,000} in receipts as well. These revenues are potentially impacted by economic downturn as well, however we project that even in the worst of economic situations, the time for revenue in the Utility department to be significantly impacted could take a longer time to see than some of the other revenue sources.

This year the construction for the Water Improvements Project will be well underway. We will see a new water tank installed, new distribution lines installed, and much of the work we’ve been talking about for years. The project will likely not be completed this fiscal year, but a major portion of it will be. As noted at the beginning of this message, we have estimated we will spend about \$5,000,000 on the Water Improvement Project this year.

State Tax Street Fund

With all the changes in the world, our city council meetings have been fewer. The budget is suddenly upon us. By doing my homework and research and with some assistance, I would like to present the following:

Last year the discussion of how to allocate the TRT (Transient Room Tax) was discussed several times before, during and after the budget hearings. It appears that we are following the same status as we did last year. In order to correct and act on the discussions previously discussed we need to submit a proposal that fits the direction we were headed in.

So in order to be fair to the Chamber I will recommend the following:

The current proposal looks as though we expect to receive \$195000.00 in TRT Tax.

25% of that tax \$48750.00 is used for tourism and divided between the Chamber of Commerce and the City of Hines. It is currently proposed to donate to the Chamber \$42500.00 and the City of Hines will retain \$6250.00.

I would like to propose that at this time we allocate 50% of the 48750.00 or \$24375.00 to the Chamber And 50% to the City of Hines in the amount of \$24375.00 in this years budget.

Each year thereafter we will decrease the amount given to the chamber by 5% until only 5% remains and from then on that is all they will receive from the City of Hines (Capped). Not only is this fair but it also gives the Chamber a 10 year period of time to adjust and make future plans. It will also give the City of Hines the opportunity to implement a tourism program that the tax payers can see and appreciate for years to come.

With this program we can encourage the Chamber and the community to apply for Tourism funding. This does not limit the Chamber's funding it just assures that the funds are being spent directly on tourism. In essence, the funding is available with accountability. In the past we have not received this from the Chamber.

At this time I feel that we should discuss this issue. And can we submit a motion today for a vote.

City of Hines

Proposed: 19-May-20

Approved:

Adopted:

Historical Data				104 - General Fund		100 - Non Departmental Revenue			Budget Year 2020-21		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council			
2017-2018	2018-2019	Budgeted	Actual								
219,699	134,972	150,000	196,308	3-01-0101	AVAILABLE CASH ON HAND	175,000					
				I.	<u>Tax Revenues</u>						
4,380	4,347	3,200	5,259	3-10-0100	HARNEY COUNTY	5,000					
20,153	22,710	20,000	17,612	3-10-0101	PREVIOUSLY LEVIED TAXES	16,000					
317,318	341,705	340,000	335,212	3-10-0102	TAXES TO BALANCE BUDGET	335,000					
341,851	368,762	363,200	358,083		Tax Revenues Total	356,000	-	-			
				II.	<u>License Revenue</u>						
8,967	7,467	6,500	2,410	3-20-0101	BUSINESS LICENSES	3,500					
1,234	1,407	1,600	1,335	3-20-0102	DOG LICENSES	1,400					
10,201	8,874	8,100	3,745		License Total	4,900	-	-			
				III.	<u>Intergovernmental Revenue</u>						
24,871	25,258	28,000	23,082	3-30-0101	OLCC LIQUOR SALES TAX	34,000					
1,766	1,792	1,850	3,803	3-30-0102	TOBACCO SALES TAX	2,000					
221,325	219,998	250,000	211,011	3-30-0103	TRANSIENT LODGING TAX (MOTELS)	190,000					
13,644	13,913	15,000	14,880	3-30-0104	STATE REVENUE SHARING	12,000					
29,171	45,706	43,000	50,940	3-30-0105	MARIJUANA TAX	55,000					
290,777	306,667	337,850	303,716		Intergovernmental Revenue	293,000	-	-			
				IV.	<u>Charges for Services</u>						
42	199	50	373	3-40-0101	COPIES	200					
6,600	8,914	7,000	10,150	3-40-0102	RURAL FIRE CONTRACT	10,000					
60	75	120	65	3-40-0103	POLICE REPORTS	100					

1,500	1,085	1,000	300	3-40-0104	ZONE CHANGE & VARIANCE FEES	300	
1,200	750	500	1,150	3-40-0106	PET IMPOUNDMENT FEES	1,200	
150	100	100	-	3-40-0119	VEHICLE IMPOUND (POLICE)	100	
9,552	11,123	8,770	12,038		Total Charges For Services	11,900	-
				<u>V.</u>	<u>Fines</u>		
15,493	23,348	20,000	17,550	3-50-0101	FINES AND COURT COSTS	17,000	
15,493	23,348	20,000	17,550		Total Fines And Court Costs	17,000	-
				<u>VI.</u>	<u>Franchise Fees</u>		
58,495	61,105	62,000	72,830	3-60-0101	POWER FRANCHISE	75,000	
4,309	2,827	2,900	3,789	3-60-0102	TELEPHONE FRANCHISE	3,000	
7,403	8,356	8,400	7,477	3-60-0103	TELEVISION FRANCHISE	8,500	
4,368	3,940	4,500	5,568	3-60-0104	SANITATION FRANCHISE	5,500	
		500	600	3-60-0105	LS NETWORK FRANCHISE	1,200	
74,575	76,228	78,300	90,263		Total Franchise Fees	93,200	-
				<u>VII.</u>	<u>Other Income</u>		
815	-	500	1,253	3-70-0100	SALE OF VEHICLES/EQUIPMENT	1,000	
3,639	9,453	9,000	5,316	3-70-0101	REFUNDS & REIMBURSEMENTS	2,500	
1,709	2,423	1,500	3,798	3-70-0102	FUND INTEREST	4,000	
-	-	20,000	-	3-70-0103	SALE OF PUBLIC LAND	100	
191	1,028	750	-	3-70-0105	REIMB: MVA/HAZ MAT CREW	100	
6,354	12,904	31,750	10,368		Total Other Income	7,700	-
				<u>VIII.</u>	<u>Other Financing Sources</u>		
1,000	-	1,100	1,000	3-80-0101	GRANT: DLCD (LAND CONSRV)	1,000	
-	-	100	-	3-80-0102	GRANT: POLICE DUII OT	-	
-	313	100	-	3-80-0104	GRANT: DISTRACTED DRIVING	-	
-	-	100	-	3-80-0107	GRANT: VFA/RFA FIRE	-	
50	50	100	-	3-80-0115	DONATIONS: FIRE DEPT	100	
50	50	100	1,550	3-80-0116	DONATIONS: POLICE DEPT	500	
-	-	100	-	3-80-0117	GRANT: AFG/FEMA FIRE	-	
3,024	4,031	3,600	3,500	3-80-0118	GRANT: POLICE SPEED OT	-	

350	5,205	100	60	3-80-0120	DONATIONS: PAVILION/PARKS	100		
1,680	-	100	-	3-80-0121	GRANT: POLICE SEATBELT OT	-		
6,154	9,649	5,500	6,110		Total Other Financing Sources	1,700	-	-
974,656	952,527	1,003,470	998,181	TOTAL GENERAL FUND REVENUES				
						960,400	-	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				104 - General Fund 101 - City Hall		Budget Year 2020-21		
Actual		2019-20				Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
2017-18	2018-19	Budgeted	Actual	Account	Description			
				<u>I.</u>	Personnel Services			
46,200	52,146	43,050	37,315	5-10-0101	ADMINISTRATOR/RECORDER	44,200		
17,041	9,287	9,500	9,052	5-10-0110	UTIL CLERK/PLAN COMM SEC	7,900		
26,264	32,263	28,996	24,759	5-10-0111	TREASURER	29,750		
-	2,300	2,000	-	5-10-0117	LUMP SUM COMPENSATION	2,000		
6,847	7,281	7,448	5,414	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	6,300		
1,638	1,324	2,761	1,026	5-10-0181	EMPLOYMENT TAX (SUTA)	1,450		
497	446	490	456	5-10-0182	WORKERS' COMPENSATION	500		
37,575	28,239	37,812	35,101	5-10-0183	INSURANCE: HLTH/DNT/LIFE	48,750		
11,401	9,634	13,334	10,897	5-10-0184	PERS	14,300		
147,463	142,920	145,391	124,020		Personnel Services Total	155,150	-	-
				<u>II.</u>	Materials and Services			
3,330	4,418	3,500	2,644	5-20-0201	OFC SUPP, PRINTING, PSTG	4,000		
9,598	15,149	14,000	12,409	5-20-0202	CONTRACTUAL SERVICES	15,000		
2,239	5,136	5,000	2,674	5-20-0203	ADVERTISING/PUBLIC NOTICE	3,500		
27	-	100	41	5-20-0204	WASTE DISPOSAL (C&B)	70		
-	-	-	-	5-20-0205	MOSQUITO SPRAYING	-		
-	3,000	2,500	-	5-20-0206	COMP PLAN WORK	1,500		
4,260	4,672	4,800	4,248	5-20-0210	UTILITIES	5,500		
14,551	8,451	12,500	11,104	5-20-0219	LEGAL FEES/COSTS	13,000		
3,459	1,981	4,000	1,558	5-20-0220	TRAVEL/MEALS/MLG/REGIST	2,400		
4,250	5,250	5,250	5,275	5-20-0221	AUDIT	6,000		
4,361	4,361	4,603	4,747	5-20-0222	WORKERS COMP/PROP LIAB - CITY HALL	5,500		
855	332	1,400	1,303	5-20-0223	BUILDING MTC. & EXPENSE	1,200		

2,400	1,858	2,400	1,082	5-20-0224	DONATIONS	1,500	
4,191	2,746	2,700	680	5-20-0225	DUES/LICENSES (LOC, OCCMA)	2,500	
5,000	5,000	5,000	500	5-20-0226	GRANT ECON DEVELOPMENT	2,500	
-	-	2,000	-	5-20-0227	DEER PROCESSING	-	
-	-	185	185	5-20-0228	DONATION TO HIGH SCHOOL - LIGHTS	185	
68,195	50,342	53,000	44,408	5-20-0229	CHAMBER SHARE OF TLT	87% 41,000	50% 23,750
-	105	100	180	5-20-0230	REFUNDS	100	
1,000	-	1,100	-	5-20-0231	GRANT: DLCD (LAND CNSRV)	1,000	
-	-	9,500	2,809	5-20-0232	TOURISM PROMOTION SHARE (TLT)	13% 6,500	50% 23,750
-	-	660	650	5-20-0233	EMPLOYEE APPRECIATION	700	
330	19	1,000	261	5-20-0234	EQUIPMENT & REPAIR	2,000	
-	-	4,500	-	5-20-0235	GRANT MATCH FUNDS	-	
-	25	-	-	5-20-0237	HOLIDAY LIGHTING CONTEST	-	
2,141	2,423	2,500	3,036	5-20-0238	CODIFY/DIGITIZE RECORDS	1,500	
2,954	5,667	6,500	4,155	5-20-0241	CITATIONS AND COURT COSTS	6,500	
8,160	8,160	8,323	8,323	5-20-0242	CEMETARY SHARE TO BURNS	8,323	
5,000	5,000	5,000	5,000	5-20-0244	GIS PROGRAM (HC PLANNING)	5,000	
146,301	134,095	162,121	117,271		Materials and Services Total	136,978	-
				III.	Capital Outlay		
-	-	20,000	12,294	5-40-0337	TECHNOLOGY IMPROVEMENTS	5,600	
-	-	20,000	12,294		Capital Outlay Total	5,600	-
				IV.	Transfers		
40,000	-	-	-	5-60-0400	TRANSFER TO CP GEN FUND	10,000	
35,000	26,808	20,000	20,000	5-60-0415	TRANS: TO CP GENERAL FUND		
75,000	26,808	20,000	20,000		Total Transfers	10,000	-
				V.	Contingency		
-	-	19,739	-	5-70-0501	CONTINGENCY	20,000	
					Contingency Total	20,000	-
368,764	303,823	347,512	273,585		TOTAL 101 CITY HALL Expenditures	327,728	-

AKL
No History

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				104 - General Fund		Budget Year 2020-21		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2019-18	Budgeted	Actual					
				I.	Personnel Services			
63,517	64,791	66,411	55,435	5-10-0101	POLICE CHIEF	68,100		
42,840	36,919	38,400	32,041	5-10-0110	POLICE OFFICER #1	40,600		
-	1,095	3,000	385	5-10-0111	RESERVES	3,350		
39,060	39,633	39,600	33,353	5-10-0112	POLICE OFFICER #2	39,400		
2,272	-	100	-	5-10-0113	GRANT: POLICE SEATBELT OT	-		
-	-	100	-	5-10-0114	GRANT: POLICE DUII ENF OT	-		
11,022	14,616	18,000	10,077	5-10-0115	OVERTIME/ON-CALL POLICE	12,000		
4,232	2,897	3,600	1,395	5-10-0116	GRANT: POLICE SPEED OT	2,200		
-	436	1,500	-	5-10-0117	LUMP SUM COMPENSATION	1,500		
-	-	100	-	5-10-0119	GRANT: DISTRACTED DRIVING OT	-		
12,408	12,270	13,681	10,147	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	14,000		
2,415	2,002	5,206	1,689	5-10-0181	EMPLOYMENT TAX (SUTA)	2,800		
9,733	9,686	11,300	9,504	5-10-0182	WORKERS' COMPENSATION	11,500		
41,202	53,413	59,266	62,387	5-10-0183	INSURANCE: HLTH/DNT/LIFE	76,500		
28,466	27,470	31,310	25,321	5-10-0184	PERS	36,500		
257,167	265,228	291,574	241,735		Personnel Services Total	308,450	-	-
				II.	Materials and Services			
937	843	1,300	375	5-20-0201	OFFICE SUPPLIES	700		
2,790	3,708	4,500	2,826	5-20-0220	OFFICER TRAINING/TRVL/MLG/MEALS	4,000		
2,383	2,954	4,500	-	5-20-0221	RADIOS AND COMM. EQ.	3,000	✓	
5,813	3,570	6,500	5,100	5-20-0222	EQUIPMENT & AMMO	6,000		
1,472	3,320	4,000	2,444	5-20-0223	MAINTENANCE AND EXPENSE	3,500		
566	679	1,900	618	5-20-0225	CLOTHING ALLOWANCE	750		

823	580	800	1,185	5-20-0226	PET IMPOUNDMENT	1,200	
8,906	12,760	15,500	10,484	5-20-0227	VEHICLE FUEL/OIL/TIRES	12,000	
235	150	300	450	5-20-0229	MEMBERSHIP FEES	450	
20,000	20,000	20,000	20,000	5-20-0230	DISPATCH SERVICES: HCSO	20,000	
10,862	10,862	11,466	11,076	5-20-0237	POLICE LIAB INSURANCE	12,500	
155	-	1,000	-	5-20-0239	RADIO REPAIR	500	
54,942	59,426	71,766	54,556		Materials and Services Total	64,600	-
				III.	Capital Outlay		
1,590	1,670	1,700	1,695	5-40-0305	LEXIPOL MANUAL UPDATE	1,750	
39,668	-	4,611	4,611	5-40-0311	POLICE VEHICLE	-	
				5-40-0337	TECH IMPROVEMENTS	8,000	
41,258	1,670	6,311	6,306		Capital Outlay Total	9,750	-
				IV.	Debt Service		
13,090	-	-	-	5-50-0510	USNB LOAN PRINCIPAL (VEHICLES)	13,500	-
-	-	-	-	5-50-0511	USNB LOAN INTEREST (VEHICLES)	1,100	-
13,090	-	-	-		Debt Service Total	14,600	-
				V	Transfers		
-	-	15,000	15,000	5-60-0401	TRANSFER TO CP GEN FUND	5,000	
-	-	15,000	15,000		Transfers Total	5,000	-
				VI	Contingency		
-	-	25,000	-	5-70-0501	CONTINGENCY	20,000	-
-	-	25,000	-		Contingency Total	20,000	-
366,457	326,324	409,651	317,597		TOTAL 102 POLICE Expenditures	407,800	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				104 - General Fund		Budget Year 2020-21		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
				I.	Personnel Services			
3,465	3,534	3,623	3,019	5-10-0101	FIRE CHIEF	3,750		
2,350	3,219	1,977	2,692	5-10-0110	ASSISTANT FIRE CHIEF	2,500		
16,690	12,852	12,500	9,416	5-10-0111	VOLUNTEER FIREFIGHTERS	13,800		
1,722	1,500	1,400	1,157	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	1,500		
475	319	710	257	5-10-0181	EMPLOYMENT TAX (SUTA)	335		
1,276	530	1,570	643	5-10-0182	WORKERS' COMPENSATION	1,200		
-	-	200	-	5-10-0183	INSURANCE: HLTH/DNT/LIFE	100		
360	349	350	230	5-10-0184	PERS	350		
103	1,458	150	98	5-10-0185	HVFD: STATUTORY LIFE INS.	150		
26,441	23,761	22,480	17,512		Personnel Services Total	23,685	-	-
				II.	Materials and Services			
5,089	5,381	5,300	4,910	5-20-210	UTILITIES	5,400		
340	585	2,000	572	5-20-0220	TRAINING	1,000		
2,879	2,686	3,800	3,614	5-20-0221	EXPENSE & SUPPLIES	2,000		
5,000	5,000	5,000	5,000	5-20-0222	DISPATCH SERVICES (HCSO)	5,000		
1,243	1,597	5,000	5,737	5-20-0223	EQUIPMENT MTC AND EXPENSE	5,000		
9,554	9,554	10,085	9,889	5-20-0237	FIRE DEPT LIAB/WHA LIAB/VEH INS	10,500		
941	1,492	6,000	1,362	5-20-0249	VEHICLE FUEL/OIL/TIRES	2,000		
-	120	250	-	5-20-0250	FINGERPRINT/CERTIFICATION	250		
25,046	26,416	37,435	31,084		Materials and Services Total	31,150	-	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				104 - General Fund 104 - Parks		Budget Year 2019-20		
Actual		2019-20				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual	Account	Description			
				<u>I.</u>	<u>Personnel Services</u>			
8,782	8,960	9,185	7,653	5-10-0101	PUBLIC WORKS DIRECTOR	9,450		
5,756	5,873	6,020	5,017	5-10-0113	UTILITY WORKER I	6,200		
-	492	1,000	-	5-10-0117	LUMP SUM COMPENSATION	1,000		
5,756	5,256	5,437	4,420	5-10-0123	UTILITY WORKER II	5,450		
1,552	1,575	1,580	1,307	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	1,609		
389	291	335	245	5-10-0181	EMPLOYMENT TAX (SUTA)	358		
1,377	1,412	1,536	1,473	5-10-0182	WORKER'S COMPENSATION	1,570		
10,399	9,835	11,012	7,348	5-10-0183	INSURANCE: HLTH/DENT/LIFE	9,000		
2,533	2,454	3,150	2,603	5-10-0184	PERS	3,700		
36,544	36,148	39,255	30,066		Personnel Services Total	38,337	-	-
				<u>II.</u>	<u>Materials and Services</u>			
1,536	903	3,000	1,115	5-20-0221	MATERIALS & SUPPLIES	2,000		
-	777	2,500	18	5-20-0222	WEED CONTROL	2,500		
1,569	2,170	4,000	424	5-20-0223	MAINTENANCE AND EXPENSES	2,500		
1,800	2,000	2,200	1,800	5-20-0224	LEAF DUMPSTERS	3,600		
-	-	1,115	-	5-20-0227	TREES/SHRUBS/PLANTS	4,500		
3,937	4,400	4,500	3,831	5-20-0233	POWER FOR PARKS	5,000		
767	-	810	396	5-20-0237	WC/PROP LIAB - PARKS	800		
852	1,499	3,500	930	5-20-0249	VEHICLE FUEL/OIL/TIRES	1,500		
10,461	11,749	21,625	8,513		Materials and Services Total	22,400	-	-
				<u>III.</u>	<u>Capital Outlay</u>			
-	5,669	36,084	-	5-40-0309	PARK RESTROOMS	65,000		

1,442	760	4,000	3,500	5-40-0311	VEHICLES/EQUIPMENT	4,000	
-	-	11,000	5,669	5-40-0312	PARK DEVELOPMENT	15,000	
				5-40-0314	PARK SPRINKLERS	20,000	
1,442	6,429	51,084	9,169		Capital Outlay Total	104,000	-
				IV.	Transfers		
				5-60-0403	TRANSFER TO CP GEN FUND	3,500	
					Transfers Total		
				V.	Contingency		
-	-	20,000	-	5-70-0501	CONTINGENCY	15,000	
-	-	20,000	-		Contingency Total	15,000	-
48,447	54,326	131,964	47,748		TOTAL 104 PARK EXPENDITURES	179,737	-

Historical Data				104 - General Fund TOTAL BALANCES		Budget Year 2019-20		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
974,656	952,527	1,003,470	998,181		TOTAL FUND 104 REVENUES	960,400	-	-
467,615	468,057	498,700	413,333		TOTAL PERSONNEL SERVICES	525,622	-	-
236,750	231,686	292,947	211,425		TOTAL MATERIALS AND SERVICES	255,128	-	-
47,229	12,769	78,084	31,600		TOTAL CAPITAL OUTLAY	126,550	-	-
13,090	-	-	-	*	TOTAL DEBT SERVICE	14,600	-	-
75,000	43,708	55,000	55,000	*	TOTAL TRANSFERS	38,500	-	-
-	-	78,739	-	*	TOTAL CONTINGENCY	70,000	-	-
839,684	756,220	1,003,470	711,358		TOTAL FUND 104 Expenditures	960,400	-	-
		133,739	55,000	*	*ALL OTHER			
134,972	196,307	-	286,823		104 - NET FUND BALANCE	-	-	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				152 - Utility Fund 105 - Water		Budget Year 2019-20		
Actual		2019-20				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual	Account	Description			
				<u>I.</u>	<u>Cash On Hand</u>			
246,581	226,824	250,000	99,113	3-01-0101	AVAILABLE CASH ON HAND	90,000		
				<u>II.</u>	<u>Revenues</u>			
311,495	397,463	385,900	455,028	3-40-0108	WATER RECEIPTS	✓ 430,000		
-	3,200	1,800	800	3-40-0109	WATER HOOK-UP FEES	1,500		
-	424	-	-	3-40-0112	LEASE FEES	100		
1,800	1,800	1,700	1,750	3-40-0113	EXTRA FIRE LINE FEE	1,800		
938	460	650	60	3-40-0114	WATER TURN ON/OFF FEES	500		
4,020	4,098	4,300	3,913	3-40-0115	1/2 INDUSTR PARK DEVL (\$1/MO)	4,100		
388	142	400	969	3-40-0118	WATER TRUCK FEES	2,000		
-	-	200	-	3-70-0101	REFUNDS	1,000		
2,240	3,686	1,900	2,835	3-70-0102	1/2 INTEREST	5,000		
2,550	3,705	2,500	1,575	3-70-0106	WATER DEPOSITS	4,000		
-	-	200	-	3-70-0108	REIMBURSE BACKFLOW FEES	1,000		
20,000	160,143	385,712	385,612	3-80-0111	WATER SYSTEM IMPROVEMENT	5,000,000		
590,012	801,945	1,035,262	951,655		TOTAL 105 WATER REVENUE	5,541,000	-	
				<u>III.</u>	<u>Personnel Services</u>			
4,400	4,951	4,100	3,417	5-10-0101	ADMINISTRATOR	4,300		
11,173	11,401	11,686	9,738	5-10-0111	UTILITY WORKER I	12,000		
1,162	633	14,000	7,560	5-10-0112	UTILITIES CLERK	11,600		
17,048	17,393	17,828	14,857	5-10-0114	PUBLIC WORKS DIRECTOR	18,300		
-	-	250	-	5-10-0115	ON-CALL	3,500		
11,173	10,202	10,554	8,580	5-10-0116	UTILITY WORKER II	10,600		
-	4,234	1,000	-	5-10-0117	LUMP SUM COMPENSATION	2,500		

3,603	3,909	3,765	3,571	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	4,700	
893	727	1,481	690	5-10-0181	EMPLOYMENT TAX (SUTA)	1,000	
2,641	3,234	3,528	3,372	5-10-0182	WORKER'S COMPENSATION	4,600	
23,209	22,658	38,672	22,950	5-10-0183	INSURANCE: HLTH/DNTL/LIFE	34,000	
6,008	5,894	7,300	6,774	5-10-0184	PERS	10,800	
2,138	2,293	4,712	2,570	5-10-0186	TREASURER	4,900	
83,448	87,529	118,876	84,079		Total Personnel Services	122,800	-
				III.	Materials and Services		
2,760	3,000	3,000	3,000	5-20-0201	AUDIT	1,500	
44,488	37,111	63,000	33,687	5-20-0210	POWER FOR PUMPS	42,500	
4,137	3,825	4,000	4,146	5-20-0211	REGIS/TRAV/MLG/MEALS/LIC	4,000	
1,962	-	5,000	-	5-20-0219	CITY ATTORNEY	5,000	
1,802	2,758	2,500	2,370	5-20-0221	MATERIALS & SERVICES	40,000	
8,182	7,493	8,000	6,724	5-20-0222	WC/PROP INS - WATER	8,200	
410	700	550	498	5-20-0223	WATER DEPOSIT REFUNDS	600	
1,524	263	3,000	71	5-20-0224	EQUIPMENT MAINTENANCE	5,000	
246	557	1,200	365	5-20-0225	CLOTHING ALLOWANCE	1,000	
3,759	6,274	10,000	2,925	5-20-0227	WATER SYSTEM MAINTENANCE	10,000	
3,143	1,724	4,000	2,915	5-20-0230	POSTAGE	4,500	
4,607	4,588	5,500	4,796	5-20-0233	SHOP UTILITIES	5,500	
5,028	1,886	4,600	3,126	5-20-0238	WATER TESTING FEES	5,000	
932	1,523	3,000	1,099	5-20-0249	VEHICLE FUEL/OIL/TIRES	3,000	
82,980	71,702	117,350	65,721		Materials and Services Total	135,800	-
				IV.	Capital Outlay		
-	315	3,000	-	5-40-0302	PIPES, VALVES & HYDRANTS	3,000	
3,350	2,020	3,000	448	5-40-0306	WATER METERS	3,000	
11,214	55	25,000	4,132	5-40-0307	COMPUTER EQUIPMENT/TECHNOLOGY	49,000	
190	118	10,000	1,952	5-40-0310	PUMPS & WELLS	5,000	
20,000	1,000	26,000	25,832	5-40-0311	VEHICLE/EQUIPMENT	3,500	
20,000	-	-	-	5-40-0312	WATER MASTER PLAN/STUDY	-	
22,523	169,793	385,712	393,068	5-40-0322	WATER LINE/TOWER PROJECTS	5,000,000	
-	95	1,500	1,345	5-40-0328	MTC SHOP BLDG	2,500	

-	-	25,000	18,998	5-40-0329	UNDERGROUND SPRINKLERS	-	
77,277	173,396	479,212	445,775		Capital Outlay Total	5,066,000	-
				<u>V.</u>	<u>Debt Services</u>		
15,411	15,768	7,876	15,420	5-50-0504	USNB LOAN PRINCIPAL (1/2)	-	
1,090	734	375	361	5-50-0505	USNB LOAN INTEREST (1/2)	-	
4,217	4,139	4,212	4,212	5-50-0506	IFA LOAN - MASTER WATER PLAN PRINCIPAL	-	
376	454	381	381	5-50-0507	IFA LOAN - INTEREST	-	
21,094	21,095	12,844	20,373		Debt Services Total	-	-
				<u>V.</u>	<u>Transfers</u>		
60,000	127,409	285,317	285,317	5-60-0404	TRANSFER TO CP WATER	116,400	
60,000	127,409	285,317	285,317		Transfers Total	116,400	-
				<u>V.</u>	<u>Contingency</u>		
-	-	21,663	-	5-70-0501	CONTINGENCY	100,000	
-	-	21,663	-		Contingency Total	100,000	-
324,799	481,131	1,035,262	901,265		TOTAL 152-105 WATER Expenditures	5,541,000	-

Water Revenues

5,541,000

Water Expenditures

5,541,000

-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				152 - Utility Fund		Budget Year 2019-20		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
				<u>I.</u>	<u>Cash On Hand</u>			
-	-	16,000	16,000	3-01-0101	AVAILABLE CASH ON HAND	3,000		
				<u>II.</u>	<u>Revenues</u>			
112,224	100,345	129,780	97,780	3-40-0107	SEWER RECEIPTS	100,000		
-	4,400	2,400	600	3-40-0109	HOOK-UP (SEWER)	2,000		
3,624	3,336	3,736	3,689	3-40-0112	LEASE FEES	4,000		
3,972	4,091	4,500	3,900	3-40-0115	1/2 INDUST PRK DEV (\$1./MO)	4,500		
-	-	100	-	3-70-0101	REFUNDS/REIMBURSEMENTS	100		
2,239	3,182	1,400	2,835	3-70-0102	1/2 INTEREST	3,200		
2,550	3,555	2,500	1,575	3-70-0106	SEWER DEPOSITS	2,500		
1,625	1,500	1,700	1,875	3-70-0108	REIMB: BACK FLOW FEES	2,000		
76,126	79,821	77,000	74,978	3-80-0110	LAGOON RECEIPTS - \$20 BASE	80,000		
29,784	40,614	-	-	3-90-0101	TRANSFER FROM CP SEWER	35,000	-	-
232,144	240,844	239,116	203,233		TOTAL 106 SEWER REVENUE	236,300		
				<u>III.</u>	<u>Personnel Services</u>			
11,173	11,401	11,686	9,738	5-10-0111	UTILITY WORKER I	12,000		
1,162	633	1,500	1,145	5-10-0112	UTILITIES CLERK	1,300		
13,081	17,393	17,828	14,857	5-10-0114	PUBLIC WORKS DIRECTOR	18,300		
-	-	250	-	5-10-0115	ON-CALL	100		
11,173	10,202	10,554	8,580	5-10-0116	UTILITIES WORKER II	10,600		
-	992	1,000	-	5-10-0117	LUMP SUM COMPENSATION	1,000		
3,266	3,282	3,524	2,781	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	3,500		
828	613	1,000	530	5-10-0181	EMPLOYMENT TAX (SUTA)	800		
2,274	2,626	2,772	2,739	5-10-0182	WORKERS COMPENSATION	2,900		

21,900	19,748	23,506	16,036	5-10-0183	INSUR: HEALTH/DENTAL/LIFE	20,250	
5,459	4,992	6,649	5,465	5-10-0184	PERS	7,900	
2,138	2,293	2,538	2,057	5-10-0186	TREASURER	2,700	
72,454	74,175	82,807	63,927		Total Personnel Services	81,350	-
				III.	Materials and Services		
1,000	891	-		5-20-0201	AUDIT	1,500	
4,345	4,283	4,505	3,933	5-20-0210	POWER FOR PUMPS	4,000	
1,461	279	2,000	1,054	5-20-0211	REGIS/TRAV/MLG/MEALS/LIC	1,000	
1,342	1,771	2,500	1,456	5-20-0221	MATERIALS & SERVICES	1,500	
7,689	7,216	7,300	6,329	5-20-0222	WC/PROP LIAB INS - SEWER	7,600	
409	309	600	150	5-20-0223	SEWER DEPOSIT REFUNDS	500	
2,479	228	1,500	276	5-20-0224	EQUIPMENT MAINT	1,000	
246	369	900	106	5-20-0225	CLOTHING ALLOWANCE	500	
17,368	2,520	2,500	1,349	5-20-0228	SEWER SYSTEM MAINT	1,000	
10	906	1,000	977	5-20-0229	LAGOON MAINT	1,000	
2,735	2,749	3,500	2,284	5-20-0233	SHOP UTILITIES	3,000	
1,319	1,607	2,500	947	5-20-0249	VEHICLE FUEL/OIL/TIRES	2,000	
40,403	23,128	28,805	18,860		Materials and Services Total	24,600	-
				IV.	Capital Outlay		
-	-	-	-	5-40-0307	COMPUTER EQUIP/SERVICE	100	
-	221,966	1,000	10,353	5-40-0310	PUMPS/LIFT STATION	-	
20,000	-	500	453	5-40-0311	VEHICLE/EQUIPMENT	500	
-	-	200	141	5-40-0328	BLDG MAINT OR REPAIR	250	
20,000	221,966	1,700	10,947		Capital Outlay Total	850	-
				V.	Debt Services		
15,411	15,768	7,876	15,420	5-50-0504	USNB LOAN PRINCIPAL (1/2)	16,000	
1,090	734	375	361	5-50-0505	USNB LOAN INTEREST (1/2)	500	
80,075	82,609	82,224	85,224	5-50-0506	DEQ #2 LOAN PRINCIPAL	88,000	
26,743	24,209	21,594	21,594	5-50-0507	DEQ #2 LOAN INTEREST	19,000	
4,358	3,957	3,544	3,544	5-50-0508	DEQ #2 LOAN FEE	4,000	
127,677	127,277	115,613	126,142		Debt Services Total	127,500	-

				<u>V.</u>	<u>Transfers</u>		
10,000	-	-	-	5-60-0405	TRANSFER TO CP SEWER	-	
10,000	-	-	-		Transfers Total	-	-
				<u>V.</u>	<u>Contingency</u>		
-	-	10,191	-	5-70-0501	CONTINGENCY	2,000	
-	-	10,191	-		Contingency Total	2,000	-
270,534	446,546	239,116	219,875		TOTAL 152-106 SEWER EXPENDITURES	236,300	-

SEWER REVENUE

236,300

SEWER EXPENDITURES

236,300

Historical Data				152 - Utilities Fund		Budget Year 2019-20		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
					<u>Water/Sewer Revenues</u>			
590,012	801,945	1,035,262	951,655	152-105	WATER	5,541,000	-	-
232,144	240,844	239,116	203,233	152-106	SEWER	236,300	-	-
822,156	1,042,789	1,274,378	1,154,888		Total Water/Sewer Revenues	5,777,300	-	-
					<u>Water/Sewer Fund Expenditures</u>			
155,902	161,704	201,683	148,006		TOTAL PERSONNEL SERVICES	204,150	-	-
123,383	94,830	146,155	84,581		TOTAL MATERIALS AND SERVICES	160,400	-	-
97,277	395,362	480,912	456,722		TOTAL CAPITAL OUTLAY	5,066,850	-	-
148,771	148,372	128,457	146,515	*	TOTAL DEBT SERVICE	127,500	-	-
70,000	127,409	285,317	285,317	*	TOTAL TRANSFERS	116,400	-	-
-	-	31,854	-	*	TOTAL CONTINGENCY	102,000	-	-
595,333	927,677	1,274,378	1,121,140		Total Water/Sewer Expenditures	5,777,300	-	-
		445,628	431,832	*	* All Other			
226,823	115,112	-	33,748		152 - NET FUND BALANCE	-	-	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				154 - State Tax Street Fund 100 - Non Departmental		Budget Year 2019-20		
Actual		2019-20		Account	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
				I.	Cash On Hand			
41,398	29,417	123,000	154,974	3-01-0101	AVAILABLE CASH ON HAND	100,000		
				II.	Revenues			
99,015	113,617	111,627	94,625	3-30-0105	STATE OF OREGON	115,000		
-	-	100		3-30-0109	ODOT/FED PROJECT	-		
10,000	75,000	-	-	3-40-0117	HARNEY COUNTY	-		
333	2,784	1,200	2,419	3-70-0102	INTEREST	2,200		
-	-	100	-	3-70-0103	SALE OF SURPLUS PROPERTY	-		
-	-	150,000	50,000	3-80-0117	GRANT OR OTHER FUNDING	200,000		
35,237	-	-	-	3-90-0415	TRANS FROM CP STREETS	100		
185,983	220,818	386,027	302,018		TOTAL 154-100 STREET REVENUE	417,300	-	-
				III.	Personnel Services			
8,782	8,960	9,185	7,653	5-10-0101	PUBLIC WORKS DIRECTOR	9,414		
5,756	5,873	6,020	5,017	5-10-0110	UTILITY WORKER I	6,171		
-	492	1,000	-	5-10-0111	LUMP SUM COMPENSATION	500		
5,756	5,256	5,437	4,420	5-10-0123	UTILITY WORKER II	5,437		
4,400	4,951	4,100	3,417	5-10-0124	ADMINISTRATOR	4,203		
1,889	1,953	2,046	1,569	5-10-0180	SOCIAL SECURITY (FICA/MEDICARE)	1,930		
454	350	600	287	5-10-0181	EMPLOYMENT INS (SUTA)	429		
1,774	2,223	2,414	2,311	5-10-0182	WORKERS COMPENSATION	2,450		
11,709	11,649	13,030	8,967	5-10-0183	INSURANCE: HLTH/DENT/LIFE	10,961		
3,082	3,072	3,803	3,200	5-10-0184	PERS	4,412		
43,602	44,779	47,635	36,840		Total Personnel Services	45,907	-	-

15,328	14,300	17,000	13,112	IV.	Materials and Services		
1,000	-	1,000	1,000	5-20-0210	STREET LIGHTING	15,000	
69	-	1,000	729	5-20-0221	AUDIT	1,000	
3,117	804	4,000	719	5-20-0222	MATERIALS & SUPPLIES	3,500	
1,264	694	1,500	396	5-20-0223	EQUIPMENT/REPAIR/MAINT	3,500	
1,250	804	3,951	1,238	5-20-0226	WC/PROP LIAB - STREET	410	
22,028	16,602	28,451	17,194	5-20-0249	VEHICLE FUEL/OIL/TIRES	1,250	
					Materials and Services Total	24,660	-
				V.	Capital Outlay		
20,000	1,519	3,000	2,484	5-40-0311	VEHICLE/EQUIPMENT	15,000	
50,938	2,943	300,936	138,603	5-40-0331	PAVE/PATCH/REPAIR/ST MAINT	250,000	
-	-	1,555	-	5-40-0339	SIDEWALK/BIKE PATH IMPROV	1,150	
				5-40-0340	SIDEWALK DAMAGE REPAIR	5,500	
70,938	4,462	305,491	141,087		Capital Outlay Total	271,650	-
				V.	Transfers		
20,000	-	-	-	5-60-0406	TRANSFER TO CP STREET	50,000	
20,000	-	-	-		Transfers Total	50,000	-
				V.	Contingency		
-	-	4,450	-	5-70-0501	CONTINGENCY	25,083	
-	-	4,450	-		Contingency Total	25,083	-
156,568	65,843	386,027	195,121		TOTAL 154-100 STREET Expenditures	417,300	-
185,983	220,818	386,027	302,018		TOTAL FUND 154 REVENUES	417,300	-
43,602	44,779	47,635	36,840		TOTAL PERSONNEL	45,907	-
22,028	16,602	28,451	17,194		TOTAL MATERIALS AND SERVICES	24,660	-
70,938	4,462	305,491	141,087		TOTAL CAPITAL OUTLAY	271,650	-
20,000	-	4,450	-		TOTAL "ALL OTHER" (DEBT/TRNSF/CONTING)	75,083	-
156,568	65,843	386,027	195,121		TOTAL FUND 154 Expenditures	417,300	-
29,415	154,975	-	106,897		154 NET FUND BALANCE	-	-

City of Hines

Proposed: 19-May-20
 Approved: 0-Jan-00
 Adopted: 0-Jan-00

Historical Data				191 - Capital Projects Fund 100 - Non Departmental		Budget Year 2019-20			
Actual		2019-20				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
2017-18	2018-19	Budgeted	Actual	Account	Description				
				I.	Revenues				
196,588	259,962	-	395,786	3-01-0101	BEGINNING FUND BALANCE				
		65,145		3-01-0102	BFB CP GENERAL FUND				
-	-	250,386		3-01-0106	BFB CP WATER FUND				
-	-		-	3-01-0107	BFB CP SEWER FUND				
-	-	18,411	-	3-01-0108	BFB CP STREET FUND				
3,394	5,321	4,500	4,174	3-70-0102	INTEREST				
-	-	15,000	15,000	3-90-0101	TRANSFER FROM GENERAL FUND (CITY HALL)				
-	16,900	20,000	20,000	3-90-0102	TRANSFER FROM GENERAL FUND (POLICE)				
35,000	26,808	20,000	20,000	3-90-0103	TRANSFER FROM GENERAL FUND (FIRE)				
				3-90-0104	TRANSFER FROM GENERAL FUND (PARKS)				
60,000	127,409	285,317	285,317	3-90-0105	TRANSFER FROM WATER FUND				
20,000	-	-	-	3-90-0106	TRANSFER FROM SEWER FUND				
10,000	-	-	-	3-90-0107	TRANSFER FROM STREET FUND				
324,982	436,400	678,759	740,277		TOTAL CAPITAL PROJECTS REVENUE				
				II.	Expenditures				
-	-	-	-	5-60-0401	TRANSFER TO GENERAL FUND				
-	16,900	-	-	5-60-0402	TRANSFER TO GENERAL FUND (POLICE)				
-	26,808	-	-	5-60-0403	TRANSFER TO GENERAL FUND (FIRE)				
-		-	-	5-60-0404	TRANSFER TO GENERAL FUND (PARKS)				
-	127,409	-	-	5-60-0405	TRANSFER TO WATER FUND				
29,784	-	-	-	5-60-0406	TRANSFER TO SEWER FUND				

35,237	-	-	-	5-60-0407	TRANSFER TO STREET FUND	22,585	
65,021	171,117	-	-		Total Capital Projects Expenditures	177,730	-
324,982	436,400	678,759	740,277		TOTAL CAPITAL PROJECTS 191 REVENUES	871,433	-
65,021	171,117	-	-		TOTAL CAPITAL PROJECTS 191 EXPENDITURES	177,730	-
259,961	265,283	678,759	740,277		CAPITAL PROJECTS NET BALANCE	693,703	-

Historical Data				GRAND TOTAL BALANCES		Budget Year 2019-20		
Actual		2019-20				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2017-18	2018-19	Budgeted	Actual					
					Account	Description		
						<u>GRAND TOTAL REVENUE</u>		
974,656	952,527	1,003,470	998,181			GENERAL FUND 104	960,400	-
822,156	1,042,789	1,274,378	1,154,888			UTILITIES FUND 152	5,777,300	-
185,983	220,818	386,027	302,018			STREET FUND 154	417,300	-
324,982	436,400	678,759	740,277			CAPITAL PROJECTS FUND 191	871,433	-
2,307,777	2,652,534	3,342,634	3,195,364			Total Revenue	8,026,433	-
						<u>Grand Total Expenditures</u>		
667,119	674,540	748,018	598,179			GRAND TOTAL PERSONNEL SERVICES	775,679	-
382,161	343,118	467,553	313,199			GRAND TOTAL MATERIALS AND SERVICES	440,188	-
215,444	412,593	864,487	629,409			GRAND TOTAL CAPITAL OUTLAY	5,465,050	-
161,861	148,372	128,457	486,832			GRAND TOTAL DEBT SERVICES	252,813	-
230,021	211,731	1,019,076				GRAND TOTAL TRANSFERS	372,630	
-		115,043				GRAND TOTAL CONTINGENCY	197,083	
1,656,606	1,790,354	3,342,634	2,027,619			<u>GRAND TOTAL Expenditures</u>	7,503,443	-
651,171	862,180	-	1,167,744			<u>NET BALANCE</u>	522,990	-

RESOLUTION NO. 2286

A Resolution Transferring Monies Between Objects of Expenditure

BE IT RESOLVED that the Common Council of the City of Hines hereby transfers the following monies between objects of expenditure for the 2019-20 budget:

TRANSFERS BETWEEN OBJECTS OF EXPENDITURE:

From	104-101-5-70-0501 City Hall Contingency		\$ 300.00
To	104-101-5-20-0222 CIS WC/Prop Liab	\$ 150.00	
To	104-101-5-20-0230 Refunds	\$ 150.00	
From	104-102-5-70-0501 Police Contingency		\$16,650.00
To	104-102-5-10-1083 Insurance: Hlth/Dent/Life	\$16,000.00	
To	104-102-5-20-0226 Pet Impoundment	\$ 500.00	
To	104-102-5-40-0229 Membership Fees	\$ 150.00	
From	104-103-5-70-0501 Fire Contingency		\$ 1,750.00
To	104-103-5-10-0110 Assistant Fire Chief	\$1,000.00	
To	104-103-5-20-0223 Equipment Mtc & Exp	\$ 750.00	
From	152-105-5-70-0501 Water Contingency		\$20,055.00
To	152-105-5-20-0211 Regis/Trav/Mlg/Meals	\$ 150.00	
To	152-105-5-50-0504 USNB Loan Principal ½	\$7,550.00	
To	152-106-5-40-0310 Pumps/Lift Station	\$9,355.00	
To	152-106-5-50-0506 Prin on DEQ #2 Loan	\$3,000.00	
From	152-106-5-70-0501 Sewer Contingency		\$ 7,555.00
To	152-106-5-50-0504 USNB Loan Principal ½	\$7,555.00	

ADOPTED by the Common Council of the City of Hines this 19th day of May 2020.

NIKKI MORGAN, Mayor

ATTESTED TO BY:

KIRBY LETHAM, Administrator

RESOLUTION NO. 2286

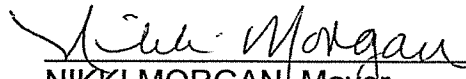
A Resolution Transferring Monies Between Objects of Expenditure

BE IT RESOLVED that the Common Council of the City of Hines hereby transfers the following monies between objects of expenditure for the 2019-20 budget:

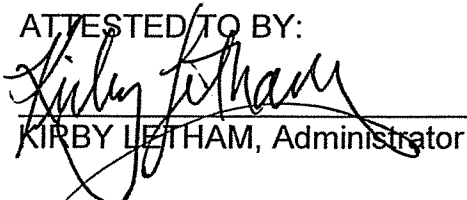
TRANSFERS BETWEEN OBJECTS OF EXPENDITURE:

From 104-101-5-70-0501 City Hall Contingency		\$ 300.00
To 104-101-5-20-0222 CIS WC/Prop Liab	\$ 150.00	
To 104-101-5-20-0230 Refunds	\$ 150.00	
From 104-102-5-70-0501 Police Contingency		\$16,650.00
To 104-102-5-10-0183 Insurance: Hlth/Dent/Life	\$16,000.00	
To 104-102-5-20-0226 Pet Impoundment	\$ 500.00	
To 104-102-5-20-0229 Membership Fees	\$ 150.00	
From 104-103-5-70-0501 Fire Contingency		\$ 1,750.00
To 104-103-5-10-0110 Assistant Fire Chief	\$1,000.00	
To 104-103-5-20-0223 Equipment Mtc & Exp	\$ 750.00	
From 152-105-5-70-0501 Water Contingency		\$20,055.00
To 152-105-5-20-0211 Regis/Trav/Mlg/Meals	\$ 150.00	
To 152-105-5-50-0504 USNB Loan Principal ½	\$7,550.00	
To 152-106-5-40-0310 Pumps/Lift Station	\$9,355.00	
To 152-106-5-50-0506 Prin on DEQ #2 Loan	\$3,000.00	
From 152-106-5-70-0501 Sewer Contingency		\$ 7,555.00
To 152-106-5-50-0504 USNB Loan Principal ½	\$7,555.00	

ADOPTED by the Common Council of the City of Hines this 19th day of May 2020.


NIKKI MORGAN, Mayor

ATTESTED TO BY:


KIRBY LETHAM, Administrator

6/01/20
11:11 AM
HIKIRBY

CITY OF HINES

PAGE 1


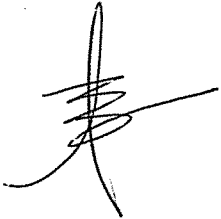
G11011

TRANSFER POST
TR DATE 6/01/20

TR# 16

BUDGET#	DESCRIPTION	AMOUNT
104-101 5-70-0501	RES 2286-CITYHALL CONTING	300.00-
104-101 5-20-0222	CIS WC/PROP LIAB	150.00
104-101 5-20-0230	REFUNDS	150.00
TOT TR# 16		.00

Resolution 2286

6/01/20
11:25 AM
HIKIRBY

CITY OF HINES

PAGE 1

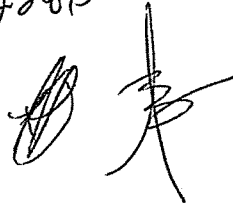
G11011

TRANSFER POST
TR DATE 6/01/20

TR# 17

BUDGET#	DESCRIPTION	AMOUNT
104-102 5-70-0501	RES-2286 POLICE CONTING.	16,650.00-
104-102 5-10-0183	INS.:HLTH/DENT/LIFE	16,000.00
104-102 5-20-0226	PET IMPOUNDMENT	500.00
104-102 5-20-0229	MEMBERSHIP FEES	150.00
TOT TR# 17		.00

Resolution 2286

A handwritten signature, possibly reading "J. B.", is written in black ink below the text "Resolution 2286".

6/01/20
11:28 AM
HIKIRBY

CITY OF HINES

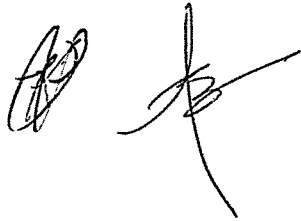
PAGE 1
G11011

TRANSFER POST
TR DATE 6/01/20

TR# 18

BUDGET#	DESCRIPTION	AMOUNT
104-103 5-70-0501	RES-2286 FIRE CONTINGENCY	1,750.00-
104-103 5-10-0110	ASSISTANT FIRE CHIEF	1,000.00
104-103 5-20-0223	EQUIPMENT MTC & EXP	750.00
TOT TR# 18		.00

Resolution 2286

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal stroke.

6/01/20
11:40 AM
HIKIRBY

CITY OF HINES

PAGE 1
G11011

TRANSFER POST
TR DATE 6/01/20

TR# 19

BUDGET#	DESCRIPTION	AMOUNT
152-105 5-70-0501	RES-2286 WATER CONTING.	20,055.00-
152-105 5-20-0211	REGIS/TRAV/MLG/MEALS	150.00
152-105 5-50-0504	USNB LOAN PRINCIPAL 1/2	7,550.00
152-106 5-40-0310	PUMPS/LIFT STATION	9,355.00
152-106 5-50-0506	PRIN ON DEQ #2 LOAN	3,000.00
TOT TR# 19		.00

Resolution 2286

A handwritten signature, possibly reading "B", is written below the text "Resolution 2286".

6/01/20
11:43 AM
HIKIRBY

CITY OF HINES

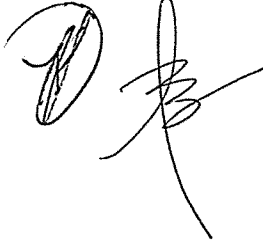
PAGE 1

G11011

TRANSFER POST
TR DATE 6/01/20

TR# 20

BUDGET#	DESCRIPTION	AMOUNT
152-106 5-70-0501	RES-2286 SEWER CONTING.	7,555.00-
152-106 5-50-0504	USNB LOAN PRINCIPAL 1/2	7,555.00
TOT TR# 20		.00

Resolution 2286




You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

LIVESTOCK PERMIT

Application for keeping livestock, domestic animals (excluding dogs, cats & rabbits), poultry, fowl or bees within the city limits (Hines Municipal Code Chapter 6)

NAME OF APPLICANT(S): Kenny and Pennie Peasley
PROPERTY ADDRESS: 513 N. Hwy 20
MAILING ADDRESS: 885 W. Madison Burns, OR 97720
PHONE: 541-589-2500 (Pennie) 541-589-2100 (Kenny)
NAME/PHONE OF PROPERTY OWNER: Stacey and Elaine Davey
541-589-1896 (Stacey) (Elaine) 541-589-1897

**PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS
OF HINES, AT ANY TIME, FOR NO.**

1. Permit applies only to single-family dwelling or duplex
2. No more than six (6) adult poultry allowed per proper
3. No more than two (2) fowl; two (2) livestock under nin
4. Any slaughter or euthanasia of animals or birds is lin
5. Livestock, animals, poultry or fowl must always be in
6. Livestock, animals, poultry, fowl or bees must be kep
7. Enclosures and buildings must always be kept in san
8. Enclosures, buildings must be free of noticeable odor
9. Enclosures and buildings must comply with all setba
10. Non-compliance complaints may result in withdrawal

Not approved!

Need :
of animals
signatures of
neighbors

TYPE AND NUMBER OF LIVESTOCK OR FOWL: Horses
TYPE AND LOCATION OF STRUCTURE: Corrals / Small Barn
DIMENSIONS: HEIGHT/WIDTH/LENGTH TYPE OF CONSTRUCTION MATERIAL LOCATION Back of prop.
TYPE OF RUN OR PEN: Corrals / Small Barn

PROVISIONS FOR SANITATION, ODOR CONTROL, DEBRIS REMOVAL AND SEVERE WEATHER:

Tractor removal of manure - haul off

ATTACH A SKETCH OF PROPERTY, SHOWING ENCLOSURE(S) LOCATIONS.

Applicant acknowledges that upon issuance of any permit by the City of Hines, it is obligation of Applicant to comply with any and all laws, ordinances and regulations governing the type of project permitted, whether specified in the permit. The granting of a permit by the City of Hines does not give applicant any authority to violate or modify the provisions of any other federal, state or local ordinance or regulation with respect to construction, performance of construction and/or operation of the project.

Regarding property boundaries, Applicant acknowledges that the only accurate way to locate property lines is by a land survey, conducted by a licensed professional. The city of Hines makes no representation as to the accuracy of location of any boundary related to the project and Applicant, by virtue of issuance of a permit by the City of Hines, agrees to hold harmless, defend and indemnify the City in any legal action related to property lines or boundaries.

I have read and understand the above application and hereby certify that all conditions will be continually met, and that I will abide by all restrictions, administrative rules and applicable ordinance or laws.

APPLICANT SIGNATURE: Pennie Peasley DATE: 5/7/2020

PROPERTY OWNER SIGNATURE Stacy L. Davis DATE: 5/7/2020
(if different from applicant)

FAILURE TO COMPLY with Hines Municipal code may result in denial of an initial application, or revocation of an existing permit, as well as possible further action, including fines and abatements costs.

DENIAL MAY OCCASIONALLY BE BASED SOLELY ON THIS FACTOR: Permittee's action present a reasonable doubt as to the permittee's ability to comply with permit conditions, or to keep livestock, domestic animals, poultry, fowl or bees without endangering or intruding upon the public health, safety or welfare.

APPROVED this day _____ by Hines Common Council

DENIED this day _____ by Hines Common Council

REVOKED this day _____ by Hines Common Council

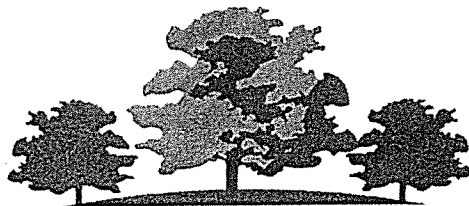
Applicant is attempting to obtain a permit from the City of Hines in order to be allowed to maintain livestock, domestic animals, poultry, fowl or bees on property within 300 feet of your residence.

IF YOU ARE NOT THE PROPERTY OWNER, PLEASE REFER APPLICANT TO THE OWNER.

Number and type of animal, poultry, fowl or bees

PHYSICAL PROPERTY ADDRESS[illegible]This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Rev. October 2019



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: Kirbys Thriftland / Bells Closet

BUSINESS PHONE NUMBER: 541-413-1402

CONTACT PERSON: Stephen Martin

MAILING ADDRESS: Po Box 955 Hines OR 97720

PHYSICAL ADDRESS: 123, N. Ogden Ave.

EMAIL ADDRESS: Kirbys.thriftland@gmail.com

Description of the trade, shop, business, profession, occupation or calling:

Yard Sale 2 days! Ebay Sales. Posh Mark
Plan for Store Front BY fall

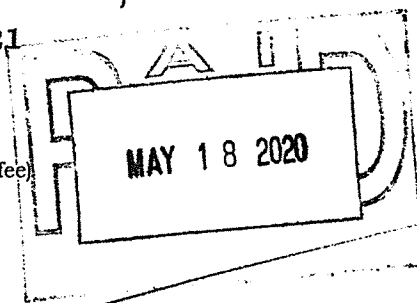
Fiscal Year for Business License: JULY 1, 2020 - JUNE 30, 2021

Licensing Fee:

☒ **\$65.00** (\$40.00 in-county vendor or seasonal business plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: 5-12-20



[Signature]
Signature of applicant or agent

Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:

Registration No.: 167396796 Bond No.: _____

Insurance agent/agency: State National Insurance Co. Inc.
Pol # NKT12LS RNY-00-gi \$2 mil.

FOR CITY USE ONLY:

License No. _____

Date issued: _____

Annual fee: _____

\$65.00
pd cash
5/18/20

Kirbys thriftland BUSINESS PLAN

Prepared by:

Stephen Martin

123 N Ogden Ave
Hines, Oregon 97738
5414131402
kirbys.thriftland@gmail.com

www.ebay.com/usr/kirbys_thriftland - www.facebook.com/kirbys_thriftland

I. EXECUTIVE SUMMARY

Kirbys thriftland (referred to from hereon in as the "Company") was established as a Sole Proprietorship at 123 N Ogden Ave, Hines, Oregon 97738 with the expectation of rapid expansion in the resale of used and previous owned goods. industry. The Company solicits financial backing in order to be able to introduce its new product (described below).

Business Description

The Company was formed on 4/03/2019 as Sole Proprietorship under Oregon state laws and headed by Stephen Martin.

I have worked and managed many retail positions. I also have a strong base of others in this profession to call on for help.

Have already donated over 6229\$ in items and cash to goodwill and wounded veterans, this year alone..

Business Mission

To provide quality used goods to a community with no other options.

To be fair, honest, and generous.

Product

The Company's primary product is Used goods: Used housewares, book, clothing, jewelry, appliances, furniture, media, tools, electronics antiques, and more.

My kids and I buy storage units and liquidation auctions for resale like the tv show "storage wars".

Funding Request

The Company requests a total loan of \$5,000.00 over the course of 6 months, to be used for the following purposes:

The funding will be used to rent storefront and setup.

Purpose	Loan Amount
Buy shelving and displays	\$500.00

Long-term debt payment is a key feature of the Company's financial plan. We expect to break even within a 2 months time period following the introduction of our product. Financial predictions suggest a minimum 400%% return on investment by the conclusion of the financing period.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the resale of used and previous owned goods industry presently makes 48,000 dollars in sales.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

I'm in a market scarcely covered in this community. There is only two other option in town and I donate my extra stock to them now. There stock rarely changes as mine changes often. I can support my store and still donate to my competitors.

Business Goals and Objectives

Short Term:

Short term goals are to pay all bills and make a return of minimum of 10% while supplying a nees to my local community.

Long Term:

To be established with a good reserve and make up to 25% returns. While employing 1-2 people.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

My market is everyone looking for good prices. In my small town of Hines Oregon.

The estimated number of potential clients within the Company's geographic scope is 8,000.

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Pricing is based on current market value minus 10-20% or up to 30% markup of purchase price. To be competitive with market.

Distribution Strategy

In store pickup or shipping USPS, USA only.

Promotional Strategy

The Company will promote sales using the following methods:

I will market on my numerous websites. Also plan to expand into a YouTube channel like many of my examples.

SWOT Analysis

Strengths

Business strength comes from constant changing stock along with a nationwide market.

Weaknesses

Weakness would be market. No auctions, no stock. I have gone a month with no won auctions.

Opportunities

Opportunities are limitless one day I can have averaged stock, next I can have luxury. My geographical location leaves me absent competition.

Threats

My main threats come from scamming and theft.

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$3,305.00
Revenue and sales for upcoming year of business (projected):	\$96,000.00
Gross profit for upcoming year of business (projected):	\$30,000.00

Kiwanis

\$100 approved

www.kiwanis.org

May 2020

Dear Fourth of July Fireworks Supporter:

For the past 31 years, the Kiwanis Club of Burns-Hines has been privileged to present the annual Fourth of July Fireworks event. This year we are proud to continue the tradition as a reminder of our country's freedom and greatness. As families watch the display together, it is an opportunity to reflect on our patriotism and to teach our children what freedom means.

To make this year's show a success, the Kiwanis Club is seeking community-wide donations. Your generous gift will make this annual, patriotic event possible. Every donation, large or small, really matters and is greatly appreciated.

Contributors who respond before June 12th will be recognized in a full-page newspaper advertisement in the Burns Times Herald on July 1st.

On behalf of the Kiwanis Club and all of Harney County, thank you in advance for your support. Without your generous consideration, our organization would not be able to provide the Fourth of July fireworks show for the citizens of Harney County.

Mail your donations today to: Kiwanis Club of Burns-Hines, PO Box 793, Burns, OR 97720.

Sincerely,

Kiwanis Fireworks Display Committee

For more information call Kelly Everhart at 541-589-4980. Contributions or gifts to the club are not deductible as charitable contributions for federal income tax purposes.

495312

541.589. ~~00~~ 5058

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE				
NAME City of Hines						
ADDRESS 101 E. Barnes Ave - P.O. Box 336						
CITY, STATE, ZIP Hines, OR 97738						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION	PRICE	AMOUNT			
1	1"x1" block Advertising					
2	Black & White Printing	50.00	50.00			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
RECEIVED BY						

A-5205
T-46320/46350

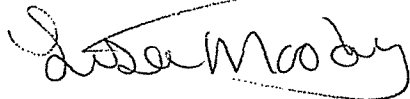
KEEP THIS SLIP FOR REFERENCE

01-11

Dear Harney County Businesses,

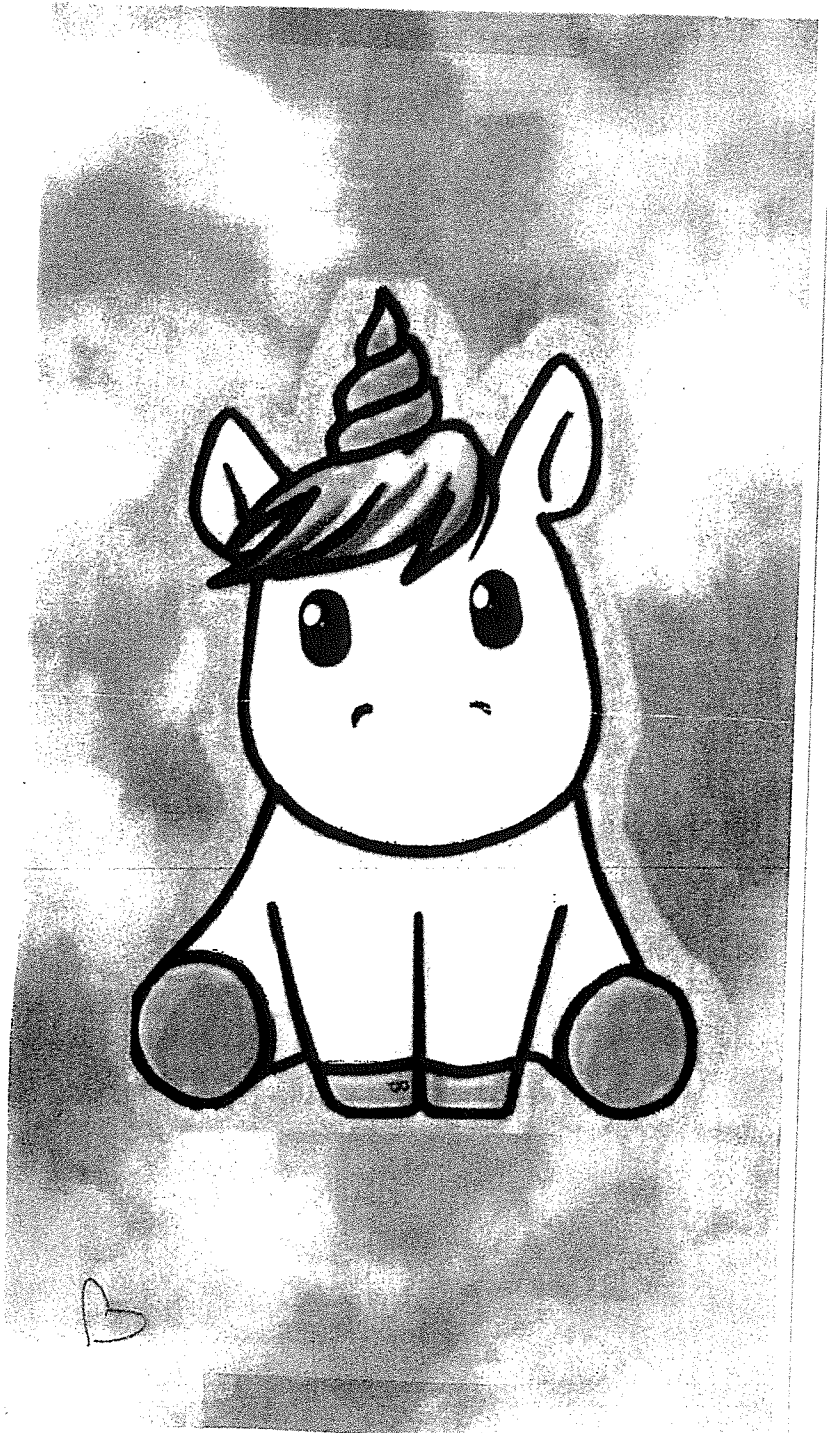
The library needs your help this summer with the Summer Reading Program. Due to the COVID 19 virus we are unable to hold programs as we have in the past. This year we will be doing things a little different. The first week (June 1st to June 9th) we have a unicorn theme and a digital show from JenUwin the dancing unicorn. We are having a county wide unicorn hunt. Could you please hang this unicorn in your store window so the children can find them? This activity will get them out and about in the fresh air, but not gathering together.

Thank you so much for your help,



Lisa Moody (Harney County Library)

(Children's Services)



Simply answer a few questions about your vehicle to receive a guaranteed offer from our reputable partner. Sell your car and get a check the smart way.

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Your appraisal As of 05/19/2020

Email report

Trade-In ⓘ

\$6,651

Private Party ⓘ

\$8,700

Dealer Retail ⓘ

\$10,297

National Base Price ⓘ	\$7,583	\$9,893	\$11,782
Optional Equipment ⓘ	\$58	\$75	\$90
Sport/Performance Suspension	\$58	\$75	\$90
Color Adjustment ⓘ	\$8	\$11	\$13
Regional Adjustment ⓘ	-\$79	-\$103	-\$123
Mileage Adjustment ⓘ	\$108	\$140	\$167
Condition Adjustment ⓘ	-\$1,026	-\$1,316	-\$1,632
Value	\$6,651	\$8,700	\$10,297

Hide detailed report ^

Get a Real Offer in Minutes

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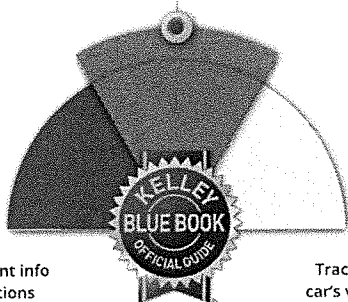
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What's a fair price? >

Private Party Range
\$8,925 - \$11,122
Private Party Value
\$10,024



Track this car's values

PRIVATE PARTY VALUE

Leverage this value to set your price and negotiate with private-party buyers.

Average Time to Sell:

30
DAYS

Level of Effort:

☐ ☐ ☐

High

[See Overview of Values](#)

Condition: Fair

Valid for ZIP Code 97738 through 05/19/2020

Overall Consumer Rating 4.8 / 5

★★★★☆ 194 Ratings

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COVID-19 Resources for

Selling Your Car

How to Sell Your Car In A Coronavirus Environment

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And until May 30, 2020, save 50% off the cost of any ad.



Basic
\$12⁵⁰
\$25.00

Featured
\$25⁰⁰
\$50.00

Premium
\$45⁰⁰
\$90.00

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2013 Dodge Charger Value - Find Out What Your Car's Worth

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Location and Style



Colors and Options



Condition and Mileage



Appraisal Report

2013 Dodge Charger

R/T 4dr Sedan (5.7L 8cyl 5A)



Mileage

82,000

Condition

Rough

Exterior

Phantom Black Tri-Coat Pearl



Get a Real Offer in Minutes

With all the changes in the world, our city council meetings have been fewer. The budget is suddenly upon us. By doing my homework and research and with some assistance, I would like to present the following:

Last year the discussion of how to allocate the TRT (Transient Room Tax) was discussed several times before, during and after the budget hearings. It appears that we are following the same status as we did last year. In order to correct and act on the discussions previously discussed we need to submit a proposal that fits the direction we were headed in.

So in order to be fair to the Chamber I will recommend the following:

The current proposal looks as though we expect to receive \$195,000.00 in TRT Tax.

25% of that tax \$48,750.00 is used for tourism and divided between the Chamber of Commerce and the City of Hines. It is currently proposed to donate to the Chamber \$42,500.00 and the City of Hines will retain \$6,250.00.

I would like to propose that at this time we allocate 50% of the \$48,750.00 or \$24,375.00 to the Chamber And 50% to the City of Hines in the amount of \$24,375.00 in this years budget.

DISCUSS + VOTE THE UP COMING YEAR

Each year thereafter we will ~~decrease the amount given to the chamber by 5% until only 5% remains and from then on that is all they will receive from the City of Hines (Capped). Not only is this fair but it also gives the Chamber a 10 year period of time to adjust and make future plans.~~ It will also give the City of Hines the opportunity to implement a tourism program that the tax payers can see and appreciate for years to come.

With this program we can encourage the Chamber and the community to apply for Tourism funding. This does not limit the Chamber's funding it just assures that the funds are being spent directly on tourism. In essence, the funding is available with accountability. In the past we have not received this from the Chamber.

At this time I feel that we should discuss this issue. And can we submit a motion today for a vote.



The State Tax Street Fund is another fund that could be sensitive to economic impact of COVID-19. This fund is almost solely dependent upon the State for revenue. As mentioned earlier, the State of Oregon is already declaring budget shortfalls for the coming fiscal year, which will likely impact this fund. Fortunately, the City has been awarded two Small City Allotment grants which will continue to help us improve our streets as we've planned, namely the West Hanley Paving Project. We will watch the State and guard our resources carefully.

Conclusion

In conclusion, I have to say that the current situation is quite unique. I find it very difficult to project revenues and expenditures with clarity. Do we really clam up and batten down the hatches? If we budget too tightly, we potentially handicap ourselves from progressing and taking advantage of unanticipated revenues. Do we run forward with reckless abandon? If we are not wise, we could spend too much and risk breaking our budget and the law.

I feel we need to budget wisely and take an attitude of "just because we have it budgeted doesn't mean we have to spend." What I mean by this is holding off on projects and expenditures that are not expected. For example, the City has wanted to build a park bathroom and pave W. Hanley for years – we continue with those projects. But, projects such as the underground sprinklers for the remaining parks, major park improvements, and major technological improvements for the Water system could be held off until later in the year, once we have a better picture of what the revenue stream will look like for the City.

I believe the City of Hines is in a good position and that no matter what the future holds, we can improve our situation.

Thank you.

Kirby Letham
City Administrator