



City of Union

Agenda

City Council Meeting

Monday, September 13, 2021 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Water and Sewer Rate Ordinance	3 - 29
Ordinance 563 - Sewer and Water Rate - Cleaned	
Ordinance 563 - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• August Business Meeting Minutes	30 - 33
City Council - Aug 09 2021 - Minutes - Pdf	
5.2. Work Session Minutes	
• August Work Session Minutes	34 - 37
Council Work Session - Aug 09 2021 - Minutes - Pdf	
Council Work Session - Aug 23 2021 - Minutes - Pdf	
5.3. Information Reports	
• Monthly Office Manager Report-Vouchers-Revenue & Expenses	38 - 56
August 2021 - Pdf	
• Monthly Library Report	57 - 58
August 2021 - Pdf	
• Monthly Fire/Ems Report	59 - 60
August 2021 - Pdf	
• Monthly Animal Report	61 - 63
August 2021 - Pdf	
• Monthly Sheriff's Report	64 - 67
August 2021 - Pdf	

6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**

7. **CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**

- | | | |
|------|--|---------|
| 7.1. | Admin Monthly Report
August 2021 - Pdf | 68 - 70 |
| 7.2. | PW Monthly Report
August 2021 - Pdf | 71 - 72 |
| 7.3. | Wastewater Monthly Report
August 2021 - Pdf | 73 - 74 |

8. **PUBLIC COMMENT**

Audience members may bring any concern before the Council at this time.

Public comment rules:

All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. September 27, 2021 @ 6pm - Work Session
- 9.2. October 11, 2021 @ 6pm - Work Session
- 9.3. October 11, 2021 @ 6pm - Business Meeting

10. **ADJOURNMENT:**

The City of Union Regular Business Meeting will be streamed live on our Facebook page beginning at 7:00pm. Please like and follow our Facebook page (<http://www.facebook.com/cityofunion.ontheweb>), to be notified and view our live feed. The feed will be monitored and pertinent comments to all matters being discussed will be shared with Council. You may also email comments to admin@cityofunion.com during the meeting, which will be shared with Council at the appropriate time.

For any questions, please contact us at 541-562-5197.

Seating in the Leonard Almquist Chambers is open to the public.

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at 541-562-5197 so we may arrange appropriate accommodations.

CITY OF UNION
STATE OF OREGON

In the Matter of Revising and
Updating Union City Code Sections
Relating to Sewer and Water Charges

ORDINANCE NO. 563

WHEREAS the City of Union provides sanitary sewer and water service to City residents; and

WHEREAS calculation of how the City of Union charges for such utility services needs revisions and updating in order to maintain the current level of services while operating in a fiscally reasonable manner; and

NOW, THEREFORE the City Council of City of Union amends Union City Code Chapter Section 50.068 as follows (language to be added is italicized in red and language to be removed is stricken through):

§ 50.068 METERS.

(F) Charges.

(1) Funds in excess of utility expenses. If revenues received from the imposition of water and sewer rates exceed expenses of the current operation, capital improvement costs and debt service for the water and sewer systems, the excess water and sewer revenues shall be held, respectively in the Water Reserve Fund and Sewer Reserve Fund, and the use of those funds shall be limited to the future maintenance, improvement and debt payment for the water and sewer systems, respectively.

(2) Water; residential equivalent unit.

(a) Except as provided following the chart below, the number of residential equivalent units (REUs) shall be determined by meter size, as follows:

Water Meter Size	Number of REUs	Allowable Consumption Included in Base Rate (Cubic Feet)	Base Water Rate Month	Base Sewer Rate Month
3/4-inch	1	0	\$33	\$50
1-inch	2	0	\$75	\$100
1 1/2-inch	4	0	\$150	\$200
2-inch	8	0	\$250	\$400
3-inch	16	0	\$400	\$800

(b) The number of residential equivalent units (REUs) for duplexes, triplexes, manufactured dwelling parks, multi-family dwelling and businesses with apartment where two or more dwelling units are served by a single meter, shall be the sum of the dwelling units served by that meter, irrespective of meter size.

(3) Water rates.

(a) All dwellings (REUs) using water from the City of Union will be required to have a three-fourths inch meter (or larger if required by special circumstances e.g., fire suppression system). The base rate water for residential service shall be \$33 per month per residential equivalent unit (REU) as defined in this section, which base rate does not include charges for water usage.

(b) In addition to the base fee set forth in F(3)(a) the first 1000 cubic feet of water used per billing cycle shall be subject to a charge of \$0.005 per cubic foot. Thereafter, water usage in excess of 1000 cubic feet shall be charged at the rate of \$0.0125 per cubic foot, except during the time frame from June 1 to October 1, during which time the first 2000 cubic feet of water usage per billing cycle shall be charged \$0.005 per cubic foot and charged \$0.0125 per cubic foot used thereafter.

(4) Sewer rates.

(a) The residential equivalent unit (REU) for sewer is 725 cubic feet of effluent. Each additional REU used, such as by heavy industrial or commercial laundry use, for example, will be multiples of the REU rate like the water chart (division (F)(2)(a) above).

(b) The base rate for sewer service from the City of Union shall be \$50 per month per residential equivalent unit (REU).

(c) Hotels, motels and RV parks will be charged one base rate for the business and pro-rated one-thirtieth per use day of rooms or hookups.

(5) Rates following disconnection.

(a) When water service to a lot, parcel, or unit has been disconnected, the account shall no longer be subject to any maintenance, the base rate, or usage charges. Users disconnecting services will be responsible only for paying a disconnect fee (turn off) and any water usage that has occurred since the last meter reading.

(b) Water or sewer service shall not be resumed without authorization from the City of Union, and the payment of any fees that may be due and owing including a fee for resumption of service or re-connection has been paid.

(c) Any property with water and sewer services that has been disconnected for a period greater than or equal to three years, shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.

(6) Rates: use of water no sewer or sewer no water.

(a) Those accounts receiving city water service but no sewer service will pay the amounts owed for water service as set forth in section (F)(3) above.

(b) Those accounts receiving city sewer service will pay full rates for sewer.

(7) Adjustments. For the purposes of this section, a 0% - 3.0% increase in the above rates in divisions (F)(3), (4), (5) and (6) above will be made yearly to keep the water and sewer rates current with increased cost of living

(a) A 1.5% increase will automatically go into effect on April 1 annually should council fail to address the rates as depicted in (F)(7)(b) below.

(b) The City Council shall review the current rate annually in January (but no later than March) and may increase rates as determined to be appropriate not to exceed 3.0%.

(c) In the event of an emergency defined as a major loss to the water or sewer system, the need to respond to an unfunded mandate of the State of Oregon or the U.S. Federal government, an act of God, terrorism or vandalism, Council may adjust the rates appropriately.

(d) The City Council is further authorized to decrease sewer rates, water rates, or both in the event the Council determines that such decrease will not reduce the current acceptable level of services.

(e) Notwithstanding the foregoing, or any provision of any ordinance of the City of Union, the City Council is hereby authorized to set or amend all water and sewer rates, and system development charges, by resolution.

(8) Special circumstances and requirements. For any utility rates not expressly provided for in this section, including but not limited to utility hookup charges, standby fire rates and contract rates, the City Council retains the authority to set rates by resolution.

(G) Effective date of metered rates. The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges

All previous Ordinances Effective date of metered rates. The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges.

(Ord. 421, passed 5-30-1990; Ord. 508, passed 6-28-2007; Ord. 545, passed 11-10-2014)

Effective Date. This Ordinance shall take effect on the 1 day of October 2021.

FIRST READING: August 9, 2021

SECOND READING: _____

DATED this _____

CITY OF UNION CITY COUNCIL

Mayor

Attest:

City Administrator/Recorder



Memorandum

Subject: Water and Sewer Rate Ordinance
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Our completed rate study in December of 2020 gave direction on fixing our water and sewer rates. I have included that report along with Ordinance 563 for first reading addressing the Council's wishes for the water and sewer rates.

FINANCIAL IMPACT:

This will aid greatly in the effect of bringing water to a point in which it does not rely on left over funds to continue to operate and now water will become self sustaining. This ordinance also reflects the savings on sewer with the refinanced loan had on it in 2015, thus reducing sewer costs for our citizens and maintaining a balanced budget.

POLICY IMPLICATIONS:

Per Charter regulations we must have two meetings on the ordinance, the second of which invited our citizens to come and provide testimony on the rates. Both the first and second reading have invited citizenry to come and participate in the discussion. With the August date, 1st reading, getting a 9 day notice and the September reading, 2nd, getting over a 30 day notice.

RECOMMENDATION:

To adopt ordinance 563 on first reading as a result of the rate study had in 2020.

ALTERNATIVES:

After discussion modifications can be discussed and infused into the readings if needed.

ATTACHED:

[Ordinance 563 - Sewer and Water Rate](#)

[Union Water and Sewer Rate Report FY 2021-2025 12-29-20](#)

CITY OF UNION
STATE OF OREGON

In the Matter of Revising and
Updating Union City Code Sections
Relating to Sewer and Water Service
Charges

ORDINANCE NO. 2021-563

WHEREAS the City of Union provides sanitary sewer and water service to City residents; and

WHEREAS calculation of how the City of Union charges for such utility services needs revisions and updating in order to maintain the current level of services while operating in a fiscally reasonable manner; and

NOW, THEREFORE the City Council of City of Union amends Union City Code Chapter Section 50.068 as follows (language to be added is italicized in red and language to be removed is stricken through):

§ 50.068 METERS.

(F) *Charges.*

(1) *Funds in excess of utility expenses.* If revenues received from the imposition of water and sewer rates exceed expenses of the current operation, capital improvement costs and debt service for the water and sewer systems, the excess water and sewer revenues shall be held, respectively in the Water Reserve Fund and Sewer Reserve Fund, and the use of those funds shall be limited to the future maintenance, improvement and debt payment for the water and sewer systems, respectively.

(2) *Water; residential equivalent unit.*

(a) Except as provided following the chart below, the number of residential equivalent units (REUs) shall be determined by meter size, as follows:

<i>Water Meter Size</i>	<i>Number of REUs</i>	<i>Allowable Consumption Included in Base Rate (Cubic Feet)</i>	<i>Base Rate Month</i>
3/4-inch	1	1,000	\$18
1-inch	2	2,000	\$36
1 1/2-inch	4	4,000	\$72
2-inch	8	8,000	\$144
3-inch	16	16,000	\$288

Water Meter Size	Number of REUs	Allowable Consumption Included in Base Rate (Cubic Feet)	Base Water Rate Month	Base Sewer Rate Month
3/4-inch	1	0	\$33	\$50
1-inch	2	0	\$75	\$100
1 1/2-inch	4	0	\$150	\$200
2-inch	8	0	\$250	\$400
3-inch	16	0	\$400	\$800

(b) The number of residential equivalent units (REUs) for duplexes, triplexes, manufactured dwelling parks, multi-family dwelling and businesses with apartment where two or more dwelling units are served by a single meter, shall be the sum of the dwelling units served by that meter, irrespective of meter size. Individuals will have 180 days after passage to establish service to all residential equivalent units on nonconforming units in existence at the time of passage. After the 180 days, those units found in noncompliance will pay system development charges (SDCs).

(3) *Water rates.*

(a) All dwellings (REUs) using water from the City of Union will be required to have a three-fourths inch meter (or larger if required by special circumstances e.g., fire suppression system). The base rate water for residential service shall be \$18 33 per month per residential equivalent unit (REU) as defined in this section, which shall include 1,000 cubic feet of water base rate does not include charges for water usage.

(b) The small business rate of \$12 per month with an allowance of 200 cubic feet of water shall be allowed. This would apply to businesses not using water as part of the business and no more than two employees.

(c) For each cubic feet of water used in excess of the base allowance in divisions (F)(3)(a) and (b) above, the charge shall be \$ 0.0085.

(b) In addition to the base fee set forth in F(3)(a) the first 1000 cubic feet of water used per billing cycle shall be subject to a charge of \$0.005 per cubic foot. Thereafter, water usage in excess of 1000 cubic feet shall be charged at the rate of \$0.0125 per cubic foot, except during the time frame from June 1 to October 1, during which time the first 2000 cubic feet of water usage per billing cycle shall be charged \$0.005 per cubic foot, and charged \$0.0125 per cubic foot used thereafter.

(4) *Sewer rates.*

(a) The residential equivalent unit (REU) for sewer is 725 cubic feet of effluent. Each additional REU used, such as by heavy industrial or commercial laundry use, for example, will be multiples of the REU rate similar to the water chart (division (F)(2)(a) above).

(b) The base rate for sewer service from the City of Union shall be \$35 ~~50~~ per month per residential equivalent unit (REU).

(c) Hotels, motels and RV parks will be charged one base rate for the business and prorated one-thirtieth per use day of rooms or hookups.

(5) *Rates following disconnection.*

(a) When water service to a lot, parcel, or unit has been disconnected, ~~a minimum monthly rate shall thereafter be charged in lieu of the rates otherwise applicable. The minimum rates for sewer and water services shall be those which are set from time to time by the City Council by ordinance or resolution. These rates shall be prorated for any partial months of disconnection. The person or persons responsible for payment of the minimum fees shall be those who are entitled to occupy or use the property or unit in question, and shall include those to whom utility claims may be transferred pursuant to O.R.S. 91.255. the account shall no longer be subject to any maintenance, the base rate, or usage charges.~~ *Users disconnecting services will be responsible only for paying a disconnect fee (turn off) and any water usage that has occurred since the last meter reading.*

(b) ~~The minimum rates set forth in division (F)(5)(a) of this section shall not go into effect until the person responsible to pay the minimum rates complies with the requirements of City of Union Code § 50.072(a) by requesting that service be discontinued, and the person pays any fees then due and owing by that person including a disconnect fee. Thereafter, w~~Water or sewer service shall not be resumed without authorization from the City of Union, and the payment of any fees that may be due and owing including a fee for resumption of service or re-connection *has been paid.*

(c) ~~The person responsible to pay water or sewer rates may for a period of not to~~ Any property with water and sewer services *that has been disconnected for a period greater than or equal to* exceed three years avoid all water and sewer rates, *shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.* ~~but not including system development charges if the subject property is otherwise subject thereto, if all the following conditions are met: the person removes all buildings on the parcel or lot, the person removes all debris and fills all excavations, the person requests the City of Union to disconnect water service, the city inspects the property and determines that the foregoing conditions are met, and the person pays the city any fees then due and owing including a disconnect fee. The period of fee avoidance shall commence when all the stated conditions are met and shall end upon the earlier of the passage of three years, the commencement of construction to place a building or dwelling on the property, or the use of water or sewer service. A re-connection fee shall be due and owing when water service is resumed.—~~

(6) *Rates: use of water no sewer or sewer no water.*

~~(a) Those people on accounts receiving city water service but no sewer service will pay full the amounts owed for water service as set forth in *section (F)(3) above*. water service (\$18.00) and the amount of \$18.75 for sewer debt service. No system development charges will be levied to the two customers in this situation as of the date of passage of this section.~~

~~(b) Those people on accounts receiving city sewer service will pay full rates for sewer, and \$11.25 for a combination of water bonds and water line maintenance. No system development charges will be levied to the ten customers in this situation as of the date of passage of this section.~~

(7) *Adjustments.* For the purposes of this section, a 2.5% *0% - 3.0%* adjustment of ~~increase~~ in the above rates in divisions (F)(3), (4), (5) and (6) above will be made yearly to keep the water and sewer rates current with increased cost of living. ~~(This percentage reflects an average of consumer price indexes over the past ten years.)~~

(a) A *1.5% increase* The adjustment will automatically go into effect the first of the month 30 days following passage of this section in 2007 and thereafter on April 1 annually *should council fail to address the rates as depicted in (F)(7)(b) below.*

(b) The City Council shall be required to review the adjustment *current rate* annually in January (but no later than March) *and may increase rates as determined to be appropriate not to exceed 3.0%.*

~~(c) The City Council is authorized to increase the water or sewer rates above the 2.5% adjustment prior to April 1, or at any time, In the event of an emergency defined as a major loss to the water or sewer system, the need to respond to an unfunded mandate of the State of Oregon or the U.S. Federal government, an act of God, terrorism or vandalism, *Council may adjust the rates appropriately.*~~

(d) The City Council is also further authorized ~~at any time to decrease water or sewer rates sewer rates, water rates, or both in the event the Council determines that such decrease will not reduce the current acceptable level of services.~~

(e) Notwithstanding the foregoing, or any provision of any ordinance of the City of Union, the City Council is hereby authorized to set or amend any and all water and sewer rates, ~~but not including~~ and system development charges, by resolution.

(8) *Special circumstances and requirements.* For any utility rates not expressly provided for in this section, including but not limited to utility hookup charges, standby fire rates and contract rates, the City Council retains the authority to set rates by resolution.

(G) *Effective date of metered rates.* The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges

All previous Ordinances *Effective date of metered rates.* The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges.

(Ord. 421, passed 5-30-1990; Ord. 508, passed 6-28-2007; Ord. 545, passed 11-10-2014)

Effective Date. This Ordinance shall take effect on the 1 day of September 2021.

FIRST READING: _____

SECOND READING: _____

DATED this _____

CITY OF UNION CITY COUNCIL

Mayor

Attest:

City Administrator/Recorder



P.O. Box 998, Jacksonville, N.C. 28546
P.O. Box 73, Harwich Port, Massachusetts 02646
Telephone: 508.360.1378
www.municipalconsultants.net

December 29, 2020

Mr. Doug Wiggins
City Manager
City of Union
342 S. Main Street
Union, Oregon 97883

Dear Mr. Wiggins:

This report and the accompanying forecasts of revenue requirements were prepared for the City of Union to calculate a water and sewer rate structure for fiscal year 2021 to fiscal year 2025.

The financial forecast of revenue requirements was based on the city's assumptions concerning future events and circumstances. The assumptions disclosed herein are those which the city believes are significant to the forecasts or are key factors upon which the financial results of the water and sewer department depends based on present circumstances and assumptions as of the date of this report.

We have compiled the forecasts and water rates in accordance with applicable guidelines established by the American Water Works Association. This report completes our requirements to review the water and sewer rate structure and recommends a method that will recover the costs equitably by class of customer.

We wish to thank everyone who assisted us during this project.

Very truly yours,

PIONEER CONSULTING GROUP, INC.

A handwritten signature in blue ink, appearing to read "Doug Gardner", with a long horizontal flourish extending to the right.

Douglas W. Gardner
President

SUMMARY

The purpose of this study was to complete an analysis of the water and sewer rate methodology and recommend changes, which will equitably charge each class of customer, encourage conservation, and provide capital improvement funds. Pioneer Consulting Group, Inc. stressed to the council that the water and wastewater rate projections are estimates, and actual rate increases voted by the Board should be based on then-current information. The proposed rates are designed to strengthen the enterprise funds.

FINDINGS AND RECOMMENDATIONS

1. The current Fiscal Year 2021 Water and Sewer Rates will not generate sufficient revenues to fund the FY 2021 budget and beyond solely based on the sale of water. The city funds the departments utilizing unspent funds from the prior fiscal year. This method of funding sets a dangerous precedent. If the department expends their entire budget in one fiscal year, the next year will result in a revenue deficit. The water and sewer budgets should be funded primarily by rates and charges.
2. We recommend that all “specialty rates” be eliminated. This includes vacation rates, small business rates, etc. Each class of customer must be charged based on their meter size and metered consumption.
3. The present water rate structure is not equitable. Seventy percent (70%) of all customers do not use the minimum allowance of 1,000 cubic feet (cf) per month. These customers are paying for water they are not using. Residential customers with a ¾” meter who use in excess of 1,000cf and larger meter consumers are being subsidized by the lower users.
4. We recommend the city eliminate the minimum flow in the monthly minimum charge.
5. We recommend the city conduct an audit of their large meter customers. Our analysis of billed consumption has revealed many meters appear to be oversized. Oversized meters result in under registered consumption and lost revenue. Any meter deemed to be oversized must be replaced with a smaller meter.
6. The present water rates are too low and must be raised to fund future expenses and capital improvements.
7. The present sewer rate structure is not equitable. The flat rate does not encourage conservation. Each customer pays the same amount whether they use 1 cubic foot or 10,000 cubic feet. Low consuming customers are subsidizing larger consuming customers.
8. We recommend that the current water rate structure be modified.
9. We recommend that all water consumers continue to be charged a monthly minimum charge and the minimum allowance be eliminated.
10. The minimum charge is designed to recover the costs associated with the daily operation of the water department. The minimum charge includes meter reading, billing, meter service, administrative costs and other fixed costs. The minimum charge is a guaranteed revenue. Guaranteed revenue is critical to a small system like Union.

11. We recommend that the water minimum charge for each customer continue to be based on meter size. Therefore, as a meter size increases the minimum charge increases as well. The recommended monthly minimum charge by size is as follows:

<u>Meter Size</u>	<u>Water Monthly Minimum</u>
3/4"	\$ 33.00
1"	\$ 75.00
1 1/2"	\$ 150.00
2"	\$ 255.00
3"	\$ 400.00

12. We recommend that the sewer minimum charge be based on the size of the water meter. Therefore, as a meter size increases the minimum charge increases as well. The recommended monthly minimum charge by size is as follows:

<u>Meter Size</u>	<u>Sewer Monthly Minimum</u>
3/4"	\$ 50.00
1"	\$ 125.00
1 1/2"	\$ 250.00
2"	\$ 400.00
3"	\$ 750.00

13. We recommend that the water department implement a conservation based multi-step water rate. A conservation-based rate structure encourages the efficient use of water by charging customers a higher rate as their water consumption increases. The conservation based rate structure will discourage the wasteful use of water.
14. Conservation-oriented water pricing is an effective way of encouraging water conservation and balancing water supply with water demand. When water rates do not reflect the full cost of providing water services, the price of water is lower than it should be in order to send the correct signal to customers about its actual value. The lower price encourages more water consumption, and utilities have to increase water supply to meet the demand. This creates an unbalance: consumers are using more water than they need, and utilities are supplying more water than they should have to without recovering the actual costs created in doing so. Conservation pricing allows utilities to recover the full cost of supplying water while encouraging more efficient water use on the part of consumers so that the water supply and demand cycle can be more financially and environmentally sustainable.
15. As described in items 13 & 14, a conservation based water rate structure encourages water conservation and places higher demand costs on the highest users. The metered water consumption is billed in arrears.
16. The proposed two step monthly water rate is as follows:
- 1st Step: up to 1,000cf \$0.0050 per cubic foot
 - 2nd Step: all consumption in excess of 1,000cf \$0.0125 per cubic foot
17. We recommend that the sewer rate remain a flat rate. There is no flow charge. Customers pay the same amount based on their meter size regardless of consumption.
18. We recommend beginning in FY 2023 and beyond, the water and sewer rates be increased by an inflationary percentage. The exact amount of the inflation increase must be discussed and debated by the Council. If the inflation increase is not passed, larger future rate increase will be necessary.

19. The FY 2021-FY 2022 water rates will generate approximately \$680,254 annually.
20. The FY 2021-FY 2022 sewer rates will generate approximately \$1,126,600 annually.
21. We recommend the proposed water and sewer rates be implemented for all billings beginning January 1, 2021.
22. Exhibit 1 and 1a, "Comparison of Current vs. Proposed Rates", presents the current and the proposed rates for all water and sewer consumption and other related charges for fiscal year 2021-FY 2022.
23. Exhibits 2 and 2a, Impact Analysis, presents the effects of the proposed and current rates for water and sewer consumption for actual Union Water and Sewer Department customers. We have presented comparisons for a number of meter sizes and consumption.
24. The average monthly consumption for a residential water customer is approximately 500 cubic feet. the current charge for 500cf is \$29.36. The proposed charge for 500cf is \$35.50. The difference is an increase of \$6.14 per month.
25. The monthly flat rate residential sewer customer's current charge is \$53.30. The proposed charge is \$50.00. The difference is a decrease of \$3.30.
26. The current combined monthly water and sewer charge for 500cf is \$82.66. The proposed monthly charge is \$85.50, an increase of \$2.84 per month.

UNION, OREGON

Exhibit 1

Current vs Proposed Rates & Charges

Water Rates

	Current Rates	Proposed Rates FY 2021	Proposed Rates FY 2022	Proposed Rates FY 2023	Proposed Rates FY 2024	Proposed Rates FY 2025
Monthly Minimum Charge - Includes \$6.00 Water Project Fee						
Residential 3/4" Meter -Includes 1,000 Cubic Feet	\$29.36					
1" Meter - Includes 2,000 Cubic Feet	\$52.72					
1 1/2" Meter - Includes 4,000 Cubic Feet	\$99.44					
2" Meter - Includes 8,000 Cubic Feet	\$192.88					
3" Meter - Includes 16,000 Cubic Feet	\$379.76					
Small Business Facility - Includes 200 Cubic Feet	\$21.70					
2" Meter x 10 - Includes 10,000 Cubic Feet	\$239.60					
Metered Water Vac - Includes 0 Cubic Feet	\$20.70					
Monthly Minimum Charge - Includes \$6.00 Water Project Fee						
Residential 3/4" Meter -Includes 0 Cubic Feet		\$33.00	\$33.00	\$33.00	\$33.00	\$33.00
1" Meter - Includes 0 Cubic Feet		\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
1 1/2" Meter - Includes 0 Cubic Feet		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
2" Meter - Includes 0 Cubic Feet		\$255.00	\$255.00	\$255.00	\$255.00	\$255.00
3" Meter - Includes 0 Cubic Feet		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
2" Meter x 10 - Includes 0 Cubic Feet		\$255.00	\$255.00	\$255.00	\$255.00	\$255.00
Monthly Excess Rate						
per cubic foot - In excess of Minimum Allowance	\$0.01					
1st Step Rate: 501cf to 1,000cf - per cubic foot		\$0.0050	\$0.0050	\$0.0050	\$0.0050	\$0.0050
2nd Step Rate: Over 1,000cf - per cubic foot		\$0.0125	\$0.0125	\$0.0125	\$0.0125	\$0.0125

CITY OF UNION, OREGON

Exhibit 1a

Current vs Proposed Rates & Charges

Sewer Rates

	Current Sewer Rates	Proposed Rates FY 2021	Proposed Rates FY 2022	Proposed Rates FY 2023	Proposed Rates FY 2024	Proposed Rates FY 2025
Unmetered Service						
Residential Single Family - Flat Rate	\$53.30	n/a	n/a	n/a	n/a	n/a
Sewer Bond Fee	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Sewer Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Sewer	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50
Administrative Late Notice Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Reconnect Sewer	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
Metered Service						
3/4" Meter		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Equivalents		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
1" Meter		\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
1 1/2" Meter		\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
2" Meter		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
2" x 10 Meter		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
3" Meter		\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Vacation Rate		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Large Meter Consumption						
Plus: All Consumption per Cubic Foot		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

UNION, OREGON
Impact Analysis
Water Rates

Exhibit 2

Monthly Billing Meter Size	Quantity Cubic Feet	Quantity Cubic Feet Equivalents	Current Bill	Proposed Bill	Dollar Difference	Percentage Difference	
3/4" Meter	1.00	100	1	\$29.36	\$33.50	\$4.14	14.10%
	2.00	200	1	\$29.36	\$34.00	\$4.64	15.80%
	3.00	300	1	\$29.36	\$34.50	\$5.14	17.51%
	4.00	400	1	\$29.36	\$35.00	\$5.64	19.21%
	5.00	500	1	\$29.36	\$35.50	\$6.14	20.91%
	6.00	600	1	\$29.36	\$36.00	\$6.64	22.62%
	7.00	700	1	\$29.36	\$36.50	\$7.14	24.32%
	7.50	750	1	\$29.36	\$36.75	\$7.39	25.17%
	9.00	900	1	\$29.36	\$37.50	\$8.14	27.72%
	10.00	1,000	1	\$29.36	\$38.00	\$8.64	29.43%
	12.00	1,200	1	\$31.36	\$40.50	\$9.14	29.15%
	15.00	1,500	1	\$34.36	\$44.25	\$9.89	28.78%
	20.00	2,000	1	\$39.36	\$50.50	\$11.14	28.30%
	25.00	2,500	1	\$44.36	\$56.75	\$12.39	27.93%
	30.00	3,000	1	\$49.36	\$63.00	\$13.64	27.63%
	35.00	3,500	1	\$54.36	\$69.25	\$14.89	27.39%
	40.00	4,000	1	\$59.36	\$75.50	\$16.14	27.19%
	50.00	5,000	1	\$69.36	\$88.00	\$18.64	26.87%
1" Meter							
Union School	3.19	3,188	1	\$64.60	\$102.35	\$37.75	58.44%
Car Wash	2.87	2,870	1	\$61.42	\$98.38	\$36.96	60.17%
Car Wash	3.74	3,738	1	\$70.10	\$109.23	\$39.13	55.81%
Baptist Church	6.44	6,441	1	\$97.13	\$143.01	\$45.88	47.24%
Baptist Church	4.78	4,779	1	\$80.51	\$122.24	\$41.73	51.83%
1 1/2"							
Union School	1.40	1,401	1	\$99.44	\$150.00	\$50.56	50.85%
Union School	15.00	15,000	1	\$209.44	\$312.50	\$103.06	49.21%
Union School	20.00	20,000	1	\$259.44	\$375.00	\$115.56	44.54%
Union School	25.00	25,000	1	\$309.44	\$437.50	\$128.06	41.38%
2"							
Trailer Court	8.00	7,233	10	\$293.60	\$295.41	\$1.81	0.62%
Trailer Court	15.00	16,095	10	\$354.55	\$393.69	\$39.14	11.04%
LDS Church	1.00	1,000	1	\$192.88	\$255.00	\$62.12	32.21%
Union High - Irrigation April	0.62	620	1	\$192.88	\$255.00	\$62.12	32.21%
Union High - Irrigation July	96.68	96,678	1	\$1,079.66	\$1,413.48	\$333.82	30.92%
Senior Living - May	11.00	7,004	1	\$192.88	\$292.55	\$99.67	51.68%
Senior Living - June	11.00	32,008	1	\$432.96	\$605.10	\$172.14	39.76%
3"							
Union School	16.00	16,000	1	\$379.76	\$500.00	\$120.24	31.66%
Union School	35.00	35,000	1	\$569.76	\$737.50	\$167.74	29.44%
OSU Ag Center	50.00	50,000	1	\$719.76	\$925.00	\$205.24	28.52%
OSU Ag Center	75.00	75,000	1	\$969.76	\$1,237.50	\$267.74	27.61%

CITY OF UNION, OREGON
IMPACT ANALYSIS
Sewer Rates

Exhibit 2a

	Monthly Quantity Cubic Feet	Equivalents	Current Rates Monthly	Proposed Rates Monthly	Difference	Percentage Difference
Residential Connections	0	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	100	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	200	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	300	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	350	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	400	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	500	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	600	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	700	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	800	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	900	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	1,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	1,500	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	2,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	3,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	4,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	5,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	6,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
1" Meter						
Union School	3,188	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Car Wash	2,870	1	\$53.30	\$125.00	\$71.70	134.52%
Car Wash	3,738	1	\$53.30	\$125.00	\$71.70	134.52%
Baptist Church	6,441	1	\$53.30	\$125.00	\$71.70	134.52%
Baptist Church	4,779	1	\$53.30	\$125.00	\$71.70	134.52%
1 1/2" Meter						
Union School	1,401	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Union School	93	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Union School	1,514	14	\$746.20	\$700.00	(\$46.20)	-6.19%
2" Meter						
Trailer Court	7,233	10	\$533.00	\$500.00	(\$33.00)	-6.19%
Trailer Court	16,095	10	\$533.00	\$500.00	(\$33.00)	-6.19%
LDS Church	5,928	1	\$53.30	\$400.00	\$346.70	650.47%
Union High School - Irrigation April	434	1	\$53.30	\$400.00	\$346.70	650.47%
Union High School - Irrigation July	55,004	1	\$53.30	\$400.00	\$346.70	650.47%
Senior Living - May	7,004	11	\$586.30	\$550.00	(\$36.30)	-6.19%
Senior Living - July	32,008	11	\$586.30	\$550.00	(\$36.30)	-6.19%
3" Meter						
Union School	2,670	1	\$0.00	\$750.00	\$750.00	
No Meter						
Union School	0	3	\$159.90	\$150.00	(\$9.90)	-6.19%
(No Meter)						

UNION WATER AND SEWER DEPARTMENT REVENUE REQUIREMENTS

The Water and Sewer Revenue Requirements (Schedule 1 and 1a) details the fiscal 2021-2025 5 year budget for the Union Water and Sewer Department.

Our analysis indicates the water department will generate \$643,086 for fiscal year 2021-2025 and the sewer department will generate \$1,073,051 for fiscal year 2021- 2025.

Water and Sewer Fund Expenses

Water Department

The water fund expenses consist of all salaries and expenses for the water department. Salaries include salaries and wages for employees and overtime. Purchased Services are the expenses to operate the department.

The FY 2021-FY 2025 direct costs are approximately \$555,724.

Sewer Department

The sewer fund expenses include of all salaries and operating expenses to operate the sewer department. Salaries, benefits, operating expenses, the sewer debt fund, unanticipated expenses and reserves for the department are included.

The FY 2021-FY 2025 average costs are approximately \$850,451.

Capital Projects

Water Department

The capital costs reflect costs associated with system improvements and system expansion.

FY 2021-FY 2025 costs are approximately \$87,362.

Sewer Department

The capital costs reflect costs associated with system improvements and system expansion.

FY 2021-FY 2025 costs are \$222,600.

Debt Service

The debt service represents the principal and interest on current and future debt service.

The FY 2021-FY 2025 water department debt service costs are \$0.

The FY 2021-FY 2025 sewer department debt service costs are \$0.

UNION WATER AND SEWER DEPARTMENT BILLING ANALYSIS

The purpose of the Billing Analysis (Schedule 2 and 2a) is to develop water usage patterns in cubic foot (Ccf) increments to aid in understanding the customer base. The data is analyzed to determine equitable minimum usage and break points for the rates.

The FY 2021-FY 2025 water rates are based on the total consumption of 13,842,135 cubic feet.

The FY 2021-FY 2025 sewer rates are based on a flat rate, consumption does not factor into the calculations.

Two Step Water Rate

The two step increasing block rate (Schedule 2) is used to encourage conservation and charge each class of customer on an equitable basis. The two step usage is as follows:

Allowed in the Monthly Minimum Charge

There is no flow included in the monthly minimum charge.

First Step

The first step allows up from 1–1,000cf monthly, which provides sufficient water for sanitation. Most single family homes and small business will generally use water within this step

The water division's first step consumption totaled 7,360,155cf, this accounts for 53% of the total consumption. There were 8,419 monthly consumptions in this range.

Second Step

The second step allows for all consumption in excess of 1,000cf each month.

The water division's second step consumption totaled 6,481,980cf, this accounts for 47% of the total consumption. There were 3,653 monthly consumptions in this range.

Other

This accounts for accounts with no consumption.

**UNION WATER AND SEWER DEPARTMENT
REVENUE TO BE GENERATED AT PROPOSED RATES**

The calculation of water and sewer rates and charges for FY 2021-FY 2025 (Schedule 3 and 3a) will result in the following:

Water Department \$680,254

Minimum Charge – The charge is billed in advance to all UWD customers monthly and will generate approximately \$554,928 of guaranteed revenue.

Cross Connection – The cross connection charges will generate \$0.00.

Non-Water Consumption Revenue – the revenues earned from service calls, repairs, interest & demands, etc. and will generate approximately \$7,500.

Metered Water – The Two Step water rate will generate approximately \$117,826. Each step will generate the following revenue:

1st Step: \$ 36,801

2nd Step: \$ 81,025

Sewer Department \$1,126,600

Minimum Charge – The charge is billed in advance to all USD customers monthly and will generate approximately \$624,000. The minimum charge revenue is guaranteed revenue.

Non-Water Consumption Revenue – – the revenues earned from revenue turnback, fees, sewer debt transfer and capital funds transfer, etc. will generate approximately \$502,600.

Metered Sewer – The metered flow for the sewer rate will generate \$0

Schedules

UNION, OREGON
UTILITY WATER FUND
REVENUE REQUIREMENTS

Schedule 1

Account Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	5 Year Total	5 Year Average
Water Fund Expenses							
Salaries & Wages	\$110,716	\$114,037	\$117,459	\$120,982	\$124,612	\$587,806	\$117,561
Benefits	\$58,140	\$59,884	\$61,681	\$63,531	\$65,437	\$308,673	\$61,735
Unemployment	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$10,476	\$2,095
Travel and Training	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Legal/Attorney Fees	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Engineering	\$25,000	\$25,625	\$26,266	\$26,922	\$27,595	\$131,408	\$26,282
Audit Services	\$2,300	\$2,358	\$2,416	\$2,477	\$2,539	\$12,090	\$2,418
Supplies - Janitorial & Operating	\$35,000	\$35,875	\$36,772	\$37,691	\$38,633	\$183,971	\$36,794
Contract Services	\$7,500	\$7,688	\$7,880	\$8,077	\$8,279	\$39,422	\$7,884
Copier Maintenance	\$800	\$820	\$841	\$862	\$883	\$4,205	\$841
Weed & Pest Management	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Water Testing	\$3,200	\$3,280	\$3,362	\$3,446	\$3,532	\$16,820	\$3,364
Backflow Testing	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Clothing	\$1,300	\$1,333	\$1,366	\$1,400	\$1,435	\$6,833	\$1,367
Fuel	\$2,750	\$2,888	\$3,032	\$3,183	\$3,343	\$15,195	\$3,039
Vehicle Maintenance	\$1,500	\$1,538	\$1,576	\$1,615	\$1,656	\$7,884	\$1,577
Heat	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$5,526	\$1,105
Electricity	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$176,820	\$35,364
Telephone/Cell	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Dues Licenses & Certifications	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Permits	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Postage & Shipping	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Insurance/Property/Liability	\$18,500	\$18,963	\$19,437	\$19,922	\$20,421	\$97,242	\$19,448
Advertising/Publishing	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Maintenance - Building & Grounds	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Equipment - Repair & Maintenance	\$6,500	\$6,663	\$6,829	\$7,000	\$7,175	\$34,166	\$6,833
Leak Detection	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500	\$1,500
Well Maintenance	\$5,000	\$5,125	\$5,253	\$5,384	\$5,519	\$26,282	\$5,256
Miscellaneous Expense	\$1,250	\$1,281	\$1,313	\$1,346	\$1,380	\$6,570	\$1,314
Bank Charges	\$500	\$500	\$500	\$500	\$500	\$2,500	\$500
IT/Computer/Software	\$10,000	\$10,250	\$10,506	\$10,769	\$11,038	\$52,563	\$10,513
Local Customer Service Program	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	\$1,000
Transfer to (Reserves)	\$147,000	\$150,675	\$154,442	\$158,303	\$162,260	\$772,680	\$154,536
Contingency - Unanticipated	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000	\$35,000
Total Water Fund Expenses	\$526,949	\$540,911	\$555,292	\$570,105	\$585,365	\$2,778,621	\$555,724
Capital Projects	\$54,001	\$171,671	\$61,137	\$75,000	\$75,000	\$436,809	\$87,362
Debt Service							
Principal - Existing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Existing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE REQUIREMENTS	\$580,950	\$712,582	\$616,429	\$645,105	\$660,365	\$3,215,430	\$643,086

CITY OF UNION, OREGON
UTILITY SEWER FUND
REVENUE REQUIREMENTS

Schedule 1a

Account Description	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	5 Year Total	5 Year Average
Sewer Fund Expenses							
Salaries & Wages	\$127,192	\$131,008	\$134,938	\$138,986	\$143,156	\$675,280	\$135,056
Benefits	\$68,128	\$70,172	\$72,277	\$74,445	\$76,679	\$361,701	\$72,340
Unemployment	\$2,289	\$2,346	\$2,405	\$2,465	\$2,527	\$12,032	\$2,406
Travel and Training	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Legal/Attorney Fees	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Engineering	\$22,000	\$22,550	\$23,114	\$23,692	\$24,284	\$115,639	\$23,128
Audit Services	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$23,653	\$4,731
Supplies - Janitorial & Operating	\$36,000	\$36,900	\$37,823	\$38,768	\$39,737	\$189,228	\$37,846
Contract Services	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557	\$78,845	\$15,769
Copier Maintenance	\$800	\$820	\$841	\$862	\$883	\$4,205	\$841
Weed & Pest Management	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Solid Waste Removal	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Clothing	\$1,000	\$1,025	\$1,051	\$1,077	\$1,104	\$5,256	\$1,051
Fuel	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Vehicle Maintenance	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Heat	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311	\$15,769	\$3,154
Electricity	\$35,000	\$35,875	\$36,772	\$37,691	\$38,633	\$183,971	\$36,794
Telephone/Cell	\$3,500	\$3,588	\$3,677	\$3,769	\$3,863	\$18,397	\$3,679
Dues Licenses & Certifications	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Permits	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311	\$15,769	\$3,154
Postage & Shipping	\$3,750	\$3,844	\$3,940	\$4,038	\$4,139	\$19,711	\$3,942
Insurance/Property/Liability	\$19,000	\$19,475	\$19,962	\$20,461	\$20,972	\$99,870	\$19,974
Advertising/Publishing	\$750	\$769	\$788	\$808	\$828	\$3,942	\$788
Mintenance - Building & Grounds	\$5,000	\$5,125	\$5,253	\$5,384	\$5,519	\$26,282	\$5,256
Equipment - Repair & Maintenance	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557	\$78,845	\$15,769
Miscellaneous Expense	\$1,000	\$1,025	\$1,051	\$1,077	\$1,104	\$5,256	\$1,051
Bank Charges	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
IT/Computer/Software	\$10,000	\$10,250	\$10,506	\$10,769	\$11,038	\$52,563	\$10,513
Local Customer Service Program	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Sewer Testing	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Sewer Debt Fund	\$185,107	\$189,735	\$194,478	\$199,340	\$204,323	\$972,983	\$194,597
Transfer to (Reserves)	\$197,000	\$201,925	\$206,973	\$212,147	\$217,451	\$1,035,497	\$207,099
Contingency - Unanticipated	\$30,000	\$30,750	\$31,519	\$32,307	\$33,114	\$157,690	\$31,538
Total Sewer Fund Expenses	\$807,016	\$828,168	\$849,878	\$872,161	\$895,032	\$4,252,256	\$850,451
Capital Projects	\$287,000	\$30,000	\$390,000	\$30,000	\$376,000	\$1,113,000	\$222,600
Debt Service							
Existing Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE REQUIREMENTS	\$1,094,016	\$858,168	\$1,239,878	\$902,161	\$1,271,032	\$5,365,256	\$1,073,051

UNION, OREGON
WATER FUND
TWO STEP PRO FORMA CONSUMPTION
Consumption in Cubic Feet
0cf in Minimum

Schedule 2

Step	Total Cubic Feet	Number of Readings	Consumption Percentage	Reading Percentage
Allowed in Minimum Charge 0 cf	0	0	0%	0%
1st Step Consumption: 1cf-1,000cf	7,360,155	8,419	53%	70%
2nd Step Consumption: Over 1,000cf	6,481,980	3,653	47%	30%
Other	0	0	0%	0%
Total	13,842,135	12,072	100%	100%

UNION, OREGON
WATER FUND
REVENUE TO BE GENERATED AT PROPOSED RATES - 0 cf in Minimum

Schedule 3**Metered Revenue**

Minimum Charge

Meter Size	No. of Meters	Monthly Charge	Monthly Revenue	Annual Revenue
Residential 3/4"	1,276	\$33	\$42,108	\$505,296
1"	3	\$75	\$225	\$2,700
1 1/2"	1	\$150	\$150	\$1,800
2"	6	\$250	\$1,500	\$18,000
2" x 10	2	\$250	\$500	\$6,000
3"	3	\$400	\$1,200	\$14,400
Small Business	17	\$33	\$561	\$6,732
Total	1,308			\$554,928

Cross Connection

Number of Tests

Charge per Test

25

0

0

Non Water Consumption Income

Budget Turnback	\$0
Miscellaneous Fees	\$7,500
Capital Funding	\$0
Water Project Fee	\$0
Total Non Consumption Revenue	\$7,500

Metered Water

1st Step Consumption	7,360,155
1st Step Rate	\$0.0050
Revenue Earned from 1st Step	\$36,800.78
2nd Step Consumption	6,481,980
2nd Step Rate	\$0.0125
Revenue Earned from 2nd Step	\$81,024.75

Total Metered Water\$117,825.53**Summary**

Total Revenue	\$680,254
Revenue Requirements	\$643,086
Surplus / (Deficit)	<u>\$37,168</u>

CITY OF UNION, OREGON
REVENUE TO BE GENERATED AT PROPOSED RATES
Sewer Fund

Schedule 3a

Minimum Charge			Monthly	Monthly	Annual
Meter Size	No. of Meters		Charge	Revenue	Revenue
3/4" Meter	927		\$50.00	\$46,350.00	\$556,200.00
Equivalents	86		\$50.00	\$4,300.00	\$51,600.00
1" Meter	3		\$50.00	\$150.00	\$1,800.00
1 1/2" Meter	1		\$50.00	\$50.00	\$600.00
2" Meter	6		\$50.00	\$300.00	\$3,600.00
2" x 10 Meter	2		\$50.00	\$100.00	\$1,200.00
3" Meter	3		\$50.00	\$150.00	\$1,800.00
Vacation Rate	12		\$50.00	\$600.00	\$7,200.00
Total Minimum Charge	1,040				\$624,000.00

Non Water Consumption Income

Revenue Turnback	\$100,000.00
Other Revenue	\$5,000.00
Sewer Debt Service Fund	\$175,000.00
Capital Funds Transfer	\$222,600.00

Total Non Consumption Revenue	\$502,600.00
-------------------------------	--------------

Metered Water

Large Meter Consumption (cubic feet)	-	
1st Step Rate	\$0.0000	
Revenue Earned from 1st Step		\$0.00

Total Metered Water	\$0.00
----------------------------	---------------

Summary

Total Revenue	\$1,126,600
Revenue Requirements	\$1,073,051
Surplus / (Deficit)	\$53,549



MINUTES

City Council Meeting

7:00 PM - Monday, August 9, 2021

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on August 9, 2021, at 7:01 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

None

3. OLD BUSINESS:

a) Chamber Letter in support of ED Funds - Tabled

After further discussion by Council and staff, it was decided that CA Wiggins and the Economic Development Committee should discuss further with the Chamber of Commerce on guidelines for this. Councilor McMillan was absent so the item remains tabled.

Councilor McMillan motioned to take the item off the table. Councilor Hawkins second.

CA Wiggins said we had discussed giving money to the Chamber of Commerce to disperse money for projects, and giving the businesses a say on what businesses want worked on. There is \$10,000 for economic development. Councilor Richter said I would recommend \$5,000 for the Chamber to handle.

Councilor Cox motioned to give \$4,000 to the Chamber of Commerce, Councilor Richter second. Councilor Hawkins asked is that money already allocated to something. CA Wiggins answered some of it is.

CA Wiggins and Councilor Richter discussed the Christmas lights.

Council discussed what the money should be used for, and if there should be requirements on the money or not.

Council discussed whether or not the Chamber should disperse money for the fireworks and if there should be restrictions on the money.

Councilor Cox motioned to give \$4,000 to small economic development and Main Street development. Councilor Richter second.

Gary Graham said the fireworks is not economic development, we need a definition. We shouldn't be handing some entity like a blank check. Mayor Flint and Mr. Graham discussed definition and problems around this issue.

Leslie McMillan made a motion to table this item until further information is obtained. Terra Richter seconded the motion. Carried unanimously.

4. NEW BUSINESS:

a) Planning Commission Appointment

Tim Cox made a motion to accept the nomination by Mayor Flint for Dan Hall to the Planning Commission. Terra Richter seconded the motion. Carried unanimously.

b) Resolution 21-08

Councilor Hawkins asked CA Wiggins about the amount of money. CA Wiggins answered \$32,650 total balance it is right.

Tim Cox made a motion to pass Resolution 21-08 and accept the grant funding from State Parks Susan Hawkins seconded the motion. Carried unanimously.

c) Water and Sewer Rate Ordinance

Dick Middleton 10th Street said I know you explained some of this, I think that myself and others are confused. I think put it down into numbers of cost is more informational than sitting here listening to you talk about it. So the rest of the year it goes up \$12.50.

CA Wiggins said we are giving you more water for a lower rate during the summer.

Mr. Middleton said I would like to see examples go out with this, it would make more sense. Council and Mr. Middleton continued to clarify the proposed rate to the current rate.

Councilor Hawkins read the ordinance title.

Tim Cox made a motion to adopt ordinance 563 on first reading as a result of the rate study had in 2020. Leslie McMillan seconded the motion. Carried unanimously.

d) Headworks Screen Improvements- Influent Screen

CA Wiggins said we had talked about this and budgeted for this. They have given me this proposal for design and construction. This would give us options to choose from, then they would design and construct. We expect the final cost of this project will be \$200,000.

Tim Cox made a motion to execute this contract for the new screens at the sewer plant. Terra Richter seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. Business Meeting Minutes 07-12-2021

5.2. WORK SESSION MINUTES

5.2.1. Work Session Minutes 07-12-2021

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report - Vouchers - Revenue/Expense Report

5.3.2. Library Monthly Report

5.3.3. Sheriff's Report

5.3.4. Animal Control Report

5.3.5. Fire/EMS Report

RES-6-2021

Tim Cox made a motion to accept the consent agenda as written.
Terra Richter seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Economic Development/Mainstreet Report

Councilor Richter said we want more public activity and involvement.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) July Monthly Wastewater Report

CA Wiggins said we haven't had to use city water at the golf course until just this month. They haven't been using city water, it saved us a million gallons of water.

b) July Monthly Public Works Report

c) July City Admin Report

8. PUBLIC COMMENT

Dick Middleton 10th Street said I brought this up at the last meeting, I did some checking, the engineer that designed these corners and curbs. I think its a mess, someone is going to get hurt and I hope the city doesn't get sued for it.

Mayor Flint said we have lost our ordinance officer, we need someone to step up and do this job. We made some progress with our last officer. I would like to see that work continued.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) August 23, 2021 Work Session 6pm
- b) September 13, 2021 Work Session 6pm
- c) September 13, 2021 Council Business Meeting 7pm

10. ADJOURNMENT:

This meeting adjourned at 8:10 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, August 9, 2021

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, ROLL CALL:

The City Council of the City of Union was called to order on August 9, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Sheriff Cody Bowen said 60% time on patrol. Today we worked with Oregon State Police to get 2100 plants, a gun, and finished product out of two illegal grows. We still have suspects outstanding. They claimed to be a hemp farm but didn't have any paperwork. That was eradicated. Councilor McMillan asked about the number plants. Sheriff Bowen answered 1,800 in one and 300 in another both were way over the limit. It was complete eradication. Councilor Cox asked about some vandalism of kids stealing a scooter and setting it on fire. Sheriff Bowen answered I haven't heard about that.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Ordinance 563

Staff and Council discussed the changes to the ordinance since the committee and the attorney have reviewed it. There will be summer rates to encourage watering to keep the fire danger down in town. We needed to review our water and sewer rate to make equitable rates, and we needed to implement a water conservation plan. Councilor McMillan asked about new business and their rate. CA Wiggins answered it did go up a little for business but the residents are paying for the business water and sewer rates currently. Council and Staff discussed the local car wash business rate.

Councilor Richter and CA Wiggins discussed the stock show grounds. Staff and Council also discussed the school. This was thoroughly advertised to the public. Staff also pointed out that the annual increase on the rate has been decreased to 1.5% for water and sewer individually. Making the total increase 3% per year with Council approval.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

Mayor Flint with COVID-19 there has been a lot going on. We applied to receive some money.

CA Wiggins said I received emails from League of Oregon Cities and the Governors office, they would like a plan incentivize people to come get vaccinated for COVID-19. We would like to sponsor a clinic out here to help people get vaccinated. Council discussed the image that portrays for the city.

Councilor Hawkins said as elected officials and the city I don't think it is a good idea to be encouraging vaccination because it is a personal choice.

Councilor Cox said we could be giving out information in the water bill where they could get the vaccine. Dick Middleton 10th Street said shouldn't the hospital being helping out with this.

CA Wiggins said House Bill 2081 it made it legal to incentivize the public to get vaccinated.

7. ADJOURNMENT:

This meeting adjourned at 6:53 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, August 23, 2021

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on August 23, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: Mayor Leonard Flint, John Farmer, and Councilor Heidi Denton

2. PRESENTATIONS:

None

3. UPCOMING BUSINESS DISCUSSIONS:

Council discussed the fences going up in town and the need for an ordinance.

4. COMMITTEE DISCUSSIONS:

CA Wiggins said at the ranger station we are waiting on the inspection on the insulation. Then we can move on. Our siding guy is getting to it, he had other business to finish up first.

5. ORDINANCE/CHARTER REVIEW:

a) Noxious Weed Changes to Ordinance

CA Wiggins said this definition will clear up what is considered noxious and what is not. I will have the city attorney review this again. Dick Middleton 10th Street said explain person. CA Wiggins answered that is the definition of person by ORS.

b) Ordinance 563 Water and sewer rates

Council and staff discussed the second reading of this ordinance and when it would go into effect.

Dick Middleton 10th Street said you need to put it out in black and white to the citizens. What about the fence at Main and Delta, made with twigs, when you start discussing looks it isn't exactly an appropriate fence. There are a lot of

them that I have seen. What happened to the fence ordinance, we had and a sign ordinance too. Stuff just disappeared and it has made your job harder.

6. OTHER:

COVID-19- CA Wiggins said our Governor issued a statewide mandate all first responders must be vaccinated. It creates a hardship for us. All but one person is vaccinated on the EMS side, on the fire side there are only two vaccinated. You can do a medical exemption or a religious exemption. There could be liability to the city if a non-vaccinated person spreads COVID. We might lose some people over this as well as facing fines for the city if we aren't vaccinated by the deadline. We aren't alone school teachers, and healthcare workers are involved. Councilor Cox asked is the city protected if the person has an adverse reaction to the vaccine. CA Wiggins answered I don't know. Council and staff discussed the COVID vaccine and the Governor's mandates.

Council and staff also discussed the possibility of all government employees being mandated to get the vaccine in the future.

Donna Beverage said I couldn't be at that meeting where you gave the Chamber of Commerce money for economic development, we will put together some paperwork and a process for you. We also need to be at the ditch moving meeting and have our say tonight at 6:30 p.m. about them moving it. Grassroots went well, vendors sold out, everyone was talking about returning next year. Senior meals is starting up and we have a food bank at the community center. I think we are getting more volunteers too.

7. ADJOURNMENT:

This meeting adjourned at 6:40 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report-Vouchers-Revenue & Expenses
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[August AP's](#)

[August Expenses](#)

[August Revenue](#)

[Office Manager Report-August 2021](#)

City of Union

Council Approval Report

(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521									
July 2021		08/10/21	city well	08/15/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,576.71
July 2021		08/10/21	treatment plant	08/15/21	\$75.62	\$75.62	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,929.07
						\$146.99				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001									
Jul '21		08/10/21	city hall	08/15/21	\$5.78	\$5.78	100-110-5202501	Heat	\$850.00	\$842.35
Jul '21		08/10/21	city hall	08/15/21	\$5.78	\$5.78	200-200-5202501	Heat	\$2,000.00	\$1,992.35
Jul '21		08/10/21	city hall	08/15/21	\$5.78	\$5.78	300-300-5202501	Heat	\$3,250.00	\$3,193.83
Jul '21		08/10/21	treatment plant	08/15/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$3,193.83
Jul '21		08/10/21	treatment plant	08/15/21	\$25.58	\$25.58	300-300-5202501	Heat	\$3,250.00	\$3,193.83
Jul '21		08/10/21	library	08/15/21	\$17.34	\$17.34	600-600-5202501	Heat	\$1,600.00	\$1,582.66
Jul '21		08/10/21	ranger station	08/15/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$639.29
						\$88.31				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223									
80077887		08/10/21	meter service agreement	08/15/21	\$28.95	\$28.95	200-200-5202190	Contract Services	\$7,000.00	\$6,501.26
80077887		08/10/21	meter service agreement	08/15/21	\$28.95	\$28.95	300-300-5202190	Contract Services	\$12,000.00	\$11,501.26
						\$57.90				
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850									
28077		08/10/21	municipal judge fees	08/15/21	\$250.00	\$250.00	100-140-5202190	Contract Services	\$3,000.00	\$3,000.00
						\$250.00				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754									
x046754		08/10/21	water testing	08/15/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$1,046.50
						\$38.50				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173									
July '21		08/10/21	phone/internet	08/15/21	\$29.52	\$29.52	100-110-5202570	Telephone/Cell	\$700.00	\$670.53
July '21		08/10/21	phone/internet	08/15/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,220.50
July '21		08/10/21	phone/internet	08/15/21	\$116.36	\$116.36	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,576.71
July '21		08/10/21	phone/internet	08/15/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,102.75
July '21		08/10/21	phone/internet	08/15/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,929.07
July '21		08/10/21	phone/internet	08/15/21	\$134.74	\$134.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,975.26
July '21		08/10/21	phone/internet	08/15/21	\$34.19	\$34.19	500-500-5202570	Telephone/Cell	\$550.00	\$515.91
July '21		08/10/21	phone/internet	08/15/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,465.75
July '21		08/10/21	phone/internet	08/15/21	\$82.53	\$82.53	600-600-5202570	Telephone/Cell	\$975.00	\$892.86
July '21		08/10/21	phone/internet	08/15/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,855.10
July '21		08/10/21	phone/internet	08/15/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$250.00	\$246.72
July '21		08/10/21	phone/internet	08/15/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$500.00	\$497.87
July '21		08/10/21	phone/internet	08/15/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$750.00	\$701.37
July '21		08/10/21	phone/internet	08/15/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$500.00	\$497.87

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
66	City of Springfield Fire & Safety, 1705 W 2nd Ave, Eugene, OR, 97402	Aug '21	08/10/21	Feb, Mar, Apr, May & June patients billed	08/15/21	\$1,768.00	\$639.21		700-720-5202152	Billing/ALS Fees	\$15,000.00	\$14,100.00
149	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883	economic dev	08/10/21	economic development	08/15/21	\$4,000.00	\$4,000.00		100-110-5202920	Economic Development	\$10,000.00	\$9,500.00
378	Crader, Kathy, PO Box 923, Union, OR, 97883	265570	08/10/21	dust abatement reimb	08/15/21	\$81.67	\$81.67		500-500-5202841	Dust Abatement	\$1,500.00	\$679.48
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	91450	08/10/21	park supplies	08/15/21	\$150.00	\$150.00		100-130-5202820	Maintenance (Building & Land/Buildings	\$2,500.00	\$2,500.00
91450	08/10/21	ranger station	08/15/21		\$207.33	\$207.33		115-000-5403203	Supplies (Janitorial & Op	\$371,000.00	\$367,492.57	
69530	08/10/21	supplies	08/15/21		\$169.99	\$169.99		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40	
91452	08/10/21	supplies	08/15/21		\$249.99	\$249.99		300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,259.57	
374	Definiti, 2201 Timberloch Place, Suite 150, The Woodlands, TX, 77380	133217-22	08/10/21	retirement implementation	08/15/21	\$187.50	\$187.50		100-110-5102128	Benefits	\$33,690.00	\$31,608.94
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		100-160-5102128	Benefits	\$5,883.00	\$5,609.73	
133217-22	08/10/21	retirement implementation	08/15/21		\$437.50	\$437.50		200-200-5102128	Benefits	\$65,553.00	\$60,758.99	
133217-22	08/10/21	retirement implementation	08/15/21		\$437.50	\$437.50		300-300-5102128	Benefits	\$64,081.00	\$59,582.41	
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		500-500-5102128	Benefits	\$27,962.00	\$26,145.65	
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		600-600-5102128	Benefits	\$29,983.00	\$27,654.13	
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		700-710-5102128	Benefits	\$4,117.00	\$3,852.87	
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		700-720-5102128	Benefits	\$4,537.00	\$4,216.61	
133217-22	08/10/21	retirement implementation	08/15/21		\$31.25	\$31.25		800-800-5102128	Benefits	\$4,613.00	\$4,346.64	
102	Demco, PO Box 8048, Madison, WI, 53708	6982614	08/10/21	supplies	08/15/21	\$389.90	\$1,250.00		600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$5,256.40
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	89186	08/10/21	contract services	08/15/21	\$19.11	\$389.90		100-110-5202190	Contract Services	\$6,000.00	\$5,782.71
89186	08/10/21	contract services	08/15/21		\$19.12	\$19.12		200-200-5202190	Contract Services	\$7,000.00	\$6,501.26	
89186	08/10/21	contract services	08/15/21		\$19.12	\$19.12		300-300-5202190	Contract Services	\$12,000.00	\$11,501.26	
323	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850	5204	08/10/21	engine 72	08/15/21	\$414.21	\$57.35		700-710-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00

Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
5205	08/10/21	truck 70	08/15/21	\$204.15	\$204.15	700-710-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00		
5210	08/10/21	truck 80	08/15/21	\$172.00	\$172.00	700-710-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00		
377					\$790.367						
2021-532	08/10/21	park flag pole lighting	08/15/21	\$135.77	\$135.77	100-130-5202820	Maintenance (Building &	\$2,500.00	\$2,500.00		
10											
52663	08/10/21	supplies	08/15/21	\$45.00	\$45.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52		
527.95	08/10/21	park supplies	08/15/21	\$111.50	\$111.50	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,567.61		
52656	08/10/21	city hall improvements	08/15/21	\$105.00	\$105.00	115-000-5403700	City Hall Improvements	\$25,000.00	\$25,000.00		
52663	08/10/21	city hall improvements	08/15/21	\$47.00	\$47.00	115-000-5403700	City Hall Improvements	\$25,000.00	\$25,000.00		
52790	08/10/21	park path lights	08/15/21	\$175.35	\$175.35	135-000-5404950	Park Improvements	\$16,650.00	\$14,976.75		
52654	08/10/21	water dept supplies	08/15/21	\$71.95	\$71.95	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40		
52671	08/10/21	water dept supplies	08/15/21	\$125.70	\$125.70	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40		
52781	08/10/21	library supplies	08/15/21	\$3.00	\$3.00	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$5,256.40		
52670	08/10/21	fire dept supplies	08/15/21	\$126.25	\$126.25	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,300.21		
55282	08/10/21	fire dept supplies	08/15/21	\$8.50	\$8.50	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,300.21		
52710	08/10/21	ranger station supplies	08/15/21	\$248.40	\$248.40	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,500.00		
64					\$1,067.65						
Aug '21											

City of Union

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
296	M.J Goss Motors, 1415 Adams Ave, La Grande, OR, 97850	112951	08/10/21	truck 74 maint		08/15/21	\$49.95	\$149.80	700-710-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00
								\$49.95				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18339475 18339738	08/10/21	supplies		08/15/21	\$182.02 \$90.94	\$182.02	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,516.58
								\$90.94	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,516.58
								\$272.96				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	429960 429961 430307 430371 431133 4314252 431448 431449 433627	08/10/21	ranger station		08/15/21	\$230.90 \$2,788.50 \$77.38 \$2,204.46 \$61.50 \$139.99 \$1,546.17 \$84.99 \$1,027.17	\$230.90	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$2,788.50	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$77.38	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$2,204.46	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$61.50	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$139.99	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$1,546.17	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
								\$84.99	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	32697842	08/10/21	supplies		08/15/21	\$68.82	\$8,161.06	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,516.58
								\$68.82				
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	1070509 1070509	08/10/21	water/sewer locates		08/15/21	\$12.00 \$12.00	\$12.00	200-200-5202190	Contract Services	\$7,000.00	\$6,501.26
								\$12.00	300-300-5202190	Contract Services	\$12,000.00	\$11,501.26
								\$24.00				
17	O'Reilly Enterprises, PO Box 448, Union, OR, 97883	567 569 568 569	08/11/21	IT services		08/15/21	\$87.50 \$512.00 \$92.45 \$512.00	\$87.50	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,220.50
								\$512.00	135-000-5404950	Park Improvements	\$16,650.00	\$14,976.75
								\$92.45	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,975.26
								\$512.00	600-600-5202820	Maintenance (Building &	\$10,000.00	\$8,213.25
								\$1,203.95				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31305771 60962727	08/10/21	treatment plant supplies		08/15/21	\$439.53 \$21.00	\$439.53	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,259.57
								\$21.00	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,516.58
								\$460.53				
375	Pampered Walls by Deborah, 1045 N Fifth, Union, OR, 97883											

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		maint	08/10/21	city hall maint	08/15/21	\$45.00	\$45.00	200-200-5202820	Maintenance (Building &	\$5,000.00	\$5,000.00
		maint	08/10/21	city hall maint	08/15/21	\$45.00	\$45.00	300-300-5202820	Maintenance (Building &	\$4,500.00	\$3,615.00
							\$90.00				
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850										
July '21	08/10/21 drinking water		08/15/21		08/15/21	\$29.40	\$29.40	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52
July '21	08/10/21 drinking water		08/15/21		08/15/21	\$42.00	\$42.00	600-600-5202991	Misc Expense	\$1,000.00	\$954.25
							\$71.40				
332	Purswell Pump Company, PO Box 264, Hermiston, OR, 97838										
32296	08/10/21 repair/maint		08/15/21		08/15/21	\$1,300.00	\$1,300.00	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$11,773.55
							\$1,300.00				
329	Quiet Life Construction, PO Box 946, Union, OR, 97883										
464	08/10/21 ranger station		08/15/21		08/15/21	\$3,821.04	\$3,821.04	115-000-5403203	Land/Buildings	\$371,000.00	\$367,492.57
							\$3,821.04				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600										
18182315	08/10/21 supplies		08/15/21		08/15/21	\$20.99	\$20.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52
18182315	08/10/21 supplies		08/15/21		08/15/21	\$17.15	\$17.15	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52
18182315	08/10/21 supplies		08/15/21		08/15/21	\$17.16	\$17.16	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40
18182315	08/10/21 supplies		08/15/21		08/15/21	\$17.16	\$17.16	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,259.57
18182315	08/10/21 shredder		08/15/21		08/15/21	\$82.99	\$82.99	700-710-5202181	Supplies (Janitorial & Op	\$4,300.21	\$4,300.21
18182315	08/10/21 supplies		08/15/21		08/15/21	\$10.49	\$10.49	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,300.21
18182315	08/10/21 supplies		08/15/21		08/15/21	\$10.50	\$10.50	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,516.58
							\$176.44				
210	R & C Fire Extinguishers, 63312 Watson St., La Grande, OR, 97850										
10811	08/10/21 maint		08/15/21		08/15/21	\$89.50	\$89.50	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,576.71
							\$89.50				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850										
5062509219	08/10/21 copier maint		08/15/21		08/15/21	\$59.86	\$59.86	600-600-5202190	Contract Services	\$2,800.00	\$2,607.69
							\$59.86				
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312										
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$109.74	\$109.74	100-110-5202710	Insurance/Property/Liabli	\$5,000.00	\$1,958.93
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$285.29	\$285.29	200-200-5202710	Insurance/Property/Liabli	\$22,000.00	\$6,186.30
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$285.29	\$285.29	300-300-5202710	Insurance/Property/Liabli	\$23,500.00	\$7,686.30
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$32.88	\$32.88	500-500-5202710	Insurance/Property/Liabli	\$7,000.00	\$5,175.42
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$164.59	\$164.59	700-710-5202710	Insurance/Property/Liabli	\$8,000.00	(\$1,123.29)
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$164.59	\$164.59	700-720-5202710	Insurance/Property/Liabli	\$12,500.00	\$3,376.71
1000597926	08/10/21 workmans comp		08/15/21		08/15/21	\$54.87	\$54.87	800-800-5202710	Insurance/Property/Liabli	\$5,000.00	\$1,958.89
							\$1,097.25				

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
24	Aug '21	Aug '21	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644		08/15/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$3,852.87
			08/10/21 insurance		08/15/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$4,216.61
						\$12.06					
297	July '21	July '21	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596		08/15/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,102.75
			08/10/21 mobil internet		08/15/21	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,975.26
						\$22.53					
25	T004904		Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457		08/15/21	\$199.00	\$199.00	300-300-5204950	Sewer Testing	\$2,000.00	\$2,000.00
			08/10/21 sewer testing			\$199.00					
376	803211088		Union County Public Works, PO Box 1103, La Grande, OR, 97850		08/15/21	\$31,951.63	\$31,951.63	510-000-5404500	System Improvements	\$300,400.00	\$300,400.00
			08/10/21 street chip sealing			\$31,951.63					
83	July '21	July '21	Union Market, PO Box 886, Acct #2013, Union, OR, 97883		08/15/21	\$31.26	\$31.26	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,259.57
			08/10/21 supplies		08/15/21	\$14.78	\$14.78	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40
			08/10/21 supplies		08/15/21	\$25.48	\$25.48	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52
			08/10/21 supplies		08/15/21	\$102.20	\$102.20	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,567.61
			08/11/21 supplies		08/15/21	\$45.70	\$45.70	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,300.21
88	1044	1044	Union Rural Fire Dept, PO Box 317, Union, OR, 97883		08/15/21	\$953.95	\$953.95	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$12,500.00
			08/10/21 rent/utilities		08/15/21	\$953.94	\$953.94	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$12,500.00
						\$1,907.89					
26	July '21	July '21	US Cellular, Dept. 0205, Palatine, IL, 60055-0205		08/15/21	\$204.34	\$204.34	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,576.71
			08/10/21 cell phones		08/15/21	\$80.05	\$80.05	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,929.07
			08/10/21 cell phones		08/15/21	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$701.37
50	326743	326743	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693		08/15/21	\$64.99	\$64.99	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,893.01
			08/10/21 billing postage		08/15/21	\$277.90	\$277.90	200-200-5202640	Postage/Shipping	\$4,000.00	\$3,682.85
			08/10/21 billing postage		08/15/21	\$277.90	\$277.90	300-300-5202640	Postage/Shipping	\$3,750.00	\$3,432.85
			08/10/21 billing postage		08/15/21	\$14.63	\$14.63	700-710-5202640	Postage/Shipping	\$500.00	\$478.12
			08/10/21 billing postage		08/15/21	\$14.63	\$14.63	700-720-5202640	Postage/Shipping	\$500.00	\$478.12
						\$650.05					

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3896953	08/10/21	supplies	08/15/21	\$10.00	\$10.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,767.52
		3896953	08/10/21	supplies	08/15/21	\$15.00	\$15.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,427.40
		3896953	08/10/21	supplies	08/15/21	\$15.00	\$15.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,259.57
							\$40.00				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	July '21	08/10/21	park's dept	08/15/21	\$108.07	\$108.07	100-130-5202490	Fuel	\$700.00	\$494.26
		July '21	08/10/21	prompt pay credit	08/15/21	(\$0.29)	(\$0.29)	200-200-5202490	Fuel	\$2,750.00	\$2,517.51
		July '21	08/10/21	water dept	08/15/21	\$111.50	\$111.50	200-200-5202490	Fuel	\$2,750.00	\$2,517.51
		July '21	08/10/21	treatment plant	08/15/21	\$139.93	\$139.93	300-300-5202490	Fuel	\$3,000.00	\$2,814.89
		July '21	08/10/21	prompt pay credit	08/15/21	(\$0.29)	(\$0.29)	300-300-5202490	Fuel	\$3,000.00	\$2,814.89
		July '21	08/10/21	streets dept	08/15/21	\$187.94	\$187.94	500-500-5202490	Fuel	\$1,750.00	\$1,750.00
		July '21	08/10/21	ambulance	08/15/21	\$89.61	\$89.61	700-720-5202490	Fuel	\$2,500.00	\$2,341.10
		July '21	08/10/21	prompt pay credit	08/15/21	(\$0.28)	(\$0.28)	700-720-5202490	Fuel	\$2,500.00	\$2,341.10
							\$636.19				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Aug '21	08/10/21	phone/internet	08/15/21	\$123.43	\$123.43	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,576.71
							\$123.43				
							\$66,875.93				

Total Bills To Pay:

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 10 day of Aug., 2021.

Council Member



Council Member



City Administrator



City of Union

Council Approval Report

(Council Approval Report)

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Invoice Number	Date									
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850									
70899	08/24/21	CDBG grant/engineering	08/31/21	\$49,700.88	\$49,700.88		210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$964,189.42
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754									
x046931	08/24/21	water testing	08/31/21	\$38.50	\$38.50		200-200-5402270	Water Testing	\$3,200.00	\$1,008.00
144	Captain Hooks Towing, 1610 Adams Ave, La Grande, OR,									
536 W Elm	08/24/21	travel/mile expense	08/31/21	\$165.00	\$165.00		100-120-5402430	Abatement	\$3,000.00	\$3,000.00
357	Cole, Becka, 912 N First, Union, OR, 97883									
Aug '21	08/24/21	janitorial contract	08/31/21	\$150.00	\$150.00		100-110-5402190	Contract Services	\$6,000.00	\$5,733.65
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601									
5616656	08/24/21	dust abatement	08/31/21	\$120.00	\$120.00		500-500-5402841	Dust Abatement	\$1,500.00	\$597.81
350	Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027									
40446	08/24/21	CDBG grant work	08/31/21	\$5,500.00	\$5,500.00		210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$964,189.42
377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850									
2021-329	08/24/21	ranger station building electrical	08/31/21	\$5,577.11	\$5,577.11		115-000-5403203	Land/Buildings	\$371,000.00	\$355,303.14
134	Golden West Industrial Supply, 2180 Agate Court, Simi Valley, CA, 93065									
2110062	08/24/21	fire dept supplies	08/24/21	\$162.58	\$162.58		700-710-5402781	Supplies (Janitorial & Op	\$4,500.00	\$4,026.28
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814									
108687	08/24/21	admin services	08/31/21	\$420.00	\$420.00		100-110-5402790	Contract Services	\$6,000.00	\$5,733.65
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336									
4073763	08/24/21	treatment plant supplies	08/31/21	\$10.47	\$10.47		300-300-5402781	Supplies (Janitorial & Op	\$37,500.00	\$35,506.63
198	Lakeside Industries, PO Box 35143, Seattle, WA, 98124-5143									
171219	08/24/21	asphalt	08/31/21	\$2,464.00	\$2,464.00		500-500-5405990	Street Repairs	\$25,000.00	\$25,000.00
223	Lane, Jessica, 787 N Cove, Union, OR, 97883									
Aug '21	08/24/21	janitorial services	08/31/21	\$150.00	\$150.00		600-600-5402190	Contract Services	\$2,800.00	\$2,547.83

Page 47 of 74

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922	9308888978	08/24/21	water dept supplies	08/31/21	\$133.53	\$150.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$33,012.82
12	League of Oregon Cities, 1201 Court St N.E., Ste 200, Salem, OR, 97301	R15152	08/24/21	councilors workshop	08/31/21	\$75.00	\$75.00	100-110-5202010	Travel/Training	\$6,500.00	\$6,500.00
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18389164 18389208	08/24/21	ambulance supplies	08/24/21 08/31/21	\$139.29 \$403.01	\$139.29 \$403.01	700-720-5202181 700-720-5202181	Supplies (Janitorial & Op Supplies (Janitorial & Op	\$12,000.00 \$12,000.00	\$11,143.30 \$11,143.30
48	OTEC, PO Box 226, Baker City, OR, 97814	Aug '21	08/24/21	city hall	08/31/21	\$84.54	\$84.54	100-110-5202540	Electricity	\$800.00	\$717.33
							22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600			
									\$10,432.06		

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
96	Royal Rock, PO Box 116, Cove, OR, 97824	444679	08/24/21	street gravel supply		08/31/21	\$177.94	\$177.94	500-500-5203800	Supplies (Janitorial & Op	\$7,000.00	\$7,000.00
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	Sept '21	08/24/21	insurance		08/31/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$3,815.59
		Sept '21	08/24/21	insurance		08/31/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$4,179.33
68	Traffic Safety Supply, 2324 SE Umatilla St, Portland, OR, 97202	41169	08/24/21	street repairs		08/31/21	\$3,310.88	\$3,310.88	500-500-5203800	Street Repairs	\$25,000.00	\$25,000.00
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T005007	08/24/21	water testing		08/31/21	\$51.00	\$51.00	200-200-5203800	Water Testing	\$3,200.00	\$1,008.00
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1045	08/24/21	august rent/utilities		08/31/21	\$938.40	\$938.40	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$11,546.05
		1045	08/24/21	august rent/utilities		08/31/21	\$938.41	\$938.41	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$11,546.06
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	327685	08/24/21	utility billing maint fee		08/31/21	\$43.00	\$43.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,116.00
		327685	08/24/21	utility billing maint fee		08/31/21	\$78.75	\$78.75	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,031.74
		327685	08/24/21	utility billing maint fee		08/31/21	\$78.75	\$78.75	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,736.81
		327685	08/24/21	utility billing maint fee		08/31/21	\$12.25	\$12.25	700-710-5203800	IT/Computer/Software	\$500.00	\$495.74
		327685	08/24/21	utility billing maint fee		08/31/21	\$12.25	\$12.25	700-720-5203800	IT/Computer/Software	\$500.00	\$495.74
Total Bills To Pay:											\$225.00	
											\$81,485.00	

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 25 day of Aug, 2021.

Council Member 

Council Member 

City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) August 2021

Source	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$13,537.90	\$28,588.82	\$ 626,970.18	4.4%
Building Maintenance Rsv	\$ 406,000.00	\$ 17,918.54	\$21,425.97	\$ 384,574.03	5.3%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$0.00	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 502.72	\$15,001.46	\$ 76,963.54	16.3%
Emergency Event	\$ 496,350.00	\$ -	\$0.00	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,907.82	\$3,958.70	\$ 32,006.30	11.0%
Park Rsv	\$ 19,650.00	\$ 687.35	\$2,360.60	\$ 17,289.40	12.0%
Special Tree Fund	\$ 8,930.00	\$ -	\$0.00	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 250.00	\$261.00	\$ 3,389.00	7.2%
Recycling	\$ 850.00	\$ 49.10	\$97.99	\$ 752.01	11.5%
Planning	\$ 23,711.00	\$ 1,124.79	\$2,294.86	\$ 21,416.14	9.7%
Total General Fund	\$ 1,875,130.00	\$35,978.22	\$73,989.40	\$ 1,801,140.60	3.9%

WATER FUND					
Water Department	\$ 624,400.00	\$ 21,043.99	\$61,868.60	\$ 562,531.40	9.9%
Water Rsv	\$ 1,330,050.00	\$ 55,200.88	\$91,011.46	\$ 1,239,038.54	6.8%
Total Water Fund	\$ 1,954,450.00	\$ 76,244.87	\$152,880.06	\$ 1,801,569.94	7.8%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 22,759.74	\$62,864.91	\$ 768,635.09	7.6%
Sewer Rsv	\$ 580,000.00	\$ -	\$7,706.24	\$ 572,293.76	1.3%
Sewer Debt	\$ 376,232.00		\$14,685.97	\$ 361,546.03	3.9%
Total Sewer Fund	\$ 1,787,732.00	\$ 22,759.74	\$85,257.12	\$ 1,702,474.88	4.8%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%

STREET FUND					
Street Department	\$ 331,000.00	\$ 14,729.27	\$26,388.42	\$ 304,611.58	8.0%
Street Rsv	\$ 325,400.00	\$ 31,951.63	\$31,951.63	\$ 293,448.37	9.8%
Bike/Ped Path	\$ 142,500.00	\$ -	\$9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 46,680.90	\$67,740.05	\$ 731,159.95	8.5%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 9,624.68	\$25,594.25	\$ 145,905.75	14.9%
Total Library Fund	\$ 171,500.00	\$ 9,624.68	\$25,594.25	\$ 145,905.75	14.9%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	5,321.42	\$16,400.37 \$ 187,924.13 8.0%
Ambulance Department	\$	211,475.50	\$	9,049.39	\$22,424.94 \$ 189,050.56 10.6%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$0.00 \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	14,370.81	\$38,825.31 \$ 541,274.69 6.7%
RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	1,226.35	\$5,217.03 \$ 34,432.97 13.2%
Total Ranger Station	\$	39,650.00	\$	1,226.35	\$5,217.03 \$ 34,432.97 13.2%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%
GRAND TOTAL	\$	7,351,252.00	\$	206,885.57	\$ 449,503.22 \$ 6,901,748.78 6.1%

CASH SUMMARY COMPARED TO BUDGET (Revenues)**August 2021**

Source	2020-2021 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,131,430.00	\$ -		\$ 1,131,430.00	0.0%
Property Taxes	\$ 155,000.00	\$ -	\$ -	\$ 155,000.00	0.0%
Delinquent Taxes	\$ 5,000.00	\$ 1,848.11	\$ 3,548.63	\$ 1,451.37	71.0%
Interest	\$ 2,000.00	\$ -	\$ 81.07	\$ 1,918.93	4.1%
Franchise Fees	\$ 95,000.00		\$ 22,583.59	\$ 72,416.41	23.8%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,395.92	\$ 7,127.09	\$ 27,872.91	20.4%
Cigarette Tax	\$ 1,500.00	\$ 162.66	\$ 354.21	\$ 1,145.79	23.6%
Oregon Shared Revenue	\$ 18,000.00	\$ 6,130.43	\$ 6,130.43	\$ 11,869.57	34.1%
Liquor License Fees	\$ 250.00	\$ 60.00	\$ 75.00	\$ 175.00	30.0%
License/Permits	\$ 100.00	\$ -	\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 360.00	\$ 410.00	\$ 3,090.00	11.7%
Burn Permits	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	0.0%
Court Fines	\$ 750.00	\$ 68.97	\$ 142.94	\$ 607.06	19.1%
City Surplus Sales	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 166.69	\$ 190.73	\$ 9,809.27	1.9%
COVID Funds	\$ 225,000.00	\$ -	\$ -	\$ 225,000.00	
Transfers From Other Funds	\$ 191,000.00	\$ -	\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,875,130.00	\$12,192.78	\$40,693.69	\$ 1,834,436.31	2.2%

WATER FUND					
Cash on Hand	\$ 418,400.00	\$ -		\$ 418,400.00	0.0%
Interest	\$ 1,550.00	\$ -	\$ 119.25	\$ 1,430.75	7.7%
Water Bills	\$ 355,000.00	\$ 40,475.83	\$ 88,001.76	\$ 266,998.24	24.8%
Set-up Fees	\$ 1,500.00	\$ 150.00	\$ 275.00	\$ 1,225.00	18.3%
Installation Fees	\$ 5,000.00	\$ 1,350.00	\$ 1,350.00	\$ 3,650.00	27.0%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 35,810.00	\$ 964,190.00	3.6%
Water Project Fees	\$ 70,000.00	\$ 6,317.20	\$ 12,679.40	\$ 57,320.60	18.1%
Transfers In	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 55.00	\$ 430.17	\$ 2,569.83	14.3%
Total Water Fund	\$ 1,954,450.00	\$ 48,348.03	\$ 138,665.58	\$ 1,815,784.42	7.1%

SEWER FUND					
Cash on Hand	\$ 868,000.00	\$ -		\$ 868,000.00	0.0%
Interest	\$ 1,200.00	\$ -	\$ 119.35	\$ 1,080.65	9.9%
Sewer Bills	\$ 600,000.00	\$ 56,168.89	\$ 112,507.43	\$ 487,492.57	18.8%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 275.00	\$ 925.00	22.9%
Septic Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 1,400.00	\$ 1,400.00	\$ 3,600.00	28.0%
Billed Labs	\$ 2,000.00	\$ 300.00	\$ 600.00	\$ 1,400.00	30.0%

Transfers In	\$ 308,732.00	\$ -	\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 55.00	\$ 55.00	\$ 1,445.00	3.7%
Total Sewer Fund	\$ 1,787,732.00	\$ 58,073.89	\$ 114,956.78	\$ 1,672,775.22	6.4%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 126,750.00	\$ -		\$ 126,750.00	0.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%

STREET FUND

Cash on Hand	\$ 333,650.00	\$ -		\$ 333,650.00	0.0%
State Gas Taxes	\$ 150,000.00	\$ 12,018.23	\$ 26,407.48	\$ 123,592.52	17.6%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 11,708.00	\$ 1,292.00	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0.0%
Total Street Fund	\$ 737,150.00	\$ 12,018.23	\$ 38,115.48	\$ 699,034.52	5.2%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -		\$ 45,000.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 1,007.67	\$ 1,575.05	\$ 118,424.95	1.3%
Loans/Grants	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ -	\$ 15.00	\$ 4,985.00	0.3%
Total Library Fund	\$ 171,500.00	\$ 1,007.67	\$ 1,590.05	\$ 169,909.95	0.9%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 340,300.00	\$ -		\$ 340,300.00	0.0%
Interest	\$ 500.00	\$ -	\$ 59.68	\$ 440.32	11.9%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,536.78	\$ 21,135.57	\$ 98,864.43	17.6%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,431.46	\$ 15,899.21	\$ 49,100.79	24.5%
Burn Permits	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	0.0%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ 85.35	\$ 175.35	\$ 1,824.65	8.8%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 13,053.59	\$ 37,269.81	\$ 542,830.19	6.4%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -		\$ 14,000.00	0.0%
Interest	\$ 150.00		\$ 19.86	\$ 130.14	13.2%
Rent	\$ 10,000.00	\$ 835.00	\$ 1,670.00	\$ 8,330.00	16.7%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 1,689.86	\$ 37,960.14	4.3%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -		\$ 16,530.00	0.0%
Interest	\$ 10.00		\$ -	\$ 10.00	0.0%
Loan Fees			\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$ -	\$ 17,040.00	0.0%
GRAND TOTAL	\$ 7,289,502.00	\$ 145,529.19	\$ 372,981.25	\$ 6,916,520.75	5.1%

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

MEMORANDUM

September 7, 2021

TO: Doug Wiggins, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – August 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$145,529.19**
- ❖ Total expenditures (includes payroll) for the month: **\$206,885.57**

*Attached is a breakdown report of both revenues and expenditures by department compared to budget

- ❖ A total of **\$111,230.74** was billed out in utility bills for the month of August
- ❖ We received **\$609.39** from the Union Hotel for the month of July. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 53 late reminder notices on August 31st, at this time we have 9 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. The shut off notices were delivered to the customers home on August 31st, and shut offs will be September 8th.
- ❖ In August, the total amount billed for late fees was **\$1,372.50**

*At this time we are still without an ordinance officer. Advertising for this position will be sent out again this month, and position will remain open until filled.

*Our audit for fiscal year 2020-2021 was held the week of August 16th – 20th



Memorandum

Subject: Monthly Library Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Louise Shelden, Library Lead

BACKGROUND INFORMATION:

This is the monthly library report.

ATTACHED:

[Library-August Monthly Report 2021](#)

August Monthly Report 2021

	Statistics	
	This Year	Last Year
Paton Count	967	670
Circulation Count:	982	940
Adult	505	576
Children	477	364
Audios	98	133
Videos	116	99
Music CD's	4	19
Materials Added	110	44
Materials Discarded	113	3
Reference Questions	36	61
Programs for Patrons	22	19
Participants	56	278
Computer Usage	2415.0 hrs.	2143.0 hrs.
New Patrons	11	3
ILL Requests	171	193
Out of City Limit Usage	180	188
Notary	2	3

Events and Additions:

The Summer Reading Program "Reading Colors Your World" still accepting reading hours.

We are following the Goveners mask edict.

We are continuing to sanitize and disinfect to keep ourselves and our patrons safe.

We are still cataloging new to us DVD's.

We have had 2,515.0 hours turned in for the summer r reading program.

Thanks to Tessie Murrar's generosity we are still adding to our movie collection.



Memorandum

Subject: Monthly Fire/Ems Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

BACKGROUND INFORMATION:

This is the Fire/Ems monthly report.

ATTACHED:

[Union Emergency service report for July 26 through August 27th \(002\)](#)



Ambulance had a busy month with lots of calls. We had a total of 113 man hrs. We had calls of lift assists 6 in total, MVA's, ALOC, difficulty breathing, stroke, ob call, Covid call, assault, doa, head injury, standby and meeting. We are still missing a few calls due to not enough EMT's but Lagrande has covered those calls for us. We are now faced with Kate Browns mandate of covid vaccine or your done. Not sure that will help our situation with being short handed on the ambulance and fire. Hopefully all will get resolved before this happens.

The Fire side has had two house fires at the end of August. The city fire had 41.5 man hours this month and the rural had 39 man hours. We had a total of 80.5 man hours for the fire service. We have had lift assists for total 5, mva's x 3 , 2 house fires, tree fire and a meeting. Training was canceled do to lack of attendance. Will pick it up again in sept.. keep safe, mask up, wash your hands.

I'm hoping for a reprieve on the Covid mandate as we will lose a lot of our health care worker if it goes through. Not only in our service but other services in the valley. Again thanks for your support.

Tod Hull Union City Fire Chief.



Memorandum

Subject: Monthly Animal Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Union County Animal Report

ATTACHED:

[AUGUST 21 Animal Activities](#)

[AEO Yearly 2021](#)

Union Animal Enforcement Hour—AUGUST 2021

Animal Enforcement deputies Lani Jones and Patricia Kelly contributed to these hours which reflect animal control activities only in Union for the month.

HOURS: 9.5

Calls for Service: 4

Dog at large: 3

Citations: 0
Warnings: 1
Impounds: 0
Other Action:

Dog Bites: 0

Barking Dog: 0

Citations: 0
Warnings: 0
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

*Call of rabbit at large, contained

On-going report of a dog at large at stock show grounds, attempted to locate

Attempted to locate dogs who attacked a cat, follow up done

Located dogs that are frequently near stock show grounds, owners located and warned

AEO 2021	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1							3					
2	1	1			2	0.5		1				
3					2.5							
4												
5					2							
6						1						
7			2									
8	1					1.5	0.5					
9			1.5			3	0.5					
10	1.5	1										
11				1								
12				2	1	1						
13				2.5			1					
14	0.5		2	3.5								
15												
16	1	2.5		3			2.5	2				
17	1		1.5				4	1				
18						1						
19	1	1										
20				1			3					
21							3					
22			2	2			2.75					
23	1	2										
24	2											
25		1										
26		1	2	1								
27				2.5				1				
28		1						3				
29			1					1.5				
30												
31												
TOTAL	10	11	12	18.5	7.5	8	20.25	9.5	0	0	0	0



Memorandum

Subject: Monthly Sheriff's Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Sheriff's Report

ATTACHED:

[Union Activities AUGUST 2021](#)
[Yearly](#)

Union Activities –AUGUST 2021

The Union County Deputies contributed hours to the total for the month. The statistics reflect the activities for the Sheriff's Office.

The following will show the activity done by Sheriff's Deputies:

HOURS	153
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	8
WARNINGS	3
ARRESTS	6
CALLS FOR SERVICE	29
FI'S	64
WALK-INS	0
REPORTS	8
TOWS/IMPOUNDS	2
OTHER	0

The above hours were allocated as follows:

PATROL	51 %	TRAFFIC	18 %
REPORTS	2 %	INVESTIGATIONS	29 %

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Arrested one for domestic violence and interfering with making a report
 Call of property dispute
 Investigate call regarding stolen check and fraud
 Criminal mischief call
 Call of suspicious person-furnishing
 Call requesting extra patrol by water tower
 Report of stolen ATV
 Lost animal-found owner
 Searched for transient camp
 Call of domestic disturbance-juvenile supervision
 Hit and run call
 Call of civil disturbance re: property
 Responded to traffic crash
 Threat of domestic disturbance
 Call of suspicious vehicle
 Juvenile disturbance at city park

Assisted citizen on Main Street
Foot patrol during GrassRoots Festival
Fraud investigation
Call of runaway juvenile
Vehicle pursuit
Responded to residential burglary
Assisted with restraining order service
Call for welfare check
Agency assist for fire and ambulance
Possible criminal mischief call-suspicious circumstance
Call of careless driver
Civil dispute, options explained
Arrested one subject on a warrant
Careless driving complaint
Information received on a juvenile runaway
Report of unauthorized use of motor vehicle

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00	0.00	9.00	0.00				
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00	0.00				
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00	4.50				
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00	0.00				
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00	10.00				
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50	10.00				
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00				
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00				
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00	0.00				
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00	9.00				
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00	10.00				
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00	0.00				
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00	10.00				
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00	9.00				
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00				
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50	0.00				
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00	8.50				
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00	15.00				
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00	9.00				
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00	8.00				
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00	0.00				
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00	3.00				
23	9.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
24	0.00	10.00	10.00	8.50	0.00	0.00	0.00	10.00				
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00	10.00				
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00	8.00				
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50	9.00				
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00	0.00				
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00	0.00				
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00	0.00				
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00	10.00				
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	153.00	0.0	0.0	0.00	0.000

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	26.50	5.50	33.00	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

This is the City Administrator's Monthly Report.

ATTACHED:

[Admin Report September 2021](#)

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

CITY ADMINISTRATOR REPORT August 2021

Ranger Station:

Siding is about $\frac{3}{4}$ complete, supply finally arrived and with contractor's vacation and such the siding project is nearing completion. We are still backordered on doors, but they are expected to be in the month of September and installed once in. Inspection for the insulation passed and cover continues in the home. Drywall and subflooring should be completed by the end of the month.

Water/Sewer:

CDBG Grant- Design is nearing completion. I continue working on the CDBG Construction Grant which is now near completion and due at the end of September. Design has been mostly completed and is currently being reviewed by Business Oregon. Environmental is awaiting to hear from SHPO for final approval and then will be sent to Business Oregon for review.

Uncovered and will be working at replacing some outside valves at the treatment plant. Many of these valves being replaced have been leaking and/or very hard to operate. Most of these valves are nearly 20 years old.

Library:

Summer reading program ended and can very much be considered a success. The camera project has nearly been completed and should be operational within the next couple weeks.

Parks:

The new park lights were installed and the comments on the lights have been positive.

City Hall:

The conversion of the bathroom to ADA remains idle as crew have been working outside to take advantage of the good weather. As weather turns, they will be in to finish the bathroom off.

Streets:

The Chip Seal project was completed, and we even completed the fog seal ahead of schedule for Bryan and Dearborn Streets.

Fire/EMS:

CITY OF UNION, OREGON

Unfortunately, through new OAR rules we had to require all fire and EMS personnel to get vaccinated or sign waivers to continue volunteering their services. A meeting was had in August and to my surprise we had all but 1 EMT vaccinated and that EMT has submitted a waiver. On the Fire side about half are vaccinated and the other half will be working at vaccination or submitting waivers. I believe our city will remain staffed for our needs. The question arises how much backup we will have as La Grande and some of the other surrounding departments may have a bit tougher outlook than Union. This could have some effect on our backup services as time moves forward. I will keep you updated on this information as new information arises.

Stay safe,

A handwritten signature in black ink, appearing to read "Doug Wiggins", with a horizontal line extending from the end of the signature.

Doug Wiggins
City Administrator



Memorandum

Subject: PW Monthly Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

BACKGROUND INFORMATION:

This is the monthly report from public works.

ATTACHED:

[Public Works Report August 2021](#)

PUBLIC WORKS DEPARTMENT COUNCIL REPORT FOR AUGUST 2021

Water: Repaired a service line leak on E. Bryan & N. Benson

Repaired a leaking service line on the end of E. Bryan

Relocated a fire hydrant on Main & Arch

Sewer: Cleaned aerators at golf course pond

Set up dewatering pump for additional water for golf course

Streets: Swept excess chips off new chip sealed roads

Applied a fog seal to W. Dearborn & Bryan streets

Installed meltdown stripping for school zone on W. Dearborn

Pothole patching in S.W., S.E., & N.E. sections of town

Park: New walk path lights installed

Front bathroom doors painted

Front bathroom south bathroom fan repaired

Installed a new bench behind library

Picnic tables painted

Gazebo railing replaced and plugin added

Ranger Station: Insulation hung and passed inspection

Sheetrock is being installed

Misc.: We ordered more cold-patch asphalt and will be using it to patch holes in the Northwest section of town. We installed a gate and locked it at the fish ladder as people were leaving garbage all over.

Paul Phillips Public Works Lead

September 7th, 2021



Memorandum

Subject: August 2021 Report
Meeting: City Council - Sep 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

August 2021 Wastewater Treatment Facility

ATTACHED:

[Wastewater Report August 2021](#)

Wastewater Report August 2021

Drying Beds & Sludge removal – We currently have 2 drying beds with sludge.

I hauled and land applied 8 1/2 truckloads of sludge from the secondary digester = 29,750 gallons of sludge.

Maintenance / Repair – Preparing for Fall and Fall Cleaning

- Pressure washed Secondary Clarifier
- RBC Maintenance: oils, Grease, and cleaning
- Lift Station: Grease motors and continue to minimize Fat, Oils, and Greases
- Digester Valves: exposed valves and ordered replacements due to issues with proper open and close functions.

Golf Course – We are sending Effluent up to the Golf Course, approximately 125,000-135,000 gallons a day going up currently. Closely watching Pond levels to prepare for fall. Cleaning of the Fountain aerators due to getting plugged with Pond Weed.

Vac Truck work – Gate installation at Fish Ladder area.

Expose valves at Wastewater Treatment Facility.

Public Works Dept. also used on a couple of jobs.

Other – Camera sewer line on E. Ash to locate service connection.

Putting up proper signage on buildings and other areas for chemicals, hazards, safety concerns, etc. around the Wastewater Treatment Facility.

Keep Recycle station clean, picking up trash and other misc. items left from the community.

Streets - Pothole patching.

- Fire hydrant move on the corner of Main & Arch Street.