



**CITY COUNCIL MEETING AGENDA**

Monday, February 5, 2024  
In Person/Hybrid Meeting  
TVCTV Live - Channel 30

Zoom Meeting: <https://us02web.zoom.us/j/83479408874?pwd=S2dpMjNKbWpHQ21sY2p1WFNpdGMxQT09>

Meeting ID: 834 7940 8874 | Passcode: 215546

Phone (253) 215 8782 US

**1. Executive Session – 6:00 PM**

Cornelius Urban Renewal Agency (see separate agenda)

**2. Work Session – 6:30 PM**

American Rescue Plan Act (ARPA) Grant Allocations Update and Proposed Uses: **Peter Brandom, City Manager**

**3. Regular Session – 7:00 PM**

Call to Order – Pledge of Allegiance and Roll Call

**4. Adoption of Agenda**

**5. Consent Agenda**

The items on the Consent Agenda are considered and adopted by one motion unless a Council Member or community member requests that an item be considered separately before a vote of the Consent items. The Mayor shall decide when an item is removed from Consent for discussion.

**A.** City Council Meeting Minutes, December 4, 2023

**B.** City Council Meeting Minutes, January 2, 2024

**6. Public Comment**

Comments are limited to three minutes.

**Speaking in Person:** Register to speak by filling out a form in the City Council Chamber and provide it to the City Recorder.

**Speaking Virtually:** Register to speak by contacting the City Recorder via email at [recorder@corneliusor.gov](mailto:recorder@corneliusor.gov) no later than 3:00pm on the day of the City Council meeting. Provide your name, address, and when possible, the topic of testimony. Those attending virtually will not be able to turn on their camera during the meeting or share their screen; presentation materials may be submitted as written testimony via email or in person at City Hall.

**7. Recognition**

A. Angelica Novoa de Cordiero, Adult Services Librarian, 5 Years: **Karen Hill, Library Director**

**8. Presentations and Appointments**

A. Washington County Transit Study: **Washington County Staff**

B. City Audit: **Ryan Pasquarella, Contracted Auditor**

C. Capital Improvement Program: **Ellie Jones, Assistant City Manager – Business Operations**

D. Resolution No. 2024-08: Appointments to the Cornelius Economic Development Commission, Public Infrastructure Advisory Board, and Library Board: **Peter Brandom, City Manager**

**9. Public Hearings**

A. Resolution No. 2024-09: Supplemental Budget: **Ellie Jones, Assistant City Manager – Business Operations**

**10. Unfinished Business**

A. Second Reading – Ordinance No. 2023-05: Amending Section 2.85.060 of The Cornelius Municipal Code to add advising the Urban Renewal Agency to the duties of the Economic Development Commission: **Peter Brandom, City Manager**

**11. New Business**

A. Resolution No. 2024-09: Supplemental Budget: **Ellie Jones, Assistant City Manager – Business Operations**

B. Resolution No. 2024-10: Metro 2040 Grant: **Barbara Fryer, Community Development Director**

C. Resolution No. 2024-11: Contract with Unite Oregon for Implementation of the Metro 2040 Grant: **Barbara Fryer, Community Development Director**

D. Resolution No. 2024-12: Subcontract with EcoNorthwest for Implementation of the Metro 2040 Grant: **Barbara Fryer, Community Development Director**

- E. Resolution No. 2024-13: Bid Award for Community Development Block Grant (CDBG)-funded Sidewalk Project: **Terry Keyes, City Engineer**

**12. Reports**

- A. City Council
- B. Mayor Dalin
- C. City Manager

**13. Announcements**

- A. Monday February 19, 2024 – All City offices closed in recognition of Presidents’ Day
- B. Wednesday, February 21, 2024 – 6:00 pm Future Cornelius Community and Recreation Center Community Meeting, Cornelius Elementary School
- C. Monday March 4, 2024 – 6:00 pm Work Session; 7:00 pm City Council Meeting

**14. Adjournment**

# City of Cornelius Agenda Report

**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** February 5, 2024  
**Subject:** American Rescue Plan Act (ARPA) Grant  
Funding Expenditure Status and Use of Remaining Funds



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**Summary:** The City of Cornelius has received a total of \$2,847,957.52 from the federal American Rescue Plan Act, intended to support local governments' response to the COVID pandemic. The tables below summarize allocations made to date, as well as additional uses of the funding. Funds must be obligated by the end of 2024 and fully expended by end of 2026, with limited restrictions for use.

**Previous Council Action:** City Council approved allocations of tranche 1 funds in 2021 and tranche 2 funds in February 2023. Not all funds were allocated at that time.

**Relevant City Strategic Plan Goal(s):** The City's ARPA allocations support each of the six Strategic Plan goals.

**Background:** The American Rescue Plan Act funding allocated to the City of Cornelius represents a once-in-a-lifetime opportunity to support community partners, constituents and City operational needs. Funding has been received in two tranches, the first totaling \$1,423,978.76, and the second totaling \$1,423,978.76. The first tranche allocations focused on support to community members through community partners delivering utility bill support, food boxes, supplies and equipment, computer hardware for Library patrons, a library bookmobile, home repairs for low income community members, and funding for small businesses. Funding was also allocated for the build out of the Drake Learning Center space in the library, and funds to update the City's Economic Opportunities Analysis and advocacy for developable land.

This memo proposes uses for most of the remaining City ARPA funds. The proposed projects and programs are a combination of investments in the City's operations and facilities, as well as the Emergency Operations Plan and a Civic Leadership Program.

**Financial Implications:** ARPA funding must be fully obligated by December 31, 2024 and fully expended by December 31, 2026.

**Advisory Committee Recommendation:** Not applicable.



	Allocated	Spent	Remaining	Remaining Unallocated	Notes
<b>Allocated in 2021</b>					
Small Business Loans - Micro Enterprise Services of Oregon (MESO)	\$350,000	\$350,000	\$0	\$0	
Utility Bill Assistance - Community Action	\$125,000	\$80,520	\$44,480	\$0	Reduced from \$125,000; balance to be utilized in similar fashion
Food Box Program – Centro Cultural	\$175,000	\$175,000	\$0	\$0	
Farm to Pantry Program – Adelante Mujeres	\$25,000	\$25,000	\$0	\$0	
Small Business Grants - Pamplin Media (Newspaper)	\$4,003	\$4,003	\$0	\$0	
Home Repair Grants - Habitat For Humanity	\$75,000	\$75,000	\$0	\$0	
Library Transit Van - Shelving/Supplies	\$51,454	\$51,454	\$0	\$0	
Library - Drake Learning Center	\$600,000	\$70,167	\$529,833	\$0	Staff increased allocation to \$600,000 due to cost increase
Library - Chrome Books and Hot Spot Acquisition	\$46,000	\$26,442	\$19,558	\$0	
Library - Audio Visual Equipment	\$4,756	\$4,756	\$0	\$0	
<b>Allocated in 2023</b>					
Economic Opportunities Analysis (EOA)	\$65,000	\$54,072	\$5,928	\$5,928	
Fire Department - Pickup Truck	\$70,000	\$50,963	\$19,037	\$19,037	
Fire Staffing Grant Cost Match	\$95,294	\$0	\$0	\$95,294	Grant application was unsuccessful
Fire Department - Fire Apparatus	\$500,000	\$500,000	\$0	\$0	
Fire Department - Turnout Washer and Dryer	\$25,000	\$6,241	\$18,759	\$6,241	
Fire Stationary Air Compressor	\$130,000	\$36,000	\$94,000	\$94,000	
Community Vision Plan	\$200,000	\$36,564	\$163,436	\$0	\$100,000 allocated to vision plan
Comprehensive Plan Update	-	-			Roughly \$50,000 allocated
Parks Master Plan	-	-			Roughly \$50,000 allocated
Cultural District Plan Implementation	-	-			Unallocated
Business License Fee Relief	\$2,000	\$0	\$0	\$2,000	Removed from allocations
City Website Update and Laptops	\$20,000	\$0	\$0	\$20,000	Removed from allocations
Public Safety Building Elevator Replacement	\$150,000	\$0	\$150,000	\$0	
City Council Conference Room Technology Upgrades	\$10,000	\$6,369	\$3,631	\$0	
Communications Plan	\$50,000	\$0	\$50,000	\$0	
<b>Total Approved Allocated</b>	<b>\$2,751,507</b>				
<b>Total Remaining Funds</b>				<b>\$242,500</b>	

	<b>Allocated</b>	<b>Notes</b>
<b>Additional Proposed Projects</b>		
Cornelius Civic Leadership Program	\$15,000	Initiate annual program
Public Works Renewable Energy System (grant match)	\$50,000	Plan to submit an application this year for solar + energy storage system at PW
Public Safety Building Space Study	\$15,000	With staffing and other changes, need to assess building use/space
Emergency Operations Plan Update	\$30,000	Cornelius share of project led by Forest Grove
City Community Events Equipment and Supplies	\$40,000	Equipment that will be used by staff for multiple City-led events
Bilingual Signage for City Facilities	\$30,000	Improve and make consistent signage around City facilities
New Fire Apparatus Outfitting Costs	\$25,000	Additional costs to equip the new fire apparatus – existing equipment will be used by default
Library Technology	\$17,000	Meeting room equipment needs
Cornelius Place Cafe Sign	\$2,000	New sign for new vendor in the Library (Telvet Coffee)
City Council Chamber folding Tables	\$8,200	Tables will make the space conducive to larger meetings, away from the dais
<b>Total New Projects Requested</b>	<b>\$232,200</b>	
<b>Remaining Funds</b>	<b>\$44,781</b>	



City Council Meeting – Monday, December 4, 2023  
**In Person/Hybrid Meeting**  
TVCTV Live-Channel 30

**7:00 pm** Call to Order- Pledge of Allegiance and Roll Call

**City Council:** Council President John Colgan, Councilor Angeles Godinez, Councilor Doris Gonzalez, Councilor Eden Lopez, and Mayor Jef Dalin.

**Staff Present:** Peter Brandom, City Manager; Debby Roth, City Recorder; Barbara Fryer, Community Development Director.

**1. ADOPTION OF AGENDA**

Councilor Godinez moved to approve the agenda, seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

**2. CONSENT AGENDA**

- A. City Council Meeting Minutes: November 6, 2023
- B. Certified Special Election Results November 7, 2023.
- C. FY 2025 Budget Calendar

Councilor Godinez moved to approve the consent agenda, seconded by Council President Colgan. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

**3. CITIZEN PARTICIPATION – ITEMS NOT ON THE AGENDA**

None.

**4. RECOGNITION**

- A. Lia Gutierrez: Five Years of Service  
Maria Aguilar, Youth Services Librarian, recognized Lia Gutierrez for her library service.

**5. PRESENTATIONS-APPOINTMENTS**

**A. Washington County Supportive Housing Services**

Jesse Adams gave an update for the Supportive Housing Services work for the second year of the program. Highlights for the year: 1,385 housing placements for previously homeless individuals; 1,137 evictions prevented with emergency rental assistance; 2,522 people served; 84 project-based Permanent Support Housing (PSH) apartments; 220 shelter beds/room added.

Some goals include improving outcome and access disparities in Asian American communities in Washington County, embedding equity training into provider training, continuing to scale up programs, and getting PSH off the ground.

The full annual report is available on the county's website.

**6. PUBLIC HEARING - NONE**

**7. UNFINISHED BUSINESS-NONE**

**8. NEW BUSINESS**

**A. Ordinance No. 2023-04: An ordinance amending the Cornelius Municipal Code by repealing sections 2.80 and 2.90, Public Works Advisory Board, respectively, and adding a new section 2.8 Public Infrastructure Advisory Board.**

This amendment will combine the Public Works Advisory Board and Parks Advisory Board into one board called the Public Infrastructure Board which will have 9 members. This will repeal the current CMC 2.8 and 2.9 and will create a new CMC 2.8 for the combined board.

Councilor Godinez made a motion to read by title only for the first reading Ordinance No. 2023-04, AN ORDINANCE AMENDING THE CORNELIUS MUNICIPAL CODE BY REPEALING SECTIONS 2.80 AND 2.90, PUBLIC WORKS ADVISORY BOARD AND PARKS ADVISORY BOARD, REPECTIVELY, AND ADDING A NEW SECTION 2.80 PUBLIC INFRASTRUCTURE ADVISORY BOARD. Seconded by Councilor Lopez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

Councilor Lopez made a motion to read by title only for the second reading and adoption of Ordinance No. 2023-04, AN ORDINANCE AMENDING THE CORNELIUS MUNICIPAL CODE BY REPEALING SECTIONS 2.80 AND 2.90, PUBLIC WORKS ADVISORY BOARD AND PARKS ADVISORY BOARD, REPECTIVELY, AND ADDING A NEW SECTION 2.80 PUBLIC INFRASTRUCTURE ADVISORY BOARD and this action takes effect 30 days from adoption. Seconded by Council President Colgan. Motion carried 5-0. Roll call vote: Councilor Lopez-aye, Councilor Godinez-aye, Councilor Gonzalez-aye, Council President Colgan-aye, Mayor Dalin-aye.

- B.** Ordinance No. 2023-05: An ordinance amending section 2.85.060 of the Cornelius Municipal Code to add advising the Urban Renewal Agency to the Economic Development Commission duties.

This amendment will add specific advising duties to explicitly document the role and responsibilities of the Environmental Development Commission in advising on projects for the City Urban Renewal Agency, Capital Improvement Program, and other urban renewal matters.

Mayor Dalin made a motion to read by title only for the first reading Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE ECONOMIC DEVELOPMENT COMMISSIONS DUTIES. Seconded by Councilor Lopez. Motion failed. 4-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, and Mayor Dalin. Nays: Council President Colgan.

- C.** Resolution No. 2023-45: A resolution adopting a specific policy for system development charge calculations in connection with commercial-to-residential conversions as required by House Bill 2984

With Oregon HB 2984 in effect, this proposed resolution will amend CMC Chapter 12.40 to allow the city to assess System Development Charges (SDC) for buildings that convert from commercial to residential.

Council President Colgan made a motion to approve Resolution No. 2023-45. A RESOLUTION OF THE CORNELIUS CITY COUNCIL ADOPTING A SPECIFIC POLICY FOR SYSTEM DEVELOPMENT CHARGE CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS, AS REQUIRED BY HOUSE BILL 2984 and this action takes effect immediately. Seconded by Councilor Gonzalez . Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

- D.** Resolution No. 2023-46: A resolution adopting findings for selecting Unite Oregon as a community-based organization partner for the Metro 2040 grant.

This resolution would allow the city to select Unite Oregon to partner with in order to receive feedback on how to ensure anti-gentrification and anti-displacement while working through the Town Center Plan that was adopted in 2019. Unite Oregon has systems in place and background on this type of a project. The city and Mayor Dalin have worked with this group previous on TV Highway and SW Corridor projects.

Councilor Godinez made a motion to approve Resolution No. 2023-46, A RESOLUTION ADOPTING FINDINGS FOR SELECTING UNITE OREGON AS THE CITY'S COMMUNITY-BASED ORGANIZATION PARTNER FOR THE METRO 2040 GRANT. Seconded by Councilor Lopez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

**E. Resolution No. 2023-47: Enterprise Zone Fee Adjustment**

The Enterprise Zone is a state program that provides tax relief for 3-5 years for eligible businesses. This resolution would increase the 3-year Enterprise Zone Application fee in Cornelius to 0.01% of the total project cost from a \$200 flat fee with a cap at \$50,000. The 5-year fee will remain the same. This increase will bring Cornelius in line with other regional jurisdictions.

Councilor Godinez made a motion to approve Resolution No. 2023-47. A RESOLUTION OF THE CORNELIUS CITY COUNCIL INCREASING THE APPLICATION FEE FOR THE FOREST GROVE/CORNELIUS ENTERPRISE ZONE and this action takes effect immediately. Seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

**9. REPORTS**

**A. City Council:**

Council President Colgan attended the Christmas tree lighting ceremony and was happy to see so many people come out and enjoy the event. Councilor Lopez attended the Community Dinner that was hosted by the city, Centro Cultural, and the Sheriff's office, and they had a great turnout as well. Councilor Godinez announced that Centro Cultural had over 250 families apply to receive food baskets and toys.

**B. Mayor Dalin:**

Mayor Dalin mentioned the bus project where TriMet is trying to understand what bus stops can be shrunk down in Downtown Cornelius in order to speed up service and allow more investment in the stops that will be kept. The railroad filed for a 1-year extension to reclaim materials in the right of way. There was no recent Metropolitan Mayors Consortium to attend. Most of the policy statements right now are around supportive housing for homelessness, possible modification to Measure 110, and issues around putting up photo radar. During the Washington County Coordinating Committees meeting, there was unification around three projects: 19<sup>th</sup> Avenue, Highway 47, and a roundabout in North Plains that will connect Glencoe Road and West Union.

**C. City Manager:**

Peter encouraged the public to follow the city's updated social media pages, Facebook and Instagram. In acknowledgment to a community member request a few months ago about parks needing fencing, there will be fencing installed in Overlook Park, and more parks will be reviewed for future fencing. As a follow up to the last meeting concerning a stop sign at North 12<sup>th</sup>, Barlow, and Clark, the city will be doing a mini engineering study to determine the best path forward. At the January City Council meeting, there will be update to the boards and commissions.

**10. COUNCIL ANNOUNCEMENTS**

- A. December 25, 2023 – All City Offices Closed Christmas
- B. January 1, 2023 – All City Offices Closed Happy New Year!
- C. Tuesday, January 2, 2023 – 6pm Work Session 7:00 pm City Council Meeting

**11. ADJOURNMENT**

Motion to adjourn the meeting was made by Councilor Godinez, seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

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Date

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City Recorder



City Council Meeting - Monday, January 2, 2024  
**In-Person/Hybrid Meeting**

Mayor Jef Dalin called the regular City Council meeting to order at 7:00 PM.

**Roll Call:** Council Present: Councilor Eden Lopez, Council President John Colgan, and Mayor Jef Dalin.

**Council Absent:** Councilor Angeles Godinez, Councilor Doris Gonzalez

**Staff Present:** Barbara Fryer, Community Development Director; Mark Crowell, Public Works Director; Peter Brandom, City Manager; Ellie Jones, Assistant City Manager & Acting City Recorder; Jim Geering, Fire Chief.

**1. ADOPTION OF AGENDA**

Councilor Lopez motioned to adopt the agenda, seconded by Council President Colgan. Motion carried unanimously 3-0.

**2. CONSENT AGENDA**

- A.** Resolution No. 2024-01: Requesting Authorization to Apply for TWIG Grant

Council President Colgan motioned to adopt the consent agenda, seconded by Councilor Lopez. Motion carried unanimously 3-0.

**3. CITIZEN PARTICIPATION – NONE**

**4. RECOGNITION**

- A.** Laura Christy, Public Safety Specialist

Commander John Bennett, of the Washington County Sheriff's Department and former Cornelius Police Chief, recognized Laura Christy, Public Safety Specialist, for 10 years of service (29 years overall with the City of Cornelius). Commander Bennett remarked that Laura has worked with and supported five different Police Chiefs, contributed to the seamless transition



from the prior Cornelius Police Department to the contract with Washington County, and has demonstrated a great ability to adapt to County policies and procedures. Commander Bennett thanked Laura for years of hard work and presented a commemorative plaque. Mayor Dalin commented that Laura has been a cornerstone in the community and thanked Laura for years of service.

**6. PRESENTATION**

**A. Strategic Plan Implementation Status Update**

City Manager, Peter Bandom, presented updates on City progress implementing the Strategic Plan that was approved by the Council in May of 2023. This marked the second update on the matter. The City has demonstrated a commitment to the established goals and actions, utilizing them as guiding principles to prioritize work and ensure alignment with overarching objectives. Bandom explained that the plan includes 6 goals and 23 actions. Since the last report in July, 21 of the 23 actions are either started or completed/ongoing. This means some action is being taken, whether it is early planning or implementation. This represents an increase from the 16 reported previously in July. Two of the 23 are either not started or under development; that is an improvement of five. Acknowledging the City's constraints in terms of staff capacity and budget, Bandom emphasized the commitment to undertaking feasible initiatives within these limitations. The City remains dedicated to its focused approach. Bandom offered to answer any questions. There were no questions.

**7. PUBLIC HEARINGS - NONE**

**8. UNFINISHED BUSINESS**

**A. Second Reading - Ordinance No. 2023-05: Amending Section 2.85.060 of The Cornelius Municipal Code to add advising the Urban Renewal Agency to the duties of the Economic Development Commission**

City Manager Bandom forwent a verbal report and offered to answer any questions.

Mayor Dalin explained that the business was pushed out a month because the Council did not have unanimous adoption during the second reading of the ordinance. Dalin asked what would happen if the Council did not get unanimous acceptance again.

Bandom answered that staff would get back together to discuss alternatives. Bandom explained that the second vote does not have to be unanimous; approval can be reached by a simple majority in the second reading.

Councilor Lopez made a motion to read by title only, for the second reading, an adoption of Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION, and this action takes effect 30 days from adoption,

seconded by Mayor Dalin. A roll call vote was taken, and the motion carried 2-1. Ayes: Councilor Lopez and Mayor Dalin; Nays: Council President Colgan.

**9. NEW BUSINESS**

**A. Resolution No. 2024-02: Stationary Air Compressor for the Fire Department**

City Manager, Peter Bandom, forwent a formal presentation and offered to answer any questions.

Council President Colgan asked if the recently passed bond [levy] would give the City any reason to review the purchase, to purchase the compressor with the bond [levy] money and use the ARPA funds for a more immediate purchase in the community, and if that would be legal.

Bandom answered that City staff had not considered that. Staff is pleased that the total cost came in under budget. City staff is contemplating what to propose for the funds; the City has some ARPA approved projects that will likely go over budget, and the funds will be useful. Bandom explained it is still a good use of the ARPA funds, but staff is open to further direction on that.

Mayor Dalin recommended that staff consider the timeline, so the ARPA funds are utilized and the City doesn't lose out on the funds. It is an approved ARPA project and qualified from all the City's reviews. Looking at the balance between the finite availability of the ARPA money, and the fire levy that passed, it does bear some consideration.

Council President Colgan noted the inclusion of the Drake Learning Center Bid on the agenda where the bids came in higher than the City anticipated. Colgan inquired about the availability of bond [levy] funds, versus the timeliness of using the ARPA funds, and balancing that with the needs of the fire department.

Bandom thanked the Council and noted timeline of funds expiring is worth considering. The City wants to ensure the funds are expended in time. In a future meeting, City staff will come to Council for further guidance on the remaining ARPA funds. Now that the levy measure has passed, and the City will have more revenue coming in, staff will more closely study how those funds will be allocated, between staffing and capital projects. Bandom expressed appreciation in having the funds to purchase the much-needed equipment.

Councilor Lopez asked if the equipment comes with insurance or a warranty policy.

Jim Geering answered that typically there is a one-year warranty on products the Fire Department purchases. Geering was unable to find a record to support that on the invoice. The levy monies will be available this year, but not until later in the year, maybe November. There is some consideration on how long the quote will be good for, time needed for installation, and the need to get equipment in service. The department has been without an air compressor for years. The current air compressor is out of service. If it was repaired, it could not service the new air bottles currently in use. Currently, to service the air bottles, the department goes to Forest Grove Fire Station 4. Geering finds a lot of value in having units in service in the same district, especially with the increase in call volume.

Mayor Dalin reiterated that the Council is asking for staff to consider the expenditure of the funds, other opportunities for ARPA, and the timing of using the money. Dalin noted that the Councilors are not speaking against the purchase itself.

Council President Colgan agreed and expressed approval of the purchase, noting the conversation was about the source of funding.

A motion was made by Councilor Lopez that the Cornelius City Council approve Resolution No. 2024-02, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE PURCHASE OF A STATIONARY AIR COMPRESSOR, and this action takes effect immediately; seconded by Council President Colgan. Motion carried unanimously 3-0.

**B. Resolution No. 2024-03: Statutory Warranty Deed Laurel Woods Phase 10 Tract MM**

Community Development Director, Barbara Fryer, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Council President Colgan that the Cornelius City Council approve Resolution No. 2024-03, A RESOLUTION OF THE CORNELIUS CITY COUNCIL ACCEPTING THE STATUTORY WARRANT DEED FOR CONVEYANCE OF TRACT MM OF LAUREL WOODS PHASE 10 TO THE CITY OF CORNELIUS, and this action takes effect immediately; seconded by Councilor Lopez. Motion carried unanimously 3-0.

**C. Resolution No. 2024-04: Authorizing a Grant Application to the Oregon Department of Land Conservation and Development for Compliance with the Climate Friendly and Equitable Communities Program**

Community Development Director, Barbara Fryer, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Council President Colgan that the Cornelius City Council approve Resolution No. 2024-04, A RESOLUTION AUTHORIZING TO THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR COMPLIANCE WITH A PORTION OF THE CLIMATE FRIENDLY AND EQUITABLE COMMUNITIES PROGRAM; seconded by Councilor Lopez. Motion carried unanimously 3-0.

**D. Resolution No. 2024-05: Drake Learning Center Bid Award**

Public Works Director, Mark Crowell, forwent a formal presentation and offered to answer any questions.

Council President Colgan noted that the bid came in \$200,000 over the estimate, and asked when the estimate was completed and if the difference is construction inflation costs.

Director Crowell answered that the estimate was completed six to eight months prior to the bids and the inflation of construction cost is typical of what is being observed lately, whether it is indoor or outdoor infrastructure. All of the quotes were significantly over the estimate.

Mayor Dalin expressed surprise at the cost as well.

Director Crowell agreed and commented that staff was happy to see six bidders. The process included a mandatory pre-bid walk. Everyone who bid on the project had to attend the pre-bid walkthrough. That gave staff an idea that there would be 4 to 6 bidders. Most of the bids were local, within the Portland Metro area.

A motion was made by Council President Colgan that the Cornelius City Council, acting as the contract review board, approve Resolution No. 2024-05, A RESOLUTION AWARDDING THE BID FOR THE CORNELIUS PLACE TENANT IMPROVEMENT PROJECT TO PETRA DESIGN BUILD LLC OF WILSONVILLE OREGON, and this action takes effect immediately; seconded by Councilor Lopez. Motion carried unanimously 3-0.

**E. Resolution No. 2024-06: Jacobs Work Order 15 Lead Pipe Lateral Survey**

Public Works Director, Mark Crowell, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Councilor Lopez that the Cornelius City Council approve Resolution No. 2024-06, A RESOLUTION APPROVING WORK ORDER 15 FOR LEAD PIPE LATERAL SURVEY BETWEEN JACOBS ENGINEERING GROUP INC AND THE CITY OF CORNELIUS, and this action takes effect immediately; seconded by Council President Colgan. Motion carried unanimously 3-0.

- F. Resolution No. 2024-07: AKS Work Order 23 Fawn Street Utility Improvements Design

Public Works Director, Mark Crowell, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Council President Colgan that the Cornelius City Council approve Resolution No. 2024-07, A RESOLUTION APPROVING WORK ORDER NUMBER 23 FOR THE FAWN STREET UTILITY IMPROVEMENTS BETWEEN AKS ENGINEERING AND FOREST LLC AND THE CITY OF CORNELIUS, and this action takes effect immediately; seconded by Councilor Lopez. Motion carried unanimously 3-0.

#### ANNOUNCEMENT – Not on the agenda

Mayor Dalin addressed the audience, introducing a new approach to presentations at City Council Meeting. Formerly, lengthy presentations were made to the Council for items on the agenda. To expedite the process, those presentations have been eliminated. Dalin clarified that all relevant materials are accessible online, and this decision aims to reduce redundancy by avoiding staff presentations on information already provided to the Council in advance. Any comments or feedback regarding the change can be directed to City Manager Peter Brandom, whose contact information is available on the City's website.

Councilor Lopez added that the materials for the City Council meetings are available online one week before the scheduled meeting.

#### REPORTS

- A. City Council: None
- B. Mayor Dalin: Dalin reported that Mayor meetings were cancelled for the month. The Washington County Mayors met to talk about land use issues. The Council Creek Regional trail meeting is next week; City Manager Brandom will be attending. JPACT is starting up and is discussing organizing a trip to Washington DC and working with the Washington County Coordinating Committee to attend

as well. Dalin highlighted his favorable vote in support of the proposed bus stop reconfiguration and encouraged others to look at the bus rapid transit proposal for TV Highway. There is a reduction in the total bus stops between the Beaverton Transit Center and Forest Grove transit turn-around. Removal of more rural bus stops was proposed to focus on better bus stop infrastructure and safety, including shelters and seats. Dalin emphasized the need for bus shelters and increased safety.

- C. City Manager: Brandom discussed a draft recommendation of the bus stop realignments along the bus 57 route. The plan would remove the stops at 17<sup>th</sup>, 29<sup>th</sup>, 31<sup>st</sup>, 344<sup>th</sup>, and 331<sup>st</sup>, a total of five stops in and near Cornelius. Brandom announced the January 16<sup>th</sup> City Council meeting has been cancelled. The next meeting will be February 5<sup>th</sup> with a work session.

**10. COUNCIL ANNOUNCEMENTS**

- A. Monday, January 15, 2024 – All City offices closed in recognition of Martin Luther King Jr. Day
- B. Tuesday January 16, 2024 – 6:00 pm Work Session; 7:00 pm City Council Meeting CANCELLED
- C. Monday February 5, 2024 – 6:00 pm Work Session; 7:00 pm City Council Meeting

**11. ADJOURNMENT**

Council President Colgan made a motion to adjourn, seconded by Councilor Lopez. Motion carried unanimously 3-0.

---

Date

---

City Recorder



# Washington County Transit Study

Cornelius City Council  
Feb. 5, 2024

Land Use & Transportation

[www.washingtoncountyor.gov](http://www.washingtoncountyor.gov)



# → Project purpose

Enhance our transit system to help more people get to more places and meet the needs of riders.

Develop a **shared vision** and **create a roadmap** to get it done.





# → Project goals



## Equity

Improve access to opportunities with more equitable and affordable options for transit.



## Environmental Health

Reduce greenhouse gas emissions and improve environmental health.



## Economic Vitality

Better connect people and places to transit.



## Customer Experience

Make transit easier to use.

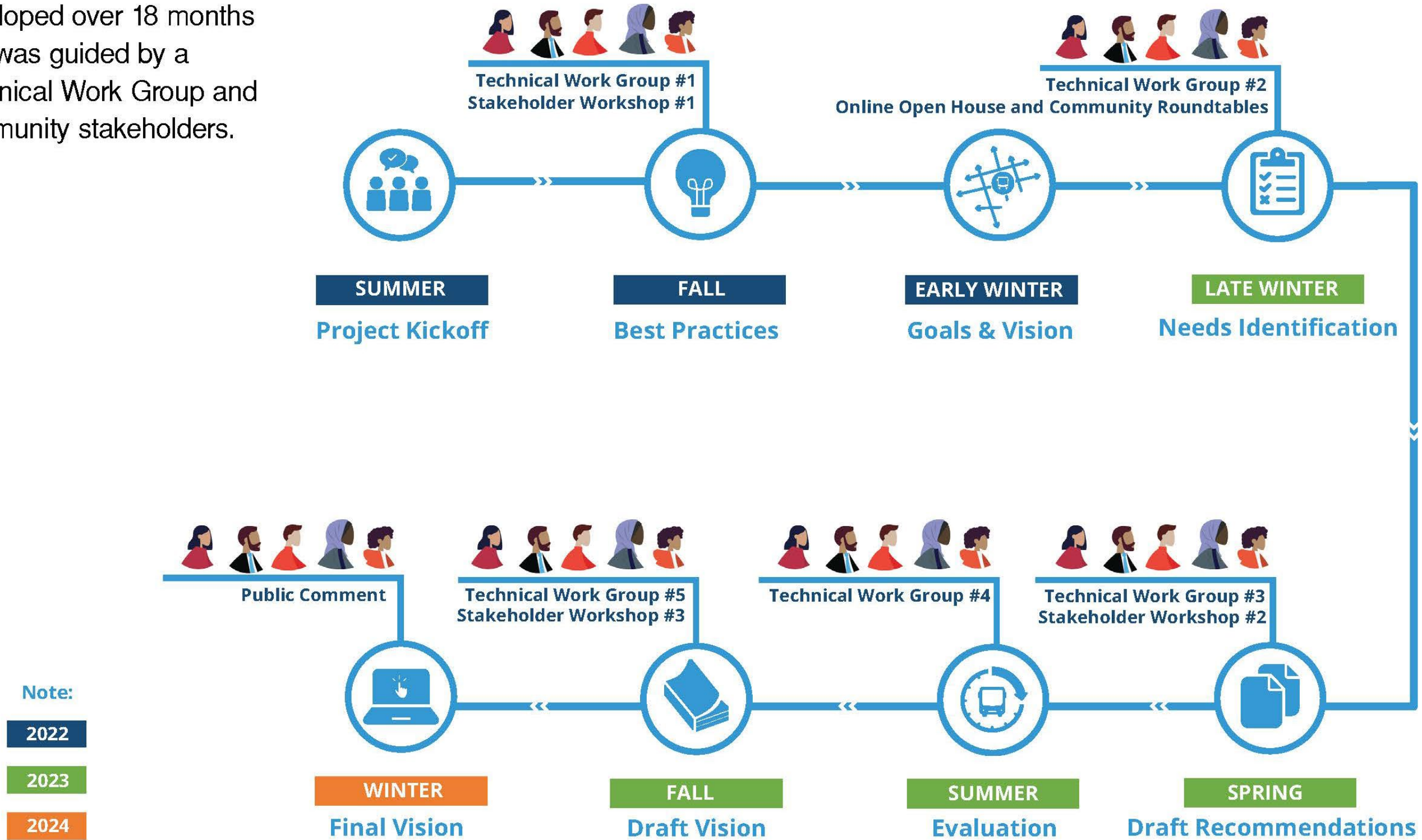


## Partnerships

Support a transit system in Washington County that will be successful long-term.

# → Our process

The Transit Vision was developed over 18 months and was guided by a Technical Work Group and community stakeholders.

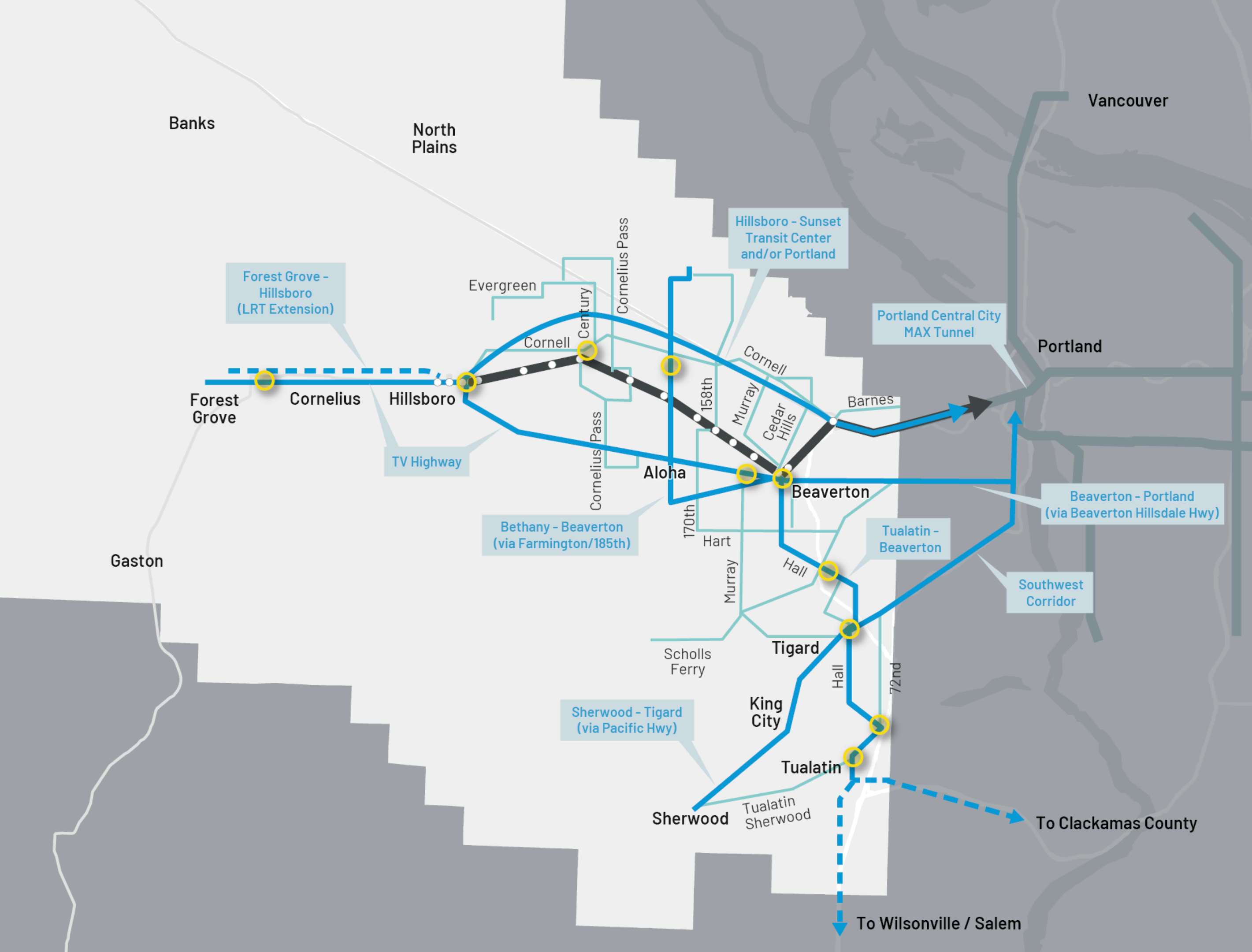




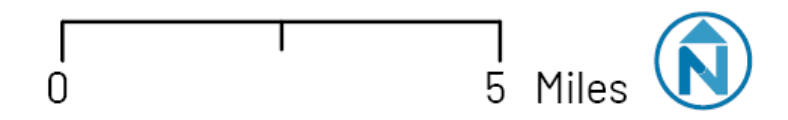
# Capital Investment Priorities

## Transit Priority Investments

- Planned Regional HCT Corridor
- - - Potential HCT Extensions to Existing or Planned HCT Corridors
- Priority Transit Corridor Existing or Planned Frequent Service Corridors
- Top 10 High Priority Speed & Reliability Intersections






Schematic map illustrating priority investments. Does not show all existing services or routing details.






# Service Vision

## Frequent Service Vision

-  Existing / Funded
-  Near-Term
-  Mid- to Longer-Term





## Shuttle Service Vision

-  Existing / Funded
-  Near-Term
-  Mid- to Longer-Term

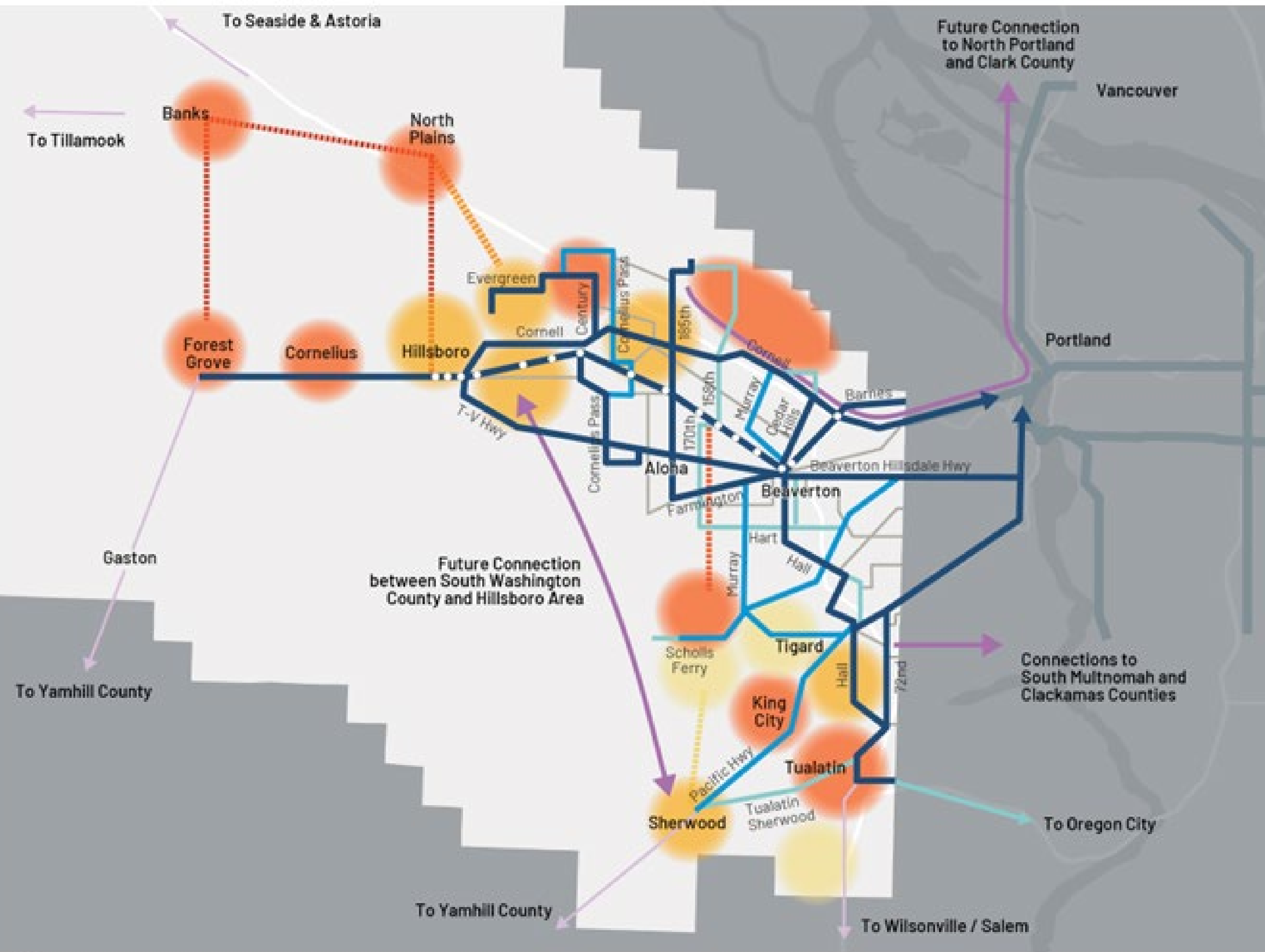
*Shuttle service zones are conceptual and would be refined prior to implementation*

-  Future Connection

## Other Transit Services

-  MAX Light Rail (within county)
-  Regional HCT (out-of-county)
-  Local Service (within county)
-  Regional Connection

*Schematic map illustrating priority investments. Does not show all existing services or routing details.*





# Prepare priority transit corridors for high-capacity transit (HCT)



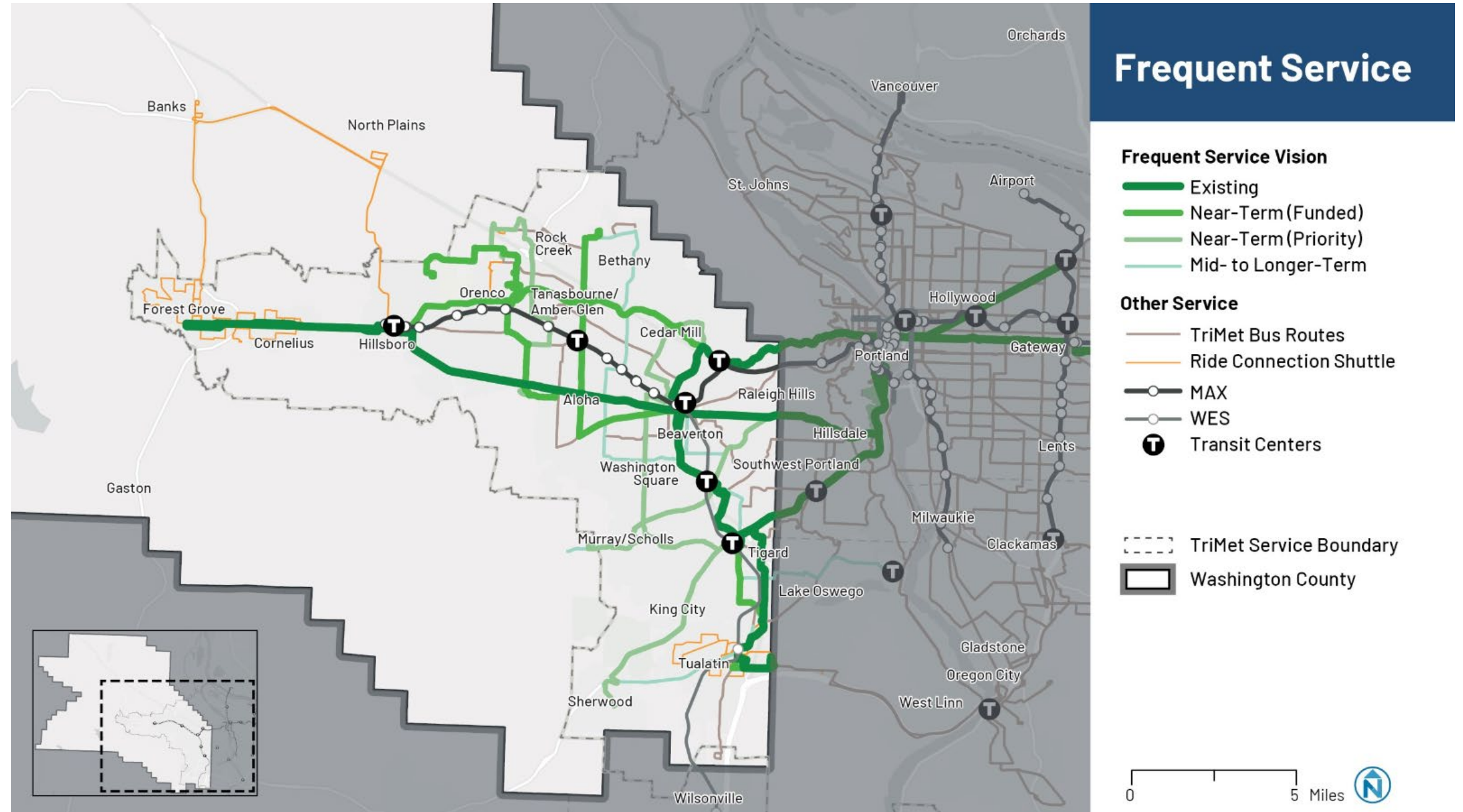
- Beaverton-Forest Grove via TV Hwy - Line 57
- Tualatin-Portland Southwest Corridor Light Rail Transit
- Beaverton-Portland Line 54
- Beaverton-Bethany via Farmington Road/185th Avenue - Line 52
- Sunset Transit Center-Hillsboro HCT via US 26/Evergreen Parkway
- Beaverton-Tigard-Tualatin-Oregon City HCT - Line 76
- Sherwood-Tigard HCT via Hwy 99W
- Beaverton-Wilsonville in vicinity of WES (with 15-minute frequency all day)



# Advocate to build out frequent service grid

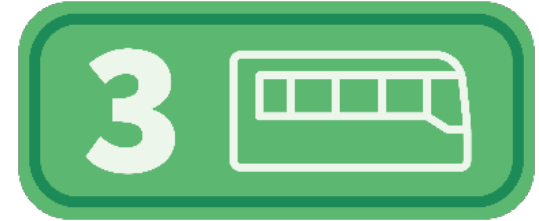


- Washington County and its partners seek to build out the frequent service grid over the next 20 years.





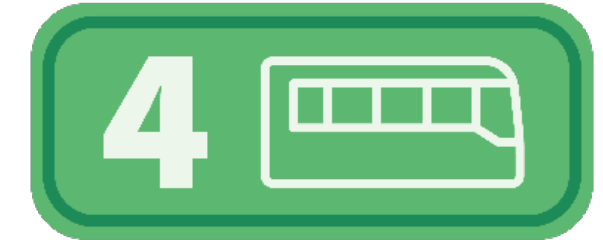
# → Implement additional shuttle service



The Vision for Transit builds on the successful partnerships among Washington County, TriMet and Ride Connection to expand use of shuttles and community connectors to additional service areas.

- On-demand or community connector services can provide cost-effective shared rides that can help connect people to frequent transit service.
- Employers beyond the reach of transit can fund a shared-shuttle service from transit centers to help retain and attract employees.

# → Speed and reliability improvements



- Local jurisdictions that manage roads and traffic signals play an important role in making improvements on streets to help buses run faster and more reliably.
- Small improvements along a bus route can help riders save time.





# Improve amenities and connections at stops and stations

- Local jurisdictions can help make all stops and stations accessible, safe and welcoming so riders can make seamless connections across the region.





# Improve bike and pedestrian access to transit



- All transit trips begin and end with a pedestrian trip.
- Jurisdictions can implement strategies to improve safe access to transit.
  - Well-lit, ADA-accessible sidewalks
  - Provide frequent, safe and convenient crossings



# Implement transit supportive programs and policies

Local jurisdictions play a critical role in designing streets and focusing development in areas that are or can be well-served by transit.

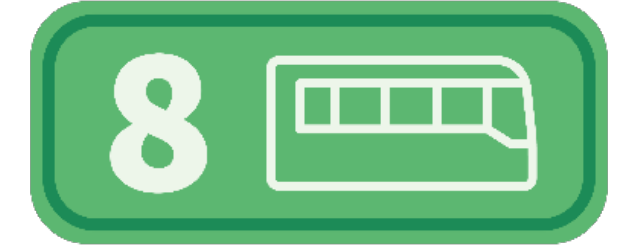


- Concentrate residential housing, jobs and services near frequent transit.
- Align major destinations along direct corridors served by frequent transit.
- Provide a rich mix of uses that support street-level activity throughout the day and night.





# Build partnerships to enhance service coordination and funding



- Strong partnerships with transit providers, jurisdictions, Washington County and private partners are needed to implement the Vision for Transit recommendations.
- More – or redirected – funding will be needed to improve service and the supportive elements that improve the transit experience.
- Statewide conversations about funding to improve transit and reduce vehicle congestion present opportunities for Washington County and cities to realize the Vision for Transit.

## → Next steps

- Draft recommendations (September)
  - Public comment (Jan. 19 – March 1)
- Final report (April)



**EL ESTUDIO DE TRANSPORTE  
PÚBLICO DEL CONDADO  
DE WASHINGTON**



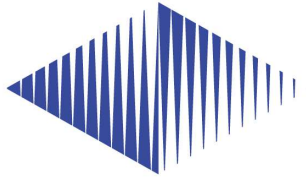
Thank you!

**Dyami Valentine, Washington County**

dyami\_valentine@washingtoncountyor.gov



Land Use & Transportation  
[www.washingtoncountyor.gov](http://www.washingtoncountyor.gov)



# GROVE, MUELLER & SWANK, P.C.

Certified Public Accountants and Consultants

475 Cottage Street NE, Suite 200, Salem, OR 97301  
(503) 581-7788 • FAX (503) 581-0152 • www.gms.cpa

November 28, 2023

To the Honorable Mayor, Members of the  
City Council and the City Manager  
City of Cornelius  
Cornelius, Oregon

We have audited the financial statements of the City of Cornelius (the City) as of and for the year ended June 30, 2023 and have issued our report thereon dated November 28, 2023. Professional standards require that we advise you of the following matters relating to our audit.

## **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated May 15, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.



## **Significant Risks Identified**

We have identified the following significant risks:

- The possibility that management could override the system of controls. This risk is always identified and addressed by our planned audit procedures. This is not indicative of any unusual circumstances observed within your organization.

## **Qualitative Aspects of the City's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation, net pension liability, OPEB liability (asset), and deferred inflows and outflows related to both. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

The financial statement disclosures are neutral, consistent, and clear.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no such misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no such misstatements identified.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated November 28, 2023.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

This report is intended solely for the information and use of the City Council and management of the City of Cornelius and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Grove, Mueller & Swank, P.C.*  
CERTIFIED PUBLIC ACCOUNTANTS

# Cornelius

Oregon's Family Town

November 28, 2023

Grove, Mueller & Swank, P.C.  
475 Cottage Street NE, Suite 200  
Salem, OR 97301

This representation letter is provided in connection with your audit of the financial statements of the City of Cornelius as of June 30, 2023, and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 28, 2023.

## **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 15, 2023, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

- All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* (FASB Accounting Standards Codification (ASC) 450, *Contingencies*), and we have not consulted a lawyer concerning litigation, claims, or assessments.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- With respect to the required supplementary information accompanying the financial statements:
  - We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
  - We believe the required supplementary information, including its form and content, is measured and fairly presented.
  - The methods of measurement or presentation have not changed from those used in the prior period.
  - We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

- With respect to your preparation of the financial statements and related notes, we have performed the following:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluated the adequacy of the services performed;
  - Evaluated and accepted responsibility for the result of the service performed; and
  - Established and maintained internal controls, including monitoring ongoing activities.

### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters,
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the City and others from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have provided to you our evaluation of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.
- We have no knowledge of any fraud or suspected fraud that affects the City and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the City's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation, claims or assessments.
- We have disclosed to you the identity of all the City's related parties and the nature of all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of*

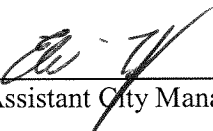
*Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.* Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
  - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.



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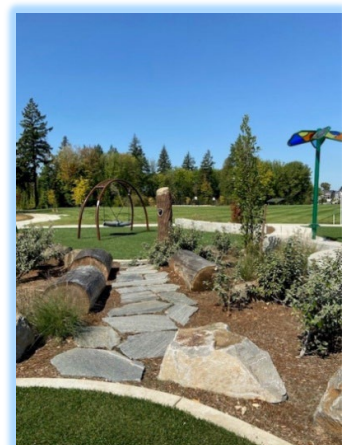
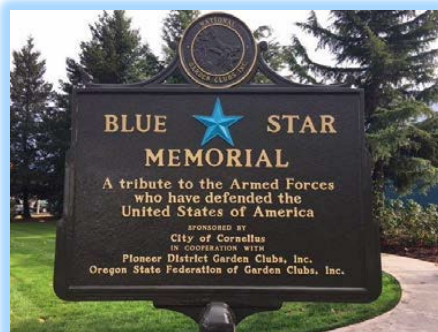
Peter Brandom, City Manager



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Ellie Jones, Assistant City Manager – Business Operations

# *CITY OF CORNELIUS, OREGON ANNUAL COMPREHENSIVE FINANCIAL REPORT*



*FISCAL YEAR ENDED  
JUNE 30, 2023*

*Annual Comprehensive Financial  
Report  
Year Ended June 30, 2023*

*Prepared by the Finance Department of  
the City of Cornelius, Oregon*



**CITY OF CORNELIUS, OREGON**  
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***INTRODUCTORY SECTION***

# Cornelius

## Oregon's Family Town

December 5, 2023

To the Honorable Mayor, City Council, City Manager and citizens of Cornelius:

I am pleased to submit the Annual Comprehensive Financial Report of the City of Cornelius, Oregon for the fiscal year ended June 30, 2023. This report is published to provide the City Council, city staff, citizens, and other readers with detailed information concerning the financial position and activities of the City. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the City's management. To the best of my knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the City. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included.

The State of Oregon requires an annual audit of the fiscal affairs of the city by independent public accountants. The City's financial statements have been audited by Grove, Mueller & Swank, P.C., a firm of certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements included in this report are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the City of Cornelius' financial statements for the fiscal year ended June 30, 2023 are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP). The independent auditor's report is presented as the first component of the financial section of this report.

The Management's Discussion and Analysis (MD&A) immediately follows the independent auditors' report and provides a narrative introduction, overview, and analysis to accompany the basic financial statements. It complements this letter of transmittal and should be read in conjunction with it and the notes to the financial statements.

### **City Profile**

The City of Cornelius has a population of 14,389 and is located 25 miles west of Portland, Oregon and 10 miles east of the Coast Range in the fertile Tualatin River Valley. Cornelius is surrounded by high-tech industries, vineyards and farmland in Washington County. Cornelius is a home-rule City Charter community and exercises all powers except those reserved by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and extend its corporate limits by annexation.

The City provides a full range of services as authorized in its charter, ordinances and budget. These services include police and fire protection, street infrastructure construction and maintenance, parks, a library, water, sanitary sewer, and storm water services, land use planning and zoning, and economic development.

The City is governed by a City Council comprised of a Mayor and four Councilors. The City Council exercises policy-making and legislative authority and is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, appointing the city attorney and municipal court judge, and hiring the city manager. The City Manager is responsible for carrying out the day-to-day operations of the City and appointing the heads of various departments. All Council members are elected at-large to serve a four-year term. Terms are staggered so that two Councilors are elected at one general election and two at the next general election. The Mayor is a member of the Council elected by the voters for a two-year term.

Police services have been contracted with the Washington County Sheriff's Office since July 2014. The Fire Chief and Building inspection services are contracted with neighboring City of Forest Grove. The City Council continues to support opportunities for citizens to gather and attend City-sponsored events. With COVID restrictions being lifted the City has begun to hold our annual community events again, which have been well attended. During FY2023 we welcomed a new City Manager and updated our Strategic Plan and Visioning for the City.

## **Factors Affecting the City's Financial Condition**

### **Local Economy**

The City of Cornelius continues to operate in an economic environment that was growing at the local, regional and State level. Washington County is recognized as the "economic engine" of the State of Oregon and recent development, employment levels and population have benefited the City's financial condition. Unemployment levels have continued to change this past year, with the current unemployment rate in the county down to 3.1%, a decrease from 3.3% in 2022.

Development construction, both residential and commercial, has been on the rise. There have been multiple residential subdivisions built over the last few years, and once all the subdivisions are completed there will be over 1,200 new homes. During FY2023 there were about 65 new residential homes built. A new affordable 113-unit apartment complex is currently under construction and is expected to be completed in the Fall of 2023. There has also been new construction within our Industrial Area.

The Holladay Street Industrial area in northwest Cornelius has seen significant interest in the redevelopment of the area by private developers in the last few years. Rinchem, a state-of-the-art hazardous materials warehouse and storage yard for ISO (International Standard Organization) tanks recently finished construction of a 60,000 square foot warehouse space and ISO yard. They are currently in phase two which will double the warehouse, and they have also purchased an adjacent parcel for future expansion. AltiBird, a Seattle-based industrial developer, has begun construction of their 156,000 square foot building which is currently marketed for manufacturing.

Our two largest retail stores, Fred Meyer and Walmart, provide citizens with job opportunities. Summit Foods produces premium dried fruit and fillings to retailers, bakers and culinary professionals nationwide. Higher Taste, a food processing facility specializing in vegetarian and vegan foods, completed construction of their new building in 2019. This is an example of how Cornelius fills the role of supporting the rich agricultural industry in the Tualatin River Valley and contributes to the growth of the traded sector in Oregon. The strong business growth from Intel impacts Cornelius in positive ways and many Cornelius residents are employed by Intel in nearby Hillsboro. Some of our smaller business and restaurants have continued to struggle since coming out of the COVID pandemic.

Interest rates on the City's investment in the Oregon Local Government Investment Pool have continued to increase, and staff continues to monitor investments regularly. Additionally, the City has been careful to maintain its financial reserves and reduce costs wherever possible.

### **Long-term Financial Planning**

City Council and staff continue to assess current and future operational needs, which has been an ongoing challenge and requires careful planning. Staff has created a 5-year revenue and expenditure projection for major funds. These funds will include the General Fund, Stormwater Fund, Water Fund, Sanitary Sewer Fund, and Street Fund. Staff has also continued to update our 20-year Capital Improvement Program (CIP) to assist with long-term financial planning and to ensure that current and future capital needs can be met.

With the recent construction we began to see a slight increase in property tax during 2020, which has continued to increase annually. Cornelius remains committed to providing responsive essential services and infrastructure to its residential and commercial population. With concern over the rising costs of public safety, operating materials like asphalt, ammunition and fuel, and employee healthcare and retirement benefits, City officials were careful with spending during the past few years. While revenue came in as expected, costs were kept to minimum operating standards. This seems to have been a good strategy to rebuild financial reserves for cash flow purposes and unforeseen expenses. During the upcoming budget cycle city staff will be looking more closely to see how revenues can be increased and expenses can be decreased to help ensure that we have stable fund balance and reserves.

Voters renewed a 5-year Fire Operating Levy in May 2019. The current Levy provides for two additional full-time Firefighter/Paramedics and also allows the Fire Intern program to continue. The city plans to have a renewal on the November 2023 ballot, which will request an increase in funding to allow for additional staff and capital funding. Staff plans to look for additional funding to continue keeping these positions in place and ensure that proper equipment and vehicles are available.

The City has the lowest rate of assessed valuation per capita in Washington County reflecting a limited ability to pay. Therefore, the City has had to rely upon fees and charges for revenue to supplement a low tax base for general services. The City implemented a 2¢ per gallon fuel tax that began in 2010, which has generated a steady flow of income to the Street and Pathway fund. The effort to impose such fees fairly and equitably seems to have met with the approval of citizens, so they will continue.

Oregon started distributing marijuana tax to cities in FY2018. Cornelius has one marijuana retailer located in the City that opened in FY2020 which also generates additional revenue. We anticipate more retailers in the future, so we will continue to monitor this revenue source.

As state and regional governmental agencies continue to look for more revenues for their programs, monies received from those sources by Cornelius could be at risk. The yield from most state-shared revenue has been flat. See the Management's Discussion and Analysis, Economic Factors section for additional details.

Work on the new Downtown Plan and formation of the Urban Renewal Agency was completed in summer 2019. Urban Renewal taxes have not come in as expected due to changes with various properties, which has resulted in delays to the projects that will be funded with this revenue. Staff anticipates that projects can begin within the next few years.

## **Financial Information**

### **Internal Controls**

Management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Since the cost of internal controls should not outweigh the benefits, the City's framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements.

Internal control training, monitoring and inspections continued to be commonplace among the staff of the city during this past year. Episodes elsewhere in prior years caused a heightened awareness of the need for good internal controls among even the smallest of local government units. Policies and procedures are reviewed and updated on a regular basis. The City uses financial software that has internal auditing capabilities to record and track changes made by staff. In addition to the basic software functions city staff also utilizes software modules for budgeting, capital assets, project/grant accounting, and licenses/permits which will help streamline workflow and reporting.

### **Budget Process**

The annual budget is the basis for the City's financial planning and control. The budget process begins with the appointment of the budget officer and Budget Committee. The Budget Committee consists of the five City Council members and an equal number of citizen representatives. Budget recommendations are developed through late winter. The Committee approves the budget in early spring after public hearings are held and citizen input is considered. The Council adopts the budget prior to June 30th. Once the budget is established, expenditures can only exceed the legal level of budgetary control, the department level, after approval from the City Council (within restrictions established in State statutes).

### **Relevant Financial Policies**

The City maintains a general checking account to fund daily operations. Cash in excess of daily operating needs is typically pooled and invested in the Local Government Investment Pool (LGIP). However, with banking fees continuing to increase on the general checking account and interest at the LGIP continuing to stay low, city staff maintained a higher balance in the general checking account during the last few fiscal years to help offset bank fees.

The City has risk management policies and a formal safety committee to address issues of employee safety, health and injury. The committee implements policies and procedures that include employee and employer accountability for safety and employee accident prevention training. The City participates in an insurance trust pool of Oregon cities and county governments for property, automobile, liability and worker's compensation insurance coverage. The city also uses the services of The Partners Group Ltd. as its agent of record to provide additional risk management oversight.

Further details on the City's budget process, cash and cash equivalents, risk management, and retirement program can be found in the notes to the financial statements.



## **Major Initiatives**

The City has continued to establish and work toward clearly defined goals and objectives. During the budget review process, goals and objectives are developed and prioritized by the City Council and staff. The process is a continuing cycle of setting goals and objectives, reviewing short and long term goals, evaluating results, and reassessing goals and their priorities.

To prepare for the budget, the City Council adopted a Strategic Plan for 2023-2025. The Strategic Plan includes an updated Organizational Vision Statement, Values, Mission, and Goals and Actions.

The following list of goals were updated and included these major policy areas: Enhance the City's communication and engagement to be more representative and equitable; Increase connectivity and engagement and improve culture within the City organization; Establish a shared community vision for Cornelius; Ensure safety for all community members; Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community; and Identify community and economic development opportunities to support the communities needs. The City Council typically updates the goals during the spring budget process.

## **Awards and Acknowledgements**

The City of Cornelius received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for FY2022. The city has received this award for 15 years in a row. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current Annual Comprehensive Financial Report will once again meet the Certificate of Achievement Program's requirements and we are submitting it to GFOA to determine its eligibility for a certificate.

The City of Cornelius also received the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) from GFOA for FY2022. This is the 13th year in a row that the city has received this award. There are only twelve government entities in the state of Oregon that received this award. Cornelius has a 52% Latino population, so to increase our outreach to the Latino community this is the 12th year the PAFR has also been printed in Spanish.

The city has also been awarded the GFOA "Distinguished Budget Presentation" award for the last 16 budget cycles.

The preparation of this report would not have been possible without the dedicated services of staff within the Finance Department, as well as other City staff. I sincerely appreciate their efforts. I also extend appreciation to the Mayor, City Council, and the City Manager, whose continuing support is vital to the financial health of the City of Cornelius, Oregon.

Respectfully submitted,



Ellie T. Jones  
Assistant City Manager – Business Operations



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Cornelius  
Oregon**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morill*

Executive Director/CEO

**MAYOR AND COUNCIL MEMBERS**

<u><i>Name</i></u>	<u><i>Term Expires</i></u>
<i>Mayor</i>	
Jeffrey Dalin	December 31, 2024
<i>Council Members</i>	
John Colgan	December 31, 2026
Angeles Godinez	December 31, 2024
Doris Gonzalez	December 31, 2026
Eden Lopez	December 31, 2024

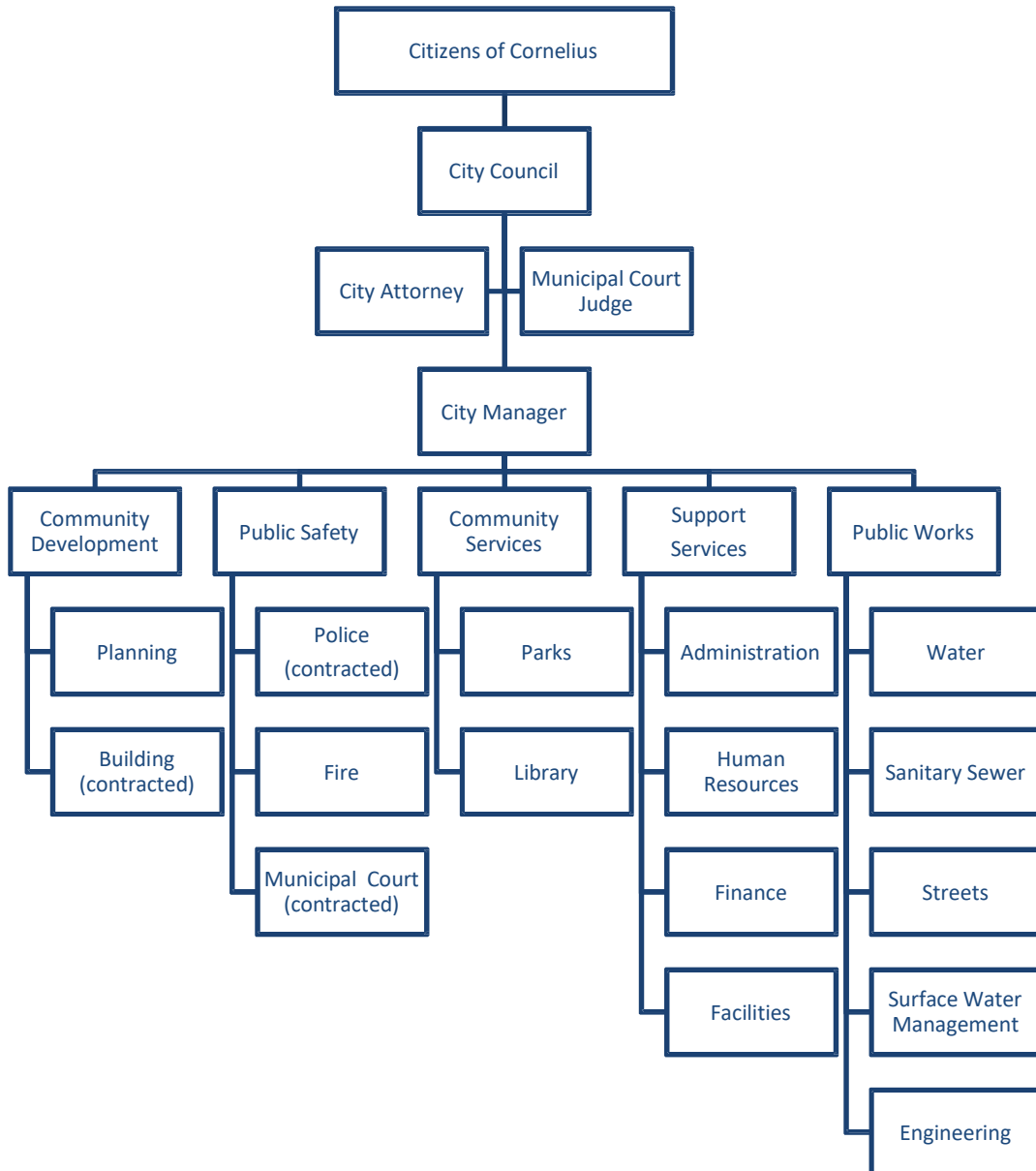
The above individuals may be contacted at the address below.

*City Administration*

Peter Brandom, City Manager  
Debra Roth, City Recorder-Treasurer  
Ellie Jones, Assistant City Manager – Business Operations

City of Cornelius, Oregon  
1355 N Barlow St  
Cornelius, Oregon 97113

**CITY OF CORNELIUS ORGANIZATIONAL CHART**



***FINANCIAL SECTION***



# GROVE, MUELLER & SWANK, P.C.

Certified Public Accountants and Consultants

475 Cottage Street NE, Suite 200, Salem, OR 97301  
(503) 581-7788 • FAX (503) 581-0152 • www.gms.cpa

## ***INDEPENDENT AUDITOR'S REPORT***

Honorable Mayor and Council Members  
City of Cornelius  
Cornelius, Oregon

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Cornelius, Oregon, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Cornelius, Oregon, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

The City's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (MD&A) and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information (except as mentioned in the following paragraph) because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information presented as required supplementary information, is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in

accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The combining and individual nonmajor fund financial statements, budgetary schedules, and other financial schedules as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Information Included in the Annual Comprehensive Financial Report (ACFR)***

Management is responsible for the other information included in the ACFR. The other information comprises the introductory and statistical sections but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

***Other Reporting Required by Minimum Standards for Audits of Oregon Municipal Corporations***

In accordance with *Minimum Standards for Audits of Oregon Municipal Corporations*, we have issued our report dated November 28, 2023 on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

GROVE, MUELLER & SWANK, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

By:   
\_\_\_\_\_  
Ryan T. Pasquarella, Shareholder  
November 28, 2023



**CITY OF CORNELIUS, OREGON**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2023**

The management of the City of Cornelius, Oregon offers readers of the Annual Comprehensive Financial Report, this narrative overview and analysis of the financial activities of the City of Cornelius for the fiscal year ended June 30, 2023. This analysis focuses on significant financial issues, major financial activities, and resulting changes in financial position, budget variances and specific issues related to funds and the economic factors affecting the City. Readers are encouraged to consider the information here in conjunction with additional information provided in the transmittal letter.

**Financial Highlights**

Assets totaled \$96,489,869 at June 30, 2023 and consisted of \$34,198,741 in cash and investments; \$1,795,944 in accounts and interest receivable and other assets; and \$60,495,184 in capital assets.

Deferred outflows related to pensions and other postemployment benefits totaled \$2,103,973.

Net position (assets and deferred outflows minus liabilities and deferred inflows) was \$88,361,269 at June 30, 2023 compared to \$82,171,415 at June 30, 2022.

Deferred inflows related to pensions and other postemployment benefits totaled \$1,712,678.

As of June 30, 2023, the City had \$1,933,061 in outstanding bonds and notes payable.

The City's net position increased by \$6,189,854 from June 2022, primarily due to increases in property taxes. Net capital assets increased by \$485,889 in Fiscal Year 2023 mainly due to the completion of infrastructure projects and purchase of equipment.

**Report Format**

This Management's Discussion and Analysis (MD&A) section provides users of the basic financial statements a narrative introduction, overview, and analysis of the statements. The report also includes government-wide financial statements, fund financial statements, notes to the financial statements and required supplementary information. The first several statements are highly condensed and present a government-wide view of the City's finances. Within this view all City operations are categorized and reported as either governmental or business type activities.

Governmental activities include basic services such as public safety, transportation, culture and recreation, community development, and general governmental administration. Business-type activities are water, sewer, and storm water services.

Taken together the sections provide a comprehensive financial look at the City. The individual components of the report include the following:

- **Management Discussion and Analysis.** This section of the report provides financial highlights, overview and economic factors affecting the City.

- **Basic Financial Statements.** Includes the Statement of Net Position, Statement of Activities, fund financial statements and the notes to the basic financial statements. Statements of Net Position and Activities focus on government-wide presentation using the accrual basis of accounting. They are designed to be more corporate-like in that all activities are consolidated into a total for the City.
  - The Statement of Net Position focuses on resources available for future operations. This statement presents a snapshot view of the assets the community owns, the liabilities it owes and the net difference. The net differences are further separated into amounts invested in capital assets, restricted for special purposes, and unrestricted amounts.
  - The Statement of Activities focuses on gross and net costs of the City programs and the extent to which such programs rely upon general tax and other revenues. This statement summarizes and simplifies the user’s analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenue.
  - Fund financial statements focus separately on major governmental funds and proprietary funds. Governmental fund statements follow the more traditional presentation of governmental financial statements. The City’s major governmental funds are presented in their own column and the remaining funds are combined into a column titled “Other Governmental”. Budgetary comparison statements are presented for the General Fund and Street and Pathway fund as Required Supplementary Information. Statements for the City’s proprietary funds follow the governmental funds and include the Statement of Net Position, Statement of Revenues, Expenses and Changes in Fund Net Position and Statement of Cash Flow.
  - The notes to the basic financial statements provide additional information to assist the reader in understanding the City’s financial condition.
  
- **Required Supplementary Information.** Includes the Schedule of Revenues, Expenditures and Changes in Fund Balance (Budget and Actual) for the General Fund and Street and Pathway Fund. This section also includes the Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions, and the Schedule of Changes in Total Other Postemployment Benefits Liability and Related Ratios – Implicit Rate Subsidy, Schedule of the City’s Proportionate Share of the Net OPEB Liability (Asset) and Schedule of Contributions.
  
- **Other Supplementary Information.** Readers desiring additional information on major funds that are not a part of Required Supplementary Information and non-major funds can find it in the Combining Schedules of Non-Major Funds and the budgetary comparison sections of this report. Components within this section include:
  - Combining schedules. Major funds are included within the Basic Financial Statements, whereas non-major funds are presented here. These statements include combining balance sheets and combining schedule of revenues, expenditures, and changes in fund balance.
  - Budgetary Comparisons. Includes budgetary information for major governmental funds budgetary comparison schedules not included in the Required Supplemental Information for all non-major funds and business type activities.
  
- **Compliance Section.** Report and related comments and disclosures required by Oregon State Statutes.

## **Financial Analysis of the Government's Funds**

*Governmental Funds.* As of the end of the current fiscal year, the City of Cornelius' governmental funds reported combined ending fund balances of \$18,376,643, an increase of \$3,536,864 in comparison with the prior year. The General fund shows a positive change due to an increase in property tax revenues and license, permits and fees. Property tax revenue increased primarily due to an increase in taxable property values in comparison to the prior year. The Street and Pathway fund shows a positive change due to increases in fuel tax revenue and a decrease in professional fees. The Traffic Development fund shows a positive change due to an increase in licenses, permits and fees related to new development. Other governmental funds show a negative change due the transfers out from the Parks SDC fund.

*Proprietary Funds.* As of the end of the current fiscal year, the City of Cornelius' proprietary funds reported a total net position of \$29,723,942, an increase of \$2,233,203 in comparison with the prior year. Utility fees were increased in all funds during the fiscal year to ensure funds are available for future capital projects. There was also a continued rise in new development, which resulted in an increase in System Development Charges.

### **General Fund Budgetary Highlights**

The City Council approved several changes to the 2022-2023 adopted budget including three supplemental budgets.

The General Fund's budgeted appropriations between the original and final budget decreased by \$747,757. Some of the significant changes were due to the city moving \$2,070,564 from Contingency to Construction Excise Tax due to an error in projecting FY23 CET revenue. There was also a budget change for unanticipated ARPA revenue in the amount of \$352,000, an increase in equipment costs in the amount of \$500,000, and unanticipated project carryover.

The actual revenues and expenditures are fairly consistent with the final adopted budget. Revenue from permits and fees were higher than anticipated, and property taxes were higher than anticipated mainly due to new construction. Some of the permits and fees collected are pass-through expenses, so the change in revenue also caused a change in expenditures. Grant revenue was higher than anticipated, which also caused expenditures to be higher so that the funds could be spent. There was also a delay in capital projects which caused the actual Parks department expenditures to be less than budgeted.

## **Statement of Net Position**

The following table reflects the condensed Statement of Net Position compared to the prior year:

	<i>2023</i>			<i>2022</i>		
	<i>Governmental Activities</i>	<i>Business-type Activities</i>	<i>Total</i>	<i>Governmental Activities</i>	<i>Business-type Activities</i>	<i>Total</i>
Cash and investments	\$ 19,072,127	\$ 15,126,614	\$ 34,198,741	\$ 15,689,814	\$ 13,785,464	\$ 29,475,278
Other assets	779,264	1,016,680	1,795,944	842,538	849,964	1,692,502
Capital assets	43,809,108	16,686,076	60,495,184	43,302,979	16,706,316	60,009,295
<i>Total Assets</i>	63,660,499	32,829,370	96,489,869	59,835,331	31,341,744	91,177,075
Deferred outflows	1,923,563	180,410	2,103,973	1,892,166	163,455	2,055,621
Other liabilities	5,333,681	1,253,153	6,586,834	4,447,042	1,793,059	6,240,101
Long-term debt	138,158	1,794,903	1,933,061	160,909	1,874,981	2,035,890
<i>Total Liabilities</i>	5,471,839	3,048,056	8,519,895	4,607,951	3,668,040	8,275,991
Deferred inflows	1,563,432	149,246	1,712,678	2,561,048	224,242	2,785,290
Net position:						
Net investment in capital assets	43,670,950	14,891,173	58,562,123	43,142,070	14,831,335	57,973,405
Restricted	11,747,190	7,439,162	19,186,352	10,436,333	6,909,581	17,345,914
Unrestricted	3,130,651	7,482,143	10,612,794	980,095	5,872,001	6,852,096
<i>Total Net Position</i>	\$ 58,548,791	\$ 29,812,478	\$ 88,361,269	\$ 54,558,498	\$ 27,612,917	\$ 82,171,415

The net position for governmental activities increased by \$3,990,293 and business-type activities increased by \$2,199,561 mainly due to an increase in charges for services and completion of capital projects.

## Statement of Activities

The following table reflects the condensed Statement of Activities compared to the prior year:

	2023			2022		
	Governmental Activities	Business- type Activities	Total	Governmental Activities	Business- type Activities	Total
<b>Revenues</b>						
Program Revenues						
Charges for service	\$ 2,190,049	\$ 10,049,405	\$ 12,239,454	\$ 2,867,144	\$ 10,741,853	\$ 13,608,997
Operating grants and contributions	1,529,743	-	1,529,743	1,508,315	-	1,508,315
Capital grants and contributions	1,086,670	458,521	1,545,191	2,515,050	1,371,412	3,886,462
<i>Total Program Revenues</i>	4,806,462	10,507,926	15,314,388	6,890,509	12,113,265	19,003,774
General Revenues						
Property taxes	4,319,132	-	4,319,132	3,833,005	-	3,833,005
Public service taxes and state revenue sharing	2,716,534	-	2,716,534	2,584,498	-	2,584,498
Franchise taxes	587,483	-	587,483	510,801	-	510,801
Other	685,933	403,575	1,089,508	156,531	68,535	225,066
<i>Total General Revenues</i>	8,309,082	403,575	8,712,657	7,084,835	68,535	7,153,370
<i>Total Revenues</i>	13,115,544	10,911,501	24,027,045	13,975,344	12,181,800	26,157,144
<b>Expenses</b>						
General government	1,448,434	-	1,448,434	1,908,630	-	1,908,630
Public safety	4,823,745	-	4,823,745	4,403,695	-	4,403,695
Highways and streets	1,124,905	-	1,124,905	1,106,411	-	1,106,411
Culture and recreation	1,699,112	-	1,699,112	2,272,333	-	2,272,333
Interest on long-term debt	-	-	-	5,782	-	5,782
Water operations	-	3,249,662	3,249,662	-	4,152,516	4,152,516
Sewer operations	-	4,479,257	4,479,257	-	4,494,733	4,494,733
Surface water management operations	-	1,012,076	1,012,076	-	844,922	844,922
<i>Total Expenses</i>	9,096,196	8,740,995	17,837,191	9,696,851	9,492,171	19,189,022
<i>Changes in Net Position Before Transfers</i>	4,019,348	2,170,506	6,189,854	4,278,493	2,689,629	6,968,122
<i>Transfers</i>	(29,055)	29,055	-	(40,800)	40,800	-
<i>Change in Net Position</i>	3,990,293	2,199,561	6,189,854	4,237,693	2,730,429	6,968,122
<i>Beginning Net Position, as restated</i>	54,558,498	27,612,917	82,171,415	50,320,805	24,882,488	75,203,293
<i>Ending Net Position</i>	\$ 58,548,791	\$ 29,812,478	\$ 88,361,269	\$ 54,558,498	\$ 27,612,917	\$ 82,171,415

Governmental activities increased by \$3,990,293 from 2022 mainly due to an increase in property and public service taxes, as well as an increase in system development charges related to new construction. Business-type activities increased by \$2,199,561 from 2022 primarily due to an increase in charges for services, system development charges and capital contributions.

## Capital Assets

At June 30, 2023, the City has \$60,495,184, net of accumulated depreciation, invested in a broad range of capital assets, including land, buildings and improvements, equipment, roads, and water, sewer, and storm water lines.

The following is a comparison of capital assets as of June 30:

	<i>Governmental Activities</i>		<i>Business-type Activities</i>		<i>Total</i>	
	<i>2023</i>	<i>2022</i>	<i>2023</i>	<i>2022</i>	<i>2023</i>	<i>2022</i>
Land	\$ 1,884,067	\$ 1,884,067	\$ 20,000	\$ 20,000	\$ 1,904,067	\$ 1,904,067
Intangibles	16,088,232	16,088,232	2,978,358	2,978,358	19,066,590	19,066,590
Construction in progress	591,584	282,278	466,134	208,309	1,057,718	490,587
Buildings	8,890,957	8,890,957	2,032,770	2,032,770	10,923,727	10,923,727
Improvements	4,948,317	4,550,747	403,438	403,438	5,351,755	4,954,185
Equipment	1,326,646	1,291,110	715,430	690,969	2,042,076	1,982,079
Vehicles	1,479,105	1,569,643	1,199,259	1,199,259	2,678,364	2,768,902
Infrastructure	18,006,774	17,515,570	14,466,170	14,451,295	32,472,944	31,966,865
Accumulated depreciator	(9,406,574)	(8,769,625)	(5,595,483)	(5,278,083)	(15,002,057)	(14,047,708)
Net capital assets	\$ 43,809,108	\$ 43,302,979	\$16,686,076	\$ 16,706,315	\$ 60,495,184	\$ 60,009,295

For more detailed information regarding capital assets please refer to pages 43-44 in the Notes to the Financial Statements.

### **Debt**

As of June 30, 2023, the City had \$2,162,302 in long-term debt and compensated absences, compared to \$2,301,712 at June 30, 2022. Both Governmental Activities and Business-Type Activities show a decrease due to debt payments being made and a change in accrued compensated absences.

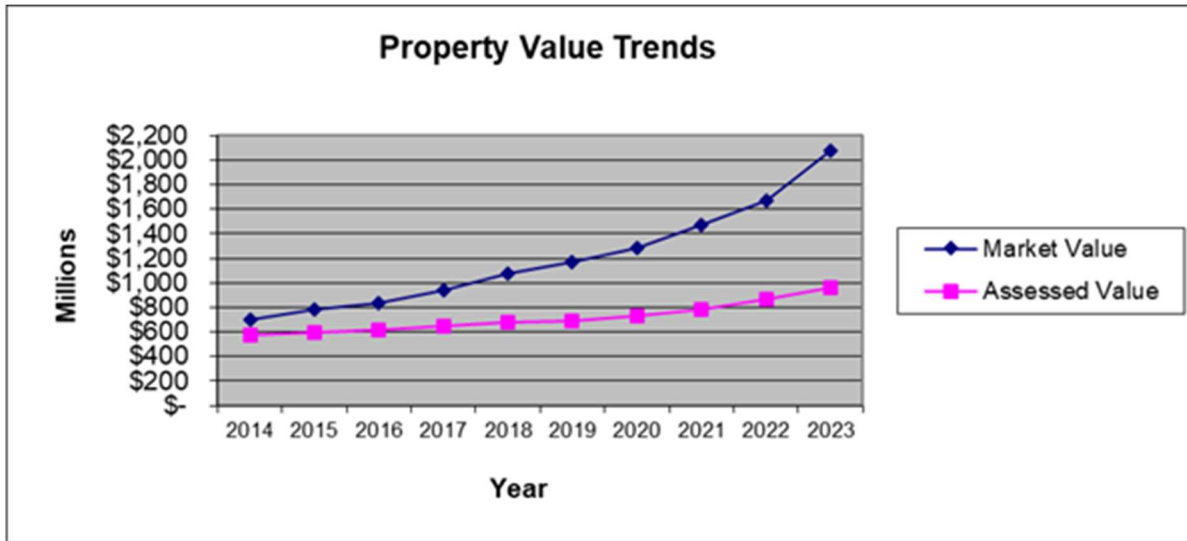
	<i>Governmental Activities</i>		<i>Business-type Activities</i>		<i>Total</i>	
	<i>2023</i>	<i>2022</i>	<i>2023</i>	<i>2022</i>	<i>2023</i>	<i>2022</i>
Notes payable	\$ 138,158	\$ 160,909	\$ 1,794,903	\$ 1,874,981	\$ 1,933,061	\$ 2,035,890
Accrued compensated absences	196,478	234,030	32,763	31,792	229,241	265,822
	\$ 334,636	\$ 394,939	\$ 1,827,666	\$ 1,906,773	\$ 2,162,302	\$ 2,301,712

For more detailed information regarding debt please refer to pages 45-47 in the Notes to Basic Financial Statements.

### **Economic Factors**

The governmental funds largest revenue sources are property taxes, franchise fees, fees for charges and services and state shared revenues. The State of Oregon does not have a sales tax; resulting in local government's heavy reliance on property taxes and other self-generated revenues including franchise fees, business licenses, etc. In 1997 constituents in the State of Oregon passed a tax reform moving local governments from a tax base system to a tax rate system. The maximum tax rate allowed under Oregon statute is 3 percent.

In 2023 the City’s assessed value increased 11.14%, while the market value increased 24.42%. The following graph depicts the change of both the real market value of property and the artificially restrained trend line of assessed valuation for taxation purposes.



Cornelius is known for its affordable housing stock. The market values of these homes started steadily decreasing in 2009, but we’ve seen a consistent rise since 2014. The historic decrease caused many foreclosures and bankruptcies of residents unable to sell their home or refinance. However, during the past few years we’ve seen a change in cash flows for property taxes. Many property owners are choosing to pay their taxes in installments, rather than take advantage of the 3% discount by paying in full, which has caused revenue to be more evenly distributed during the fiscal year.

Personnel costs continue to rise due to increasing healthcare and retirement costs. Currently the City pays 90% of an employee’s healthcare plan, with the employee paying the other 10%. Some employees cover only themselves, with other employees covering an entire family. The high rate of “healthcare inflation” has affected all employers and employees and has been mitigated by the increased effectiveness of various wellness programs. The Public Employee Retirement System (PERS) increased for the City of Cornelius for the biennium beginning July 1, 2021, with additional increases anticipated every two years. Staff is working diligently to try and absorb these costs but may have to increase City fees or look at other funding options.

The City of Cornelius purchases its water from the City of Hillsboro as a wholesale customer, with rates increasing annually. Clean Water Services also adjusted the rates paid for sanitary sewer and system development charges on a pass-through basis.

**Financial Information Contact**

The City’s financial statements are designed to present users, including the taxpayers, citizens, customers, investors, and creditors with a general overview of the City’s finances and overall accountability. If you have questions about the contents of this report or need additional financial information please contact Finance Director, Ellie Jones at 503-357-9112, 1355 N Barlow Street, Cornelius, Oregon 97113, email [info@corneliusor.gov](mailto:info@corneliusor.gov), or visit our website at [www.corneliusor.gov](http://www.corneliusor.gov).



***BASIC FINANCIAL STATEMENTS***

## **BASIC FINANCIAL STATEMENTS**

The basic financial statements include interrelated sets of financial statements as required by the GASB. The sets of statements include:

- Government-Wide Financial Statements
- Fund Financial Statements
  - Governmental Funds
  - Proprietary Funds

In addition, the notes to the basic financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

	<i>Governmental Activities</i>	<i>Business-type Activities</i>	<i>Totals</i>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and investments	\$ 19,072,127	\$ 15,126,614	\$ 34,198,741
Property taxes receivable	71,550	-	71,550
Accounts receivable, net	425,236	877,784	1,303,020
Inventories	-	131,247	131,247
<i>Total Current Assets</i>	<u>19,568,913</u>	<u>16,135,645</u>	<u>35,704,558</u>
<b>Noncurrent Assets</b>			
Assessments receivable	200,863	-	200,863
OPEB asset	81,615	7,649	89,264
Capital assets			
Non-depreciable	18,563,883	3,464,492	22,028,375
Depreciable	25,245,225	13,221,584	38,466,809
<i>Total Noncurrent Assets</i>	<u>44,091,586</u>	<u>16,693,725</u>	<u>60,785,311</u>
<i>Total Assets</i>	<u>63,660,499</u>	<u>32,829,370</u>	<u>96,489,869</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions	1,913,476	179,315	2,092,791
Deferred outflows related to OPEB	10,087	1,095	11,182
<i>Total Deferred Outflows of Resources</i>	<u>1,923,563</u>	<u>180,410</u>	<u>2,103,973</u>
<i>Total Assets and Deferred Outflows of Resources</i>	<u>\$ 65,584,062</u>	<u>\$ 33,009,780</u>	<u>\$ 98,593,842</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts payable and accrued expenses	\$ 908,929	\$ 785,683	\$ 1,694,612
Deposits	9,192	8,000	17,192
Current portion of accrued compensated absences	40,742	10,894	51,636
Interest payable	863	31,411	32,274
Current portion of long-term debt	23,325	82,480	105,805
<i>Total Current Liabilities</i>	<u>983,051</u>	<u>918,468</u>	<u>1,901,519</u>
<b>Noncurrent Liabilities</b>			
Noncurrent portion of accrued compensated absences	155,736	21,869	177,605
Net pension liability	4,118,483	385,949	4,504,432
OPEB liability	99,736	9,347	109,083
Noncurrent portion of long-term debt	114,833	1,712,423	1,827,256
<i>Total Noncurrent Liabilities</i>	<u>4,488,788</u>	<u>2,129,588</u>	<u>6,618,376</u>
<i>Total Liabilities</i>	<u>5,471,839</u>	<u>3,048,056</u>	<u>8,519,895</u>
<b>DEFERRED INFLOWS IN RESOURCES</b>			
Deferred inflows related to pensions	1,419,811	133,053	1,552,864
Deferred inflows related to OPEB	143,621	16,193	159,814
<i>Total Deferred Inflows of Resources</i>	<u>1,563,432</u>	<u>149,246</u>	<u>1,712,678</u>
<b>NET POSITION</b>			
Net investment in capital assets	43,670,950	14,891,173	58,562,123
Restricted for:			
Highways and streets	2,203,065	-	2,203,065
Community development	391,327	-	391,327
Capital projects	9,152,798	7,439,162	16,591,960
Unrestricted	3,130,651	7,482,143	10,612,794
<i>Total Net Position</i>	<u>58,548,791</u>	<u>29,812,478</u>	<u>88,361,269</u>
<i>Total Liabilities, Deferred Inflows of Resources, and Net Position</i>	<u>\$ 65,584,062</u>	<u>\$ 33,009,780</u>	<u>\$ 98,593,842</u>

*The accompanying notes are an integral part of the financial statements.*

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2023**

<b>FUNCTIONS/PROGRAMS</b>	<b>Expenses</b>	<b>Program Revenues</b>		
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>
<b>Governmental activities:</b>				
General government	\$ 1,448,434	\$ 1,914,118	\$ 98,673	\$ -
Public safety	4,823,745	270,505	2,840	-
Highways and streets	1,124,905	1,560	-	1,016,351
Culture and recreation	1,699,112	3,866	1,428,230	70,319
<i>Total governmental activities</i>	9,096,196	2,190,049	1,529,743	1,086,670
<b>Business-type activities:</b>				
Water	3,249,662	4,149,284	-	302,845
Sanitary sewer	4,479,257	4,659,053	-	61,403
Surface water management	1,012,076	1,241,068	-	94,273
<i>Total business-type activities</i>	8,740,995	10,049,405	-	458,521
<i>Total activities</i>	\$ 17,837,191	\$ 12,239,454	\$ 1,529,743	\$ 1,545,191

**General Revenues:**

Taxes:  
Property taxes  
Public service taxes and state revenue sharing  
Franchise taxes  
Interest earnings  
Gain on sale of assets  
Miscellaneous

*Total general revenues*

**Transfers**

**Change in Net Position**

**Net Position - beginning of year**

**Net Position - end of year**

*The accompanying notes are an integral part of the financial statements.*

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF ACTIVITIES (Continued)**  
**YEAR ENDED JUNE 30, 2023**

***Net (Expenses) Revenues  
and Changes in Net Position***

<b><i>Governmental Activities</i></b>	<b><i>Business-type Activities</i></b>	<b><i>Totals</i></b>
\$ 564,357	\$ -	\$ 564,357
(4,550,400)	-	(4,550,400)
(106,994)	-	(106,994)
(196,697)	-	(196,697)
(4,289,734)	-	(4,289,734)
-	1,202,467	1,202,467
-	241,199	241,199
-	323,265	323,265
-	1,766,931	1,766,931
(4,289,734)	1,766,931	(2,522,803)
4,319,132	-	4,319,132
2,716,534	-	2,716,534
587,483	-	587,483
535,939	393,067	929,006
29,526	469	29,995
120,468	10,039	130,507
8,309,082	403,575	8,712,657
(29,055)	29,055	-
3,990,293	2,199,561	6,189,854
54,558,498	27,612,917	82,171,415
<b>\$ 58,548,791</b>	<b>\$ 29,812,478</b>	<b>\$ 88,361,269</b>

*The accompanying notes are an integral part of the financial statements.*

**FUND FINANCIAL STATEMENTS**  
**Major Governmental Funds**

**General Fund**

The General Fund accounts for all revenues and expenditures necessary to carry out basic governmental activities of the City that are not accounted for through other funds. For the City, the General Fund includes such activities as general government, public safety, library operations, parks and recreations.

**Street and Pathway Fund**

The Street and Pathway Fund accounts for revenue derived from state, county and local fuel tax that is used for repair, maintenance and construction of streets and pathways.

**Traffic Development Fund**

The purpose of this fund is to build new, reconstruct and increase the safe capacity of streets, sidewalks, signals and bridges within the City of Cornelius.

**CITY OF CORNELIUS, OREGON**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2023**

		<u>Special Revenue</u>	<u>Capital Projects</u>
	<u>General</u>	<u>Street and Pathway Fund</u>	<u>Traffic Development</u>
<b>ASSETS</b>			
Cash and investments	\$ 7,056,270	\$ 2,194,065	\$ 7,690,300
Property taxes receivable	68,827	-	-
Accounts receivable, net	474,190	150,564	-
	<hr/>	<hr/>	<hr/>
<i>Total Assets</i>	\$ 7,599,287	\$ 2,344,629	\$ 7,690,300
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accounts payable	\$ 653,775	\$ 141,564	\$ 6
Accrued payroll and payroll liabilities	65,612	-	-
	<hr/>	<hr/>	<hr/>
<i>Total Liabilities</i>	719,387	141,564	6
<b>Deferred Inflows of Resources</b>			
Unavailable revenue	250,447	-	-
<b>Fund Balance</b>			
Restricted for:			
Highways and streets	-	2,203,065	-
Community development	-	-	-
Capital projects	-	-	7,690,294
Unassigned	6,629,453	-	-
	<hr/>	<hr/>	<hr/>
<i>Total Fund Balance</i>	6,629,453	2,203,065	7,690,294
	<hr/>	<hr/>	<hr/>
<i>Total Liabilities, Deferred Inflows of Resources and Fund Balance</i>	\$ 7,599,287	\$ 2,344,629	\$ 7,690,300
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

*The accompanying notes are an integral part of the financial statements.*



**CITY OF CORNELIUS, OREGON**  
**BALANCE SHEET - GOVERNMENTAL FUNDS (Continued)**  
**JUNE 30, 2023**

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<i>Other Governmental Funds</i>	<i>Total</i>
\$ 1,853,867	\$ 18,794,502
2,723	71,550
-	624,754
<hr/> \$ 1,856,590	<hr/> \$ 19,490,806
<hr/>	<hr/>
\$ -	\$ 795,345
-	65,612
<hr/>	<hr/>
-	860,957
2,759	253,206
-	2,203,065
391,327	391,327
1,462,504	9,152,798
-	6,629,453
<hr/> 1,853,831	<hr/> 18,376,643
<hr/>	<hr/>
<hr/> \$ 1,856,590	<hr/> \$ 19,490,806
<hr/>	<hr/>

**CITY OF CORNELIUS, OREGON**  
**RECONCILIATION OF BALANCE SHEET**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

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<i>Fund Balances</i>	\$ 18,376,643
Capital assets are not financial resources in governmental funds, but are reported in the Statement of Net Position at their net depreciable value.	43,809,108
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds.	253,206
Internal service funds are proprietary-type funds and not reported with governmental funds. However, because a portion of the internal service funds benefit governmental activities, a portion of their assets, liabilities and net position are reported along with governmental activities in the Statement of Net Position.	221,808
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.	
Long-term debt	(138,158)
Pension and OPEB and related deferred outflows and inflows	(3,776,475)
Compensated absences	(196,478)
Interest payable	(863)
	<hr/>
<i>Net Position of Governmental Activities</i>	<u><u>\$ 58,548,791</u></u>

*The accompanying notes are an integral part of the financial statements.*

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2023**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>
		<b>Street and Pathway Fund</b>	<b>Traffic Development</b>
<b>REVENUES</b>			
Taxes and assessments	\$ 4,103,400	\$ -	\$ -
Franchise fees	984,584	-	-
License, permits and fees	1,570,230	223,326	1,013,094
Intergovernmental	1,311,427	1,377,640	-
Grants	1,499,112	-	-
Fines and forfeitures	43,862	-	-
Interest revenue	199,738	58,931	215,497
Miscellaneous revenue	85,559	28,420	-
<i>Total Revenues</i>	9,797,912	1,688,317	1,228,591
<b>EXPENDITURES</b>			
Current			
General government	1,314,023	-	-
Materials and services	-	-	-
Public safety	4,625,970	-	-
Highways and streets	-	834,780	-
Culture and recreation	1,473,255	-	-
Capital outlay	536,158	700,070	-
Debt service			
Principal	22,751	-	-
Interest	3,811	-	-
<i>Total Expenditures</i>	7,975,968	1,534,850	-
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	1,821,944	153,467	1,228,591
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	440,850	214,819	-
Transfers out	(38,741)	-	(205,134)
Gain (loss) on sale of assets	28,881	-	-
<i>Total Other Financing Sources (Uses)</i>	430,990	214,819	(205,134)
<b>NET CHANGE IN FUND BALANCE</b>	2,252,934	368,286	1,023,457
<b>FUND BALANCES, BEGINNING</b>	4,376,519	1,834,779	6,666,837
<b>FUND BALANCES, ENDING</b>	\$ 6,629,453	\$ 2,203,065	\$ 7,690,294

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS (Continued)**  
**YEAR ENDED JUNE 30, 2023**

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<i>Other Governmental Funds</i>	<i>Total</i>
\$ 206,595	\$ 4,309,995
-	984,584
70,319	2,876,969
-	2,689,067
-	1,499,112
-	43,862
56,143	530,309
-	113,979
<hr/>	<hr/>
333,057	13,047,877
-	1,314,023
20	20
-	4,625,970
-	834,780
-	1,473,255
-	1,236,228
-	22,751
-	3,811
<hr/>	<hr/>
20	9,510,838
<hr/>	<hr/>
333,037	3,537,039
-	655,669
(440,850)	(684,725)
-	28,881
<hr/>	<hr/>
(440,850)	(175)
<hr/>	<hr/>
(107,813)	3,536,864
<hr/>	<hr/>
1,961,644	14,839,779
<hr/>	<hr/>
\$ 1,853,831	\$ 18,376,643
<hr/> <hr/>	<hr/> <hr/>

*The accompanying notes are an integral part of the financial statements.*

**CITY OF CORNELIUS, OREGON**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2023**

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<i>Net Change in Fund Balances - Total Governmental Funds</i>	\$ 3,536,864
<p>Governmental funds report pension and OPEB contributions as expenditures. However, in the statements of activities, the cost of pension and OPEB benefits earned net of employee contributions is reported as an expense.</p>	
Pension expense	(63,806)
OPEB expense	22,694
<p>The statement of revenues, expenditures, and changes in fund balances report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period</p>	
Current year depreciation	(776,411)
Capital asset additions	1,281,142
<p>Some revenues reported in the statement of activities do not provide current financial resources in the governmental funds.</p>	
	(45,192)
<p>The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds.</p>	
Debt service principal payments	22,751
Changes in compensated absences	37,551
Accrued interest expense	1,542
<p>Internal service funds are used by management to charge the costs of the administrative services department to individual funds. The net revenue of certain activities of internal service funds is reported with governmental activities.</p>	
	(26,842)
 <i>Change in Net Position of Governmental Activities</i>	 <u>\$ 3,990,293</u>

*The accompanying notes are an integral part of the financial statements.*

## FUND FINANCIAL STATEMENTS

### Enterprise Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges. These funds represent three segments of operations – Water, Sanitary Sewer, and Surface Water Management. Included in these segments are:

#### Water Operations

##### **Water Fund**

The Water Fund accounts for water services for residents of the City. The principal revenue source is from user fees. The primary expenditure is for system operations.

##### **Fixed Asset Water Fund**

The Fixed Asset Water Fund is used to implement the Water System Master Plan, provided sufficient revenue is generated from the water rate.

#### Sanitary Sewer Operations

##### **Sanitary Sewer Fund**

The Sanitary Sewer Fund accounts for sewer services for residents of the City. The principal revenue source is from user fees. The primary expenditure is for system operations.

##### **Fixed Asset Sanitary Sewer Fund**

The Fixed Asset Sanitary Sewer Fund accounts for expenditures on major construction projects or equipment acquisition. The principal resources are system development charges.

#### Surface Water Management Operations

##### **Surface Water Management Fund**

The Surface Water Management Fund accounts for storm drain services for residents of the City. The principal revenue source is from user fees. The primary expenditure is for system operations.

##### **Fixed Asset Surface Water Management Fund**

The Fixed Asset Surface Water Management Fund is used to implement the Storm Sewer System Master Plan provided there are sufficient revenues from operating rates and system development charges.

For Generally Accepted Accounting Principles purposes, these aforementioned funds are consolidated and included as three separate Enterprise funds.

### Internal Service Fund

This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

##### **Internal Service Fund**

This fund accounts for services provided to other departments or agencies within the City on a cost reimbursement basis.

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF FUND NET POSITION - PROPRIETARY FUNDS**  
**JUNE 30, 2023**

	<i>Business-Type Activities - Enterprise Funds</i>		
	<i>Water Operations</i>	<i>Sanitary Sewer Operations</i>	<i>Surface Water Management Operations</i>
<b>ASSETS</b>			
<i>Current Assets</i>			
Cash and investments	\$ 8,088,617	\$ 3,511,162	\$ 3,416,021
Accounts receivable, net	399,771	345,091	132,385
Inventories	128,419	2,082	746
<i>Total Current Assets</i>	8,616,807	3,858,335	3,549,152
<i>Noncurrent Assets</i>			
Capital assets, net	11,241,312	3,778,019	1,666,745
OPEB asset	1,846	4,289	1,514
<i>Total Noncurrent Assets</i>	11,243,158	3,782,308	1,668,259
<i>Total Assets</i>	19,859,965	7,640,643	5,217,411
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions	43,250	100,563	35,502
Deferred outflows related to OPEB	271	12	812
<i>Total Deferred Outflows of Resources</i>	43,521	100,575	36,314
<i>Total Assets and Deferred Outflows of Resources</i>	\$ 19,903,486	\$ 7,741,218	\$ 5,253,725
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND AND NET POSITION</b>			
<i>Current Liabilities</i>			
Accounts payable	\$ 402,235	\$ 334,406	\$ 26,227
Deposits	8,000	-	-
Accrued interest	31,411	-	-
Current accrued compensated absences	3,567	3,566	3,566
Current portion of long-term debt	80,078	-	-
<i>Total Current Liabilities</i>	525,291	337,972	29,793
<i>Noncurrent Liabilities</i>			
Noncurrent accrued compensated absences	7,354	7,355	7,355
Noncurrent portion of long-term debt	1,714,825	-	-
Net pension liability	93,090	216,447	76,412
OPEB Liability	2,254	5,243	1,850
<i>Total Noncurrent Liabilities</i>	1,817,523	229,045	85,617
<i>Total Liabilities</i>	2,342,814	567,017	115,410
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows related to pensions	32,092	74,618	26,343
Deferred inflows related to OPEB	3,622	7,267	5,304
<i>Total Deferred Inflows of Resources</i>	35,714	81,885	31,647
<b>FUND NET POSITION</b>			
Net investment in capital assets	9,446,409	3,778,019	1,666,745
Restricted for			
Capital projects	4,268,859	1,608,443	1,561,860
Unrestricted	3,809,690	1,705,854	1,878,063
<i>Total Fund Net Position</i>	17,524,958	7,092,316	5,106,668
<i>Total Liabilities, Deferred Inflows of Resources, and Fund Net Position</i>	\$ 19,903,486	\$ 7,741,218	\$ 5,253,725

*Total net position*

Internal balances resulting from transactions between the governmental activities, business-type activities and internal service funds

*Net position of business-type activities*

*The accompanying notes are an integral part of the financial statements.*

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF FUND NET POSITION - PROPRIETARY FUNDS (Continued)**  
**JUNE 30, 2023**

		<i>Governmental Activities</i>	
<i>Total</i>		<i>Internal Service</i>	
\$ 15,015,800		\$ 388,439	
877,247		1,882	
131,247		-	
<u>16,024,294</u>		<u>390,321</u>	
16,686,076		-	
7,649		-	
<u>16,693,725</u>		<u>-</u>	
32,718,019		390,321	
179,315		-	
1,095		-	
<u>180,410</u>		<u>-</u>	
\$ 32,898,429		\$ 390,321	
<u>\$ 762,868</u>		<u>\$ 79,978</u>	
8,000		-	
31,411		-	
10,699		-	
80,078		-	
<u>893,056</u>		<u>79,978</u>	
22,064		-	
1,714,825		-	
385,949		-	
9,347		-	
<u>2,132,185</u>		<u>-</u>	
3,025,241		79,978	
133,053		-	
16,193		-	
<u>149,246</u>		<u>-</u>	
14,891,173		-	
7,439,162		-	
7,393,607		310,343	
<u>29,723,942</u>		<u>310,343</u>	
\$ 32,898,429		\$ 390,321	
\$ 29,723,942			
88,536			
<u>\$ 29,812,478</u>			

The accompanying notes are an integral part of the financial statements.



**CITY OF CORNELIUS, OREGON****STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION****PROPRIETARY FUNDS**

YEAR ENDED JUNE 30, 2023

	<b>Business-Type Activities - Enterprise Funds</b>		
	<b>Water Operations</b>	<b>Sanitary Sewer Operations</b>	<b>Surface Water Management Operations</b>
<b>OPERATING REVENUES</b>			
Charges for services	\$ 3,359,129	\$ 3,585,403	\$ 1,241,068
Licenses, permits and fees	790,155	1,073,650	-
Intergovernmental	-	-	-
Miscellaneous income	7,230	156	3,121
<i>Total Operating Revenues</i>	<u>4,156,514</u>	<u>4,659,209</u>	<u>1,244,189</u>
<b>OPERATING EXPENSES</b>			
Materials and services	2,914,625	4,070,173	814,541
Personnel services	91,140	313,529	122,995
Depreciation expense	176,060	85,458	63,981
<i>Total Operating Expenses</i>	<u>3,181,825</u>	<u>4,469,160</u>	<u>1,001,517</u>
<b>OPERATING INCOME</b>	<u>974,689</u>	<u>190,049</u>	<u>242,672</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Interest income	209,726	92,464	90,875
Interest expense	(54,848)	-	-
<i>Total Nonoperating Revenues (Expenses)</i>	<u>154,878</u>	<u>92,464</u>	<u>90,875</u>
<b>NET INCOME BEFORE CONTRIBUTIONS AND TRANSFERS</b>	<u>1,129,567</u>	<u>282,513</u>	<u>333,547</u>
Capital contributions	302,845	61,403	94,273
Transfers in	-	-	29,055
<b>CHANGE IN FUND NET POSITION</b>	<u>1,432,412</u>	<u>343,916</u>	<u>456,875</u>
<b>FUND NET POSITION, beginning of year</b>	<u>16,092,546</u>	<u>6,748,400</u>	<u>4,649,793</u>
<b>FUND NET POSITION, end of year</b>	<u>\$ 17,524,958</u>	<u>\$ 7,092,316</u>	<u>\$ 5,106,668</u>

Some amounts reported for business-type activities in the statement of activities are different because:

Change in net position, enterprise funds

A portion of the net revenue (expenses) of internal service funds is allocated to business-type activities

*Total change in net position of business-type activities*

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION –**

**PROPRIETARY FUNDS (Continued)**

**YEAR ENDED JUNE 30, 2023**

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	<u>Governmental</u> <u>Activities</u>
<u>Total</u>	<u>Internal Service</u>
\$ 8,185,600	2,046,027
1,863,805	11,790
-	45,920
10,507	18,153
<hr/>	<hr/>
10,059,912	2,121,890
7,799,339	1,039,610
527,664	1,149,341
325,499	-
<hr/>	<hr/>
8,652,502	2,188,951
1,407,410	(67,061)
393,065	6,577
(54,848)	-
<hr/>	<hr/>
338,217	6,577
1,745,627	(60,484)
458,521	-
29,055	-
<hr/>	<hr/>
2,233,203	(60,484)
27,490,739	370,827
<hr/>	<hr/>
\$ 29,723,942	\$ 310,343
<hr/>	<hr/>
\$ 2,233,203	
(33,642)	
<hr/>	
\$ 2,199,561	
<hr/>	

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2023**

	<b>Business-Type Activities - Enterprise Funds</b>		
	<b>Water Operations</b>	<b>Sanitary Sewer Operations</b>	<b>Surface Water Management</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from customers	\$ 4,041,323	\$ 4,635,779	\$ 1,239,849
Cash paid to employees for salaries and benefits	(108,563)	(235,483)	(151,075)
Cash paid to suppliers	(3,812,689)	(4,127,979)	(814,839)
<i>Net Cash Provided by (Used in) Operating Activities</i>	120,071	272,317	273,935
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>			
Transfers in	-	-	31,650
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchase of capital assets	-	(23,561)	(10,686)
Principal paid on long-term debt	(80,078)	-	-
Interest paid	(56,249)	-	-
System development receipts	302,845	61,403	94,273
<i>Net Cash Provided by (Used in) Capital and Related Financing Activities</i>	166,518	37,842	83,587
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest received	209,726	92,464	90,876
<i>Increase (Decrease) in Cash and Investments</i>	496,315	402,623	480,048
<b>CASH AND INVESTMENTS, Beginning of year</b>	7,592,302	3,108,539	2,935,973
<b>CASH AND INVESTMENTS, End of year</b>	\$ 8,088,617	\$ 3,511,162	\$ 3,416,021

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON**  
**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS (Continued)**  
**YEAR ENDED JUNE 30, 2023**

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<u>Totals</u>	<u>Governmental Activities</u>
	<u>Internal Service</u>
\$ 9,916,951	\$ 2,122,898
(495,121)	(1,149,341)
(8,755,507)	(1,042,870)
666,323	(69,313)
31,650	-
(34,247)	-
(80,078)	-
(56,249)	-
458,521	-
287,947	-
393,066	6,577
1,378,986	(62,736)
13,636,814	451,175
\$ 15,015,800	\$ 388,439

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON****STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS (Continued)**

YEAR ENDED JUNE 30, 2023

	<i>Business-Type Activities - Enterprise Funds</i>		
	<i>Water Operations</i>	<i>Sanitary Sewer Operations</i>	<i>Surface Water Management Operations</i>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES</b>			
Operating income	\$ 971,933	\$ 190,049	\$ 242,174
Adjustments			
Depreciation	168,127	82,958	61,882
Decrease (increase) in			
Accounts receivable	(117,191)	(23,430)	(1,743)
Inventories	(23,886)	337	14
OPEB asset	216	(1,905)	459
Deferred outflows	8,849	(40,148)	14,344
Increase (decrease) in			
Accounts payable	(863,489)	(55,310)	(313)
Deposits	2,000	-	-
Net pension liability	11,060	121,572	(2,100)
OPEB liability	(2,712)	(502)	(2,903)
Deferred inflows	(35,160)	(1,632)	(38,204)
Accrued compensated absences	324	328	325
<i>Net Cash Provided by (Used in) Operating Activities</i>	<u>\$ 120,071</u>	<u>\$ 272,317</u>	<u>\$ 273,935</u>

The accompanying notes are an integral part of the financial statements.

**CITY OF CORNELIUS, OREGON**

**STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS (Continued)**

**YEAR ENDED JUNE 30, 2023**

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	<u>Governmental Activities</u>
<u>Totals</u>	<u>Internal Service</u>
\$ 1,404,156	\$ (67,061)
312,967	-
(142,364)	1,008
(23,535)	-
(1,230)	-
(16,955)	-
(919,112)	(3,260)
2,000	-
130,532	-
(6,117)	-
(74,996)	-
977	-
\$ 666,323	\$ (69,313)

The accompanying notes are an integral part of the financial statements.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Description of Reporting Entity*

The City is an Oregon municipal corporation founded in 1893. The City is governed by an elected mayor and four-member council. Administration functions are delegated to individuals who reports to and are responsible to the mayor and council. The chief administrative officer is the City Manager.

The financial statements of the City of Cornelius, Oregon have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

As required by GAAP, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the combined financial statements to emphasize it is legally separate from the government. The City's financial statements include the Cornelius Urban Renewal Agency as a blended component unit. The City Council and the Directors of the Cornelius Urban Renewal Agency are composed of the same individuals.

*Basic Financial Statements*

Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either governmental or business-type. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

*Government-wide statements* display information about the City as a whole. These statements include all the financial activities of the City. Generally, the effect of interfund activity has been eliminated to minimize the double-counting of internal activities. Exceptions to this include interfund services provided and/or used. Interfund services provided and/or used are accounted for as revenues and expenses since the elimination of such revenues and expenses would distort the direct costs and program revenues reported for the various functions. The aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the City's governmental activities. *Direct expenses* are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. *Program revenues* include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

*Fund financial statements* display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental and proprietary. Major individual governmental funds are reported as separate columns in the fund financial statements. Non-major funds are consolidated into a single column in the financial section of the basic financial statements and are detailed in the supplemental information.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Basis of Presentation*

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, reserves, fund balance, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB 34 model sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and proprietary combined) for the determination of major funds. Non-major funds are combined in a column in the fund financial statements and detailed in the combining section.

The City reports the following major governmental funds:

*General Fund*

*Street and Pathway Fund*

*Traffic Development Fund*

The City reports each of its three proprietary funds as major funds. These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges. The City reports the following proprietary funds:

*Water Operations*

*Sanitary Sewer Operations*

*Surface Water Management Operations*

Additionally, the government reports the following fund types:

*Internal Service Fund* accounts for administration services provided to other departments or agencies of the government, or to other governments, on a cost reimbursement basis.

Administrative and occupancy costs for city hall and other facilities are paid through charges allocated to the Internal Services Fund for the following services based upon the cost to the department for using these services; administrative and financial services, risk management, utilities, computer, and phone services, and building usage. The costs of these services are at full cost, including replacement cost of equipment, thereby providing more accurate costs of providing services. These appear as “allocated” costs in the respective funds. The basis for allocation is determined on a number of factors depending upon the individual charge to be allocated. Some of the factors used are amount of department budget, number of staff and time spent.

Activity for the administration, human resources, financial services, and information technology are accounted for in this fund. Revenues are generated through user charges for the cost of providing the services. Expenditures are for personnel services, material and services, and transfers.

The Internal Service Fund includes the following departments:

*Administrative*

*Information Technology*

*Facilities*

*Public Works - Support*



**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus and Basis of Accounting*

Measurement focus is a term used to describe which transactions are recorded with the various financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus.

The government-wide financial statements and the proprietary funds financial statements are reported using the *economic resources measurement focus* and the *full accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Unavailable revenues arise in the Governmental Funds Balance Sheet when potential revenue does not meet both the measurable and available criteria for recognition in the current period. This unavailable revenue consists primarily of uncollected property taxes and assessments not deemed available to financial operation of the current period. In the government-wide Statement of Net Position, with a full accrual basis of accounting, revenue must be recognized as soon as it is earned regardless of its availability. Thus, the liability created on the Governmental Fund Balance Sheet for unavailable revenue is eliminated. Note that unavailable revenues also arise outside the scope of measurement focus and basis of accounting, such as when the City receives resources before it has a legal claim to them. For instance, when grant monies are received prior to the incurrence of qualifying expenditures.

Similar to the way its revenues are recorded, governmental funds only record those expenditures that affect current financial resources. Principal and interest on general long-term debt are recorded as fund liabilities only when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year. Vested compensated absences are recorded as expenditures when they mature. In the government-wide financial statements, however, with a full accrual basis of accounting, all expenditures affecting the economic resource status of the government must be recognized, thus, the expense and related accrued liability for long term portions of debt and compensated absences must be included.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is necessary to explain the adjustments needed to transform the fund based financial statements into the governmental column of the government-wide presentation. This reconciliation is part of the financial statements.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principle ongoing operations. The principle operating revenues of the City's enterprise funds are charges to customers for sales and services. These funds also recognize fees intended to recover the cost of connecting new customers to the City's utility systems as operating revenue. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses and overhead, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The proprietary financial statements have incorporated all applicable GASB pronouncements.

*Cash and Investments*

For the purposes of the statement of cash flows the City considers all highly liquid investments with an original maturity of three months or less when purchased, to be cash equivalents.

Investments included in cash and cash equivalents are reported at fair value. The City invests in the State of Oregon Local Government Investment Pool, which is authorized by Oregon Revised Statutes. Interest earned from pooled investments is allocated based on a fund's portion of the total investment balance. The City maintains depository insurance under Federal depository insurance funds and state and financial institution collateral pools for its cash deposits and investments, except the Local Government Investment Pool, which is exempt from statutes requiring such insurance.

*Receivables*

Uncollected property taxes receivable collected within sixty days following year end are considered measurable and available and are recognized as revenues. All other uncollected property taxes receivable are offset by unavailable revenue and, accordingly, have not been recorded as revenue. Property taxes are assessed and become a lien against the property as of July 1 each year and are payable in three installments on November 15, February 15, and May 15 following the lien date. Taxes unpaid and outstanding on May 16 are considered delinquent.

Assessments receivable are recognized at the time property owners are assessed for property improvements. Assessments receivable expected to be collected within sixty days following year end and are considered measurable and available and are recognized as revenue. All other assessments receivable are offset by unavailable revenue and, accordingly, have not been recorded as revenue.

Receivables for grants and state shared revenues, included in accounts receivable are recorded as revenues in governmental fund types as earned. Receivables of the proprietary fund types are recorded as revenues as earned, including services earned but not billed.

*Interfund Loans Receivables/Payables*

Interfund loans are classified as "Due to and due from other funds".

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Inventories*

Inventories in the proprietary funds consist of expendable supplies held for maintenance and improvements. Inventories are stated at cost using the consumption method.

*Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, streetlights, etc.), are reported in the applicable governmental or business-type activities column in the governmental-wide financial statements. Capital assets are charged to expenditures as purchased in the governmental fund statements and capitalized in the proprietary fund statements. Capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Donated capital assets, donated arts or works of art and similar items, and capital assets received in a service organization are reported at acquisition value rather than fair value.

Capital assets are defined by the City as assets with an initial, individual cost of \$5,000 or more, and having useful lives extending beyond a single reporting period. Additions or improvements and other capital outlays that significantly extend the useful life of an asset, or that significantly increase the capacity of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No interest costs were capitalized during the year ended June 30, 2023.

Depreciation on exhaustible assets is recorded as an allocated expense in the Statement of Activities with accumulated depreciation reflected in the Statement of Net Position and is provided on the straight-line basis over the following estimated useful lives:

<u>Asset</u>	<u>Years</u>
Buildings and improvements	20 to 50
Infrastructure	20 to 75
Equipment and vehicles	5 to 15

Monthly depreciation is taken in the year the assets are acquired or retired. Gains or losses from sales or retirements of capital assets are included in operations of the current period.

GASB Statement No. 34 (GASB 34) required the City to prospectively report and depreciate all infrastructure assets of governmental activities (primarily transportation systems) effective July 1, 2003. GASB extended the implementation period for retroactive reporting of these capital assets to the beginning of the fiscal year ending June 30, 2008. The City reports newly acquired infrastructure in accordance with GASB 34.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Intangible Capital Assets*

Intangible capital assets, which include easements, water rights, timber rights, patents, trademarks, and computer software, are reported in the applicable governmental or business-type activities column in the governmental-wide financial statements. Intangible capital assets are charged to expenditures as purchased in the governmental fund statements and capitalized in the proprietary fund statements. Intangible capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Donated intangible capital assets are recorded at acquisition value rather than fair value.

Intangible capital assets are defined by the City as assets with an initial, individual cost of \$5,000 or more, and having useful lives extending beyond a single reporting period. Additions or improvements and other capital outlays that significantly extend the useful life of an asset, or that significantly increase the capacity of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Amortization on exhaustible intangible assets is recorded as an allocated expense in the Statement of Activities with accumulated amortization reflected in the Statement of Net Position and is provided on the straight-line basis over the estimated useful life of the asset.

Monthly amortization is taken in the year the assets are acquired or retired. Gains or losses from sales or retirements of intangible capital assets are included in operations of the current period.

*Compensated Absences*

Accumulated vested vacation pay is accrued as it is earned. For governmental funds, accumulated vested vacation pay is maintained separately and represents a reconciling item between the fund-level and government-wide presentations. No liability is recorded for non-vesting accumulating rights to receive sick pay benefits. Accumulated vested vacation pay is reported in governmental funds only if they matured.

Funds used to liquidate accrued compensated absences included the general fund, street and pathway fund, water fund, sanitary sewer fund and surface water management fund, and the internal service fund.

*Long-Term Debt*

Long-term debt directly related and expected to be paid from the proprietary funds is recorded in these funds. All other unmatured long-term debt is recorded on the statement of net position. Repayment of general bonded debt will be made from debt service funds.

*Deferred Outflows/ Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expenditure/expense) until then. The City has two items that qualify for reporting in this category. They are the deferred amounts relating to pensions and other postemployment benefits. These amounts are deferred and recognized as outflows of resources in the period when the City recognizes the expense/expenditures. Deferred outflows are included in the government-wide Statement of Net Position and the proprietary funds Statement of Net Position.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Deferred Outflows/ Inflows of Resources (Continued)*

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net assets that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has four items that qualify for reporting in this category. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts will be recognized as revenue when available. The government-wide Statement of Net Position and the proprietary funds Statement of Net Position also reports deferred amounts related to pensions and other postemployment benefits. These amounts are deferred and will be recognized as a reduction of pension or other postemployment benefit expense in future years.

*Pension*

The City reports its proportionate share of the Net Pension Liability of the Oregon Public Employees Retirement System (OPERS). A negative Net Pension Liability is reported as a Net Pension Asset. For purposes of measuring the net pension liability or asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

*Postemployment Benefits Other Than Pensions (OPEB)*

The City reports two components of postemployment benefits other than pensions (OPEB) - Oregon Public Employees Retirement System Retiree Health Insurance Account (OPERS RHIA) and a single-employer defined benefit postemployment health plan administered by Citycounty Insurance Services (CIS).

The City reports its proportionate share of the Oregon Public Employees Retirement System Retiree Health Insurance Account (OPERS RHIA). A negative OPEB liability is reported as an OPEB asset. For purposes of measuring the City's OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of OPERS RHIA and additions to/deductions from OPERS RHIA's fiduciary net position have been determined on the same basis as they are reported by OPERS RHIA. For this purpose, the benefit payments are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The City reports an OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to the implicit subsidy arising from the City's single employer defined benefit postemployment health plan administered by CIS. For the purpose of measuring the City's OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information has been determined based on an actuarial valuation provided by CIS. Benefit payments are recognized when due and payable in accordance with benefit terms.

## **CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

#### *Net Position*

In the government-wide financial statements and proprietary funds financial statements, net position is reported in three categories: net investment in capital assets; restricted net position; and unrestricted net position. Net investment in capital assets represents capital assets less accumulated depreciation less outstanding principal of related debt, net of the unspent proceeds of capital debt. Restricted net position represents net position restricted by parties outside of the City (such as creditors, grantors, contributors, laws, and regulations of other governments). The nonexpendable portion of permanent funds is reported as a component of restricted net position. The City's other restricted net position is temporarily restricted (ultimately expendable) assets. All other net position is considered unrestricted.

#### *Fund Balance*

In the fund financial statements, governmental funds report fund balance in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – non-spendable, restricted, committed, assigned and unassigned.

*Non-Spendable* – Includes amounts not immediately converted to cash, such as prepaid items and inventory.

*Restricted* – Includes amounts that are restricted by external creditors, grantors, or contributors, or restricted by legal constitutional provisions.

*Committed* – Includes amounts that can be used only for the specific purposes determined by resolution by the City Council, the City's highest level of decision-making authority. Committed amounts may not be used for any other purpose unless the City Council removes the constraint by similar council action. Commitments of fund balance must be made prior to the end of the fiscal year.

*Assigned* – Includes amounts assigned for specific purposes by council action who authorizes, by resolution, the Budget Officer, or City Manager to assign fund balance. Assigned fund balance is also established by the Council through adoption or amendment of the budget as intended for specific purpose. Assignments of fund balance can be done at any time, including after the fiscal year end date.

*Unassigned* – This is the residual classification used for those balances not assigned to another category. The General fund is the only fund that reports a positive unassigned fund balance. However, due to expenditures incurred for specific purposes exceeding amounts that are restricted, committed or assigned to those purposes, it may be necessary to report negative unassigned fund balance in governmental funds.

#### *Use of Restricted Resources*

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use it is the City's policy to use committed resources first, then assigned, and then unassigned as they are needed.

#### *Accounting Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted requires that management make estimates and assumptions which affect the reporting amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

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**CASH AND INVESTMENTS**

The City maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the Statement of Net Position as part of "cash and investments".

	<u>Carrying/Fair Value</u>
<b>Cash</b>	
Deposits with financial institutions	\$ 1,725,045
Cash on hand	950
<b>Investments</b>	
Local Government Investment Pool	32,472,746
	<u>\$ 34,198,741</u>

*Deposits*

The book balance of the City's bank deposits was \$1,725,045 and the bank balance was \$1,914,223 at year end. The difference is due to transactions in process. Bank deposits are secured to legal limits by federal deposit insurance, including deposits held in Insured Cash Sweep accounts. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

*Investments*

The State Treasurer of the State of Oregon maintains the Oregon Short Term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, these investment funds are invested as a prudent investor would do, exercising reasonable care, skill, and caution. The Oregon Short Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short Term Fund Board and approved by the Oregon Investment Council (ORS294.805 to 294.895). At June 30, 2023, the fair value of the position in the Oregon Short Term Investment Pool was approximately equal to the value of the pool shares. The investment in the Oregon Short Term Fund is not subject to classification. Separate financial statements for the Oregon Short Term Fund are available from the Oregon State Treasurer.

*Interest Rate Risk*

The City does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Custodial Credit Risk – Deposits*

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits up to \$250,000 each for the aggregate of all demand deposits and the aggregate of all-time deposit and savings accounts at each financial institution.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**CASH AND INVESTMENTS (Continued)**

*Custodial Credit Risk – Deposits (Continued)*

Deposits in excess of FDIC coverage are with institutions covered by the Public Funds Collateralization program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public funds if they are adequately capitalized or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all Oregon public funds bank depositories is available to repay deposits of public funds of governmental entities. As of June 30, 2023, \$1,664,223 of the City's bank balances were exposed to custodial credit risk as they were collateralized under PFCP.

*Custodial Risk - Investments*

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in possession of an outside party. The City's investment policy, in accordance with Oregon Revised Statutes, limits the types of investments that may be held and does not allow securities to be held by the counterparty.

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Council. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made a custodian of or has control of any fund. The LGIP is comingled with the State's short-term funds. In seeking to best serve local governments of Oregon, the Oregon Legislature established the Oregon Short Term Fund Board, which has established diversification percentages and specifies the types and maturities of the investments. The purpose of the Board is to advise the Oregon State Treasury in the management and investment of the LGIP. These investments within the LGIP must be invested and managed as a prudent investor would, exercising reasonable care, skill, and caution. Professional standards indicate that the investments in external investment pools are not subject to custodial credit risk because they are not evidenced by securities that exist in physical or book entry form. Nevertheless, management does not believe there are any substantial custodial risks related to investment in the LGIP. The LGIP is not rated for credit quality.



**CITY OF CORNELIUS, OREGON**  
**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2023**

**CAPITAL ASSETS**

The summary of capital assets for governmental activities for the year ended June 30, 2023 is as follows:

	<i>Balances July 1, 2022</i>	<i>Additions</i>	<i>Retirements</i>	<i>Balances June 30, 2023</i>
Nondepreciable assets				
Land	\$ 1,884,067	\$ -	\$ -	\$ 1,884,067
Intangibles	16,088,232	-	-	16,088,232
Construction in progress	282,278	340,088	(30,782)	591,584
Subtotal, nondepreciable assets	18,254,577	340,088	(30,782)	18,563,883
Depreciable assets				
Buildings	8,890,957	-	-	8,890,957
Improvements	4,550,747	397,570	-	4,948,317
Equipment	1,291,110	37,536	(2,000)	1,326,646
Vehicles	1,581,643	46,924	(149,462)	1,479,105
Infrastructure	17,515,570	491,204	-	18,006,774
Subtotal, depreciable assets	33,830,027	973,234	(151,462)	34,651,799
Accumulated depreciation				
Buildings	(2,297,957)	(175,770)	-	(2,473,727)
Improvements	(1,750,280)	(149,221)	-	(1,899,501)
Equipment	(788,893)	(47,072)	2,000	(833,965)
Vehicles	(1,021,053)	(91,874)	149,462	(963,465)
Infrastructure	(2,923,442)	(312,474)	-	(3,235,916)
Total accumulated depreciation	(8,781,625)	(776,411)	151,462	(9,406,574)
<i>Total depreciable assets, net</i>	25,048,402	196,823	-	25,245,225
Net capital assets	\$ 43,302,979	\$ 536,911	\$ (30,782)	\$ 43,809,108

Depreciation expense for governmental activities was charged as follows:

General government	\$ 149,548
Public safety	157,694
Highways and streets	397,791
Culture and recreation	71,378
	<u>\$ 776,411</u>

**CITY OF CORNELIUS, OREGON**  
**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2023**

**CAPITAL ASSETS (Continued)**

The summary of capital assets for business-type activities for the year ended June 30, 2023 is as follows:

	<i><b>Balances July 1, 2022</b></i>	<i><b>Additions</b></i>	<i><b>Retirements</b></i>	<i><b>Balances June 30, 2023</b></i>
Nondepreciable assets				
Land	\$ 20,000	\$ -	\$ -	\$ 20,000
Intangibles	2,978,358	-	-	2,978,358
Construction in progress	208,309	257,825	-	466,134
Subtotal, nondepreciable assets	3,206,667	257,825	-	3,464,492
Depreciable assets				
Buildings	2,032,770	-	-	2,032,770
Improvements	403,438	-	-	403,438
Equipment	690,969	32,560	(8,099)	715,430
Vehicles	1,199,259	-	-	1,199,259
Infrastructure	14,451,295	14,875	-	14,466,170
Subtotal, depreciable assets	18,777,731	47,435	(8,099)	18,817,067
Accumulated depreciation				
Buildings	(901,598)	-	-	(901,598)
Improvements	(147,852)	(6,473)	-	(154,325)
Equipment	(423,637)	(66,458)	8,099	(481,996)
Vehicles	(740,789)	(50,589)	-	(791,378)
Infrastructure	(3,064,207)	(201,979)	-	(3,266,186)
Total accumulated depreciation	(5,278,083)	(325,499)	8,099	(5,595,483)
<i>Total depreciable assets, net</i>	13,499,648	(278,064)	-	13,221,584
Net capital assets	\$ 16,706,315	\$ (20,239)	\$ -	\$ 16,686,076

Depreciation expense for business-type activities was charged as follows:

Water	\$ 176,060
Sanitary sewer	85,458
Surface water management	63,981
	<u>\$ 325,499</u>

**CITY OF CORNELIUS, OREGON**  
**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2023**

**INTERFUND TRANSFERS**

<b>Transfers From</b>	<b>Transfers To</b>				<b>Total</b>
	<b>Governmental Activities</b>		<b>Business-type Activities</b>		
	<b>General</b>	<b>Street and Pathway</b>	<b>Surface Water Management</b>		
<b>Governmental activities</b>					
General	\$ -	\$ 9,685	\$ 29,055	\$ 38,740	
Street and Pathway	-	-	-	-	
Traffic Development	-	205,134	-	205,134	
Non-major governmental funds	440,850	-	-	440,850	
<b>Total</b>	<b>\$ 440,850</b>	<b>\$ 214,819</b>	<b>\$ 29,055</b>	<b>684,724</b>	

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect from them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting receipts to the debt service fund as debt service payments become due, (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations, and (4) to provide operational resources to funds providing services.

**LONG-TERM DEBT**

Long-term debt transactions for the year were as follows:

	<b>Outstanding July 1, 2022</b>	<b>Additions</b>	<b>Reductions</b>	<b>Outstanding June 30, 2023</b>	<b>Due Within One Year</b>
<b>Governmental Activities:</b>					
Notes/loans from direct	\$ 160,909	\$ -	\$ 22,751	\$ 138,158	\$ 23,325
Compensated absences	234,029	196,478	234,029	196,478	40,742
<b>Total governmental activities</b>	<b>\$ 394,938</b>	<b>\$ 196,478</b>	<b>\$ 256,780</b>	<b>\$ 334,636</b>	<b>\$ 64,067</b>
<b>Business-Type Activities</b>					
Notes from direct borrowings	\$ 1,874,981	\$ -	\$ 80,078	\$ 1,794,903	\$ 82,480
Compensated absences	31,792	32,763	31,792	32,763	10,894
<b>Total business-type activities</b>	<b>\$ 1,906,773</b>	<b>\$ 32,763</b>	<b>\$ 111,870</b>	<b>\$ 1,827,666</b>	<b>\$ 93,374</b>

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

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**LONG-TERM DEBT** (Continued)

*Notes from Direct Borrowings – Governmental Activities*

Cornelius Rural Protection Fire District Loan Payable: In March 2014 the City entered into an agreement with the Cornelius Rural Fire Protection District to fund the City’s portion (\$331,387) of the jointly owned Fire Engine. The City will repay this amount in quarterly payments over 15 years with 2.5% interest.

The loan is secured by equipment. In the event of default, the loan becomes immediately due and payable.

Annual debt service requirements to maturity for notes payable are as follows:

<i><b>Fiscal Year</b></i> <i><b>Ending</b></i> <i><b>June 30,</b></i>	<b>Cornelius Rural Fire Protection</b> <b>District Loan</b>		
	<i><b>Principal</b></i>	<i><b>Interest</b></i>	<i><b>Total</b></i>
2024	\$ 23,325	\$ 3,236	\$ 26,561
2025	23,913	2,648	26,561
2026	24,517	2,044	26,561
2027	25,136	1,426	26,562
2028	25,770	791	26,561
2029	15,497	167	15,664
	<u>\$ 138,158</u>	<u>\$ 10,312</u>	<u>\$ 148,470</u>

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**LONG-TERM DEBT (Continued)**

*Notes from Direct Borrowings – Business Type Activities*

Business Oregon Aquifer Storage and Recovery Loan: In November 2013 the City entered into an agreement with the Business Oregon Infrastructure Finance Authority under which the City received \$2,778,208, of which \$750,000 was forgiven in 2020. The remaining balance is due in annual payments beginning in December 2020, including 3.0% interest.

The note is secured by the full faith and credit of the City. In addition, net revenues of the system have been pledged as payment for the obligation. In the event of default, the note becomes immediately due and payable.

Annual debt service requirements to maturity for notes payable are as follows:

<i>Fiscal Year</i> <i>Ending</i> <i>June 30,</i>	Cornelius Aquifer Storage and Recovery Safe Drinking Water Revolving Loan Fund		
	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2024	\$ 82,480	\$ 53,847	\$ 136,327
2025	84,955	51,373	136,328
2026	87,503	48,824	136,327
2027	90,129	46,199	136,328
2028	92,832	43,495	136,327
2029-2033	507,645	173,992	681,637
2034-2038	588,500	93,137	681,637
2039	260,859	7,826	268,685
	<u>\$ 1,794,903</u>	<u>\$ 518,693</u>	<u>\$ 2,313,596</u>

**NET POSITION**

The government-wide statement of net position reports \$19,186,352 of restricted net position, of which \$2,203,065 is restricted by enabling legislation, \$391,327 is restricted for community development and \$16,591,960 is restricted for capital projects.

**PENSION PLAN**

**Plan Description**

Employees of the City are provided with pensions through the Oregon Public Employees Retirement System (OPERS) a cost-sharing multiple-employer defined benefit pension plan, the Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Annual Comprehensive Financial Report and Actuarial Valuation that can be obtained at <http://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**PENSION PLAN (Continued)**

**Benefits Provided**

*Tier One/Tier Two Retirement Benefit*

*Pension Benefits.* The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for fire members). General service employees may retire after reaching age 55. Fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

*Death Benefits.* Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

*Disability Benefits.* A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for fire members) when determining the monthly benefit.

*Benefit Changes.* After Retirement Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the fair value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living (COLA) changes. The COLA is capped at 2.0 percent.

## **CITY OF CORNELIUS, OREGON**

*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*

*YEAR ENDED JUNE 30, 2023*

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### **PENSION PLAN (Continued)**

#### *OPSRP Pension Program*

*Pension Benefits.* The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age. For general service members, 1.5% is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit. For police and fire members, 1.8% is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60, or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

*Death Benefits.* Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

*Disability Benefits.* A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

*Benefit Changes After Retirement.* Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

#### *OPSRP Individual Account Program (OPSRP IAP)*

*Pension Benefits.* An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

*Death Benefits.* Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

*Recordkeeping.* OPERS contracts with VOYA Financial to maintain IAP participant records.

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**PENSION PLAN (Continued)**

**Contributions**

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2019 actuarial valuation as subsequently modified by 2013 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2020. The City's contribution rates for the period were 20.42% for Tier One/Tier Two members, 15.83% OPSRP General Service members and 20.19% for OPSRP Fire members. The City's total contributions were \$602,619. Covered employees are required to contribute 6% of their salary to the Plan. The General Fund is the governmental fund that will be primarily used to liquidate the net PERS pension liability based on the high level of staffing that is funded from this fund.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2023, the City reported a liability of \$4,504,432 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2020 rolled forward to June 30, 2022. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2022, the City's proportion was 0.0294%, compared to 0.0269% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the City's recognized pension expense (income) of \$24,038. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 218,654	\$ 28,090
Changes of assumptions	706,770	6,457
Net difference between projected and actual earnings on investments	-	805,306
Changes in proportionate share	564,046	60,628
Differences between employer contributions and proportionate share of contributions	702	652,383
Contributions subsequent to measurement date	602,619	-
Total	<u>\$ 2,092,791</u>	<u>\$ 1,552,864</u>



**CITY OF CORNELIUS, OREGON**  
*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*  
 YEAR ENDED JUNE 30, 2023

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**PENSION PLAN (Continued)**

Deferred outflows of resources related to pensions of \$602,619 resulting from the City’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability or an increase in the net pension asset in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as an addition to (reduction from) as follows:

<i><b>Fiscal Year Ending June 30,</b></i>		
2024	\$	64,031
2025		(87,749)
2026		(375,730)
2027		344,476
2028		(7,720)
Total	\$	<u>(62,692)</u>

**Actuarial Methods and Assumptions**

The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial methods and assumptions:

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

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**PENSION PLAN (Continued)**

**Actuarial Methods and Assumptions (Continued)**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years.
Asset Valuation Method	Fair value of assets
Actuarial Assumptions:	
Inflation Rate	2.40%
Investment Rate of Return	6.90%
Projected Salary Increases/Cost of Living Adjustments	3.40% overall payroll growth; salaries for individuals are assumed to grow at a blend of 2.00% COLA and graded COLA (1.25%/0.015%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	<p><i>Healthy retirees and beneficiaries:</i>                      Pub-2010 Healthy Retiree, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><i>Active members:</i>                      Pub-2010 Employee, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p><i>Disabled retirees:</i>                      Pub-2010 Disable Retiree, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2020 experience study which reviewed experience for the four-year period ending on December 31, 2020.

**CITY OF CORNELIUS, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2023

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**PENSION PLAN (Continued)**

**Long-term Expected Rate of Return**

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. The table below shows Milliman’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target</u>	<u>Compound Annual Return (Geometric)</u>
Global Equity	30.62 %	5.85 %
Private Equity	25.50	7.71
Core Fixed Income	23.75	2.73
Real Estate	12.25	5.66
Master Limited Partnerships	0.75	5.71
Infrastructure	1.50	6.26
Commodities	0.63	3.10
Hedge Fund of Funds - Multistrategy	1.25	5.11
Hedge Fund Equity - Hedge	0.63	5.31
Hedge Fund - Macro	5.62	5.06
US Cash	(2.50)	1.76
Assumed Inflation - Mean		2.40

**Discount Rate**

The discount rate used to measure the total pension liability was 6.90 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90%) or 1-percentage-point higher (7.90%) than the current rate:

	<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
	<u>(5.90%)</u>	<u>(6.90%)</u>	<u>(7.90%)</u>
Proportionate share of the net pension liability	\$ 7,988,224	\$ 4,504,432	\$ 1,588,663

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**PENSION PLAN (Continued)**

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

The other postemployment benefits (OPEB) for the City combines two separate plans. The City provides an implicit rate subsidy for retiree health insurance premiums, and a contribution to the State of Oregon's PERS cost-sharing multiple-employer defined health insurance benefit plan.

**Financial Statement Presentation**

The City's two OPEB plans are presented in the aggregate on the Statement of Net Position. The amounts on the financial statements relate to the plans as follows:

	<i>Implicit Rate Subsidy Plan</i>	<i>PERS RHIA Plan</i>	<i>Total OPEB on Financials</i>
Total OPEB asset	\$ -	\$ 89,264	\$ 89,264
Deferred outflows of resources			
Contributions after measurement date	1,498	1,172	2,670
Change in assumptions	4,031	4,481	8,512
Total deferred outflows of resources	5,529	5,653	11,182
Total OPEB liability	(109,083)	-	(109,083)
Deferred inflows of resources			
Differences between expected and actual experience	(80,893)	(2,419)	(83,312)
Change in assumptions	(60,837)	(2,976)	(63,813)
Difference in earnings	-	(6,807)	(6,807)
Changes in proportionate share	-	(5,882)	(5,882)
Total deferred inflows of resources	(141,730)	(18,084)	(159,814)
OPEB expense/(income)	(2,209)	(16,080)	(18,289)

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)**

**Implicit Rate Subsidy**

*Plan Description*

The City’s single employer defined benefit postemployment healthcare plan is administered by Citycounty Insurance Services (CIS). Benefit provisions are established through negotiations between the City and representatives of City or through resolutions passed by City Council. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75.

The City’s postemployment healthcare plan administrator issues a publicly available financial report that includes financial statements and required supplementary information for CIS. This report may be obtained by writing to the CIS Main Office, 1212 Court Street NE, Salem OR 97301.

*Benefits Provided*

The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. As of the valuation date of July 1, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefits	0
Active employees	38
	<u>38</u>

*Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

The City’s total OPEB liability of \$109,083 was measured as of June 30, 2023 and was determined by an actuarial valuation as of July 1, 2022. For the fiscal year ended June 30, 2023, the City recognized an OPEB expense from this plan of \$(2,209). At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	<i>Deferred Outflows of Resources</i>	<i>Deferred Inflows of Resources</i>
Differences between expected and actual experience	\$ -	\$ 80,894
Changes of assumptions	4,031	60,836
Contributions subsequent to the MD	1,498	-
	<u>5,529</u>	<u>141,730</u>
Net deferred outflow/(inflow) of resources	<u>\$ 5,529</u>	<u>\$ 141,730</u>

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)**

**Implicit Rate Subsidy (Continued)**

Deferred outflows of resources related to OPEB of \$1,498 resulting from the City’s contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<i>Year ended June 30,</i>		
2024	\$	(24,702)
2025		(24,702)
2026		(21,582)
2027		(19,578)
2028		(13,045)
Thereafter		(34,089)
Total	\$	<u>(137,698)</u>

*Actuarial Assumptions and Other Inputs*

The total OPEB liability for the July 1, 2022 valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified: inflation rate of 2.40%, projected salary increases of 3.40%, discount rate of 3.54% (change from 2.16% in the previous measurement period), medical and vision varies between 6.50% and 6.75% (due to the timing of the excise tax scheduled to affect health care benefits), dental at 5.50%, and mortality rates based on the Pub-2010 sex-distinct mortality tables, with generational adjustments per the Social Security Data Scale.

The discount rate was based on Bond Buyer 20-Year General Obligation Bond Index.

*Changes in the Total OPEB Liability*

	<b><i>Total OPEB Liability</i></b>
Balance as of June 30, 2022	\$ 194,754
Changes for the year:	
Service cost	17,961
Interest on total OPEB liability	4,532
Effect on economic/demographic gains or losses	(70,760)
Effect of assumptions changes or inputs	(31,573)
Benefit payments	(5,831)
Balance as of June 30, 2023	<u>\$ 109,083</u>

The effect of changes in assumptions is the result of the change in the discount rate from 2.16 to 3.54.

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)**

**Implicit Rate Subsidy (Continued)**

*Sensitivity of the Total OPEB Liability*

The following presents the City’s total OPEB liability, as well as what the liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.54 percent) or 1 percentage point higher (4.54 percent) than the current discount rate. A similar sensitivity analysis is then presented for changes in the healthcare trend assumption.

**Discount Rate:**

	<u>1% Decrease (2.54%)</u>	<u>Current Discount Rate (3.54%)</u>	<u>1% Increase (4.54%)</u>
Total OPEB liability	\$ 118,564	\$ 109,083	\$ 100,243

**Healthcare Cost Trend:**

	<u>1% Decrease (5.75% decreasing to 5.50%)</u>	<u>Trend Rate (6.75% decreasing to 6.50%)</u>	<u>1% Increase (7.75% decreasing to 7.50%)</u>
Total OPEB liability	\$ 94,878	\$ 109,083	\$ 126,058

**PERS Retirement Health Insurance Account**

*Plan Description*

The City contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by PERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums for eligible retirees. ORS 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants hired after August 29, 2003. PERS issues publicly available financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700, or online at: <https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

*Benefits Provided*

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan.

**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)**

**PERS Retirement Health Insurance Account (Continued)**

*Benefits Provided (Continued)*

A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

*Contributions*

PERS funding policy provides for employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2020 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2022. The City’s contribution rates for the period were 0.05% for Tier One/Tier Two members. The City’s total contributions for the year ended June 30, 2023 was \$1,172. The General Fund is the governmental fund that will be primarily used to liquidate the net OPEB liability based on high level of staffing that is funded from this fund.

*OPEB Assets, Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

At June 30, 2023, the City reported an asset of \$89,264 for its proportionate share of the OPERS net OPEB asset. The net OPEB asset was measured as of June 30, 2022 and was determined by an actuarial valuation as of December 31, 2020 rolled forward to June 30, 2022. The City’s proportion of the net OPEB asset was based on the City’s contributions to the RHIA program during the measurement period relative to contributions from all participating employers. At June 30, 2023, the City’s proportionate share was 0.0251%, which is an increase from its proportion of 0.0235% as of June 30, 2022.

For the year ended June 30, 2023, the City recognized OPEB expense from this plan of (\$16,080). At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	<i><b>Deferred Outflows of Resources</b></i>	<i><b>Deferred Inflows of Resources</b></i>
Net difference between expected and actual experience	\$ -	\$ 2,419
Changes of assumptions	4,481	2,975
Net difference between projected and actual earnings on investments	-	6,807
Change in proportionate share	-	5,883
Contributions subsequent to the MD	1,172	-
	<hr/>	<hr/>
Total	\$ 5,653	\$ 18,084
	<hr/> <hr/>	<hr/> <hr/>



**CITY OF CORNELIUS, OREGON**  
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)  
 YEAR ENDED JUNE 30, 2023

**POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)**

**PERS Retirement Health Insurance Account (Continued)**

*OPEB Assets, Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)*

Deferred outflows of resources related to OPEB of \$1,172 resulting from the City’s contributions subsequent to the measurement date will be recognized as either a reduction of the net OPEB liability or an increase in the net OPEB asset in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<i>Year ended</i>	
<u>June 30,</u>	
2024	\$ (10,322)
2025	(4,946)
2026	(4,296)
2027	2,180
	<hr/>
Total	\$ (17,384)
	<hr/> <hr/>

*Actuarial Methods and Assumptions*

See OPERS Pension Plan footnote Table 28 for additional information on actuarial assumptions and methods, the long-term expected rate of return, and the discount rate.

*Sensitivity of the Total OPEB Liability (Asset)*

The following presents the City’s proportionate share of the net OPEB liability (asset) calculated using the discount rate of 6.90%, as well as what the City’s proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (5.90%) or 1 percentage point higher (7.90%) than the current rate:

	<i>1%</i>	<i>Current</i>	<i>1%</i>
	<i>Decrease</i>	<i>Discount</i>	<i>Increase</i>
	<i>(5.90%)</i>	<i>(6.90%)</i>	<i>(7.90%)</i>
	<hr/>	<hr/>	<hr/>
Net OPEB liability (asset)	\$ (80,451)	\$ (89,264)	\$ (96,817)

*OPEB Plan Fiduciary Net Position*

Detailed information about the pension plan’s fiduciary net position is available in the separately issued OPERS financial report.

**CITY OF CORNELIUS, OREGON**

*NOTES TO BASIC FINANCIAL STATEMENTS (Continued)*

*YEAR ENDED JUNE 30, 2023*

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***PROPERTY TAX CALENDAR***

Real and personal property taxes are levied in July of each fiscal year. Property taxes attach as an enforceable lien on property as of July 1, and are payable in three installments on November 15, February 15, and May 15. All property taxes are billed and collected by Washington County and remitted to the City. Uncollected taxes, including delinquent amounts, are considered substantially collectible or recoverable through liens, and accordingly no allowance for uncollected taxes has been established.

***RISK MANAGEMENT***

The City is exposed to various risks of loss related to errors and omissions; automobile; damage to or destruction of assets; bodily injury; and worker's compensation for which the City carries commercial insurance. There has been no significant reduction in insurance coverage from the prior year and settled claims have not reached the level of commercial coverage in any of the past three fiscal years.

The City Council adopted Risk Management Policies (Resolution No. 1712) outlining its approach to minimizing or transferring the risks of municipal operations. The City Manager is permitted to designate a Risk Manager.

***SUBSEQUENT EVENTS***

In August 2022, the City received \$1,423,979 in American Rescue Plan Act funds.

***REQUIRED SUPPLEMENTARY INFORMATION***

## ***REQUIRED SUPPLEMENTARY INFORMATION***

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements.

- Budgetary Comparison Schedule
  - General Fund
  - Street and Pathway Fund
- Schedule of the City's Proportionate Share of the Net Pension Liability (Asset) - Oregon Public Employees Retirement System
- Schedule of the City's Contributions - Oregon Public Employees Retirement System
- Schedule of the Changes in Total Other Postemployment Benefits Liability and Related Ratios - Implicit Rate Subsidy
- Schedule of the City's Proportionate Share of the Net OPEB Liability (Asset) - Oregon Public Employees Retirement System Retiree Health Insurance Account
- Schedule of the City's Contributions - Oregon Public Employees Retirement System Retiree Health Insurance Account

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Property taxes	\$ 3,680,000	\$ 3,680,000	\$ 4,103,400	\$ 423,400
Franchise fees	859,383	859,383	984,584	125,201
License, permits and fees	3,919,410	1,848,846	1,570,230	(278,616)
Intergovernmental	1,259,285	1,259,285	1,311,427	52,142
Grants	1,427,005	1,462,005	1,499,112	37,107
Fines and forfeitures	37,000	37,000	43,862	6,862
Interest revenue	24,000	24,000	199,738	175,738
Miscellaneous revenue	13,000	61,811	85,559	23,748
<i>Total Revenues</i>	11,219,083	9,232,330	9,797,912	565,582
<b>EXPENDITURES</b>				
City council	25,394	25,394	21,604	3,790
Community development	794,049	794,049	496,536	297,513
Engineering	405,254	405,254	391,502	13,752
Public safety - police	3,141,307	3,157,307	3,064,804	92,503
Public safety - court	6,300	6,300	1,559	4,741
Public safety - fire	1,069,933	1,225,512	1,100,425	125,087
Public safety - fire levy	412,370	437,102	472,702	(35,600)
Public services - parks	663,660	1,280,400	850,308	430,092
Public services - library	1,150,034	1,155,233	1,054,584	100,649
Non-departmental	1,808,278	1,813,278	190,316	1,622,962
Debt service	26,562	26,562	26,562	-
Contingency	5,115,327	3,544,320	-	3,544,320
<i>Total Expenditures</i>	14,618,468	13,870,711	7,670,902	6,199,809
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(3,399,385)	(4,638,381)	2,127,010	6,765,391
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	(149,878)	311,862	135,784	(176,078)
Transfers out	(50,000)	(50,000)	(38,741)	11,259
Gain (loss) on sale of assets	-	-	28,881	28,881
<i>Total Other Financing Sources (Uses)</i>	(199,878)	261,862	125,924	(135,938)
<b>NET CHANGE IN FUND BALANCE</b>	(3,599,263)	(4,376,519)	2,252,934	6,629,453
<b>FUND BALANCE, beginning of year</b>	3,599,263	4,376,519	4,376,519	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 6,629,453	\$ 6,629,453

\*Interfund payables and receivables are not included in the budgetary ending fund balance.

See notes to the required supplementary information.

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - STREET AND PATHWAY FUND**  
**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
License, permits and fees	\$ 223,560	\$ 223,560	\$ 223,326	\$ (234)
Intergovernmental	1,314,000	1,314,000	1,377,640	63,640
Grants	1,040,000	1,040,000	-	(1,040,000)
Interest revenue	10,200	10,200	58,931	48,731
Miscellaneous revenue	-	25,000	28,420	3,420
<i>Total Revenues</i>	<i>2,587,760</i>	<i>2,612,760</i>	<i>1,688,317</i>	<i>(924,443)</i>
<b>EXPENDITURES</b>				
Streets				
Personnel service	691,420	691,420	603,599	87,821
Materials and services	286,647	307,647	231,181	76,466
Capital outlay	5,357,400	5,357,400	700,070	4,657,330
Total Streets	6,335,467	6,356,467	1,534,850	4,821,617
Debt service				
Contingency	1,015,211	1,625,072	-	1,625,072
<i>Total Expenditures</i>	<i>7,350,678</i>	<i>7,981,539</i>	<i>1,534,850</i>	<i>6,446,689</i>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	(4,762,918)	(5,368,779)	153,467	5,522,246
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	3,534,000	3,534,000	214,819	(3,319,181)
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,228,918)</b>	<b>(1,834,779)</b>	<b>368,286</b>	<b>2,203,065</b>
<b>FUND BALANCE, beginning of year</b>	<b>1,228,918</b>	<b>1,834,779</b>	<b>1,834,779</b>	<b>-</b>
<b>FUND BALANCE, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,203,065</b>	<b>\$ 2,203,065</b>

See notes to the required supplementary information.

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**

**OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM**

**LAST TEN FISCAL YEARS<sup>1</sup>**

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	<u>City's proportion of the net pension liability (asset)</u>	<u>City's proportionate share of the net pension liability (asset)</u>	<u>City's covered payroll</u>	<u>City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2014	0.0283%	\$ 673,613	\$ 2,993,858	22.5%	92.0%
2015	0.0283%	(641,190)	3,109,461	-20.6%	103.6%
2016	0.0297%	1,704,596	2,091,115	81.5%	91.9%
2017	0.0241%	3,616,700	2,214,870	163.3%	80.5%
2018	0.0217%	2,920,774	2,416,383	120.9%	83.1%
2019	0.0227%	3,436,586	2,481,820	138.5%	82.1%
2020	0.0251%	4,342,191	2,663,677	163.0%	80.2%
2021	0.0274%	5,989,360	2,768,647	216.3%	75.8%
2022	0.0269%	3,217,031	2,803,222	114.8%	87.6%
2023	0.0294%	4,504,432	2,837,611	158.7%	84.5%

<sup>1</sup> 10-year trend information required by GASB Statement 68 will be presented prospectively

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF THE CITY'S CONTRIBUTIONS - OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS<sup>1</sup>**

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	<u>Contractually required contributions</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>City's covered payroll</u>	<u>Contributions as a percentage of covered payroll</u>
2014	\$ 764,158	\$ (764,158)	\$ -	\$ 3,109,461	35.07%
2015	733,439	(733,439)	-	2,091,115	35.07%
2016	231,899	(231,899)	-	2,214,870	10.47%
2017	247,778	(247,778)	-	2,416,383	10.25%
2018	335,067	(335,067)	-	2,481,820	13.50%
2019	359,097	(359,097)	-	2,663,677	13.48%
2020	451,192	(451,192)	-	2,768,647	16.30%
2021	496,166	(496,166)	-	2,803,222	17.70%
2022	569,706	(569,706)	-	2,837,611	20.08%
2023	602,619	602,619	1,205,238	3,118,467	19.32%

<sup>1</sup> 10-year trend information required by GASB Statement 68 will be presented prospectively



**CITY OF CORNELIUS, OREGON****SCHEDULE OF CHANGES IN TOTAL OTHER POSTEMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS - IMPLICIT RATE SUBSIDY  
LAST SIX FISCAL YEARS<sup>1</sup>**

	Service cost	Interest on total OPEB liability	Effect of economic/demographic gains or (losses)	Effect of assumption change or inputs	Benefit payments	Net change in total OPEB liability	Net OPEB liability, beginning	Net OPEB liability, ending	Covered employee payroll	Total OPEB liability as a % of covered-employee payroll
2018	\$15,715	\$ 7,151	\$ -	\$ (14,889)	\$ (16,580)	\$ (8,603)	\$ 243,440	\$ 234,837	\$ 2,481,820	9.5%
2019	14,729	8,545	(5,215)	22,678	21,961	(26,580)	234,837	208,257	2,663,677	7.8%
2020	12,221	8,260	-	7,368	14,197	13,652	208,257	221,909	2,768,647	8.0%
2021	13,723	8,154	27,787	36,263	5,394	(47,567)	221,909	174,342	2,803,222	6.2%
2022	17,450	4,217	-	745	2,000	20,412	174,342	194,754	2,837,611	6.9%
2023	17,961	4,532	(70,760)	(31,573)	(5,831)	(85,671)	194,754	109,083	2,600,015	4.2%

<sup>1</sup> 10-year trend information required by GASB Statement 75 will be presented prospectively

No assets accumulated in a trust that meets the criteria of GASB to pay related benefits for the OPEB plan

*See notes to the required supplementary information.*

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)  
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM RETIREE HEALTH INSURANCE ACCOUNT  
LAST SEVEN FISCAL YEARS<sup>1</sup>**

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	City's proportion of the net OPEB liability (asset)	City's proportionate share of the net OPEB liability (asset)	City's covered payroll	City's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2017	1.6700%	\$ 6,354	\$ 2,214,870	0.3%	94.2%
2018	0.0236%	(9,861)	2,416,383	-0.4%	108.9%
2019	0.0237%	(26,496)	2,481,820	-1.1%	124.0%
2020	0.0247%	(47,711)	2,663,677	-1.8%	144.4%
2021	0.0167%	(33,938)	2,768,647	-1.2%	150.1%
2022	0.0235%	(80,842)	2,803,222	-2.9%	183.9%
2023	0.0251%	(89,264)	2,600,015	-3.4%	194.7%

<sup>1</sup> 10-year trend information required by GASB Statement 75 will be presented prospectively

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF THE CITY'S CONTRIBUTIONS**  
**OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM RETIREE HEALTH INSURANCE ACCOUNT**  
**LAST SEVEN FISCAL YEARS<sup>1</sup>**

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	Contractually required contributions	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	City's covered payroll	Contributions as a percentage of covered payroll
2017	\$ 10,433	\$ (10,433)	\$ -	\$ 2,214,870	0.43%
2018	11,764	(11,764)	-	2,416,383	0.49%
2019	12,237	(12,237)	-	2,481,820	0.49%
2020	12,251	(12,251)	-	2,663,677	0.46%
2021	1,689	(1,689)	-	2,768,647	0.06%
2022	1,317	(1,317)	-	2,803,222	0.05%
2023	1,172	(1,172)	-	2,600,015	0.05%

<sup>1</sup> 10-year trend information required by GASB Statement 75 will be presented prospectively

**STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary Information*

On or before June 30 of each year, the City enacts a resolution approving the budget, appropriating the expenditures, and levying the property taxes. The City's budget is presented on the modified accrual basis of accounting which is the same basis as GAAP with the exception of interfund loans, which are not reported on the budgetary basis.

Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members of the City Council and a like number of interested citizens. The budget committee presents the budget to the City Council for budget hearings prior to enactment of the resolution. The City budgets all funds as required by Oregon Local Budget Law.

The resolution authorizing appropriations for each fund sets the legal level of control by which expenditures cannot legally exceed appropriations. Total expenditures by department as established by the resolution are the legal level of control for the General Fund. Expenditure categories of personal services, materials and services, capital outlay, debt service, transfers, and contingency are the legal level of control for all other funds. The detail budget document, however, is required to contain more specific information for the above-mentioned expenditure categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers, and adoption by the City Council. Management may modify original and supplemental budgets by the use of appropriation transfers between the legal levels of control within a fund. Such transfers require approval by the City Council. Management may not amend the budget without seeking the approval of the Council. The City had four supplemental budgets during the year-ended June 30, 2023. Appropriations lapse as of year-end.

*Changes in Benefit Terms*

The Oregon Supreme Court on April 30, 2015, ruled that the provisions of Senate Bill 861, signed into law in October 2013, that limited the post-retirement COLA on benefits accrued prior to the signing of the law was unconstitutional. Benefits could be modified prospectively, but not retrospectively. As a result, those who retired before the bills were passed will continue to receive a COLA tied to the Consumer Price Index that normally results in a 2% increase annually. OPERS will make restoration payments to those benefit recipients. Senate Bill 822 lowered the COLA from 2% to 1.5% for recipients who do not pay Oregon income tax because they are not residents of Oregon.

OPERS members who have accrued benefits before and after the effective dates of the 2013 legislation will have a blended COLA rate when they retire.

This is a change in benefit terms was not included in the net pension liability (asset) proportionate shares provided by OPERS for the years ending June 30, 2015 and June 30, 2014.

*Changes of Assumptions*

Details and a comprehensive list of changes in methods and assumptions can be found in the 2012, 2014, 2016 and 2018 experience study for the System, which were published on September 18, 2013, September 23, 2015, July 26, 2017 and July 25, 2019, respectively. These reports can be found at:  
<http://www.oregon.gov/PERS/Pages/Financials/Actuarial-Presentations-and-Reports.aspx>.

**CITY OF CORNELIUS, OREGON**

*NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION (Continued)*

*YEAR ENDED JUNE 30, 2023*

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***STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)***

*Other Postemployment Benefits*

The tables on pages 67-69 present the activities, changes in the proportionate share and contributions related to the City's postemployment health insurance benefit plans (implicit rate subsidy and retiree's health insurance account) based on the most recent actuarial valuations for the City.

There are no assets accumulated in a trust that meet the criteria of GASB Codification P22.101 or P52.101 to pay related benefits for the implicit rate subsidy other postemployment benefit plan.

***SUPPLEMENTARY INFORMATION***

## ***SUPPLEMENTARY INFORMATION***

Supplementary information includes financial schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such schedules include

- Combining Schedules – Nonmajor Governmental Funds
- Budgetary Comparison Schedules - Governmental Funds (Non-RSI)
- Budgetary Comparison Schedules – Enterprise Funds
- Budgetary Comparison Schedules – Internal Service Funds

**COMBINING SCHEDULES  
NONMAJOR GOVERNMENTAL FUNDS**

***SPECIAL REVENUE FUNDS***

These funds account for revenue derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes. Funds included in this category are:

*Urban Renewal Fund*

The Urban Renewal Fund is used to account for revenues from property taxes levied specifically for urban renewal and development. These revenues are to be used to fund grants and project related to new development and revitalization of the City's urban renewal area.

*Parks SDC Fund*

The Parks SDC Fund is used to account for revenues from the Parks System Development Charges. These funds are to be used to provide new and upgraded play equipment, picnic tables, lighting, irrigation, and land purchases for new parks to accommodate growth.

***DEBT SERVICE FUNDS***

These funds are used to budget for the payment of principal and interest on long-term debt. The fund included in this category is:

*Bancroft Bond Assessment Fund*

The Bancroft Bond Assessment Fund accounts for the resources accumulated and payments made for principal and interest of long-term debt of governmental funds.



**CITY OF CORNELIUS, OREGON**  
**COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS**  
**JUNE 30, 2023**

	<i>Special Revenue</i>		<i>Debt Service</i>	<i>Total</i>
	<i>Urban Renewal</i>	<i>Parks SDC</i>	<i>Bancroft Bond Assessment</i>	
<b>ASSETS</b>				
Cash and investments	\$ 391,363	\$ 1,462,504	\$ -	\$ 1,853,867
Property taxes receivable	2,723	-	-	2,723
<i>Total Assets</i>	<u>\$ 394,086</u>	<u>\$ 1,462,504</u>	<u>\$ -</u>	<u>\$ 1,856,590</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</b>				
<b>Liabilities:</b>	\$ -	\$ -	\$ -	\$ -
<b>Deferred Inflows:</b>				
Unavailable revenue	2,759	-	-	2,759
<b>Fund Balance:</b>				
Restricted for:				
Community development	391,327	-	-	391,327
Capital outlay	-	1,462,504	-	1,462,504
<i>Total Fund Balance</i>	<u>391,327</u>	<u>1,462,504</u>	<u>-</u>	<u>1,853,831</u>
<i>Total Liabilities, Deferred Inflows and Fund Balance</i>	<u>\$ 394,086</u>	<u>\$ 1,462,504</u>	<u>\$ -</u>	<u>\$ 1,856,590</u>

**CITY OF CORNELIUS, OREGON**

**COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**

**NONMAJOR FUNDS**

**YEAR ENDED JUNE 30, 2023**

	<u>Special Revenue</u>		<u>Debt Service</u>	<u>Total</u>
	<u>Urban Renewal</u>	<u>Parks SDC</u>	<u>Bancroft Bond Assessment</u>	
<b>REVENUES</b>				
Taxes and assessments	\$ 206,595	\$ -	\$ -	\$ 206,595
Licenses, permits and fees	-	70,319	-	70,319
Interest revenue	9,662	46,481	-	56,143
<i>Total Revenues</i>	216,257	116,800	-	333,057
<b>EXPENDITURES</b>				
Materials and services	20	-	-	20
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	216,237	116,800	-	333,037
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	-	(413,923)	(26,927)	(440,850)
<b>NET CHANGE IN FUND BALANCE</b>	216,237	(297,123)	(26,927)	(107,813)
<b>FUND BALANCE, beginning of year</b>	175,090	1,759,627	26,927	1,961,644
<b>FUND BALANCE, end of year</b>	\$ 391,327	\$ 1,462,504	\$ -	\$ 1,853,831

***BUDGETARY COMPARISON SCHEDULES  
GOVERNMENTAL FUNDS (NON-RSI)***

Pursuant to the provisions of Oregon Revised Statutes, an individual schedule of revenues, expenditures, and changes in fund balances – budget and actual be displayed for each fund where legally adopted budgets are required.

Major Governmental Budgetary Comparison schedules not included in required supplemental information include the following:

- General Fund Schedule of Expenditures – Budgetary Basis
- Traffic Development Fund

Nonmajor Governmental Budgetary Comparison schedules included the following:

- Special Revenue Funds
  - Urban Renewal Fund
  - Parks SDC Fund
- Debt Service Funds
  - Bancroft Bond Assessment Fund

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF EXPENDITURES**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<i>City council</i>				
Personnel services	\$ 6,594	\$ 6,594	\$ 3,248	\$ 3,346
Materials and services	18,800	18,800	18,356	444
<i>Subtotal</i>	25,394	25,394	21,604	3,790
<i>Community development</i>				
Personnel services	307,402	307,402	295,047	12,355
Materials and services	474,647	474,647	201,489	273,158
Capital outlay	12,000	12,000	-	12,000
<i>Subtotal</i>	794,049	794,049	496,536	297,513
<i>Engineering</i>				
Personnel services	387,549	387,549	380,907	6,642
Materials and services	17,705	17,705	10,595	7,110
<i>Subtotal</i>	405,254	405,254	391,502	13,752
<i>Public safety</i>				
Police operations				
Personnel services	66,006	66,006	67,018	(1,012)
Materials and services	3,075,301	3,091,301	2,997,786	93,515
<i>Subtotal</i>	3,141,307	3,157,307	3,064,804	92,503
Court				
Materials and services	6,300	6,300	1,559	4,741
Fire				
Personnel services	729,706	867,997	711,813	156,184
Materials and services	326,227	343,515	375,092	(31,577)
Capital outlay	14,000	14,000	13,520	480
<i>Subtotal</i>	1,069,933	1,225,512	1,100,425	125,087
Fire levy				
Personnel services	412,370	437,102	472,702	(35,600)
<i>Total Public safety</i>	4,629,910	4,826,221	4,639,490	186,731

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF EXPENDITURES**  
**BUDGET AND ACTUAL - GENERAL FUND (Continued)**  
**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<i>Public services</i>				
<i>Parks</i>				
Personnel services	\$ 306,100	\$ 306,100	\$ 224,603	\$ 81,497
Materials and services	188,300	188,300	194,068	(5,768)
Capital outlay	169,260	786,000	431,637	354,363
<i>Subtotal</i>	663,660	1,280,400	850,308	430,092
<i>Library</i>				
Personnel services	1,049,974	1,052,504	951,264	101,240
Materials and services	100,060	102,729	103,320	(591)
<i>Subtotal</i>	1,150,034	1,155,233	1,054,584	100,649
<i>Total Public services</i>	1,813,694	2,435,633	1,904,892	530,741
<i>Non-departmental</i>				
Materials and services	1,808,278	1,461,278	99,315	1,361,963
Capital outlay	-	352,000	91,001	260,999
<i>Subtotal</i>	1,808,278	1,813,278	190,316	1,622,962
<i>Debt service</i>				
Principal	22,751	22,751	22,751	-
Interest	3,811	3,811	3,811	-
<i>Subtotal</i>	26,562	26,562	26,562	-
<i>Total Expenditures</i>	\$ 9,503,141	\$ 10,326,391	\$ 7,670,902	\$ 2,655,489

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - TRAFFIC DEVELOPMENT FUND**

**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 2,086,473	\$ 2,086,473	\$ 1,013,094	\$(1,073,379)
Interest revenue	18,000	18,000	215,497	197,497
<i>Total Revenues</i>	2,104,473	2,104,473	1,228,591	(875,882)
<b>EXPENDITURES</b>				
Contingency	4,393,615	5,249,810	-	5,249,810
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(2,289,142)	(3,145,337)	1,228,591	4,373,928
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(3,521,500)	(3,521,500)	(205,134)	3,316,366
<b>NET CHANGE IN FUND BALANCE</b>	(5,810,642)	(6,666,837)	1,023,457	7,690,294
<b>FUND BALANCE, beginning of year</b>	5,810,642	6,666,837	6,666,837	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 7,690,294	\$ 7,690,294

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - URBAN RENEWAL FUND**

**YEAR ENDED JUNE 30, 2023**

	<b>Budget Amounts</b>		<b>Actual</b>	<b>Variance</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 127,000	\$ 127,000	\$ 206,595	\$ 79,595
Interest revenue	200	200	9,662	9,462
<i>Total Revenues</i>	127,200	127,200	216,257	89,057
<b>EXPENDITURES</b>				
Materials and services	5,000	5,000	20	4,980
Contingency	293,155	293,155	-	293,155
<i>Total Expenditures</i>	298,155	298,155	20	298,135
<b>NET CHANGE IN FUND BALANCE</b>	(170,955)	(170,955)	216,237	387,192
<b>FUND BALANCE, beginning of year</b>	170,955	170,955	175,090	4,135
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 391,327	\$ 391,327

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL – PARKS SDC FUND**  
**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 1,180,344	\$ 1,180,344	\$ 70,319	\$ (1,110,025)
Interest revenue	9,000	9,000	46,481	37,481
<i>Total Revenues</i>	1,189,344	1,189,344	116,800	(1,072,544)
<b>EXPENDITURES</b>				
Contingency	2,828,288	2,233,971	-	2,233,971
<b>REVENUES OVER (UNDER) EXPENDITURES</b>				
	(1,638,944)	(1,044,627)	116,800	1,161,427
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(128,260)	(715,000)	(413,923)	301,077
<b>NET CHANGE IN FUND BALANCE</b>	(1,767,204)	(1,759,627)	(297,123)	1,462,504
<b>FUND BALANCE, beginning of year</b>	1,767,204	1,759,627	1,759,627	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 1,462,504	\$ 1,462,504



**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - BANCROFT BOND ASSESSMENT FUND**

**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Taxes and assessments	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Personal services	-	-	-	-
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-	-	-	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(26,928)	(26,928)	(26,927)	1
<b>NET CHANGE IN FUND BALANCE</b>	(26,928)	(26,928)	(26,927)	1
<b>FUND BALANCE, beginning of year</b>	26,928	26,928	26,927	(1)
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ -	\$ -

***BUDGETARY COMPARISON SCHEDULES  
ENTERPRISE FUNDS***

Pursuant to the provisions of Oregon Revised Statutes, an individual schedule of revenues, expenditures, and changes in fund balances – budget and actual be displayed for each fund where legally adopted budgets are required.

Enterprise Budgetary Comparison schedules include the following

- Water Operations
  - Water Fund
  - Fixed Asset – Water Fund
  
- Sanitary Sewer Operations
  - Sanitary Sewer Fund
  - Fixed Asset - Sanitary Sewer Fund
  
- Surface Water Management Operations
  - Surface Water Management Fund
  - Fixed Asset - Surface Water Management Fund

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**WATER OPERATIONS COMBINED**  
**YEAR ENDED JUNE 30, 2023**

	<u>Water</u>	<u>Fixed Asset - Water</u>	<u>Total Water Operations</u>
<b>REVENUES</b>			
Charges for services	\$ 3,359,129	\$ -	\$ 3,359,129
Licenses, permits and fees	790,155	302,845	1,093,000
Interest revenue	93,327	116,399	209,726
Miscellaneous revenue	7,230	-	7,230
	<hr/>	<hr/>	<hr/>
<i>Total Revenues</i>	4,249,841	419,244	4,669,085
<b>EXPENDITURES</b>			
Personnel services	108,300	-	108,300
Materials and services	2,122,235	-	2,122,235
Capital outlay	269,100	-	269,100
Debt service			
Principal	80,078	-	80,078
Interest	56,249	-	56,249
	<hr/>	<hr/>	<hr/>
<i>Total Expenses</i>	2,635,962	-	2,635,962
	<hr/>	<hr/>	<hr/>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	1,613,879	419,244	2,033,123
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	128,912	-	128,912
Transfers out	(816,275)	(128,912)	(945,187)
	<hr/>	<hr/>	<hr/>
<b>NET CHANGE IN FUND BALANCE</b>	926,516	290,332	1,216,848
<b>FUND BALANCE, beginning of year</b>	2,871,858	3,978,529	6,850,387
	<hr/>	<hr/>	<hr/>
<b>FUND BALANCE, end of year</b>	\$ 3,798,374	\$ 4,268,861	8,067,235
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>RECONCILIATION TO FUND NET POSITION - GAAP BASIS</b>			
Inventories			128,419
Capital assets, net			11,241,312
OPEB asset			1,846
Deferred outflows related to pensions			43,250
Deferred outflows related to OPEB			271
Long-term debt			(1,794,903)
Interest on long-term debt			(31,411)
Deferred inflows related to pensions			(32,092)
Deferred inflows related to OPEB			(3,622)
OPEB liability			(2,254)
Net pension liability			(93,093)
			<hr/>
<b>FUND NET POSITION</b>			\$ 17,524,958
			<hr/> <hr/>

**CITY OF CORNELIUS, OREGON****SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE****BUDGET AND ACTUAL - WATER FUND**

YEAR ENDED JUNE 30, 2023

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 3,469,000	\$ 3,469,000	\$ 3,359,129	\$ (109,871)
Licenses, permits and fees	8,537,573	1,364,590	790,155	(574,435)
Interest revenue	24,000	24,000	93,327	69,327
Miscellaneous revenue	-	-	7,230	7,230
<i>Total Revenues</i>	12,030,573	4,857,590	4,249,841	(607,749)
<b>EXPENDITURES</b>				
Water				
Personnel services	121,775	121,775	108,300	13,475
Materials and services	10,084,028	2,635,165	2,122,235	512,930
Capital outlay	703,000	984,880	269,100	715,780
<i>Total Water</i>	10,908,803	3,741,820	2,499,635	1,242,185
Debt service				
Principal	80,079	80,079	80,078	1
Interest	56,250	56,250	56,249	1
Contingency	4,430,575	3,890,564	-	3,890,564
<i>Total Expenditures</i>	15,475,707	7,768,713	2,635,962	5,132,751
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(3,445,134)	(2,911,123)	1,613,879	4,525,002
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	855,540	855,540	128,912	(726,628)
Transfers out	(816,275)	(816,275)	(816,275)	-
<i>Total Other Financing Sources (Uses)</i>	39,265	39,265	(687,363)	(726,628)
<b>NET CHANGE IN FUND BALANCE</b>	(3,405,869)	(2,871,858)	926,516	3,798,374
<b>FUND BALANCE, beginning of year</b>	3,405,869	2,871,858	2,871,858	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 3,798,374	\$ 3,798,374

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - FIXED ASSET – WATER FUND**

**YEAR ENDED JUNE 30, 2023**

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 626,971	\$ 626,971	\$ 302,845	\$ (324,126)
Interest revenue	14,400	14,400	116,399	101,999
<i>Total Revenues</i>	641,371	641,371	419,244	(222,127)
<b>EXPENDITURES</b>				
Contingency	3,598,719	3,764,360	-	3,764,360
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(855,540)	(855,540)	(128,912)	726,628
<b>NET CHANGE IN FUND BALANCE</b>	(3,812,888)	(3,978,529)	290,332	4,268,861
<b>FUND BALANCE, beginning of year</b>	3,812,888	3,978,529	3,978,529	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 4,268,861	\$ 4,268,861

**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**SANITARY SEWER OPERATIONS COMBINED**  
**YEAR ENDED JUNE 30, 2023**

	<u>Sanitary Sewer</u>	<u>Fixed Asset - Sanitary Sewer</u>	<u>Total Sanitary Sewer Operations</u>
<b>REVENUES</b>			
Charges for services	\$ 3,585,403	\$ -	\$ 3,585,403
Licenses, permits and fees	1,073,650	61,403	1,135,053
Interest revenue	48,271	44,192	92,463
Miscellaneous revenue	157	-	157
<i>Total Revenues</i>	4,707,481	105,595	4,813,076
<b>EXPENDITURES</b>			
Personnel services	236,144	-	236,144
Materials and services	3,622,919	-	3,622,919
Capital outlay	26,061	-	26,061
<i>Total Expenses</i>	3,885,124	-	3,885,124
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	822,357	105,595	927,952
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	55,308	-	55,308
Transfers out	(502,225)	-	(502,225)
<i>Total Other Financing Sources (Uses)</i>	(446,917)	-	(446,917)
<b>NET CHANGE IN FUND BALANCE</b>	375,440	105,595	481,035
<b>FUND BALANCE, beginning of year</b>	1,527,041	1,502,850	3,029,891
<b>FUND BALANCE, end of year</b>	<u>\$ 1,902,481</u>	<u>\$ 1,608,445</u>	3,510,926
<b>RECONCILIATION TO FUND NET POSITION - GAAP BASIS</b>			
Inventories			2,082
Capital assets, net			3,778,019
OPEB Asset			4,289
Deferred outflows related to pensions			100,563
Deferred outflows related to OPEB			12
Deferred inflows related to pensions			(74,618)
Deferred outflows related to OPEB			(7,267)
Net pension liability			(216,447)
OPEB liability			(5,243)
<b>FUND NET POSITION</b>			<u>\$ 7,092,316</u>

**CITY OF CORNELIUS, OREGON****SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE****BUDGET AND ACTUAL - SANITARY SEWER FUND**

YEAR ENDED JUNE 30, 2023

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 3,422,400	\$ 3,422,400	\$ 3,585,403	\$ 163,003
Licenses, permits and fees	1,606,440	1,606,440	1,073,650	(532,790)
Interest revenue	6,000	6,000	48,271	42,271
Miscellaneous	-	-	157	157
<i>Total Revenues</i>	5,034,840	5,034,840	4,707,481	(327,359)
<b>EXPENDITURES</b>				
Sanitary Sewer				
Personnel services	240,330	240,330	236,144	4,186
Materials and services	4,676,083	4,700,283	3,622,919	1,077,364
Capital outlay	371,000	405,800	26,061	379,739
<i>Total Sanitary Sewer</i>	5,287,413	5,346,413	3,885,124	1,461,289
Contingency	684,695	848,551	-	848,551
<i>Total Expenditures</i>	5,972,108	6,194,964	3,885,124	2,309,840
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(937,268)	(1,160,124)	822,357	1,982,481
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	135,308	135,308	55,308	(80,000)
Transfers out	(502,225)	(502,225)	(502,225)	-
<i>Total Other Financing Sources (Uses)</i>	(366,917)	(366,917)	(446,917)	(80,000)
<b>NET CHANGE IN FUND BALANCE</b>	(1,304,185)	(1,527,041)	375,440	1,902,481
<b>FUND BALANCE, beginning of year</b>	1,304,185	1,527,041	1,527,041	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 1,902,481	\$ 1,902,481

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - FIXED ASSET SANITARY SEWER FUND**

**YEAR ENDED JUNE 30, 2023**

	<b>Budget Amounts</b>		<b>Actual</b>	<b>Variance</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 61,248	\$ 61,248	\$ 61,403	\$ 155
Interest revenue	9,600	9,600	44,192	34,592
<i>Total Revenues</i>	70,848	70,848	105,595	34,747
<b>EXPENDITURES</b>				
Contingency	1,474,709	1,493,698	-	1,493,698
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(80,000)	(80,000)	-	80,000
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,483,861)</b>	<b>(1,502,850)</b>	<b>105,595</b>	<b>1,608,445</b>
<b>FUND BALANCE, beginning of year</b>	<b>1,483,861</b>	<b>1,502,850</b>	<b>1,502,850</b>	<b>-</b>
<b>FUND BALANCE, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,608,445</b>	<b>\$ 1,608,445</b>



**CITY OF CORNELIUS, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**SURFACE WATER MANAGEMENT OPERATIONS COMBINED**  
**YEAR ENDED JUNE 30, 2023**

	<u>Surface Water Management</u>	<u>Fixed Asset - Surface Water Management</u>	<u>Total Surface Water Operations</u>
<b>REVENUES</b>			
Charges for services	\$ 1,241,068	\$ -	\$ 1,241,068
Licenses, permits and fees	-	94,273	94,273
Interest revenue	48,900	41,976	90,876
Miscellaneous revenue	3,120	-	3,120
<i>Total Revenues</i>	<u>1,293,088</u>	<u>136,249</u>	<u>1,429,337</u>
<b>EXPENDITURES</b>			
Personnel services	151,399	-	151,399
Materials and services	349,930	-	349,930
Capital outlay	10,686	-	10,686
<i>Total Expenses</i>	<u>512,015</u>	<u>-</u>	<u>512,015</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	781,073	136,249	917,322
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	80,650	-	80,650
Transfers out	(516,192)	-	(516,192)
<i>Total Other Financing Sources (Uses)</i>	<u>(435,542)</u>	<u>-</u>	<u>(435,542)</u>
<b>NET CHANGE IN FUND BALANCE</b>	345,531	136,249	481,780
<b>FUND BALANCE, beginning of year</b>	<u>1,603,860</u>	<u>1,425,618</u>	<u>3,029,478</u>
<b>FUND BALANCE, end of year</b>	<u>\$ 1,949,391</u>	<u>\$ 1,561,867</u>	<u>3,511,258</u>
<b>RECONCILIATION TO FUND NET POSITION - GAAP BASIS</b>			
Inventories			746
Capital assets, net			1,666,745
OPEB asset			1,514
Deferred outflows related to pensions			35,502
Deferred outflows related to OPEB			812
Deferred inflows related to pensions			(26,343)
Deferred inflows related to OPEB			(5,304)
Net pension liability			(76,412)
OPEB liability			(1,850)
<b>FUND NET POSITION</b>			<u>\$ 5,106,668</u>

**CITY OF CORNELIUS, OREGON****SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE****BUDGET AND ACTUAL - SURFACE WATER MANAGEMENT FUND**

YEAR ENDED JUNE 30, 2023

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Charges for services	\$ 1,267,650	\$ 1,267,650	\$ 1,241,068	\$ (26,582)
Interest revenue	6,000	6,000	48,900	42,900
Miscellaneous	-	-	3,120	3,120
<i>Total Revenues</i>	<u>1,273,650</u>	<u>1,273,650</u>	<u>1,293,088</u>	<u>19,438</u>
<b>EXPENDITURES</b>				
Surface Water Management				
Personnel services	206,377	206,377	151,399	54,978
Materials and services	468,608	469,808	349,930	119,878
Capital outlay	261,000	295,800	10,686	285,114
<i>Total Surface Water Management</i>	<u>935,985</u>	<u>971,985</u>	<u>512,015</u>	<u>459,970</u>
Contingency	1,369,639	1,567,860	-	1,567,860
<i>Total Expenditures</i>	<u>2,305,624</u>	<u>2,539,845</u>	<u>512,015</u>	<u>2,027,830</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(1,031,974)	(1,266,195)	781,073	2,047,268
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	89,095	89,095	80,650	(8,445)
Transfers out	(516,192)	(516,192)	(516,192)	-
<i>Total Other Financing Sources (Uses)</i>	<u>(427,097)</u>	<u>(427,097)</u>	<u>(435,542)</u>	<u>(8,445)</u>
<b>NET CHANGE IN FUND BALANCE</b>	(1,459,071)	(1,693,292)	345,531	2,038,823
<b>FUND BALANCE, beginning of year</b>	<u>1,459,071</u>	<u>1,693,292</u>	<u>1,603,860</u>	<u>(89,432)</u>
<b>FUND BALANCE, end of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,949,391</u>	<u>\$ 1,949,391</u>

**CITY OF CORNELIUS, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

**BUDGET AND ACTUAL - FIXED ASSET SURFACE WATER MANAGEMENT FUND**

**YEAR ENDED JUNE 30, 2023**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 254,508	\$ 254,508	\$ 94,273	\$ (160,235)
Interest revenue	5,000	5,000	41,976	36,976
<i>Total Revenues</i>	259,508	259,508	136,249	(123,259)
<b>EXPENDITURES</b>				
Contingency	1,581,091	1,685,126	-	1,685,126
<b>NET CHANGE IN FUND BALANCE</b>	(1,321,583)	(1,425,618)	136,249	1,561,867
<b>FUND BALANCE, beginning of year</b>	1,321,583	1,425,618	1,425,618	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 1,561,867	\$ 1,561,867

***BUDGETARY COMPARISON SCHEDULES***  
***INTERNAL SERVICE FUND***

Pursuant to the provisions of Oregon Revised Statutes, an individual schedule of revenues, expenditures, and changes in fund balances – budget and actual be displayed for each fund where legally adopted budgets are required.

- Internal Service
  - Internal Service Fund
  - Internal Service Fund Schedule of Expenditures

**CITY OF CORNELIUS, OREGON***SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**BUDGET AND ACTUAL - INTERNAL SERVICE FUND**YEAR ENDED JUNE 30, 2023*

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
<b>REVENUES</b>				
Licenses, permits and fees	\$ 16,200	\$ 16,200	\$ 11,790	\$ (4,410)
Intergovernmental	33,106	33,106	45,920	12,814
Interest revenue	2,400	2,400	6,577	4,177
Miscellaneous revenue	20,000	20,000	18,154	(1,846)
<i>Total Revenues</i>	71,706	71,706	82,441	10,735
<b>EXPENDITURES</b>				
Support Services				
Administration	1,394,034	1,394,034	1,367,169	26,865
Public works - support	266,135	266,135	230,081	36,054
IT	67,000	67,000	48,271	18,729
Facilities	618,859	761,359	540,465	220,894
<i>Total Support Services</i>	2,346,028	2,488,528	2,185,986	302,542
Materials and services - non-departmental	3,000	3,000	2,966	34
Contingency	35,000	122,032	-	122,032
<i>Total Expenditures</i>	2,384,028	2,613,560	2,188,952	424,608
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(2,312,322)	(2,541,854)	(2,106,511)	435,343
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	2,046,027	2,171,027	2,046,027	(125,000)
<b>NET CHANGE IN FUND BALANCE</b>	(266,295)	(370,827)	(60,484)	310,343
<b>FUND BALANCE, beginning of year</b>	266,295	370,827	370,827	-
<b>FUND BALANCE, end of year</b>	\$ -	\$ -	\$ 310,343	\$ 310,343

***STATISTICAL SECTION***

## STATISTICAL SECTION

This part of the City of Cornelius' comprehensive annual financial report presents detailed information as a context for understanding the information in the financial statements, note disclosures, required supplementary information, and other supplementary information says about the City's overall financial health.

<u>Contents</u>	<u>Page</u>
<b>Financial Trends</b>	98
These schedules contain trend information to help the reader understand how the City's financial performance and well being have changed over time.	
<b>Revenue Capacity</b>	104
These schedules contain information to help the reader assess the city's most significant local revenue source, the property tax.	
<b>Debt Capacity</b>	113
These schedules present information to help the reader assess the affordability of the City's current level of outstanding debt and the City's ability to issue additional debt in the future.	
<b>Demographic and Economic Information</b>	119
These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.	
<b>Operating Information</b>	123
These schedules contain service and infrastructure data to help the reader understand how the City's financial report relates to the services the City provides and the activities it performs.	

**Sources:** Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

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***FINANCIAL TRENDS***

**CITY OF CORNELIUS, OREGON**  
**NET POSITION BY COMPONENT**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*

	Fiscal Year									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Governmental activities</b>										
Net investment in capital assets	\$ 32,475,589	\$ 34,559,585	\$ 34,766,088	\$ 34,694,739	\$ 36,732,532	\$ 40,949,025	\$ 41,822,406	\$ 42,742,441	\$ 43,142,070	\$ 43,670,950
Restricted	1,757,252	3,472,102	4,107,126	4,745,290	4,795,499	3,273,727	4,828,285	7,811,755	10,436,333	11,747,190
Unrestricted	1,749,887	1,315,791	385,034	345,556	106,272	127,900	(57,939)	(233,391)	980,095	3,130,651
<b>Total governmental activities net position</b>	<b>\$ 35,982,728</b>	<b>\$ 39,347,478</b>	<b>\$ 39,258,248</b>	<b>\$ 39,785,585</b>	<b>\$ 41,634,303</b>	<b>\$ 44,350,652</b>	<b>\$ 46,592,752</b>	<b>\$ 50,320,805</b>	<b>\$ 54,558,498</b>	<b>\$ 58,548,791</b>
<b>Business-type activities</b>										
Net investment in capital assets	\$ 5,596,357	\$ 5,301,626	\$ 6,283,538	\$ 7,336,978	\$ 7,596,120	\$ 8,396,847	\$ 11,308,799	\$ 14,255,011	\$ 14,831,335	\$ 14,891,173
Restricted*		2,097,139	2,042,263	2,074,586	2,045,615	2,632,356	3,500,247	5,609,048	6,909,581	7,439,162
Unrestricted*	6,484,232	4,449,941	4,966,457	5,017,001	5,912,476	6,980,795	7,164,160	5,018,429	5,872,001	7,482,143
<b>Total business-type activities net position</b>	<b>\$ 12,080,589</b>	<b>\$ 11,848,706</b>	<b>\$ 13,292,258</b>	<b>\$ 14,428,565</b>	<b>\$ 15,554,211</b>	<b>\$ 18,009,998</b>	<b>\$ 21,973,206</b>	<b>\$ 24,882,488</b>	<b>\$ 27,612,917</b>	<b>\$ 29,812,478</b>
<b>Primary government</b>										
Net investment in capital assets	\$ 38,071,946	\$ 39,861,211	\$ 41,049,626	\$ 42,031,717	\$ 44,328,652	\$ 49,345,872	\$ 53,171,205	\$ 56,997,452	\$ 57,973,405	\$ 58,562,123
Restricted	1,757,252	5,569,241	6,149,389	6,819,876	6,841,114	5,906,083	8,328,532	13,420,803	17,345,914	19,186,352
Unrestricted	8,234,119	5,765,732	5,351,491	5,362,557	6,018,748	7,108,695	7,106,221	4,785,038	6,852,096	10,612,794
<b>Total primary government net position</b>	<b>\$ 48,063,317</b>	<b>\$ 51,196,184</b>	<b>\$ 52,550,506</b>	<b>\$ 54,214,150</b>	<b>\$ 57,188,514</b>	<b>\$ 62,360,650</b>	<b>\$ 68,605,958</b>	<b>\$ 75,203,293</b>	<b>\$ 82,171,415</b>	<b>\$ 88,361,269</b>

Note: \*Business Type Activities was reclassified from prior years

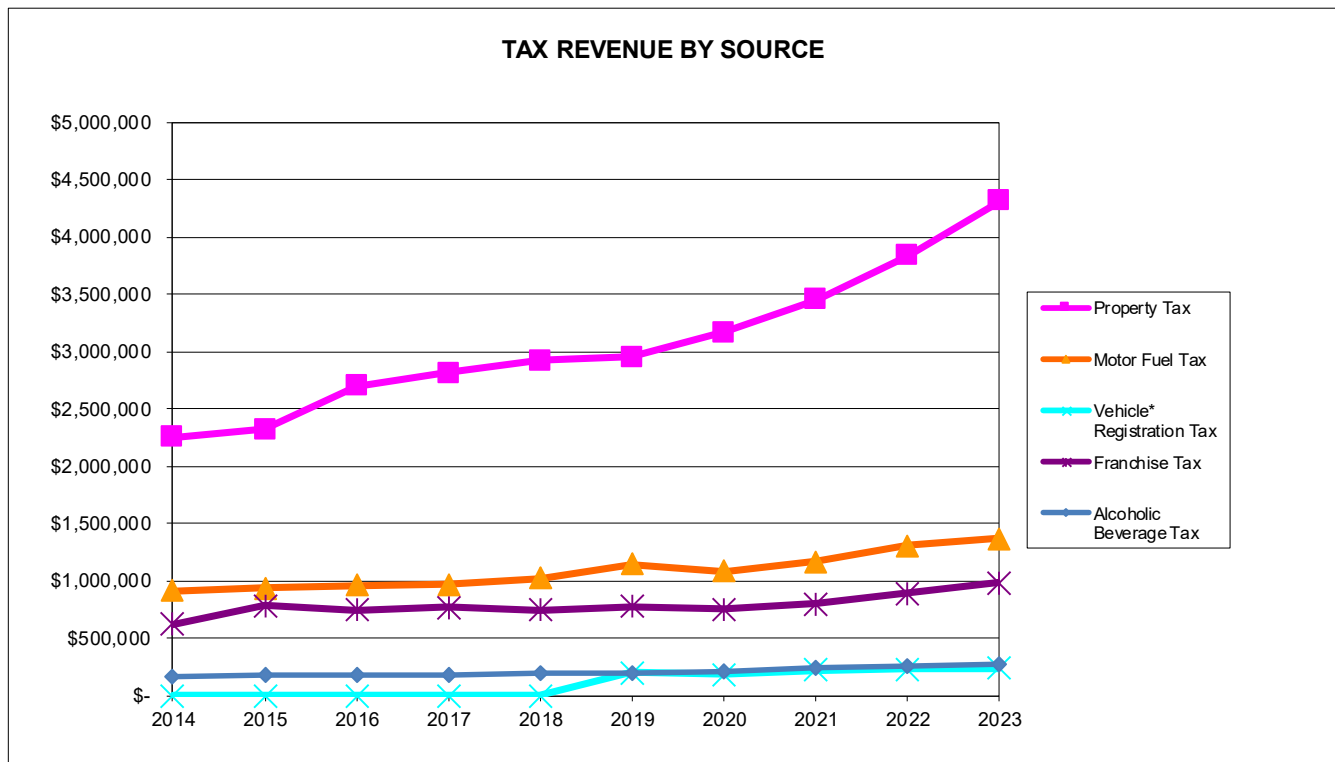
**CITY OF CORNELIUS, OREGON**  
**CHANGES IN NET POSITION**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*

Expenses	Fiscal Year									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Governmental activities:</b>										
General government	\$ 1,294,587	\$ 802,705	\$ 1,619,638	\$ 1,693,384	\$ 1,156,314	\$ 1,634,729	\$ 1,860,333	\$ 2,927,362	\$ 1,908,630	\$ 1,448,434
Public safety	3,072,017	3,027,540	4,145,025	3,736,012	3,879,121	3,990,024	4,089,750	4,083,790	4,403,695	4,823,745
Highways and streets	804,279	929,062	1,064,969	1,070,906	1,121,774	1,489,598	1,327,153	1,358,872	1,106,411	1,124,905
Culture and recreation	568,848	755,104	855,833	714,733	950,082	983,770	1,188,569	1,241,746	2,272,333	1,699,112
Interest on long-term debt	68,987	67,031	62,141	66,422	23,750	34,721	35,233	28,888	5,782	-
<b>Total governmental activities expenses</b>	<b>5,808,718</b>	<b>5,581,442</b>	<b>7,747,606</b>	<b>7,281,457</b>	<b>7,131,041</b>	<b>8,132,842</b>	<b>8,501,038</b>	<b>9,640,658</b>	<b>9,696,851</b>	<b>9,096,196</b>
<b>Business-type activities:</b>										
Water	1,545,986	2,067,833	1,423,348	1,457,059	1,893,797	2,752,516	4,175,870	5,076,155	4,152,516	3,249,662
Sewer	2,131,554	2,235,607	2,296,952	2,200,744	2,476,676	3,362,073	3,098,937	4,244,252	4,494,733	4,479,257
Storm Drain	443,081	604,990	733,401	724,646	821,348	845,612	947,019	996,172	844,922	1,012,076
<b>Total business-type activities expenses</b>	<b>4,120,621</b>	<b>4,908,430</b>	<b>4,453,701</b>	<b>4,382,449</b>	<b>5,191,821</b>	<b>6,960,201</b>	<b>8,221,826</b>	<b>10,316,579</b>	<b>9,492,171</b>	<b>8,740,995</b>
<b>Total primary government expenses</b>	<b>9,929,339</b>	<b>10,489,872</b>	<b>12,201,307</b>	<b>11,663,906</b>	<b>12,322,862</b>	<b>15,093,043</b>	<b>16,722,864</b>	<b>19,957,237</b>	<b>19,189,022</b>	<b>17,837,191</b>
<b>Program Revenues</b>										
<b>Governmental activities:</b>										
<b>Charges for services:</b>										
General government	319,308	929,300	781,537	1,017,062	1,039,607	1,680,490	1,848,554	2,839,399	2,570,328	1,914,118
Culture and recreation	21,477	17,884	36,286	11,838	7,751	6,858	5,941	2,848	2,744	3,866
Public Safety	317,646	94,510	76,367	74,410	283,807	263,428	272,761	270,919	292,512	270,505
Highways and Streets	190,412	200,566	211,149	1,560	1,560	1,560	1,300	1,560	1,560	1,560
Operating grants and contributions	473,660	600,934	268,672	274,051	248,841	348,426	209,473	529,954	1,508,315	1,529,743
Capital grants and contributions	2,245,014	2,870,808	716,391	699,500	1,418,652	1,695,899	1,988,439	3,176,132	2,515,050	1,086,670
<b>Total governmental activities program revenues</b>	<b>3,567,517</b>	<b>4,714,002</b>	<b>2,090,402</b>	<b>2,078,421</b>	<b>3,000,218</b>	<b>3,996,661</b>	<b>4,326,468</b>	<b>6,820,812</b>	<b>6,890,509</b>	<b>4,806,462</b>
<b>Business-type activities:</b>										
<b>Charges for services:</b>										
Water	2,031,432	2,319,854	2,467,815	2,635,554	2,709,059	3,848,979	3,904,729	5,543,214	4,822,224	4,149,284
Sewer	2,139,016	2,286,762	2,308,193	2,325,145	2,446,662	3,623,252	3,156,943	4,351,787	4,711,903	4,659,053
Storm Drain	821,226	904,457	913,831	961,531	966,323	1,010,731	1,072,681	1,108,948	1,207,726	1,241,068
Capital grants and contributions	-	-	-	-	79,056	655,667	3,802,181	2,079,320	1,371,412	458,521
<b>Total business-type activities program revenues</b>	<b>4,991,674</b>	<b>5,511,073</b>	<b>5,764,734</b>	<b>5,929,709</b>	<b>6,201,100</b>	<b>9,138,629</b>	<b>11,936,534</b>	<b>13,083,269</b>	<b>12,113,265</b>	<b>10,507,926</b>
<b>Total primary government program revenues</b>	<b>8,559,191</b>	<b>10,225,075</b>	<b>7,855,136</b>	<b>8,008,130</b>	<b>9,201,318</b>	<b>13,135,290</b>	<b>16,263,002</b>	<b>19,904,081</b>	<b>19,003,774</b>	<b>15,314,388</b>
<b>Net (expense)/revenue</b>										
Governmental activities	(2,241,201)	(867,440)	(5,657,204)	(5,203,036)	(4,130,823)	(4,136,181)	(4,174,570)	(2,819,846)	(2,806,342)	(4,289,734)
Business-type activities	871,053	602,643	1,311,033	1,547,260	1,009,279	2,178,428	3,714,708	2,766,690	2,621,094	1,766,931
<b>Total primary government net expense</b>	<b>(1,370,148)</b>	<b>(264,797)</b>	<b>(4,346,171)</b>	<b>(3,655,776)</b>	<b>(3,121,544)</b>	<b>(1,957,753)</b>	<b>(459,862)</b>	<b>(53,156)</b>	<b>(185,248)</b>	<b>(2,522,803)</b>
<b>General Revenues and Other Changes in Net Position</b>										
<b>Governmental activities:</b>										
<b>Taxes</b>										
Property taxes	2,247,586	2,316,868	2,694,055	2,814,006	2,915,750	2,950,213	3,167,024	3,447,650	3,833,005	4,319,132
Public Services taxes	1,394,095	1,324,126	1,411,647	1,462,532	1,645,994	2,138,944	2,253,772	2,423,004	2,584,498	2,716,534
Franchise taxes	620,716	784,607	742,384	762,605	462,889	476,314	461,428	468,263	510,801	587,483
Investment earnings	17,680	18,003	39,938	76,103	114,689	143,366	159,282	103,643	78,018	535,939
Miscellaneous	73,589	130,409	160,730	120,118	273,855	182,749	451,025	123,339	72,431	120,468
Gain (loss) on disposal of capital assets	-	-	-	-	3,640	22,278	6,318	-	6,082	29,526
Transfers	463,229	781,436	519,220	495,009	453,604	938,666	(82,179)	(18,000)	(40,800)	(29,055)
<b>Total governmental activities</b>	<b>4,816,895</b>	<b>5,355,449</b>	<b>5,567,974</b>	<b>5,730,373</b>	<b>5,870,421</b>	<b>6,852,530</b>	<b>6,416,670</b>	<b>6,547,899</b>	<b>7,044,035</b>	<b>8,280,027</b>
<b>Business-type activities:</b>										
Investment earnings	29,089	32,013	36,439	75,407	116,759	207,467	206,321	84,292	64,458	393,067
Miscellaneous	1,606	1,987	14,703	8,649	334,901	253,545	-	300	204	10,039
Gain (loss) on disposal of capital assets	-	323	-	-	25,321	5,013	-	-	3,873	469
Transfers	(463,229)	(781,436)	(519,220)	(495,009)	(453,604)	(938,666)	82,179	18,000	40,800	29,055
<b>Total business-type activities</b>	<b>(432,534)</b>	<b>(747,113)</b>	<b>(468,078)</b>	<b>(410,953)</b>	<b>23,377</b>	<b>277,359</b>	<b>288,500</b>	<b>102,592</b>	<b>109,335</b>	<b>432,630</b>
<b>Total primary government</b>	<b>4,384,361</b>	<b>4,608,336</b>	<b>5,099,896</b>	<b>5,319,420</b>	<b>5,893,798</b>	<b>7,129,889</b>	<b>6,705,170</b>	<b>6,650,491</b>	<b>7,153,370</b>	<b>8,712,657</b>
<b>Change in Net Position</b>										
Governmental activities	2,575,694	4,488,009	(89,230)	527,337	1,739,598	2,716,349	2,242,100	3,728,053	4,237,693	3,990,293
Business-type activities	438,519	(144,470)	842,955	1,136,307	1,032,656	2,455,787	4,003,208	2,869,282	2,730,429	2,199,561
<b>Total primary government</b>	<b>\$ 3,014,213</b>	<b>\$ 4,343,539</b>	<b>\$ 753,725</b>	<b>\$ 1,663,644</b>	<b>\$ 2,772,254</b>	<b>\$ 5,172,136</b>	<b>\$ 6,245,308</b>	<b>\$ 6,597,335</b>	<b>\$ 6,968,122</b>	<b>\$ 6,189,854</b>

**CITY OF CORNELIUS, OREGON**  
**GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*

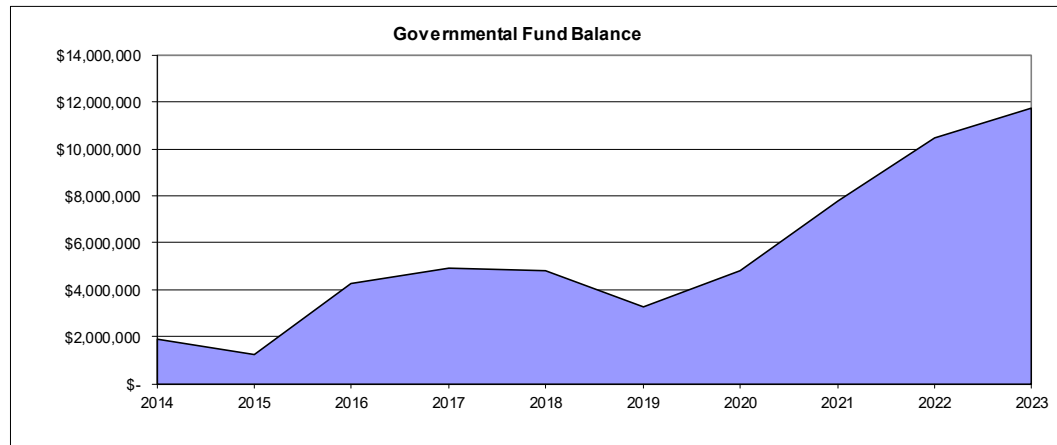
Fiscal Year	Property Tax	Motor Fuel Tax	Vehicle* Registration Tax	Franchise Tax	Alcoholic Beverage Tax	Total
2014	\$ 2,247,586	\$ 913,884	\$ -	\$ 620,716	\$ 166,884	\$ 3,949,070
2015	2,316,868	930,989	-	784,607	171,593	4,204,057
2016	2,694,055	958,274	-	742,384	170,980	4,565,693
2017	2,814,006	968,002	-	762,605	182,467	4,727,080
2018	2,915,750	1,021,405	-	744,266	189,963	4,871,384
2019	2,950,213	1,138,580	199,703	772,235	198,725	5,259,456
2020	3,167,024	1,078,780	179,835	753,180	211,770	5,390,589
2021	3,447,650	1,161,773	218,076	796,865	240,895	5,865,259
2022	3,833,005	1,301,416	225,157	888,099	246,346	6,494,023
2023	4,309,996	1,363,417	235,990	984,584	275,261	7,169,248

\*Vehicle Registration Tax is a new ly implemented tax that is collected by Washington County and distributed to Cities.



**CITY OF CORNELIUS, OREGON**  
**FUND BALANCE OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*

	Fiscal Year									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General fund										
Committed	\$ -	\$ 2,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned	410,250	626,228	1,078,219	1,425,297	1,612,529	1,792,509	2,124,757	3,001,015	4,376,519	6,629,453
<b>Total general fund</b>	<b>\$ 410,250</b>	<b>\$ 3,026,228</b>	<b>\$ 1,078,219</b>	<b>\$ 1,425,297</b>	<b>\$ 1,612,529</b>	<b>\$ 1,792,509</b>	<b>\$ 2,124,757</b>	<b>\$ 3,001,015</b>	<b>\$ 4,376,519</b>	<b>\$ 6,629,453</b>
All other governmental funds										
Restricted										
Street & roadside maint.	\$ 1,466,496	\$ 701,379	\$ 833,342	\$ 923,926	\$ 1,377,375	\$ 2,001,283	\$ 1,529,069	\$ 1,451,689	\$ 1,834,779	\$ 2,203,065
Community Development	-	-	-	-	-	-	-	52,136	175,090	391,327
911 operations system	410	-	-	-	-	-	-	-	-	-
Library Capital Projects	-	-	2,885,668	3,431,630	2,671,845	-	-	-	-	-
Debt Service payments	290,346	370,723	388,116	389,734	514,046	429,444	314,294	247,561	-	-
Capital Projects	126,703	145,216	182,378	184,303	232,233	843,000	2,984,922	6,060,369	8,426,464	9,152,798
Assigned										
Building and Engineering	1,536	1,131	1,137	1,149	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	26,928	-
<b>Total all other governmental funds</b>	<b>\$ 1,885,491</b>	<b>\$ 1,218,449</b>	<b>\$ 4,290,641</b>	<b>\$ 4,930,742</b>	<b>\$ 4,795,499</b>	<b>\$ 3,273,727</b>	<b>\$ 4,828,285</b>	<b>\$ 7,811,755</b>	<b>\$ 10,463,261</b>	<b>\$ 11,747,190</b>
<b>Total all funds</b>	<b>\$ 2,295,741</b>	<b>\$ 4,244,677</b>	<b>\$ 5,368,860</b>	<b>\$ 6,356,039</b>	<b>\$ 6,408,028</b>	<b>\$ 5,066,236</b>	<b>\$ 6,953,042</b>	<b>\$ 10,812,770</b>	<b>\$ 14,839,780</b>	<b>\$ 18,376,643</b>



**CITY OF CORNELIUS, OREGON**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Revenues</b>										
Taxes and assessments	\$ 2,459,670	\$ 2,564,839	\$ 2,847,947	\$ 2,962,564	\$ 3,013,524	\$ 3,128,666	\$ 3,250,345	\$ 3,570,689	\$ 3,886,815	\$ 4,309,995
Licenses and permits, fees	779,848	1,110,616	998,077	987,622	1,050,261	2,997,784	3,358,033	5,949,531	4,938,571	2,876,969
Intergovernmental	1,387,611	1,317,993	1,403,241	1,455,098	1,612,614	2,099,265	2,238,535	2,407,909	2,561,473	2,689,067
Franchise Fees	620,716	784,607	742,384	762,605	744,266	772,235	770,938	796,865	888,099	984,584
Fines	147,253	94,510	76,367	86,248	82,127	54,286	48,975	46,981	66,939	43,862
Investment earnings	16,997	17,546	39,341	74,641	108,715	128,770	120,555	79,078	75,974	530,309
Grants	2,708,056	3,471,742	942,321	870,686	1,168,626	409,236	101,185	507,277	1,476,289	1,499,112
Miscellaneous	65,394	123,721	182,082	209,278	661,262	388,388	552,292	148,832	82,310	113,979
<b>Total revenues</b>	<b>8,185,545</b>	<b>9,485,574</b>	<b>7,231,760</b>	<b>7,408,742</b>	<b>8,441,395</b>	<b>9,978,630</b>	<b>10,440,858</b>	<b>13,507,162</b>	<b>13,976,470</b>	<b>13,047,877</b>
<b>Expenditures</b>										
General government	569,752	612,886	622,413	1,431,030	771,170	1,071,243	1,178,917	1,846,024	2,643,748	1,314,023
Materials and services	-	-	-	-	-	-	-	-	-	20
Public safety	2,844,501	3,068,602	3,337,535	3,402,258	3,742,096	3,848,252	3,922,532	3,887,188	4,216,387	4,625,970
Highways and streets	656,789	651,172	664,771	899,992	788,298	1,072,082	876,406	887,885	808,940	794,819
Culture and recreation	502,721	717,491	567,292	651,945	897,038	927,621	1,121,275	1,157,786	1,371,942	1,473,255
Capital outlay	4,272,603	2,349,494	438,633	213,828	2,303,188	4,007,447	596,871	918,498	558,979	1,236,228
Debt service										
Bond Issuance Costs										
Principal	224,000	250,449	264,814	262,591	270,085	276,592	498,112	709,540	297,190	22,751
Interest	69,094	70,791	63,031	54,928	46,836	37,949	37,148	50,059	12,765	3,811
<b>Total expenditures</b>	<b>9,139,460</b>	<b>7,720,885</b>	<b>5,958,489</b>	<b>6,916,572</b>	<b>8,818,711</b>	<b>11,241,186</b>	<b>8,231,261</b>	<b>9,456,980</b>	<b>9,909,951</b>	<b>9,470,877</b>
Excess of revenues over (under) expenditures	(953,915)	1,764,689	1,273,271	492,170	(377,316)	(1,262,556)	2,209,597	4,050,182	4,066,519	3,577,000
<b>Other financing sources (uses)</b>										
Loan Proceeds	331,388	-	-	-	-	-	-	-	-	-
Transfers in	2,089,056	1,061,936	3,158,288	725,581	1,190,089	935,974	833,073	843,020	197,031	303,125
Transfers out	(2,199,065)	(877,689)	(3,307,376)	(230,572)	(943,534)	(1,324,972)	(1,162,032)	(1,033,474)	(237,831)	(372,142)
Proceeds from issuance of debt	-	-	-	-	-	309,769	-	-	-	-
Gain (loss) on sale of assets	-	-	-	-	-	-	6,168	-	1,291	28,881
<b>Total other financing sources (uses)</b>	<b>221,379</b>	<b>184,247</b>	<b>(149,088)</b>	<b>495,009</b>	<b>246,555</b>	<b>(79,229)</b>	<b>(322,791)</b>	<b>(190,454)</b>	<b>(39,509)</b>	<b>(40,136)</b>
<b>Net change in fund balances</b>	<b>\$ (732,536)</b>	<b>\$ 1,948,936</b>	<b>\$ 1,124,183</b>	<b>\$ 987,179</b>	<b>\$ (130,761)</b>	<b>\$ (1,341,785)</b>	<b>\$ 1,886,806</b>	<b>\$ 3,859,728</b>	<b>\$ 4,027,010</b>	<b>\$ 3,536,864</b>
Capital Asset additions (from reconciliation of governmental funds)	\$ 3,965,938	\$ 2,370,507	\$ 464,954	\$ 213,003	\$ 2,295,347	\$ 5,128,444	\$ 826,083	\$ 916,644	\$ 838,488	\$ 1,281,142
Debt service as a percentage of non-capital expenditures ((Debt/Other Exp)-Capital Additions)	5.7%	6.0%	6.0%	4.7%	4.9%	5.1%	7.2%	8.9%	3.4%	0.3%

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***REVENUE CAPACITY***



**CITY OF CORNELIUS, OREGON**  
**MARKET AND ASSESSED VALUE**  
**OF TAXABLE PROPERTY**  
**LAST TEN FISCAL YEARS**

Fiscal Year Ended June 30	Real Property			Personal Property			Manufactured Homes		
	Market Value	Measure 5	Assessed Value	Market Value	Measure 5	Assessed Value	Market Value	Measure 5	Assessed Value
2014	\$ 657,521,360	\$ 652,602,600	\$ 537,590,430	\$ 18,117,098	\$ 18,117,098	\$ 18,117,098	\$ 6,718,560	\$ 6,718,560	\$ 4,608,730
2015	734,768,920	729,846,720	556,014,570	18,082,282	18,082,282	18,082,282	7,251,510	7,251,510	4,902,860
2016	784,717,850	779,800,310	574,512,280	17,692,884	17,692,884	17,692,884	9,395,410	9,395,410	6,022,040
2017	890,735,470	886,135,980	599,799,590	20,280,741	20,280,741	20,280,741	11,067,760	11,067,760	6,887,590
2018	1,015,740,430	999,674,280	624,644,350	21,501,595	21,501,595	21,501,595	12,457,130	12,457,130	4,842,950
2019	1,107,172,870	1,087,860,350	642,405,080	21,580,904	21,580,904	21,580,904	15,779,350	15,779,350	4,705,650
2020	1,228,363,220	1,201,196,940	688,984,250	18,396,771	18,396,771	18,396,771	16,019,580	16,019,580	4,722,900
2021	1,409,700,480	1,290,006,940	732,189,860	22,335,397	21,114,337	20,678,711	16,326,710	15,995,430	4,947,350
2022	1,604,319,590	1,476,089,430	812,183,370	23,541,400	21,490,096	20,988,957	19,431,230	19,108,700	5,289,370
2023	2,009,748,840	1,871,995,150	906,703,850	22,641,720	20,758,468	20,245,409	20,630,580	20,274,220	5,475,430

**Source:** Washington County Assessment and Taxation

**Note:** In May, 1997 Oregon voters approved Measure 50 that revised the property tax system state-wide effective July 1, 1997. For property tax purposes, the measure changed a property's assessed valuation from real market value to a value for tax purposes. For FY 97-98, a property's assessed value for tax purposes will equal the property's market value as of July 1, 1995 less 10%. In addition, the maximum assessed value of a property was limited to a maximum of 3% growth per year.

**Definition:** Measure 5 value is the value used to calculate the Measure 5 limits. This value differs from Real Market Value for property that is assessed under a Special Assessment program (such as Farm and Forest property). For non-specially assessed property, Measure 5 Value is equal to Real Market Value (RMV). For specially assessed property, Measure 5 Value is the sum of the Real Market Value of the market portion of the account plus the Specially Assessed Value (SAV) of the specially assessed portion of the account.

**CITY OF CORNELIUS, OREGON**  
**MARKET AND ASSESSED VALUE**  
**OF TAXABLE PROPERTY (Continued)**  
**LAST TEN FISCAL YEARS**

Public Utilities			Total			Total Assessed Value to Total Market Value	Total Direct Tax Rate	Assessed Value Change
Market Value	Measure 5	Assessed Value	Market Value	Measure 5	Assessed Value	Market Value	Tax Rate	Value Change
\$ 19,552,328	\$ 19,552,328	\$ 17,766,690	\$ 701,909,346	\$ 696,990,586	\$ 578,082,948	82.4%	\$ 3.98	\$ 1.049
19,724,516	19,724,516	18,358,100	779,827,228	774,905,028	597,357,812	76.6%	3.98	1.033
22,178,690	22,178,690	19,534,900	833,984,834	829,067,294	617,762,104	74.1%	3.98	1.034
20,427,673	20,427,673	20,163,300	942,511,644	937,912,154	647,131,221	68.7%	4.47	1.048
23,053,441	23,053,441	22,646,200	1,072,752,596	1,056,686,446	673,635,095	62.8%	4.47	1.041
21,002,277	21,002,277	20,997,100	1,165,535,401	1,146,222,881	689,688,734	59.2%	4.47	1.024
22,700,206	22,700,206	22,691,900	1,285,479,777	1,258,313,497	734,795,821	57.2%	4.47	1.065
23,428,408	23,428,408	23,419,300	1,471,790,995	1,350,545,115	781,235,221	53.1%	4.47	1.063
22,677,559	22,677,559	22,666,900	1,669,969,779	1,539,365,785	861,128,597	51.6%	4.47	1.102
24,682,734	24,682,734	24,669,200	2,077,703,874	1,937,710,572	957,093,889	46.1%	0.00	1.111

**CITY OF CORNELIUS, OREGON**  
**OVERLAPPING DEBT SCHEDULE**  
**JUNE 30, 2023**

Overlapping Issuer Name	Real Market Valuation	Percent Overlapping	Overlapping	
			Gross Property-tax Backed Debt	Net Property-tax Backed Debt
BANKS FIRE DISTRICT 13	\$ -	0.00%	\$ -	\$ -
METRO	423,464,419,407	0.43%	3,595,412	3,549,188
NORTHWEST REGIONAL ESD	182,539,238,066	1.06%	152,981	144,355
PORT OF PORTLAND	464,610,214,940	0.41%	163,367	-
PORTLAND COMMUNITY COLLEGE	337,861,075,622	0.57%	4,078,818	3,819,355
TUALATIN VALLEY FIRE & RESCUE DISTRICT	135,354,398,270	0.01%	5,607	5,132
WASHINGTON COUNTY	145,221,596,117	1.33%	2,185,118	2,185,118
WASHINGTON COUNTY SD 13 (BANKS)	-	-	-	-
WASHINGTON CTY SD 15 (FOREST GROVE)	6,458,839,707	19.89%	29,857,679	29,857,679
WASHINGTON CTY SD 1J (HILLSBORO)	34,716,128,902	1.85%	9,222,013	9,222,013
<b>Totals: Overlapping Issuer Count: 11</b>			49,260,995	48,782,840

Net Property-tax Backed Debt of Subject Issuer is:	\$ 1,967,596	Ratio of Net Property-tax Backed Debt to Real Market Value is:	0.10%
Net Property-tax Backed Debt of Overlapping Issuers is:	<u>48,782,840</u>	Per Capita Net Property-tax Backed Debt is:	\$ 156
Total Net Property-tax Backed Debt of Subject Issuer and Overlapping Issuers is:	\$ 50,750,436	Ratio of Total Net Property-tax Backed Debt to Real Market Value is:	2.63%
<b>Cornelius Population</b>	12,635	Per Capita Total Net Property-tax Backed Debt is:	\$ 4,017
<b>Real Market Value of Subject Issuer is:</b>	\$ 1,927,541,223	<b>As of:</b>	7/1/2022
		<b>As of:</b>	7/1/2022

**Definition:** "Gross Property-tax Backed Debt" includes all General Obligation (GO) bonds and Full Faith & Credit bonds.  
**Definition:** "Net Property-tax Backed Debt" is Gross Property-tax Backed Debt less Self-supporting Unlimited-tax GO and less Self-supporting Full Faith & Credit debt. Appropriation Credits, Conduit Revenue Bonds, Dedicated Niche Obligations, Other, Revenue Bonds, and any other obligations issued for less than 13 months (E.g. Bond Anticipation Notes, Tax Anticipation Notes), lease purchase agreements and loans are NOT included in Property-tax backed calculations.

**Source:** State of Oregon, Debt Management Division

**CITY OF CORNELIUS, OREGON**  
**PROPERTY TAX RATES**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Overlapping Rates													
	City of Cornelius			County			School District Forest Grove			School District Hillsboro			Special Districts	Total Direct & Overlapping Rates
Operating Millage	Debt Service Millage	Total City Millage	Operating Millage	Debt Service Millage	Total City Millage	Operating Millage	Debt Service Millage	Total City Millage	Operating Millage	Debt Service Millage	Total City Millage			
2014	\$ 3.9836	-	\$ 3.9836	\$ 2.2484	\$ 0.1291	\$ 2.3775	\$ 4.9142	\$ 3.0345	\$ 7.9487	\$ 4.9749	\$ 1.3029	\$ 6.2778	-	\$ 20.588
2015	3.9836	-	3.984	2.2484	0.5900	2.8384	4.9142	2.8601	7.7743	4.9749	0.9640	5.939	-	20.535
2016	3.9836	-	3.984	2.2484	0.5900	2.8384	4.9142	2.8601	7.7743	4.9749	0.9640	5.939	-	20.535
2017	4.4706	-	4.471	2.2484	0.0709	2.3193	4.9142	1.6921	6.6063	4.9749	0.8856	5.861	-	19.257
2018	4.4706	-	4.471	2.2484	0.0700	2.3184	4.9142	1.6736	6.5878	4.9749	0.8647	5.840	-	19.216
2019	4.4706	-	4.471	2.2484	0.0699	2.3183	4.9142	1.617	6.5312	4.9749	1.2417	6.217	-	19.537
2020	4.4706	-	4.471	2.2484	0.0691	2.3175	4.9142	1.3138	6.2280	4.9749	1.2930	6.268	-	19.284
2021	4.4706	-	4.471	2.2484	0.0674	2.3158	4.9142	1.2983	6.2125	4.9749	1.3646	6.340	-	19.338
2022	4.4706	-	4.471	2.9384	0.0675	3.0059	4.9142	2.1725	7.0867	4.9749	2.1321	7.107	-	21.670
2023	4.4706	-	4.471	2.9384	0.0665	3.0049	4.9142	1.9075	6.8217	4.9749	1.9920	6.967	-	21.264

Source: Washington County Assessment and Taxation Department

**CITY OF CORNELIUS, OREGON**  
**PRINCIPAL PROPERTY TAXPAYERS**  
**LAST TEN FISCAL YEARS**

Taxpayer	2013-2014		2014-2015		2015-2016		2016-2017*		2017-2018						
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value			
WAL-MART STORES INC	\$ 20,575,816	1	3.73%	\$ 20,704,477	1	3.58%	\$ 20,930,826	1	3.62%	\$ 20,930,826	1	3.62%	\$ 21,601,535	1	3.21%
TOM MOYER THEATERS	16,995,670	2	3.08%	17,369,310	2	3.00%	17,860,390	2	3.09%	17,860,390	2	3.09%	16,196,640	2	2.40%
LAURELWOOD DEVELOPMENT LLC													5,443,380	6	0.81%
PORTLAND GENERAL ELECTRIC	8,055,000	4	1.46%	6,925,000	4	1.20%	6,708,000	4	1.16%	6,708,000	4	1.16%	10,111,000	3	1.50%
RCI PROPERTIES 495 LLC															
NORTHWEST NATURAL GAS CO	3,315,900	9	0.60%	3,339,000	9	0.58%	3,599,600	9	0.62%	3,599,600	9	0.62%	4,044,000	12	0.60%
SHELDON MANUFACTURING INC	4,919,890	5	0.89%	4,578,670	5	0.79%	4,583,020	5	0.79%	4,583,020	5	0.79%	5,747,510	5	0.85%
CORNELIUS SELF STORAGE LLC															
CPI FOREST HILLS OWNER LLC	3,768,730	6	0.68%	3,881,820	6	0.67%	3,998,260	6	0.69%	3,998,260	6	0.69%	4,364,810	10	0.65%
ALL CROP INC	1,920,657	19	0.35%	1,953,713	20	0.34%	3,354,430	11	0.58%	3,354,430	11	0.58%	3,665,470	14	0.54%
COASTAL FARM REAL ESTATE INC	3,350,392	8	0.61%	3,414,870	8	0.59%	3,489,870	10	0.60%	3,489,870	10	0.60%	3,883,883	13	0.58%
FRED MEYER STORES INC	3,170,500	11	0.58%	3,435,400	11	0.59%	2,582,476	14	0.45%	2,582,476	14	0.45%			
CORNELIUS CINEMAS 2 LLC	2,287,180	15	0.42%	2,355,780	15	0.41%	2,504,110	15	0.43%	2,504,110	15	0.43%	5,388,966	7	0.80%
CORNELIUS GATEWAY LLC	2,260,970	17	0.41%	2,297,080	17	0.40%	2,343,020	18	0.41%	2,343,020	18	0.41%	2,867,970	18	0.43%
SMOKETREE MHC LLC	2,559,330	13	0.46%	2,633,790	13	0.46%	2,697,280	13	0.47%	2,697,280	13	0.47%	2,921,210	16	0.43%
COUNTRY MEADOW ESTATES APARTMENTS LLC															
HANK'S PROPERTIES LLC	2,922,470	12	0.53%	2,926,060	12	0.51%	2,984,580	12	0.52%	2,984,580	12	0.52%	3,166,330	15	0.47%
JBK PROPERTIES MGMT	2,235,740	16	0.41%	2,302,800	16	0.40%	2,371,870	17	0.41%	2,371,870	17	0.41%	2,591,760	20	0.38%
NORTHWEST FIBER LLC															
LENNAR NORTHWEST INC															
KEN LEAHY CONSTRUCTION INC															
LW THA LLC															
LW HOFII LLC															
JSTT INC	8,210,030	3	1.49%	8,598,140	3	1.49%	8,538,240	3	1.48%	8,538,240	3	1.48%	8,473,870	4	1.26%
RICHMOND AMERICAN HOMES															
ROBERT MOREY							2,029,370	20	0.35%	2,029,370	20	0.35%	2,651,400	19	0.39%
FARM CREDIT LEASING													3,123,794	17	0.46%
SCHRAGER LIVING TRUST															
COMCAST CORPORATION	3,170,500	10	0.58%	3,435,400	7	0.59%	3,864,600	7	0.67%	3,864,600	7	0.67%	4,515,000	8	0.67%
MAG LLC													1,491,183	9	0.22%
HAZELNUT GROWERS OF OREGON	3,586,980	7	0.65%	3,395,640	10	0.59%	3,881,550	8	0.67%	3,881,550	8	0.67%	4,500,790	11	0.67%
FRONTIER COMMUNICATIONS	2,558,000	14	0.46%	2,552,000	14	0.44%	2,479,000	16	0.43%	2,479,000	16	0.43%			
CAPLACO TWELVE INC	1,954,260	18	0.35%	2,012,880	19	0.35%	2,073,260	19	0.36%	2,073,260	19	0.36%			
STERLING SAVINGS BANK				504,750	18	0.09%									
CASTRO, RICHARD TR	1,826,740	20	0.33%												
<b>Totals</b>	<b>\$ 99,644,755</b>		<b>18.08%</b>	<b>\$ 98,616,580</b>		<b>17.06%</b>	<b>\$ 102,873,752</b>		<b>17.80%</b>	<b>\$ 102,873,752</b>		<b>17.80%</b>	<b>\$ 116,750,501</b>		<b>17.33%</b>

Source: Washington County Assessment and Taxation

\*Note: 2015-2016 data (current data not available from the County at time of printing ACFR)

**CITY OF CORNELIUS, OREGON**  
**PRINCIPAL PROPERTY TAXPAYERS (Continued)**  
**LAST TEN FISCAL YEARS**

2018-2019			2019-2020			2020-2021			2021-2022			2022-2023		
Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
\$ 22,112,664	1	3.21%	\$ 22,433,823	1	3.05%	\$ 23,588,612	1	3.02%	\$ 24,096,326	1	2.80%	\$ 21,857,846	1	2.28%
16,682,520	2	2.42%	17,182,970	2	2.34%	17,698,430	2	2.27%	17,559,820	3	2.04%	17,321,240	2	1.81%
6,756,530	5	0.98%	9,516,350	4	1.30%	8,721,670	4	1.12%	18,265,310	2	2.12%	10,810,390	3	1.13%
10,700,000	3	1.55%	11,643,000	3	1.58%	11,218,000	3	1.44%	9,600,000	4	1.11%	10,141,000	4	1.06%
						7,119,960	5	0.91%			0.85%	1,928,710	5	0.20%
4,343,000	8	0.63%	4,838,000	7	0.66%	5,871,000	6	0.75%	7,333,540	5	0.78%	7,553,520	6	0.79%
4,658,750	7	0.68%	4,471,700	9	0.61%	4,657,890	8	0.60%	6,730,000	6	0.52%	7,505,000	7	0.78%
			2,399,160	19	0.33%	3,867,650	11	0.50%	4,496,860	8	0.46%	6,124,350	8	0.64%
4,491,240	6	0.65%	4,625,640	8	0.63%	4,765,500	7	0.61%	3,983,670	11	0.58%	5,522,050	9	0.58%
3,775,430	10	0.55%	3,888,690	11	0.53%	4,005,350	9	0.51%	4,984,340	7	0.48%	5,161,600	10	0.54%
									4,125,510	10	0.48%	4,249,270	11	0.44%
3,964,637	9	0.57%	4,048,882	10	0.55%	3,779,520	12	0.48%	3,892,900	12	0.45%	4,009,680	12	0.42%
2,461,688	19	0.36%	2,464,685	20	0.34%	3,567,950	13	0.46%	3,642,027	13	0.42%	3,577,224	13	0.37%
3,456,861	11	0.50%	3,539,661	12	0.48%	3,390,050	15	0.43%	3,457,850	14	0.40%	3,734,480	14	0.39%
2,954,000	13	0.43%	3,110,480	14	0.42%	3,203,790	17	0.41%	3,299,900	15	0.38%	3,398,890	15	0.36%
3,008,840	12	0.44%	3,099,100	15	0.42%	3,192,060	18	0.41%	3,287,820	16	0.38%	3,386,440	16	0.35%
						2,897,240	19	0.37%	2,984,140	17	0.35%	3,073,660	17	0.32%
2,691,970	17	0.39%	2,772,720	17	0.38%	2,855,900	20	0.37%	2,941,570	18	0.34%	3,029,810	18	0.32%
2,669,500	18	0.39%	2,749,570	18	0.37%				2,916,980	19	0.34%	3,004,480	19	0.31%
						3,469,320	14	0.44%	4,254,440	9	0.49%	2,670,500	20	0.28%
2,904,786	14	0.42%	2,904,786		0.40%				2,623,779	20	0.30%			
			10,865,330	5	1.48%	3,827,630	10	0.49%						
8,424,430	4	1.22%	8,033,070	6	1.09%	3,228,500	16	0.41%						
			3,346,420	13	0.46%									
2,730,940	16	0.40%	2,812,860	16	0.38%									
2,966,055	15	0.43%	2,966,055		0.40%									
2,333,450	20	0.34%	2,333,450		0.32%									
<hr/>			<hr/>			<hr/>			<hr/>			<hr/>		
\$ 114,087,291		16.54%	\$ 136,046,402		18.51%	\$ 124,926,022		15.99%	\$ 134,476,782		15.62%	\$ 128,060,140		13.38%

**CITY OF CORNELIUS, OREGON**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN FISCAL YEARS**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>BALANCE</b>										
Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior	101,317	105,868	101,481	117,228	129,455	131,538	49,373	53,888	53,767	52,844
	101,317	105,868	101,481	117,228	129,455	131,538	49,373	53,888	53,767	52,844
<b>LEVY</b>										
Current	2,311,677	2,382,960	2,764,901	2,895,815	3,020,663	3,084,656	3,292,775	3,492,556	3,806,980	4,237,726
Prior	-	-	(28)	54	365	(401)	-	-	-	-
	2,311,677	2,382,960	2,764,873	2,895,869	3,021,028	3,084,255	3,292,775	3,492,556	3,806,980	4,237,726
<b>ADJUSTMENTS</b>										
Current	(6,314)	(2,324)	(2,691)	(7,049)	(22,997)	(8,663)	(10,926)	(8,966)	(7,509)	(22,193)
Prior	(1,170)	(6,687)	(1,075)	(4,200)	(2,837)	(38,991)	(1,545)	(246)	5,112	2,539
	(7,484)	(9,011)	(3,766)	(11,248)	(25,834)	(47,654)	(12,471)	(9,212)	(2,396)	(19,654)
<b>NET INTEREST (Discounts)</b>										
Current	(60,288)	(62,447)	(74,234)	(77,178)	(81,918)	(83,884)	(88,561)	(94,044)	(104,503)	(115,162)
Prior	5,514	5,177	5,265	3,958	3,830	2,494	3,340	2,836	2,966	2,633
	(54,775)	(57,270)	(68,969)	(73,221)	(78,089)	(81,390)	(85,221)	(91,208)	(101,537)	(112,529)
<b>COLLECTIONS</b>										
Current	2,199,225	2,278,007	2,642,372	2,764,443	2,884,152	2,961,045	3,159,047	3,355,386	3,661,477	4,061,878
Prior	45,642	43,060	34,019	34,730	30,870	76,331	31,520	36,870	42,493	37,173
	2,244,867	2,321,067	2,676,391	2,799,173	2,915,023	3,037,376	3,190,567	3,392,256	3,703,970	4,099,051
<b>BALANCES end of FY</b>										
Current	45,850	40,182	45,604	47,145	31,595	31,065	34,240	34,160	33,491	38,493
Prior	60,019	61,299	71,624	82,310	99,942	18,309	19,648	19,608	19,353	20,843
	\$ 105,868	\$ 101,481	\$ 117,228	\$ 129,455	\$ 131,538	\$ 49,373	\$ 53,888	\$ 53,767	\$ 52,844	\$ 59,336

**Notes:**

Fiscal Year runs from July 1st to June 30th

**Source:** Washington County Assessment and Taxation

**CITY OF CORNELIUS, OREGON**  
**PROPERTY TAX LEVIES AND COLLECTIONS TO DATE**  
**LAST TEN FISCAL YEARS**

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Tax Year Ended December 31	<u>Collected within the Fiscal Year of the Levy</u>				<u>Total Collections to Date</u>			
	Total Tax Levy for Fiscal Year	Amount	Percentage of Levy	Collections in subsequent years	Amount	Percentage of Levy		
2014	\$ 2,311,677	\$ 2,199,225	95.1%	\$ 48,153	\$ 2,247,378	97.2%		
2015	2,382,960	2,278,007	95.6%	39,860	2,317,867	97.3%		
2016	2,764,901	2,642,372	95.6%	37,291	2,679,663	96.9%		
2017	2,895,815	2,764,443	95.5%	35,591	2,800,034	96.7%		
2018	3,020,663	2,884,152	95.5%	39,516	2,923,668	96.8%		
2019	3,084,656	2,961,045	96.0%	32,480	2,993,525	97.0%		
2020	3,292,775	3,159,047	95.9%	32,113	3,191,160	96.9%		
2021	3,492,556	3,355,386	96.1%	26,454	3,381,840	96.8%		
2022	3,806,980	3,661,477	96.2%	-	3,661,477	96.2%		
2023	4,237,726	4,061,878	95.9%	-	4,061,878	95.9%		

**Source:** Washington County Assessment and Taxation



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***DEBT CAPACITY***

**CITY OF CORNELIUS, OREGON**  
**RATIOS OF OUTSTANDING DEBT BY TYPE**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Governmental Activities				Business - Type Activities				Total			
	General Obligation Bonds	Special Assessment Bonds	Capital Leases	Other Notes	Revenue Bonds Series 2000	Special Assessment Bonds	Capital Leases	Other Notes*	Total Primary Government	Percentage of Personal Income	Per Capita	Population
2014	\$ -	\$ 2,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,613	\$ 2,059,613	N/A	\$ 173	11,915
2015	-	1,793,000	312,939	-	-	-	-	678,549	2,784,488	N/A	229	12,161
2016	-	1,555,000	286,125	-	-	-	-	1,153,818	2,994,943	N/A	246	12,161
2017	-	1,312,000	266,534	-	-	-	-	1,824,369	3,402,903	N/A	280	12,161
2018	-	1,062,000	246,449	-	-	-	-	2,753,957	4,062,406	N/A	334	12,161
2019	-	806,000	225,857	633,896	-	-	-	2,028,208	3,693,961	N/A	304	12,161
2020	-	544,000	204,745	418,896	-	-	-	2,028,208	3,195,849	N/A	261	12,225
2021	-	275,000	183,100	-	-	-	-	1,952,727	2,410,827	N/A	191	12,635
2022	-	-	160,909	-	-	-	-	1,874,981	2,035,890	N/A	151	13,498
2023	-	-	138,158	-	-	-	-	1,794,902	1,933,060	N/A	134	14,389

**Note:**

Details regarding the Cities outstanding debt can be found in the Notes to the Basic Financial Statements

\*Business Type Activities Notes - Business Oregon Aquifer Storage and Recovery Loan

N/A - Not Available

**CITY OF CORNELIUS, OREGON**  
**RATIOS OF GENERAL BONDED DEBT OUTSTANDING**  
**LAST TEN FISCAL YEARS**

---

Fiscal Year	General		Less: Amounts		Total	Percentage of Actual			Assessed Value (2)			
	Obligation	Bonds	Available in	Debt Service		Property	Per Capita	Population (1)				
2014	\$	-	\$	-	\$	-	0.00%	\$	-	12,161	\$	578,082,948
2015		-		-		-	0.00%		-	12,161		597,357,812
2016		-		-		-	0.00%		-	12,161		617,762,104
2017		-		-		-	0.00%		-	12,161		647,131,221
2018		-		-		-	0.00%		-	12,161		673,635,095
2019		-		-		-	0.00%		-	12,161		689,688,734
2020		-		-		-	0.00%		-	12,225		734,795,821
2021		-		-		-	0.00%		-	12,635		781,235,221
2022		-		-		-	0.00%		-	13,498		861,128,597
2023		-		-		-	0.00%		-	14,389		957,093,889

**Sources:**

(1) United States Census

(2) Washington County Assessment and Taxation

N/A - Not Available

**CITY OF CORNELIUS, OREGON**  
**REVENUE BACKED DEBT**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Public Works Facility Revenue Bond			Debt Service		
	Utility Charges	Less: Operating Expenses	Net Available Revenue	Principal	Interest	Coverage
2014	\$ 14,594,253	\$ 9,047,773	\$ 5,546,480	\$ -	\$ -	\$ -
2015	12,220,246	6,521,394	5,698,852	-	-	-

Fiscal Year	Aquifer Storage & Recovery Loan			Debt Service		
	Utility (Water) Charges	Less: Operating Expenses	Net Available Revenue	Principal	Interest	Coverage
2016	\$ 5,352,679	\$ 2,272,365	\$ 3,080,314	\$ -	\$ -	-
2017	6,412,648	2,806,652	3,605,996	-	-	-
2018	7,607,659	3,165,458	4,442,202	-	-	-
2019	9,042,976	3,759,631	5,283,345	-	-	-
2020	8,277,204	3,098,161	5,179,042	-	145,663	35.55
2021	8,344,128	5,533,523	2,810,605	75,481	60,846	20.62
2022	6,172,962	3,301,104	2,871,858	77,746	58,582	21.07
2023	7,250,612	3,452,239	3,798,373	80,078	56,249	27.86

**Note:**

Details regarding the Cities outstanding debt can be found in the Notes to the Basic Financial Statements

Utility charges include all revenue from the Water, Sewer, Storm, and Street funds.

Operating expenses do not include depreciation.

FY2013 - The Debt Service for the Public Works Facility was paid in full

FY2016 - A new Capital project began - Aquifer Storage and Recovery. Debt repayment started in FY2020.

**CITY OF CORNELIUS, OREGON**

**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

**JUNE 30, 2023**

<b>Governmental Unit</b>	<b>Debt Outstanding</b>	<b>Estimated Percentage Applicable</b>	<b>Estimated Share of Direct and Overlapping Debt</b>
<b><i>Debt repaid with property taxes</i></b>			
Banks Fire District 13	\$ -	0.00%	\$ -
Metro	833,428,920	0.43%	3,595,412
Portland Community College	714,955,000	0.57%	4,078,818
Tualatin Valley Fire & Rescue District	60,945,000	0.01%	5,607
Washington County	164,628,758	1.33%	2,185,118
Washington County SD 13 (Banks)	-	0.00%	-
Washington County SD 15 (Forest Grove)	150,138,930	19.89%	29,857,679
Washington County SD 1J (Hillsboro)	497,841,362	1.85%	9,222,013
<b><i>Other debt</i></b>			
Metro	\$ -		\$ -
Northwest Regional ESD	14,486,819	1.06%	152,981
Port of Portland	39,375,000	0.41%	163,367
<b>Subtotal, overlapping debt</b>	<b>\$ 2,475,799,789</b>		<b>49,260,995</b>
<b>City direct debt</b>			<b>138,158</b>
<b>Total direct and overlapping debt</b>			<b>\$ 49,399,153</b>

Source: State of Oregon, Debt Management Division

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. The State of Oregon provided overlapping debt data on real market valuation of properties for each jurisdiction.

**CITY OF CORNELIUS, OREGON**  
**LEGAL DEBT MARGIN INFORMATION**  
**LAST TEN FISCAL YEARS**

---

True Cash Value (1)	\$ 1,669,969,779
	<u>                    x 3%</u>
General Obligation Debt Limit (2)	50,099,093
Gross bonded debt subject to limitation	-
Legal debt margin available for future indebtedness	\$ 50,099,093
Total net debt applicable to the limit as a percentage of debt limit	0.00%

Fiscal Year	True Cash Value	Debt Limit	Total debt applicable to limit	Legal Debt Margin	Total net debt applicable to the limit as a percentage of the debt limit
2014	\$ 701,909,346	\$ 21,057,280	\$ -	\$ 21,057,280	0.00%
2015	779,827,228	23,394,817	-	23,394,817	0.00%
2016	833,984,834	25,019,545	-	25,019,545	0.00%
2017	942,511,644	28,275,349	-	28,275,349	0.00%
2018	1,072,752,596	32,182,578	-	32,182,578	0.00%
2019	1,165,535,401	34,966,062	-	34,966,062	0.00%
2020	1,285,479,777	38,564,393	-	38,564,393	0.00%
2021	1,471,790,995	44,153,730	-	44,153,730	0.00%
2022	1,669,969,779	50,099,093	-	50,099,093	0.00%
2023	2,077,703,874	62,331,116	-	62,331,116	0.00%

**Sources:**

(1) From Washington County Assessment and Taxation

(2) ORS 257.004 provides a debt limit of 3% of the true cash value of all taxable property within the City boundaries

***DEMOGRAPHIC AND ECONOMIC INFORMATION***



**CITY OF CORNELIUS, OREGON**  
 DEMOGRAPHIC AND ECONOMIC STATISTICS  
 LAST TEN FISCAL YEARS

---

Fiscal Year	Population (1)	Median Household Income (1)	Persons below poverty level (1)	Unemployment Rate Washington County (2)
2014	12,161	\$ 50,977	19.4%	5.7%
2015	12,161	50,799	13.1%	5.3%
2016	12,161	55,203	12.6%	5.2%
2017	12,161	54,390	9.9%	3.7%
2018	12,161	58,420	10.0%	3.5%
2019	12,161	60,766	10.0%	3.3%
2020	12,225	62,786	10.1%	6.7%
2021	12,635	67,207	6.7%	4.1%
2022	13,498	72,788	9.8%	3.3%
2023	14,389	72,917	10.4%	3.1%

**Notes:**

N/A - Not Available

**Sources:**

- (1) United States Census Bureau
- (2) Oregon State Employment Division

**CITY OF CORNELIUS, OREGON**  
**PRINCIPAL EMPLOYERS**  
**CURRENT YEAR AND NINE YEARS AGO**

Employer	2014			2023		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Walmart Superstore	294	1	16.60%	308	1	12.29%
Fred Meyer	231	2	13.04%	263	2	10.49%
Sheldon Manufacturing	120	3	6.78%	111	3	4.43%
Forest Grove School District	94	4	5.31%	94	4	3.75%
Virginia Garcia	64	5		79	5	3.15%
Pavement Maintenance Inc				67	6	2.67%
Edwards Vacuum LLC				62	7	2.47%
City of Cornelius	51	6	2.88%	47	9	1.87%
Coastal Farm and Ranch				46	8	1.83%
Truss Components				41	10	1.64%
Burger King	35	9	1.98%			
Hazelnut Growers of Oregon	45	7	2.54%			
Summit Foods	36	8				
Squires Electronics	34	10	1.92%			
<b>Totals</b>	<b>1,004</b>		<b>51.04%</b>	<b>1118</b>		<b>44.60%</b>
Total FT Employees 2014	1173			Total FT Employees 2023		1843
Total Part Time Employees	598			Total Part Time Employees		664
Total Employees	1771			Total Employees		2507

**Source:**  
City Business licenses

**CITY OF CORNELIUS, OREGON**  
**FULL-TIME EQUIVALENT CITY GOVERNMENT**  
**EMPLOYEES BY FUNCTION**  
**LAST TEN FISCAL YEARS**

**Full-time Equivalent Employees as of December 31**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Function</b>										
General Government	11	12	12	12	12	12	12.5	12.5	13.5	12.5
Public Safety										
Police										
Officers*	15	-	-	-	-	-	-	-	-	-
Fire										
Firefighters and officers	5	5	7	7	7	7	6	6	6	7
Highways and streets										
Engineering	3	3	3	3	3	3	3	3	3	3
Maintenance	5	5	5	5	5	5	6	6	6	6
Sanitation	-	-	-	-	-	-	-	-	-	-
Culture and recreation	6	6	7	7	7	7	10	10.5	10.5	13.5
Water	1	1	1	1	1	1	1	1	1	1
Sewer	1	1	1	1	1	2	2	2	2	2
Surfacewater	2	2	2	2	2	2	2	2	2	2
Electric	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>49</b>	<b>35</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>42.5</b>	<b>43</b>	<b>44</b>	<b>47</b>

Source: City Administration Department

Note:

\*Police Services are contracted beginning FY2015

***OPERATING INFORMATION***

**CITY OF CORNELIUS, OREGON**  
**OPERATING INDICATORS BY FUNCTION**  
**LAST TEN FISCAL YEARS**

Function	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Police*</b>										
Physical arrests	661	490	473	429	654	562	427	449	492	444
Parking violations	39	20	59	16	160	93	168	142	99	66
Traffic violations	2,448	1,134	1,001	1,390	968	859	645	385	609	630
<b>Fire</b>										
Number of calls answered	1,183	1,383	1,916	1,984	1,960	1,875	1,983	2,127	2,399	2,568
Inspections	54	63	91	60	73	64	29	8	5	5
<b>Highways and streets</b>										
Street resurfacing (square yards)	14,535	11,161	12,680	11,572	9,467	20,821	1,098	3,742	93,800	6,400
<b>Sewer</b>										
Sewer mains cleaned (lineal feet)	120,419	117,409	189,993	135,304	134,934	170,269	105,939	55,556	51,628	101,047
<b>Storm</b>										
Storm catch basins cleaned	917	917	1,075	1,095	1,065	1,138	1,145	1,389	1,242	1,242
<b>Sanitation**</b>										
Refuse collected (tons/day)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Recyclables collected (tons/day)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Culture and recreation</b>										
Parks use permits	147	162	206	130	152	135	37	77	226	241
Athletic field permits issued	6	7	5	5	7	9	2	4	5	10
Library circulation	109,926	92,253	87,600	79,267	76,231	79,759	89,254	59,513	114,253	120,614
Library visitors	71,738	62,720	60,248	57,418	55,513	65,382	84,980	28,296	69,386	78,379
Library programs	257	153	144	214	271	260	517	231	513	447
<b>Water</b>										
New connections	1	6	7	1	28	115	142	370	373	65
Water main breaks repaired	48	29	26	17	20	27	19	43	20	10
<b>City Code Violations</b>										
Overgrown Vegetation	67	63	49	62	70	25	38	12	42	46
Abandoned Vehicles	158	171	189	222	337	299	168	286	195	286
Other	61	82	87	96	104	154	97	63	45	78

N/A - Not Available

Notes:

\*Police Services are contracted beginning FY2015

\*\*Private collection company

Source: City Administration, Court, Police, and Development and Operations Departments

**CITY OF CORNELIUS, OREGON**  
**CAPITAL ASSET STATISTICS BY FUNCTION**  
**LAST TEN FISCAL YEARS**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Function</b>										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units*	9	9	0	0	0	0	0	0	0	0
Fire stations	1	1	1	1	1	1	1	1	1	1
Fire apparatus	6	6	6	6	6	6	6	6	6	6
Sanitation										
Collection trucks	0	0	0	0	0	0	0	0	0	0
Highways and streets										
Streets (miles)	36	36	36	36	36	37.65	37.65	39.43	41.28	41.81
Streetlights	670	857	857	923	923	1052	1126	1126	1153	1173
Traffic signals	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Culture and recreation										
Parks acreage	25.45	25.7	25.7	25.91	25.91	26.73	24.8	31.58	31.58	31.58
Parks	13	14	14	14	14	19	21	23	23	23
Swimming pools	0	0	0	0	0	0	0	0	0	0
Tennis courts	1	1	1	1	1	1	1	1	1	1
Community centers	0	0	0	0	0	0	0	0	0	0
Water										
Water mains (miles)	32	32	32	32	32	36	41.7	43.5	44.3	44.9
Fire hydrants	402	402	402	431	449	480	431	448	456	462
Maximum daily capacity (thousands of gallons)										
Sewer										
Sanitary sewers (miles)	24	24	24	24	24	28	35.3	36.9	37.62	38.09
Storm sewers (miles)	19	19	19	19	19	23	30	32.87	34.57	34.97
Maximum daily treatment capacity (millions of gallons)										

**\*Notes:**

Patrol units are now owned by Washington County Sheriffs Office.

Parks acreage decreased in FY2020 - a new facility was built on existing park space.

**Source:** City Administration, Court, Police, and Development and Operations Departments

This report would usually contain 10 years worth of information

**CITY OF CORNELIUS, OREGON**  
**MISCELLANEOUS STATISTICAL DATA**  
**JUNE 30, 2023**

---

Date of Incorporation	1893
Form of Government	City Council/City Manager
Area in Miles	2.34
Fire Protection	
Number of Stations	1
Number of Firefighters, Officers and Other Personnel (exclusive of volunteer firefighters)	7
Police Protection	
Number of Stations	1
Number of Sworn officers budgeted**	0
Recreation and Culture	
Number of Parks and Open Spaces	31
Total number of Park and Open Space Acreage	31.58
Tennis Courts	1
Pools	0
Number of Libraries	1
Total Library Circulation	120,614
Total Library Cardholders	7,669
Total Library Volumes (Includes non-book material)	43,620
Transportation	
Designated Bike Routes	8
Bus Stops	25
Freight lines	2
Airports	0
Miles of Streets	41.81
Number of Street Lights*	1,173
Full Time Employees	
Union Employees	30.50
Non Union Employees	16.50

**Notes:**

N/A =not available

\* Some lights are owned and maintained by Portland General Electric

\*\*Police Services are contracted beginning FY2015

**Sources:**

**City:**

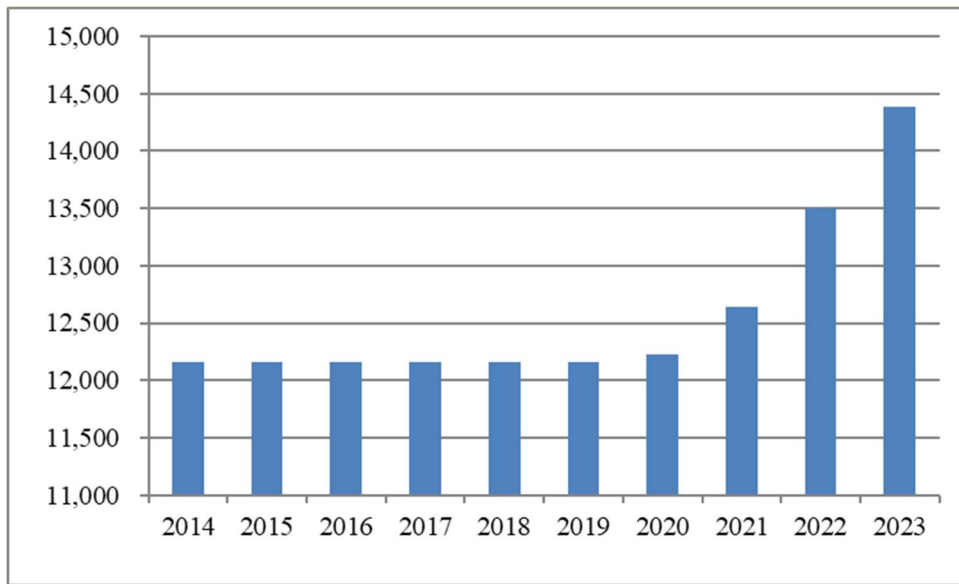
Administration Department  
Police Department  
Engineering Department  
Fire Department  
Library Department  
Development and Operations Department

**CITY OF CORNELIUS, OREGON**  
**POPULATION GROWTH**  
**LAST TEN FISCAL YEARS**

---

<b>Year</b>	<b>Population</b>	<b>Percent change</b>
2014	12,161	2.06%
2015	12,161	0.00%
2016	12,161	0.00%
2017	12,161	0.00%
2018	12,161	0.00%
2019	12,161	0.00%
2020	12,225	0.53%
2021	12,635	3.35%
2022	13,498	6.83%
2023	14,389	6.60%

**Cumulative population growth 19.37%**





***COMPLIANCE SECTION***



# GROVE, MUELLER & SWANK, P.C.

Certified Public Accountants and Consultants

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(503) 581-7788 • FAX (503) 581-0152 • www.gms.cpa

## ***INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS***

Honorable Mayor and Council Members  
City of Cornelius  
Cornelius, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the City of Cornelius as of and for the year ended June 30, 2023 and have issued our report thereon dated November 28, 2023.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City of Cornelius's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **Accountability for collecting or receiving money by elected officials – no money was collected or received by elected officials.**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.


***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

***Restriction on Use***

This report is intended solely for the information and use of the council members and management of the City of Cornelius and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

*GROVE, MUELLER & SWANK, P.C.*  
*CERTIFIED PUBLIC ACCOUNTANTS*

By:   
Ryan T. Pasquarella, Shareholder  
November 28, 2023

# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager  
**From:** Ellie Jones, Assistant City Manager  
**Date:** February 5, 2024  
**Subject:** FY2025 20-year Capital Improvement Program (CIP) Presentation



**Summary:** In preparing for the upcoming budget process, staff has worked diligently to update the City's cumulative 20-year Capital Improvement Program (CIP). This document will continue to be updated and presented on an annual basis. The document is intended to serve as a financial planning tool. It identifies capital needs and provides a method for long-range planning considerations.

**Previous Council Action:** City Council routinely considers the annual CIP.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

**Background:** The CIP is organized by fund with individual project requests. The requests provide information about the projects including: project location, estimated cost, estimated project year(s) and proposed source of funding. The Appendix consists of the equipment and vehicle replacement schedules.

The following projects were removed from the CIP since they have been completed, are scheduled to be completed by the end of FY2024, or deemed no longer necessary:

Park Signage	\$	40,000
Harleman Park Ball Field Fencing	\$	21,000
City Hall Upgrades	\$	175,000
S 4 <sup>th</sup> & S 20 <sup>th</sup> Ave Sidewalk Connection	\$	370,000
N 19 <sup>th</sup> /Davis Mini Roundabout	\$	1,400,000
Flashing School Zone Speed Signs	\$	70,000
S 12 <sup>th</sup> Ave Pedestrian Corridor	\$	600,000
Brush Mower Attachment	\$	17,000
Portable Hydraulic Pump	\$	12,000

The following projects are new additions to the CIP document:

Fire Station Kitchen Improvements	\$	75,000
Fire Station Bathroom Improvements	\$	75,000
Fire Department Training Room Tech	\$	30,000
Fire Station Dorm & Fitness Room	\$	75,000
Harleman Park Irrigation System	\$	9,500
Park Playground Fencing	\$	36,000

Tennis Court/Pickleball Resurface	\$	63,000
HVAC Replacement	\$	75,000
Public Safety LED lighting	\$	119,096
Transportation System Plan	\$	350,000
N 29 <sup>th</sup> Ave (Walgreens to Council Creek)	\$	4,800,000
S 20 <sup>th</sup> & 26 <sup>th</sup> Complete Streets	\$	3,250,000
Davis St Pedestrian – Phase 4	\$	2,150,000
Kodiak & Reservoir Security Updates	\$	56,900

The following projects were previously included in the CIP but have had major changes to either the project or estimated budget:

Reservoir #2	Project cancelled
Davis St Pedestrian Improvement	Change in estimated budget
S 29 <sup>th</sup> Blvd – Phase 1	Change in project and estimated budget
S 29 <sup>th</sup> Blvd – Phase 2	Change in project and estimated budget
S 29 <sup>th</sup> Blvd – Phase 3	Change in project and estimated budget

**Financial Implications:** Having a CIP in place will help with current and future financial planning to ensure that funds are available when needed.

**Advisory Committee Recommendation:** Not applicable.

**Exhibit:** Exhibit A Capital Improvement Program

# CITY OF CORNELIUS

## 20-YEAR CAPITAL IMPROVEMENT PROGRAM Fiscal Year 2025



**FY 2025**

**20-YEAR CAPITAL IMPROVEMENT PROGRAM**

February 2024

Honorable Mayor and City Councilors:

I am pleased to present the City's cumulative 20-year Capital Improvement Program (CIP). This document is intended to serve as a financial planning tool that can assist in the annual budgeting process. It identifies capital needs and provides a method for long-range financial planning considerations; such as the potential need for future borrowing and specialized revenue streams.

The CIP is organized as follows:

- Following this introduction is a summary of the 20-year plan.
- Individual sections are organized by Fund with individual project request sheets. The project request sheets provide information as to the project description, source of the specific request, project location, estimated cost, estimated project year(s) and proposed source of revenue. Projects are a mix of growth-driven, vehicle/equipment (often deferred) and opportunity (e.g. fund-raising, grants, etc.).
- The Appendix section consists of the Major Equipment and Vehicle Replacement schedules.

The CIP will be updated annually and presented to the Budget Committee with the annual operating budget for the City.

We believe this document and process will provide a much clearer vision and tool for all of you, and the public, to match the City's plans with its operational capacity in order to achieve the ambitious goals we set for ourselves.

The staff has worked diligently to include the CIP in this year's budget calendar. The overall budget process was enhanced and facilitated by the more complete CIP.

Sincerely,

Ellie Jones  
Assistant City Manager

PG#	PROJECT #	PROJECT DESCRIPTION	Prior Years	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 yrs 2029-2034	10-15 yrs 2034-2039	15-20 yrs 2039-2044	CIP TOTAL	FUNDING SOURCE
<b>01-COMMUNITY DEVELOPMENT DEPARTMENT</b>													
35	*EQUP.001	Equipment Replacement	-	12,000	-	-	-	-	-	-	-	12,000	General Fund
<b>01-COMMUNITY DEVELOPMENT DEPARTMENT TOTAL =</b>			-	<b>12,000</b>	-	-	-	-	-	-	-	<b>12,000</b>	
<b>01-FIRE DEPARTMENT</b>													
1	GFFD.001	Fire Station Kitchen Improvement	-	75,000	-	-	-	-	-	-	-	75,000	Fire Levy Fund
2	GFFD.002	Fire Station Bathroom Improvement	-	75,000	-	-	-	-	-	-	-	-	Fire Levy Fund
3	GFFD.003	Fire Department Training Room Improvement	-	30,000	-	-	-	-	-	-	-	-	Fire Levy Fund
4	GFFD.004	Fire Station Dorm & Fitness Room Improvement	-	75,000	-	-	-	-	-	-	-	-	Fire Levy Fund
35	*EQUP.001	Equipment Replacement	-	-	-	-	-	-	12,000	-	-	12,000	General Fund
36	*VHCL.001	Vehicle Replacement	-	-	-	-	75,000	650,000	1,100,000	1,800,000	-	3,625,000	General Fund
<b>01-FIRE DEPARTMENT TOTAL =</b>			-	<b>255,000</b>	-	-	<b>75,000</b>	<b>650,000</b>	<b>1,112,000</b>	<b>1,800,000</b>	-	<b>3,712,000</b>	
<b>01-LIBRARY DEPARTMENT</b>													
36	*VHCL.001	Vehicle Replacement	-	-	-	-	-	-	-	70,000	-	70,000	General Fund
<b>01-LIBRARY DEPARTMENT TOTAL =</b>			-	-	-	-	-	-	-	<b>70,000</b>	-	<b>70,000</b>	
<b>01-PARKS DEPARTMENT</b>													
5	GFPK.003	Dogwood Park Expansion	-	-	50,000	400,000	-	-	-	-	-	450,000	Parks SDC/Grants
6	GFPK.004	Laurel Woods Pedestrian Bridge	275,000	1,500,000	-	-	-	-	-	-	-	1,775,000	Parks SDC/Grants
7	GFPK.008	Harleman Park Irrigation System	-	9,500	-	-	-	-	-	-	-	9,500	General Fund
8	GFPK.009	Park Fences	-	12,000	12,000	12,000	-	-	-	-	-	36,000	General Fund
9	GFPK.010	Tennis/Pickleball Court Resurface	-	-	-	-	-	-	25,000	38,000	-	63,000	General Fund
35	*EQUP.001	Equipment Replacement	-	35,000	-	5,200	5,600	-	2,700	52,000	-	100,500	General Fund
36	*VHCL.001	Vehicle Replacement	-	-	-	15,000	-	-	-	-	-	15,000	General Fund
<b>01-PARKS DEPARTMENT TOTAL =</b>			<b>275,000</b>	<b>1,556,500</b>	<b>62,000</b>	<b>432,200.00</b>	<b>5,600</b>	-	<b>27,700</b>	<b>90,000</b>	-	<b>2,449,000</b>	
<b>01-OTHER GENERAL FUND (Facility related projects)</b>													
10	GFTR.007	City Hall Campus Security Upgrade	55,000	10,000	10,000	-	-	-	-	-	-	75,000	General Fund
11	GFTR.008	Public Safety & City Hall HVAC Replacement	-	15,000	15,000	15,000	15,000	15,000	-	-	-	75,000	General Fund
12	GFTR.011	Public Safety Building ETO Lighting	-	119,096	-	-	-	-	-	-	-	119,096	General Fund/ETO
35	*PWKS.001	Kodiak Covered Storage Bins	10,000	5,000	5,000	-	-	-	-	-	-	20,000	General Fund
36	*PWKS.003	Kodiak Carpet Replacement	4,400	1,000	1,000	1,000	-	-	-	-	-	7,400	General Fund
35	*EQUP.001	Equipment Replacement	-	-	-	-	-	-	5,000	-	-	5,000	General Fund
36	*VHCL.001	Vehicle Replacement	-	45,000	-	-	-	-	-	-	-	45,000	General Fund
<b>01-OTHER TOTAL =</b>			<b>69,400</b>	<b>195,096</b>	<b>31,000</b>	<b>16,000</b>	<b>15,000</b>	<b>15,000</b>	<b>5,000</b>	-	-	<b>346,496</b>	
<b>01 - GENERAL FUND TOTAL =</b>			<b>344,400</b>	<b>2,018,596</b>	<b>93,000</b>	<b>448,200</b>	<b>95,600</b>	<b>665,000</b>	<b>1,144,700</b>	<b>1,960,000</b>	-	<b>6,589,496</b>	
<b>04-STORM DRAIN DEPARTMENT</b>													
13	STRM.004	Phase 5 Storm Sewer Upgrades	-	50,000	-	-	-	-	-	-	-	50,000	Storm Drain Fund
14	STRM.005	Phase 6 Storm Sewer Upgrades	-	-	25,000	-	-	-	-	-	-	25,000	Storm Drain Fund
15	STRM.006	Water Quality Facility Rehabilitation	120,000	40,000	40,000	50,000	50,000	60,000	310,000	280,000	-	950,000	Storm Drain Fund
16	STRM.007	Water Quality Manhole	90,000	30,000	30,000	30,000	30,000	-	-	-	-	210,000	Storm Drain Fund
17	STRM.008	Dogwood Park Regional Facility	-	-	50,000	200,000	-	-	-	-	-	250,000	Storm-FA
18	STRM.009	Stormwater Master Plan	-	-	-	250,000	-	-	-	-	-	250,000	Storm Drain Fund
35	*PWKS.001	Kodiak Covered Storage Bins	10,000	5,000	5,000	-	-	-	-	-	-	20,000	Storm Drain Fund
36	*PWKS.003	Kodiak Carpet Replacement	4,400	1,000	1,000	1,000	-	-	-	-	-	7,400	Storm Drain Fund
38	*PWKS.011	Kodiak & Reservoir Security Updates	-	9,300	-	-	-	-	-	-	-	9,300	Storm Drain Fund
35	*EQUP.001	Equipment Replacement	-	40,000	-	5,200	15,600	-	36,950	17,000	-	114,750	Storm Drain Fund
36	*VHCL.001	Vehicle Replacement	-	17,500	8,750	-	-	-	17,500	175,000	325,000	543,750	Storm Drain Fund



PG#	PROJECT #	PROJECT DESCRIPTION	Prior Years	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 yrs 2029-2034	10-15 yrs 2034-2039	15-20 yrs 2039-2044	CIP TOTAL	FUNDING SOURCE
<b>04-STORM DRAIN FUND TOTAL =</b>			<b>224,400</b>	<b>192,800</b>	<b>159,750</b>	<b>536,200</b>	<b>95,600</b>	<b>60,000</b>	<b>364,450</b>	<b>472,000</b>	<b>325,000.00</b>	<b>2,430,200</b>	
<b>05-WATER DEPARTMENT</b>													
19	WTR.003	29th Blvd Water Main (Laurel Woods to Dogwood)	-	15,000	80,000	-	-	-	-	-	-	95,000	Water-FA
20	WTR.005	Phase 5 Water Main Upgrades	25,000	450,000	-	-	-	-	-	-	-	475,000	Water Fund/Water-FA
21	WTR.006	Phase 6 Water Main Upgrades	-	50,000	425,000	-	-	-	-	-	-	475,000	Water Fund/Water-FA
22	WTR.007	Booster Station Upgrade	1,052,000	1,604,998	115,000	-	-	-	-	-	-	2,771,998	Water Fund/Water-FA
35	*PWKS.001	Kodiak Covered Storage Bins	10,000	5,000	5,000	-	-	-	-	-	-	20,000	Water Fund
36	*PWKS.003	Kodiak Carpet Replacement	4,400	1,000	1,000	1,000	-	-	-	-	-	7,400	Water Fund
38	*PWKS.011	Kodiak & Reservoir Security Updates	-	29,000	-	-	-	-	-	-	-	29,000	Water Fund
35	*EQUP.001	Equipment Replacement	-	35,000	-	5,200	15,600	-	34,250	17,000	-	107,050	Water Fund
36	*VHCL.001	Vehicle Replacement	-	137,500	8,750	15,000	-	180,000	217,500	-	-	558,750	Water Fund
<b>05-WATER FUND TOTAL =</b>			<b>1,091,400</b>	<b>2,327,498</b>	<b>634,750</b>	<b>21,200</b>	<b>15,600</b>	<b>180,000</b>	<b>251,750</b>	<b>17,000</b>	<b>-</b>	<b>4,539,198</b>	
<b>06-SANITARY SEWER DEPARTMENT</b>													
23	SWR.002	Sanitary Sewer Master Plan Update	-	-	-	-	250,000	-	-	-	-	250,000	Sewer Fund/Sewer-FA
24	SWR.003	Ginger / Fawn Alley Sanitary Sewer Upgrade	-	-	50,000	250,000	-	-	-	-	-	300,000	Sewer Fund/Sewer-FA
25	SWR.004	Fawn Street Sanitary Sewer Replacement	100,000	125,000	-	-	-	-	-	-	-	225,000	Sewer Fund
26	SWR.005	S 29th Blvd Sanitary Sewer Extensions	50,000	-	90,000	-	-	-	-	-	-	140,000	Sewer-FA
35	*PWKS.001	Kodiak Covered Storage Bins	10,000	5,000	5,000	-	-	-	-	-	-	20,000	Sewer Fund
36	*PWKS.003	Kodiak Carpet Replacement	4,400	1,000	1,000	1,000	-	-	-	-	-	7,400	Sewer Fund
38	*PWKS.011	Kodiak & Reservoir Security Updates	-	9,300	-	-	-	-	-	-	-	9,300	Sewer Fund
35	*EQUP.001	Equipment Replacement	-	40,000	-	5,200	15,600	-	59,250	17,000	-	137,050	Sewer Fund
36	*VHCL.001	Vehicle Replacement	-	137,500	8,750	35,000	300,000	-	17,500	175,000	325,000	998,750	Sewer Fund
<b>06-SANITARY SEWER FUND TOTAL =</b>			<b>164,400</b>	<b>317,800</b>	<b>154,750</b>	<b>291,200</b>	<b>565,600</b>	<b>-</b>	<b>76,750</b>	<b>192,000</b>	<b>325,000</b>	<b>2,087,500</b>	
<b>07-STREET DEPARTMENT</b>													
23	STRT.002	N Davis Pedestrian Improvement Project	-	408,000	-	-	-	-	-	-	-	408,000	TDT Fund/Grants
28	STRT.007	Transportation System Plan Update	-	-	-	-	350,000	-	-	-	-	350,000	Street Fund
29	TDT.001	S 29th Blvd - Phase 1	-	50,000	250,000	-	-	-	-	-	-	300,000	TDT Fund
30	TDT.002	S 29th Blvd - Phase 2	-	-	-	-	-	-	6,000,000	-	-	6,000,000	TDT Fund
31	TDT.003	S 29th Blvd - Phase 3	-	-	-	-	-	-	4,000,000	-	-	4,000,000	TDT Fund
32	TDT.004	N 19th Ave (Walgreens to Council Creek)	-	-	1,300,000	1,500,000	2,000,000	-	-	-	-	4,800,000	TDT Fund
33	TDT.005	S 20th & 26th Complete Streets	-	250,000	1,500,000	1,500,000	-	-	-	-	-	3,250,000	TDT Fund
34	TDT.006	Davis St Pedestrian Improvement Project	-	-	-	150,000	400,000	400,000	1,200,000	-	-	2,150,000	TDT Fund
35	*PWKS.001	Kodiak Covered Storage Bins	10,000	5,000	5,000	-	-	-	-	-	-	20,000	Street Fund
36	*PWKS.003	Kodiak Carpet Replacement	4,400	1,000	1,000	1,000	-	-	1,000	-	-	7,400	Street Fund
37	*PWKS.006	Garbage Can Containers	-	12,500	12,500	-	-	-	-	-	-	25,000	Street Fund
38	*PWKS.011	Kodiak & Reservoir Security Updates	-	9,300	-	-	-	-	-	-	-	9,300	Street Fund
35	*EQUP.001	Equipment Replacement	-	35,000	-	15,200	15,600	-	85,950	17,000	-	168,750	Street Fund
36	*VHCL.001	Vehicle Replacement	-	17,500	8,750	-	35,000	-	17,500	-	-	78,750	Street Fund
<b>07-STREET FUND TOTAL =</b>			<b>14,400</b>	<b>788,300</b>	<b>3,077,250</b>	<b>3,166,200</b>	<b>2,800,600</b>	<b>400,000</b>	<b>11,303,450</b>	<b>17,000</b>	<b>-</b>	<b>21,567,200</b>	
<b>CAPITAL IMPROVEMENT PROGRAM TOTAL =</b>			<b>1,839,000</b>	<b>5,644,994</b>	<b>4,119,500</b>	<b>4,463,000</b>	<b>3,573,000</b>	<b>1,305,000</b>	<b>13,141,100</b>	<b>2,658,000</b>	<b>650,000</b>	<b>37,213,594</b>	

\* - Projects funded by multiple funds

37 Appendix A - Equipment Replacement Schedule

38 Appendix B - Vehicle Replacement Schedule

## GFFD.001 - FIRE STATION KITCHEN IMPROVEMENTS

### PROJECT SUMMARY

<b>Fund / Department:</b> General Fund - Fire	<b>2024-2025 Budget Amt:</b> 75,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 75,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Remodel the fire station kitchen facilities by enlarging the cooking area, dining area, and creating space for four refrigerators to accommodate the three-shift schedule employees.

**The Budget Impact of this Project:**

This project will be funded by the Fire Levy Funds.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Design and Construction Costs		75,000								75,000
										-
										-
										-
<b>Total Expenditures</b>	-	75,000	-	-	-	-	-	-	-	75,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fire Levy Funds		75,000								75,000
										-
										-
<b>Total Funding Sources</b>	-	75,000	-	-	-	-	-	-	-	75,000

## GFFD.002- FIRE STATION BATHROOM IMPROVEMENTS

### PROJECT SUMMARY

<b>Fund / Department:</b> General Fund - Fire	<b>2024-2025 Budget Amt:</b> 75,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 75,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Remodel the upstairs bathroom and shower facilities to better accommodate privacy for employees.

**The Budget Impact of this Project:**

This project will be funded by the Fire Levy Funds.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Design and Construction Costs		75,000								75,000
										-
										-
										-
<b>Total Expenditures</b>	-	75,000	-	-	-	-	-	-	-	75,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fire Levy Funds		75,000								75,000
										-
										-
<b>Total Funding Sources</b>	-	75,000	-	-	-	-	-	-	-	75,000

**GFFD.003 - FIRE DEPARTMENT TRAINING ROOM TECHNOLOGY IMPROVEMENTS**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General Fund - Fire	<b>2024-2025 Budget Amt:</b> 30,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 30,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Improve audio visual equipment technology and system improvements in the fire department training room.

**The Budget Impact of this Project:**

This project will be funded by the Fire Levy Funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Design and Construction Costs		30,000								30,000
										-
										-
										-
<b>Total Expenditures</b>	-	30,000	-	-	-	-	-	-	-	30,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fire Levy Funds		30,000								30,000
										-
										-
<b>Total Funding Sources</b>	-	30,000	-	-	-	-	-	-	-	30,000

## GFFD.004 - FIRE STATION DORMATORY & FITNESS ROOM IMPROVEMENTS

### PROJECT SUMMARY

<b>Fund / Department:</b> General Fund - Fire	<b>2024-2025 Budget Amt:</b> 75,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 75,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

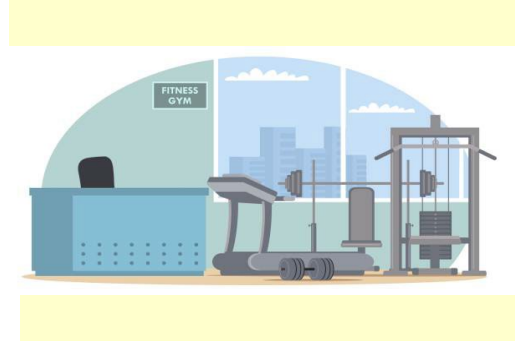
### PROJECT DETAILS

**Detailed Description of Project:**

Remodel the dormatory and fitness room to better accommodate for employees.

**The Budget Impact of this Project:**

This project will be funded by the Fire Levy Funds.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Design and Construction Costs		75,000								75,000
										-
										-
										-
<b>Total Expenditures</b>	-	75,000	-	-	-	-	-	-	-	75,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fire Levy Funds		75,000								75,000
										-
										-
<b>Total Funding Sources</b>	-	75,000	-	-	-	-	-	-	-	75,000

## GFPK.003 - DOGWOOD PARK EXPANSION

### PROJECT SUMMARY

**Fund / Department:** General Fund - Parks

**2024-2025 Budget Amt:**

**Project Start Year:** 2025-2026

**Total Project Cost Amt:** 450,000

**Project Completion Year:** 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Future expansion of the park with additional facilities which may include sports field, skate park, covered picnic shelter, and play areas.

**The Budget Impact of this Project:**

This project uses Parks SDC funds and possible grant funding.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction			50,000	400,000						50,000 400,000 - -
<b>Total Expenditures</b>	-	-	50,000	400,000	-	-	-	-	-	450,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Parks System Development Charges / Grants			50,000	400,000						450,000 - -
<b>Total Funding Sources</b>	-	-	50,000	400,000	-	-	-	-	-	450,000

**GFPK.004 - LAUREL WOODS PEDESTRIAN BRIDGE**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General Fund - Parks	<b>2024-2025 Budget Amt:</b> 1,500,000	<b>Project Start Year:</b> 2019-2020
	<b>Total Project Cost Amt:</b> 1,775,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Using Park SDC funds and Grants the City will build a pedestrian bridge over a Tualatin River tributary that connects a .09 mile walking trail to Mariposa Park.

**The Budget Impact of this Project:**

This project will use Park SDC funds and possible grant funding. The initial \$38,156 of preliminary engineering costs were funded with a Metro Greenspaces grant.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction	275,000	1,500,000								275,000 1,500,000 - -
<b>Total Expenditures</b>	<b>275,000</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,775,000</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Metro Grant	38,156									38,156
Parks System Development Charges	236,844	1,500,000								1,736,844 - -
<b>Total Funding Sources</b>	<b>275,000</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,775,000</b>

**GFPK.008 - HARLEMAN PARK IRRIGATION SYSTEM PROJECT**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General Fund - Parks	<b>2024-2025 Budget Amt:</b> 9,500	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 9,500	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Install and reroute irrigation system to accommodate for the new tennis/pickleball court project and new outfield fencing at Harleman Park.

**The Budget Impact of this Project:**

This is a one-time expense that will reduce funds available in the General Fund.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Construction		9,500								9,500
										-
										-
										-
<b>Total Expenditures</b>	-	9,500	-	-	-	-	-	-	-	9,500
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		9,500								9,500
										-
										-
<b>Total Funding Sources</b>	-	9,500	-	-	-	-	-	-	-	9,500



**GFPK.009 - PARK FENCES**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General Fund - Parks	<b>2024-2025 Budget Amt:</b> 12,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 36,000	<b>Project Completion Year:</b> 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Installation of fences around Magnolia Park, Tarrybrooke Park, and Alpine Park to improve safety.



**The Budget Impact of this Project:**

This project will reduce funds available in the General Fund.

**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Installation		12,000	12,000	12,000						36,000
										-
										-
										-
<b>Total Expenditures</b>	-	12,000	12,000	12,000	-	-	-	-	-	36,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		12,000	12,000	12,000						36,000
										-
										-
<b>Total Funding Sources</b>	-	12,000	12,000	12,000	-	-	-	-	-	36,000

**GFPK.010 - TENNIS/PICKLEBALL COURT RESURFACE**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General Fund - Parks	<b>2024-2025 Budget Amt:</b>	<b>Project Start Year:</b> 2030-2031
	<b>Total Project Cost Amt:</b> 63,000	<b>Project Completion Year:</b> 2034-2035

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Resurface and restripe tennis/pickleball courts. This is recommended by the original vendor to maximize the life and looks of the courts.

**The Budget Impact of this Project:**

This will be a reduction of funds in the General fund but will reduce future long-term maintenance cost.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Resurface							25,000	38,000		63,000
										-
										-
										-
<b>Total Expenditures</b>	-	-	-	-	-	-	25,000	38,000	-	63,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund							25,000	38,000		63,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	-	-	-	25,000	38,000	-	63,000

**GFTR.007 - CITY HALL CAMPUS SECURITY UPGRADES**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Internal Services Fund - Facilities	<b>2024-2025 Budget Amt:</b> 10,000	<b>Project Start Year:</b> 2020-2021
	<b>Total Project Cost Amt:</b> 75,000	<b>Project Completion Year:</b> 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

With the growth of the city campus there is a need for expanding video security to cover all areas of the city complex. The existing system was installed in 2003, new technology requires an updated software and upgrading cameras as they are replaced. This will be an ongoing project to maintain campus security.

**The Budget Impact of this Project:**

These funds are budgeted in the Internal Services Fund - Facilities, but will be transferred from the General Fund through cost allocation.



**FINANCIAL INFORMATION**

Expenditures	Prior Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
	Expenditure						2029-2034	2034-2039	2039-2044	
Update security software and begin replacing cameras	55,000	10,000	10,000							75,000
										-
										-
										-
<b>Total Expenditures</b>	<b>55,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
Revenue (Funding Source)	Prior Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
	Revenues						2029-2034	2034-2039	2039-2044	
General Fund	55,000	10,000	10,000							75,000
										-
										-
<b>Total Funding Sources</b>	<b>55,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>

**GFTR.008 - PUBLIC SAFETY & CITY HALL HVAC REPLACEMENT**

**PROJECT SUMMARY**

*Fund / Department:* General-Storm-Water-Sewer-Street      *2024-2025 Budget Amt:* 15,000      *Project Start Year:* 2024-2025  
*Total Project Cost Amt:* 75,000      *Project Completion Year:* 2028-2029

*Council Goal:* Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

*Detailed Description of Project:*

Replace aging HVAC units as needed.

*The Budget Impact of this Project:*

This project will be a reduction in several funds over the next 5 years.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
HVAC Replacement		15,000	15,000	15,000	15,000	15,000				75,000
										-
										-
										-
										-
<b>Total Expenditures</b>	-	15,000	15,000	15,000	15,000	15,000	-	-	-	75,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		15,000	15,000	15,000	15,000	15,000				75,000
										-
										-
										-
<b>Total Funding Sources</b>	-	15,000	15,000	15,000	15,000	15,000	-	-	-	75,000

**GFTR.011 - PUBLIC SAFETY BUILDING ETO LIGHTING**

**PROJECT SUMMARY**

<b>Fund / Department:</b> ISF-Internal Services Fund	<b>2024-2025 Budget Amt:</b> 119,096	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 119,096	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Replace inefficient interior lighting with energy efficient LED fixtures and/or bulbs.

**The Budget Impact of this Project:**

Funding will come from the Internal Services Fund transfer from General Fund. Possible reimbursement from Energy Trust of Oregon (ETO) Grant.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Installation		119,096								119,096
										-
										-
										-
<b>Total Expenditures</b>	-	119,096	-	-	-	-	-	-	-	119,096
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		106,126								106,126
Energy Trust of Oregon		12,970								12,970
										-
										-
<b>Total Funding Sources</b>	-	119,096	-	-	-	-	-	-	-	119,096

## STRM.004 - PHASE 5 STORM SEWER UPGRADES

### PROJECT SUMMARY

**Fund / Department:** Storm Drain Fund

**2024-2025 Budget Amt:** 50,000

**Project Start Year:** 2024-2025

**Total Project Cost Amt:** 50,000

**Project Completion Year:** 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Replace substandard catch basins with sump catch basins and install manholes at unstructured junctions in areas of water system upgrades. This project is proposed to be done in conjunction with the Phase 5 Water Main upgrades. A major portion of this work will occur on Fawn St. (10th-12th) where the Fawn Street sanitary sewer replacement necessitates replacing all utilities.

**The Budget Impact of this Project:**

This is a one-time expense that is funded through prior year savings.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Construction		50,000								50,000
										-
										-
										-
<b>Total Expenditures</b>	-	50,000	-	-	-	-	-	-	-	50,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund		50,000								50,000
										-
										-
<b>Total Funding Sources</b>	-	50,000	-	-	-	-	-	-	-	50,000

## STRM.005 - PHASE 6 STORM SEWER UPGRADES

### PROJECT SUMMARY

**Fund / Department:** Storm Drain Fund

**2024-2025 Budget Amt:**

**Project Start Year:** 2025-2026

**Total Project Cost Amt:** 25,000

**Project Completion Year:** 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Replace substandard catch basins with sump catch basins and install manholes at unstructured junctions in areas of water system upgrades. This project is proposed to be done in conjunction with the Phase 6 Water Main upgrades. Design will occur in FY 2024-2025. The storm design cost is contained in the Phase 6 water design costs.

**The Budget Impact of this Project:**

This is a one-time expense that is funded through prior year savings.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Construction			25,000							25,000
										-
										-
										-
<b>Total Expenditures</b>	-	-	25,000	-	-	-	-	-	-	25,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund			25,000							25,000
										-
										-
<b>Total Funding Sources</b>	-	-	25,000	-	-	-	-	-	-	25,000

## STRM.006 - WATER QUALITY FACILITY REHABILITATION

### PROJECT SUMMARY

**Fund / Department:** Storm Drain Fund

**2024-2025 Budget Amt:** 40,000

**Project Start Year:** 2020-2021

**Total Project Cost Amt:** 950,000

**Project Completion Year:** ongoing

**Council Goal:** Goal 4 - Ensure safety for all community members

### PROJECT DETAILS

**Detailed Description of Project:**

On-going rehab of existing water quality facilities per CWS standards. Clear, grub and replant facilities that are now overgrown, silted in and/or no longer functioning efficiently. This will also cover costs of repairs to walls, fences and other associated structures that fail or come to end of life.

**The Budget Impact of this Project:**

This project reduces maintenance cost and improves water quality to our streams and rivers.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Water Quality Facility Rehab Projects	120,000	40,000	40,000	50,000	50,000	60,000	310,000	280,000		950,000
<b>Total Expenditures</b>	<b>120,000</b>	<b>40,000</b>	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>	<b>60,000</b>	<b>310,000</b>	<b>280,000</b>	<b>-</b>	<b>950,000</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund	120,000	40,000	40,000	50,000	50,000	60,000	310,000	280,000		950,000
<b>Total Funding Sources</b>	<b>120,000</b>	<b>40,000</b>	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>	<b>60,000</b>	<b>310,000</b>	<b>280,000</b>	<b>-</b>	<b>950,000</b>



## STRM.007 - WATER QUALITY MANHOLES

### PROJECT SUMMARY

**Fund / Department:** Storm Drain Fund

**2024-2025 Budget Amt:** 30,000

**Project Start Year:** 2020-2021

**Total Project Cost Amt:** 210,000

**Project Completion Year:** ongoing

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Install Water Quality Manholes (WQMH) prior to existing Water Quality Facilities (WQF) to improve performance of the Storm Drain system. WQMH's help separate debris, garbage and oils from entering WQF's further improving the water quality we discharge into our streams and rivers.

**The Budget Impact of this Project:**

WQMH's help lower maintenance costs in WQF's and help improve water quality for all. Funding is from the Storm Drain fees.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Water Quality Manholes	90,000	30,000	30,000	30,000	30,000					210,000
										-
										-
										-
<b>Total Expenditures</b>	<b>90,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>210,000</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund	90,000	30,000	30,000	30,000	30,000					210,000
										-
										-
<b>Total Funding Sources</b>	<b>90,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>210,000</b>

**STRM.008 - DOGWOOD PARK REGIONAL FACILITY**

**PROJECT SUMMARY**

**Fund / Department:** Storm Drain Fund      **2024-2025 Budget Amt:**      **Project Start Year:** 2025-2026  
**Total Project Cost Amt:** 250,000      **Project Completion Year:** 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

A regional stormwater treatment facility will be constructed in the low area at the west end of the Dogwood Park Expansion area. The facility will treat currently untreated stormwater runoff that daylight to an open ditch just south of Webb Road on the east side of S. 26th Avenue.

**The Budget Impact of this Project:**

The project will be funded by stormwater system development charges as well as monies collected from the fee-in-lieu program for stormwater treatment and hydromodification.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction			50,000	200,000						50,000 200,000 - -
<b>Total Expenditures</b>	-	-	50,000	200,000	-	-	-	-	-	250,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fixed Asset - Storm Fund			50,000	200,000						250,000 - -
<b>Total Funding Sources</b>	-	-	50,000	200,000	-	-	-	-	-	250,000

## STRM.009 - STORMWATER MASTER PLAN

### PROJECT SUMMARY

**Fund / Department:** Storm Drain Fund

**2024-2025 Budget Amt:**

**Project Start Year:** 2026-2027

**Total Project Cost Amt:** 250,000

**Project Completion Year:** 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Develop a new storm master plan that identifies new regional treatment and detention projects and analyzes potential fees for use of these facilities by development projects needing to meet Clean Water Services standards. The plan will also analyze how the City can meet storm permit requirements within the City's budget constraints.

**The Budget Impact of this Project:**

The plan is designed to create a stormwater fee structure for new development that provides a lower cost and more effective approach to treatment and detention of runoff.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Planning				250,000						250,000
										-
										-
										-
<b>Total Expenditures</b>	-	-	-	250,000	-	-	-	-	-	250,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund				250,000						250,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	250,000	-	-	-	-	-	250,000

**WTR.003 - S. 29TH BLVD WATER MAIN (LAUREL WOODS TO DOGWOOD)**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Water Fund	<b>2024-2025 Budget Amt:</b> 15,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 95,000	<b>Project Completion Year:</b> 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

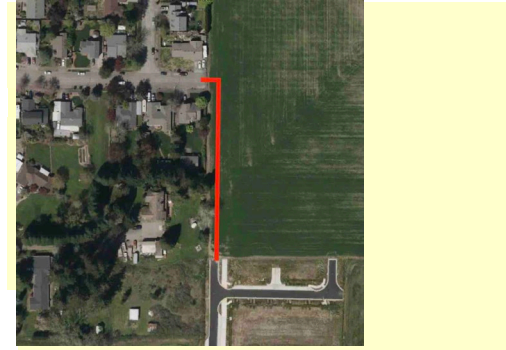
**PROJECT DETAILS**

**Detailed Description of Project:**

Construct a 12" water main along the new 29th Ave collector street from Laurel Woods to Dogwood and connect to existing Dogwood water main. This project will be funded through Water System Development Charges. If Phases 2 & 3 of S. 29th Blvd. are constructed, this 12" water main will be extended to Baseline.

**The Budget Impact of this Project:**

This will reduce the available funds in the Fixed Asset - Water Fund (#13)



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction		15,000	80,000							15,000 80,000 - -
<b>Total Expenditures</b>	-	15,000	80,000	-	-	-	-	-	-	95,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fixed Asset - Water Fund (#13)		15,000	80,000							15,000 - - -
<b>Total Funding Sources</b>	-	15,000	80,000	-	-	-	-	-	-	95,000

## WTR.005 - PHASE 5 WATER MAIN UPGRADES

### PROJECT SUMMARY

**Fund / Department:** Water Fund

**2024-2025 Budget Amt:** 450,000

**Project Start Year:** 2023-2024

**Total Project Cost Amt:** 475,000

**Project Completion Year:** 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

This is year five of a multi-year project to replace corroded steel and undersized water mains in the City. This phase will replace water lines on: Fawn St (10th to 12th), 12th Ave (Fawn to Ginger), Elder Ct. (west of 15th), and S. 16th (Cherry to the extension of Alpine to the east). Replacing the substandard and deteriorating steel water mains saves significant water loss and reduces the City's maintenance costs.

**The Budget Impact of this Project:**

Replacing the substandard and deteriorating steel water mains saves significant water loss and reduces the City's maintenance costs.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering	25,000									25,000
Construction		450,000								450,000
										-
										-
										-
<b>Total Expenditures</b>	25,000	450,000	-	-	-	-	-	-	-	475,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Water Fund	25,000	450,000								475,000
										-
										-
										-
<b>Total Funding Sources</b>	25,000	450,000	-	-	-	-	-	-	-	475,000

## WTR.006 - PHASE 6 WATER MAIN UPGRADES

### PROJECT SUMMARY

**Fund / Department:** Water Fund

**2024-2025 Budget Amt:** 50,000

**Project Start Year:** 2024-2025

**Total Project Cost Amt:** 475,000

**Project Completion Year:** 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

This is year 6 of a multi-year project to replace corroded steel and undersized water mains in the City. This phase will replace water lines on: 14th Ave. (Davis to Fremont), 13th Ave (Davis to Fremont), Fremont (14th to 15th), as well as in other locations.

**The Budget Impact of this Project:**

Replacing the substandard and deteriorating steel water mains saves significant water loss and reduces the City's maintenance costs.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction		50,000	425,000							50,000 425,000 - -
<b>Total Expenditures</b>	-	50,000	425,000	-	-	-	-	-	-	475,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Water Fund		50,000	425,000							475,000 - -
<b>Total Funding Sources</b>	-	50,000	425,000	-	-	-	-	-	-	475,000

## WTR.007 - BOOSTER STATION UPGRADE

### PROJECT SUMMARY

**Fund / Department:** Water Fund

**2024-2025 Budget Amt:** 1,604,998

**Project Start Year:** 2021-2022

**Total Project Cost Amt:** 2,771,998

**Project Completion Year:** 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

The current booster station in Water Park was constructed in 1969 and is outdated and nearing its end-of-life. This project will design and construct a new, seismic resilient booster pump station at that incorporates modern technology and is compliant with current building codes.

**The Budget Impact of this Project:**

This will reduce the available funds in the Water Fund and the Fixed Asset - Water Fund (#13).



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering & Construction Management	552,000	145,245	15,000							712,245
Construction	500,000	1,459,753	100,000							2,059,753
										-
										-
<b>Total Expenditures</b>	<b>1,052,000</b>	<b>1,604,998</b>	<b>115,000</b>	-	-	-	-	-	-	<b>2,771,998</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Water Fund	526,000	802,499	57,500							1,385,999
Fixed Assets - Water Fund	526,000	802,499	57,500							1,385,999
										-
										-
<b>Total Funding Sources</b>	<b>1,052,000</b>	<b>1,604,998</b>	<b>115,000</b>	-	-	-	-	-	-	<b>2,771,998</b>

## SWR.002 - SANITARY SEWER MASTER PLAN UPDATE

### PROJECT SUMMARY

**Fund / Department:** Sanitary Sewer Fund

**2024-2025 Budget Amt:**

**Project Start Year:** 2027-2028

**Total Project Cost Amt:** 250,000

**Project Completion Year:** 2027-2028

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Update the 2003 Sanitary Sewer master plan. An updated master plan allows the City to make informed decisions regarding where Sanitary Sewer funding should be spent.



**The Budget Impact of this Project:**

50% of the expenses will come from System Development Charges, which will reduce the funds available in the Fixed Asset - Sanitary Sewer Fund (#14).\*\*

### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Planning					250,000					250,000
										-
										-
										-
<b>Total Expenditures</b>	-	-	-	-	250,000	-	-	-	-	250,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Sanitary Sewer Fund					125,000					125,000
Fixed Asset - Sanitary Sewer Fund					125,000					125,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	-	250,000	-	-	-	-	250,000



**SWR.003 - GINGER/FAWN ALLEY SANITARY SEWER UPGRADE (8TH TO 10TH)**

**PROJECT SUMMARY**

**Fund / Department:** Sanitary Sewer Fund

**2024-2025 Budget Amt:**

**Project Start Year:** 2025-2026

**Total Project Cost Amt:** 300,000

**Project Completion Year:** 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

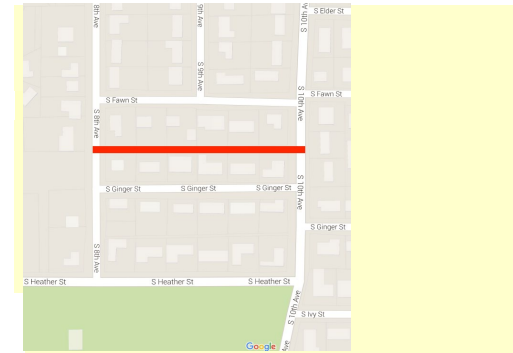
**PROJECT DETAILS**

**Detailed Description of Project:**

Replace or modify, as needed, existing sanitary sewer in alley between Ginger and Fawn (8th to 10th) so that the line can be easily maintained. The project should be done in conjunction with Phase 6 Water Main upgrades which will work in the same corridor.

**The Budget Impact of this Project:**

By improving the City's ability to maintain this sanitary sewer, the risk of a sewer overflow and resulting potential fines will be reduced.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
							2029-2034	2034-2039	2039-2044	
Engineering			50,000							50,000
Construction				250,000						250,000
										-
										-
<b>Total Expenditures</b>		-	50,000	250,000	-	-	-	-	-	300,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
Sanitary Sewer Fund			25,000	125,000						150,000
Fixed Asset - Sanitary Sewer Fund			25,000	125,000						150,000
										-
										-
<b>Total Funding Sources</b>		-	50,000	250,000	-	-	-	-	-	300,000

## SWR.004 - FAWN STREET SANITARY SEWER REPLACEMENT (10th to 12th)

### PROJECT SUMMARY

<b>Fund / Department:</b> Sanitary Sewer Fund	<b>2024-2025 Budget Amt:</b> 125,000	<b>Project Start Year:</b> 2023-2024
	<b>Total Project Cost Amt:</b> 225,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

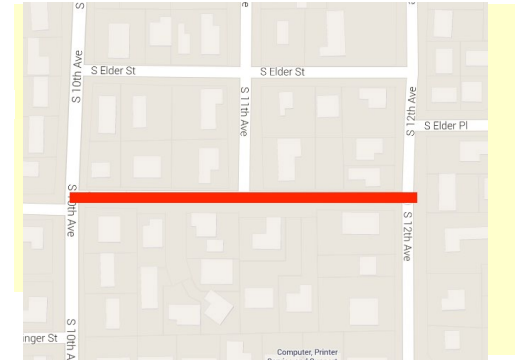
### PROJECT DETAILS

**Detailed Description of Project:**

Replace concrete mainline under Fawn Street between S. 10th and S. 12th Avenues. Existing sewer is likely to fail in future due to corrosion. Ceiling of pipe is almost worn through. Due to the narrow right-of-way, the water main and storm sewer in the corridor will also be replaced.

**The Budget Impact of this Project:**

If pipe fails before it is replaced, cost of replacement will be higher and desruption to the neighborhood will be significant.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering	100,000									100,000
Construction		125,000								125,000
<b>Total Expenditures</b>	<b>100,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225,000</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Sanitary Sewer Fund	50,000	62,500								112,500
Fixed Asset - Sanitary Sewer Fund	50,000	62,500								112,500
<b>Total Funding Sources</b>	<b>100,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225,000</b>

## SWR.005 - S. 29TH BLVD SANITARY SEWER EXTENSIONS

### PROJECT SUMMARY

**Fund / Department:** Sanitary Sewer Fund

**2024-2025 Budget Amt:**

**Project Start Year:** 2023-2024

**Total Project Cost Amt:** 140,000

**Project Completion Year:** 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Construct an 8" sanitary sewer from Laurel Woods to Dogwood to serve the Hillsboro School District property in the future. This project will be funded through Sanitary Sewer System Development Charges although the City intends to set up a reimbursement district for the project.

**The Budget Impact of this Project:**

This will reduce the available funds in the Fixed Asset - Sanitary Sewer Fund (#14)



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering	50,000									50,000
Construction			90,000							90,000
										-
										-
										-
<b>Total Expenditures</b>	50,000	-	90,000	-	-	-	-	-	-	140,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Fixed Asset - Sanitary Sewer Fund	50,000		90,000							140,000
										-
										-
<b>Total Funding Sources</b>	50,000	-	90,000	-	-	-	-	-	-	140,000

**STRT.002 - DAVIS PEDESTRIAN IMPROVEMENT PROJECT - PHASE 3 (10th to 11th)**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Street Fund	<b>2024-2025 Budget Amt:</b> 408,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 408,000	<b>Project Completion Year:</b> 2024-2025

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

This project on the south side of Davis Street between 10th and 11th is designed to complete Davis Street west of 14th Avenue. The project relies on CDBG funds which were applied for in October 2023. If the funds are not awarded to the City, this project will be postponed to a future fiscal year.

**The Budget Impact of this Project:**

Project is expected to be funded by a \$358,000 CDBG grant to be awarded in early 2024. These funds will be used for construction. The project is supplemented with TDT funds for the engineering design and survey.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
							2029-2034	2034-2039	2039-2044	
Engineering		50,000								50,000
Construction		358,000								358,000
										-
										-
<b>Total Expenditures</b>		408,000	-	-	-	-	-	-	-	408,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years	10-15 years	15-20 years	TOTALS
							2029-2034	2034-2039	2039-2044	
CDBG Grant Funds		358,000								358,000
TDT Funds		50,000								50,000
										-
										-
<b>Total Funding Sources</b>		408,000	-	-	-	-	-	-	-	408,000

## STRT.007 - TRANSPORTATION SYSTEM PLAN (TSP) UPDATE

### PROJECT SUMMARY

**Fund / Department:** Street Fund

**2024-2025 Budget Amt:**

**Total Project Cost Amt:** 350,000

**Project Start Year:** 2027-2028

**Project Completion Year:** 2027-2028

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

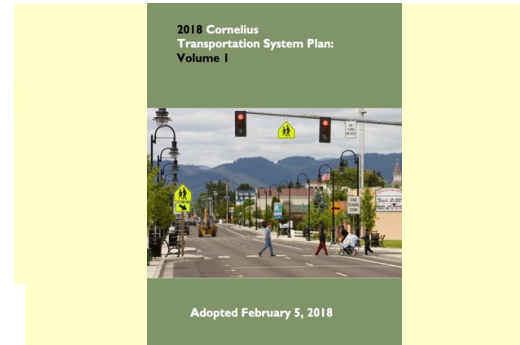
### PROJECT DETAILS

**Detailed Description of Project:**

Update the Transportation System Plan as required by the state.

**The Budget Impact of this Project:**

This project will be a reduction in the Street Fund.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Planning					350,000					350,000
										-
										-
										-
<b>Total Expenditures</b>	-	-	-	-	350,000	-	-	-	-	350,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Street Fund					350,000					350,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	-	350,000	-	-	-	-	350,000

**TDT.001 - S 29TH BLVD - PHASE 1**

**PROJECT SUMMARY**

**Fund / Department:** Traffic Development Fund      **2024-2025 Budget Amt:** 50,000      **Project Start Year:** 2024-2025  
**Total Project Cost Amt:** 300,000      **Project Completion Year:** 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Construct the first phase of a new collector street connecting the Laurel Woods subdivision with Baseline. This phase extends S 29th Blvd from Laurel Woods to Dogwood Street.

**The Budget Impact of this Project:**

This project uses TDT funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction		50,000	250,000							50,000 250,000 - -
<b>Total Expenditures</b>	-	50,000	250,000	-	-	-	-	-	-	300,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds		50,000	250,000							300,000 - -
<b>Total Funding Sources</b>	-	50,000	250,000	-	-	-	-	-	-	300,000

**TDT.002 - S 29TH BLVD - PHASE 2**

**PROJECT SUMMARY**

**Fund / Department:** Traffic Development Fund

**2024-2025 Budget Amt:**

**Total Project Cost Amt:** 6,000,000

**Project Start Year:** 2029-2030

**Project Completion Year:** 2029-2030

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Construct the second phase of a new collector street connecting the Laurel Woods subdivision with Baseline. This phase extends S 29th Blvd from Dogwood Street to SW 345th.

**The Budget Impact of this Project:**

This project uses TDT funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering							100,000			100,000
Construction							5,900,000			5,900,000
										-
										-
<b>Total Expenditures</b>	-	-	-	-	-	-	6,000,000	-	-	6,000,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds							6,000,000			6,000,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	-	-	-	6,000,000	-	-	6,000,000

**TDT.003 - S 29TH BLVD - PHASE 3**

**PROJECT SUMMARY**

**Fund / Department:** Traffic Development Fund

**2024-2025 Budget Amt:**

**Total Project Cost Amt:** 4,000,000

**Project Start Year:** 2029-2030

**Project Completion Year:** 2029-2030

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Construct the third phase of a new collector street connecting the Laurel Woods subdivision with Baseline. This phase reconstructs 345th from the S. 29th Blvd to Baseline. The phase includes a new interection of 345th and S. 29th Blvd, new gated rail crossing, and rebuilt signalized intersection of 345th and Baseline.

**The Budget Impact of this Project:**

This project uses TDT funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering							250,000			250,000
Construction							3,750,000			3,750,000
										-
										-
<b>Total Expenditures</b>	-	-	-	-	-	-	4,000,000	-	-	4,000,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds							4,000,000			4,000,000
										-
										-
<b>Total Funding Sources</b>	-	-	-	-	-	-	4,000,000	-	-	4,000,000



**TDT.004 - N. 19TH AVENUE (WALGREENS TO COUNCIL CREEK)**

**PROJECT SUMMARY**

*Fund / Department:* Traffic Development Fund

*2024-2025 Budget Amt:*

*Total Project Cost Amt:* 4,800,000

*Project Start Year:* 2025-2026

*Project Completion Year:* 2027-2028

*Council Goal:* Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

*Detailed Description of Project:*

This project completes N. 19th from Walgreens to the Council Creek Bridge. The project includes a new drainage system on 19th; sidewalks, curb & gutter, street trees, and streetlights on both sides of the street; a mini-roundabout at Holladay; and a chicane for southbound traffic just south of Council Creek.

*The Budget Impact of this Project:*

This project uses TDT funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction			1,300,000	1,500,000	2,000,000					1,300,000 3,500,000 - - -
<b>Total Expenditures</b>	-	-	1,300,000	1,500,000	2,000,000	-	-	-	-	4,800,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds			1,300,000	1,500,000	2,000,000					4,800,000 - - -
<b>Total Funding Sources</b>	-	-	1,300,000	1,500,000	2,000,000	-	-	-	-	4,800,000

**TDT.005 - S 20TH AND 26TH COMPLETE STREETS**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Traffic Development Fund	<b>2024-2025 Budget Amt:</b> 250,000	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 3,250,000	<b>Project Completion Year:</b> 2026-2027

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

With the delay in constructing a new north-south collector from Laurel Woods (S. 29th Blvd), this project revamps S. 20th and S. 26th into more pedestrian friendly, aesthetically-pleasing residential collector streets. Improvements will include: bulbouts, raised intersections, chicanes, RRFB pedestrian crossings, more street trees, and additional street lights.



**The Budget Impact of this Project:**

This project uses TDT funds.

**FINANCIAL INFORMATION**

Expenditures		Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction			250,000	1,500,000	1,500,000						250,000 3,000,000 - -
<b>Total Expenditures</b>		-	250,000	1,500,000	1,500,000	-	-	-	-	-	3,250,000
Revenue (Funding Source)		Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds			250,000	1,500,000	1,500,000						3,250,000 - -
<b>Total Funding Sources</b>		-	250,000	1,500,000	1,500,000	-	-	-	-	-	3,250,000

**TDT.006 - DAVIS ST PEDESTRIAN IMPROVEMENT PROJECT - PHASE 4 (14th to 19th)**

**PROJECT SUMMARY**

**Fund / Department:** Traffic Development Fund

**2024-2025 Budget Amt:**

**Total Project Cost Amt:** 2,150,000

**Project Start Year:** 2026-2027

**Project Completion Year:** 2031-2032

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

This project on the south side of Davis Street between 14th and 19th is designed to complete Davis Street. The project will use TDT funds. It is a multi-year project with one block to be completed each year.

**The Budget Impact of this Project:**

This project uses TDT funds.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Engineering Construction				150,000	400,000	400,000	1,200,000			150,000 2,000,000 - -
<b>Total Expenditures</b>	-	-	-	150,000	400,000	400,000	1,200,000	-	-	2,150,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
TDT Funds				150,000	400,000	400,000	1,200,000			2,150,000 - - -
<b>Total Funding Sources</b>	-	-	-	150,000	400,000	400,000	1,200,000	-	-	2,150,000

**PWKS.001 - KODIAK COVERED STORAGE BINS**

**PROJECT SUMMARY**

<b>Fund / Department:</b> General - Storm - Water - Sewer - Street	<b>2024-2025 Budget Amt:</b> 25,000	<b>Project Start Year:</b> 2022-2023
	<b>Total Project Cost Amt:</b> 100,000	<b>Project Completion Year:</b> 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Construct covers over open material bins due to Department of Environmental Quality (DEQ) requirements.

**The Budget Impact of this Project:**

Funding will come from multiple departments. This expense will be carried out over 4 years.



**FINANCIAL INFORMATION**

Expenditures		Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Covered Material Storage Bins		50,000	25,000	25,000							100,000
											-
											-
											-
<b>Total Expenditures</b>		<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
Revenue (Funding Source)		Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		10,000	5,000	5,000							20,000
Storm Drain Fund		10,000	5,000	5,000							20,000
Water Fund		10,000	5,000	5,000							20,000
Sanitary Sewer Fund		10,000	5,000	5,000							20,000
Street Fund		10,000	5,000	5,000							20,000
<b>Total Funding Sources</b>		<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

**PWKS.003 - KODIAK CARPET REPLACEMENT**

**PROJECT SUMMARY**

*Fund / Department:* General - Storm - Water - Sewer - Street      *2024-2025 Budget Amt:* 5,000      *Project Start Year:* 2019-2020  
*Total Project Cost Amt:* 37,000      *Project Completion Year:* 2026-2027

*Council Goal:* Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

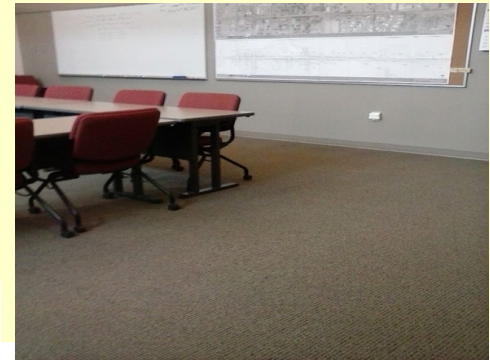
**PROJECT DETAILS**

*Detailed Description of Project:*

Replace the carpet in the Kodiak facility that is over 18 years old and becoming frayed and worn.

*The Budget Impact of this Project:*

Funding will come from multiple funds. This is a multi-year project that began in FY2019-2020, with \$5,000 being spent each year.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Carpet Replacement	22,000	5,000	5,000	5,000						37,000
										-
										-
										-
<b>Total Expenditures</b>	<b>22,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,000</b>
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund	4,400	1,000	1,000	1,000						7,400
Storm Drain Fund	4,400	1,000	1,000	1,000						7,400
Water Fund	4,400	1,000	1,000	1,000						7,400
Sanitary Sewer Fund	4,400	1,000	1,000	1,000						7,400
Street Fund	4,400	1,000	1,000	1,000						7,400
<b>Total Funding Sources</b>	<b>22,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,000</b>

**PWKS.006 - GARBAGE CAN CONTAINERS**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Street Fund	<b>2024-2025 Budget Amt:</b> 12,500	<b>Project Start Year:</b> 2024-2025
	<b>Total Project Cost Amt:</b> 25,000	<b>Project Completion Year:</b> 2025-2026

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Replace existing garbage cans along Adair & Baseline with "Garage Carts" which house roll out carts that will work with local garbage haulers trucks/policies while still helping prevent illegal dumping. Local artists will be asked to submit art that will then be made into wraps by Miracle Sign to provide aesthetics and promote community involvement.

**The Budget Impact of this Project:**

This will result in an expenditure in the Street Fund, \$12,500 each year for two years.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Garbage Cans		12,500	12,500							25,000
<b>Total Expenditures</b>	-	12,500	12,500	-	-	-	-	-	-	25,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Street Fund		12,500	12,500							25,000
<b>Total Funding Sources</b>	-	12,500	12,500	-	-	-	-	-	-	25,000

**PWKS.011 - KODIAK & RESERVOIR SECURITY UPDATES**

**PROJECT SUMMARY**

*Fund / Department:* Storm-Water-Sewer-Street      *2024-2025 Budget Amt:* 56,900      *Project Start Year:* 2024-2025  
*Total Project Cost Amt:* 56,900      *Project Completion Year:* 2024-2025

*Council Goal:* Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

*Detailed Description of Project:*

Install additional door card readers on the mechanic shop, warehouse and reservoir site. Install security cameras around the Kodiak facility and reservoir site. These will increase the security and safety of these sites.

*The Budget Impact of this Project:*

This will be a one time expense with funding coming from multiple departments.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Equipment/Installation		56,900								56,900
										-
										-
										-
<b>Total Expenditures</b>	-	56,900	-	-	-	-	-	-	-	56,900
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Storm Drain Fund		9,300								9,300
Water Fund		29,000								29,000
Sanitary Sewer Fund		9,300								9,300
Street Fund		9,300								9,300
<b>Total Funding Sources</b>	-	56,900	-	-	-	-	-	-	-	56,900

**EQU.P.001 - EQUIPMENT REPLACEMENT PROGRAM**

**PROJECT SUMMARY**

<b>Fund / Department:</b> Multiple	<b>2024-2025 Budget Amt:</b> 197,000	<b>Project Start Year:</b> ongoing
	<b>Total Project Cost Amt:</b> 657,100	<b>Project Completion Year:</b> ongoing

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

**PROJECT DETAILS**

**Detailed Description of Project:**

Equipment Replacement Program. See APPENDIX A for detailed replacement schedule

**The Budget Impact of this Project:**

These will be ongoing costs to ensure that staff has equipment that meets the needs of the city. The impact by year will depend on the type of equipment purchased.



**FINANCIAL INFORMATION**

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Equipment Replacement (FY2024-2025)		197,000								197,000
Equipment Replacement (FY2025-2026)										-
Equipment Replacement (FY2026-2027)				36,000						36,000
Equipment Replacement (FY2027-2028)					68,000					68,000
Equipment Replacement (FY2028-2029)										-
Equipment Replacement (FY2029-2044)							236,100	120,000		356,100
<b>Total Expenditures</b>	-	197,000	-	36,000	68,000	-	236,100	120,000	-	657,100
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		47,000		5,200	5,600		19,700	52,000		129,500
Storm Drain Fund		40,000		5,200	15,600		36,950	17,000		114,750
Water Fund		35,000		5,200	15,600		34,250	17,000		107,050
Sanitary Sewer Fund		40,000		5,200	15,600		59,250	17,000		137,050
Street Fund		35,000		15,200	15,600		85,950	17,000		168,750
<b>Total Funding Sources</b>	-	197,000	-	36,000	68,000	-	236,100	120,000	-	657,100



## VHCL.001 - VEHICLE REPLACEMENT PROGRAM

### PROJECT SUMMARY

<b>Fund / Department:</b> Multiple	<b>2024-2025 Budget Amt:</b> 355,000	<b>Project Start Year:</b> ongoing
	<b>Total Project Cost Amt:</b> 5,935,000	<b>Project Completion Year:</b> ongoing

**Council Goal:** Goal 5 - Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community

### PROJECT DETAILS

**Detailed Description of Project:**

Vehicle Replacement Program. See APPENDIX B for detailed replacement schedule.

**The Budget Impact of this Project:**

These will be ongoing costs to ensure that staff has vehicles that meet the needs of the city. The impact by year will depend on the type of vehicle being purchased.



### FINANCIAL INFORMATION

Expenditures	Prior Year Expenditure	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
Vehicle Replacement (FY2024-2025)		355,000								355,000
Vehicle Replacement (FY2025-2026)			35,000							35,000
Vehicle Replacement (FY2026-2027)				65,000						65,000
Vehicle Replacement (FY2027-2028)					410,000					410,000
Vehicle Replacement (FY2028-2029)						830,000				830,000
Vehicle Replacement (FY2029-2044)							1,370,000	2,220,000	650,000	4,240,000
<b>Total Expenditures</b>	-	355,000	35,000	65,000	410,000	830,000	1,370,000	2,220,000	650,000	5,935,000
Revenue (Funding Source)	Prior Year Revenues	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5-10 years 2029-2034	10-15 years 2034-2039	15-20 years 2039-2044	TOTALS
General Fund		45,000		15,000	75,000	650,000	1,100,000	1,870,000		3,755,000
Storm Drain Fund		17,500	8,750				17,500	175,000	325,000	543,750
Water Fund		137,500	8,750	15,000		180,000	217,500			558,750
Sanitary Sewer Fund		137,500	8,750	35,000	300,000		17,500	175,000	325,000	998,750
Street Fund		17,500	8,750		35,000		17,500			78,750
<b>Total Funding Sources</b>	-	355,000	35,000	65,000	410,000	830,000	1,370,000	2,220,000	650,000	5,935,000

APPENDIX A

EQUIPMENT REPLACEMENT SCHEDULE

Asset	Description	Department	Equip ID	Replacement	
				Fiscal Year	Cost
EQUIP10012	HP T1100 Plotter	commdev-eng		2025	12,000
EQUIP10061	TV Truck Software 1/2	Storm-Sewer		2025	10,000
EQUIP10049	1994 Cat Backhoe	pk sd wa sw st	94-816	2025	175,000
EQUIP10077	Message Reader Boards	pk sd wa sw st		2027	13,000
EQUIP10082	Message Reader Boards	pk sd wa sw st		2027	13,000
EQUIP10097	Airless Paint Sprayer	Streets		2027	10,000
New2028	1990 Sullair Air Compressor	pk sd wa sw st		2028	28,000
New2028	Bomag Roller	sd-wa-sw-st		2028	40,000
EQUIP10040	Flat Saw	Streets		2030	15,000
New2030	Core Cut Concrete Slab Saw	sd-wa-sw-st		2030	32,000
EQUIP10039	Cat Attachment & Hammer	Streets		2030	9,000
EQUIP10042	Fueling Station-Card Reader	Streets		2030	30,000
EQUIP10055	Fuel Tank Gas/Diesel w/pumps	Sewer		2030	25,000
EQUIP10106	Thermal Imaging Camera	Fire		2031	12,000
New2032	Folding/Stuffing Machine	admin-wa-sw-sd		2032	20,000
EQUIP10094	2018 Cargo Trailer	pk - sd - st		2034	8,100
EQUIP10094	2014 CAT 303.5E	sd-wa-sw-st	14-823	2034	85,000
New2036	2021 Kubota RTV Tractor	pk sd wa sw st		2036	45,000
New2036	Riding Mower	Parks		2036	35,000
EQUIP10131	Bradbury Vehicle Lift	pk sd wa sw st		2038	40,000
					657,100

## APPENDIX B

## VEHICLE REPLACEMENT SCHEDULE

Asset	Description	Department	Vehicle ID	Replacement	
				Fiscal Year	Cost
VEHCL10029	2008 Ford F250 Pick Up	sd-wa-sw-st	08-813	2025	35,000
VEHCL10030	2008 Ford F250 Pick Up	sd-wa-sw-st	08-821	2025	35,000
VEHCL10041	1996 Freightliner Dump Truck	Water-Sewer	96-833	2025	240,000
VEHCL10027	2007 Chevrolet 1500 Pick Up	Facility	07-812	2025	45,000
VEHCL10033	2011 GMC Sierra 1/2 Ton	sd-wa-sw-st	11-837	2026	35,000
VEHCL10026	2007 Ford F-450	Parks-Water	07-832	2027	30,000
VEHCL10063	2016 Ford F150 Pickup	Sewer		2027	35,000
VEHCL10059	2013 Freightliner Sewer Cleaner	Sewer	13-840	2028	300,000
VEHCL10064	2018 Ford F150 Pickup	Streets		2028	35,000
VEHCL10065	2018 Ford Expedition	Fire		2028	75,000
VEHCL10056	2012 International HME Heavy Brush	Fire		2029	475,000
VEHCL10057	2012 Dodge Ram 5500 Brush	Fire		2029	175,000
New2020	2019 Ford F450 Pick Up	Water		2029	85,000
VEHCL10036	2000 GMC C8500 8-Yarder	Water	00-826	2029	95,000
VEHCL10031	2009 Ford Escape Hybrid	sd-wa-sw-st	09-828	2030	35,000
VEHCL10043	1992 Cat Loader	Water	92-834	2030	150,000
VEHCL10032	2010 Ford Escape Hybrid	sd-wa-sw-st	10-835	2031	35,000
VEHCL10061	2010 Ford Transit Truck	Water	10-831	2031	50,000
VEHCL10058	2015 KME Panter/Flex Custom Pumper	Fire		2034	1,100,000
VEHCL10077	2019 Ford T-250 Transit Van	Library		2035	70,000
VEHCL10060	2015 KME Fire Tender	Fire		2036	500,000
VEHCL	2024 SPARTAN "Star Series" Pumper Apparatus	Fire		2039	1,300,000
VEHCL10048	2002 Ford E450 Sewer Video Truck	Storm - Sewer	02-830	2039	350,000
NEW2043	2024 Freightliner Sewer Cleaner	Storm - Sewer		2043	650,000
					5,935,000

# City of Cornelius Agenda Report

**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** February 5, 2024  
**Subject:** Resolution 2024-08: Appointments to City Boards and Commissions

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**Summary:** Community volunteers who serve on the City’s seven boards and commissions are integral to the City’s work, and positive outcomes in the community. Terms of service to each board or commission vary, but renewals are tied to the annual calendar, with many occurring at the turn of the calendar year. In an effort to bring efficiency to Council deliberations, staff have combined the proposed renewals and new members into one agenda report and proposed motion. Additional member additions or removals may be required during the calendar year due to unforeseen changes.

**Previous Council Action:** On December 4, 2023, the City Council approved a Municipal Code Amendment to combine the Parks Advisory Board and the Public Works Advisory Board into a new Board titled, “Public Infrastructure Advisory Board.” Membership terms on the boards and commissions described in this motion are summarized below.

**Relevant City Strategic Plan Goal(s):** Goal 2: Increase connectivity and engagement and improve culture within the City organization.

**Background:** The Public Infrastructure Advisory Board has nine openings as it is a new board. The seven proposed members have served on either the Public Works Advisory Board or the Parks Advisory Board and wish to continue to serve the City on the new board.

The Library Advisory Board is comprised of up to 11 members, each serving three year terms. The Economic Development Commission is comprised of up to 15 members, each serving three year terms. Members not requiring reappointment are not listed, and no new terms are proposed for the other City boards and commissions at this time.

**Cost:** Staff time.

**Advisory Committee Recommendation:** Each board/commission support the respective appointments to their board/commission.

**Staff Recommendation:** Approve Resolution No. 2024-08.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-08, A RESOLUTION APPOINTING MEMBERS TO THE CITY’S BOARDS AND COMMISSIONS and this action

takes effect immediately.

**Exhibit:** Resolution No. 2024-08 and Exhibit A

**RESOLUTION NO. 2024-08**

**A RESOLUTION APPOINTING MEMBERS TO THE CITY’S BOARDS AND COMMISSIONS**

**WHEREAS**, community volunteers who serve on the City’s seven boards and commissions are integral to the City’s work and positive outcomes in the community; and

**WHEREAS**, each City board and commission is governed by by-laws that are contained within the City Municipal Code; and

**WHEREAS**, City Council must appoint members to the City boards and commissions, based on the recommendation of each board/commission; and

**WHEREAS**, the City strives to provide for overlap in individual board and commission member terms, so that there is continuity in membership as membership changes; and

**WHEREAS**, the City has combined the proposed appointments and reappointments contained herein; and

**WHEREAS**, appointments/reappointments are needed for the Economic Development Commission, Library Advisory Board, and Public Infrastructure Advisory Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:**

Section 1. The Cornelius City Council appoints the proposed applicants to the respective board or commission as summarized in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5<sup>th</sup> day of February 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, MMC, City Recorder

Resolution No. 2024-08 Exhibit A – Applicants for the Economic Development Commission, Library Board, and Public Infrastructure Advisory Board

<b>Board/Commission</b>	<b>Proposed Member</b>	<b>Term End Date</b>
Public Infrastructure Advisory Board	Chrissy Dawson	December 31, 2026
	Brian Domsic	December 31, 2026
	Norby Chartry	December 31, 2024
	Nancy Arp	December 31, 2026
	Jeff Arp	December 31, 2024
	Benjamin Romero	December 31, 2025
	Janet Fleshman	December 31, 2025
Library Board	Charlotte Jones	December 31, 2026
	Linda Osuna	December 31, 2026
	Isaac Gilman (reappointment)	December 31, 2026
	Byron Sun (reappointment)	December 31, 2026
	Cheryl Hall (reappointment)	December 31, 2026
Economic Development Commission	Rhonda Wrobel (reappointment)	December 31, 2026
	Brian (Coach) Fleskes	December 31, 2026
	Michelle Gilbertson	December 31, 2026
	Claudia Yakos	December 31, 2026
	Aimee Hall	December 31, 2026

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee
- Library Advisory Board
- Economic Development Commission
- Police Advisory Board

- Planning Commission
- Public Infrastructure Advisory Board
- 

I have served 2 years on the board noted above and wish to be considered for reappointment.

Name: Brian Domsic

Telephone: [REDACTED]

Address: Please print  
[REDACTED]

City State Zip: [REDACTED]

Mailing Address: [REDACTED]

Email: [REDACTED]

Occupation: Reti red

Years in Cornelius: 4

Do you live in the City limits? Yes

Availability for meetings Flexible

Why are you interested in serving on the Advisory Board/Commission(s)? If for no other reason it will help the agencies staff the advisory board.

What contributions do you feel you can/will make to the Board/Commission(s)? Providing input and asking pertinent questions about city projects, for whatever that is worth.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? Most of my relevant experience has to do with roadway design and construction along with some traffic engineering.

Previous/current community affiliations and activities: I sat on the Public Works Advisory Board for two years and was elected chair.

Previous appointed or elected governmental offices: None.

Signature: Brian Domsic

Date: 12/16/2023





APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee, Library Advisory Board, Economic Development Commission, Police Advisory Board, Planning Commission, Public Infrastructure Advisory Board

I have served \_\_\_ years on the board noted above and wish to be considered for reappointment.

Name: Chrissy Dawson, Telephone: [redacted], Address: [redacted], City State Zip: [redacted], Mailing Address: [redacted], Email: [redacted]

Occupation: Engineering Coordinator, Years in Cornelius: 2

Do you live in the City limits? yes, Availability for meetings 12pm to 1pm, 5pm to 9pm weekdays

Why are you interested in serving on the Advisory Board/Commission(s)? I enjoy being active in my community I currently serve on the Public Works Advisory Board and would like to continue to serve the City.

What contributions do you feel you can/will make to the Board/Commission(s)? I bring civil engineering, project management, and public works experience and perspective.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? I have over 10 years of experience working in the public works departments. I have worked for the City of Gresham, the City of Milwaukie, and the City of Hillsboro.

Previous/current community affiliations and activities: Currently on the Public Works Advisory Board

Previous appointed or elected governmental offices: None

Signature: Chrissy Dawson, Date: 12/15/2023



APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee, Library Advisory Board, Economic Development Commission, Police Advisory Board, Planning Commission, Public Infrastructure Advisory Board

I have served 0 years on the board noted above and wish to be considered for reappointment.

Name: Nancy Arp, Telephone: [redacted], Address: [redacted], City State Zip: [redacted], Mailing Address: same as above, Email: [redacted]

Occupation: retired, Years in Cornelius: 40 years

Do you live in the City limits? YES, Availability for meetings: no limit

Why are you interested in serving on the Advisory Board/Commission(s)? I am interested in continuing to see Cornelius grow into a multi cultural thriving community.

What contributions do you feel you can/will make to the Board/Commission(s)? I feel I am an outgoing senior citizen that cares deeply about her community, participates in community affairs, and tries to keep an open mind for new ideas.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? As a retired Junior High teacher I have listening skills, some patience, humor, and organizational ability. I have also been married to Jeff Arp for 40 years and that's something like sitting on a commission.

Previous/current community affiliations and activities: I am the currently the Cornelius Booster Foundation Secretary and served on the Cornelius Park's Advisory board for maybe 6 years

Previous appointed or elected governmental offices: none

Signature: Nancy Arp, Date: 12/12/2023



APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee, Library Advisory Board, Economic Development Commission, Police Advisory Board, Planning Commission, Public Infrastructure Advisory Board

I have served one years on the board noted above and wish to be considered for reappointment.

Name: Benjamin Romero, Telephone: [redacted], Address: [redacted], City State Zip: [redacted], Mailing Address: [redacted], Email: [redacted]

Occupation: City of Hillsboro Parks Maint, Years in Cornelius: 19

Do you live in the City limits? Yes, Availability for meetings Any day except the 2nd Tue

Why are you interested in serving on the Advisory Board/Commission(s)? I feel that it's important to part of the community, to try and make things better if possible.

What contributions do you feel you can/will make to the Board/Commission(s)? I work for the City of Hillsboro in the Parks and Recreation Maintenance Department. I think that my experience in this capacity can be of service in the City of Cornelius Park's

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? I've served in the City of Cornelius Parks Advisory Board for over a year. In addition, I've worked in the Park's Maintenance Department in the City of Hillsboro.

Previous/current community affiliations and activities: I volunteered with the City of Hillsboro with the Mediation program and as a Domestic Violence Advocate for several years.

Previous appointed or elected governmental offices: None

Signature: [Handwritten Signature], Date: December 11, 2023

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee
- Library Advisory Board
- Economic Development Commission
- Police Advisory Board

- Planning Commission
- Public Infrastructure Advisory Board
- 

I have served \_\_\_\_\_ years on the board noted above and wish to be considered for reappointment.

Name: Janet Fleshman

Telephone: [REDACTED]

Address: [REDACTED]

City State Zip: [REDACTED]

Mailing Address: [REDACTED]

Email: [REDACTED]

Occupation: Finance

Years in Cornelius: 5

Do you live in the City limits? yes

Availability for meetings Tuesdays Evenings

Why are you interested in serving on the Advisory Board/Commission(s)?

I have enjoyed being a Parks Board member and would like to continue serving on the new board

What contributions do you feel you can/will make to the Board/Commission(s)?

Every citizen has a valid perspective and I would listen to everyone

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)?

I have two years on the Parks Advisory Board and have worked for government for 7 years

Previous/current community affiliations and activities: Parks Advisory Board  
2 years

Previous appointed or elected governmental offices: none

Signature: Janet Flesh

Date: 12-17-23



# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee
- Library Advisory Board
- Economic Development Commission
- Police Advisory Board

- Planning Commission
- Public Infrastructure Advisory Board
- 

I have served 2 years on the board noted above and wish to be considered for reappointment.

Name: JEFF ARP  
Please print

Telephone: [REDACTED]

Address: [REDACTED]

City State Zip: [REDACTED]

Mailing Address: SAME

Email: [REDACTED]

Occupation: RETIRED

Years in Cornelius: 40

Do you live in the City limits? YES

Availability for meetings OPEN

Why are you interested in serving on the Advisory Board/Commission(s)? I am interested in the future of Cornelius, and like hearing about the new developments.

What contributions do you feel you can/will make to the Board/Commission(s)? I listen and then try to give an honest opinion of how I feel about it.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? I've worked on a variety of jobs, from gold mining to driving school buses, I think I have a broad experiential level.

Previous/current community affiliations and activities: Cornelius Boosters and putting up flags on special days.

Previous appointed or elected governmental offices: NONE

Signature: Jeff L. ARP

Date: 12/14/23

RECEIVED

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee
- Library Advisory Board
- Economic Development Commission
- Police Advisory Board

- Planning Commission
- Public Infrastructure Advisory Board
- 

I have served \_\_\_\_\_ years on the board noted above and wish to be considered for reappointment.

Name: Norby Chartrey  
Please print

Telephone: \_\_\_\_\_  
home cell

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: retired

Years in Cornelius: 89

Do you live in the City limits? yes

Availability for meetings any time

Why are you interested in serving on the Advisory Board/Commission(s)? like to be involved in the city

What contributions do you feel you can/will make to the Board/Commission(s)? have knowledge of the city's history and experience in government.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? Have served as mayor, councilor, head of planning commission and served on budget committee and parks advisory board

Previous/current community affiliations and activities: see above

Previous appointed or elected governmental offices: mayor, council, all of above

Signature: N. C. Chartrey

Date: 12-12-2023

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Committee                  | <input type="checkbox"/> Planning Commission         |
| <input checked="" type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Parks Advisory Board        |
| <input type="checkbox"/> Economic Development Commission   | <input type="checkbox"/> Public Works Advisory Board |
| <input type="checkbox"/> Police Advisory Board             |  |

I have served \_\_\_\_\_ years on the board noted above and wish to be considered for reappointment.

Name: Charlotte Jones  
Please print

Telephone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: Same

Email: \_\_\_\_\_

Occupation: Retired

Years lived in Cornelius: 27 yes

Do you reside within the city limits? yes Availability for meetings: open

Why are you interested in serving on the Advisory Board/Commission(s)?

I want to learn more about what goes on in the city & library. I want to be involved.

What contributions do you feel you can/will make to the Board/Commission(s)?

Provide a different experience / perspective and provide input to policies. I have a good sense of seeing the bigger picture. I'm a good team player and love brainstorming

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)?

Former library employee, and live in the community

Previous/current community affiliations and activities:

Former friends of the library member and volunteer

Previous appointed or elected governmental offices:

Signature: Charlotte Jones



### APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee
- Library Advisory Board
- Economic Development Commission
- Police Advisory Board
- Planning Commission
- Parks Advisory Board
- Public Works Advisory Board

I have served 0 years on the board noted above and wish to be considered for reappointment.

Name: Linda Osuna  
Please print

Telephone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: Library Manager

Years lived in Cornelius: 2

Do you reside within the city limits? yes Availability for meetings: yes

Why are you interested in serving on the Advisory Board/Commission(s)?

*I have recently moved to Cornelius and have made this library my own. My experience working in libraries has given me insight into what role and possibilities the Cornelius PL can play in the community. And finally, as a resident of this community, I want to ensure that our community has access to quality services and programming. I will do this by supporting and advocating for library staff and its stakeholders.*

What contributions do you feel you can/will make to the Board/Commission(s)?

*I am an active librarian at Hillsboro Public Library in WCCLS and an advocate for the future of libraries. I am also an advocate for ensuring that all community members have access to quality information and resources. And the library serves as a perfect hub for people to obtain the information they need to make informed decisions. I believe I bring a passion not only for library and information services but also an advocate to make our community a better place for all.*

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)?

*I have experience working in libraries and have served on several community engagement committees and boards. My interest is in community building and civic engagement.*

Previous/current community affiliations and activities:

*Work at the Hillsboro Public Library*



Previous appointed or elected governmental offices:

Signature: *Linda Osuna*

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Phone 503.357.3011

**CITY OF CORNELIUS, OREGON**

Fax 503.357.3424

1355 North Barlow Street  
Cornelius, OR 97113

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- |   |   |
|---|---|
| <input type="checkbox"/> Budget Committee                           | <input type="checkbox"/> Planning Commission                  |
| <input type="checkbox"/> Library Advisory Board                     | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/>                                      |
| <input type="checkbox"/> Police Advisory Board                      |   |

I have served 3 years on the board noted above and wish to be considered for reappointment.

Name: Rhonda M Wrobel

Telephone: [REDACTED]

Address: [REDACTED]

City State Zip: [REDACTED]

Mailing Address: [REDACTED]

Email: [REDACTED]

Occupation: Corporate Secretary

Years in Cornelius: 4

Do you live in the City limits? No

Availability for meetings Yes

Why are you interested in serving on the Advisory Board/Commission(s)? I would like to continue serving on the Economic Development Commission because as a business owner I feel it's beneficial to know what's going on in the community and be an active participant in Cornelius' growth.

What contributions do you feel you can/will make to the Board/Commission(s)? I will show up and contribute my honest opinions and find ways to help our residents find employment.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? Now that I've served one term on the EDC I have a better understanding of what to expect from the meetings.

Previous/current community affiliations and activities: I'm on the board of the Forest Grove/Cornelius Chamber of Commerce. I work in Cornelius daily.

Previous appointed or elected governmental offices: N/A

Signature: *Rhonda M Wrobel*

Date: Dec. 12, 2023



APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee, Library Advisory Board, Economic Development Commission, Police Advisory Board, Planning Commission, Public Infrastructure Advisory Board

I have served 0 years on the board noted above and wish to be considered for reappointment.

Name: Brian Coach Fleskes, Telephone: [redacted], Address: [redacted], City State Zip: [redacted], Mailing Address: [redacted], Email: [redacted], Occupation: [redacted], Years in Cornelius: 10

Do you live in the City limits? Business / Yes, Availability for meetings Varies

Why are you interested in serving on the Advisory Board/Commission(s)? Owning commercial property and a business in Cornelius I have a vested interest in the future of our community.

What contributions do you feel you can/will make to the Board/Commission(s)? Logistics and organizational skills I use everyday on set as well as efficient problem solving gives me an expertise that would be valuable to any organization.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? 31years of experience working in the film industry on multiple levels of production.

Previous/current community affiliations and activities: Chamber of Commerce sponsors

Previous appointed or elected governmental offices: N/A

Signature: [Signature], Date: 12/12/2023

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- |   |   |
|---|---|
| <input type="checkbox"/> Budget Committee                           | <input type="checkbox"/> Planning Commission                  |
| <input type="checkbox"/> Library Advisory Board                     | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/>                                      |
| <input type="checkbox"/> Police Advisory Board                      |   |

I have served \_\_\_\_\_ years on the board noted above and wish to be considered for reappointment.

Name: Michelle Gilbertson

Telephone: [REDACTED]

Address: [REDACTED] Please print

City State Zip: [REDACTED]

Mailing Address: \_\_\_\_\_

Email: [REDACTED]

Occupation: COO

Years in Cornelius: 25 working years

Do you live in the City limits? no

Availability for meetings \_\_\_\_\_

Why are you interested in serving on the Advisory Board/Commission(s)? \_\_\_\_\_

Sheldon is one of the largest employers in Cornelius. Its important to stay connected

What contributions do you feel you can/will make to the Board/Commission(s)? \_\_\_\_\_

Known in the community, I have served on the EDC in the past.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? \_\_\_\_\_

I have worked within in the City for a good 25 years.

Previous/current community affiliations and activities: EDC, Rotary, Chamber Board both Cornelius and FG,

Previous appointed or elected governmental offices: none

Signature: 

Date: 12-14-23





APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. If interested in more than one, please note order of preference.

- Budget Committee, Library Advisory Board, Economic Development Commission, Police Advisory Board, Planning Commission, Public Infrastructure Advisory Board

I have served 1 years on the board noted above and wish to be considered for reappointment.

Name: Claudia Yakos, Telephone: [redacted], Address: [redacted], City State Zip: [redacted], Mailing Address: [redacted], Email: [redacted]

Occupation: Executive Director FGC Chamber, Years in Cornelius: 0

Do you live in the City limits? no, Availability for meetings yes

Why are you interested in serving on the Advisory Board/Commission(s)? The Chamber Director's presence on the Economic Development Council is crucial for aligning local business interests with broader economic strategies. It enables effective representation of the business community's needs.

What contributions do you feel you can/will make to the Board/Commission(s)? As the voice of the business community I am able to offer valuable insights into sector-specific challenges and opportunities

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)? I possess a robust skill set in strategic planning and problem-solving, crucial for contributing effectively to EDC. My leadership roles, coupled with a proven commitment to community development, uniquely position me to provide valuable insights and drive impactful initiatives.

Previous/current community affiliations and activities: Have served on various boards such as Centro, Adelante Mujeres, Tuality Healthcare/OHSU, Rotary Club of Forest Grove, FGSD, Chamber of Commerce

Previous appointed or elected governmental offices: n/a

Signature: [handwritten signature], Date: 12/12/23

# Cornelius

Oregon's Family Town

## APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Select the Advisory Board(s) on which you would like to serve. If interested in more than one, please check all that apply. For more information, please see the information on the back of this form for reference.

Budget Committee  
 Library Advisory Board  
 Economic Development Commission  
 Police Advisory Board

Planning Commission  
 Public Infrastructure Commission  
 Other: \_\_\_\_\_

I have been on the board noted above and wish to be considered for reappointment for \_\_\_\_\_ years.

Name: \_\_\_\_\_  
Hall \_\_\_\_\_

Telephone: \_\_\_\_\_

Please print name: \_\_\_\_\_  
\_\_\_\_\_

City State Zip: \_\_\_\_\_  
Cornelius, OR. 97113

Business: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a Small Business Owner? \_\_\_\_\_

Years in Cornelius: 3

Do you live within the City limits? No

Availability for meetings: Yes

Are you interested in serving on the Advisory Board/Commission(s)? I believe joining the A  
networking opportunity for my growing business.

What qualifications do you feel you can/will make to the Board/Commission(s)? I feel I can offer  
the Advisory Board/Commission on Economic Development.

What are your qualifications and/or experience that will help you serve on the Board/Commission(s)?  
As a business owner, I started my career in the Auto Body industry in 2007, and opened my first location  
my second location in the city of Cornelius and have a strong sense in customer service and giving back

What are your community affiliations and activities? I have been a strong contributor to to both F  
community events.

Are you a candidate or elected governmental official? None

# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager  
**From:** Ellie Jones, Assistant City Manager  
**Date:** February 5, 2024  
**Subject:** Resolution No. 2024-09 –Supplemental Budget 2

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**Summary:** This is to support a resolution for the second supplemental budget for the current Fiscal Year 2023-2024. It recognizes unplanned revenues/expenses and changes appropriations so that the budget is in line with anticipated expenses. A notice of the public hearing was posted on the City website beginning on January 17, 2024 and was advertised in the News Times on January 18, 2024.

**Previous Council Action:** One or two supplemental budgets are standard occurrence for municipal corporations. There were four supplemental budgets approved for the previous Fiscal Year 2022-2023.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

**Background:** The details of the budget changes are in the resolution. Below are descriptions of the budget changes:

- 1 General Fund- Increase Revenue & Community Development Expense by \$66,000 for a Metro Grant.
- 2 General Fund- Increase Fire Expense by \$30,000 for an Operations Study.
- 3 General Fund- Increase Fire Expense by \$50,000 to cover increases in overtime.
- 4 General Fund- Increase Fire Levy Expense by \$30,000 to cover increases in overtime.
- 5 General Fund- Increase Revenue and Fire expenses by \$84,559 for Conflagration related expenses and reimbursements.
- 6 General Fund- Increase Revenue & Library Expense by \$431 for scholarship reimbursement.
- 7 Internal Services Fund- Increase Facility Expense by \$50,000 for increased cost of planned City Hall upgrades. General Fund will contribute 100% of these costs through cost allocation.
- 8 Internal Services Fund- Increase Facility Expense by \$27,000 for City Hall HVAC replacement. General Fund will contribute 100% of these costs through cost allocation.
- 9 Internal Services Fund- Increase Facility Expense by \$7,000 for Police department floor replacement. General Fund will contribute 100% of these costs through cost allocation.
- 10 Water Fund- Increase Expense to allow for replacement of Water division vehicle.
- 11 Street & Pathway Fund- Move \$15,000 from Personnel Services to Materials & Services for flower basket related expenses.

12 Parks SDC Fund- Increase Revenue & Contingency - Interest revenue is higher than originally anticipated.

13 Multiple Funds- Adjust Net Working Capital to reflect audited balances.

14 General Fund - Increase Fire Expense by \$23,000 to cover levy election expenses.

**Cost:** Most of these changes are to reflect actual circumstances not known at the time the budget was adopted last June. Staff is permitted only to spend within the appropriations approved by the City Council. Without these adjustments some line items may be over-expended and revenue would not be correctly stated. Budget excesses are liabilities for city officials. Making changes at this time allows the Budget Committee to use more accurate numbers when looking at the proposed budget for next year.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Approve Resolution No. 2024-09 as presented by staff.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-09, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING APPROPRIATIONS AMENDING THE FY 2023-2024 BUDGET (SUPPLEMENTAL BUDGET NO. 2) and this action takes effect immediately.

**Exhibit:** Resolution No. 2024-09 and Exhibit A



**RESOLUTION NO. 2024-09**

**A RESOLUTION AUTHORIZING APPROPRIATIONS AMENDING  
THE FY 2023-2024 BUDGET (SUPPLEMENTAL BUDGET NO. 2)**

**WHEREAS**, a Supplemental Budget is the appropriate mechanism to recognize sources of revenue that were not known at the beginning of the year; and

**WHEREAS**, this Supplemental Budget adjusts the current year’s budget by increasing the budget to allow for receipt of revenues not anticipated in the original budget. The Supplemental Budget also makes adjustments to several accounts where operating expenses might otherwise overrun the original estimates; and

**WHEREAS**, the public hearing notice for the Supplemental Budget was posted on the City website beginning January 17, 2024 and advertised in the local newspaper on January 18, 2024.

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council adopts Supplemental Budget 2 dated February 5, 2024 on file at City Hall, 1355 N Barlow St, Cornelius, Oregon.

**SECTION 2.** Appropriations are amended as outlined in Exhibit A and funds transferred as indicated.

**SECTION 3.** This resolution is effective immediately upon its enactment by the City Council.

PASSED AND APPROVED this 5th day of February, 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, MMC, City Recorder

**NOTICE OF SUPPLEMENTAL BUDGET HEARING**

Resolution 2024-09  
Exhibit A

A public hearing on a proposed supplemental budget for the City of Cornelius, Washington County, State of Oregon for the Fiscal Year July 1, 2023 to June 30, 2024 will take place on Monday, February 5, 2024 at 7:00 pm at 1355 N Barlow St, Cornelius, Oregon.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

The ability to join the meeting virtually will also be available. Please go to [www.corneliusor.gov](http://www.corneliusor.gov) for directions to join the meeting online. Public comment will be taken orally and in writing. Written comments will be read during the public comment section of the meeting. Comments, both oral and written, will be subject to a three minute limit per community member. Written comments can be dropped off at the above address, or sent by email to [info@corneliusor.gov](mailto:info@corneliusor.gov) no later than 4:30pm on February 2, 2024.

A copy of the supplemental budget may be inspected online at [www.corneliusor.gov](http://www.corneliusor.gov) after January 17, 2024.

Major changes, if any, and their effect on the budget, are explained below.

**Supplemental for 2023-2024 Budget #2**

<b>Fund</b>	<b>Category</b>	<b>2023-2024 Budget</b>	<b>Change</b>	<b>Revised 2023-2024 Budget</b>
<b>1 General</b>				
	Revenue	15,281,493	1,623,059	16,904,552
	Expenditure			
	Comm Develop	686,558	66,000	752,558
	Fire	1,786,702	162,257	1,948,959
	Fire Levy	477,639	55,302	532,941
	Library	1,248,191	431	1,248,622
	Transfers & Allocations	964,081	84,000	1,048,081
	Other Contingency	2,743,542	1,255,069	3,998,611
<b>2 Internal Service Fund</b>				
	Revenue	2,793,519	155,387	2,948,906
	Expenditure			
	Facilities	732,745	84,000	816,745
	Other Contingency	23,659	71,387	95,046
<b>4 Surface Water Management</b>				
	Revenue	3,287,785	14,346	3,302,131
	Expenditure			
	Other Contingency	1,646,538	14,346	1,660,884
<b>5 Water</b>				
	Revenue	8,690,335	240,963	8,931,298
	Expenditure			
	Capital	2,037,400	50,000	2,087,400
	Other Contingency	3,602,220	190,963	3,793,183
<b>6 Sanitary Sewer</b>				
	Revenue	5,812,703	26,798	5,839,501
	Expenditure			
	Other Contingency	1,109,059	26,798	1,135,857
<b>7 Streets and Pathways</b>				
	Revenue	12,241,808	(203,108)	12,038,700
	Expenditure			
	Personnel Services	767,965	(15,000)	752,965
	Materials and Services	280,700	15,000	295,700
	Other Contingency	2,064,178	(203,108)	1,861,070
<b>13 Fixed Asset Water</b>				
	Revenue	4,274,252	166,083	4,440,335
	Expenditure			
	Other Contingency	2,636,752	166,083	2,802,835
<b>14 Fixed Asset Sanitary Sewer</b>				
	Revenue	1,619,424	12,837	1,632,261
	Expenditure			
	Other Contingency	1,519,424	12,837	1,532,261
<b>15 Fixed Asset Surface Water Management</b>				
	Revenue	1,547,700	60,682	1,608,382
	Expenditure			

	Other	Contingency	1,547,700	60,682	1,608,382
<b>16 Parks SDC</b>					
	Revenue		1,587,468	(45,202)	1,542,266
	Expenditure				
	Other	Contingency	48,968	(45,202)	3,766
<b>17 Traffic Development Fund</b>					
	Revenue		9,872,350	(48,941)	9,823,409
	Expenditure				
	Other	Contingency	4,160,350	(48,941)	4,111,409

**Comments:** The supplemental includes adjustments to account for carryover projects, grants and unforeseen expenses not known at time of budget preparation.

# City of Cornelius Agenda Report

**To:** Peter Bandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** February 5, 2024  
**Subject:** Ordinance No. 2023-05 An Ordinance Amending Section 2.85.060 of the Cornelius Municipal Code to Add Advising the Urban Renewal Agency to the Duties of the Economic Development Commission



---

**Summary:** The proposed amendment clarifies the role of the Economic Development Commission in advising the Urban Renewal Agency about projects, changes in the capital improvement program and other matters related to urban renewal.

**Previous Council Action:** Ordinance 893 established the Economic Development Commission in 2007. Ordinance 2023-01 added qualifications for appointment to the Commission, emphasis on the role of the Commission in policy advocacy and workforce development, added the Commission as advisory to the City Urban Renewal Agency in addition to the Council, and specified how members may be removed from the Commission.

Ordinance 2023-05 was approved by City Council 4-1 on December 4, 2023. The City Charter requires a second reading of ordinances that do not have unanimous approval. At the January 2, 2024 City Council meeting, three Councilors were present and a second vote was taken. The vote was 2-1. For approval the City Charter requires the second reading of an ordinance to be passed by a majority of the full Council, not just those present. Therefore, a re-vote is sought.

**Relevant City Strategic Plan Goal(s):** Goal 2: Increase connectivity and engagement and improve culture within the City organization; and Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

**Background:** While the previous ordinance added the Commission as advisory to the City Urban Renewal Agency, the duties were not expanded to explicitly document the role and responsibility of the Commission as advising on projects, the capital improvement program and other matters related to urban renewal. This amendment offers the clarity that will offer guidance to the Commission in the coming years.

**Cost:** Staff time.

**Advisory Committee Recommendation:** No recommendations have been sought.

**Staff Recommendation:** Approve Ordinance No. 2023-05.

**Proposed Motion:** I make a motion to read by title only for the second reading and adoption of Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE

CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION, and this action takes effect 30 days from adoption.

Roll Call

**Exhibit:** Ordinance No. 2023-05 and Exhibit A

**ORDINANCE NO. 2023-05**

**AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION**

**WHEREAS**, in 2007, the City of Cornelius (“City”) established an economic development commission to create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development; to encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, and to assist in city policy advocacy relating to community and economic development; and

**WHEREAS**, in 2019, the City established an urban renewal agency to assist in the elimination of blight in Cornelius; and

**WHEREAS**, the City recognizes a need for a commission to advise the Urban Renewal Agency with regard to recommending: projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal; and

**WHEREAS**, the City Council desires to amend CMC Section 2.85.060.

**NOW, THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:**

Section 1. The City Council amends the Code and adopts the changes as set forth in the attached Exhibit A.

Section 2. This Ordinance shall take effect on the 30<sup>th</sup> day after its adoption.

**PRESENTED and approved for a first reading** by a 4-1 vote at the regular meeting of the Cornelius City Council on December 4, 2023.

Presented for a second reading at the regular meeting of the Cornelius City Council on February 5, 2024. Roll call:

**CITY OF CORNELIUS, OREGON**

By: \_\_\_\_\_  
Jeffery C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, City Recorder

**2.85.060 Purpose and duties.**

(A) The purposes for the creation and continued existence of the commission are:

(1) To create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development.

(2) To encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, the goals of which shall include, but not be limited to:

(a) The upgrading and physical renewal of housing facilities, neighborhood and business area;

(b) The attraction to the city and its environs not only of new job-producing businesses and enterprises, but the retention and enlargement of existing ones;

(c) To seek and obtain cooperation between the public and private sectors of the community and achievement of the purposes and goals outlined herein;

(d) Increasing the job and entrepreneurial skills of Cornelius residents, including, but not limited to, workforce development opportunities;

(e) To serve in an advisory capacity to the council, the Cornelius urban renewal agency, and the various departments which deal with development programs, particularly as to long-range programs which affect the economic interests of the city and its inhabitants.

(3) To assist in city policy advocacy relating to community and economic development.

(B) The duties and responsibilities of the commission shall include but not be limited to the following:

(1) Evaluate the city's existing programs and improvement projects and make recommendations to the council and the city manager for the continuance, discontinuance or modification of the same.

(2) Receive input from the general public regarding the economic betterment and improvement of the city and make reports and recommendations thereof to the council and city manager.

(3) Recommend to the council and the city manager ways and means for improving the economic betterment and improvement of the city.

(4) Seek to develop, collaborate with and coordinate close communications and relationships between the city government, chamber of commerce, private businesses and industries, neighboring cities, regional/state economic development agencies and interested citizens regarding the economic betterment and improvement.

(5) When directed by the council and within the resources available to the commission, carry on a comprehensive program of economic betterment and improvement. The economic development commission members shall have no authority to make any direct expenditure

on behalf of the city or obligate the city for payment of any sums of money except as expressly authorized. However, they will make recommendations to city council from time to time regarding expenditures and/or obligations.

(6) Advocate on behalf of new and existing city policies relating to community and economic development.

(7) Serve as the Urban Renewal Advisory Committee by making recommendations to the Urban Renewal Agency regarding projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal in the city.

(C) The board shall not direct personnel nor investigate complaints regarding performance of personnel. [Ord. 893 § 1 (Exh. A), 2007; Code 2000 § 2.980; Ord. 2023-01 § 1 (Exh. A), 2023.]



# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** February 5, 2024  
**Subject:** Resolution No. 2024-10: Authorization for City Manager to sign Intergovernmental Agreement (IGA) with Metro for Metro 2040 Planning and Development Grant



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**Summary:** In July of 2023, City staff applied for a Metro 2040 Planning and Development Cycle 11 Grant. The grant is to prepare an anti-gentrification and anti-displacement strategy for the City within the Town Center. On January 25, 2024, Metro Council is expected to approve the IGA to award the grant to the City of Cornelius.

**Previous Council Action:** City Council adopted the Town Center Plan in 2019. On July 17, 2023, City Council authorized staff to submit an application for the Grant.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community; Goal 6: Identify community and economic development opportunities to support the community's needs.

**Background:** The Town Center Plan, while laudable for its goals, has the potential to set in motion gentrification and displacement of residents and businesses. That is the intent of the 2040 Growth Concept – to densify the region and hold the regional urban growth boundary static. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, encourage walking and create “livable and equitable communities.” However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius’s Town Center is just such a location. It has the increased density – compliant with the 2040 Growth Concept – and property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space.

**Cost:** There is a staff cost to administer the program both in Community Development and in Finance.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Approve Resolution No. 2024-10, to authorize the City Manager to sign the Intergovernmental Agreement with Metro.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-10, A RESOLUTION OF

THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH METRO TO AWARD THE CITY A GRANT FOR AN ANTI-DISPLACEMENT, ANTI-GENTRIFICATION STRATEGY IN THE TOWN CENTER and this action takes effect immediately.

**Exhibit:** Resolution No. 2024-10 and Exhibit A

**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH METRO FOR A 2040 PLANNING AND DEVELOPMENT GRANT**

**WHEREAS**, City staff submitted a 2040 Planning and Development Grant to Metro for an Anti-Gentrification and Anti-Displacement Strategy in the City’s Town Center; and

**WHEREAS**, Metro Council acted, on January 25, 2024, to award the 2040 Planning and Development grant to the City of Cornelius.

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:**

Section 1. The Cornelius City Council, acting as the Contract Review Board, authorizes the City Manager to execute the Intergovernmental Agreement with Metro for the grant award.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5<sup>th</sup> day of February, 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, City Recorder

**2040 PLANNING AND DEVELOPMENT GRANT  
INTERGOVERNMENTAL AGREEMENT  
Metro – City of Cornelius  
Town Center Anti-Displacement and Anti-Gentrification Plan**

This 2040 Planning and Development Grant Intergovernmental Agreement (this “Agreement”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Cornelius, an Oregon municipal corporation, located at 1355 N Barlow St, Cornelius, OR 97113 (“City”). Metro and the City may be jointly referred to herein as the “Parties” or each, individually as a “Party”.

**RECITALS**

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, and is remitted to Metro pursuant to Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a 2040 Planning and Development Grant Request application attached hereto as **Exhibit A** and incorporated herein (the “Grant Request”) for the Town Center Anti-Displacement and Anti-Gentrification Plan (the “Project”); and

WHEREAS, Metro has agreed to provide 2040 Planning and Development Grant Funds to the City for the Project in the amount of \$198,233 subject to the terms and conditions set forth herein (the “Grant Funds”), and the Parties wish to set forth the timing, procedures, and conditions for receiving the Grant Funds from existing CET funds for the Project.

**AGREEMENT**

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide the Grant Funds to the City for the Project as approved by the Metro Council in Resolution 23-5371 and as described in the Grant Request, subject to the terms and conditions specified in this Agreement.
2. Project Management and Coordination. The Parties have appointed the staff identified below to act as their respective project managers (each a “Project Manager” and collectively “Project Managers”) with the authority and responsibility described in this Agreement:

For the City:                   Barbara Fryer  
Community Development Director  
barbara.fryer@corneliusor.gov  
503-357-9112

For Metro: Jason Nolin, Investment Areas Transportation Planner  
Metro  
jason.nolin@oregonmetro.gov

Metro and the City may each designate an additional or replacement Project Manager by providing written notice to the other Party.

3. Mutual Obligations of both the City and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

- (a) Selection of Consultants. As a condition precedent to entering this Agreement, Metro and City Project Managers agree that they have worked together to identify consultants best qualified to perform the scope of work described in the consultant procurement documents, attached hereto as **Exhibit B**. The Project Managers and any additional reviewers selected by the Parties will jointly review proposals from consultants and select a mutually agreeable consultant team to perform the work required to successfully complete the Project.
- (b) Schedule of Milestones. The Parties have agreed to a schedule of milestones for completion of the Project, which is attached hereto as **Exhibit C** ("Schedule of Milestones"). After the Project Managers have selected a consultant team as described in subsection 3(a), and this Agreement and any contemplated contract(s) have been executed as required by subsection 4(b), the Parties each expressly delegate authority to their respective Project Managers to prepare a revised Schedule of Milestones that will provide more detailed performance timelines for the Project, including specific consultant and/or City deliverables for each Milestone, and establishing the amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Milestone. The Parties agree that once the Milestones are supplemented and revised by the Project Managers in accordance with this subsection, **Exhibit C** shall be automatically amended and the revised Milestones will become final and binding on the Parties unless and until later amended as allowed under paragraph 10 of this Agreement.
- (c) Project Committee(s). The Project Managers will jointly determine the role of the Project steering/technical/advisory committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. City Responsibilities. The City shall perform the work on the Project described in the Grant Request, and as specified in the Milestones, subject to the terms and conditions specified in this Agreement.

- (a) Use of Grant Funds. The City shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Project scope, approach, or schedule, the City shall obtain Metro's prior written approval before implementing any revisions to the Project.
- (b) Consultant Contract(s). Concurrent with the execution of this Agreement, the City shall enter into a contract(s) with the selected consultant team to complete the work as described in the Milestones, as revised. The contract(s) entered into by the City shall reference this Agreement and reflect the Scope of Work and the Milestones, as revised.
- (c) Submittal of Grant Deliverables. Within 30 days after completing each of the Milestones, the City shall submit to Metro all required deliverables for such Milestone, accompanied by an invoice

describing in detail its expenditures as needed to satisfy fiscal requirements. Deliverables must be submitted to Metro as outlined in the Milestones, as revised; the City shall not submit additional deliverables and invoices to Metro for later Milestones until Metro has reviewed and approved all prior deliverables under paragraph 5 of this Agreement.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

- (a) Advisory Role. The Metro Project Manager shall take an active role as part of the Project advisory team and at the request of the City Project Manager will review and comment on draft Project documents to communicate any concerns prior to the formal submission of the deliverables for each Milestone.
- (b) Review and Approval of Grant Deliverables. Within 15 days after receiving the City submittal of deliverables as set forth in the Milestones (as revised), Metro's Project Manager shall review the deliverables and either approve the submittal or reply with comments and/or requests for further documentation or revisions that may be necessary. The Metro Project Manager shall determine whether the deliverables submitted are satisfactory in meeting the Scope of Work and the applicable Milestones.
- (c) Payment Procedures. Subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in revised Exhibit C within 30 days following the Metro Project Manager's approval of deliverables, invoices and supporting documents.

6. Project Records. The City shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement, as well as records and documentation relating to the financial match being provided by the City for the Project. Records and documents described in this section shall be retained by the City for three years from the date of completion of the Project, expiration of the Agreement or as otherwise required under applicable law, whichever is later. The City shall provide Metro with such information and documentation as Metro requires for implementation of the grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the Grant Funds were expended, including records demonstrating how City matching funds were expended.

7. Audits, Inspections and Retention of Records. Metro, together with its auditors and representatives, shall have reasonable access to and the right to examine all City records with respect to all matters covered by this Agreement during normal business hours upon three business days' prior written notice to the City. Except to the extent that such records may be exempt from disclosure or subject to additional disclosure requirements, the representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by the City and all their contractors for three years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. Unless otherwise terminated under paragraph 9, this Agreement shall be effective on the last date it is executed by the Parties below, and shall be in effect until all Milestones and deliverables have

been completed, all required documentation has been delivered, and all payments have been made as set forth in the Milestones, as revised.

9. Termination. Metro may terminate this Agreement and cancel any remaining Grant Fund payments upon a finding by the Metro Chief Operating Officer that the City has abandoned its work on the Project or is otherwise not satisfying its obligations under this Agreement regarding the requirements of the grant.

10. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

11. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.

12. Waiver. The Parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the Grant Funds, except for in the case of such Party's negligence, gross negligence, or willful misconduct.

13. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the persons signing this Agreement have full power and authority to sign for the City and Metro, respectively.

14. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute a single document. Electronic signatures, as well as copies of signatures sent by facsimile or electronic transmission, shall be deemed original signatures for all purposes and shall be binding on the Parties.

*[Signature Page Follows]*

**METRO**

**THE CITY OF CORNELIUS**

By: \_\_\_\_\_  
Marissa Madrigal  
Chief Operating Officer

By: \_\_\_\_\_  
Peter Brandom  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Carrie MacLaren  
Metro Attorney

By: \_\_\_\_\_  
Ashleigh Dougill  
City Attorney

Date: \_\_\_\_\_

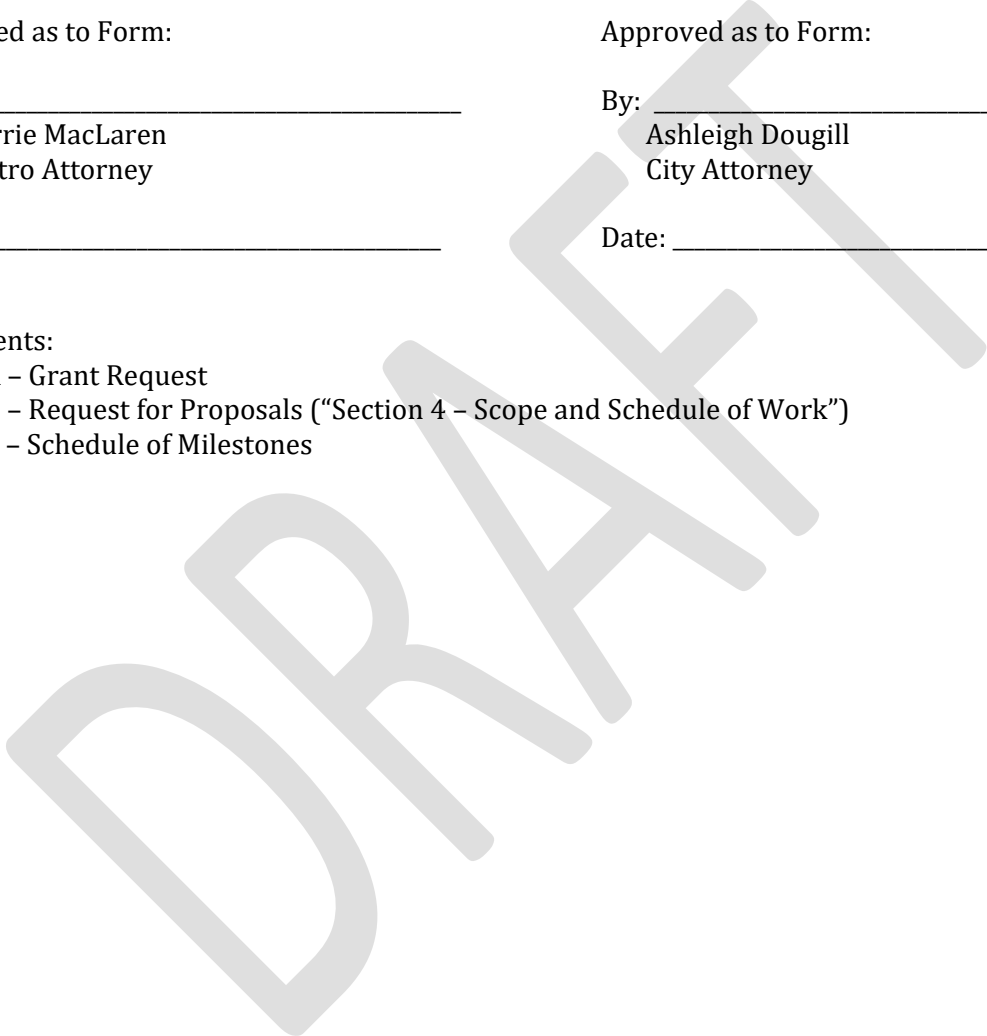
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Attachments:

Exhibit A – Grant Request

Exhibit B – Request for Proposals (“Section 4 – Scope and Schedule of Work”)

Exhibit C – Schedule of Milestones





# 2040 Planning and Development Grant Application | Equitable Development

**Project:** Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan

**Funds requested:** \$198,233

## Project purpose, regional impact and equity benefits

1. Describe the proposed project and the specific goals to advance equitable development in your community. Who are the project partners and why is this work a priority? Explain how the project will facilitate or implement community development plans and/or projects that are aligned with the region's 2040 Growth Concept, meaningfully advance racial equity and deliver benefits to historically marginalized populations.

Cornelius population dynamics have been stable for decades with more than 56% of residents identifying as Hispanic or Latino, households typically averaging more than 3.5 people, and the majority of the population aged 30 or less. However, demographic analysis demonstrates that the Cornelius landscape is changing and gentrification is occurring within the city, bringing in higher-wage earners who tend to have smaller families, which can be seen in the new Laurel Woods, Greystone, Cascadia Gardens, and Council Creek subdivisions. Cornelius recognizes these changing dynamics as an opportunity to reorient City policies and steer redevelopment towards equitable 2040 goals, inclusively organize density centers, support better and safer transit, and meet Climate Friendly and Equitable Development requirements. Ultimately, the goal of the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan is to support current residents facing marginalization, ensure generational wealth is not lost due to additional development, and to implement long-term equity plans that will better navigate future population growth – ensuring current and future residents have access to the necessary resources to thrive.

In order to gather community input and to increase civic engagement that will inform Cornelius on how to adapt its [Town Center Plan](#) towards a more equitable vision, Unite Oregon was selected as the community based partner to collaborate with on the Anti-Displacement and Anti-Gentrification Plan. For 40 years, Unite Oregon has engaged thousands of community members throughout the state from diverse cultural, ethnic, and religious backgrounds, trained new immigrant and refugee community leaders, produced hundreds of educational events, and mobilized countless newcomer community members to participate in public life and advocate for policies that increase equity. As convener of the [Tualatin Valley \(TV\) Highway Equity Coalition](#) (TEC), Unite Oregon has also engaged with communities in the Cornelius Town Center to gather input about how residents would like to see their surroundings develop. This work that Unite Oregon started through the TV Highway project and the local connections made serve as a springboard for engagement with the City's residents and businesses.

When a property redevelops with a Mixed Use building, financial analysis requires high commercial rents to fund the debt service on the building. Typically, this means that the commercial rents are not low enough to match the needs of the existing businesses in the central core. Alternative methods are needed to ensure that the existing businesses can continue in the central core – such as a community investment trust or cooperative. Rents in most mixed-use developments are higher and achievable only by chains and larger businesses that can sustain lower revenue over a period of time while the business establishes itself in the new location. Competing community objectives to maintain a rural feel with small businesses and regional objectives of increased density clash as corporate chain stores move in and displace entrepreneurs. To combat rents rising above the ability of local entrepreneurs to continue in the City and to ensure that they are not displaced, Cornelius will work collaboratively with Unite Oregon and a Land Use Consultant to explore strategies that the City can implement.

Programs supporting tenants and homeowners in the Core Residential zone of the Town Center could include development assistance for Middle Housing, pre-approved middle housing or accessory dwelling unit plans, a

housing production trust fund, cooperative housing or other means of ensuring that the residents can thrive in Cornelius. Additional potential outcomes could be targets for housing preservation and new residential units within the Town Center by zoning district (Core Residential, Corridor Commercial, and Central Mixed Use). This alignment of the Town Center zones with equity is but the first step. As the city moves to comply with the Oregon Housing Needs Analysis and incorporates the assigned targets for housing at different price points through the City's Housing Production Strategy, staff anticipate a closer look at these three zoning districts to identify additional methods to serve the variety of needed housing at differing price points.

## Community demographics

2. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts.

Cornelius consists of 2.34 square miles (1497.6 Acres) and the Town Center is 276 acres (.0043125 square miles) in the downtown core. This site serves not only as a Metro 2040 Center, but also as a Climate Friendly and Equitable Community compliant with OAR 660-012. A couplet, Adair and Baseline Streets bisect the downtown core where the City's only bus route, TriMet Line 57, connects east to Portland and west to Forest Grove.

In 2019 when the Town Center Plan was adopted, the U.S. census listed the Cornelius 2017 population as 12,492 residents and the Portland State University (PSU) Population Research Center estimated the population at 12,000. Today, the PSU Population Research Center lists Cornelius's population at 14,398. The City's population has consistently reported in the Census at more than 50% Latino, a demographic group typically having larger-than-average family sizes and more multi-generational households. While the Census identifies Washington County's persons per household from 2017-2021 remained at 2.61, Cornelius households reported at 3.06, a decrease from 2010s report of 3.51. This drop in household size communicates rapidly changing demographics in Cornelius as does income. In 2019, the median household income according to the City's Economic Opportunities Analysis, was \$30,000. According to the data in the Town Center Plan, over 62% of households had three or more people and the average age was 30.6 years. While current Census data shows that 2021 median household income was at \$72,917, 8% of families in Cornelius live in poverty. Current Census data continues to show that Cornelius is a relatively young city with the median age of 37.4 years. Over half (52.2%) of the population is female, according to the Census. Impressively, the Census notes that over 74% of Cornelius households continue to be owner-occupied. Since 2019, nine subdivisions have been constructed and occupied resulting in 974 new homes with residents. This also communicates the significant change of demographics in the City. An additional 300 homes are planned in approved subdivisions, 113 affordable apartment units and 346 market rate apartment units. If the 749 new units slated to come on line in the next four years contain 3.06 persons per household we could have almost 3,000 new residents, about a 20% population increase.

## Team capacity and experience

3. Identify the roles that lead government staff and key project partners will play to implement the project and describe their qualifications and experience. Identify the roles and necessary expertise of any consultants to be hired with grant funds.

The project lead government staff is Cornelius Community Development Director Barbara Fryer. She has over 28 years of experience in Planning and Economic Development and has both her AICP and Masters in Real Estate Development. This combination makes her uniquely capable of understanding the financial realities of redevelopment and the fiscal realities of existing homeowners and businesses. She also understands how regulations can potentially stimulate or discourage development due to the increased costs to the developer.

The Unite Oregon Washington County Chapter team will partner with the City of Cornelius, building off of the community engagement work already conducted through the Tualatin Valley Highway Equity Coalition (TEC). By gathering extensive community feedback, the TEC drafted the Equitable Development Strategy which includes qualitative data on Cornelius residents' needs and desires in terms of infrastructure and public space improvements. From the relationships developed through this process, Unite Oregon is in the unique position to solicit continued community participation either through the proposed community ambassador program and through educational workshops. Furthermore, Unite Oregon will collaborate with the City, the project consultant, and other decision-making partners to further develop anti-displacement strategies. This partner has extensive experience exploring municipal options for anti-displacement through its work convening the Southwest Corridor Equity Coalition (SWECC) which advocates for the residents of the Southwest Corridor to have access to the opportunities that the light rail project will bring and concurrently address the impacts associated with this major infrastructure investment. Additionally, Unite Oregon houses the Director of the Anti-Displacement PDX (ADPDX) Coalition and is an active partner of the 82nd Avenue Coalition. The expertise, relationships, and experience gained from participation in these groups makes Unite Oregon an impactful partner in developing equitable agreements between developers, a municipality, and affected communities.

A Land Use Consultant will be contracted to assist in the project. Their primary role will be to research anti-gentrification and anti-displacement strategies that have worked nationwide and assist Unite Oregon and the City and to help determine what will work best in Cornelius.

### Achievable outcomes

4. What is the extent of the project team's authority to implement your proposed project, make policy, or commit investments? What governing bodies, organizations or private parties will have to act to ultimately deliver project results and anticipated community benefits? Describe how these influential entities or sponsors will be informed or involved over the course of the project to cultivate their support so that the project outcomes are achieved.

The project team's authority is to recommend policy changes to the Cornelius City Council and it is the City of Council's responsibility to act in the best interest of the City. While this is the case, the Cornelius City Council has instituted an Organizational Strategic Plan for 2023-2025 directing staff actions within this time horizon. Of note, Council Goal #6 is "*Identify community and economic development opportunities to support the community's needs.*" Actions are also included. Action 6.2 directs staff to "*Develop an Anti-Gentrification and Anti-Displacement Plan*" within 1 to 2 years. This direction is to ensure that as the Town Center redevelops, the history, culture, and generational wealth of the residents and business owners are not lost. This is a key issue for the City Council, so implementing this program is a top priority.

Staff anticipate adoption of the plan as a Municipal Code Amendment within the first year and further implementation of its recommendations within the second year by achieving a Department of Land Conservation and Development grant through the Climate Friendly and Equitable Development grant program.

### Scope of work

5. Succinctly outline your approach to the project and the major project elements and deliverables you envision. Provide a bulleted list outline of the components or phases of work, the tasks and partners involved in each phase or element, the key work products and the general timeframe to complete the project.

This project consists of four major elements that will be a collaborative effort between the City, Unite Oregon, and the Land Use Consultant: a Planning Phase, Support for Small Businesses, Housing Affordability/Ownership, and Community Development. Combined, these elements will guide and inform Cornelius as to where to focus future efforts in terms of supporting specific communities facing marginalization and displacement as the City's population increases and redevelopment occurs.

### Planning Phase (January to March 2024)

- Review the strategic actions outlined in the TV Highway Corridor Equitable Development Strategy (EDS) and identify priority action items that align with the goals of the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan.
  - Unite Oregon will organize two focus group discussions with partners of the TV Highway Equity Coalition (TEC) whose contributions supported the development of the EDS.
  - A group of Cornelius Community Ambassadors which will include individuals who participated in EDS conversations, will be selected to learn civic leadership skills, to engage with local elected officials, and to represent their communities. They will continue to monitor the implementation of the potential modifications made to the Cornelius Town Center Plan based on the outcomes of this planning project.
  - The Unite Oregon team will work with City staff to review existing and planned initiatives by the City of Cornelius e.g., the 2023-2025 Organizational Strategic Plan and how they align with regional plans and equity measures to serve all residents.
  - Conversations with the contracted Consultant will also take place to explore successful anti-displacement and anti-gentrification models that are used by other cities which will inform Unite Oregon's activities with residents, landlords, and business owners in Cornelius.

**Support for Small Businesses** (April to July 2024)

- Unite Oregon will engage small business owners facing disadvantages such as increasing rents and disruptive construction to storefronts to lay the groundwork for support systems that the City can continue after the grant period.
  - City, Unite Oregon, and Consultant will conduct preliminary analysis to understand the landscape and structure of businesses in the Cornelius Town Center and assess challenges they may be facing.
  - Explore measures that the City can adopt to ensure the development of commercial properties have affordable spaces for small business owners and entrepreneurs.
  - Identify supportive measures that the City can adopt to ensure businesses have resources to continue thriving during significant development changes (project construction).
  - Unite Oregon will host two educational workshops for small business owners/managers that will include a feedback session to gather input on the challenges they are facing and what the City can do to overcome these challenges.
  - Unite Oregon and the City will apply the workshop feedback to connect small businesses to available resources and tools, which they may not be aware of at the local/regional/state levels.

**Housing Affordability/Ownership** (July to October 2024)

- Unite Oregon, the City, and the Consultant will work collaboratively to create an equitable housing strategy that identifies targets for affordable housing preservation and new development, based on the current demand trends and expected population growth.
  - Unite Oregon will organize two housing workshops with residents and one workshop with developers and landlords active in the Cornelius Town Center to discuss housing-related issues. This will allow Unite Oregon to engage with:
    - **Homeowners:** informing them about potential development changes and to gather their input to be addressed when the Town Center Plan is updated
    - **Tenants:** to understand the challenges they may be facing and to offer resources about homeownership opportunities

- **Landlords of Multifamily Properties:** to discuss how to keep their properties affordable for tenants as the Town Center redevelops without causing loss to the owners
  - **Developers:** to explore ways that guarantee affordability of new housing developments in the Cornelius Town Center
- Explore the adoption of Tenant Opportunity to Purchase Act (TOPA) in Cornelius as a tool to preserve existing affordable housing in the City/Town Center and increase homeownership rates.

**Community Development (February 2023 to December 2023)**

- The goal of the community development project element is for Unite Oregon to train a group of individuals to represent their diverse community as Cornelius Community Ambassadors. They will be involved in all activities throughout this project and will work with City staff and elected officials after the grant period in order to equitably advance the actions of the Town Center Plan. Unite Oregon is also partnering with Washington County on a 2040 Community Engagement Grant application and with the City of Beaverton on an Equitable Development Grant application that includes this community ambassador model. This model follows Unite Oregon’s initiative to increase civic leadership across Oregon. The primary focus of Cornelius Community Ambassadors will be to equitably progress the City’s Town Center Plan.
  - Unite Oregon will host four educational sessions for community ambassador training
  - Unite Oregon will conduct educational workshops (co-facilitated by community ambassadors) to for residents in the Cornelius Town Center and surrounding areas to provide information, tools, and resources about:
    - Visioning exercise to ask community members about their hopes & dreams for their city.
    - Financial literacy and entrepreneurship.
    - Understanding employment rights, advocating for better wages, and how to manage finances and retirement plans.
    - Success stories of accomplished entrepreneurs who will speak about their experiences, the challenges they faced and how they managed to overcome them.

**Conclusion and recommendations document (January to July 2024)**

Unite Oregon, City and Consultant will work together to develop a final document with conclusions and recommendations:

- Align Town Center plans with the TV Highway EDS to ensure transit safety and accessibility for all residents

**Proposed project budget**

6. Use the budget template provided to show the estimated project costs by major phase or component. The budget table should align with the project scope of work and include major tasks or elements identified in question #5. Indicate estimated costs for consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify any additional funds (if any) that have been pledged by project partners or other sources.

Estimated Land Use Consultant costs are \$55,000. This estimate is based on other projects that the City of Cornelius has contracted for professional services. It is an estimate based on the anticipated scope for the consultants conducting research into strategies, making recommendations to resolve issues raised by

community members through the community engagement process, preparing code amendment language for the new strategies that require amending the Cornelius Municipal Code, and preparing the final report.

CBO costs:

- CBO costs include three personnel with benefits at \$65,566.
- Simultaneous interpretation for 2 languages for 11 event workshops and outreach efforts, for a total of 120 anticipated hours. Interpreters are compensated @ \$45/hour.  $120 \text{ hours} \times \$45 = \$5,400$
- Document and material translation in two languages, for a total estimate of 44,000 words for 11 event workshops and outreach efforts. The translation rate is calculated at \$.20/word.  $44,000 \text{ word} \times \$.20 = \$8,800$
- This cost provides an incentive for community members to participate in Unite Oregon's events, allowing greater accessibility and inclusivity.
  - Focus group meetings: 10 community members will be compensated @ \$600 for 2 events = \$6,000 total.
  - Business workshop meetings: 20 community members will be compensated @ \$600 for 2 events = 12,000 total.
  - Housing workshops: 20 community members will be compensated @ \$200 for 2 events = \$4,000 total.
  - Landlord workshop: 20 community landlords will be compensated at \$600 for 1 event = \$12,000
  - 10 community ambassadors will attend above 7 workshops and an additional 4 trainings; they will be compensated @ \$100 for 11 events = \$11,000 total
  - We anticipate 30-40% of our community members needing child care during our workshops. Community members will be given an additional \$25/meeting if child care is needed. Total = \$1900
  - Local travel is calculated at the federal rate of \$.65 per mile. Mileage reimbursement will be given to 90 community members attending our 5 in-person workshops, for up to 10 miles. Total = \$585
  - Workshop materials and office supplies (eg. pens, folders, nametags, etc.) Total = \$300
  - Refreshments and snacks will be provided at our 5 in-person 2-hour long workshops. Total = \$1,000
- Unite Oregon's standard administrative rate is 15%. This cost covers Administration, Finance, HR, Development, Comms, and Database Administration. Total = \$18,683

**Estimated City contribution in city staff time is \$10,000. This is staff time contributed by the Community Development Director and any other staff needed to assist in completing the grant.**

2040 Planning and Development Grant Application

Proposed project budget| All Application Types

Project Name: Cornelius Anti-Displacement Anti-Gentrification Strategy and Community Development

Grant Funds Requested: \$

Other funds Pledged: \$

PROJECT COMPONENT	CONSULTANT FEES	CBO PARTICIPATION AND/OR COMMUNITY LIAISON	OTHER DIRECT PROJECT COSTS	TOTAL
(Phase, element, deliverable, etc.)				
Contracted Land Use Consultant to conduct research, prepare information, participate in meetings with Unite Oregon and City, and to prepare Cornelius Municipal Code Edits	55000			\$ 55,000.00
<b>Unite Oregon Budget for all tasks</b>				
Community Organizer (0.45 FTE)		\$ 20,475		\$ 20,475
Community Organizer (0.2 FTE)		\$ 10,000		\$ 10,000
TEC Facilitator (0.3 FTE)		\$ 19,500		\$ 19,500
Fringe Benefits		\$ 15,591		\$ 15,591
			Subtotal Personnel	\$ 65,566
<b>Program Costs</b>				
Translation & Interpretation			\$ 14,200	\$ 14,200
Meeting refreshments & snacks			\$ 1,000	\$ 1,000
Community Stipends			\$ 41,000	\$ 41,000
Child care			\$ 1,900	\$ 1,900
Mileage			\$ 585	\$ 585
Materials & Supplies			\$ 300	\$ 300
			Subtotal Program	\$ 58,985
<b>Program Subtotal</b>				\$ 124,551
Admin @ 15%		\$ -		\$ 18,683

<b>TOTAL PROJECT BUDGET</b>	<b>\$ 198,233</b>
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August 10, 2023

Oregon Metro  
2040 Grants Cycle 11 – Equitable Development  
600 NE Grand Avenue  
Portland, OR 97232

RE: Letter of Commitment  
Applicant: City of Cornelius  
Project: Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan

Dear Metro Grants Screening Committee,

Unite Oregon is thrilled to submit this letter of commitment in support of the City of Cornelius' application to Metro's 2040 Planning and Development Grant opportunity. We are eager to initiate this collaboration with the City of Cornelius which we believe will lead to impactful opportunities for civic engagement and provide considerable insight into community needs as the Cornelius population grows.

Unite Oregon has already engaged with Cornelius Town Center residents through our participation in and convening of the Tualatin Valley (TV) Highway Equity Coalition. This Coalition has gathered significant community feedback on the needs and desired improvements along the TV Highway Corridor, which includes this project's geographic area, since May of 2022. Unite Oregon is excited about this partnership opportunity with Cornelius as this project furthers our efforts to engage with residents in the Town Center area and continue our work to ensure community feedback is equitably integrated into infrastructure planning processes. Furthermore, this project will provide the City of Cornelius with the opportunity to analyze existing community feedback in the Coalition's Equitable Development Strategy (EDS) and align its Town Center Plan with EDS priority action items which improve transit accessibility and safety and promote inclusive development. Additionally, this project will increase Cornelius civic leaders by offering in-depth community training with simultaneous interpretation and translation of materials, minimizing language barriers for community participation.

Unite Oregon has over 40 years experience organizing diverse community members across Oregon. We are vital partners for many local government agencies who wish to meaningfully engage our priority communities – communities that for decades have been systematically denied access to power, decision-making processes, and the resources that stem from these decisions. We thank Metro for its consideration of funding the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan and supporting the City of Cornelius and its partners with this community-centered approach.

Sincerely,  
Khanh Le  
Executive Director  
Unite Oregon

A handwritten signature in black ink, appearing to read "Khanh Le".



City Council Meeting Agenda Monday, July 17, 2023
1355 N. Barlow St-Cornelius, OR 97113
In Person/Hybrid Meeting
TVCTV Live-Channel 30

Zoom Meeting: https://us02web.zoom.us/j/4174814374
Meeting ID: 417 481 4374 Phone (253) 215 8782 US

City Council Meeting

7:00 pm Call to Order- Pledge of Allegiance and Roll Call

City Council: Council President John Colgan, Councilor Angeles Godinez, Councilor Doris Gonzalez, Councilor Eden Lopez and Mayor Dalin.

1. ADOPTION OF AGENDA

2. CONSENT AGENDA

- A. Meeting Minutes: June 5, 2023 Council Meeting
B. Resolution No. 2023-24: Cornelius Community Vision 2035 Facilitation Services
C. Resolution No. 2023-25: AN-01-23 Expedited Annexation for 0 336th Avenue
D. Metro 2040 Grant Letter of Interest
E. Community Action Customer Assistance Program Amendment

The items on the Consent Agenda are considered routine. All will be adopted by one motion unless a Council Member or an audience member requests to consider an item separately before voting on the motion. Any item removed from the Consent Agenda will be discussed as determined by the Mayor.

3. CITIZEN PARTICIPATION – ITEMS NOT ON THE AGENDA

Please sign a citizen participation card and turn it in to the staff table along with any written testimony. Please wait to be called up to the microphone. Please keep comments to three (3) minutes or less. Please stay on topic and do not repeat information. Please honor the process; i.e.: do not carry on conversations while others are speaking. Thank you.

4. APPOINTMENTS

- A. Oath of Office – Chief of Police James Coley

Debby Roth, City Recorder

5. **PRESENTATIONS**

- A. Emergency Operations *Fire Chief Jim Geering*
- B. Garbage Collection Rates *Peter Brandom, City Manager*
- C. Strategic Plan Status Update *Peter Brandom, City Manager*

6. **PUBLIC HEARINGS**

- A. Resolution No. 2023-27-Garbage Collection Rate Increase

7. **UNFINISHED BUSINESS-NONE**

8. **NEW BUSINESS**

- A. Resolution No. 2023-26: Execution of the 2023 Oregon State Fire Marshal (OSFM) Wildfire Season Staffing Grant Agreement Number: WFS-176 *Fire Chief Jim Geering*
- B. Resolution No. 2023-27: Garbage Collection Rate Increase *Peter Brandom, City Manager*
- C. Resolution No. 2023-28: 19th and Davis Mini-Roundabout Bid Award *Terry Keyes, City Engineer*
- D. Resolution No. 2023-29: Water Park Booster Station Bid Award *Terry Keyes, City Engineer*
- E. Resolution No. 2023-30: City Manager Performance Review *Mayor Jef Dalin*

9. **REPORTS**

- A. City Council Reports:
- B. Mayor Dalin:
- C. City Manager:

10. **COUNCIL ANNOUNCEMENTS**

- A. August 1, 2023 – National Night Out Harleman Park 5:30-8:00 pm
- B. August 4, 2023 – Movies in Harleman Park 8:30 pm
- C. August 7, 2023 – City Council Meeting 7:00 pm
- D. August 11, 2023 – Movies in Harleman Park 8:30 pm
- E. August 18, 2023 – Movies in Harleman Park 8:30 pm
- F. August 25, 2023 – Movies in Harleman Park 8:30 pm

11. **ADJOURNMENT**

# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** July 17, 2023  
**Subject:** Metro 2040 Planning & Development Grant Application Letter of Interest



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**Summary:** A Letter of Interest for the Metro 2040 Planning & Development Cycle 11 (May 2023) Grant. The grants are intended to remove barriers to housing development, support economic growth, promote planning that makes land ready for development, and implement the 2040 Growth Concept. Grants are funded from the regional excise tax on construction permits and are available in four categories: Concept Planning (\$500,000 available), Equitable Development (\$1,250,000 available), Community Engagement (\$250,000 available), and Industrial Land readiness (\$1,000,000 available).

Letters of Interest (LOI) were due on June 23, 2023. Metro staff reviews the LOI and provides feedback by July 20. On August 11, 2023, the full grant application is due. Applicants will be selected on September 29 and Metro Council awards the grants in November. Grant agreements are executed in November and December and project consultant teams are hired.

**Previous Council Action:** Council adopted the Town Center Plan in 2019.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community. Goal 6: Identify community and economic development opportunities to support the community's needs.

**Background:** The Town Center Plan, while laudable for its goals, is a plan that sets into motion gentrification and displacement of residents and businesses, if successful. That is the intent of the 2040 Growth Concept – to densify the region and hold the regional urban growth boundary static. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, encourage walking and create “livable and equitable communities”. However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius’s Town Center is just such a location. It has the increased density – compliant with the 2040 Growth Concept – and property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space. This grant proposal works with Unite Oregon to build on the Equitable Development Strategy for the TV Highway project, specifically within Cornelius’s

Town Center. If awarded, the grant would fund a private consultant and Unite Oregon to work with residents, entrepreneurs and equity coalition members to identify and recommend strategies to stave gentrification and displacement. The strategies would be evaluated for their efficacy in Cornelius's Town Center and a formal recommendation to City Council would follow.

**Cost:** Staff time. No formal match is required for the grant application.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Authorize staff to submit a formal Metro 2040 application.

**Exhibit:** A:Letter of Interest

# Letter of Interest

**Please use this template to create your letter of interest. When complete, save to PDF format and upload to ZoomGrants under the “Required Uploads” tab.**

Please keep total length of letters to 2 pages or less.

**Project title:** Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan

**Grant category:** Equitable Development

*(Please indicate concept planning, equitable development, community engagement or industrial land readiness.)*

**Project description:** ~ one paragraph

*(Provide a brief description of the project and its purpose.)*

Adopted in 2019, the City’s Town Center Plan Core Residential area part of the City’s naturally occurring affordable housing. Recognizing that the affordable nature of the properties in this area lend themselves to redevelopment, we want to offer strategies that encourage additional development that builds equity for the property owner without displacing the current residents by preserving the affordability of the existing housing stock. Similarly, many of the City’s entrepreneurs are located in the Central Mixed Use zone of the Town Center. In order to limit displacement of entrepreneurs, we will develop anti-displacement strategies and identify community investment trust opportunities. The project will simultaneously explore ways to secure affordable rents for those who have already experienced displacement. This will encourage redevelopment and new development in this Central Mixed Use zone which will foster both continued economic and cultural diversity in our City Center.

**Project team:** ~ half page

*(Describe the project team, including local government and community partners and their roles and responsibilities. Indicate all partners’ level of commitment, available capacity, and capabilities to complete the work.)*

*Building on the Tualatin Valley Highway (TVHWY) Equitable Development Strategy (EDS), created by Unite Oregon and other community-based organizations as well as leaders from the diverse community in the TVHWY Corridor, the project team will include the City of Cornelius and Unite Oregon. The City would hire a consultant to assist in proposing techniques. The City and Unite Oregon would work together with members of the TVHWY Equity Coalition (TEC) who are interested in continuing their work specifically in Cornelius related to the Town Center. The City of Cornelius would support Unite Oregon and the private consultant by providing existing data and other information related to the City’s Town Center Plan. Unite Oregon and TEC partners would recommend actions from the EDS that align with the Town Center Plan and conduct targeted community engagement to inform those actions. The private consultant would continue to assist in reviewing the techniques and identifying the strengths of using particular techniques in this area. The intent is to narrow the techniques and strategies to those that would build economic vitality, cultural diversity and generational wealth for the residents and entrepreneurs in Cornelius. Together the project team will work collaboratively, leveraging their respective strengths to drive the successful implementation of the Cornelius Town Center Plan as it aligns*

*with community needs and the prior actions outlined in the TVHWY EDS and bring about positive change for Cornelius*

**Project approach:** ~ half page

*(Briefly describe how the team will do the work, including key process elements and intended outcomes.)*

City and Unite Oregon will build on the work completed for the TVHWY Equitable Development Strategy and apply the same methodology to two of the City's Town Center Zones: Central Mixed Use and Core Residential. At the first meeting, Unite Oregon will work with the residents and entrepreneurs (the Community Team) to develop measurements of success – What is current affordability of rent structure for residential and commercial in the City? What are the barriers to finding alternative locations within the City? What are the limiting factors to growing your business in the City? What are the limiting factors in staying in your existing home?

The City will hire a consultant to identify and propose strategies and techniques that meet the goals of the project. Unite Oregon will lead discussions with the Community Team to evaluate the applicability and efficacy as applied to the two zones in Cornelius. The City anticipates six meetings spaced three to four weeks apart where the information is discussed and evaluated. At the end of each meeting, a specific recommendation will be made about the applicability and efficacy in the Cornelius Town Center. At the final meeting, the recommended techniques will be ranked and a formal recommendation will be given to the City Council.

The consultant will compile the results of each meeting including all topics discussed and the recommendations into a solitary document. Community Team members, Unite Oregon, and City staff will present the findings to the City Council in a work session. City staff will then work on implementing the findings. Potential implementation may include amending the Town Center Zoning districts, contracting with outside entities, and proposing budget documents.

**Criteria:** ~ half page

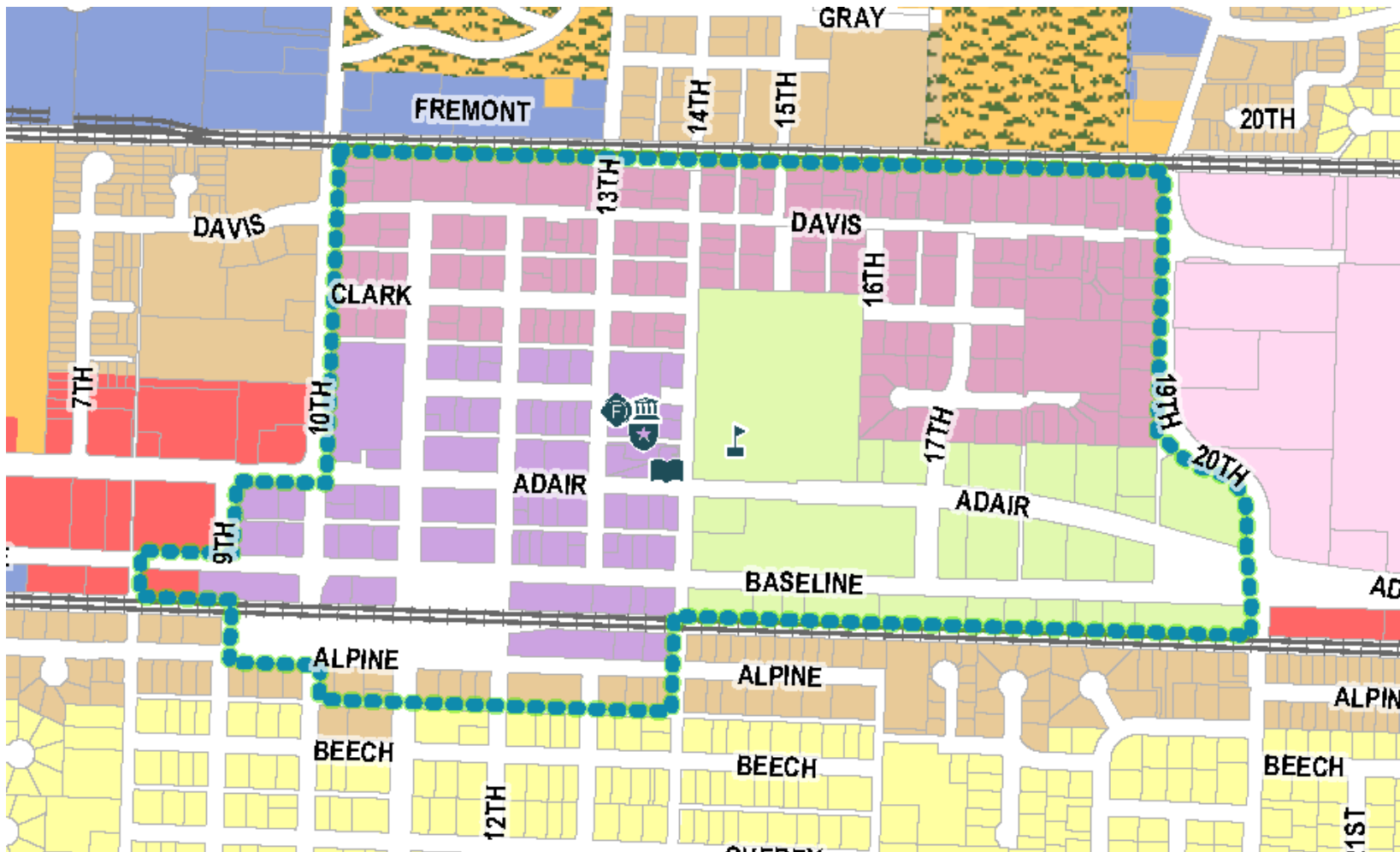
*(Briefly describe how the project team intends to address the evaluation criteria applicable to the specific grant category. See pages 3-6 of the Grants Handbook for categories and evaluation criteria.)*

The proposal is to amend the Town Center Plan adopted in 2019, make appropriate adjustments to limit displacement and gentrification in the plan area. The City of Cornelius is a historically marginalized community as demonstrated by the 2010 Census data, 50.6% residents identify as Hispanic or Latino, residents travel 29 minutes to work, the per capita income in the past 12 months is \$31,088, and 10.4% of the population is in poverty. Working with Unite Oregon and the residents and entrepreneurs of Cornelius, the City Council can implement strategies that are effective and specific to the Cornelius Town Center to stave off gentrification and displacement of residents and entrepreneurs as the Town Center fulfills the promise of 2040

**Estimated timeline for the work: 1 year**

*(Indicate estimated project duration in months and/or years.)*

**Estimate of total grant amount (dollars requested):** \$100,00; ½ consultant and ½ Unite Oregon



**City of Cornelius  
Zoning Map**  
August 2022

<ul style="list-style-type: none"> <li>City Hall</li> <li>Public Works/Community Planning</li> <li>Police Station</li> <li>Fire Station</li> <li>Library</li> <li>School</li> <li>Public</li> <li>Private</li> <li>Railroad</li> <li>Tax Lot</li> <li>Town Center Boundary</li> <li>City of Cornelius</li> <li>Urban Growth Boundary</li> <li>Natural Resource Overlay</li> </ul>	<ul style="list-style-type: none"> <li>100 Year Flood Plain (FEMA)</li> <li>Zoning</li> <li>CR - Cove Residential</li> <li>GMU - Gateway Mixed Use</li> <li>CC - Corridor Commercial</li> <li>C2 - Highway Commercial</li> <li>M1 - General Industrial</li> <li>LI - Light Industrial</li> <li>A2 - Medium Density Residential</li> <li>MHP - Manufactured Home Park</li> <li>R7 - Low Density Residential</li> </ul>
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**CITY OF CORNELIUS**  
**REQUEST FOR PROPOSALS**

**FOR**

**RESEARCH AND BACKGROUND SUPPORT**  
**FOR AN ANTI-GENTRIFICATION/ANTI-**  
**DISPLACEMENT PROGRAM**

**DUE DATE AND TIME:**  
**5:00 P.M., 12TH DAY OF JANUARY, 2024**

**COPY OF ADVERTISEMENT**  
**ANTI-GENTRIFICATION/ANTI-DISPLACEMENT PROGRAM SUPPORT**

CITY OF CORNELIUS  
REQUEST FOR PROPOSALS (“RFP”)  
FOR ANTI-GENTRIFICATION/ANTI-DISPLACEMENT PROGRAM SUPPORT

Notice is hereby given that the City of Cornelius (“City”) is requesting proposals for Anti-Gentrification/Anti-Displacement Program Support. As the City implements the 2040 Growth Concept Typology of Town Center, the result will be gentrification and displacement without intervention in some way. The City desires to meet the 2040 Town Center goals AND to ensure that our existing homeowners experience generational wealth and existing businesses can afford the rents in new mixed use buildings constructed to comply with the Town Center. The City has had a working relationship with the Washington County Chapter of Unite Oregon as a Community Based Organization (CBO) Partner who will provide the community engagement and empowerment support. The City desires to enter into a professional services agreement with a qualified individual or firm (“Consultant”) who can demonstrate competency and experience in providing research on anti-gentrification and anti-displacement tools and strategies and who can work with our CBO Partner who will bring the strategies and tools to an advisory committee and to the community.

RFP documents are available by contacting Barbara Fryer, at (503) 357-3011, or e-mail [barbara.fryer@corneliusor.gov](mailto:barbara.fryer@corneliusor.gov). Any addenda issued will be mailed to any vendor who sends an email to Barbara Fryer referencing RFP for Anti-Gentrification/Anti-Displacement Program Support.

Sealed proposals must be received by **5:00 P.M., January 12, 2024**, 1355 Barlow Street, Cornelius, Oregon 97113. Proposals received after the designated time and date will be returned unopened.

Minority/Women/Emerging Small Business (“MWESB”) firms are encouraged to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable laws, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City as determined by the City, and may waive any minor informalities in any proposal.

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Barbara Fryer, AICP  
Community Development Department Director

Published:  
DJC December 13, 2023

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### SPECIAL INSTRUCTIONS

**Proposal Title:** Anti-Gentrification/Anti-Displacement Program Support  
**Proposal Due Date:** 5:00 P.M., 12<sup>th</sup> Day of January 2024

# 1.

## INTRODUCTION

The City of Cornelius (“City”) is an Oregon municipal corporation with city limits covering approximately 2.34 square miles. The population of the City is approximately 14,398. The City employs approximately 60 staff and is governed by a city council comprised of five councilors, including the mayor. The council acts as the local contract review board for the City.

### Anti-Gentrification/Anti-Displacement Program Support

Cornelius population dynamics have been stable for decades, with more than 56% of residents identifying as Hispanic or Latino, households typically averaging more than 3.5 people, and the majority of the population aged 30 or less. However, demographic analysis demonstrates that the Cornelius landscape is changing, and gentrification is occurring within the city, bringing in higher-wage earners who tend to have smaller families, which can be seen in the new Laurel Woods, Greystone, Cascadia Gardens, and Council Creek subdivisions. Cornelius staff and City Council recognizes these changing dynamics as an opportunity to reorient City policies and steer redevelopment towards equitable goals, inclusive centers, and supportive of better and safer transit. Ultimately, the goal of the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan is to support current residents facing marginalization, ensure generational wealth is not lost due to additional development, and to implement long-term equity plans that will better navigate future population growth – ensuring current and future residents have access to the necessary resources to thrive.

In order to gather community input and increase civic engagement that will inform Cornelius on how to adapt its [Town Center Plan](#) towards a more equitable vision, Unite Oregon was selected as the CBO partner to collaborate with on the Anti-Displacement and Anti-Gentrification Plan. For 40 years, Unite Oregon (and previously as Oregon Action) has engaged thousands of community members throughout the state from diverse cultural, ethnic, and religious backgrounds, trained new immigrant and refugee community leaders, produced hundreds of educational events, and mobilized countless newcomer community members to participate in public life and advocate for policies that increase equity. As convener of the [Tualatin Valley \(TV\) Highway Equity Coalition](#) (TEC), CBO has also engaged with communities in the Cornelius Town Center to gather input about how residents would like to see their surroundings develop. This work that CBO started through the TV Highway project and the local connections made serve as a springboard for engagement with the City’s residents and businesses.

When a property redevelops with a Mixed Use building, financial analysis requires high commercial rents to fund the debt service on the building. Typically, this means that the commercial rents are not low enough to match the needs of the existing businesses in the central core. Alternative methods are needed to ensure that the existing businesses can continue in the central core – such as a community investment trust or cooperative. Rents in most mixed-use developments are higher and achievable only by chains and larger businesses that can sustain lower revenue over a period of time while the business establishes itself in the new location. Competing community objectives to maintain a

rural feel with small businesses and regional objectives of increased density clash as corporate chain stores move in and displace entrepreneurs. To combat rents rising above the ability of local entrepreneurs to continue in the City and to ensure that they are not displaced, Cornelius will work collaboratively with CBO and a Land Use Consultant (“Consultant”) to explore strategies that the City can implement.

Programs supporting tenants and homeowners in the Core Residential zone of the Town Center could include development assistance for Middle Housing, pre-approved middle housing or accessory dwelling unit plans, a housing production trust fund, cooperative housing, or other means of ensuring that the residents can thrive in Cornelius. These topics shall be researched by the Consultant and new ideas shall be developed to provide a basis for the Unite Oregon team to work with the community. Additional potential outcomes could be targets for housing preservation and new residential units within the Town Center by zoning district (Core Residential, Corridor Commercial, and Central Mixed Use). This alignment of the Town Center zones with equity is the first step. In future years, when the city updates the Housing Needs Analysis and incorporates the assigned targets for housing at different price points through the City’s Housing Production Strategy, staff anticipate a closer look at these three zoning districts to identify additional methods to serve the variety of needed housing at differing price points.

Cornelius consists of 2.34 square miles (1497.6 acres) and the Town Center is 276 acres (0.0043125 square miles) in the downtown core. This site serves not only as a Metro 2040 Center but also as a Climate Friendly and Equitable Community compliant with OAR 660-012. A couplet, Adair and Baseline Streets, bisect the downtown core where the City's only bus route, TriMet Line 57, connects east to Portland and west to Forest Grove.

In 2019 when the Town Center Plan was adopted, the U.S. census listed the Cornelius 2017 population as 12,492 residents, and the Portland State University (PSU) Population Research Center estimated the population at 12,000. Today, the PSU Population Research Center lists Cornelius's population at 14,398. The City's population has consistently reported in the Census at more than 50% Latino, a demographic group typically having larger-than-average family sizes and more multi-generational households. While the Census identifies Washington County's persons per household from 2017-2021 remained at 2.61, Cornelius households reported at 3.06, a decrease from the 2010s report of 3.51. This drop in household size communicates rapidly changing demographics in Cornelius as does income. In 2019, the median household income according to the City’s Economic Opportunities Analysis, was \$30,000. According to the data in the Town Center Plan, over 62% of households had three or more people, and the average age was 30.6 years. While current Census data shows that 2021 median household income was at \$72,917, 8% of families in Cornelius live in poverty. Current Census data continues to show that Cornelius is a relatively young city with a median age of 37.4 years. Over half (52.2%) of the population is female, according to the Census. Impressively, the Census notes that over 74% of Cornelius households continue to be owner-occupied. Since 2019, nine subdivisions have been constructed and occupied, resulting in 974 new homes with

residents. This also communicates the significant change in demographics in the City. An additional 300 homes are planned in approved subdivisions, 113 affordable apartment units, and 346 market-rate apartment units. If the 749 new units slated to come on line in the next four years contain 3.06 persons per household we could have almost 3,000 new residents, about a 20% population increase.

## 2. ISSUING OFFICE

2.1 The Community Development Department of the City will issue the Request for Proposals documents and that office shall be the sole point of contact. Please contact the following person:

Barbara Fryer, AICP  
Community Development Department Director  
1355 N Barlow Street  
Cornelius, OR 97113  
Phone: 503-357-3011  
e-mail: [barbara.fryer@corneliusor.gov](mailto:barbara.fryer@corneliusor.gov)

## 3. SCHEDULE OF RFP EVENTS

- Release RFP documents December 13, 2023
- Deadline for Proposal Submission January 12, 2024
- Consultant Interviews (if applicable) January 18 or January 19, 2024
- Commencement of Contract (tentative) March 1, 2024

## 4. SUBMISSION DATE

Proposals are due no later than **5:00 P.M., 12<sup>th</sup> day of January 2024**, local time.

## 5. PLACE OF SUBMISSION OF PROPOSALS

In order to be considered for this project, each Proposer must provide five (5) bound copies of their proposal, including the original copy marked "ORIGINAL." All proposals must arrive at the issuing office on or before the listed due time and date. A corporate officer who has been authorized to make such a commitment must sign proposals. Proposals shall be sealed in an opaque envelope or box, with the words "ANTI-GENTRIFICATION/ANTI-DISPLACEMENT PROGRAM SUPPORT RFP RESPONSE" clearly written on it. The document shall be addressed and delivered as follows to:

Barbara Fryer  
Community Development Department

1355 N Barlow Street  
Cornelius, OR 97113

## **6. EVALUATION OF PROPOSALS**

An Evaluation committee will review proposals. The role of the evaluation committee is to evaluate the proposals submitted and make a recommendation of award. The criteria listed below will be used to determine the finalists and apparent successful Proposer. (Total possible points = 100).

### **6.1 Proposal Presentation (5 points)**

Proposal is complete, professional, and responds to the format requirements. Questions are answered in a clear and concise manner.

### **6.2 Project Understanding (25 points)**

Proposal demonstrates a clear understanding of Gentrification and Displacement caused by higher density/greater intensity development within an existing community.

### **6.3 Qualifications (30 points)**

Overall capabilities of the Proposer to meet the required service levels described in the RFP considering the credentials, experience, and location of the persons assigned to the relationship. Specific qualification criteria include the proposer's experience and understanding of Anti-Gentrification/Anti-Displacement research and support, familiarity with the Cornelius community and stakeholders, and experience working with Community Based Organizations (CBO).

### **6.4 Approach (20 points)**

Demonstration of an effective, integrated, and comprehensive approach to working with a CBO and providing information in formats conducive to productive conversations and results. Evidence of being an effective partner with the City. The extent to which the City can count upon the Proposer to provide outstanding collaboration

### **6.5 Cost (20 points)**

A clear budget including materials and associated hard costs incurred by the Consultant, and maximizes the amount of work completed. Tasks are reasonable in cost and hours.

## **7. PROPOSAL FORMAT**

To be considered, a completed proposal must be submitted on time and respond to the requirements outlined in 7.1 through 7.6. The proposal shall be limited to 10 pages, including resumes and professional references (excluding covers, blank dividers, and

Certification and Contract form) and a text font of 10-point or larger. Proposals should be succinct and well-organized. Sample materials may accompany any proposals as attached appendices and will not be counted as part of the page limit.

**7.1 Cover Letter:** Provide a cover letter and company profile introducing your firm.

**7.2 Qualifications:**

Describe your experience working on similar projects, especially related to researching anti-displacement and anti-gentrification tools. Include a brief description of each project, including the year and client name.

**7.3 Approach:**

Please provide a description, including a timeline of how you would approach the research project and provide information to the CBO in a format that is understandable to laypersons.

**7.4 Key Personnel:**

Please list the names, credentials, areas of expertise and experience, and locations of the key persons who would be assigned to this project.

**7.5 Cost:**

Provide a not-to-exceed budget with a detailed breakdown of consultant hours per task, hours per person, and hourly rates for all team members (including clerical) and direct expenses.

An hourly rate schedule for additional work that may be added to the Scope of Work requested by the City beyond the initial Scope of Work is to be quoted separately.

**8. INTERVIEWS**

8.1 Firms or individuals selected for final evaluation (if necessary) may be required to make an oral presentation of their proposal to the City. Such presentation shall provide an opportunity for Proposers to clarify their proposal to ensure thorough mutual understanding. The evaluation committee may ask additional questions related to the proposal and/or the Scope of work. Scoring of interviews may be made as part of the selection process. The City will schedule the time and locations of such presentations, if required.

8.2 The selection committee prefers in-person interviews. Interviews will be conducted at the City of Cornelius at a location to be determined. Firms invited to the interview will be responsible for making and paying for their own travel arrangements.

8.3 No City employee or officer is authorized to make any oral interpretation of any provisions within the RFP or contract document. The City will not be responsible for any oral remarks related to this RFP. Proposers who are in doubt about any aspect of this



RFP must submit written questions to the issuing office as soon as possible after receiving the RFP.

**9. TERM OF AGREEMENT**

The contract resulting from this RFP shall be for a period of one (1) year, commencing in March of 2024 with an option to renew/extend the contract up to an additional two (2) years. If the City elects to renew/extend the contract it shall provide written notice to the Consultant a minimum of thirty (30) days prior to the expiration of the current contract of its intent to do so. The contract may be terminated by mutual consent of both parties, or by either party, without cause, upon thirty (30) days-notice, in writing, and delivered by certified mail or in person.

**10. CONTRACT BETWEEN CONSULTANT AND CITY**

10.1 This RFP and all subsequent modifications thereto are hereby designated as the sole reference and authority for the preparation of proposals and takes precedence over any source, either by verbal or written communications.

10.2 This RFP and the contents of the proposal of the successful Proposer will become contractual obligations if an agreement ensues. Failure of the successful Proposer to accept these obligations in an agreement may result in cancellation of the award.

10.3 The contract shall be substantially in the form of the attached “Professional Services Agreement.”

**PROJECT/PROPOSAL INFORMATION**

**Proposal Title:** **Anti-Gentrification/Anti-Displacement Program Support**

**Proposal Due Date:** **5:00 P.M., 12<sup>th</sup> Day of January 2024**

**1. PURPOSE**

The City of Cornelius (“City”) desires to enter into a professional services agreement with one (1) qualified individual or firm who/that can demonstrate competency and experience in providing Anti-Gentrification/Anti-Displacement Program Support and can provide high quality and responsible service at a competitive price to the City. The City seeks Consultant Services to support our CBO with regard to tools to halt or limit gentrification and displacement due to development at higher densities and intensities. Additionally, the chosen individual or firm will be amiable to consulting and working with the City’s Community Development Department staff.

## 2. GENERAL SCOPE OF WORK

This project consists of four major elements that will be a collaborative effort between the City, CBO, and the Consultant: a Planning Phase, Support for Small Businesses, Housing Affordability/Ownership, and Community Development. Combined, these elements will guide and inform Cornelius as to where to focus future efforts in terms of supporting specific communities facing marginalization and displacement as the City's population increases and redevelopment occurs. The following includes the tasks identified for the CBO and the Consultant. This RFP is to respond to the Consultant activities.

### **Planning Phase (March to May 2024)**

- City, CBO and **Consultant** shall meet to review the strategic actions outlined in the TV Highway Corridor Equitable Development Strategy (EDS) and identify priority action items that align with the goals of the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan.
  - CBO will organize two focus group discussions with partners of the TV Highway Equity Coalition (TEC) whose contributions supported the development of the EDS.
  - A group of Cornelius Community Ambassadors which will include individuals who participated in EDS conversations, will be selected to learn civic leadership skills, engage with local elected officials, and represent their communities. They will continue to monitor the implementation of the potential modifications made to the Cornelius Town Center Plan based on the outcomes of this planning project.
  - The CBO team, **Consultant** and City will review existing and planned initiatives by the City of Cornelius, e.g., the 2023-2025 Organizational Strategic Plan and how they align with regional plans and equity measures to serve all residents.
  - The **Consultant** will submit a list of successful anti-displacement and anti-gentrification models that are used by other cities, which will inform CBO team and City with respect to activities with residents, landlords, and business owners in Cornelius.

### **Support for Small Businesses (April to July 2024)**

- CBO will engage small business owners facing disadvantages such as increasing rents and disruptive construction to storefronts to lay the groundwork for support systems that the City can continue after the grant period.
  - CBO will engage small business owners to understand the landscape and structure of businesses in the Cornelius Town Center and assess challenges they may be facing.
  - Based on the information gained from Small Businesses by the CBO, the **Consultant** shall develop strategies and tools that the City can adopt to address

the issues and challenges identified by Small Business owners and entrepreneurs, including financially sustainable, legally defensible, and effective supportive measures that the City can adopt to ensure businesses have resources to continue thriving during project construction. This may include policies and standards for new development.

- CBO will host two educational workshops for small business owners/managers that will include a feedback session to gather input on the challenges they are facing and what the City can do to overcome these challenges.
- CBO and the City will apply the workshop feedback to connect small businesses to available resources and tools, which the businesses may not be aware of at the local/regional/state levels.

### **Housing Affordability/Ownership (July to October 2024)**

- CBO, the City, and the **Consultant** will work collaboratively to create an equitable housing strategy that identifies targets for affordable housing preservation and new development, based on the current demand trends and expected population growth.
  - CBO will organize two housing workshops with residents and one workshop with developers and landlords active in the Cornelius Town Center to discuss housing-related issues. This will allow CBO to engage with:
    - **Homeowners:** to understand the challenges facing them, informing them about Middle Housing and Accessory Dwelling Unit opportunities to expand and retain generational wealth through land division process, to inform them of the Town Center plan and how the neighborhood is expected to change and to assess the needs of this group of people on how the City could help them retain their homes as change occurs in the area
    - **Tenants:** to understand the challenges they may be facing and to offer resources about homeownership opportunities
    - **Landlords of Multifamily Properties:** to discuss how to keep their properties affordable for tenants as the Town Center redevelops without causing loss to the owners
    - **Developers:** to explore ways that guarantee affordability of new housing developments in the Cornelius Town Center with out affecting the City's meager tax base
  - The **Consultant** shall work with the City and CBO to explore the adoption of Tenant Opportunity to Purchase Act (TOPA) in Cornelius as a tool to preserve existing affordable housing in the City/Town Center and increase homeownership rates.

### **Community Development (March 2024 to January 2025)**

- The goal of the community development project element is for CBO to train a group of individuals to represent their diverse community as Cornelius Community Ambassadors. They will be involved in all activities throughout this project and will work with City staff and elected officials after the grant period in order to equitably advance the actions of the Town Center Plan. The Community Ambassador model follows Unite Oregon’s initiative to increase civic leadership across Oregon. The primary focus of Cornelius Community Ambassadors will be to equitably progress the City’s Town Center Plan.
  - CBO will host four educational sessions for community ambassador training
  - CBO will conduct educational workshops (co-facilitated by community ambassadors) for residents in the Cornelius Town Center and surrounding areas to provide information, tools, and resources about:
    - Visioning exercise to ask community members about their hopes & dreams for their city. (Using the Cornelius 2045 Vision materials to be supplied by the City.)
    - Financial literacy and entrepreneurship.
    - Understanding employment rights, advocating for better wages, and how to manage finances and retirement plans.
    - Success stories of accomplished entrepreneurs who will speak about their experiences, the challenges they faced, and how they managed to overcome them.

### **Conclusion and recommendations document (February 2024 to July 2024)**

CBO, City and **Consultant** will work together to develop a final document with conclusions and recommendations.

## **2.3 Responsibilities**

2.3.1 Responsibility of **Consultant** – It is understood and agreed that the services the Proposer will be contracted to perform under this shall be rendered directly by it or under close personal supervision by it and that the work shall be faithfully performed with care and diligence. The Consultant will return all calls or other contracts from City within a reasonable time. If it is not possible for the called or contacted party to respond, the Consultant will make arrangements for a designated member of the Consultant to respond to the contact.

2.3.2 Responsibility of the City – Barbara Fryer will provide the Consultant with a list of designated City employees who are authorized to contact the Consultant. The City of Cornelius will also provide a point of contact for all service and billing issues.

2.3.3 Joint Responsibility – If additional services, supplemental to those included are required, both the City and the Consultant have the responsibility to identify those services, include them as an addendum or amendment to the Contract, and determine fair compensation for the additional services.

### **3. SPECIFIC RESEARCH REQUIRED EXPERIENCE**

#### **3.1 Administrative Services**

3.1.1 Firm will provide a principal or partner-level individual to be the point of contact for all service and billing issues.

3.1.2 Firm will recommend specialists for other services related to the project if the City so requests. The City reserves the right of approval of any specialist(s) and to select other service providers.

3.1.3 Concerning the manner in which services are provided, the City expects that the work will be assigned to individuals in the most efficient manner consistent with their experience and training.

3.1.4 If it is necessary to associate with other Consultants in any matter, prior approval must be obtained from the City designated contact with the Firm. The Firm must inform associated service providers of the procedure set forth herein.

#### **3.2 Invoicing and Statement of Work**

3.2.1 A schedule of incremental and hourly rates of all functions of the Firm who will work on City matters must be submitted as part of the proposal. The rates provided should reflect the rates to be charged for each year covered by the proposal.

3.2.2 Invoices for services will be submitted monthly for any month in which there has been activity of any substance. An annual summary of billing will also be provided when requested by the City. Time spent by the Firm is to be shown in specific time billing periods, such as by the minute, by the quarter hour or whatever increment of time is mutually acceptable to the Firm and to the City.

3.2.3 Each monthly invoice will set forth separately each matter currently being handled and will clearly identify the City employee(s) working with the Firm. Included monthly must also be a total charged to date for each matter.

3.2.4 For each matter denoted on an invoice, the detail will include the hours spent by each of Consultant's personnel on the file.

3.2.5 Each expense and/or disbursement must be specifically identified on the invoice.

### **3.3 Changes of Scope and Additional Work**

The Consultant may be requested to perform special projects for the City. Because of variations in the demand for additional services from time to time, such work shall be agreed upon in advance, contracted for, provided and billed separately to the City on a pre-arranged basis.

## **4.0 PROPOSER REQUIREMENTS**

**4.1 Minimum criteria:** Each Proposer shall demonstrate and meet the following minimum criteria:

4.1.1 Each Proposer shall have not less than five (5) years experience, not less than three (3) of which are within the State of Oregon, in providing all the types of services required within the Scope of Work.

4.1.2 Shall be currently licensed/certified to provide consulting services in the state of Oregon.

4.1.3 Shall demonstrate, to the satisfaction of the Evaluation Committee, the ability to provide the services required within the Scope of Work to the City and shall demonstrate a proven history of providing such service for public agencies.

4.1.4 Shall not have a record of substandard workmanship. The City will verify this requirement by communication with the licensing authority, a variety of each Proposer's clients and references, and as many other references as may be deemed appropriate.

## **4.2 Cost of RFP and Associated Responses**

This RFP does not commit the City to paying any expenses incurred by any Firm in the submission or presentation of a proposal, or in making the necessary studies for the preparation of a proposal, or in traveling to the site of the interviews. All such costs and expenses shall be borne by each Proposer.

## **4.3 Right to Clarification and Additional Research**

The City reserves the right to obtain clarification of any point in a Firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the Firm's proposal. The City may obtain information from any legal source for the clarification of any proposal or for information on any Firm including, but not limited to, police files, insurance files, agency files, credit

bureaus, and/or professional organizations. The City shall not be required to inform the Firm of any intent to perform additional research in this respect or of any information thereby received.

#### **4.4 Items that are subject to negotiation.**

For professional services the Scope of Work, pricing structure, whether a lump sum or rate schedule, and all other aspects of this Request for Proposal may be subject to negotiation.

Any terms and conditions of the Professional Services Agreement that the proposer wishes to negotiate or modify shall be presented in the response to this RFP.

### **GENERAL INSTRUCTIONS TO PROPOSERS**

The following instructions, terms, and conditions apply to all proposals to provide either goods or services to the City of Cornelius.

1. PROPOSALS NOT AVAILABLE FOR PUBLIC INSPECTION AT THE OPENING. In accordance with ORS 279B.060(5)(a), only the names of the proposers shall be disclosed at the opening. Notwithstanding ORS 192.410 to 192.505, proposals are not required to be open for public inspection until after the notice of intent to award a contract is issued.
2. CITY RESERVATION OF RIGHTS. The City expressly reserves the following rights:
  - 2.1 To reject any and/or all irregularities in the proposals submitted.
  - 2.2 To reject any and/or all proposals or portions thereof.
  - 2.3 To waive any minor informality in any proposal.
  - 2.4 To base awards due with regard to quality of services, experiences, compliance with specifications, and other such factors as may be necessary in the circumstances.
  - 2.5 To make the award to any Proposer whose proposal, in the opinion of management and the Council, is in the best interest of the City.
  - 2.6 To make the award based on negotiations conducted in accordance with this solicitation or on the basis of a best and final offer by the proposer.
  - 2.7 Only the evaluation factors specified in this solicitation may be used as a basis for award.

3. USE OF PROPOSAL FORMS. Proposers are required to use the furnished Proposal Forms. Please retain a copy for your records.
4. LATE PROPOSALS. Any proposal received after the hour and date specified will not be considered and will be returned unopened. It is the sole responsibility of the offering Proposer or Consultant to ensure receipt of proposals by the City in the specific location designated by the specified time.
5. PROPOSER REPRESENTATIONS. The Proposer further agrees to the following:
  - 5.1 To examine all specifications and conditions thoroughly.
  - 5.2 To provide for appropriate insurance, deposits, and performance bonds if required.
  - 5.3 To comply fully with specifications as attached for the agreed contract, especially where materials and work are involved.
  - 5.4 That any and all registration requirements where required for Consultants as set forth in the Oregon Revised Statutes are met.
6. ADDENDA. Any amendment(s) to or error(s) in the general Specifications or Project/Proposal section called to the attention of the City will be added to or corrected and furnished by written addendum to all those holding specifications. All addenda shall be mailed at least five (5) business days before the time set for proposal submission. All addenda issued during the proposal period will be incorporated into any resultant contract.
7. FORMAT OF PROPOSALS. Telephone proposals are not acceptable. Telegraphic, emailed or facsimiled proposals will not be considered unless authorized by the Special Instructions.
8. OWNERSHIP OF PROPOSAL DOCUMENTS. All documents, reports, proposals, submittals, working papers or other material submitted to the City from the Proposer shall become the sole and exclusive property of the City, in the public domain, and not the property of the Proposer. The Proposer shall not copyright, or cause to be copyrighted, any portion of any of said documents submitted to the City as a result of this solicitation.
9. INVALID PROPOSAL DOCUMENTS. Copies of proposal documents obtained from sources other than the City Community Development Department (such as other Consultants) are not valid proposal documents. It is the Proposer's responsibility to ensure that their name is on the City's proposer list for that particular service in order to receive notification of all addenda as well as additional relevant information.
10. PROTEST OF PROPOSAL SPECIFICATIONS OR CONTRACT TERMS



10.1 Time for Submission of Protest. Specifications and contract terms shall be made available for inspection and copying at the address provided below. Unless a different deadline is specified in the Request for Proposals, protests of the proposal specifications or contract terms shall be presented to the City in writing at least five (5) calendar days prior to proposal closing.

(a) Such protest or request for change shall include the reasons for protest or request, and any proposed changes to specifications or terms. No protest against award because of the content of proposal specifications or contract terms shall be considered after the deadline established for submitting such protest.

(b) Envelopes containing protests of specifications shall be marked and mailed as follows:

PROPOSAL SPECIFICATION PROTEST:  
ANTI-DISPLACEMENT/ANTI-GENTRIFICATION PROGRAM SUPPORT  
Attention: Barbara Fryer,  
Community Development Department Director  
1355 N Barlow Street  
Cornelius, OR 97113

11. PROTEST OF INTENT TO AWARD

11.1 Notice of Intent to Award. (OAR 137-047-0610) The written notice of intent to award a contract shall constitute a final decision of the City to award the contract if no written protest of the notice of award is filed with the City within seven (7) calendar days of the notice of intent to award. If a protest is timely filed, the notice of award is a final decision of the City only upon issuance of a written decision denying the protest and affirming the award. The notice of intent to award and any written decision denying a protest shall be sent to every Proposer.

11.2 Right to Protest. Any actual Proposer who is adversely affected or aggrieved by the notice of intent to award of the contract to another Proposer on the same solicitation shall have seven (7) calendar days after the notice of intent to award to submit to the City a written protest of the notice of intent to award. The written protest shall specify the grounds upon which the protest is based. The City shall not entertain a protest submitted after the time period established in this rule or such different period as may be provided in the City's RFP.

12. WRITTEN PROTEST OF INTENT TO AWARD. Proposers must submit written protests of the intent to award to Barbara Fryer, Community Development Department Director, within seven (7) after days after the notice of intent to award. The written protest must specify the grounds upon which the protest is based.

13. WITHDRAWAL OF PROPOSALS. Proposals may be withdrawn on written or telegraphic request received from Proposers prior to the time fixed for proposal closing.

Negligence on the part of the Proposer in preparing the proposal confers no right for withdrawal of the proposal after the proposal has been opened.

14. REJECTION OF PROPOSALS. The City reserves the right to reject any or all proposals received in response to this RFP if it is determined to be in the best interest of the City. The City shall notify all proposers of the rejection of all proposals, along with the reasons for rejection of all proposers. (Criteria for rejection of all proposals is located at OAR 137-047-0650.)
15. ERASURES AND CORRECTION. The RFP response must not contain any erasures or corrections unless the Proposer initials each change.
16. DURATION OF PROPOSAL. Proposal prices, terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the ninety (90) day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.
17. PUBLIC RECORDS. This Request for Proposals and one (1) copy of each original proposal received in response thereto, together with copies of all documents pertaining to the award of a purchase or contract, shall be kept by the City for a period of at least three (3) years and made a part of a file or records which shall be open to public inspections after a notice of award has been issued. If a proposal contains any proprietary information that the Proposer does not want disclosed to the public or used by the City for any purpose other than evaluation of their offer, each sheet of such information must be marked with the following legend:

“This data shall not be disclosed outside the City or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the Consultant as a result of, or in connection with, the submission of such information, the City shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the City’s right to use information contained herein if it is obtained from another source.”

The above restriction may not include cost or price information that is required to be open to public inspection.

18. SUBCONTRACTING

18.1 All subcontracting shall be subject to the approval of the City. No list of subcontractors approved by the City may be changed or departed from except as consented to by the City in writing. Whenever the City consents to the substitution of one subcontractor for another, if any reduction in cost to the Consultant result there from the amount thereof shall be passed on to the City as a reduction in the amount to be paid to the Consultant for the performance of the work.

18.2 The Consultant shall be wholly responsible for the performance of all subcontractors and for their acts and omissions, and those of persons either directly or indirectly employed by the Consultant, and the fact that subcontractors are subject to the approval of the City shall not affect the Consultant's responsibility in this regard.

18.3 The Consultant shall bind every subcontractor to all terms and conditions anywhere contained in the contract documents as far as applicable to the work of such subcontractor so that the subcontractor assumes toward the Consultant and toward the work all the obligations and responsibilities that the contract assumes toward the City as to the performance of the subcontractor's portion of the work.

18.4 Nothing contained in the contract documents shall be construed to create any contract between the City and any subcontractor. Subcontracts must be let pursuant to applicable Oregon Statutes and Administrative Rules.

19. PRIME CONSULTANT RESPONSIBILITIES. The selected Proposer will be required to assume responsibility for coordination, engineering, delivery, installation, and maintenance of all equipment, software and services offered in their proposal, whether they are the manufacturer or producer of them. Further, the City will consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the lease or purchase of the entire service equipment and software configuration. Only service and equipment offered by Proposers who have installed similar systems of comparable size will be considered. All services and equipment offered will be in current standard production and of the latest design.

20. INTERGOVERNMENTAL COOPERATIVE AGREEMENT

Pursuant to ORS 279A, other public agencies shall have the ability to purchase the awarded goods and services from the awarded Consultant(s) under terms and conditions of the resultant contract.

Any such purchases shall be between the Consultant and the participating public agency and shall not impact the Contactor's obligation to the City of Cornelius. Any estimated purchase volumes listed herein do not include other public agencies and the City of Cornelius makes no guarantee as to their participation.

Any bidder, by written notification included with their solicitation response, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies.

<p>Will your company participate in Intergovernmental Cooperative Purchasing?</p> <p>[ ] Yes      [ ] No</p> <p>If No, please explain on a separate sheet of paper.</p>
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21. **AFFIRMATIVE ACTION/NONDISCRIMINATION.** By submitting a proposal, the Consultant agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive Order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.
22. **ACCOUNT REPRESENTATIVE.** The selected Consultant shall assign a competent account representative acceptable to the City who will represent the Consultant in providing contracted services to the City. If the account representative is removed by the Consultant, the new representative must be acceptable to the City.
23. **PREVAILING OPINION.** If any doubt or difference of opinion arises between the City and the Consultant as to the interpretation of this RFP, the decision of the City will be final and binding upon all parties.
24. **PUBLICITY.** News releases by the Consultant pertaining to the award of any contract or use of any product will be made with prior written approval from the City.
25. **FINANCIAL INTEREST.** By submitting a proposal, the Proposer certifies, under penalty of perjury, that no City employee or officer has a direct or indirect financial interest in the proposal. Moreover, the Proposer certifies that the RFP response did not involve illegal collusion with another Proposer.
26. **RECYCLABLE MATERIALS:** Consultant shall use recyclable products to the maximum extent economically feasible in the performance of the contract.
27. **PERFORMANCE AND PAYMENT BONDS.** No performance and payment bonds are required.
28. **RIGHT TO CLARIFY.** The City reserves the right to obtain clarification on any point in the Proposer's proposal. The failure of the Proposer to make additional information available could result in the rejection of the response. Such clarification might involve the delivery of demonstration equipment to the City for evaluation purposes. Such hardware will be provided at no cost to the City. The City is not obliged to evaluate any or all products.
29. **CONTRACT AWARD.** The award of a contract is accomplished by executing a written agreement that incorporates the entire RFP, Proposer's response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Proposer agrees to accept the contract terms of the attached Professional Services Agreement unless substantive changes are made without the approval of the Proposer. The issuing office is the sole point of contact for the issuance of the contract.

30. **PATENT/COPYRIGHT INFRINGEMENT.** The Proposer will defend the City from any suits related to patent/copyright infringement. Such a requirement is based upon the condition that the City provides the Proposer with prompt notice of such suit.
31. **RISK OF LOSS AND DAMAGE.** The City will not be responsible for the loss or damage of any items during the RFP process.
32. **FAILURE TO PERFORM.** In the event that the Proposer fails to perform any material obligations, the City reserves the right to give the Proposer written notice of such failure. The Proposer will then have thirty (30) calendar days to resolve the failure. If the failure is not resolved within thirty (30) days after the City reserves the right to withhold all money that is due and payable to the Proposer. Such a remedy is in addition to other remedies that might be available to the City. Moreover, the City reserves the right to terminate the contract if the Proposer exceeds thirty (30) days of non-performance.
33. **SUFFICIENT INFORMATION.** The authorized signer of the Proposer's proposal shall represent and warrant that they have been sufficiently informed in all matters relating to the specified products; that they have checked their proposals for errors and omissions; that the prices stated in their proposals are correct and as intended are a complete and correct statement of prices.

**APPENDIX A**

**SAMPLE OF**

**PROFESSIONAL SERVICES AGREEMENT**

**(TO BE ADDED)**

CITY OF CORNELIUS, OREGON  
**PERSONAL SERVICES AGREEMENT**

AN AGREEMENT dated and effective as of \_\_\_\_\_ (the "Effective Date") by and between THE CITY OF CORNELIUS, OREGON, an Oregon municipal corporation ("City") and \_\_\_\_\_, a [entity state of incorporation and entity type] ("Provider").

WHEREAS, City and Provider believe it in their respective and mutual interests to enter into a written agreement setting out their understandings concerning Provider's provision of services related to \_\_\_\_\_ ("Project").

NOW THEREFORE, based on the foregoing and for good and valuable consideration, the sufficiency of which is hereby acknowledged, City and Provider wish to enter into a written agreement for provision of said services in connection with the project, the terms of which are as follows:

**1. Funds Available and Authorized**

City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement.

**2. Term**

This Agreement shall run from \_\_\_\_\_ through and including \_\_\_\_\_ unless sooner terminated under the provisions of this Agreement. This Agreement may be extended for additional periods as agreed to by the parties in writing.

**3. Provider's Service**

The scope of Provider's services and time of performance under this Agreement are set forth in Exhibit "A". All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and Provider's proposal (if any) shall be resolved first in favor of this written Agreement. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement (including Exhibit "A"). All Provider personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Provider shall have all requisite permits, licenses and other authorizations necessary to provide the services covered under this Agreement.

**4. Provider Identification**

Provider shall furnish to City Provider's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider's Social Security number.

**5. Compensation**

City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit "A".

**6. Project Managers**

City's Project Manager is \_\_\_\_\_, \_\_\_\_\_ [title] \_\_\_\_\_. Provider's Project Manager is \_\_\_\_\_, \_\_\_\_\_ [title] \_\_\_\_\_. Each party shall give the other written notification of any change in their respective Project Manager.

**7. Project Information**

Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities and persons involved in or associated with Project. No information, news or press releases related to Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of City's Project Manager.

**8. Duty to Inform**

Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the Agreement, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

**9. Provider is Independent Contractor**

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. For clarity's sake, the parties agree that Provider is economically independent from City and is free to operate its own independent business in addition to its performance of the services under this Agreement. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by City or the provision of a defense by the City under the terms of ORS 30.285 or otherwise. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265 or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).

**10. Overtime**

Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

**11. Indemnity and Insurance**

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the



performance of this Agreement and shall hold harmless, indemnify, and defend the City and its agents, officers, elected officials, employees, contractors, and volunteers, from and against any and all liability, settlements, loss, costs, and expenses (including attorneys' fees) in connection with any action, suit, claim, or proceeding resulting or allegedly resulting from (1) Provider's, or Provider's employees, agents, officers, contractors, and subcontractors' (collectively, the "Indemnifying Party") acts, omissions, activities or services in the course of any Indemnifying Party's performance of the services; (2) any violation, or alleged violation of a local, state, or federal law by any Indemnifying Party; and/or (3) any claim regarding intellectual property infringement in connection with the services of this Agreement, notwithstanding any limitations or restrictions to the contrary included in Exhibit "A".

- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than **Two Million dollars (\$2,000,000.00)** combined single limit per occurrence. Such insurance shall name City as an additional insured.
- iii. Workers' Compensation Coverage: Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City within ten (10) days after Agreement award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.
- iv. Certificates: Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this Agreement. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- v. Primary Coverage: The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

## 12. **Work is Property of City**

All work and work products, including but not limited to documents, drawings, papers, computer programs and photographs performed or produced by Provider under this Agreement shall be the property of City. If this Agreement is terminated by either party or by default, City, in addition to any other rights provided by this contract, may require Provider to transfer and deliver such partially completed reports or other documentation that Provider

has specifically developed or specifically acquired for the performance of this Agreement.

**13. Law of Oregon**

The Agreement shall be governed by the laws of the State of Oregon. Venue shall be in Washington County, Oregon.

**14. Errors**

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost.

**15. Extra or Changes in Work**

Only the City Manager or Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

**16. Successors and Assignments**

- i. Both City and Provider bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.
- ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider under this Agreement. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

**17. Records**

- i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed.
- ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

**18. Breach of Agreement**

- i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within ten (10) days of actual notice or the City's mailing, City may terminate that part of the Agreement affected thereby upon written notice to Provider, may obtain substitute services in a reasonable manner and recover from Provider the amount by which the price for those substitute services exceeds

the price for the same services under this Agreement.

- ii. If the breach is material and Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within five (5) days of the City's notice City may then treat Provider as being in default and pursue any remedy available for such default.
- iii. Notwithstanding the foregoing, City may immediately declare Provider to be in default via written notice if any of the following occur: (A) City reasonably believes that any Provider acts or omissions in connection with this Agreement have placed, or are likely to place, a City agent, officer, elected official, employee, contractor, or volunteer, a member of the public, or a Provider agent, employee, or subcontractor in physical danger or the threat of harm; (B) Provider declares bankruptcy or is otherwise merged, acquired, or dissolved; or (C) Provider becomes involved with litigation or any dispute resolution which may reasonably be expected to materially adversely affect Provider's ability to perform the services under this Agreement.
- iv. Pending a decision to terminate all or part of this Agreement, City unilaterally may order Provider to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- v. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other agreement between Provider and City.

**19. Mediation/Trial without a jury**

Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Seaside, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If one party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clatsop County Circuit Court upon the request of either party. Any litigation arising under or as a result of this Agreement shall be tried before the court without a jury. City and Provider agree to be responsible for payment of their respective professional and expert

fees, including attorneys' fees in both mediation and litigation.

**20. Termination for Convenience**

The City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the Agreement.

**21. Intellectual Property**

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

**22. Payment for Labor or Material**

Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Agreement. (ORS 279B.220)

**23. Contributions to the Industrial Accident Fund**

Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

**24. Income Tax Withholding**

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220)

**25. No Liens or Claims**

Provider shall not permit any lien or claim to be filed or prosecuted against the State or Oregon or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

**26. Payment of Claims by the City**

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this Agreement. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for

those claims.

**27. Hours of Labor**

Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)

**28. Workers' Compensation**

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

**29. Medical Care for Employees**

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

**30. Compliance with Applicable Law**

Provider shall comply with all federal, state and local laws and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555. Without limiting the generality of the foregoing, Provider expressly agrees to comply with:

- i. Title VI of the Civil Rights Act of 1964;
- ii. Section V of the Rehabilitation Act of 1973;
- iii. The Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and
- iv. All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**31. Foreign Contractor**

If Provider is not domiciled in or registered to do business in the state of Oregon, Provider shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Provider shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

**32. Modification**

Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of City and Provider.

**33. No Waiver of Legal Rights**

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**34. No Third Party Beneficiary**

By execution of this Agreement, the parties do not intend there be any third-party beneficiary of the rights or obligations created herein.

**35. Integration**

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

**36. Execution and Counterparts**

This Agreement may be executed in several counterparts, each of which shall be an original and each of which shall constitute but one and the same instrument. A signed copy of this Agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes. Each party agrees that this Agreement may be electronically signed, and that any electronic signature appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

***REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES ON NEXT PAGE***

<p>CITY OF CORNELIUS</p> <hr/> <p><i>SIGNATURE</i></p> <hr/> <p><i>TITLE / POSITION</i></p>	<p>PROVIDER</p> <hr/> <p><i>SIGNATURE</i></p> <hr/> <p><i>TITLE / POSITION</i></p>
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City of Cornelius  
1355 N Barlow Street  
Cornelius, OR 97113  
503-357-9112

[provider address]

**METRO CONTRACT XXXXXX - EXHIBIT C**

**DRAFT January 16, 2024**

**Town Center Anti-Displacement and Anti-Gentrification Plan | City of Cornelius**

**Project Milestones, Deliverables, and Disbursement of Grant Funds**

PROJECT MILESTONE AND SPECIFIED GRANT DELIVERABLES		DATE DUE	PROGRESS PAYMENT
1	<b>Execution of Grant Agreement</b> a) Complete project documents b) Signed and executed IGA	Feb-24	—
2	<b>Planning Phase</b> a) Agenda and materials from Kick-off Meeting b) Agenda for and notes from two Focus Group meetings facilitated by CBO c) Roster of selected Cornelius Community Ambassadors d) Evaluation matrix from review of existing and planned initiatives e) List of successful anti-displacement and anti-gentrification models	May-24	\$44,722
3	<b>Small Business Support</b> a) Engagement plan for CBO to engage small business owners b) Summary of feedback from business owners c) Matrix of strategies and tools to address the challenges faced by small business owners, developed by Consultant d) Agendas for and summaries of two educational workshops hosted by CBO e) CBO and City connect small businesses to resources and tools	Jul-24	\$34,272
4	<b>Housing Affordability/Ownership</b> a) Agendas for and summaries of three housing workshops hosted by CBO b) Summary report from Consultant research on Tenant Opportunity to Purchase	Oct-24	\$33,524
5	<b>Community Development</b> a) Agendas and rosters for four ambassador training sessions conducted by CBO b) Agendas and rosters for educational workshops conducted by CBO and co-facilitated by community ambassadors <ul style="list-style-type: none"> <li>• Visioning</li> <li>• Financial literacy and entrepreneurship</li> <li>• Understanding employment rights</li> <li>• Success stories</li> </ul>	Jan-25	\$58,371



**METRO CONTRACT XXXXXX - EXHIBIT C**  
**Town Center Anti-Displacement and Anti-Gentrification Plan | City of Cornelius**

Continued

6	<b>Final Document Development</b> a) Final document compiles conclusions and recommendations for tools to halt or limit gentrification and displacement	Jul-25	\$10,000
7	<b>City Council Action for Project Closeout</b> a) Work session with the Planning Commission and Cornelius City Council to consider accepting and endorsing the Town Center Anti-Displacement and Anti-Gentrification Plan	Sep-25	\$7,794
8	<b>Grant Completion Documentation</b> a) Final financial report submitted and backup documentation retained on file as appropriate b) Final reporting on grant performance measures submitted and approved by Metro	Sep-25	\$10,000

<b>APPROVED GRANT PROJECT EXPENSE DISTRIBUTION</b>		
Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.	Consultant Fees	\$ 121,016
	Direct Expenses	\$ 77,668
	Contingency reserves	\$ —
	<b>TOTAL METRO GRANT FUNDS</b>	<b>\$ 198,683</b>

# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development  
Department Director  
**Date:** January 4, 2024  
**Subject:** Resolution No. 2024-11: Authorization for City Manager to sign a contract with the Washington County Chapter of Unite Oregon



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**Summary:** In July of 2023, City staff applied for a Metro 2040 Planning and Development Cycle 11 Grant. The grant is to prepare an Anti-Gentrification and Anti-Displacement strategy for the City’s Town Center. On January 25, 2024, Metro Council is expected to approve the IGA to award the grant to the City of Cornelius.

**Previous Council Action:** City Council adopted the Town Center Plan in 2019. On July 17, 2023, the City Council authorized staff to submit an application for the Grant.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community; Goal 6: Identify community and economic development opportunities to support the community’s needs.

**Background:** Due to many factors, including policies to increase density in urban areas in our region, there is a risk in Cornelius of gentrification and displacement of residents and businesses over the coming years. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, that encourage walking, and that create “livable and equitable communities.” However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius’s Town Center is just such a location. It has increased density – compliant with the 2040 Growth Concept – and property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space.

**Cost:** Staff time.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Approve Resolution No. 2024-11 to authorize the City Manager to sign the Contract with the Washington County Chapter of Unite Oregon.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-11, A RESOLUTION OF

THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH THE WASHINGTON COUNTY CHAPTER OF UNITE OREGON TO IMPLEMENT THE METRO 2040 GRANT and this action takes effect immediately.

**Exhibit:** Resolution No. 2024-11 and Exhibit A

**RESOLUTION NO. 2024-11**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY  
MANAGER TO SIGN A CONTRACT WITH THE WASHINGTON COUNTY  
CHAPTER OF UNITE OREGON TO IMPLEMENT THE METRO 2040 GRANT**

**WHEREAS**, City staff worked with the Washington County chapter of Unite Oregon to submit a 2040 Planning and Development grant to Metro for an anti-gentrification and anti-displacement strategy in the City’s Town Center; and

**WHEREAS**, Metro Council acted, on January 25, 2024, to award the 2040 Planning and Development grant to the City of Cornelius; and

**WHEREAS**, the Washington County chapter of Unite Oregon will serve as the City’s community based partner for the grant; and

**WHEREAS**, the City desires to contract with the Washington County chapter of Unite Oregon to conduct the work described in the Scope of Work (Exhibit A to the Contract).

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS  
FOLLOWS:**

Section 1. The Cornelius City Council, acting as the Contract Review Board, authorizes the City Manager to execute the contract with the Washington County Chapter of Unite Oregon.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5<sup>th</sup> day of February, 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, City Recorder

CITY OF CORNELIUS, OREGON  
**PERSONAL SERVICES AGREEMENT**

AN AGREEMENT dated and effective as of February 9, 2024 (the “Effective Date”) by and between THE CITY OF CORNELIUS, OREGON, an Oregon municipal corporation ("City") and the Washington County Chapter of Unite Oregon, a non-profit 501(C)(3) corporation (“Provider”).

WHEREAS, City and Provider believe it in their respective and mutual interests to enter into a written agreement setting out their understandings concerning Provider’s provision of services related to An Anti-Gentrification and Anti-Displacement Strategy for the City’s Town Center Area (“Project”).

NOW THEREFORE, based on the foregoing and for good and valuable consideration, the sufficiency of which is hereby acknowledged, City and Provider wish to enter into a written agreement for provision of said services in connection with the project, the terms of which are as follows:

**1. Funds Available and Authorized**

City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement.

**2. Term**

This Agreement shall run from February 9, 2024 through and including September 2025 unless sooner terminated under the provisions of this Agreement. This Agreement may be extended for additional periods as agreed to by the parties in writing.

**3. Provider's Service**

The scope of Provider's services and time of performance under this Agreement are set forth in Exhibit “A”. All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and Provider's proposal (if any) shall be resolved first in favor of this written Agreement. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement (including Exhibit "A"). All Provider personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Provider shall have all requisite permits, licenses and other authorizations necessary to provide the services covered under this Agreement.

**4. Provider Identification**

Provider shall furnish to City Provider's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider's Social Security number.

- 5. Compensation**  
City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit “B”.
- 6. Project Managers**  
City's Project Manager is Barbara Fryer, Director, Community Development Department. Provider's Project Manager is Mohanad Alnajjar, Washington County Chapter Director. Each party shall give the other written notification of any change in their respective Project Manager.
- 7. Project Information**  
Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities and persons involved in or associated with Project. No information, news or press releases related to Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of City’s Project Manager.
- 8. Duty to Inform**  
Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the Agreement, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.
- 9. Provider is Independent Contractor**  
Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. For clarity’s sake, the parties agree that Provider is economically independent from City and is free to operate its own independent business in addition to its performance of the services under this Agreement. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by City or the provision of a defense by the City under the terms of ORS 30.285 or otherwise. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265 or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).
- 10. Overtime**  
Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

## 11. Indemnity and Insurance

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold harmless, indemnify, and defend the City and its agents, officers, elected officials, employees, contractors, and volunteers, from and against any and all liability, settlements, loss, costs, and expenses (including attorneys' fees) in connection with any action, suit, claim, or proceeding resulting or allegedly resulting from (1) Provider's, or Provider's employees, agents, officers, contractors, and subcontractors' (collectively, the "Indemnifying Party") acts, omissions, activities or services in the course of any Indemnifying Party's performance of the services; (2) any violation, or alleged violation of a local, state, or federal law by any Indemnifying Party; and/or (3) any claim regarding intellectual property infringement in connection with the services of this Agreement, notwithstanding any limitations or restrictions to the contrary included in Exhibit "A".
- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than **Two Million dollars (\$2,000,000.00)** combined single limit per occurrence. Such insurance shall name City as an additional insured.
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- ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

**18. Breach of Agreement**

- i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within ten (10) days of actual



notice or the City's mailing, City may terminate that part of the Agreement affected thereby upon written notice to Provider, may obtain substitute services in a reasonable manner and recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

- ii. If the breach is material and Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within five (5) days of the City's notice City may then treat Provider as being in default and pursue any remedy available for such default.
- iii. Notwithstanding the foregoing, City may immediately declare Provider to be in default via written notice if any of the following occur: (A) City reasonably believes that any Provider acts or omissions in connection with this Agreement have placed, or are likely to place, a City agent, officer, elected official, employee, contractor, or volunteer, a member of the public, or a Provider agent, employee, or subcontractor in physical danger or the threat of harm; (B) Provider declares bankruptcy or is otherwise merged, acquired, or dissolved; or (C) Provider becomes involved with litigation or any dispute resolution which may reasonably be expected to materially adversely affect Provider's ability to perform the services under this Agreement.
- iv. Pending a decision to terminate all or part of this Agreement, City unilaterally may order Provider to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- v. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other agreement between Provider and City.

## **19. Mediation/Trial without a jury**

Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Seaside, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If one party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the

Clatsop County Circuit Court upon the request of either party. Any litigation arising under or as a result of this Agreement shall be tried before the court without a jury. City and Provider agree to be responsible for payment of their respective professional and expert fees, including attorneys' fees in both mediation and litigation.

**20. Termination for Convenience**

The City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the Agreement.

**21. Intellectual Property**

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

**22. Payment for Labor or Material**

Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Agreement. (ORS 279B.220)

**23. Contributions to the Industrial Accident Fund**

Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

**24. Income Tax Withholding**

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220)

**25. No Liens or Claims**

Provider shall not permit any lien or claim to be filed or prosecuted against the State or Oregon or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

**26. Payment of Claims by the City**

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing

the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this Agreement. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

**27. Hours of Labor**

Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)

**28. Workers' Compensation**

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

**29. Medical Care for Employees**

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

**30. Compliance with Applicable Law**

Provider shall comply with all federal, state and local laws and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555. Without limiting the generality of the foregoing, Provider expressly agrees to comply with:

- i. Title VI of the Civil Rights Act of 1964;
- ii. Section V of the Rehabilitation Act of 1973;
- iii. The Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and
- iv. All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**31. Foreign Contractor**

If Provider is not domiciled in or registered to do business in the state of Oregon, Provider shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement.

Provider shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

**32. Modification**

Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of City and Provider.

**33. No Waiver of Legal Rights**

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**34. No Third Party Beneficiary**

By execution of this Agreement, the parties do not intend there be any third-party beneficiary of the rights or obligations created herein.

**35. Integration**

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

**36. Execution and Counterparts**

This Agreement may be executed in several counterparts, each of which shall be an original and each of which shall constitute but one and the same instrument. A signed copy of this Agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes. Each party agrees that this Agreement may be electronically signed, and that any electronic signature appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

***REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES ON NEXT PAGE***

CITY OF CORNELIUS

\_\_\_\_\_  
*SIGNATURE*

*Peter Brandom, City Manager*

PROVIDER

\_\_\_\_\_  
*SIGNATURE*

*Khanh Le, Executive Director*

City of Cornelius  
1355 N Barlow Street  
Cornelius, OR 97113  
503-357-9112

Unite Oregon, Washington County Chapter  
1390 SE 122<sup>nd</sup> Avenue  
Portland, OR 97233  
503-287-4117

## Unite Oregon Scope of Work

This project consists of four major elements that will be a collaborative effort between the City, Unite Oregon of Washington County, and the Land Use Consultant: a Planning Phase, Support for Small Businesses, Housing Affordability/Ownership, and Community Development. Combined, these elements will guide and inform Cornelius as to where to focus future efforts in terms of supporting specific communities facing marginalization and displacement as the City's population increases and redevelopment occurs. The following includes the tasks identified for the Unite Oregon.

### **Planning Phase (March to May 2024)**

- The Project Team (City, Unite Oregon and Consultant) shall review the strategic actions outlined in the TV Highway Corridor Equitable Development Strategy (EDS) and identify priority action items that align with the goals of the Cornelius Town Center Anti-Displacement and Anti-Gentrification Plan.
  - Unite Oregon will organize two focus group discussions with partners of the TV Highway Equity Coalition (TEC) whose contributions supported the development of the EDS.
  - Unite Oregon will organize a group of Cornelius Community Ambassadors which will include individuals who participated in EDS conversations, will be selected to learn civic leadership skills, engage with local elected officials, and represent their communities. The CCA will continue to monitor the implementation of the potential modifications made to the Cornelius Town Center Plan based on the outcomes of this planning project.
  - The Team will work with City staff to review existing and planned initiatives by the City of Cornelius, e.g., the 2023-2025 Organizational Strategic Plan and how they align with regional plans and equity measures to serve all residents.
  - The Team will explore successful anti-displacement and anti-gentrification models that are used by other cities, which will inform Unite Oregon's activities with residents, landlords, and business owners in Cornelius.

### **Support for Small Businesses (April to July 2024)**

- Unite Oregon will engage small business owners facing disadvantages such as increasing rents and disruptive construction to storefronts to lay the groundwork for support systems that the City can continue after the grant period.
  - The Project Team (City, Unite Oregon, and Consultant) will conduct a preliminary analysis to understand the landscape and structure of businesses in the Cornelius Town Center and assess challenges they may be facing.
  - The Project Team will explore measures that the City can adopt to ensure the development of commercial properties have affordable spaces for small business owners and entrepreneurs.

- The Project Team will Identify supportive measures that the City can adopt to ensure businesses have resources to continue thriving during significant development changes (project construction).
- Unite Oregon will host two educational workshops for small business owners/managers that will include a feedback session to gather input on the challenges they are facing and what the City can do to overcome these challenges.
- Unite Oregon and the City will apply the workshop feedback to connect small businesses to available resources and tools, which they may not be aware of at the local/regional/state levels.

### **Housing Affordability/Ownership (July to October 2024)**

- The Project Team (Unite Oregon, the City, and the Consultant) will work collaboratively to create an equitable housing strategy that identifies targets for affordable housing preservation and new development, based on the current demand trends and expected population growth.
  - Unite Oregon will organize two housing workshops with residents and one workshop with developers and landlords active in the Cornelius Town Center to discuss housing-related issues. This will allow Unite Oregon to engage with:
    - **Homeowners:** informing them about potential development changes and gather their input to be addressed when the Town Center Plan is updated
    - **Tenants:** to understand the challenges they may be facing and offer resources about homeownership opportunities
    - **Landlords of Multifamily Properties:** to discuss how to keep their properties affordable for tenants as the Town Center redevelops without causing loss to the owners
    - **Developers:** to explore ways that guarantee affordability of new housing developments in the Cornelius Town Center
  - Explore the adoption of Tenant Opportunity to Purchase Act (TOPA) in Cornelius as a tool to preserve existing affordable housing in the City/Town Center and increase homeownership rates.

### **Community Development (March 2024 to January 2025)**

- The goal of the community development project element is for Unite Oregon to train a group of individuals to represent their diverse community as Cornelius Community Ambassadors. They will be involved in all activities throughout this project and will work with City staff and elected officials after the grant period in order to equitably advance the actions of the Town Center Plan. The primary focus of Cornelius Community Ambassadors will be to equitably progress the City's Town Center Plan.

- Unite Oregon will host four educational sessions for community ambassador training
- Unite Oregon will conduct educational workshops (co-facilitated by community ambassadors) for residents in the Cornelius Town Center and surrounding areas to provide information, tools, and resources about:
  - Visioning exercise to ask community members about their hopes & dreams for their city, using the City's 2045 Community Vision materials.
  - Financial literacy and entrepreneurship.
  - Understanding employment rights, advocating for better wages, and how to manage finances and retirement plans.
  - Success stories of accomplished entrepreneurs who will speak about their experiences, the challenges they faced, and how they managed to overcome them.

**Conclusion and recommendations document (February 2025 to July 2025)**

The Project Team (Unite Oregon, City and Consultant) will work together to develop a final document with conclusions and recommendations:

Align Town Center plans with the TV Highway EDS to ensure transit safety and accessibility for all residents



Exhibit B  
 Unite Oregon

<b>Expense Type</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Task 5</b>	<b>TOTAL</b>
<b>Personnel Costs</b>	\$ 7,868	\$ 7,868	\$ 10,491	\$ 32,783	\$ 6,557	\$ 65,566
<b>Direct Costs</b>						
Translation & Interpretation						
Meeting refreshments &						
Community Stipends						
Child care						
Mileage						
Materials & Supplies						
Direct Costs Subtotal	\$ 7,668	\$ 7,668	\$ 11,797	\$ 31,852	\$ -	\$ 58,985
Admin @15%	\$ 3,737	\$ 3,737	\$ 3,737	\$ 3,737	\$ 3,737	\$ 18,683
<b>Total by Task</b>	\$ 19,272	\$ 19,272	\$ 26,024	\$ 68,371	\$ 10,293	\$ 143,233

# City of Cornelius Agenda Report

*Cornelius*

Oregon's Family Town

**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Department Director  
**Date:** February 5, 2024  
**Subject:** Resolution No. 2024-12: Authorization for City Manager to sign a contract with EcoNorthwest

---

**Summary:** In July of 2023, City staff applied for a Metro 2040 Planning and Development Cycle 11 Grant. The grant is to prepare an anti-gentrification and anti-displacement strategy for the City's Town Center. On January 25, 2024, Metro Council is expected to approve the IGA to award the grant to the City of Cornelius.

**Previous Council Action:** City Council adopted the Town Center Plan in 2019. On July 17, 2023, the City Council authorized staff to submit an application for the Grant.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community; Goal 6: Identify community and economic development opportunities to support the community's needs.

**Background:** Due to many factors, including policies to increase density in urban areas in our region, there is a risk in Cornelius of gentrification and displacement of residents and businesses over the coming years. Pressure to build bigger buildings in place of existing development is exerted where a Town Center, or other 2040 center typology, is located. The intent is to facilitate urban growth in patterns that reduce dependency on automobiles, that encourage walking, and that create "livable and equitable communities." However, as we have seen throughout the region, where housing and businesses exist at lower price points, intense pressure to redevelop follows. Cornelius's Town Center is just such a location. It has increased density – compliant with the 2040 Growth Concept – and property values lower than most of the region, resulting in naturally occurring affordable housing and tenant space.

**Cost:** Staff time.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Approve Resolution No. 2024-12 to authorize the City Manager to sign the Contract with EcoNorthwest.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-12, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ECONORTHWEST TO IMPLEMENT THE METRO 2040 GRANT and this action takes effect immediately.

**Exhibit:** Resolution No. 2024-12 and Exhibit A

**RESOLUTION NO. 2024-12**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ECONORTHWEST TO IMPLEMENT THE METRO 2040 GRANT**

**WHEREAS**, City staff submitted a 2040 Planning and Development Grant to Metro for an anti-gentrification and anti-displacement strategy in the City’s Town Center; and

**WHEREAS**, Metro Council acted, on January 25, 2024, to award the 2040 Planning and Development grant to the City of Cornelius; and

**WHEREAS**, a team of reviewers from the City, Metro, and Unite Oregon rated the submitted proposals; and

**WHEREAS**, the team selected the consultant team from ECONORTHWEST; and

**WHEREAS**, the City desires to contract with ECONORTHWEST to conduct the work described in the Scope of Work (Exhibit A to the Contract).

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:**

Section 1. The Cornelius City Council, acting as the Contract Review Board, authorizes the City Manager to execute the contract with ECONORTHWEST.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5<sup>th</sup> day of February, 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, City Recorder

CITY OF CORNELIUS, OREGON  
**PERSONAL SERVICES AGREEMENT**

AN AGREEMENT dated and effective as of February 9, 2024 (the “Effective Date”) by and between THE CITY OF CORNELIUS, OREGON, an Oregon municipal corporation ("City") and EcoNorthwest, a Domestic Business Corporation (“Provider”).

WHEREAS, City and Provider believe it in their respective and mutual interests to enter into a written agreement setting out their understandings concerning Provider’s provision of services related to An Anti-Gentrification and Anti-Displacement Strategy for the City’s Town Center Area (“Project”).

NOW THEREFORE, based on the foregoing and for good and valuable consideration, the sufficiency of which is hereby acknowledged, City and Provider wish to enter into a written agreement for provision of said services in connection with the project, the terms of which are as follows:

**1. Funds Available and Authorized**

City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement.

**2. Term**

This Agreement shall run from February 9, 2024 through and including September 2025 unless sooner terminated under the provisions of this Agreement. This Agreement may be extended for additional periods as agreed to by the parties in writing.

**3. Provider's Service**

The scope of Provider's services and time of performance under this Agreement are set forth in Exhibit “A”. All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and Provider's proposal (if any) shall be resolved first in favor of this written Agreement. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement (including Exhibit "A"). All Provider personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Provider shall have all requisite permits, licenses and other authorizations necessary to provide the services covered under this Agreement.

**4. Provider Identification**

Provider shall furnish to City Provider's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider's Social Security number.

- 5. Compensation**

City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit “B”.
- 6. Project Managers**

City's Project Manager is Barbara Fryer, Director, Community Development Department. Provider's Project Manager is Sam Tedford. Each party shall give the other written notification of any change in their respective Project Manager.
- 7. Project Information**

Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities and persons involved in or associated with Project. No information, news or press releases related to Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of City’s Project Manager.
- 8. Duty to Inform**

Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the Agreement, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.
- 9. Provider is Independent Contractor**

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. For clarity’s sake, the parties agree that Provider is economically independent from City and is free to operate its own independent business in addition to its performance of the services under this Agreement. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by City or the provision of a defense by the City under the terms of ORS 30.285 or otherwise. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265 or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).
- 10. Overtime**

Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.
- 11. Indemnity and Insurance**

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold harmless, indemnify, and defend the City and its agents, officers, elected officials, employees, contractors, and volunteers, from and against any and all liability, settlements, loss, costs, and expenses (including attorneys' fees) in connection with any action, suit, claim, or proceeding resulting or allegedly resulting from (1) Provider's, or Provider's employees, agents, officers, contractors, and subcontractors' (collectively, the "Indemnifying Party") acts, omissions, activities or services in the course of any Indemnifying Party's performance of the services; (2) any violation, or alleged violation of a local, state, or federal law by any Indemnifying Party; and/or (3) any claim regarding intellectual property infringement in connection with the services of this Agreement, notwithstanding any limitations or restrictions to the contrary included in Exhibit "A".
- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than **Two Million dollars (\$2,000,000.00)** combined single limit per occurrence. Such insurance shall name City as an additional insured.
- iii. Workers' Compensation Coverage: Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City within ten (10) days after Agreement award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.
- iv. Certificates: Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this Agreement. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- v. Primary Coverage: The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

## 12. **Work is Property of City**

All work and work products, including but not limited to documents, drawings, papers, computer programs and photographs performed or produced by Provider under this Agreement shall be the property of City. If this Agreement is terminated by either party or by default, City, in addition to any other rights provided by this contract, may require Provider

to transfer and deliver such partially completed reports or other documentation that Provider has specifically developed or specifically acquired for the performance of this Agreement.

**13. Law of Oregon**

The Agreement shall be governed by the laws of the State of Oregon. Venue shall be in Washington County, Oregon.

**14. Errors**

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost.

**15. Extra or Changes in Work**

Only the City Manager or Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

**16. Successors and Assignments**

- i. Both City and Provider bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.
- ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider under this Agreement. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

**17. Records**

- i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed.
- ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

**18. Breach of Agreement**

- i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within ten (10) days of actual notice or the City's mailing, City may terminate that part of the Agreement affected thereby upon written notice to Provider, may obtain substitute services in a reasonable manner and



recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

- ii. If the breach is material and Provider fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within five (5) days of the City's notice City may then treat Provider as being in default and pursue any remedy available for such default.
- iii. Notwithstanding the foregoing, City may immediately declare Provider to be in default via written notice if any of the following occur: (A) City reasonably believes that any Provider acts or omissions in connection with this Agreement have placed, or are likely to place, a City agent, officer, elected official, employee, contractor, or volunteer, a member of the public, or a Provider agent, employee, or subcontractor in physical danger or the threat of harm; (B) Provider declares bankruptcy or is otherwise merged, acquired, or dissolved; or (C) Provider becomes involved with litigation or any dispute resolution which may reasonably be expected to materially adversely affect Provider's ability to perform the services under this Agreement.
- iv. Pending a decision to terminate all or part of this Agreement, City unilaterally may order Provider to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- v. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other agreement between Provider and City.

**19. Mediation/Trial without a jury**

Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Seaside, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If one party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clatsop County Circuit Court upon the request of either party. Any litigation arising under or as a result of this Agreement shall be tried before the court without a jury. City and

Provider agree to be responsible for payment of their respective professional and expert fees, including attorneys' fees in both mediation and litigation.

**20. Termination for Convenience**

The City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the Agreement.

**21. Intellectual Property**

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

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Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Agreement. (ORS 279B.220)

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Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220)

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Provider shall not permit any lien or claim to be filed or prosecuted against the State or Oregon or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

**26. Payment of Claims by the City**

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this Agreement. The City's payment of a claim under this

Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

**27. Hours of Labor**

Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)

**28. Workers' Compensation**

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

**29. Medical Care for Employees**

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

**30. Compliance with Applicable Law**

Provider shall comply with all federal, state and local laws and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555. Without limiting the generality of the foregoing, Provider expressly agrees to comply with:

- i. Title VI of the Civil Rights Act of 1964;
- ii. Section V of the Rehabilitation Act of 1973;
- iii. The Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and
- iv. All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**31. Foreign Contractor**

If Provider is not domiciled in or registered to do business in the state of Oregon, Provider shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Provider shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

**32. Modification**

Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of City and Provider.

**33. No Waiver of Legal Rights**

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**34. No Third Party Beneficiary**

By execution of this Agreement, the parties do not intend there be any third-party beneficiary of the rights or obligations created herein.

**35. Integration**

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

**36. Execution and Counterparts**

This Agreement may be executed in several counterparts, each of which shall be an original and each of which shall constitute but one and the same instrument. A signed copy of this Agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes. Each party agrees that this Agreement may be electronically signed, and that any electronic signature appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

***REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES ON NEXT PAGE***

<p>CITY OF CORNELIUS</p> <hr/> <p><i>SIGNATURE</i></p> <p><i>Peter Brandom, City Manager</i></p>	<p>PROVIDER</p> <hr/> <p><i>SIGNATURE</i></p> <p><i>John Topogna, Authorized Representative</i></p>
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City of Cornelius  
1355 N Barlow Street  
Cornelius, OR 97113  
503-357-9112

ECONORTHWEST  
222 SW Columbia Boulevard, Suite 1600  
Portland, Oregon 97201  
503-222-6060



Together, these related components of **assessment, research, analysis, and collaboration** will culminate in a set of recommendations that prioritize **equitable outcomes** for communities on the frontlines of displacement and marginalization in Cornelius.



The City of Cornelius is a small community beginning to feel the ripples of significant demographic change. The prospect of continued population growth, including households with higher incomes, presents the City with an opportunity to firmly realign its policies and programs with its values. The Cornelius Town Center Plan and the Tualatin Valley Highway Equitable Development Strategy include goals for housing stability and affordability, thriving small businesses, and a cultural vibrancy. This project will support the City in working toward the visions articulated in recent community planning efforts while focusing specifically on reducing rising displacement pressures.

ECO has worked alongside Unite Oregon on multiple equitable development-focused projects in the region and values their perspective, expertise, and collaborative approach. We look forward to the opportunity to work with Unite once again to build more equitable communities. Our staff are skilled communicators who can translate the often dense and technical writing of academia and legal jargon to more plain language appropriate for engagement with a range of stakeholders. We propose to meet monthly as a full project team (Consultant, CBO, City staff) to discuss research findings—from both engagement and literature reviews—and address emergent issues. We also propose to develop more visually engaging and adaptable deliverables, mainly slide decks and brief memos, to share findings in a more accessible and digestible format that can more readily be used for community conversations.

The Consultant's work to collaborate with Unite Oregon and the City of Cornelius to research and assess strategies to prevent and mitigate displacement in Cornelius will be divided into the four core phases described below.

## PHASE 1. PROJECT FOUNDATIONS AND PLANNING

### 1A. Project Management

In the earliest phase of the project, we will convene key project team members from ECO, Unite, and the City of Cornelius for a virtual kickoff meeting to discuss the project objectives, identify potential challenges, refine the project scope, and set expectations for how we will work together for the project duration. Throughout the project, ECO will facilitate monthly virtual meetings with the full project team to coordinate and collaborate on key project components. ECO will create and share monthly invoices with the City including a brief project update.

### 1B. Planning Priorities

To lay a foundation for future tasks, ECO will thoroughly review background materials such as the Tualatin Valley Highway Corridor Equitable Development Strategy and existing and planned City initiatives. We will build on this foundational knowledge by highlighting the key intersections of these plans, specifically identifying how displacement-related community needs align with local policies and practices. This crosswalk between overlapping plans and policies will be used to collaboratively identify a set of planning priorities for the rest of the project. ECO will compile a slide deck that visualizes the process of synthesizing information from the various plans and policies and developing priorities.

#### DELIVERABLES

- » Monthly coordination meetings, monthly invoices and progress updates
- » Slide deck covering planning prioritization process and case study findings



## 1C. Case Studies

Building off of those priorities, ECO will research 3 case studies of how other communities have addressed comparable challenges or met similar goals. We will intentionally look for examples of anti-displacement approaches that are effective in small towns or communities with other specific characteristics that are more relevant to the Cornelius context. We will conduct interviews with one or more leaders involved in the planning or implementation of each anti-displacement program to gain insight into their successes, challenges, and lessons learned. These case studies will highlight the core components of successful displacement prevention and mitigation efforts and discuss any lessons Cornelius can learn from them. Findings from the case studies research will be shared with the City and Unite in a clear and engaging slide deck that can be reused for multiple purposes and audiences.

## PHASE 2. SMALL BUSINESS SUPPORT

### 2A. Commercial Anti-Displacement Research

With direction from the priorities identified in Phase 1 and emergent issues from Unite's engagement efforts, ECO will review both formal and gray literature to develop a set of strategies that the City could implement to reduce commercial displacement pressures and support and sustain a thriving small business ecosystem. We will collaborate closely with Unite as they conduct engagement with small business owners to ensure that themes and questions that arise are meaningfully integrated into our research.

### 2B. Strategy Evaluation

ECO will work with City staff to develop a set of criteria to be used to evaluate potential anti-displacement strategies, such as financial sustainability, implementation costs or risks, and level of impact. ECO will then evaluate the specific policies or programs that could support small business anti-displacement efforts in Cornelius and compare them using those criteria. Each strategy from 2A will be included in a matrix that outlines how well it achieves the criteria we defined.

#### DELIVERABLE

- » Brief memo that outlines a set of commercial anti-displacement strategies that respond to emergent engagement findings, including a basic description of the strategy, source documentation, and a matrix showing how well each strategy achieves the established criteria

## PHASE 3. HOUSING AFFORDABILITY AND STABILITY

### 3A. Residential Anti-Displacement Research

With direction from the priorities identified in Phase 1 and emergent issues from Unite's housing workshops, ECO will review formal and gray literature to create a set of strategies that the City could implement to reduce residential displacement pressures and support housing affordability and stability. We will collaborate closely with Unite as they conduct engagement with local homeowners, tenants, landlords, and developers to ensure that themes and questions that arise are meaningfully integrated into our research.

### 3B. Strategy Evaluation

ECO will use the evaluation criteria from Phase 2 or refined criteria to evaluate potential residential anti-displacement strategies. ECO will evaluate the specific policies or programs that could support residential anti-displacement efforts in Cornelius and compare them using those criteria. Each strategy from 3A will be included in a matrix that outlines how well it achieves the criteria we defined.

#### DELIVERABLES

- » Brief memo that outlines a set of residential anti-displacement strategies that respond to emergent engagement findings, including a basic description of the strategy, source documentation, and a matrix showing how well each strategy achieves the established criteria
- » Policy brief for tenant opportunity to purchase policy, or other policy mutually agreed upon by City and ECO staff





# Approach

## 3C. Policy Brief

ECO will work with the City to discuss additional policy research needs, especially related to implementing a right of first refusal, or tenant opportunity to purchase, policy. To scope this proposal, we accounted for time and materials to conduct additional research into approaches to navigating legal, financial, and accountability considerations for one specific policy. ECO may be able to conduct in-depth research and develop additional policy briefs as time, budget, and re-scoping allows.

## PHASE 4. PLAN DEVELOPMENT

### 4A. Draft Anti-Displacement Plan Materials

ECO's work on the project will culminate in Phase 4 when we will support the creation of an Anti-Displacement Plan for Cornelius that builds on guidance from recent community planning efforts, City of Cornelius priorities, and findings from Unite's workshops and community development work. We will summarize our research process, synthesize our findings, and share our conclusions and recommendations for the City of Cornelius's anti-displacement program.

### 4B. Client Revisions and Final Plan

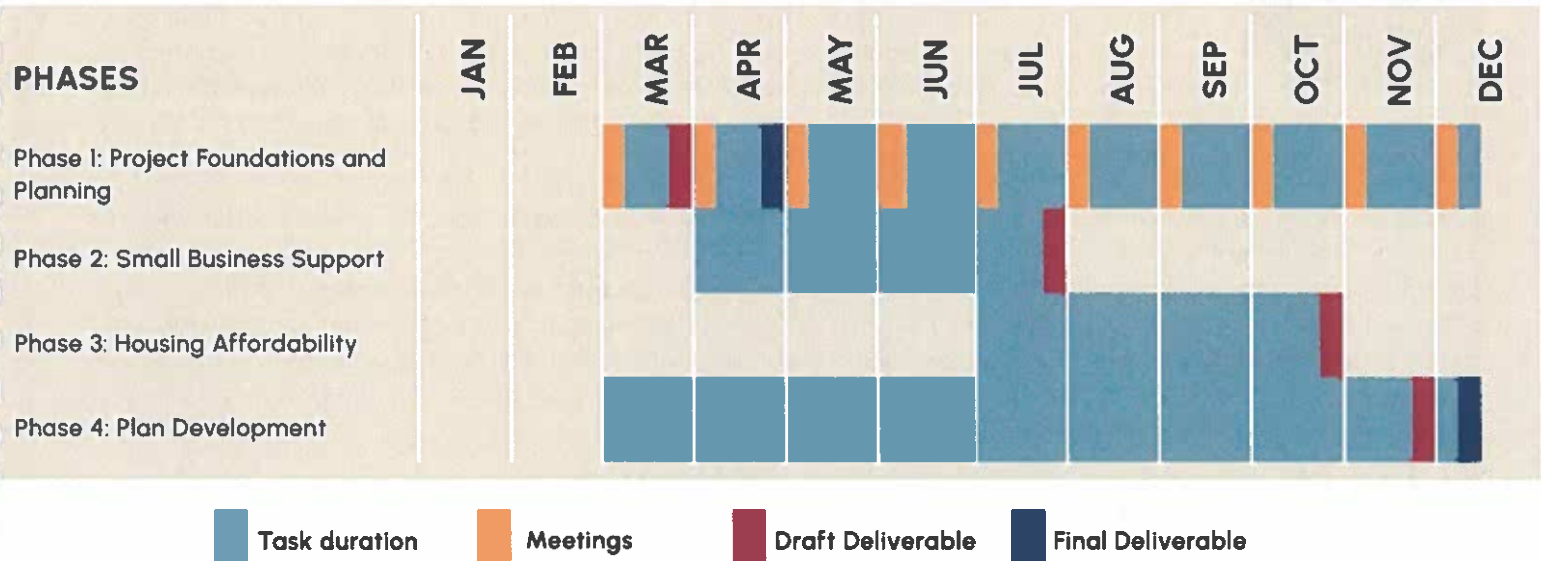
We will work with City staff to establish deliverable review schedules. We will incorporate one set of consolidated revisions from the City of Cornelius staff before finalizing project deliverables.

**DELIVERABLE**

- » Slide deck that provides an overview of the research process, key anti-displacement strategies prioritized for Cornelius, and recommendations for the next steps

## Draft Schedule

We expect to refine this schedule based on discussion and feedback in collaboration with City of Cornelius staff. We anticipate that these tasks may not occur in a strictly linear fashion and may require the flexibility to expand and contract as the work progresses. This timeline is also contingent upon the length of time required for consultant selection, negotiation, and contracting. We look forward to the opportunity to adjust this schedule in collaboration with the City.







# Cost

Our estimated not-to-exceed budget is \$55,450. Our estimated level of effort and projected costs for each phase of the project are shown below. We look forward to the opportunity to refine our preliminary budget allocation in tandem with any scope refinements with City staff as part of the contract scope and budget development process if selected.

LABOR EXPENSES	\$/ HOUR	PHASE 1		PHASE 2		PHASE 3		PHASE 4		HOURS	\$	% OF BUDGET
		Project Foundations and Planning	Small Business Support	Housing Affordability	Plan Development							
<b>ECOnorthwest</b>												
Jade Aguilar, Project Director	265	14	8	10	12	44	\$11,660	21%				
Sam Tedford, Project Manager	175	46	30	30	32	138	\$24,150	44%				
Cadence Petros, Advisor	250	4	2	4	3	13	\$3,250	6%				
Becky Hewitt, Advisor	220	1	2	6	3	12	\$2,640	5%				
Jolie Brownell, Sr. Research Analyst	125	36	24	24	26	110	\$13,750	25%				
<b>ECOnorthwest Sub-Total</b>		<b>101</b>	<b>66</b>	<b>74</b>	<b>76</b>	<b>317</b>	<b>\$55,450</b>	<b>100%</b>				
<b>Total ECOnorthwest Labor</b>												
		<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>							
		\$17,480	\$11,310	\$13,220	\$13,440	\$55,450	100%					
<b>Total by Task</b>		\$17,480	\$11,310	\$13,220	\$13,440							
<b>% of Total Budget</b>		32%	20%	24%	24%							
							<b>\$55,450</b>					



# City of Cornelius Agenda Report

**To:** Peter Brandom, City Manager

**From:** Terry Keyes, City Engineer

**Date:** February 5, 2024

**Subject:** Resolution No. 2024-13 Cornelius CDBG Sidewalk Project Bid Award

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**Summary:** Construction bids for the Cornelius CDBG Sidewalk Project were opened on January 11, 2024. The low bidder was Pacific Excavation, Inc of Eugene, Oregon with a bid of \$1,868,000.00

**Previous Council Action:** The Cornelius CDBG Sidewalk Project is included in the 2023-24 City budget.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

**Background:** Six construction firms bid on the project with bids ranging from \$1,868,000.00 to \$2,573,503.68. The engineer's estimate for the project was \$2,343,000. Pacific Excavation, Inc of Eugene, Oregon provided the low bid and meets all the requirements of the bid procedures.

The Notice of Intent to Award the Bid was issued on January 12, 2024 after bids were opened and evaluated. The 7-day bid protest period ended on January 19, 2024. No protests were received.

**Cost:** \$1,868,000.00

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Approve Resolution No. 2024-13 as presented by staff.

**Proposed Motion:** I make a motion to approve Resolution No. 2024-13, A RESOLUTION AWARDED THE BID FOR THE CORNELIUS CDBG SIDEWALK PROJECT TO PACIFIC EXCAVATION, INC. and this action takes effect immediately.

**Exhibit:** Resolution No. 2024-13

**RESOLUTION NO. 2024-13**

**A RESOLUTION AWARDING THE BID FOR THE CORNELIUS CDBG SIDEWALK PROJECT TO PACIFIC EXCAVATION, INC.**

**WHEREAS**, the City is filling gaps in the sidewalk network, reconstructing curb cuts to meet existing Americans with Disabilities Act (ADA) standards, and converting the intersection of S. 12th Ave. and S. Dogwood St. from a two-way to an all-way stop control, raised intersection.

**WHEREAS**, this project was advertised for bids on December 8, 2023 with bids being opened on January 11, 2024; and

**WHEREAS**, Pacific Excavation, Inc. of Eugene, Oregon submitted the low bid for the project; and

**WHEREAS**, the Project Manager issued a Notice of Intent to Award on January 12, 2024; and

**WHEREAS**, the funding for this work order is included in the adopted FY 2023-24 budget.

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council, acting as the Contract Review Board, awards the bid for the Cornelius CDBG Sidewalk Project to Pacific Excavation, Inc. and authorizes the City Manager to sign the contract for \$1,868,000.00 on behalf of the City.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5<sup>th</sup> day of February, 2024.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Debby Roth, MMC, City Recorder