

**AGENDA**

**REGULAR CITY COUNCIL MEETING**

May 24, 2021

5:30 p.m.

**VIA ZOOM**

<https://zoom.us/j/94175480413?pwd=RFArMkRNWng0cVpueDIwNFB5cFpyZz09>

Meeting ID: 941 7548 0413

Passcode: 571036

Dial +1 669 900 6833 +1 253 215 8782

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS

A. Brownfield Grant Project Update - Leonard Farr, Stantec

6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS

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**CITY OF THE DALLES**

"By working together, we will provide services that enhance the vitality of The Dalles."

**10. CONSENT AGENDA**

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

- A. Approval of the May 10, 2021 Regular City Council Meeting Minutes

**11. CONTRACT REVIEW BOARD**

- A. Authorize the City Manager to execute the Professional Services Agreement for Audit Services

**12. ACTION ITEMS**

- A. Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for First Street/Riverfront Connection Project

**13. DISCUSSION ITEMS**

- A. Disposing Surplus Real Property Described in Wasco County Assessor’s Map No. 1N 13E 10BA as Tax Lot 7400

**14. ADJOURNMENT**

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This meeting conducted VIA Zoom

Prepared by/  
Izetta Grossman, CMC  
City Clerk



# The Dalles Coalition Site Reuse & Revitalization Program

# Coalition Members

- Jim Schwinof  
Dale McCabe



- Carrie Pipinich



- Andrea Klaas





# Brownfield Definition:

“Property where expansion, redevelopment, or reuse is complicated by the presence or suspected presence of contamination.”



# Contaminated?





# Underutilized?





# Grant Overview

- Grant Value - \$600,000
- Grant period is 3 years, through September 2023.





# Grant Activities

- Community Outreach and Education
- Phase I and I Environmental Site Assessments
- Cleanup and Re-Use Planning
- Area-Wide Planning



# Why address brownfields?

- Crime, squatting, illegal dumping, vandalism
- Loss of tax base, jobs, property values
- Impacts on neighboring properties
- Threats to public health and the environment



# Questions?



# Thank you!







## **AGENDA STAFF REPORT**

**AGENDA LOCATION:** Item #10 A-B

**MEETING DATE:** May 24, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Izetta Grossman, CMC, City Clerk

**ISSUE:** Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the May 10, 2021 Regular City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the May 10, 2021 Regular City Council meeting have been prepared and are submitted for review and approval.

**RECOMMENDATION:** That City Council review and approve the minutes of the May 10, 2021 Regular City Council meeting minutes.

- B. **ITEM:** Authorization to declare surplus Police Vehicles:
- 2002 Dodge R3500 Dually flatbed pickup, VIN 387mf33662m315970, estimated trade-in value: \$11,000. Private Party Seller: \$12,500 per Kelly Blue book. Miles: Approximately 130,000 and is in good condition.
  - 2006 Saturn, VUE 5gzc33d065890966, estimated trade in value: \$3500. Estimated private party seller \$5200 per Kelly Blue Book. Miles: Approximately 79,000.

**BUDGET IMPLICATIONS:** The funds from the sale (trade in) of vehicles will be used towards purchase of a newer department vehicle.

**SYNOPSIS:** The vehicles have reached the end of usable life for the Police Department

**RECOMMENDATION:** Declare 2006 Saturn and 2002 Dodge Ram as surplus and authorize use as trade-ins at Urness Motors.

MINUTES

CITY COUNCIL MEETING

May 10, 2021

5:30 p.m.

VIA ZOOM

LIVESTREAM VIA City website

**PRESIDING:** Mayor Richard Mays

**COUNCIL PRESENT:** Darcy Long-Curtiss, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Julie Krueger, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Alice Cannon, Public Works Director Dave Anderson, Human Resources Director Daniel Hunter, Columbia Gorge Regional Airport Manager Aryn Rasmussen

**CALL TO ORDER**

The meeting was called to order by Mayor Mays at 5:31 p.m.

**ROLL CALL OF COUNCIL**

Roll Call was conducted by City Clerk Grossman. All Councilors present.

**PLEDGE OF ALLEGIANCE**

Mayor Mays invited the audience to join in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Long- Curtiss and seconded by Randall to approve the agenda as submitted.

The motion carried 5 to 0; Long-Curtiss, Randall, Richardson, Runyon, McGlothlin voting in favor; none opposed.

## **PRESENTATIONS PROCLAMATIONS**

### **Beautification Committee Report – Tiffany Prince**

Beautification Committee President Tiffany Prince reported:

- Committee in need of a few more members
- Clock face replacement on clock by Gayer Building/Dean Dollarhide office on 2<sup>nd</sup> Street
- Kelly & 12<sup>th</sup> Street Triangle
  - 3 wind spinners were purchased by the committee and installed by Public Works, along with new bark, tree, and rocks.
  - More plantings to come
- Beautification Award
  - April awarded to 605 Liberty
  - May 2401 Mt. Hood Street
- Welcome Signs
  - locations identified,
  - brainstorming design ideas
  - full presentation coming to Council for approval in a few months
- Monthly Community Clean ups
  - second Saturday of each month - partnering with Gorge Toyota
- Downtown Trees
  - Recommend City contract with arborist for maintenance of healthy trees
  - Arborist report given to City Manager

Mayor recognized Beautification Committee members Bill Lennox and Connie Krummrich also in attendance.

### **School District 21 Enterprise Zone Funding Report – Kara Flath, CFO**

Kara Flath, CFO School District 21 reviewed the report.

Mayor Mays welcomed her to the community.



## MINUTES

Regular City Council Meeting

May 10, 2021

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### **AUDIENCE PARTICIPATION**

Louise Langheinrich shared the letter regarding the Shore Agent for the cruise ships she sent to the Mayor and City Council (attached).

She said the relationships built were very important for the economics of the Downtown.

She said she would like to see the Shore Agent program reviewed at the end of the season.

She said the position needed to be fully funded and the person allowed to develop the relationships with the ships. She said in 2019 the position drove passengers and ship staff to stores. She said the position was basically 24/7 during the cruise season.

### **CITY MANAGER REPORT**

City Manager Julie Krueger reported:

- Criteria for use of the America Recovery Plan funds had been received
  - Staff will bring recommendations for use to the Council soon
- A letter of support for Mid-Columbia Community Action Council's grant request
  - all in one center, office, support programs, shelter, transitional housing was sent

### **CITY ATTORNEY REPORT**

City Legal Counsel Jonathan Kara reported:

- Will attend OCCA Seminar

### **CITY COUNCIL REPORTS**

Councilor Runyon reported:

- City Manager Evaluation
- Budget meetings
- Wasco County Commission Meeting
- Scenic Gorge Act

Councilor Richardson reported:

- City Manager Evaluation
- Budget meetings

## MINUTES

### Regular City Council Meeting

May 10, 2021

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Councilor McGlothlin reported:

- City Manager Evaluation
- Budget meetings
- Airport Board meeting

Councilor Long-Curtiss reported:

- Met with constituent who had suggestions regarding affordable housing
- City Manager Evaluation – voted a merit raise for the City Manager
- Budget meetings – City and Columbia Gorge Community College
- Mayor Mays handled the Judge review

Mayor Mays reported:

- Chamber Governmental Affairs

## **CONSENT AGENDA**

It was moved by McGlothlin and seconded by Long-Curtiss to approve the Consent Agenda as presented. The motion carried 5 to 0, McGlothlin, Long-Curtiss, Randall, Richardson, Runyon voting in favor; none opposed.

Items approved on the consent agenda were: 1) The minutes of the April 26, 2021 Regular City Council Meeting; 2) Approval of Resolution No. 21-013 Concurring with the Mayor's Appointments to Various Committees and Commissions; 3) Resolution No. 21-012 Assessing the Real Property at 761 Richland Court for the Costs of Abatement of Junk, Garbage, and Vegetation

## **ACTION ITEMS**

### **Approval of Hangar Lease for Columbia Gorge Community College Training Hangar**

Airport Manager Dave Rasmussen reviewed the staff report.

Dan Spatz of Columbia Gorge Community College said if approved by Council, the lease would go before the College Board. He said a plane had been donated and the College was in negotiations with an instructor.

It was moved by Runyon and seconded by McGlothlin to approve a hangar lease with Columbia Gorge Community College contingent upon approval by Klickitat County and EDA grant funding. The motion carried 5 to 0; Runyon, McGlothlin, Long-Curtiss, Randall, Richardson voting in favor; none opposed.

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General Liability and Property Insurance Renewal

Human Resources Director Daniel Hunter reviewed the staff report.

In response to a question Hunter said the claims were things like sewer backups, on going litigation. He said claims had gone up.

It was moved by McGlothlin and second by Randall to approve the proposed insurance renewal from CIS for Auto, Property, General Liability and Excess Crime in the amount of \$398,464.85 and Excess Cyber Liability Insurance from BCS in the amount of \$4,516.00. The motion carried 5 to 0, McGlothlin, Randall, Richardson, Runyon, Long-Curtiss voting in favor; none opposed.

McGlothlin reminded everyone Saturday, 10-2pm Bark in The Park at Sorosis Park. He said it was a fund raiser for the Lions Club.

Runyon asked if the bark was safe (free of beetles).

Richardson said once the tree dies, the beetles move on, making the bark safe.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 6:17 p.m.

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Submitted by/  
Izetta Grossman, CMC  
City Clerk

SIGNED:

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Richard A. Mays, Mayor

ATTEST:

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Izetta Grossman, CMC City Clerk

Date: May 7, 2021

To: City of The Dalles City Councilors and Mayor Rich Mays

From: Luise Langheinrich

Re: Plans for Shore Agent & Tour Boat Coordination

My name is Luise Langheinrich and I own Lines of Designs, 107 E. 2<sup>nd</sup> Street, downtown The Dalles. I have been in business downtown since 2004 and some of you may remember me as a former president of The Dalles Main Street. Speaking for myself and several downtown businesses, we are excited to see the tour boats return to our community. It has been a heck of a 2020 and we look forward to the infusion of tourism dollars.

I am writing this letter to remind the City Council of the economic importance of these outside dollars and our expectations of the Shore Agent position (term used & recognized by Cruise industry) in promoting and facilitating the interactions with the boats. The previous contract between the City and Main Street had these points spelled out:

- Provide the design, printing, and updating of downtown maps, and brochures and other materials to be distributed to cruise ship passengers
- Greet the cruise ships as they dock
- Coordinate the scheduling of the cruise ships and distribute copies of the schedules to local media representatives
- Facilitate the granting of special requests from the cruise ship personnel or passengers
- Conduct downtown promotional activities

I know that this year will be a bit rough with the Covid-19 issues but I (we) expect the same caliber of performance as before. Nothing should change in that aspect. The function of Shore Agent includes developing the relationships with captain and crew of the boats so problems are solved efficiently and beneficially. It's through these relationships that top notch customer service is achieved and The Dalles remains the key go-to port for the captains when issues arise on the river. Many other communities are also working hard to be that go-to port, let's not lose sight of that.

Through the dedicated, tireless, and hard work of the previous Shore Agent, here is a very brief list of some of the accomplishments from the last full tour boat season 2019:

1. Effective communication with downtown businesses to develop coupons/promotions.
2. "Cherry Bags" handed to passengers as the marketing media to entice shoppers downtown. Merchants recognized these bags as identification of "tour boat guests".
3. Coupons inside of "Cherry Bags" was very effective for downtown businesses. My business had 20% increase in sales when boats were in.
4. Because of the excellent relationship with Shore Agent, Captain from Un-cruise line wanted to try for biggest googly eyes Guinness World Book record here in The Dalles.
5. Because of responsiveness of Shore Agent, a passenger that was left behind at Maryhill Museum was "rescued" and put back on boat.



6. Because of the good relationship building, at the end of season 150 blankets donated to local charities (Haven, half-way houses, St. Vincent's)
7. Because of the good relationship building, at end of season huge amounts of food donated to local food bank (\$2000 to one, similar to St. Vincents, and to other non-profits.)
8. Quarterly updates to downtown kiosk maps. Very valuable tool for downtown.
9. Quarterly updates to detailed directory map of downtown with shopping, restaurants, etc. This has been a valuable tool for downtown.
10. 2019 numbers: 136 boat dockings with 22,388 ship visitors, spent money locally, measurable dollar impact on those days.
11. Over \$16,000 spent by crew for boat itself, items such as: mattresses, televisions, liquor, food for kitchen, etc. The corporate side of the cruise boats is very economically valuable to our whole community; warehouses are rented, services, and supplies are contracted.

I hope I have impressed upon you the economic value to The Dalles, downtown and community wide, from the tour boat industry. We downtown businesses hope to see the benefits come back and eventually surpass the 2019 level.

I know that this tour season will be a bumpy one but we have the facts to set the bar for the Shore Agent position. Our expectations are high and I hope yours are also. I (we) plan to revisit the results and effectiveness of this position towards the end of the season, 2021. The economic development of The Dalles is important to all of us.

I look forward to any questions or comments you may have. Please feel free to contact me. Thank you.

Sincerely,

Luise Langheinrich  
Lines of Designs  
107 E. 2<sup>nd</sup> Street  
The Dalles, OR 97058  
541-296-4470  
[www.linesofdesigns.com](http://www.linesofdesigns.com)





## **AGENDA STAFF REPORT**

### **AGENDA LOCATION: Contract Review Board Item #11A**

**MEETING DATE:** May 24, 2021

**TO:** Mayor and City Council

**FROM:** Angie Wilson, Finance Director

**ISSUE:** Authorization to Award Contract No. 2021-003 Professional Services Agreement for Audit Services

**BACKGROUND:** The City just completed the final year of a three-year contract for audit services with Merina & Company, LLC, who have conducted the City's financial reports and audits for the past ten years. The City's practice is to solicit a request for proposals ("RFP") when each contract ends. This year, staff advertised the RFP in The Dalles Chronicle, League of Oregon Cities website, and the City's website. Staff also sent our RFP to nine firms in the region recommended by other entities. Staff specified cost be sealed in separate envelopes and not included in the actual proposal so we could review the substance of the proposals first without being influenced by cost. The City Attorney, Finance staff, and I reviewed the proposals and rated them on the criteria in the RFP.

The City received two proposals. The bid results for providing the requested audit services were:

Talbot, Korvola & Warwick, LLP	Not to exceed \$50,000/year
Umpqua Valley Financial	Not to exceed \$73,000/year

Our top choice was Talbot, Korvola & Warwick, LLP ("TKW"), based in Portland, Oregon. After staff opened the cost envelopes, we found TKW's projected cost for audit services of \$50,000 to be the lowest bid of the two proposals, compared to \$73,000 from Umpqua Valley Financial for the same fiscal year. If the City entered into an agreement with TKW, the fee for preparing the financial audit for Fiscal Year Ending June 30, 2021, would be \$39,000 for the City of The Dalles auditing, \$6,000 for the Airport auditing, and \$5,000 for Urban Renewal Agency auditing, plus a modest 3.5% increase annually. In reviewing the proposals, TKW would assist staff on various accounting Internal Control and reporting questions and will perform the financial report preparation.

**BUDGET IMPLICATIONS:** Awarding the contract to TKW, LLP will increase our total audit costs by only \$5,340 in FY 21/22 over the current year. This includes the City, Urban Renewal, and the Airport Audit. TKW, LLP proposal also contained a reasonable 3.5% increase per year for the subsequent years.

**COUNCIL ALTERNATIVES:**

1. Staff recommendation: *Move to authorize the award of Contract No. 2021-003 to Talbot, Korvola & Warwick, LLP for the provision of audit services to the City of The Dalles, Columbia Gateway Urban Renewal Agency, and Columbia Gorge Regional Airport for the fiscal years ending June 30, 2021, 2022, and 2023, in an amount not to exceed \$50,000 for the first fiscal year plus 3.5% annually thereafter.*
2. Deny authorization to award the contract and provide additional direction to staff on how to proceed.

# **Attachment A**



## **City of The Dalles Proposal for Audit Services**

**Contract No. 2021-003**

**April 16, 2021**



Talbot, Korvola & Warwick, LLP  
Tim Gillette, Partner  
14945 SW Sequoia Parkway, Suite 150  
Portland, OR 97224  
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Talbot, Korvola & Warwick, LLP 14945 SW Sequoia Parkway, Suite 150, Portland, Oregon 97224  
P 503.274.2849 F 503.274.2853 [www.tkw.com](http://www.tkw.com)

April 16, 2021

Izetta Grossman, City Clerk  
Office of the City Clerk  
City Hall  
313 Court Street  
The Dalles, Oregon 97058

RE: Contract No. 2021-003 Audit Services

Dear Ms. Grossman:

Thank you for the opportunity to submit this proposal to provide independent auditing services to the City of The Dalles, Oregon, the Columbia Gateway Urban Renewal Agency and The Dalles Municipal Airport (collectively referred to as the City) for the three-year period beginning with the fiscal year ending June 30, 2021, with the option to renew for another two years. You will find our expressed intentions and the details of our approach in the attached document. We believe it will demonstrate why the best choice you can make amid today's business environment is to choose TKW as your independent audit firm.

We approach every audit in the way we would want an audit to be done for our own business. As such, you will receive an audit of the highest quality, clearly communicated, and priced fairly, whose results will give you the confidence and peace of mind to make sound business decisions for the City. Additionally, you can rely on our advice and knowledge beyond the audit experience to help mitigate risk and develop solutions if issues arise. In short, we agree to perform all work outlined in the City's Request for Proposal within the timeframe established by the City.

All assigned professional staff that make up your experienced engagement team are licensed to perform audits in the State of Oregon. We understand that the audits will be performed in accordance with auditing standards generally accepted in the United States of America, and the *Minimum Standards for Audits of Oregon Municipal Corporations* as prescribed by the Secretary of State. Because a Single Audit is required, we will also perform the audits to comply with the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the provisions of the U.S. Office of Management and Budget (OMB) Uniform Guidance, and *Audits of States, Local Governments, and Non-Profit Organizations*.

We are independent of the City of The Dalles and our proposal is a firm and irrevocable offer through the June 30, 2021 audit period.

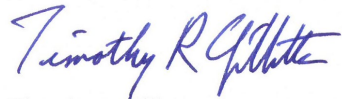


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Ms. Izetta Grossman, City Clerk  
City of The Dalles  
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We appreciate the opportunity to bring you this information. Please let us know if you have any questions. As a partner, I am entitled to represent TKW, empowered to submit the bid, and authorized to sign a contract with the City on behalf of TKW. I can be reached by phone (503) 274-2849, fax (503) 274-2853, or email [tgillette@tkw.com](mailto:tgillette@tkw.com).

Sincerely,

A handwritten signature in blue ink that reads "Timothy R. Gillette". The signature is written in a cursive, flowing style.

Timothy Gillette, Partner



## INTRODUCTION

TKW is a local certified public accounting firm that has been providing assurance, tax and business advisory services in Oregon since we first began serving the Bonneville Power Administration in 1987. We dedicate the largest segment of our time to serving governmental clients, including cities, counties, school districts and special districts, with a team of approximately 35 employees, many of whom have been with our Firm for many years. We are licensed as a certified public accounting firm in Oregon, located at 14945 SW Sequoia Parkway, Suite 150 in Portland, Oregon.

TKW is proud to be a 26-year member of RSM US Alliance, a premier affiliation of independent accounting and consulting firms in the United States, with more than 80 members in 40 states. Our membership gives TKW access to all the resources and services RSM provides its own clients. As a member firm, we maintain our name, autonomy and independence and are responsible for our own client fee arrangements, delivery of services and maintenance of client relationships. For our clients, this is the best of both worlds – local service with national support.



Since our inception in 1987, our strong client list continues to grow. We count among our clients a broad variety of organizations in the \$5MM to \$850MM+ annual revenue range. This means TKW has experience with similar size governments and their growing, changing organizations. Our team members specialize, yet also work seamlessly across departmental lines to provide the best overall service to meet client needs, whether in business assurance, consulting, or tax preparation.

## AUTHORIZED SIGNATURES AND ATTESTATION FORM

We have read and completed the Authorized Signatures and Attestation Form included with the RFP for audit services for the City of The Dalles, the Columbia Gateway Urban Renewal Agency and The Dalles Municipal Airport. A signed copy can be found at **Appendix A**.

## SECTION ONE: THE TKW AUDIT APPROACH

### 1a: Our Overall Approach to Your Audit

Performance of the City's audit will encompass all current auditing standards generally accepted in the United States of America, the *Minimum Standards for Audits of Oregon Municipal Corporations* as prescribed by the Secretary of State, and when applicable, the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the provisions of the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

TKW will produce the basic financial statements for the City, the Columbia Gateway Urban Renewal Agency and The Dalles Municipal Airport, consolidate all statistical and other information, perform a single audit of the City's grants, and produce the Comprehensive Annual Financial Report for the City. Further, we will prepare a Communication to the Governing Body letter to outline any matters that come to our attention during the examination.

We are also happy to provide technical assistance and recommendations throughout the course of our working relationship. An example of a recent engagement letter for a city is included in **Appendix B**.

Our audit approach is built upon a long-tested work plan which has served our municipal clients very well over the years, balanced with a tailored approach to meet your specific goals and needs. We will ensure that our capacity is a solid match with your reporting and filing requirements.

### **First Year Procedures**

Your TKW audit team is ready to make the transition from your current auditor as smooth as possible. The task of changing auditors will not be a burden on your internal resources and staff. We have developed a process that ensures a seamless transition through effective communication with management and the prior auditor. We will perform required communications with predecessor auditor as required by professional standards. We will also obtain during the first-year audit permanent file documents such as policies, procedures, debt agreements, lease agreements, chart of accounts, contracts, etc.

We will begin by gathering information about the internal and external factors that drive your operations. Specifically:

- We will obtain an understanding of the City's operations, leadership and systems.
- We will have entrance conferences with management and the Audit Committee to help with effective planning of our engagement and to re-establish clear paths of communication. We will work with you to set dates for drafts of the reports, edits, and turnaround times for both TKW and the City, with a commitment to provide a quality audit well within stated timelines.
- We will inquire about fraud or related party transactions as required by professional standards and ask if there are any areas of concern or interest that should be the subject of our attention during the engagement.

Based on our understandings and risk assessments, coupled with the information about your internal control structure, we will design and implement an effective and efficient audit of your financial statements and of compliance, if applicable. We will conduct weekly meetings with management during audit fieldwork to discuss the progress and any problems encountered, so that we may keep the audit progressing smoothly and solve problems as they occur. Should any issues arise during the audit, they will be discussed with appropriate levels of staff and management to ensure we have all the relevant facts, before raising such issues, if appropriate, with senior management. If necessary, we will adjust schedules and/or resources to ensure goals are achieved and your expectations are met or exceeded.

### **Computerized Systems and Our Paperless Approach**

Our team members are experienced in audits of computerized systems and electronic audit systems/paperless approaches. Our engagement team will use IDEA, a data mining software, to locate and extract data from your financial system to support the efficient and effective use of audit procedures. This software allows us to import a population of transactions or account balances and quickly identify characteristics of the population. Our team uses this software to stratify populations, identify major transactions and possible duplicate transactions, recalculate certain balances, test aging reports, and for other tests. This software helps us leverage your financial systems and data to be more efficient and help identify specific data points to aid in your management information needs as well as ours.

## **Tailored Audit Approach**

During the audit we will consider a number of factors, including:

- The overall state of economic conditions and regulatory requirements and our evaluation of their effect on the City;
- The accounting, auditing and business environment challenges unique to the City, as they may have a significant impact on our understanding of your operations;
- Our evaluation of information technology operations and the related accounting and reporting systems;
- Our analytical review of interim financial and other information to assist in the possible revision of our scope and relative emphasis of our audit procedures; and
- Our evaluation of the control environment in which specific internal controls are expected to function.

We will use some of the following sources of information in our audit to support our test work and procedures:

- City's budget documents
- Policies and procedures (purchasing card, rules of procurement, investment, capital asset category)
- Insurance policies (general, auto, property, crime, workers compensation)
- Actuarial valuations (single employer OPEB)
- Organizational charts
- SEFA
- Bank reconciliations
- Source documents/journal entries to support revenue and expense transactions
- Debt agreements
- Minutes
- Various financial reports from the G/L (accounts receivable aging, accounts payable listing, capital outlay detail, payroll costing report, etc.)

We will use the information to assess risk, develop specific procedures to support our conclusions, and ultimately, form our opinions on the financial statements and related compliance. Following completion of our audit, we will again meet with management and the Audit Committee and report back on those items raised in the initial meeting, as well as any findings or recommendations we may have as a result of our audit.

The following paragraphs describe specific aspects of the audit in more detail.

### **Understanding of Internal Controls**

Our team will document our understanding of your operations, business processes and the internal control structure. We assess not only the internal characteristics, but external factors that affect the City's financial condition and operations, for example, changes in the local economy and legislative issues. From that understanding, we identify significant accounts and classes of transactions and assess the risks associated with each. For each of those significant accounts, the audit team identifies and reviews documentation of key controls within your structure, and then evaluates those controls as to the effectiveness of their design. A walk through of each key control validates our understanding of the control and its design in meeting the relevant control objectives.

Our team evaluates the controls in place and determines the most efficient and effective methods to gain the audit evidence needed to support our opinion on your financial statements – either to rely upon and test controls, employ substantive procedures to balances and transactions, or some combination of the two. That evaluation and design of procedures is again reviewed prior to performance, to ensure a thorough and efficient audit during final fieldwork.

Based on our understanding of your control structure and operating environment, we will assess the risks of a material misstatement of the financial statements occurring. This assessment considers risks inherent to the City, risks that controls may not be effective, and the risk that our procedures may not detect a misstatement if it occurs. That overall risk assessment, including review of relevant information systems, becomes the basis for our audit procedures.

### **Sampling**

Our sampling approach both for tests of controls and substantive testing of balances or classes of transactions incorporates statistical sampling when appropriate considering population size and makeup, as well as judgmental sampling methods when statistical methods are not efficient or applicable. Our sample sizes are determined based on our assessment of inherent and control risk, according to Firm policies and professional standards, and are designed to be representative of the population being sampled.

### **Analytical Procedures**

Analytical procedures are employed in the preliminary phase of the audit to assist in planning and in the initial assessment of risk of material misstatement, as part of substantive procedures applied to significant accounts and transactions during the audit (such as for revenue, expense, liability accruals), and in the final review of the financial statements, all in accordance with professional standards. We form and document expectations using budget balances, prior year amounts, and external applicable metrics, and then inquire about and investigate significant variances or those which are outside of our expectations based on our understanding of the City and its operations.

### **Specialized Government Audit Programs**

Our audit program is specifically tailored to the City's operations. Customizing the procedures is critical not only to a proper linkage with the assessed risks, but also to limit interruption of your personnel and a reduction in the amount of time needed to perform the audit. We use our programs to focus on those areas identified as potential risk areas for misstatements. These programs are a product of our expertise in governmental auditing, and the result of our previous understanding of the City and your operations.

### **Electronic and Remote Work Environment**

In today's work environment, it is more important than ever to be adaptable and able to conduct an audit engagement in a safe and secure method. We have pivoted and honed our use of technology applications that help streamline the audit process, limit physical contact, and respect social distancing needs to operate in these unusual conditions. For example, TKW has the capabilities to use electronic means of email, encrypted secure client sharing portals, and video conferencing to complete your audit remotely when appropriate and needed. Our use of technology allows your audit to progress in a timely and efficient manner to allow you to meet your reporting deadlines and ensure the integrity of your financial reporting.

### **Secure Portal**

TKW offers the use of a secure portal for our clients. This enables a safe exchange of files and workpapers between the City and TKW. It permits larger files to be transmitted than is possible over email, and allows all team members for both the City and TKW to view and use the shared files concurrently to eliminate redundancies and duplication of effort. Essentially it allows for a safe and efficient exchange of information for the City.

### **Determining Laws and Regulations**

TKW will review provisions of federal, state and local ordinances, as well as bond covenants, contracts, administrative rules and other regulations that may apply to the City. We will read City minutes and organizational documents in addition to any grant requirements (if applicable). TKW has created a custom audit program to test compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in the Oregon Administrative Rules 162-10-000 through 162-10-330 of the *Minimum Standards for Audits of Oregon Municipal Corporations*. The results are reported in the Independent Auditor's Report on Compliance and on Internal Control Over Financial Reporting on an Audit of Financial Statements Performed in Accordance with *Oregon State Regulations*.

### **Information Technology Systems Review**

We will perform a comprehensive review of your information technology systems. Your staff will be provided with our findings for review, clarification and responses. Any responses will be compiled with our evaluation and risk will be assessed for each component of your information systems control structure as part of our engagement planning. Based on the resultant risk assessment, appropriate procedures will be designed and implemented to meet the requirements of professional standards and to effectively reduce any identified risks to a sufficiently low level to support our opinions on the financial statements.

Our evaluation of your information systems controls includes:

- Strategic Planning - including a determination of the IT functions and procedures, as well as processes followed to develop or modify IT policies, standards, and procedures.
- System Security – a review of IT risks and internal controls to determine the potential for obtaining unauthorized access to computer systems and/or data. Our review also includes an evaluation of passwords and reviews of other risky areas that may be compromised and allow for someone to obtain unauthorized access to sensitive or confidential information.

- Logical and Physical Security – a review of processes involved in the logical (i.e. passwords, logins, firewalls) and physical security processes (i.e. locks, sign-ins, escorts) and environmental controls of computer hardware facilities.
- System Development - a review of procedures in place to ensure quality control of new and modified computer applications - how new systems or modifications to current systems are requested, prioritized, scheduled to be performed, and designed and how staff are trained.
- Backup and Recovery – a review of policies and procedures in place that could prevent the loss or corruption of critical financial data that would adversely affect financial reporting or your ability to continue operations.

### **Comprehensive Annual Financial Report Preparation and Review**

TKW has an experienced team with the training and knowledge to draft the Comprehensive Annual Financial Report for the City and the annual financial report for the URA and Airport. For several years we previously drafted these reports for another city with multiple component units and annual reports, as well as drafting for various special districts.

Under current Yellow-Book standards, the drafting of financial statements by the auditor is considered a significant threat to independence, thus requiring that we construct appropriate safeguards to preserve independence. TKW has sufficient team members and processes to implement such safeguards.

### **Internal Control Reporting and Communication**

Any significant deficiencies or material weaknesses in internal control over financial reporting, or in the internal control over compliance will be communicated in writing to management and the City Council, as required under professional standards. If conditions are discovered which lead us to believe that errors, defalcations, or other irregularities may exist in amounts material to the financial statements, or if any other circumstances are encountered that require extended services, we will promptly advise you.

### **Extraordinary Circumstances**

TKW's planned audit schedule is proactive and allows a degree of flexibility if unforeseen issues arise during the performance of the audit. If there are circumstances disclosed by the audit that indicate more intensive and detailed examination is required, TKW shall provide, in writing, all pertinent facts relative to the extraordinary circumstances together with an estimate of the additional services to the City. Any such additional work agreed upon, in addition to that which would be sufficient under normal circumstances, shall be performed at the current rates in place at the time the work is performed.

### **Deliverables as a Result of our Audit**

We will provide the City, the URA and the Airport with:

- Independent Auditor's Report providing opinions on the fair presentation of the financial statements;
- Independent Auditor's Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon State Regulations;
- Required communications to those charged with governance;

- A report identifying any deficiencies in internal control over financial reporting considered to be significant deficiencies or material weaknesses, if applicable;
- A Letter of Recommendations (management letter), if applicable.

We will provide the City with the following related to the Single Audit :

- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*;
- Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance;
- Report on the City's Schedule of Expenditures of Federal Awards; and
- Schedule of Findings and Questioned Costs.
- Data collection form for reporting on audits of states, local governments, and non-profit organizations, U.S. Department of Commerce Form SF-SAC;

We will prepare and draft the following:

- Basic financial statements, required supplementary information (RSI), and supplementary information (SI) to consolidate into the City's Comprehensive Annual Financial Report;
- Basic financial statements and supplementary information for the URA and the Airport.

### **Fieldwork**

We expect to accomplish the City's audit fieldwork in two distinct phases: Interim fieldwork and final fieldwork. Interim fieldwork will consist primarily of planning and consideration of the City's internal control structure, as well as performance of procedures related to the City's federal programs under Uniform Guidance. This work will set the stage for completing our risk assessments and provide the foundation for final fieldwork.

Final fieldwork will begin after the City's accounting records for the year are closed and all requested audit schedules are prepared. We will perform year-end procedures on significant balances – either as tests of controls or as substantive procedures as necessary based on our risk assessments and to support our opinions on the financial statements and compliance. We will complete any remaining work on federal programs and prepare all reports and deliverables to meet deadlines for reporting to the City Council, Secretary of State, GFOA, and those related to filing under Uniform Guidance. We will discuss all such documents with management prior to their finalization and issuance.

### **Audit Calendar for the City, URA, and Airport**

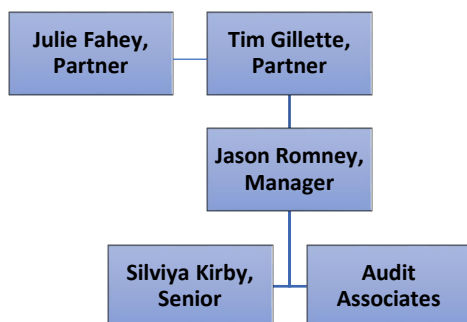
The following table illustrates our planned timing to complete our consideration of internal controls, risk assessments and engagement planning, and substantive procedures, and deliver the services according to the City's expectations indicated in the RFP. Subsequent audits for the following years are expected to be conducted near the same time frame. We understand that the City would like to issue the Comprehensive Annual Financial Report by November 10<sup>th</sup> and we will help you work towards that goal. We are responsive to your needs and have the ability to schedule our team to meet your timelines. We would work with you in setting dates for fieldwork to ensure your reporting issuance timeline. The timing would be mutually agreed upon with you.

Activity	June 2021	July 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Pre-audit meeting with City personnel to discuss the audit plan and agreed upon schedule.							
Perform interim fieldwork consisting of internal control documentation, test of controls, tests of balances and other procedures, Uniform Guidance testing as applicable.							
Perform final substantive work of the City, complete Uniform Guidance compliance work, draft annual reports for City, URA and Airport.							
Issue independent auditor's reports, required communications, single audit reporting, and other reports.							
Present audit results to Audit Committee and City Council.							

#### **1b: Financial Report Preparation and Technical Review**

TKW's approach to your audit is conservative. Our team in the field will articulate your report to the trial balance and lead schedules. Tim and Jason will review the statements for completeness, accuracy, and consistency with prior years and will also compare your statements with the GFOA checklist for conformance with those requirements. Julie will review the statements for technical conformity with GAAP and all relevant standards, as well as readability. These processes, including a "cold" technical quality review of the report by Julie, are an added benefit to you that often doesn't occur at other firms. Government audits cannot be dismissed as low-risk, with your citizens and stakeholders putting more scrutiny on your stewardship responsibilities than ever before.

#### **1c: Key Personnel Assigned to Your Audit**



We have selected the TKW team for your audit engagement team who will provide the City with extensive experience, knowledge, and commitment. Each member has a diverse set of talents that complements each other and a history of comprehensive auditing, accounting and advisory services. They will bring a fresh viewpoint to your engagement.

**Timothy R. Gillette**, partner, CPA, MBA, CFE, CGMA, and licensed municipal auditor, will have primary responsibility for the engagement, and for ensuring a high level of service you can and should expect. He will oversee all aspects of the audit process and be actively involved in providing consultation and review throughout the year and in presenting to your City Council. Tim is



an active member of OSCP and OGFOA and has presented to their memberships at conferences and other events. Tim has served on numerous governmental audits and single audits over his 35 years in accounting.

**Jason W. Romney**, manager, CPA, and licensed municipal auditor, will be your primary contact throughout the audit, providing first-line review and supervision of the fieldwork.

The TKW audit approach incorporates significant involvement by the partner and manager on your team. Both Tim and Jason will be heavily involved in planning your audit, approving the audit approach and audit programs, and reviewing significant areas of the audit and financial reports. They will also be your main contacts for resolving complex issues, backed by the support of our core group of auditors who have over 80 years of collective experience.

**Julie B. Fahey**, partner, CPA, CFE, CGMA, and license municipal auditor, will provide quality control review on the City's reports and file to ensure technical standards are met. Julie has served on numerous governmental audits and single audits. Julie serves on the Oregon Government Finance Officers Association (OGFOA) Education Committee, as well as the Oregon Society of Certified Public Accountants (OSCPA) Governmental Accounting and Auditing Strategic Committee, and as a member of the national Government Finance Officers Association (GFOA) Certificate of Achievement Program's Special Review Committee.

**Silviya A. Kirby**, senior, will be responsible for overseeing the fieldwork for your engagement, along with an additional staff member. Silviya will be involved either on-site or virtually and will address the day-to-day issues.

More details, including CPA license number, Oregon Municipal Audit Roster number, professional affiliations, background and experience can be found in the team's resumes in **Appendix E**. The use of specialists is not planned at this time.

In addition, our tax team is available as needed for taxable benefits issues, consideration of public/private partnerships, or other needs you may have.

#### **TKW's Staffing Policies and Changes in Key Personnel**

It is our policy and practice to maintain consistency in personnel, especially for the manager and in-charge, while rotating junior personnel onto the engagement, for a new perspective.

No independent subcontractors, substitute or backup personnel are currently planned. Should planned personnel be unable to fulfill their expected roles in the audit or if partner rotation is requested TKW has a deep bench of team members with experience and training in governmental audits who could quickly step in for any planned personnel who are unable to fulfill their expected roles in the audit. You would be notified of any significant changes in scheduled personnel prior to the change. We make every effort to minimize disruption or change to the assigned team in serving you.

### **Recommendation Regarding Changes in Key Personnel**

We are committed to providing our clients with the most skilled and technically proficient engagement team members our Firm has to offer. TKW focuses on employing experienced, mature staff who desire a career in public accounting specifically at our firm. Our people take inspiration from our mission to provide peace of mind to those we work with and serve, and they resonate with the sense of dedication and quality our firm's culture emphasizes. They understand the need for client continuity. As a result, the Firm enjoys a low turnover rate, with close to half of our staff members celebrating between 5-25 years with the Firm in 2021. It is our policy and practice to maintain consistency in personnel when possible, while incorporating a rotation of junior personnel to bring a new perspective. With TKW, we incorporate a report review process that allows for a partner outside of the engagement team to perform a review of the audit file and reporting. This ensures decisions made throughout the audit are following professional standards and provides a perspective that mitigates any potential erosion of an arms-length relationship.

#### **1d: Use of City Personnel**

TKW expects City personnel involvement in the audit to include time for answering questions, providing us a trial balance, updating internal control documentation, furnishing us electronically, if possible, agreed upon workpapers, providing reconciliations, pulling supporting documentation for sample selections, drafting certain sections of the Comprehensive Annual Financial Report, and to be available for any other inquiries and questions. We expect this time commitment to be consistent with your experience with prior audits of the City. We know that City personnel maintain full workloads and assignments in addition to the audit process. We will make every effort to minimize our disruption to your already full schedule and incorporate efficiencies into the audit process.

#### **1e: Personnel Development, CPE and Peer Review**

Our teams are trained to the highest standards in audit theory and technique, as well as in planning and preparation. We take advantage of training through the American Institute of CPAs, the Oregon Society of CPAs (OSCPA), the Government Finance Officers Association (GFOA), and our affiliation with RSM US Alliance, specifically related to government accounting and auditing classes and single audit compliance with Uniform Guidance. We also develop and provide customized, in-house training to our team, focused on specific practice issues relevant to government audits and reporting. TKW holds memberships and actively participates in the GFOA, the Oregon Government Finance Officers Association, the OSCP Government Committee, and the League of Oregon Cities. TKW team members meet and exceed Yellow Book required education hours.

TKW is a participant in the American Institute of Certified Public Accountants quality (peer) review program since its inception. Firms may receive a peer review rating of "pass", "pass with deficiencies", or "fail". Our latest letter, issued July 12, 2018, resulted in a peer review rating of "pass", with no findings or comments. The review included several government audit engagements, reflective of our practice. Our previous peer review reports dated July 2015, July 2012, July 2009, June 2006 and June 2003 also resulted in no deficiencies or findings.

Neither TKW nor any of its employees has been the object of any disciplinary action or pending disciplinary action with state regulatory bodies or professional organizations. There has been no pending or settled litigation within the past three years.

See **Appendix D** for a copy of our most current peer review report.

**1f: GFOA Certificate of Achievement for Excellence in Financial Reporting**

We have been instrumental in helping our clients seek or maintain the GFOA Certificate of Achievement for Excellence in Financial Reporting. Many of our clients have received the award for 20 or more consecutive years. We understand the requirements of the program, have relationships directly with the GFOA, and apply their standards in our review of your financial statements.



Our team utilizes the GFOA checklists in all relevant engagements to help ensure technical accuracy and completeness to the standards of these established programs. We are available to answer your questions and help with technical issues related to your submission under the GFOA's Certificate Program. Julie and another team member both serve on the GFOA Certificate of Achievement Program's Special Review Committee.

**1g: Single Audit Experience**

Many of our municipal clients are required to have audits of their federal programs under Uniform Guidance, in accordance with OMB. We approach these engagements conservatively, in accordance with our own high internal standards, and within the standards set by *Government Auditing Standards* as well as the appropriate OMB Guidance.

We will identify federal programs for testing using the major program determination as specified by Uniform Guidance. For each major program selected, we will identify the respective compliance requirements applicable to the City. We develop our comprehensive programs for the audit of federal major programs under Uniform Guidance incorporating current guidance of the OMB Compliance Supplement as well as the appropriate appendices. These programs integrate risk assessments, control and compliance tests, conclusions and documentation of findings as required.

Our approach is risk-based and can be summarized as follows:

1. We evaluate the City as a low or high-risk auditee.
2. We evaluate your Schedule of Expenditures of Federal Awards for purposes of identification and selection of major programs to be tested.
3. We identify the direct and material compliance requirements of each major program selected and document our understanding of controls over the respective compliance requirements.
4. We test controls over compliance to support our assessment of control risk for purposes of determining the extent of required compliance testing.
5. We test compliance with requirements of each major program and form the required conclusions.
6. We report on internal controls over compliance and compliance with requirements, citing any findings as required.

Our testing of compliance with specific requirements of federal programs involves sampling. Our sample sizes are determined based on the attributes of the populations as defined, our assessment of control risk and our judgment as to risk of noncompliance that may be material to either the financial statements or to a particular federal program. Samples will be drawn that are representative of, and relevant to the compliance requirement being tested. We reference current AICPA guidance for sampling in a compliance environment as appropriate, along with Firm policies and auditor judgment.

If findings are noted, we will discuss them with management in advance and formally report in writing to the City Council as part of the Single Audit Reporting Package. We will present all Single Audit reports and findings to the City Council upon completion of the engagement.

We have performed audits of federal programs for more than 25 years and have incorporated the changes in standards and approach over the years to provide the most effective, efficient services to our clients. During the most recent changes from A-133 to Uniform Guidance, Julie and a manager from TKW attended a national conference relating to implementing the guidance from both an auditor and auditee perspective. Julie and the manager presented a training on key changes and best practices for implementing Uniform Guidance to local grant and fiscal managers for a county client as well as client legal counsel, purchasing and contract managers among others. TKW is committed to ensuring that the City remains current on new standards and guidance as it relates to single audit and we offer no-cost training to help in implementation of new standards and pronouncements. Additionally, TKW has specific experience in auditing grants received by cities in Oregon. Several of the grants listed on the City's SEFA have been subject to testing by TKW for other clients.

#### **1h: Management Consulting Services**

Working with diverse clients has allowed our team members to gain broad experience in a variety of areas. Our extensive government assurance practice has allowed team members to develop an understanding of specific requirements associated with governmental operations, accounting and reporting, funding sources, and various federal and local requirements. These skilled individuals are your trusted advisors and are available to help tackle your challenges, large or small.

TKW can provide a spectrum of other services to the City within the parameters established under *Government Auditing Standards* for maintaining our independence. Those services include but are not limited to:

- ❖ Agreed-upon procedures
- ❖ Internal controls evaluation, assessment, and documentation
- ❖ Project cost analysis and evaluation
- ❖ Specific transaction or account analyses
- ❖ Specific compliance analyses with stated requirements of contract laws or regulations
- ❖ Policies and procedures manual development.
- ❖ Developing team strategies – both financial and operational – to assist organizations in establishing a foundation for the future.
- ❖ Review of taxable benefits and reimbursements.
- ❖ Uniform Guidance, GASB and other technical trainings for grant and fiscal managers.

Previous projects have focused on developing risk matrices, identifying operational control strengths and weaknesses, establishing and assessing performance standards/benchmarks, developing systems to assure the appropriate communication of management information, assessing outsourcing opportunities, and facilitating strategic planning sessions.

TKW has offered these services to a large range of governments for over 20 years. We have assessed small, medium, and large local government operations and state departments ranging from small divisional operations to departments with multi-million-dollar budgets, special district functions, school districts, education service districts, and not-for-profit entities. Working with each has allowed us to assist these entities in finding solutions for increasing efficiencies, tightening controls, improving communications, and modifying operations to deal with shrinking budgets and/or increasing costs.

We appreciate being the one you think of first when you need assistance. If, due to independence considerations or specific expertise, we cannot meet your immediate need, we will work with you to broker a solution either through our affiliation with RSM US Alliance, or one of our many strategic partnerships. We will help you solve whatever challenges you present.

**1i: Suggestions for Improvement**

TKW is experienced in providing constructive suggestions and comments to clients, specifically noting improvements in accounting controls, financial processes, and administrative procedures. TKW often orally communicates these recommendations and may issue a management letter of recommendations. TKW will review this letter with management prior to issuance to ensure understanding and applicability of recommendations.

**1j: Current Municipal Engagements**

TKW currently provides municipal audit services to many governmental entities in Oregon and is experienced in serving local governments with multiple component units. Oregon local government jurisdictions served by TKW within the last five years are listed below:

Name of Municipality	Audit	Uniform Guidance	GFOA Certificate	Drafting Of Financial Statements	Tax Services	Management Services
City of Beaverton, Oregon and <i>component unit</i>	✓	✓	✓		✓	
City of Hillsboro, Oregon and <i>component unit</i>	✓	✓	✓			
City of Lake Oswego, Oregon and <i>component unit</i>	✓		✓			
City of Lincoln City, Oregon and <i>component unit</i>	✓		✓			
City of Sherwood, Oregon and <i>component unit</i>	✓		✓			
Washington County, Oregon and <i>component units</i>	✓	✓	✓		✓	
Housing Authority of Washington County	✓	✓				
Portland Public Schools	✓	✓	✓			
Mt. Hood Community College and Foundation	✓	✓	✓			
Tualatin Valley Fire and Rescue	✓	✓	✓			
Tualatin Hills Park and Recreation District and Foundation	✓		✓			
Multnomah ESD	✓	✓	✓			
North Marion School District	✓	✓				
Port of Astoria	✓	✓				
Klamath County Fire District No. 1	✓	✓				
Washington County Consolidated Communications Agency	✓		✓	✓		
Metropolitan Area Communications Commission	✓					
Clackamas County, Oregon						✓
Corbett School District	✓			✓		

We have listed below five (5) of our current municipal auditing engagement clients in Oregon and respective contact information for reference purposes to illustrate our experience providing similar services comparable in scope, size and relative complexity to the City. We invite you to call any of these clients to discern the quality of work performed during their engagements.

CURRENT GOVERNMENT CLIENTS:			
City of Beaverton, Oregon	Patrick O'Claire, Finance Director	(503) 526-2244	poclair@ci.beaverton.or.us
City of Hillsboro, Oregon	Jon Grover, Finance Manager	(503) 681-5361	jon.grover@ci.hillsboro.or.us
City of Sherwood, Oregon	David Bodway, Finance Director	(503) 625-4248	bodwayd@sherwoodoregon.gov
City of Lincoln City, Oregon	Debbie Bridges, Finance Director	(541)996-1206	dbridges@lincolncity.org
City of Lake Oswego, Oregon	Shawn Cross, Finance Director	(503) 697-7413	scross@ci.oswego.or.us

### 1k: Estimated Hours

The following table shows the estimated hours associated with performing an examination of the financial statements and supplemental information in the City's Comprehensive Annual Financial Report and an examination in accordance with the Single Audit Act, as well an examination of the URA and Airport, for the year ending June 30, 2021. We expect that in the current environment the vast majority of the work will be performed remotely. In the future the amount of work to be performed on-site versus remotely can be negotiated with the City. We've found that some clients prefer the remote approach, while others prefer us to be on-site. We can operate efficiently under either approach. Prior to 2020 the vast majority of work was performed on-site, but with the pandemic we were able to pivot seamlessly to remote work.

Services	Hours
<b>Annual Audit</b>	
City	285
Airport	50
URA	42
<b>Single Audit</b>	48

### 1l: Special Requests

If the City should request TKW to render any additional services, including special requests, special reports or broadening the scope of work to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, such as financial, operational, or tax consultation, then such additional work shall be performed only if set forth in an addendum to the contract between the City and TKW. Any such additional work agreed to shall be performed at the discounted rates in place at the time the work is performed. Applicable discounted rates are included within the "Fees for Audit Services" section.

**1m: Management Report Samples**

Two samples of management letters we have recently issued covering an audit of an Oregon municipality can be found in **Appendix C**.

**1n: Disciplinary Action**

Neither TKW nor any of its employees has been the object of any disciplinary action or pending disciplinary action with state regulatory bodies or professional organizations. There has been no pending or settled litigation within the past three years. Although no disciplinary actions have been taken against the Firm or any of its partners in the course of our 34 years of operation, we would notify you if any such actions were to occur.

**1o: GASB Knowledge and Proficiency**

Based on our experience and work in serving governmental entities, our involvement and education with the GAQC of the AICPA, the GFOA and OGFOA, the OSCPA, and resources provided by RSM, we are able to leverage our expertise and help the City implement new standards. It is common for us to create a template related to implementation of certain accounting pronouncements and to share that template with our clients for their use. We proactively assist our clients to understand and implement new pronouncements. Tim and other members of management at TKW often present at OGFOA conferences and local Finance Officers Group meetings introducing new accounting pronouncements and tools for implementation. We are available throughout the year to provide guidance on various accounting and reporting issues and questions as they arise.

We provide implementation assistance for new GASB pronouncements to our clients every year. For example, most of our clients (and a number of nonclients) use workbooks we have developed to determine entries for pension and OPEB (GASBs 68 & 75). We have already assisted one client with early implementation of GASB 87 and have jointly presented with that client on that implementation at two OGFOA conferences. Such assistance is usually considered to be a normal part of the audit and is not billed separately. We will offer practical guidance on how to implement the new lease standard.

**1p: Peer Review Letter**

TKW is a participant in the American Institute of Certified Public Accountants quality (peer) review program since its inception. Firms may receive a peer review rating of “pass”, “pass with deficiencies”, or “fail”. Our latest letter, issued July 12, 2018, resulted in a peer review rating of “pass”, with no findings or comments. The review included several government audit engagements, reflective of our practice. Our previous peer review reports dated July 2015, July 2012, July 2009, June 2006 and June 2003 also resulted in no deficiencies or findings.

See **Appendix D** for a copy of our most current peer review report.

**1q: Additional Information**

**TKW Organization and Staff Location**

TKW is properly licensed by the Oregon Board of Accountancy to practice in Oregon. All TKW audit partners, audit managers, and several team members are licensed as Municipal Auditors within the state of Oregon. A copy of the confirmation of firm registration appears at right. When not working at home, our staff work out of our office in the Tigard suburb of Portland, Oregon.

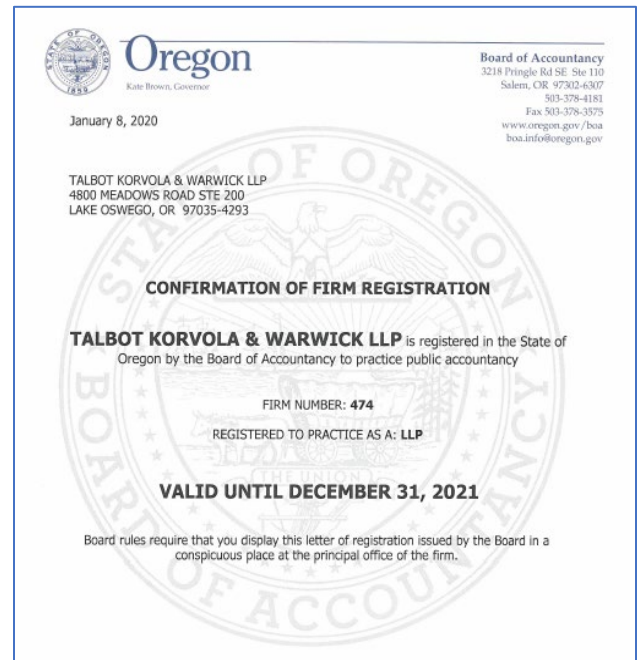
**Diversity, Equity, and Inclusion**

At TKW, diversity and equality are important principles we live by every day. The Portland Business Journal recently recognized TKW as the eighth most diverse accounting firm of 2021 in the Portland metro area. Part of that recognition is because 50% of our partners are female, as are the majority of our managers. Like the clients we serve, each of our employees' unique backgrounds contributes important knowledge and perspective to every engagement. In addition to being racially, gender and age-diverse throughout each level of the firm, team members of TKW have served in the military and speak multiple languages.

**Membership in GAQC**

TKW has held a membership in the Governmental Audit Quality Center (the Center) sponsored by the American Institute of Certified Public Accountants since the Center's inception in 2003. The Center was developed to provide support and a community for member firms that are committed to best practices and quality governmental audits. It provides a forum to gain access to resources on your behalf, including:

- The latest developments in accounting, auditing and the various rules and regulations that affect government audits.
- Periodic updates on current issues through news alerts and webcasts.
- An online forum for member interaction and information sharing.





## SECTION 2: FEES FOR AUDIT SERVICES

Our proposed fees reflect the number of hours we project to complete a high-quality audit of your financial statements in accordance with professional standards, including our quality review process under Firm policy. This translates to a higher comfort level for you in knowing your financial statements and supporting records have been subjected to consistent, thorough evaluation by our Firm.

CITY OF THE DALLES		HOURS	OUT-OF-POCKET EXPENSES*	FYE JUNE 30, 2021	FYE JUNE 30, 2022	FYE JUNE 30, 2023	FYE JUNE 30, 2024	FYE JUNE 30, 2025
A.	Annual Audit Services including Production of Basic Financial Statements	285	Included	\$ 33,000	\$ 34,160	\$ 35,360	\$ 36,600	\$ 37,880
B.	Single Audit Services	48	Included	6,000	6,210	6,430	6,660	6,890
C.	Communication to the Governing Body		Included	-	-	-	-	-
D.	Other Required Services	As needed	Included	-	-	-	-	-
E.	Initial Engagement Costs	Our investment in relationship	Included	-	-	-	-	-
TOTAL		333		\$ 39,000	\$ 40,370	\$ 41,790	\$ 43,260	\$ 44,770

\* Includes travel, supplies, printing, binding 30 copies, and any other anticipated reimbursable costs, etc.

COLUMBIA GATEWAY URBAN RENEWAL AGENCY		HOURS	OUT-OF-POCKET EXPENSES*	FYE JUNE 30, 2021	FYE JUNE 30, 2022	FYE JUNE 30, 2023	FYE JUNE 30, 2024	FYE JUNE 30, 2025
A.	Annual Audit Services including Production of Basic Financial Statements	42	Included	\$ 5,000	\$ 5,180	\$ 5,360	\$ 5,550	\$ 5,740
B.	Communication to the Governing Body		Included	-	-	-	-	-
C.	Other Required Services	As needed	Included	-	-	-	-	-
D.	Initial Engagement Costs	Our investment in relationship	Included	-	-	-	-	-
TOTAL		42		\$ 5,000	\$ 5,180	\$ 5,360	\$ 5,550	\$ 5,740

\* Includes travel, supplies, printing, binding 20 copies, and any other anticipated reimbursable costs, etc.

## SECTION 2: FEES FOR AUDIT SERVICES (Continued)

THE DALLES MUNICIPAL AIRPORT		HOURS	OUT-OF-POCKET EXPENSES*	FYE JUNE 30, 2021	FYE JUNE 30, 2022	FYE JUNE 30, 2023	FYE JUNE 30, 2024	FYE JUNE 30, 2025
A.	Annual Audit Services including Production of Basic Financial Statements	50	Included	\$ 6,000	\$ 6,210	\$ 6,430	\$ 6,660	\$ 6,890
B.	Communication to the Governing Body	-	Included	-	-	-	-	-
C.	Other Required Services	As needed	Included	-	-	-	-	-
D.	Initial Engagement Costs	Our investment in relationship	Included	-	-	-	-	-
TOTAL		50		\$ 6,000	\$ 6,210	\$ 6,430	\$ 6,660	\$ 6,890

\* Includes travel, supplies, printing, binding 20 copies, and any other anticipated reimbursable costs, etc.

We have discounted our standard fees, but not our approach to engagement quality. Our proposed fees are expected to be inclusive of all discussions and meetings, as well as any ad hoc conversations or questions initiated by us or by you and your team. The fees listed above include all costs associated with assisting the City to achieve the GFOA Certificate of Achievement for Excellence in Financial Reporting. The estimated hours included in the schedules are based on actual experience and knowledge that each year and each audit faces unique challenges, accounting transactions, and implementation of new pronouncements and requirements.

Our audit fees are driven primarily by personnel costs. We currently expect future increases to fees to modestly increase about 3.5% per year, assuming no significant changes in your operations, scope of the audits, standards or regulations. This estimate also assumes the US continues to experience low inflation. If the US annual inflation rate exceeds 5%, we reserve the right to renegotiate fees. Our proposed fees reflect our estimates of the time and effort of our team to provide the services. Our fee proposal also reflects our interest and investment in a long-term working relationship. Our fees are inclusive of all expenses associated with performing the services, including photocopying, mileage, travel time, and any overhead or support and administrative charges.

If the City should request TKW to render any additional services to either supplement the annual audit services or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the Firm. Any such additional work agreed to shall be performed at the discounted rates in place at the time the work is performed.

Employee Level	Current Hourly Rate	Discounted Hourly Rate for the City
Partner	\$ 310	\$ 260
Manager	195	160
Senior	160	140
Staff	135	110
Administrative/Support	90	70

**Assistance to City Staff on Various Accounting, Internal Control and Reporting Questions**

We do not charge by the call. When you have questions about operational accounting or tax matters, we encourage you to pick up the phone. If the item involves complex technical issues that require research and for which we may need to charge a fee, we will inform you before undertaking the project. If it is something that can be answered without significant additional work, we will do so and you will not be billed. TKW's tax department has also assisted and answered questions for a government's finance division at no charge on various issues related to fringe benefit compensation, 1099 questions, etc.

At TKW, we are our clients' business partners and advisors. We welcome questions and discussions regarding accounting issues throughout the year, before commencement of, during, and after field work. Year-round discussions avoid surprises for all parties and allow for an efficient audit process. We can assist your staff in finding the proper treatment for complex accounting issues, thereby smoothing the audit process as a result of our familiarity with those issues and your accounting for them.

## IN CONCLUSION

TKW has been, and continues to be, a leader in public accounting services to local governments of all sizes throughout Oregon. We have served municipalities for more than 30 years and are confident that our Firm is well-suited to help you meet your goals. Several factors set us apart from our competitors, including:

**We are attentive.** Our size and capacity will give you with the extra attention that larger firms can't match and access to the RSM resources that smaller firms do not have. For you, this means more personalized service and a higher quality result. Outside of the typical account needs, your entire engagement team will be available to you and your staff throughout the year - to answer your questions and work with you to get timely responses and solutions, initiate dialogue around new pronouncements or just to check in to discuss information that is relevant to the City's goals.

**We are local.** We operate exclusively within the State of Oregon and will always be available to meet with your staff, as needed, virtually or in person, to address accounting treatment or best practices; to discuss timelines and approach; to have conversations with departments; and to review financial reporting suggestions and edits. We are happy to respond on evenings and weekends via email, calls or in person to help you achieve and move forward with your tasks and projects, all at no additional cost to you. We have mastered the virtual audit this past year while maintaining the pace of the audit and issuing on time for our clients.

**We offer education.** The learning opportunities that we provide, such as seminars and courses, will help keep you apprised of information that impacts your circumstances. We believe this level of involvement, communication and education is critical to our relationship and helps build a strong foundation of knowledge for the future. We have gained experience in CARES Act grant testing this past year and can help you navigate your single audit requirements.

**We listen.** Our approach to solutions is not to just give you a quick answer. We will listen to you to fully understand the challenge, identify options, and then work to find the best possible solution to that challenge. We believe that this collaboration brings better results and a stronger mutual understanding.

**We build community.** Our commitment to community extends beyond our own. We believe in supporting the initiatives of our clients and the communities they work in. Each year we volunteer our time to assist with client-sponsored projects, such as unpacking and organizing books for the City of Hillsboro library or pulling weeds for the Portland Public School District. Our staff participate as members in organizations committed to equity for traditionally under-represented communities, including women (Advanced Women in Leadership) and youth (Young Entrepreneur's Business Week). We support veterans by providing supplies for active-duty service members through Operation Freedom. We also volunteer our time in our local communities to help feed the hungry in Oregon, through philanthropic participation with Hunger Fighters of Oregon and the Oregon Food Bank.

Your TKW audit team is completely invested in the success of the City's annual audits and we will address each aspect of the process with the highest level of customer service and integrity. We will do what is needed to meet your goals and timelines. And we will deliver on our promise because **Your Peace of Mind is our Passion!**



## IX. Authorized Signatures and Attestation Form

I, the undersigned, an authorized representative of Talbot, Korvola & Warwick, LLP, whose address is: 14945 SW Sequoia Parkway, Suite 150, Portland OR 97224, have read and thoroughly understand the specifications, instructions, and all other conditions of the Request for Proposals issued by the City of The Dalles for Audit Services for fiscal years ended June 30, 2021, 2022, and 2023.

Acting on the behalf of my firm, which is listed above, I do attest that the services offered by us meet the City of The Dalles specifications in every respect, (check one) X without exceptions or \_\_\_\_\_ with exceptions.

We therefore offer and make this proposal to furnish to the City of The Dalles the audit services detailed in our proposal at the prices indicated.

Firm Name: Talbot Korvola & Warwick LLP

Date: April 16, 2021

Signature: 

Print Name: Timothy R. Gillette

Title: Managing Partner







Talbot, Korvola & Warwick, LLP 14945 SW Sequoia Parkway, Suite 150, Portland, Oregon 97224  
P 503.274.2849 F 503.274.2853 [www.tkw.com](http://www.tkw.com)

May 26, 2021

Audit Committee  
City of The Dalles, Oregon  
The Dalles, Oregon

Attention: XXX, Chair

### **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the City of The Dalles (the City) governmental activities, business-type activities, aggregate discretely presented units, each major fund and aggregate remaining fund information as of and for the year ending June 30, 2021, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

We will also perform an audit of the financial statements of the Columbia Gateway Urban Renewal Agency, a blended component unit of the City, as of June 30, 2021 and of The Dalles Municipal Airport, a joint venture of the City.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the City as of June 30, 2021 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and the U.S. Office of Management and Budget's (OMB) Compliance Supplement. Those standards, regulations, and supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

### **The Responsibilities of the Auditor (Continued)**

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements 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 entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Audit Committee *(a)* any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and *(b)* any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the City and that are to be included as part of our audit are consistent with those reported last year.

The component unit whose financial statements you have told us are to be included as part of the City's basic financial statements is the Columbia Gateway Urban Redevelopment Agency.

The federal financial assistance programs and awards that you have told us that the City participates in and that are to be included as part of the single audit are consistent with those reported in the prior year.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP);
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. 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;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework (Continued)**

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Audit Committee is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The City agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework (Continued)**

The City agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

*Talbot, Korvola & Warwick, LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Talbot, Korvola & Warwick, LLP, also has not performed any procedures relating to this official statement or memorandum.*

Because Talbot, Korvola & Warwick, LLP (the Firm) will rely on the City and its management and Audit Committee to discharge the foregoing responsibilities, the City holds harmless and releases the Firm and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City's management that has caused, in any respect, the Firm's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **Records and Assistance**

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Angie Wilson, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Other Relevant Information**

The Firm may mention the City's name and provide a general description of the engagement in the Firm's client lists and marketing materials.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by the Firm professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

### **Other Relevant Information (Continued)**

In accordance with *GAS*, a copy of our most recent peer review report has been provided to you for your information.

You may choose to publish your financial statements electronically on the City's internet website. You agree we are not required under professional standards or this arrangement letter to read or monitor the information contained on your website or to consider the consistency of other information in the electronic site with the original document. However, we reserve the right to review the information as presented on your internet website, and to withdraw our report should we disagree with the form, context or manner of presentation of the financial statements upon which we reported. You agree upon written notification of our objections, to immediately remove our report and any reference thereto or to the Firm from your internet website.

In the interest of facilitating our services to you, we may communicate by electronic mail over the Internet. Such communications may include information that is confidential to the City. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of electronic communication during this engagement as we deem appropriate.

### **Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from City personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Our fees for the services describe in this letter are not expected to exceed \$XXX for audit of the City's financial statements, \$XXX for the Single Audit, and \$XXX for the audit of the financial statements of the URA. Interim billings will be submitted as work progresses and as expenses are incurred. We will submit our bill for these services promptly upon rendering the report. Billings are due upon submission.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, the Firm may, at its sole discretion, terminate this arrangement letter without further obligation to the City.

### **Fees, Costs, and Access to Workpapers (Continued)**

Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for the Firm to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the Firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate the Firm for any additional costs incurred as a result of the City's employment of a partner or professional employee of the Firm.

In the event we are requested or authorized by the City or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of the Firm. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of the Firm audit personnel and at a location designated by our firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Our association with the CAFR is to consist of reviewing the financial statements for conformance with Program standards and providing technical assistance relating to reporting issues.

### **Claim Resolution**

The City and the Firm agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by the Firm or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. The Firm's liability for all claims, damages and costs of the City arising from this engagement is limited to the amount of fees paid by the City to the Firm for the services rendered under this arrangement letter.

### **Information Security - Miscellaneous Terms**

The Firm is committed to the safe and confidential treatment of the City's proprietary information. The Firm is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services describe herein. The City agrees that it will not provide the Firm with any unencrypted electronic confidential or proprietary information .



### **Information Security - Miscellaneous Terms (Continued)**

and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the City information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

The Firm may terminate this relationship immediately in its sole discretion if the Firm determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or the Firm's client acceptance or retention standards, or if the City is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the City or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Audit Committee of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the City's financial statements, we will also issue the following types of reports:

1. A report on the fairness of the presentation of the City's schedule of expenditures of federal awards for the year ending June 30, 2021;
2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
4. An accompanying schedule of findings and questioned costs;
5. Independent Auditors Report required by Oregon State Regulations;
6. A Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, U.S. Department of Commerce Form SF-SAC, for the year ending June 30, 2021; and
7. A Summary of Revenues and Expenditures as required by *Minimum Standards for Audits of Oregon Municipal Corporations*. The responsibility we are to take for the material included in this report will be the same as that we assume for other supplementary information accompanying the financial statements

### **Reporting (Continued)**

This letter constitutes the complete and exclusive statement of agreement between the Firm and the City, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

### **Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

### **TALBOT, KORVOLA & WARWICK, LLP**

By \_\_\_\_\_  
Timothy R. Gillette, Partner

Confirmed on behalf of the addressee:  
**City of The Dalles, Oregon**

\_\_\_\_\_  
Audit Committee or Board Chair

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





Talbot, Korvola & Warwick, LLP 14945 SW Sequoia Parkway, Suite 150, Portland, Oregon 97224  
P 503.274.2849 F 503.274.2853 [www.tkw.com](http://www.tkw.com)

Honorable Mayor and Members of City Council  
City of Lincoln City  
Lincoln City, Oregon

In planning and performing our audit of the basic financial statements of the City of Lincoln City, Oregon (the City), as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the City's internal control to be a material weakness:

Audit procedures disclosed that Explore Lincoln City fund expenditures related to fiscal year 2021 were paid and recorded during fiscal year 2020, resulting in a material overstatement of expenditures. This error was corrected by adjustment prior to completion of the financial statements. This is considered to be a material weakness by definition, as it caused a material misstatement.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City's internal control to be a significant deficiency:

During the audit we noted a general lack of timely review. There were multiple instances of untimely review of journal entries, bank reconciliations, accounts payable subledger reconciliations and fuel card invoices. In addition, we noted several instances where an approver had not indicated the date of their review on their sign off. Due to the lack of timely review, we identified several instances where transactions were either misclassified or not recorded in the correct period. Reviews are considered an important part of internal controls and should be completed and documented in a timely manner.

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

*Talbot, Kowola & Warwick LLP*

Portland, Oregon  
February 16, 2021





**Talbot, Korvola  
& Warwick, LLP**

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Lake Oswego, OR 97035

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City Council  
City of Sherwood, Oregon  
Sherwood, Oregon

In planning and performing our audit of the financial statements of the City of Sherwood, Oregon (the City) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a material weakness and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the City's internal control to be a material weakness:

During our audit, we noted errors related to cut-off of revenue that the City's internal controls did not prevent, or detect and correct, on a timely basis. Our procedures identified three transactions within governmental funds that were inappropriately recorded as revenue rather than unavailable revenue in accordance with the City's accounting policies for receivables not received within 60 days of fiscal year end. Additionally, our procedures identified franchise fees related to accrued utility charges in the Water Fund, Sewer Fund, and Storm Fund that were not properly recorded. Without adequate controls over cut-off, there is a reasonable possibility that a significant misstatement or error would not be prevented, or detected and corrected, on a timely basis.



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A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City's internal control to be a significant deficiency:

During our audit, we noted that the City improperly capitalized expenditures within the Water Fund that should have been expensed. While there are compensating controls such as review of changes to the capital asset spreadsheet and year end reconciliations, there is still a reasonable possibility that a significant misstatement or error would not be detected.

This communication is intended solely for the information and use of management, the City Council, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Talbot, Korola & Warwick LLP*

Lake Oswego, Oregon  
February 26, 2020







THE RBH GROUP LLC  
CERTIFIED PUBLIC ACCOUNTANTS

### **Report on the Firm's System of Quality Control**

To the Partners of  
Talbot, Korvola & Warwick, LLP  
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Talbot, Korvola & Warwick, LLP (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

#### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Talbot, Korvola & Warwick, LLP in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Talbot, Korvola & Warwick, LLP has received a peer review rating of *pass*.

THE RBH Group, LLC

July 12, 2018

215 S.E. DORION • PENDLETON, OREGON 97801 • (541) 276-2693 • FAX (541) 276-6926 • [www.rbhcpas.com](http://www.rbhcpas.com)

MEMBERS OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS, AICPA PRIVATE COMPANIES PRACTICE SECTION AND OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS



## Timothy R. Gillette, Partner



**Timothy R. Gillette**  
**CPA, MBA, CFE, CGMA**  
Managing Partner

MBA, The Wharton School  
University of Pennsylvania

Bachelor of Science,  
University of Arkansas

Licensed CPA  
Oregon #3656  
Washington #19279  
Idaho #CP-0751

Licensed Municipal Auditor  
Oregon #1327

Certified Fraud Examiner  
License #604504

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

Association of Certified  
Fraud Examiners

Oregon Association of  
Certified Fraud Examiners

Wharton Alumni Club  
of Portland, President

Prior to joining TKW in 2001, Tim was a senior manager with Moss Adams, and a manager with Arthur Young (aka Ernst & Young) in Europe and Hawaii. With more than 35 years in public accounting, he brings extensive experience to a broad variety of clients.

### Practice Expertise

Tim serves government entities, not-for-profit organizations, and businesses. He leads TKW as Managing Partner, as well as the Firm's designated quality control partner and has performed as a firm and national quality control reviewer in prior affiliations. Tim will coordinate engagement planning and provide critical review of the audit and other reports. He will also meet with your management regarding the latest technical pronouncements and regulatory requirements, and to discuss any concerns.

### Industry Affiliations, Publications & Speaking Engagements

Tim stays current on pertinent accounting issues, in part, through his multiple industry memberships. He is an instructor, leading seminars on U.S. GAAP and GAAS at the local, national and international level and teaching at the University level. He has authored articles on changes in accounting standards published by the *Portland Business Journal* and the OSCP magazine. He is also president of the Wharton Alumni Club of Portland. Tim presents at OGFOA and OSCP governmental conferences.

### Continuing Professional Education

Tim has reported 280 hours of continuing professional education for the past three years, which exceeds GAO Yellow Book standards.

### Government Clients Served Include:

City of Beaverton\*

Beaverton Urban Redevelopment Agency

City of Hillsboro\*

Hillsboro Economic Development Council

Hillsboro-Forest Grove-Beaverton-Tualatin

Valley Water District Joint Water Commission

Barney Reservoir Joint Ownership Commission

City of Lake Oswego

Lake Oswego Redevelopment Agency

City of Lincoln City & Lincoln City Urban Renewal Agency

City of Sherwood & Urban Renewal Agency

City of McMinnville

McMinnville Urban Renewal Agency

\*Single Audit performed

## Julie B. Fahey, Partner



**Julie B. Fahey**  
**CPA, CFE, CGMA**  
Partner

Bachelor of Science,  
Business Administration/  
Accounting  
Portland State University

Licensed CPA  
Oregon #8949

Licensed Municipal Auditor  
Oregon #1393

Certified Fraud Examiner  
License #604505

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

Association of Certified  
Fraud Examiners

Government Finance Officers  
Association Certificate of  
Achievement Program's  
Special Review Committee

Oregon Society of  
Certified Public Accountants  
Governmental Accounting and  
Auditing Strategic Committee

Julie joined TKW in 2004 after serving as an assurance supervisor in the Portland office of Grant Thornton LLP. With over 21 years of experience in public accounting, she has directed all facets of audit engagements and has reviewed financial statement audits, reviews, compilations, internal control studies, and agreed upon procedures for a diverse clientele, including cities, special districts, governments and not-for-profit organizations. She provides assurance services to clients with annual revenues in the \$5 million to \$2.5 billion range. She is responsible for the supervision of multiple engagements, directing staff, and reviewing work performed.

### Practice Expertise

Julie provides a range of services to our clients, including financial statement audits, reviews, and compilations, internal control studies, agreed upon procedures and business consulting. Julie oversees TKW's internal inspection process and leads TKW's recruiting efforts. She has also provided workpaper and report inspections for other public accounting firms. Julie will provide a report review to ensure all regulatory requirements and compliance requirements have been met.

### Industry Affiliations and Selected Speaking Engagements

Julie keeps abreast of current accounting issues by serving as a member of the Government Finance Officers Association's Certificate of Achievement Program's Special Review Committee (reviewing CAFRs for compliance with GFOA Certificate), the Oregon Society of Certified Public Accountant's Governmental Accounting and Auditing Strategic Committee, and the local Oregon GFOA Education Committee. Further, she present seminars to Oregon Finance Officer Group meetings and at the OGFOA conferences.

### Continuing Professional Education

Julie has reported 233 hours of professional education for the past three years, which exceeds GAO Yellow Book standards.

### Government Clients Served Include:

City of West Linn  
City of Milwaukie  
City of Sherwood  
Washington County and component units\*  
Housing Authority of Washington County\*  
Tualatin Valley Fire and Rescue\*  
Washington County Consolidated Communications Agency  
Tualatin Hills Park and Recreation District and Foundation  
Klamath County Fire District No. 1\*  
Mt. Hood Community College District\*

\*Single Audit Performed

## Jason W. Romney, Manager



**Jason W. Romney,**  
**CPA**  
Manager

Master of Accounting  
David Eccles School of Business  
University of Utah

Bachelor of Science, Accounting  
Woodbury School of Business  
Utah Valley University

Licensed CPA  
Oregon #15555

Licensed Municipal Auditor  
Oregon #1652

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

Jason joined TKW in 2014. His prior experience includes working as an Accounting Clerk and Elections Auditor. At TKW he is an Audit Manager in assurance services with specific areas of involvement in government and not-for-profit organizations.

### Practice Expertise

With the TKW audit team, Jason plans and oversees audit engagements. In addition, throughout the engagement he examines documents prepared by audit staff, reviews workpapers to determine any additional need for information, clarification or documentation and helps guide the direction of the audit. He participates in issue resolution, helping to identify, review and resolve emerging issues. You will benefit from his excellent technical, time management and teamwork skills. Jason is an adept user of IDEA data mining software to extract data from your financial system to support the efficient and effective use of audit procedures.

### Continuing Professional Education

Jason has reported 153 hours of continuing professional education for the past three years, which exceeds GAO Yellow Book standards.

### Government Clients Served Include:

City of Lake Oswego  
Lake Oswego Redevelopment Agency  
City of Beaverton\*  
Beaverton Urban Redevelopment Agency  
City of Lincoln City  
Lincoln City Urban Renewal Agency  
City of Sherwood  
Urban Renewal Agency of the City of Sherwood, Oregon  
Housing Authority of Washington County\*  
Washington County and blended component units\*  
Portland Public Schools\*

\*Single Audit performed

## Silviya A. Kirby, Senior



**Silviya A. Kirby**  
Senior

Bachelor of Arts,  
Accounting  
Portland State University

American Institute of  
Certified Public Accountants

Oregon Society of  
Certified Public Accountants

Silviya received her Bachelor of Arts in Accounting from Portland State University in December 2017. For two years, Silviya was an Internal Auditor for Lithia Motors in Medford, Oregon, after interning with other automotive enterprises. She joined TKW in 2019.

### Practice Expertise

As a valued member of the TKW audit team, Silviya will be responsible for executing the day-to-day activities of your audit by developing and performing audit procedures, completing reviews of financial accounts, and assisting you with emerging issues and implementation of accounting standards.

During field work, Silviya will contribute to all areas of your financial statements, including testing and analytic aspects of the audit. She excels at quickly understanding each client's accounting framework and developing improvements to internal controls and best practices.

### Continuing Professional Education

Silviya has reported 91 hours of continuing professional education for the past two years, which exceeds GAO Yellow Book standards.

### Government Clients Served Include:

City of Hillsboro\*

Hillsboro Economic Development Council

Hillsboro-Forest Grove-Beaverton-Tualatin

Valley Water District Joint Water Commission

Barney Reservoir Joint Ownership Commission

City of Sherwood

Urban Renewal Agency of the City of Sherwood, Oregon

City of Lincoln City

Lincoln City Urban Renewal Agency

Klamath County Fire District No. 1\*

Mt. Hood Community College District\*

Tualatin Hills Park and Recreation District

\*Single Audit performed



## **AGENDA STAFF REPORT**

**AGENDA LOCATION:** Action Item #12A

**MEETING DATE:** May 24, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Alice Cannon, Community Development Director

**ISSUE:** Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for First Street/Riverfront Connection Project

**BACKGROUND:** In June 2008, the City and the Oregon State Department of Transportation (ODOT) entered into an agreement to provide federal funds (\$1,566,000) to assist with the construction of certain street and pedestrian improvements on East First Street from Union Street to Laughlin Street, and to construct a plaza and below grade bicycle/pedestrian undercrossing of the UPRR lines on Washington Street ("The Dalles Riverfront Access Project").

The issue of funding the Washington Street plaza/undercrossing was brought to the City Council at the meeting of November 9, 2015. At that time, the railroad undercrossing design was estimated to result in a significant projected funding shortfall. Council's action on November 9, 2015 was to postpone the Washington Street plaza portion and release a \$1.3M State grant to cover this segment of the project. With the change-over in City staff, no work was done on this project until mid-2017 when ODOT contacted City staff to inquire if the City was still interested in pursuing the project.

After obtaining updated project cost estimates in 2018, the City Council approved Amendment No. 13 to Contract No. 2007-08-004. The revised project scope in Amendment No. 13 includes design of reconstructed First Street from Union to Laughlin Streets. The cost of design and engineering services associated with Amendment No. 13 was \$1,512,300 and approved by the City Council in January 2020.

Since that time, KPFF has completed nearly 90% of the project design. The project is now ready to begin the "right-of-way phase." Surveyors will identify and describe land needed for right-of-way for the newly designed First Street right-of-way. This land will need to be acquired prior to beginning project construction. Identification of needed easements is also part of this work. Due to the extended timeline for completion of this work during a City staff transition in 2020,

additional funds are also needed for overall project management to fully complete project plans, specifications and bid documents, for a total addition of \$72,208.75 to the contract. The amended contract will now total \$ 1,584,508.75

Before the services outlined above can proceed, the City/ODOT/KPFF Consulting Services Agreement needs to be formally adopted through City Council action. ODOT and KPFF have completed internal review of the agreement draft and the amendment is now ready for City Council consideration.

The following actions are requested of City Council:

- 1) Approve Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for First Street/Riverfront Connection Project; and
- 2) Authorize the City Manager to execute the Amendment on behalf of the City.

**BUDGET IMPLICATIONS:** Funding to cover the additional \$72,208.75 needed for the additional administrative services to extend the Project Schedule and complete additional survey services is currently included in the FY 2020-2021 budget and was approved by the Urban Renewal Budget Committee on April 13. The Urban Renewal Board is expected to adopt the FY 2021-2022 budget on May 18, following publication of this staff report.

**COUNCIL ALTERNATIVES:**

1. ***Staff recommendation: Move to Approve Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for the First Street/Riverfront Connection Project; and Authorize the City Manager to execute the Amendment on behalf of the City.***
2. Decline to approve Amendment No. 15 to this agreement.

**Attachment**

Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for the First Street Riverfront/Connection Project



## **CONTRACT # 2007-08-004 AMENDMENT # 15**

### **PROJECT NAME AND LOCATION**

Downtown Riverfront Connection Project, The Dalles, OR

This Contract Amendment No. 15 amends Contract No. 2007-08-004, the July 31, 2008, Agreement by and between the City of The Dalles, a municipal corporation of the State of Oregon ("CITY"), and KPFF Consulting Engineers ("CONSULTANT").

### **AMENDMENT BACKGROUND/JUSTIFICATION**

The following additional services have become necessary to CONSULTANT's contracted scope of work in Contract Amendment No. 13:

#### Additional Project Management and Administrative Services

Contract Amendment No. 13 included CONSULTANT budget for a project design schedule lasting approximately six (6) months. Initial schedules began in February 2020 and concluded in August 2020. Subsequent delivery process requirements have extended that schedule. Design is currently scheduled to conclude in or around September 2021 (19 months after start of work), with construction scheduled to begin in or around March 2023 (37 months after start of work).

The CITY has requested CONSULTANT extend Project Management and Administrative Services through the revised design completion date (September 2021) and remain available between then and the start of construction. The Parties anticipate environmental permitting and right of way acquisition activities, led by Oregon Department of Transportation ("ODOT"), will occur during the time between September 2021 and March 2023. The Parties expect design coordination needs to arise.

#### Supplemental Survey

Additional research, survey control, boundary resolution, and legal description work is necessary to define, reconcile, and document the boundary between First Street and Union Pacific Railroad Company's right of way. Similar efforts were led by the CITY in 2008 through 2012. However, no agreement was finalized or recorded. The work must be renewed and completed for the Project to receive a right of way certification.

Additional survey services are necessary to complete the design of the Union Avenue pedestrian crossings. The previous design was completed in 2007 and 2008. Union Pacific Railroad Company has since reconstructed the railroad through the intersection. Further survey services are necessary to accurately reflect existing conditions and correct existing deficiencies related to the obligations of the Americans with Disabilities Act..

### **AMENDMENT PURPOSE**

At the request of the CITY, CONSULTANT will provide additional services needed to extend the Project Schedule and complete additional survey services efforts as described above.

Services during construction are not contemplated herein and the Parties desire and expect to incorporate such services through a future Contract Amendment..

***A. Contract #2007-08-004 Exhibit A-Scope of Work is amended as follows:***

**TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION**

***Add the following to the scope of work under this task:***

Work to be completed under this task includes additional project management and administration efforts associated with a revised construction start date of March 2023, including:

- Execution of amendment to contract and subcontracts.
- Continued monitoring of scope of work, schedule and budget.
- Continued coordination and preparation of monthly invoices, monthly project status reports and progress reports.
- Preparation and submittal of a revised project schedule and updates.
- On-going coordination with the City and ODOT.
- On-going quality assurance and quality control.

**Deliverables:** Consultant shall provide: Revised Project Schedule and Updates; Monthly Invoices and Progress Reports;

**TASK 2: RESEARCH AND DATA GATHERING**

**Task 2.2A: LEGAL DESCRIPTIONS FOR EASEMENTS**

***Add the following to the scope of work under this task:***

Consultant shall complete research, set field control, and complete field boundary resolution to document the boundary line between right of way owned by the City (First Street) and right of way owned by Union Pacific Railroad Company. Supporting features shall include monument ties, railroad tracks, the Union Avenue railroad crossing, buildings, and curb lines.

Consultant shall provide Legal Descriptions and Exhibit Maps for City's use in the acquisition of right of way easements for portions of First Street found to be in Union Pacific Railroad Company's right of way without existing easements.

**Deliverables:**

Consultant shall provide Legal Descriptions (one (1) paper copy and one (1) electronic in Microsoft Word format) and Exhibit Maps (8-1/2" x 11" size) to accompany each legal description delivered above.

***C. Contract # 2007-08-004 fees are amended to reflect the following:***

1. The addition of fees for additional work identified above.

***BASIS FOR COST ADJUSTMENT***

<b>Current Total Not-to-Exceed Amount (Including all prior amendments):</b>	<b>\$ 1,512,300</b>
<b>1.a Net Amount for Additional Work:</b>	<b>\$ 72,208.75</b>
<b>1.b Contingency Tasks under this Amendment #14:</b>	<b>\$ 0</b>
<b>1.c Net Amount for New Services (1.a +1.b)</b>	<b>\$ 72,208.75</b>
<b>Net Amount - Contract # 2007-08-004, Amendment # 14:</b>	<b>\$ 72,208.75</b>
<b>New total Not-to-Exceed Amount for this contract:</b>	<b>\$ 1,584,508.75</b>

***COMPENSATION***

All Compensation for this phase of work is on a Time and Materials (“T&M”)/Labor Hours basis and is only for the tasks identified in this SOW up to the Not-to-Exceed (“NTE”) amount identified in the table above under 1.c Net Amount for New Services.

The Breakdown of Costs (“BOC”) dated **April 9, 2021**, is not physically attached but incorporated into this Contract Amendment by this reference with the same force and effect as though fully set forth herein. A copy of the final BOC has been provided to Consultant prior to Contract Amendment execution.

**IN WITNESS WHEREOF**, the Parties cause this **AMENDMENT #14 to Contract # 2007-08-004** to be signed by their duly authorized representatives as of this \_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF THE DALLES**

\_\_\_\_\_  
**Julie Krueger, City Manager**

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
**Jonathan M. Kara, City Attorney**

\_\_\_\_\_  
**Izetta Grossman, City Clerk**

**CONSULTANT**

By: \_\_\_\_\_  
**Curtis C. Vanderzanden,**  
**Principal**

Date: \_\_\_\_\_

**OREGON DEPARTMENT OF TRANSPORTATION for concurrence of process.**  
**Approved by ODOT Procurement Office Manager or designee:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Name, Title**  
**ODOT PSK #26847 Amd. #14**



## **AGENDA STAFF REPORT**

### **AGENDA LOCATION: Discussion Item #13A**

**MEETING DATE:** May 24, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Jonathan Kara, City Attorney

**ISSUE:** Discussion for Disposing Surplus Real Property Described in  
Wasco County Assessor's Map No. 1N 13E 10BA as Tax Lot 7400

**BACKGROUND:** On October 24, 2016, the City Council adopted Resolution No. 16-028 ("Sale Procedure") to establish procedures for the sale of certain classes of City-owned real property, including surplus vacant and developable lots. On April 9, 2018, the City Council adopted Resolution No. 18-010 ("Resolution") to declare surplus the vacant and developable property described in Wasco County Assessor's Map No. 1N 13E 10BA as Tax Lot 7400 ("Parcel") and directed staff to initiate the process for receipt of written sealed bids for selling the Parcel. The minutes of the April 9, 2018, indicate the City Council established the minimum bid acceptable to the City at \$30,000 and further directed staff to advertise in the newspaper, on the City's website and social media, and by placing a "For Sale" sign on the Parcel.

Staff initiated the process as directed and consistent with the Sale Procedure. It appears the City did not receive any responsive bids during the Parcel's advertisement for sale, an event contemplated in the Sale Procedure. When no acceptable bids are received, one available option is to re-advertise the Parcel for sale at a different minimum bid price. The City recently received an inquiry into the Parcel's status from an interested party and staff is now seeking City Council direction on how to proceed.

After a public hearing, the Resolution declared the Parcel surplus property not needed for public use, resolved its transfer will further the public interest, and directed staff to advertise and receive bids for its sale. Since the Resolution is still effective, the City may sell the Parcel without new formal action if the City Council directs staff to proceed with re-advertising for sale consistent with the Sale Procedure. Because over three years have elapsed since April 2018, the market value of the Parcel has increased by 67 percent; it

would now be appropriate for the City Council to set a different minimum bid price reflective of an established market value for the Parcel.

According to Wasco County's Department of Assessment & Tax records, the Parcel had a real market total value of \$29,530 for Tax Year 2017 (when the City Council set the original minimum bid acceptable to the City at \$30,000) and has a current real market total value of \$49,350 for Tax Year 2020.

Other factors potentially relevant to the Parcel's valuation include its landlocked nature and its location within Zone 1 – Central City Active Landslide Area. According to the Public Works Department, development of the Parcel would likely require a Geohazard Assessment, costing approximately \$5,000 to a developer.

Another disposal option available under the Sale Procedure but not currently authorized for the Parcel by the Resolution is for staff to list the Parcel for six months with a local real estate broker/agent on a multiple listing basis. The City Council may explore this option by amending the Resolution to authorize staff to list the Parcel consistent with the process detailed in the Sale Procedure. Given the market change since April 2018, best practices are likely to reserve amending the Resolution until first attempting to re-advertise in the current market.

**BUDGET IMPLICATIONS:** The total revenue received from the sale of the Parcel will ultimately depend upon the minimum acceptable bid to the City as determined by the City Council.

**COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** Since this is a discussion item, the Council would not be taking any formal action at this time. Staff is requesting the Council provide direction on whether to proceed consistent with the Resolution by re-advertising the Parcel for sale and, if so, the minimum terms and bid acceptable to the City; or, staff is requesting the Council provide direction on whether to propose an amendment to the Resolution authorizing staff to list the Parcel for sale with a local real estate broker/agent on a multiple listing basis (consistent with the Sale Procedure, but requiring new formal action, and also requiring direction on the minimum terms and bid acceptable to the City).

Attachment "A"	Resolution No. 16-028;
Attachment "B"	Resolution No. 18-010;
Attachment "C"	Excerpt from April 9, 2018, City Council Meeting Minutes;
Attachment "D"	Wasco County Assessor's Parcel Account Summary; and
Attachment "E"	Satellite Map Depicting Parcel's Location.

# Attachment A

## RESOLUTION NO. 16-028

### **A RESOLUTION ESTABLISHING NEW PROCEDURES FOR THE SALE OF CERTAIN CLASSES OF CITY-OWNED REAL PROPERTY AND REPEALING RESOLUTION NO. 98-013**

**WHEREAS**, ORS 221.727 provides the City may adopt a procedure for the sale of individual parcels of a class of City-owned real properties, or any interest therein, under a single program established within the City for the sale of that class of properties; and

**WHEREAS**, on March 9, 1998, the City Council adopted Resolution No. 98-013 establishing procedures for the sale of certain classes of City-owned real property; and

**WHEREAS**, a review of Resolution No. 98-013 indicates that some of its provisions are obsolete or have the potential to create some confusion or inefficiencies, and the Council desires to adopt a new resolution to address these issues;

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**Section 1.** The following procedures shall be adopted for the sale of individual parcels of the following categories of real property.

#### Vacant Undevelopable Lots

The City owns certain vacant lots which are generally small and irregularly shaped. Typically these lots are adjacent to larger developed lots. These lots are not of sufficient size to be developed, and have minimal market value. The procedure for disposition of these parcels is as follows:

- A. The City Council will schedule a public hearing to take public testimony as to whether there is any public use for the property, or whether transfer of the property would benefit the public interest. Notice shall be given of the agenda item not less than ten (10) days before the Council meeting to all owners whose property is adjacent to the vacant lot. If either of these criteria is satisfied, the City Council will adopt a resolution declaring the property to be surplus.
- B. Notice of the proposed sale of the property shall be published once in a newspaper of general circulation in the City. The notice shall provide that persons interested in negotiating a purchase of the property must notify the City Manager's office by 5:00 PM on the fourteenth day from the date of publication. The City Manager shall proceed to negotiate with persons who have expressed an interest in purchasing the property. Potential purchasers shall be advised that they will be responsible for obtaining estimated costs for any necessary survey, preparation of preliminary title reports and title insurance costs, and for payment of required recording or mapping fees. Within sixty (60) days of the date of publication of the notice of the proposed sale, the interested purchaser who is the first purchaser to obtain confirmation

from the City Manager that terms for a purchase agreement have been negotiated, will be entitled to have the City Manager present the negotiated agreement for approval by the City Council at a regularly scheduled Council meeting. Following the Council's approval of the negotiated agreement, the City Attorney will proceed with preparation of documents to complete the purchase agreement.

#### Vacant Developable Lots and Developed Lots

- A. The City Council will schedule a public hearing and shall describe the proposed property for sale. Notice shall also be given to property owners within three hundred (300) feet of the subject property.
- B. Public testimony shall be solicited at the hearing to determine if there is any public use for the property, or if a transfer of the property is in the public interest.
- C. After the hearing, the Council shall decide if it will offer the property for sale, and what the minimum acceptable terms shall be. The minimum acceptable terms may include the following:
  - 1. The minimum bid acceptable to the City reflective of a market value for the property established by the City, either by a formal appraisal or a market analysis conducted with assistance from local real estate agents; and reflective of the City's estimate of the amount intended to compensate the City for any nuisance abatement costs, lien foreclosure costs, costs associated with closing the purchase, including the costs of a preliminary title report and title insurance.
  - 2. Submission of documentation of pre-qualification for any proposed financing for the purchase including pulling of credit reports and processing by automated underwriting.
- D. If an offer to sell is authorized by the Council, a notice soliciting sealed bids shall be published at least once in a newspaper of general circulation in the City at least two (2) weeks prior to the bid deadline date. The notice shall describe the property to be sold, the minimum acceptable terms of sale, the person designated to receive bids, the last date bids will be received, and the date, time, and place that bids will be opened.
- E. In the event bids are received which exceed the amount included in the City's minimum acceptable bid, the highest bid shall be accepted, and the City Manager, or his/her designee, shall complete the sale. In the event two or more bids are received which are equivalent to the amount included in the City's minimum acceptable bid, the bidders shall have a period of seven (7) business days from receipt of the notice to submit a revised bid. The highest revised bid which is submitted shall be accepted, and the City Attorney shall proceed to prepare documents to complete the sale.
- F. In the event no acceptable bids are received, the City reserves the right to reject all bids, and re-advertise the property for sale, or list the property for six months with a local real estate broker/agent on a multiple listing basis, at the same or different minimum acceptable terms established under Section C. A broker/agent shall be selected in accordance with the criteria found in Section G. A listing may be renewed for additional six (6) month periods at the Council's discretion.



G. The selection of a real estate broker/agent shall be in accordance with the following procedures:

1. The City shall publish notice in a newspaper of general circulation in The Dalles inviting proposals for the services to be provided in connection with the listing of the property. The notice shall be published at least two (2) weeks prior to the date on which proposals are due. Copies of the notice inviting proposals shall be mailed to local real estate brokers/agents within the City of The Dalles.
2. The broker's/agent's proposal shall be in writing and it shall address the selection criteria set forth in subsection 3 of this section.
3. The City Manager, or his/her designee, shall consider the following factors in the selection of a broker/agent:
  - a. The broker's/agent's record in selling the type of real property being offered by the City for sale and the broker or agent's familiarity with The Dalles area market values;
  - b. The broker's/agent's proposed marketing plan and timelines: signs, advertising, direct mail, and/or other methods;
  - c. The amount of the broker's/agent's commission; and
  - d. Other factors which were stated in the notice of the invitation to submit a proposal.

**Section 2.** Resolution No. 98-013 is hereby repealed.

**PASSED AND ADOPTED THIS 24<sup>TH</sup> DAY OF OCTOBER, 2016.**

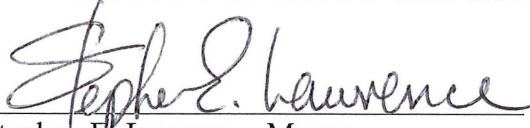
Voting Yes, Councilor: McGlothlin, Spatz, Miller, Elliott, Brown

Voting No, Councilor: none


Absent, Councilor: none

Abstaining, Councilor: none

**AND APPROVED BY THE MAYOR THIS 24<sup>TH</sup> DAY OF OCTOBER, 2016.**

  
Stephen H. Lawrence, Mayor

Attest:

  
Izetta Grossman, City Clerk

## Attachment B

### RESOLUTION NO. 18-010

#### **A RESOLUTION DECLARING REAL PROPERTY DESCRIBED AS ASSESSOR'S MAP NO. 1N 13E 10BA, TAX LOT 7400, AS SURPLUS PROPERTY**

**WHEREAS**, on October 24 , 2016, the City Council adopted Resolution No. 16-028 establishing new procedures for the sale of certain classes of City-owned real property, including vacant undevelopable lots and vacant developable lots and developed lots; and

**WHEREAS**, the City owns a vacant parcel of land identified as Assessor's Map No. 1N 13E 10BA, Tax Lot 7400 which is located next to a cul-de-sac known as Will's Way, which is adjacent to East Scenic Drive; and

**WHEREAS**, pursuant to Resolution No. 16-028, notice of a public hearing to take public testimony as to whether the above-listed property should be declared to be surplus property was sent to all owners whose property is within 300 feet of the property described as Assessor's Map No. 1N 13E 10BA Tax Lot 7400; and

**WHEREAS**, ORS 271.310 provides that a political subdivision may sell, exchange, convey or lease for any period not exceeding 99 years all or any part of its interest in real property, when that property is not needed for public use, or whenever the transfer of the property may further the public interest;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS  
FOLLOWS:**

Section 1. Property Declared Surplus. The following described property is hereby declared to be surplus property not needed for public use. The transfer of ownership of the property will further the public interest for reasons stated in subsection A.

Lots 6 and 7, WILL'S FIRST ADDITION TO DALLES CITY, in the City of The Dalles, County of Wasco, State of Oregon

ALSO, the portion of the vacated area along the North boundary line of Lot 6

A. The vacant property is capable of being developed for residential purposes, which use is the highest and best use for the property. Declaring the property to be surplus will allow the City to use the process set forth in Resolution No. 16-028 to solicit competitive written bids for the purchase of the property.

Section 2. Officers to Act. The City Manager and other City staff members are authorized to initiate the process for receipt of written sealed bids for the purchase of the property identified as Assessor's Map No. 1N 13E 10BA Tax Lot 7400.

Section 3. Effective Date. This resolution shall be considered to be effective as of April 9, 2018.

**PASSED AND ADOPTED THIS 9TH DAY OF APRIL, 2018.**

Voting Yes, Councilor: Miller, Long-Curtiss, Elliott  
Voting No, Councilor: \_\_\_\_\_  
Absent, Councilor: Brown, McGlothlin  
Abstaining, Councilor: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 9TH DAY OF APRIL, 2018.**

Stephen E. Lawrence  
Stephen E. Lawrence, Mayor

Attest:

Izetta Grossman  
Izetta Grossman, City Clerk

# Attachment C

## MINUTES

Regular City Council Meeting

April 9, 2018

Page 4

The motion carried, Brown and McGlothlin absent.

Items approved by Consent Agenda were: 1) Approval of the March 26, 2018 Regular City Council Meeting Minutes.

## **PUBLIC HEARING**

Mayor Lawrence reviewed the rules of a public hearing.

### Receive Testimony Regarding Restrictions on Commercial Vehicle Parking

City Attorney Gene Parker reviewed the staff report.

Mayor Lawrence opened the public hearing.

Hearing no testimony, the hearing was closed.

City Clerk Grossman read the ordinance by title only.

It was moved by Long-Curtiss and seconded by Miller to approve General Ordinance No. 18-1367 Amending General Ordinance No. 92-1149 to Include Restrictions on Commercial Vehicle Parking in Residential Zoning Districts by title only. The motion carried, Brown and McGlothlin absent.

### Receive Testimony Regarding Surplus Property

City Attorney Gene Parker reviewed the staff report.

Mayor Lawrence opened the public hearing.

Hearing no testimony, the hearing was closed.

It was moved by Miller and seconded by Long-Curtiss to approve Resolution No. 18-010 A Resolution Declaring Property Described as Assessor's Map No. 1N 13E 10BA Tax Lot 7400 as Surplus Property. The motion carried, Brown and McGlothlin absent.

After some discussion it was moved by Elliott and seconded by Long-Curtiss to set the sales price minimum at \$30,000 and direct staff to place advertisement in the newspaper, on the City's website and Facebook page, as well as placing a for sale sign on the property. The motion carried, Brown and McGlothlin absent.





## [Attachment D](#)

511 Washington St, Suite 208  
The Dalles, OR 97058  
541-506-2540

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### Property Account Summary

4/19/2021

Account Number	6404	Property Address	NO SITUS ADDRESS , NO SITUS CITY, OR 00000
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#### General Information

Alternate Property #	01N13 E10BA07400 00
Property Description	SECTION 10 TOWNSHIP 1N RANGE 13E QUARTER BA PRCL 7400MapTax Lot: 01N13 E10BA07400 00
Property Category	Land &/or Buildings
Status	Active, Locally Assessed
Tax Code Area	121
Remarks	

#### Tax Rate

Description	Rate
Total Rate	

#### Property Characteristics

Property Class Category	940: EX CITY VAC
Neighborhood	308: AA3/VA8 SLIDE AREA
Acreage	0.570

#### Related Properties

No Related Properties Found
-----------------------------

#### Property Values

Value Type	Tax Year 2020	Tax Year 2019	Tax Year 2018	Tax Year 2017	Tax Year 2016
Assessed Value Regular (AVR)	\$12,083	\$11,731	\$11,389	\$11,057	\$10,735
Total Exemption Amount Regular (EAR)	\$12,083	\$11,731	\$11,389	\$11,057	\$10,735
Taxable Value Regular (TVR)					
MKLND + SAMKL (MKLTL)	\$49,350	\$36,400	\$35,600	\$29,530	\$31,950
MKIMP + SAMKI (MKITL)					
Real MKT Total (MKTTL)	\$49,350	\$36,400	\$35,600	\$29,530	\$31,950

Market Land (MKLND)	\$49,350	\$36,400	\$35,600	\$29,530	\$31,950
Display Only (M5SAV)					
Market Improvement(MKIMP)					
SA Por Only-Exc Val Not Incl (SAVL)					
Market Portion BMAV + EAV (MAVMK)	\$12,083	\$11,731	\$11,389	\$11,057	\$10,735
Exception Base Value NEWCN+OEV (EBV)					
Exception Assessed Value (EAV)					

## Active Exemptions

Cities and Towns

## Events

Effective Date	Entry Date-Time	Type	Remarks
No Events Found			

## Tax Balance

No Available Tax Charges Information for this Property at the Moment.

[Installments Payable/Paid for Tax Year\(Enter 4-digit Year, then Click-Here\):](#) 2020

## Receipts

Date	Receipt No.	Charged	Amount Due	Tendered	Change
No Receipts Found					

## Sales History

Transfer Date	Receipt Date	Recording Number	Sale Amount	Excise Number	Deed Type	Transfer Type	Other Parcels
No Sales History Found							

## Property Details

Living Area Sq Ft	Manf Struct Size	Year Built	Improvement Grade	Stories	Bedrooms	Full Baths	Half Baths

[Printable Version](#)

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