



OREGON
STATE HIGHWAY DEPARTMENT
SALEM

August 12, 1954

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 1ST ASST. STATE HWY. ENGR.

W. W. STIFFLER
 2ND ASST. STATE HWY. ENGR.

C. W. ENFIELD
 CHIEF COUNSEL

Mr. Floyd Shoop
 City Recorder
 Sherwood, Oregon

Dear Sir:

ORS 366.810 provides that State Tax Street Fund allocations shall be made semiannually to the various cities of the state. At the August 9th meeting of the State Highway Commission, a resolution was adopted allocating to the cities their apportionment of these funds for the second half of the year 1954, from State Highway revenues accrued during the period of January 1 through June 30, 1954.

The amount apportioned to the City of Sherwood is \$ 1,637.30 and a warrant for this sum will be mailed to the city by the Secretary of State and State Treasurer in August, 1954.

The law further provides that plans for expenditure of these funds in the case of cities of less than 1000 population shall be submitted to the State Highway Commission for approval. Enclosed are four copies of a resolution form to be filled out, a city map to accompany each copy, and a copy of instructions in the preparation and submission of this resolution.

The resolution should be adopted by the City Council and three signed copies forwarded to John W. Cattrall, Engineer, County and City Relations, c/o Oregon State Highway Department, Salem, Oregon, NOT LATER THAN DECEMBER 15, 1954.

Very truly yours,

R. H. Baldock
 State Highway Engineer

By

John W. Cattrall
 John W. Cattrall
 Engineer, County and City Relations

Encl.

INSTRUCTIONS FOR THE PREPARATION OF STATE TAX STREET FUND RESOLUTIONS
FOR CITIES OF LESS THAN 1000 POPULATION:

I. Requirements for cities in this population group are as follows:

- a. Prior approval by the Highway Commission is required for the expenditure of these funds.
- b. A city may use these funds as follows, by:
 - (1) Expending the entire allocation during the current calendar year. In this case, show the total dollars received and the plan for expenditure in paragraph 2a, page 2, and write "none" in paragraph 2b, page 3.
 - (2) Placing the entire allocation in reserve for accumulation of funds for a future project. In this case, show the total dollars received and the plan for expenditure in paragraph 2b, page 3, and write "none" in paragraph 2a, page 2.
 - (3) Expending a portion of the funds during the current calendar year and placing the remainder in reserve for accumulation of funds for a future project. In this case, show the amount in dollars to be spent during the current calendar year and the plan for expenditure in paragraph 2a, page 2; and show the amount in dollars to be accumulated and the plan for expenditure in paragraph 2b, page 3. The total dollars shown in paragraphs 2a and 2b should equal the total amount received by the city in August, 1954.
- c. The submission of resolutions covering the allocation is required in all cases, even though funds are to be used on a project previously approved.
- d. The following material is furnished:
 - (1) Four copies of State Tax Street Fund Resolution Form.
 - (2) Four copies of a small map of your city.
 - (a) One map is to accompany each copy of Resolution Form with streets to be improved indicated by coloring.
- e. Retain one copy of resolution, together with a map, for the city's records. Mail the remaining three signed copies to:

John W. Cattrall
Engineer, County and City Relations
c/o Oregon State Highway Department
Salem, Oregon

- f. Changes may be made in the plans submitted by addressing a letter to John W. Cattrall, requesting that the previously submitted plans be cancelled and that it is desired to submit new plans in their place. Upon receipt of such a letter from you, additional forms will be forwarded to the city immediately.
- g. Address all inquiries regarding the expenditure of State Tax Street Funds to:

John W. Cattrall
Engineer, County and City Relations
c/o Oregon State Highway Department
Salem, Oregon

II. As the design and construction of bridges is a highly technical field, the highway department will not give prior approval to any bridge design which does not meet department standards. If a city desires to construct a bridge with State Tax Street Fund moneys, the highway department will make the survey and design the bridge at the city's expense. The above applies to the construction of a new bridge only, not to maintenance of existing bridges. The service of a bridge engineer in an advisory capacity will be furnished without cost to the city.

III. An amendment passed by the 1951 Legislature specifies that these moneys may be used for the purchase of equipment, snow removal, and street cleaning. In the matter of equipment purchase, approval by the Highway Commission will be given only after careful consideration of each individual application. It is of principal interest to both the city and state that the type of equipment to be purchased has a practical value in street construction and/or maintenance and that the city concerned will have sufficient funds remaining after purchase to operate said equipment. To properly evaluate each application, it is requested that the following information be furnished in a letter accompanying the resolution:

- a. Type, age and condition, and cost of equipment.
- b. Schedule of payment.
- c. Estimated number of days or hours per year equipment will be used on street work.
- d. Estimated number of days or hours per year equipment will be used on other work. (Water, sanitary sewer, etc.)
- e. Brief statement of city's budget indicating total funds available for operation of equipment and purchase of other materials necessary to construct and maintain streets.

NOTE: See page 3 for detailed instructions for preparation of resolution form.

PREPARATION OF STATE TAX STREET FUND RESOLUTION FORM:

The following item numbers, in parenthesis, correspond with item numbers in circles on sample form attached.

- (1) Insert name of your city.
- (2) Insert 1950 Federal census, or State census if the Secretary of State has made an official census of your city since 1950.
- (3) Insert the sum of money allocated to your city in August, 1954.
- (4) Insert the sum of money to be spent during the current calendar year. This amount may be all or a portion of the funds allocated to your city in August, 1954. If none, write "none."
- (5) List name of street or streets or portions thereof, which are to be included in this program together with a brief description of the work to be done; or list type and price of equipment. (See Paragraph III, page 2)
- (6) Insert the sum of money which the city desires to have placed in reserve for future expenditure. This amount may be all or a portion of the funds allocated your city in August, 1954. If none, write "none."
(NOTE: The sum indicated here plus the sum indicated under (4) above should equal the sum indicated under (3) above.)
- (7) List name of street or streets or portions thereof, which are to be included in this program, together with a brief description of the work to be done; or list type and price of equipment. (See Paragraph III, page 2)
- (8) Insert name of City Recorder.
- (9) Insert name of your city.
- (10) Insert name of your county.
- (11) Insert day, month, and year.
- (12) Signature of City Recorder.
- (13) Signature of Mayor or Acting Mayor.
- (14) Insert name of your city.
- (15) Insert name of your county.
- (16) Insert day, month, and year.
- (17) Signature of City Recorder.

MAIL THREE COPIES TOGETHER WITH SMALL CITY MAPS, PRIOR TO DECEMBER 15, 1954, TO:

John W. Cattrall
Engineer, County and City Relations
c/o Oregon State Highway Department
Salem, Oregon

RESOLUTION

WHEREAS, by and under the provisions of ORS 366.810, there are appropriated semiannually out of the state highway fund sums of money, dedicated for the "construction, reconstruction, improvement, repair and maintenance of city streets which have not been designated as connecting links between state highways;" and

WHEREAS, said act provides "that cities of less than 1,000 population may not expend funds allocated to them hereunder, unless and until plans for such expenditure have been submitted to the State Highway Commission and received the written approval thereof;" and "that cities of more than 1,000 population may not accumulate funds allocated to them hereunder, over two successive years unless and until plans for expending such accumulated funds have been submitted to the State Highway Commission and received the written approval thereof."

AND, WHEREAS ① is a city having a population of ② and it is the opinion and judgment of the municipal authorities of said city that the best interests of the city will be promoted by the perfection of a definite street construction and improvement program; and

WHEREAS, in response to the requirements of said act there has been apportioned by the State Highway Commission to said city for use and disbursement under the terms of said act. for the calendar year of 1954, the sum of \$ ③ ; and

WHEREAS, it is the purpose of said city to conform in all respects with the provisions of said law, and for that purpose there are submitted to the State Highway Commission for its approval plans, estimates and specifications which have heretofore been approved by the municipal authorities of said city;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED, as follows:

1. That said city does hereby declare it to be its purpose and plan to

perfect a street construction and improvement program within the meaning and purpose of said law.

2. That the following street construction and improvement plans and program are approved and adopted as the plan and program of street construction for said city; to wit:

a. \$ ④ to be spent during the current calendar year for

⑤ Describe work to be done this year

Example:

Front St. from 1st to 3rd - Grade and Gravel

3rd St. from Front St. to High St - Place oil mat

b. \$ ⑥ to be placed in reserve for _____

⑦ Describe work to be done with money placed in reserve

Example :

Main St. from 'A' St. to 'B' St. - Grade, surface, & oil

'A' St. from Main St. to Court St. - Grade & place drainage

3. That ⑧, as city recorder of said city, be and hereby is instructed and authorized to submit to the State Highway Commission, for its written approval, the said proposed plans, and that said submission be by a certified copy of this resolution.

4. That upon receipt of the written approval of said plans and projects all necessary steps shall be taken and all procedure adopted necessary for the accomplishment of said street improvement, all of which work shall be done in strict conformance with the plans and specifications approved by the State Highway Commission and in compliance with the provisions of said law.

