



City Hall, PO Box 708, Garibaldi, OR 97118  
Office: (503) 322-3327  
City Email: [city@garibaldi.gov](mailto:city@garibaldi.gov)

# THIS MEETING WILL BE HELD AT THE CITY OF GARIBALDI COMMUNITY HALL

## GARIBALDI CITY COUNCIL WORK SESSION

Via Zoom	<a href="https://us02web.zoom.us/j/84161152503">https://us02web.zoom.us/j/84161152503</a>	Meeting ID:	841 6115 2503
Via Phone	253-215-8782	Password:	331745

### MONDAY JUNE 8, 2026, 4:00 PM

#### A. CONVENING OF MEETING

#### B. NEW BUSINESS

1. City Manager Hiring Process
2. Fire Department Levy Discussion
3. Accounting Software Discussion
4. Celebrating the 4<sup>th</sup> of July

#### C. ADJOURNMENT



c a r e e r o p p o r t u n i t y

# CITY MANAGER

**CITY OF GARIBALDI, OREGON \$95,000–\$120,000 DOE/DOQ**

**T**HE CITY OF GARIBALDI IS SEEKING ITS NEXT CITY MANAGER who possesses a distinguished track record as an leader or department head in a municipal organization. This candidate will be well-versed in municipal budgeting, grants, and finance, ideally complemented by a robust background in infrastructure, community engagement, human resources, and economic development. Proficiency in facilitating public meetings and collaborating effectively with elected bodies to provide options, guidance, and aid in envisioning and strategizing for the future is a must! This City Manager shall embody resilience, excellent communication skills, political acumen, and strategic leadership abilities, all while maintaining a humble and empathetic approach. Ready to lead and make a real impact? Embrace the opportunity to shape and help Garibaldi's future as a City Manager. Apply now to bring your strategic vision and leadership skills to this community.

# the COMMUNITY

**T**HE CITY OF GARIBALDI, nestled along the beautiful Oregon coast, offers a vibrant community and a host of attractions that captivate both residents and visitors alike. Known for its rich fishing heritage, Garibaldi boasts a charming waterfront that serves as a hub of activity. Strolling along the marina, you will be captivated by the fishing industry in full swing. One can witness boats unloading their catch, or even embark on a memorable fishing excursion. Nature enthusiasts are drawn to Garibaldi's scenic beauty, with its historic landmarks, beautiful forests, and breathtaking views of Tillamook Bay. The nearby Tillamook County Pioneer Museum offers a glimpse into the region's history, while the Oregon Coast Scenic Railroad provides a nostalgic journey through the stunning coastal landscape. With its blend of natural splendor, community spirit, and captivating attractions, Garibaldi welcomes all to experience the unique charm of this coastal gem.



# the CITY

**T**HE CITY OF GARIBALDI operates with an annual budget of \$3 million and has 7 staff members. The City's departments include Public Safety, Public Works, Community Development, Finance, and Administration. Garibaldi's mission is to foster a strong and important community, committed to preserving its unique heritage while embracing sustainable growth and progress, valuing integrity, collaboration, and service to its residents and visitors. The City provides exceptional public services, promoting economic development, and enhances the quality of life for all who call Garibaldi home. Their commitment to a thriving community and the values they hold dear make Garibaldi an attractive and rewarding place to work and contribute to the betterment of the city and its residents.



## the **JOB**

**T**HE CITY MANAGER IS APPOINTED BY, and reports to, the elected five-member City Council and serves as the focal point of general administration and oversight for various City departments. This candidate is to play a crucial role in not only overseeing the City's budget but also utilizing their extensive fiscal knowledge in crafting well-balanced budgets and identifying opportunities to boost revenue. In addition, they should demonstrate exceptional collaboration skills by effectively coordinating with contracted services, external agencies, businesses, nonprofits, school districts, the county, and other jurisdictions. The City Manager will ensure cross-departmental collaboration and organizational efficiency, playing a key role in community and economic development, and strive to accomplish Council's goals and objectives while demonstrating political acumen and emotional intelligence.



# the **IDEAL CANDIDATE**

**T**HE IDEAL CANDIDATE SHOULD POSSESS a strong understanding of catering to the unique needs of small cities, while also demonstrating a forward-thinking mindset. Primarily focusing on identifying and capitalizing on shared partnership opportunities to bolster City projects and initiatives. They should bring a proven track record of collaborating effectively with developers, businesses, and implementing successful economic development strategies. The successful candidate will place great importance on fostering strong community and employee engagement, further cultivating a strong culture where individuals are passionate about their work. They will embody a dynamic, high-energy leadership style, with a positive attitude and genuine enthusiasm for embracing this role!



## **The Ideal Candidate will also:**

- ✔ Operate within a solid ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- ✔ Find new and creative revenue opportunities for the City.
- ✔ Be a forward-thinking, visionary leader.
- ✔ Proactively deliver creative solutions and measurable outcomes.
- ✔ Inspire a transparent, inclusive, and empowering culture.
- ✔ Lead with confidence and composure, excelling even in high-pressure situations.
- ✔ Foster teamwork and collaboration.
- ✔ Be an assertive and influential leader.
- ✔ Be a clear and concise communicator, while also excelling as an impactful presenter and persuasive public speaker.
- ✔ Demonstrate the ability to address complex issues adeptly in a public setting.

# MINIMUM QUALIFICATIONS

- ✔ Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements,
- ✔ Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.
- ✔ Bachelor's or Master's degree in public/business administration, economics, political science, planning, or a related field.

## DESIRABLE

- ✔ Seven years of progressively responsible experience in the planning, organization, coordination, grant management, and administration of a variety of municipal, non-profit, or corporate activities; three years of which are at the senior-executive level.
- ✔ Candidates with a strong background in Public Works.



## UPCOMING PROJECTS, CHALLENGES & OPPORTUNITIES

- ✔ 12M project ODOT—renovation of the streets in Garibaldi, new sidewalks
- ✔ New creative forms of funding
- ✔ Wastewater Facilities Master plan

# SALARY & BENEFITS

The annual salary range is **\$95,000–\$120,000**, plus a generous benefits package that includes:

**87.5% MEDICAL, DENTAL AND VISION INSURANCE** for employee and family

**PERS RETIREMENT**

**VEBA HEALTH REIMBURSEMENT PROGRAM** (\$265/month for family)

**PAID VACATION** (negotiable) & Sick Time

**12 PAID HOLIDAYS** + 2 Paid Personal Days (negotiable)



## HOW *to* APPLY

For first consideration apply by \*\*\*\*\* by completing an application and attaching your cover letter and resume at:

<https://ci.garibaldi.or.us/2241/Job-Opportunities> e

**GARIBALDI JOB OPPORTUNITIES**

Please contact your recruiter, Becca Harth, with any questions:

[Becca.harth@garibaldi.gov](mailto:Becca.harth@garibaldi.gov)

| 503.322-3327





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Garibaldi City Manager  
Annual salary \$95,000 - \$120,000  
Depending on experience and qualifications

The City of Garibaldi, Oregon is seeking its next City Manager who possesses a track record as a leader or department head in a municipal organization and be a forward-thinking visionary leader. The City Manager is appointed by and reports to the City Council.

The City offers a generous benefits package that includes; PERS retirement, 87.5% medical, dental and vision insurance, VEBA Health reimbursement (\$265/month), paid vacation and sick leave, 12 paid holidays, and 2 paid personal days.

Applications are due \*\*\*\*\* by 4:00 pm to [becca.harth@garibaldi.gov](mailto:becca.harth@garibaldi.gov). Questions about the position can be directed to Becca Harth at 503-322-3327 or at [becca.harth@garibaldi.gov](mailto:becca.harth@garibaldi.gov)

To get an application and more information about the job, go to <https://garibaldi.gov/employment/>

**City Manager**  
**City of Garibaldi, Garibaldi Oregon**  
**ANNUAL SALARY: \$95,000 - \$120,000 DOE/DOQ**

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## **UPCOMING PROJECTS, CHALLENGES and OPPORTUNITIES**

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## **Minimum Qualifications**

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- Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.
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## **DESIRED:**

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## **SALARY AND BENEFITS**

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- Paid Vacation (negotiable) & Sick Time
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## **HOW TO APPLY**

***For first consideration***, obtain an application at <https://garibaldi.gov/employment/>

Email your cover letter and resume and application to [becca.harth@garibaldi.gov](mailto:becca.harth@garibaldi.gov) by 2026 by 4:00 pm

Please contact your recruiter, Liane Welch, with any questions:

- [Becca.harth@garibaldi.gov](mailto:Becca.harth@garibaldi.gov)

**TITLE:** City Manager

**EMPLOYMENT STATUS:** Management; full-time at 40 hours per week, at-will, exempt, non-represented, serves at the pleasure of the Garibaldi City Council and Mayor, and subject to City's Personnel Policies.

**PRIMARY JOB FUNCTIONS:** Serves as Garibaldi's chief administrative officer and serves as Recorder, Treasurer, Budget Officer, and Planning Secretary. Specific description of duties of these officers are also described in the City of Garibaldi Charter, including but not limited to Chapter V, Section 23 (City Recorder) and Section 24 (City Manager), and Garibaldi Municipal Code Chapters 2.10 and 2.15, and Section 2.20.050.

**DUTIES AND RESPONSIBILITIES:**

**Supervision of Employees**

- Responsible to supervise, direct and control the work of all non-elective officers and public employees of the City in the exercise of their duties and the work of all City departments except the City Attorney.
- Responsible for appointment, removal, discipline, and transfer of all employees, including assigning duties and supervising employees.
- Supervise, direct, and control department heads. Responsible for the appointment, discipline, transfer, and removal of department heads.
- Responsible for designation of duties of department heads.
- Responsible for delegating duties as appropriate to various positions.
- Responsible to evaluate performance of department heads concerning assigned tasks, ability to achieve goals, supervision of subordinates, professionalism, including image conveyed to public, and any other standard established by city policy or contract.

**City Council**

- Be the main point of contact with City Council.
- Furnish all reports requested by City Council.
- Meet with the City Council at monthly council and special meetings.
- Provide information and reports covering various aspects of the City's operations.
- Advise Council members in their deliberations on policy and/or legislative matters.
- Manage and coordinate projects and programs to accomplish goals and objectives of the City Council.
- Recommend ordinances to the Council designed to increase the efficiency of the City government.
- Enforce all ordinances including the provision of all franchises, leases, contracts, permits and privileges granted by or running to the City.
- Present budget documents to City Council for review and approval.
- Perform such duties as may be required by the City Council, not inconsistent with the laws of the State of Oregon, the City Charter and City ordinances.
- Make and keep an inventory of all personal and real property owned by the City and

advise City Council of the purchase of new machinery, equipment, or supplies, which can be obtained under the terms and conditions which are most advantageous to the City.

- Provide a monthly statement to the Council showing the receipts, disbursements, and status of each Fund at the close of business as of the end of each month.

### **Budget and Finance**

- Prepare the budget, along with recommended budgetary fund changes, and present to the Garibaldi Budget Committee and City Council.
- Serve as Garibaldi Treasurer and custodian of all the funds of the City.
- Provide supporting documentation to justify expenses, warrant taxes, and fees to be collected by the City for the purposes of City operations.
- Distribute to the Council on a monthly basis appropriate reports showing the city's financial status.
- Ensure compliance by department heads with Garibaldi purchasing policies as established by ordinance. Ensure all purchases are authorized and comply with budget authority.
- Supervise the expenditures of all departments of the city including the signing of all purchase orders.
- Verify City's compliance with State of Oregon and federal laws pertaining to employment practices and applicable collective bargaining agreements.
- Collect all sums of money due the City.
- Act as business agent of the Council.
- Co-sign all checks and financial documents authorizing disbursement of funds.
- Responsible to account for all City funds and provide an annual audit of the City's financial records by an independent auditor to be approved by the City Council.

### **Control of Records**

- Serve as Recorder of the City of Garibaldi in any capacity as required by the Charter or any ordinance of the City.
- Serve as custodian of official records and public documents; perform certification and recording for the City as required on legal documents and other records requiring such certifications; seal and attest by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring city certification.
- Responsible for filing all city records, file ordinances, and resolutions of the council and perform the codification of ordinances into the municipal code.
- Prepare meeting agenda, materials, and records.

### **Other Specific Functions**

- Serve as City Elections Officer.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Meet with, or facilitate staff meetings with, private citizens and interested groups seeking information or bringing complaints, attempting to resolve any problems tactfully and fairly.
- Perform any other duties as required by the City Council.

### **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

At least three years' experience in municipal budgeting and finance, labor relations and writing and administering state and federal grants; a minimum of a bachelor's degree in Public Administration or related field with three years' municipal government administrative experience. The City Council may in its discretion consider equivalent training and/or experience for these qualifications. Candidate must meet all requirements to be bonded at a minimum of \$50,000, possess a valid driver's license, and must be able to pass a background check.

### **Knowledge, Skills and Abilities:**

This position requires any combination of knowledge, skills and abilities necessary to perform the duties and functions of the City Manager as described in this job description. Additionally, must have the ability to plan, schedule, assign, and direct the work of others. Written communication and outreach skills are very important so the skill and ability to communicate effectively, orally and in writing is necessary. Comprehensive skill and ability with computers, including knowledge of computer applications and operating systems and other programs used by the City for municipal finance and administration. Knowledge of Generally Accepted Accounting Principles and payroll practices in the State of Oregon.

This position requires knowledge of office practices and procedures. Must have skill and ability to establish and maintain effective working relationships with employees, city departments, special interest groups, county, state and federal departments, special districts, and the general public. Must have skill and ability to maintain composure and good judgment in high stress situations. Candidate must meet all requirements to be bonded at a minimum of \$50,000, possess a valid driver's license, and must be able to pass a background check.

### **Supervision Exercised:**

Supervises, directs, and controls all municipal department heads and employees of the City in the exercise of their duties and of the work of all city departments other than the office of City Attorney. Responsible for delegating duties as appropriate to various positions.

### **Performance Review and Evaluation**

Six-month trial evaluation period and annual reviews.

### **Demands And Work Environment:**

Work is performed in an office environment and is generally sedentary. Some positions may require kneeling, light lifting and carrying, pulling, pushing, reaching, walking, or extended periods of standing or sitting. Work may be performed in a setting with frequent distractions and interruptions.

### **Compensation:**

Salary position is paid monthly and is negotiable depending on qualifications and experience. Other wages and benefits include Oregon PERS and health insurance as provided to all other non-represented employees, with the same contributions to premiums, unless otherwise specified by the employment contract.

### **Non-Discrimination Policy**

The City of Garibaldi will not discriminate against or harass any employee or applicant for

employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.


***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date




## Caselle Offering



**INTEGRATED SOLUTIONS**

Our integrated software applications communicate together seamlessly to reduce your manual entries. This integration streamlines your processes, saving you time while increasing your productivity.



**CASELLE**  
software elevated

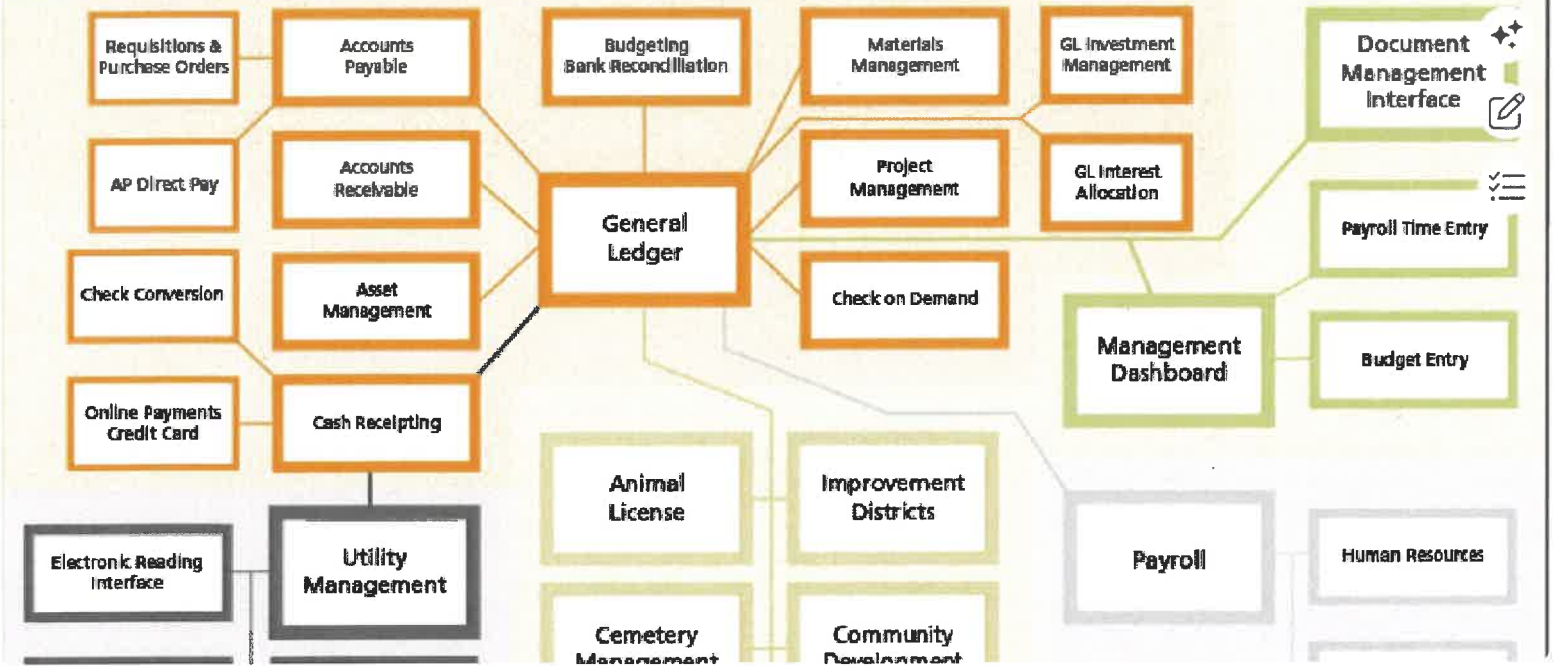
Financial Suite Applications	Payroll Suite Applications	Utility Suite Applications	Community Development	Specialty Applications
General Ledger	Payroll	Utility Management	Permitting	Animal Licenses
Interest Allocation	Direct Deposit	Electronic Meter Reading	Planning/Zoning	Business Licenses
Caselle Advantage	Electronic W2/1099	Direct Pay	Approvals/Notifications	Business Tax Collection
Accounts Payable	Timekeeping	Tax Certification	Code Enforcement	Property Improvements
Direct Pay	Human Resources	Water Conservation		Property Tax Collection
Purchases/Requisitions	Online Paystubs/W2s	Supplemental Billing		Court Management
Check On Demand		Energy Assistance		Cemetery Management
Accounts Receivable		Stock Certificates		Document Management
Cash Receipting		Mobile Service Orders		MiExc Who's the room owner?
Fixed Asset Management		Backflow		

## Caselle Offerings



### Financial Solutions

### Integrated Solutions



Community Map-.png



System Requirements Caselle Cloud





## General Ledger



**FINANCIAL**

General Ledger is an essential asset for all organizations that need an effective way to responsibly track and report all of their financial information.

Feel confident in balancing your financials with this flexible, user friendly software. General Ledger allows you to seamlessly interface to various subsystems to record all your diverse financial transactions, making reporting and reconciling a breeze. Year-end reports are easier than ever, and you can retain prior year information to help analyze trends and generate budgets for the upcoming year. Powerful import and export options allow you the flexibility to utilize and distribute information outside of Caselle applications. Expand your reach and simplify your financial processes, from start to finish.

### ONLINE

- View account lists and transaction details using a web browser.
- Web based tool for submitting budgets.
- View budget summary comparisons by fund or department.
- Create watch lists to monitor account balances.

### EFFICIENT

- Interfaced subsystems create journal entries.
- Simplified bank reconciliation.
- Account inquiry with the ability to drill into transaction details.
- Track and report activity costs.
- Complete budget tools for preparation and reporting.
- Utilize grant reporting capabilities.

### FLEXIBLE

- Customizable financial statements.
- Year-end closing routine with easy prior year access.
- Broad import and export functionality.

### INTERFACES WITH

- |                           |                         |                           |                            |
|---------------------------|-------------------------|---------------------------|----------------------------|
| • Accounts Payable        | • Accounts Receivable   | • Asset Management        | • Business License         |
| • Business Tax Collection | • Cash Receipting       | • Cemetery Management     | • Check on Demand          |
| • Community Development   | • Court Management      | • Materials Management    | • Payroll                  |
| • Project Accounting      | • Property Improvements | • Property Tax Collection | • Purchases & Requisitions |
| • Timekeeping             | • Utility Management    |                           |                            |

**CASELLE**

 [www.caselle.com](http://www.caselle.com)

 800.228.9851

 801.850.5001



## miExcel General Ledger



**FINANCIAL**

Sharing data between your Caselle financial applications and an Excel spreadsheet is simple with the help of the miExcel add-in. This tool is a time-saving must for any organization that needs an efficient way to share financial data between Caselle and Excel without having to manually enter the information in each.

Seamlessly view and import data between your Caselle financial software and Excel. Instead of manually transferring budget information or other entries from your spreadsheet to Caselle, simply import the Excel spreadsheets directly into Caselle. Set up customized parameters for importing spreadsheet information so you import only the data you need. You can also query live data from Caselle in Excel to ensure you are working with the most current information.

### BENEFITS

- Provides a direct connection between Excel and Caselle financial software.
- Build custom financial statements, cash flow statements, budget worksheets, CAFR and GASB statements.
- Create graphs based on real-time data to present to your board or council.
- Imports budget and recurring journal entries into Caselle General Ledger.

### EFFICIENCY

- Eliminates the need for multiple data entries.
- Delivers real-time numbers to an Excel spreadsheet.
- Drill into General Ledger account details.
- Intuitive and easy to learn.

### FLEXIBILITY

- Allows unlimited users.
- Establish custom spreadsheets to view only the data you want.
- Give specific users permissions to import transactions.

### INTERFACES WITH

- General Ledger

### OTHER miEXCEL APPLICATIONS

- Accounts Payable
- Payroll
- Project Accounting
- Utility Management



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 800.228.8851

 801.850.5001



# Payroll



Caselle Payroll is about more than just processing employee checks - it's about automating your entire payroll process from start to finish. This application is perfect for any sized organization that does its own payroll.

The Payroll application provides end-to-end processing and reporting, allowing you to track employee checks, leave time and employer benefit expenses. Flexible reporting allows you to enter all necessary information in one central location and provides you with the means to easily grow and adapt your payroll processes as the needs of your organization change. Discover what stress-free processing really feels like.

### BENEFITS

- Complies with federal, state, and local government reporting requirements.
- Prints and exports state retirement reports.
- Employee W-2 reporting.
- Tracks employee pay, leave, and benefit amounts.
- Payroll vendor payments.
- Profile and view employee information through Connect.

### EFFICIENT

- Powerful reporting options.
- Compute all employer benefits costs for each employee.
- Print out of cycle, termination, and payout checks.
- Report year-end information to the IRS with an optional electronic reporting module.
- Issue vendor check's and invoices from one central location.

### FLEXIBLE

- Adjustable leave time accrual rates.
- Supports before and after tax deductions.
- Fringe benefit tracking.
- User-defined paycheck and voucher formats.
- User-defined fields.

### INTERFACES WITH

- Check on Demand
- General Ledger
- Project Accounting

- Document Management
- Human Resources
- Timekeeping

### ENHANCED WITH

- Electronic Paystubs
- Human Resources
- Timekeeping

- Electronic W-2/1099
- Payroll Direct Deposit



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Seamlessly view and import data between your Caselle Payroll software and Excel. Instead of manually entering timesheets or payroll exceptions from your spreadsheet to Caselle, simply import the Excel spreadsheets directly into Caselle. Set up customized parameters for importing spreadsheet information so you import only the data you need. You can also query live data from Caselle in Excel to ensure you are working with the most current information.

### BENEFITS

- Provides a direct connection between Excel and Caselle financial software.
- Create graphs based on real-time data to present to your board or council.
- Imports time to Caselle Timekeeping or Caselle Payroll Pay by Exception.
- Updates pay schedules in Caselle Payroll.
- Use Payroll functions to view summary information for employees.

### INTERFACES WITH

- Payroll

### EFFICIENCY

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### FLEXIBILITY

- Allows unlimited users.
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- Electronic W-2/1099
- Payroll Direct Deposit



[www.caselle.com](http://www.caselle.com)

800.228.9851

801.850.5001



# Accounts Payable



## FINANCIAL

With the Caselle Accounts Payable application, issuing checks and managing vendor information is a snap for the accounts payable clerk or anyone else who needs an easy way to oversee invoicing and payments for their organization.

With this powerful software, you can track vendors, issue checks, and record invoices. Simplify your payment process by paying vendors through ACH transactions and creating invoices from purchases made with credit cards. Combine this application with Purchases & Requisitions and General Ledger to enable full encumbrance accounting.

### BENEFITS

- Track invoices and checks for each vendor.
- Set budget warning for invoice entry to indicate when an account's budget has been exceeded.
- Manage both discounts taken and discounts lost.
- Lookup vendor and invoice information through Connect Online.

### EFFICIENT

- Set default descriptions and GL account numbers for each vendor to speed the invoice entry process.
- Enter invoices with cost allocated by percentage or amount to multiple GL accounts.
- Generate 1099s effortlessly.

### FLEXIBLE

- Utilize cash, modified accrual, or full accrual accounting.
- Set multiple, user-defined approval limits for the invoice approval process.
- Create customized check and voucher forms with our built-in forms designer.
- Create user-defined fields.

### INTERFACES WITH

- Asset Management
- Document Management
- General Ledger
- Materials Management
- Project Accounting

### ENHANCED WITH

- ACH Direct Payment
- Purchases & Requisitions



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## Utility Management



Caselle Utility Management offers a unique solution for all your specialized billing needs. This application is designed for any organization that deals directly with customers and needs an efficient way to keep track of billings and metered services.

You can track customers, meters, and services by location. Customize your billings and payment arrangements to meet the unique needs of your organization. Send out bills while reporting all the necessary information. Additional interface options like Service Orders and Backflow Management help expand your capacity to accomplish more with less effort by synchronizing the work being done throughout your organization. Let the software work for you.

### BENEFITS

- Customize and set up billing rates for multiple frequencies and due dates.
- Generate penalties or service orders while printing delinquent and shutoff notices.
- View customers, location, meter, deposit, billing, contract, loan, and history information in Customer Inquiry.

### EFFICIENT

- Set up and track delinquent contract and loan payment arrangements with customers.
- Manage and send notices to alternate addresses, cosigners, and landlords.
- Track prior account balances and deposits or transfer them to a new account.

### FLEXIBILITY

- Interface with online account portals, meter reading, and other third-party software.
- Print or export customized bills and notices with detailed or summarized information.
- Customize metered billing including recording multiple meters at the same location.
- Create user-defined fields.

### INTERFACES WITH

- Cash Receipting
- Check on Demand
- Document Management
- General Ledger

### ENHANCED WITH

- Backflow Management
- Utility Direct Pay
- Utility Stock Certificates
- Utility Water Conservation
- Maintenance Orders
- Utility Electronic Meter Reading
- Utility Web Services
- Service Orders
- Utility Energy Assistance
- Utility Tax Certification
- Utility Supplemental Billing



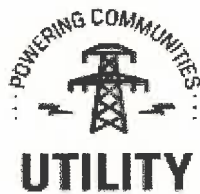
 [www.caselle.com/training](http://www.caselle.com/training)

 800.228.9851

 801.850.5001



## miExcel Utility Management



Sharing data between your Caselle applications and an Excel spreadsheet is simple with the help of the miExcel add-in. This tool is a time-saving must for any organization that needs an efficient way to share data between Caselle and Excel without having to manually enter the information in each.

Seamlessly view and import data between your Caselle Utility Management software and Excel. Instead of manually entering inventory meters or rate changes from your spreadsheet to Caselle, simply import the Excel spreadsheets directly into Caselle. Set up customized parameters for importing spreadsheet information so you import only the data you need. You can also query live data from Caselle in Excel to ensure you are working with the most current information.

### BENEFITS

- Provides a direct connection between Excel and Caselle financial software.
- Create graphs based on real-time data to present to your board or council.
- Imports meters into inventory or replaces meters in Caselle Utility Management.
- Updates utility rate schedules in Caselle Utility Management.
- Use Utility functions to view summary data by customer or service.

### INTERFACES WITH

- Utility Management

### EFFICIENCY

- Eliminates the need for multiple data entries.
- Delivers real-time numbers to an Excel spreadsheet.
- Intuitive and easy to learn.

### FLEXIBILITY

- Allows unlimited Users.
- Establish custom spreadsheets to view only the data you want.
- Give specific users permissions to import transactions.

### OTHER miEXCEL APPLICATIONS

- Accounts Payable
- General Ledger
- Payroll
- Project Accounting



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## Cash Receipting



Caselle Cash Receipting is a time-saving must for any organization that needs to process customer payments.

Record all payments in one central location, print receipts and reports, and balance your deposit. Then push a button, sit back, and watch your payment information update to General Ledger and the other Caselle applications. Master Contacts make this process even more efficient by displaying customers' outstanding balances for all applications when you pull up their account to make payment for one application. A miscellaneous category also allows you to collect customer payments for convenience fees and other miscellaneous charges that do not apply to other Caselle applications, sending that information directly to General Ledger.

### EFFICIENT

- Labor-saving entry corrections and voiding procedures.
- Quick receipt entry setup and re-display options.
- Optional module to print endorsement information on checks.
- Customer information inquiry.
- Auto-generated deposit slips.

### BENEFITS

- Online payment interface complete with email notifications and credit card interface.
- Record all customer payments in one location.
- Master Contacts allow quick access to customer balances from all Caselle applications in one payment entry screen.

### FLEXIBILITY

- Handle electronic cash drawers and check validation automatically.
- Create deposit for multiple bank accounts.
- Automated Internet and credit card payments.
- Comprehensive balancing registers.
- User-defined payment categories.

### INTERFACES WITH

- Accounts Receivable
- Business Tax Collection
- Court Management
- Property Tax Collection
- Animal License
- Cemetery Management
- General Ledger
- Utility Management

- Business License
- Community Development
- Property Improvements

### ENHANCED WITH

- Online Payment/Credit Card Interface
- Integrated Remote Check Deposit



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CASELLE®

**COMMUNITY**  
CONNECT

GARIBALDI, OR



## PRICING & TERMS (CONVENIENCE FEE)

PAYMENT FEES	
Credit/Debit Card	[3.50%] Convenience Fee with a [\$2.95] minimum
ACH	[\$2] Flat Rate
All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).	
OTHER FEES	
e-Bills – Only charged when customer no longer receives a printed bill	\$.20 per e-Bill - <b>Waived</b>
Text Notifications – Charged per outbound text notification to each contact	\$.10 per outbound - <b>Waived</b>
Chargeback	\$15.00 per chargeback
Returned Check Fee	\$15.00 per returned check
PCI Compliance Fee	\$10.00 per month – <b>[Waived]</b>

COMMUNITY CONNECT PORTAL FEES	
Utility Billing	[Included in proposal]
Miscellaneous	[Included in Proposal]
Implementation Fee – Includes integration, billing process configuration, portal setup, and staff training	[Included in Proposal]
Client Support - Unlimited phone + e-mail inquiries. Assigned Client Success Manager	Included

*\*Unless otherwise specified, Implementation Fee includes up to six (6) hours of implementation work by Caselle staff. Any required work above six hours will be billed hourly increments at \$200/hour.*

Payment is due upon execution of this proposal unless other payment terms are negotiated. The information provided in this proposal is valid for 90 days from issue date.

## SIGNATURE AGREEMENT

You agree to purchase the software and services detailed in this proposal.


**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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



*Caselle*® Hosted Software & Services Proposal

# City of Garibaldi, OR

**April 27, 2026**

(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*® Hosted Software & Services Proposal  
City of Garibaldi, OR  
April 27, 2026

**Proposal Summary**

License Type	Hosted
Total Training	\$13,635
Total Setup	10,960
Total Conversion	5,360
<b>Total Investment</b>	<b>\$29,955</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance is due when the first application goes live.

Annual Platform Fee (Software and Services) will be \$32,340  
and will be billed when the first application goes live.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Garibaldi is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date



*Caselle*® Hosted Software & Services Proposal  
City of Garibaldi, OR  
April 27, 2026

**General Conditions**

- This Proposal is governed by and subject to the Master Services Agreement between Customer and Caselle (“MSA”). Capitalized terms used in this Proposal and not defined herein have the meanings provided in the MSA.
- Caselle has made efforts to ensure the information contained within this Proposal is complete and accurate. However, Caselle reserves the right to correct any error or omission related to fees, product description or availability.
- Fees quoted in this Proposal do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are Customer’s responsibility. Customer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Caselle will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- **New Customers** will be billed for all annual platform fees (includes product updates and enhancements, support, and hosting when applicable) upon commitment (receipt of this signed proposal or agreement). This will also determine the annual renewal date of this proposal. Caselle will also bill Customer for 50% (fifty percent) of the one-time fees and costs (implementation fees and conversion fees) to reserve a spot on Caselle’s implementation schedule. Caselle will bill Customer for the remaining 50% (fifty percent) of the one-time fees and costs once the live training for the first application has been completed. Payment is due upon receipt.
- **Existing Customers** purchasing additional modules will be billed upon commitment the full amount for one-time fees and the annual platform fees prorated to coincide with the Customer’s annual renewal date. Payment is due upon receipt.



*Caselle*® Hosted Software & Services Proposal  
City of Garibaldi, OR  
April 27, 2026

**Proposal Detail**

<i>Caselle</i> ® Application Software	License Type	Training	Setup	Conversion	Total	Annual Platform Fee
General Ledger	Hosted	\$2,250	\$700	\$720	\$3,670	3,000
Budgeting	Hosted	Included	-	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000	-
miExcel GL	Hosted	Included	1,000	-	1,000	540
miViewPoint	Hosted	560	560	-	1,120	1,200
Payroll/Direct Deposit	Hosted	2,250	1,750	340	4,340	5,040
Electronic W2/1099	Hosted	Included	-	-	-	600
miTime	Hosted	-	-	-	-	0
miPay	Hosted	-	-	-	-	600
Accounts Payable	Hosted	550	500	1,000	2,050	3,000
Utility Management	Hosted	3,375	1,500	2,000	6,875	3,000
Utility Electronic Reading Interface	Hosted	Included	250	-	250	1,500
Utility Service Orders	Hosted	550	500	-	1,050	1,500
Online Mapping	Hosted	-	-	-	-	180
Cash Receipting	Hosted	550	500	-	1,050	2,460
Community Connect Portal	Hosted	Included	1,200	-	1,200	-
Utility Management	-	-	-	-	-	1,200
Business License	-	-	-	-	-	720
Miscellaneous	-	-	-	-	-	0
Cash Receipting Web Services	Hosted	-	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-	-
Business License	Hosted	550	500	300	1,350	1,800
Revver Document Management	Hosted	3,000	2,000	-	5,000	2,400
Three (3) Concurrent User Licenses	Hosted	-	-	-	Included	3,600
<b>Grand Total</b>	<b>Hosted</b>	<b>\$13,635</b>	<b>\$10,960</b>	<b>\$5,360</b>	<b>\$29,955</b>	<b>\$32,340</b>



*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
City of Garibaldi, OR  
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**Notes:**

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.
2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), two (2) Concurrent User Licenses, two (2) Advanced Workflow Licenses and the Caselle Integration.
3. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000. depending on frequency and reason.  
  
Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.
4. History Conversion is available on a per-bid basis. Additional fees may apply upon review of existing legacy data.

*Caselle*® Hosted Software & Services Proposal  
City of Garibaldi, OR  
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## **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.



*Caselle®* Hosted Software & Services Proposal  
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### Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

#### General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  - Balance Sheet with Revenue/Expenditures compared to budget
  - Allocation Reconciliation
  - Income Statement (All Funds)
  - Balance Sheet (All Funds)
  - Fund Summary Income Statement

**Note:** Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

#### Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

**360** accounts are included

#### Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

**2** bank accounts are included



## Caselle® Hosted Software & Services Proposal

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### Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
  - Transmittals
  - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

### Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

**20** employees are included

### Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

### Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

**500** vendors are included

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**Utility Management Setup**

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.  
**1,000** meters or customers are included

**Utility Electronic Reading Interface Setup**

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

**Service Orders Setup**

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Cash Receipting Setup**

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

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- Business License Setup**
- Format one form layout for each of the following: business license, renewal letter, delinquent notice, and application.
  - Set up billing rates, billing frequencies, license types, and business activities.
  - Additional forms or licenses will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Data Conversion**
- All applicable business information and account balances will be converted.
  - Business information includes the owner, manager, license type, and business codes, if provided.
  - All standard reports will be set up.