

May 20, 2021

7:00 pm City Council Meeting

Audio/Video Teleconference

Remote Participation

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



## REGULAR SESSION

Personnel complaints will not be heard at City Council Meetings and individuals with concerns regarding personnel shall follow the Complaint Procedure Policy. Copies are available at every council meeting and at City Hall.

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**1. CALL MEETING TO ORDER**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Additions, Corrections or Adjustments to the Agenda**

**5. Public Comment– 30 Minutes**

*Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.*

**6. Mayor Comments / Announcements / Proclamations**

**7. Council Comments / Announcements**

**8. Consent Agenda**

8.1 Approval of minutes from May 6, 2021

**9. Business from the City Council**

9.1 Volunteer Program and Forms – Councilor Spliethof

9.2 Charter Review Commission – Councilor Kinyon

**10. Business from the City Administrator**

10.1 City Administrator Update

10.1.1 Nuisance Ordinance Review for Fire Safety

10.1.2 Chamber of Commerce TRT Request

10.1.3 OLCC Permit

10.1.4 Fee Waiver

10.1.5 Oakridge-Westfir Fire Protection IGA

10.2 Finance Director Update

10.2.1 April Financial Report

10.3 Economic Development Update

10.4 Police Update

10.5 Fire Department Update

10.6 Public Works/Community Services Update

10.6.1 Water Quality Status Report

**11. Reports of Boards, Commissions and Committees**

11.1 Parks & Community Services Committee

11.1.1 Osprey Park Disc Golf Proposal

**12. Items Removed from the Consent Agenda**

**13. Ordinances, Resolutions and Public Comments**

**14. Public Hearings**

**Accommodation for Physical Impairments:** In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.

## 15. Appointments

15.1 RTMP (OEDAC) Committee

## 16. Public Comment

## 17. Adjourn

**This will be a remote participation meeting. Citizens have four ways of attending and commenting:**

- 1. Use your computer, tablet or smartphone and go to: <https://zoom.us/j/3664311610>, meeting ID: 3664311610.**
- 2. Use your telephone and dial: +1 346 248 7799. Meeting ID: 366 431 1610.**
- 3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm on day of the meeting.**
- 4. It is discouraged due to COVID precautions, but citizens may attend in person at the Willamette Activity Center. There will be an audio and video feed. Face coverings are required.**

**Detailed instructions are available at City Hall, on the city website and the city Facebook page.**



May 6, 2021

City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER- 7:00 pm

**Council Present:** Mayor Holston, Councilors Bobbie Whitney Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call – All present

## 4. Additions, corrections or adjustments to the agenda

Councilor Kinyon-added a report from the Admin committee

Mayor Holston-we will move 15.0 to after 8.0

Councilor Hollett-9.2 Charter

## 5. Public Comment

Dan Barclay – Discussion of the City Charter and the definition of “shall.”

Trudy Hammond 47752 Berry St- feels the need to express advocating for change.

## 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- the Firewise event will be on May 21<sup>st</sup> at Greenwaters Park.

Grace Kaplowitz- gave an update on the event.

Mayor Holston- she thought about having a public safety table at the Firewise event, she will get together with Councilor Coker to discuss this.

The last vaccination clinic will be held on Saturday, there hasn't been enough demand to warrant another clinic with the wide availability of the vaccine.

## 7. Council Comments / Announcements

Councilor Hollett- Would like to discuss the WAC? She would also like to add to the agenda what Mr. Barclay spoke about regarding the City Charter.

## **8. Consent Agenda**

8.1 Approval of minutes from March 18 & 24 & April 8 & 15

**Motion:** Councilor Whitney moved to approve the consent agenda. Councilor Coker seconded the motion.

Spliethof (aye), Kinyon (aye), Whitney (aye), Mayor Holston (aye), Bjarnson (aye), Coker (aye), Hollett (aye). Motion passed 7-0

## **9. Business from the City Council**

9.1 CIS Proposed Volunteer Forms

Bryan-read the issue.

Mayor Holston- opened up discussions before making a motion.

There was discussion on the new forms.

Councilor Kinyon- do we have a policy for this?

Bryan- It will be part of the CIS Human Resources courtesy review.

Councilor Whitney- she likes what she sees here, we had a pretty robust discussion on keeping the confidential information private.

Bryan- he does redact confidential information on the forms.

Councilor Kinyon- asked about background checks.

Bryan- he will have them fill out that form after they are appointed if a background check is needed.

Mayor Holston- the background check is specifically for the library because they will be around children.

Councilor Kinyon- we should postpone this item until we have a policy in place.

Councilor Hollett- wants to make sure this is a priority since we asked Bryan to get this to us and he did that.

Bryan- he has a policy template.

Councilor Coker- Bryan should go ahead and continue taking applications.

Councilor Kinyon- we should suspend taking all applications.

Councilor Spliethof- agrees with Councilor Kinyon, we should stop taking applications.

Councilor Hollett- she agrees, we should suspend taking applications, it doesn't make sense.

Councilor Whitney- we have been operating without a policy for a long time, it's hard for us to get things done sometimes, and this stops us from moving forward. Yes, we had a liability question, but this stops momentum.

Mayor Holston- if the city council can't do this by the 20<sup>th</sup> it isn't wise to not take applications, the city attorney might agree with this.

It was agreed to add this to the May 20<sup>th</sup> agenda and to continue taking applications.

**Motion:** Councilor Kinyon moved to table this until a volunteer policy is developed to go with the volunteer forms. Councilor Spliethof seconded the motion.

Kinyon (aye), Bjarnson (aye), Hollett (aye), Spliethof (aye), Whitney (aye), Mayor Holston (aye), Coker (aye). Motion passed 7-0

#### 9.2 Charter

Councilor Hollett- It is important that we realize the intent of our Charter, our attorneys are important, but when it comes to the Charter we should follow what the citizens wanted.

### 10. Business from the City Administrator

#### 10.1 ODOT Rest Area Construction Contract Termination

Bryan- read the issue.

Councilor Kinyon- do we provide workers compensation?

Bryan- for whom?

Councilor Kinyon- anyone working.

Bryan- provided a summary of the insurance coverage to those working at the rest area.

**Motion:** Councilor Whitney moved to approve Amendment Number 2 to contract number 10194, terminating the agreement

Mayor Holston (aye), Whitney (aye), Coker (aye), Spliethof (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 7-0

#### 10.2 ODOT Rest Area Maintenance Contract

Bryan-read the issue.

There was discussion on an old contract and that the city has not been getting reimbursed by ODOT for maintenance cost sharing.

Councilor Kinyon- wants to see the original contract.

Bryan-he already sent that to you.

Mayor Holston- she remembers this conversation, she said we are still supposed to be getting paid. Frannie said they could do back pay.

Bryan- he will get a hold of ODOT and see if he can get a copy of that contract.

**Motion:** Councilor Whitney moved to approve Agreement number 33960 with Oregon Department of Transportation for the Operation and Maintenance of Greenwaters Rest Area. Councilor Kinyon seconded the motion.

Mayor Holston (aye), Hollett (aye), Coker (aye), Spliethof (aye), Whitney (aye), Bjarnson (aye), Kinyon (aye). Motion passed 7-0

#### 10.3 IFA Study Extension

Bryan- read the issue.

Councilor Kinyon- she thought this project was already completed.

Bryan-this is the study for the wastewater/stormwater system, the engineer needed a few more months to finish.

**Motion:** Councilor Whitney moved to approve the Amendment to Contract V18007, A-02. Councilor Hollett seconded the motion.

Coker (aye), Hollett (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Bjarnson (aye). Motion passed 7-0

## **11. Reports of Boards, Commissions and Committees**

### 11.1 Audit Committee

#### 11.1.1 City Auditor

Bryan- read the issue. We only received one response to the RFP.

Mayor Holston- the audit committee convened on Monday and were informed on how many requests we received.

Eric- he reached out to three firms and this is the only one who responded. We have had this auditor before and he couldn't find why we switched auditors at that time.

**Motion:** Councilor Kinyon moved to appoint Pauly, Rogers and Company as the City Auditor for the fiscal years ending June 30, 2021, 2022, 2023. Councilor Coker seconded the motion.

Bjarnson (aye), Mayor Holston (aye), Kinyon (aye), Whitney (aye), Spliethof (aye), Coker (aye), Hollett (aye). Motion passed 7-0

### 11.2 Admin Committee

Councilor Kinyon- the Admin Committee was tasked with the Charter review process, it came up that the National League of Cities reviews don't recommend council member involvement in charter reviews. The Admin Committee wants the city council to decide if we form a subcommittee or city council retract from giving this to the Admin Committee and create a citizen only Charter Review Committee.

Mayor Holston- the city council didn't ask the Admin Committee to come up with a Charter Review Committee.

Councilor Kinyon- she is hoping for city council approval to keep doing what they are doing...

Mayor Holston- wants to know the reasons why they say city council should not be involved?

Councilor Hollett- it was her understanding that the Admin Committee was tasked with the charter review. We shouldn't be making any changes, she asked how many people are on the charter review committee?

Councilor Kinyon- there are four Admin Committee members, and she wants to add five more for the charter review committee.

Mayor Holston- strongly suggested bringing this back in written form.

Councilor Kinyon- she will do that.

## **12. Items Removed from the Consent Agenda-none**

## **13. Ordinances, Resolutions and Public Comments**

### 13.1 Supplemental Budget

Bryan- read the issue.

Councilor Whitney- she is declaring a potential conflict of interest; her brother Rick is doing work for the city and he may receive money.

Councilor Bjarnson- declared a potential conflict of interest, she is a volunteer at fire department.

Councilor Hollett- declared an actual conflict of interest, her husband is an employee of the collective bargaining unit.

**Motion:** Councilor Kinyon moved to adopt Resolution 04-2021, providing a supplemental budget for fiscal year 2020-2021. Councilor Coker seconded the motion.

Spliethof (aye), Bjarnson (aye), Whitney (aye), Mayor Holston (aye), Coker (aye), Kinyon (aye). Motion passed 6-0

Bryan- read the Resolution

**14. Public Hearings- None**

**15. Appointments**

Bryan- read the issue.

15.1 Library Board Reappointment

Julia Yoder- introduced herself and answered questions from the council.

**Motion:** Councilor Kinyon moved to appoint Julia Yoder to serve on the Oakridge Library Board for a term of three years. Councilor Spliethof seconded the motion.

Hollett (aye), Mayor Holston (aye), Bjarnson (aye), Whitney (aye), Kinyon (aye), Coker (aye), Spliethof (aye). Motion passed 7-0

15.2 Oakridge Economic Development Advisory Committee

Applicant was not present. Bryan asked to hold off on this one.

Mayor Holston- this committee hasn't had committee meeting in a while because they don't have enough members.

Councilor Hollett- this would be a good time to rework the committee and maybe hold off on applications for this committee.

Mayor Holston- we will set this aside for the next meeting.

15.3 Parks and Community Services Committee

Leo Robb- introduced himself to the council and explained why he wants to be on this committee.

**Motion:** Councilor Whitney moved that we appoint Leo Robb to serve on the Oakridge Parks and Community Services Committee for a term of three years. Councilor Kinyon seconded the motion.

Whitney (aye), Mayor Holston (aye), Coker (aye), Spliethof (aye), Bjarnson (nay), Kinyon (aye), Hollett (aye). Motion passed 6-1

**16. Public Comment**

**17. Adjourn-9:15 p.m.**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder

## **Business of the City Council**

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: Volunteer Program and Form Approval**

**Agenda Item No: 9.1**

**Exhibit: (1) Draft Volunteer Program  
(2) Volunteer Forms**

**Proposed Council Action: A motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen  
City Administrator: Bryan Cutchen**

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**ISSUE:** Councilor Spliethof requested council address the volunteer form use while awaiting the CIS HR review. When presented with the form it was decided there needed to be an accompanying volunteer policy/program directive. The templates for both were forwarded to city council for review and editing. The end results are exhibit (1) & (2).

**FISCAL IMPACT:** Staff time.

**OPTIONS:** (1) Approve the program and form template for the staff to implement.  
(2) Approve the program and form template with modifications.  
(3) Reject the program and form.

**RECOMMENDATION:** Staff recommends option (1).

**RECOMMENDED MOTION:** I move we approve the volunteer program and form for the city to develop into a City of Oakridge directive.



[INSERT ENTITY NAME OR LOGO]  
**Volunteer Policy Manual**

## Introduction

[Enter the Mission Statement or Strategic Objective that the organization has, which incorporates the use of volunteers into that Mission Statement/Strategic Objective.]

Thank you for your interest in volunteering for [ENTITY NAME]. Volunteers play a vital role in delivering services to our [CITY/COUNTY]. It is important to offer volunteer experiences that benefit both the volunteer and the community. [ENTITY NAME] understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the organization. Your service is highly valued and appreciated.

[ENTITY NAME] is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

## Volunteer Definition

A volunteer is any person, approved by [ENTITY NAME], who donates service in a [ENTITY NAME] sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Types of volunteers include: [Remove any volunteer types below that are inapplicable for your entity.]

- Elected officials
- Board members
- Public safety
- Community Emergency Response Teams (CERT)
  - In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by [ENTITY NAME]. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.
- [ENTITY NAME] employees may volunteer in other departments if:
  - The volunteer position is with an established [ENTITY NAME] volunteer program,
  - Duties of the position are outside the employee's normal work duties,
  - No work time is used to perform the volunteer duties,
  - The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service, and
  - The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by [ENTITY NAME] and a parent or guardian.



## Who is Not a Volunteer?

- Work release inmates (by election) – Volunteer Accident Policy coverage provided with waiver.
- Community service workers (by election) – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by [ENTITY NAME] for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by [ENTITY NAME]. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

## **Policies and Procedures to Become a Volunteer**

### Registration/Application

Potential volunteers must contact [ENTITY NAME] prior to performing a volunteer project or job. The [ENTER DESIGNATED PERSON: i.e. Coordinator, Department Head, HR Manager, etc.] oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of [ENTITY NAME] and the volunteer.

All volunteers must complete and sign the Volunteer Registration Form and waiver form, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency.

### Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

### Approval

Volunteers will receive approval of acceptance in the [ENTITY NAME] Volunteer Program prior to starting work.

### Certification Process

[Insert procedure for any positions that require certification, if applicable]

## **Job Description and Physical Requirements**

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

6/2/2014

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## Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving history release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for [ENTITY NAME]. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of [ENTITY NAME].

Volunteers operating public vehicles must have an acceptable driving record that meets [ENTITY NAME]'s requirements for acceptable driving (or as outlined in the [ENTITY NAME]'s Fleet Policy). Accidents must be reported immediately to [CONTACT NAME] and an incident report and accident investigation form should be completed as soon as possible.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements\* or [ENTITY NAME]'s fleet policy, whichever is higher.

- The owner of the personal vehicle's auto liability insurance is the primary payer. [ENTITY NAME]'s insurance is secondary to private coverage.
- Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

\*Oregon statutory requirements (ORS 806.010): \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.

## Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from supervisor. Any required personal protective equipment will be reviewed and provided. Safe work rules and rules of conduct are reviewed along with the volunteer policy and Fleet Policy, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

## Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off [ENTITY NAME]'s premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

## Emergency Procedures



Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance (especially if 911 service is not available in the area),
- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

### Incident and Accident Reporting

Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

### Insurance Coverage

Normally, volunteers are considered “agents” and are covered by [ENTITY NAME]’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, [ENTITY NAME] provides **(Entity should choose a), b), or c) by class of volunteer worker and enter it here.)**

- a) Workers compensation insurance – statutory requirement to maintain volunteer rosters,
- b) Volunteer Accident Policy – should include signed liability waiver form, or
- c) Neither – [ENTITY NAME] provides only general liability insurance for volunteer workers performing volunteer duties. [ENTITY NAME] is normally responsible for work-related torts of its volunteers, just as it is for its paid employees.

### Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by [ENTITY NAME]. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the [ENTITY NAME]’s annual workers’ compensation premium audit.

### **Performance Management**

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

### **Forms**

6/2/2014

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The forms listed below are required to be retained in the office of [ENTER DESIGNATED PERSON: i.e. Coordinator, Department Head, HR Manager, etc.].

- Volunteer registration/application form
- Release for driving record and background check
- Job description
- Proof of vehicle insurance
- Volunteer agreement/acknowledgement
- Volunteer waiver(s)
- Parent or guardian authorization for minors
- Emergency contact Information
- Volunteer check list (for non-public safety volunteers)
- Completed time cards or rosters
- Vehicle use policy (if applicable)



# City of Oakridge Volunteer Application

<b>Contact Information</b>	
Name (Include any names you have worked, volunteered, or attended school under.)	
Street Address	
Mailing Address	
City/State/Zip Code	
Daytime Phone	
Evening Phone	
Which phone may we use to contact you?	
E-Mail Address	
Emergency Contact (Include name and two phone numbers.)	

<b>Assignment Preference (Which volunteer assignments most interest you?)</b>

<b>Availability (days and times you are usually able to volunteer)</b>
Date you are available to start?

<b>Are you over 18?</b>	Yes _____ No _____
<i>Optional – Some of our volunteer positions require a minimum age; this is only used to match appropriate volunteer positions.</i>	

<b>Education</b>	
Last year of school completed	
High School Diploma/GED	Yes <span style="margin-left: 150px;">No</span>
Secondary Training	
College Degree/Major	
Currently in school? If so, school name?	
Certifications or licenses?	
Prior Civic/Volunteer Activities	

<b>Employment</b>			
Current Employer			
Type of business			
Your Job Title			
General Duties			
Supervisor's Name		Phone	

<b>Special Skills, Training, or Knowledge</b>

<b>References (Personal or Professional)</b>			
Name		Phone	
Name		Phone	
Name		Phone	

## Agreement and Signature

I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of volunteering, or immediate termination of a volunteer assignment.

I understand that an in-depth background check may be conducted prior to volunteering with city of Oakridge This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification. (You will be contacted again if an in-depth background check is utilized.)

I authorize representatives of city of Oakridge to contact the employers and references listed in this application (or otherwise provided by me), and any other person as developed through these contacts in order to determine my suitability for volunteering. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if assigned to a volunteer position, my volunteer relationship with city of Oakridge is for no definite period and the relationship may be terminated at any time and without prior notice by either party.

Name (printed)	
Signature	
Date	

## Our Policy

It is the policy of city of Oakridge to fill volunteer vacancies with the most qualified applicants. Volunteer applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, sex, sexual orientation, veteran status, military status, association with members of a protected class, or any other protected class or work relationship recognized by Oregon or federal law.

***Thank you for completing this application form and for your interest in volunteering with us!***





**REQUIRED FOR ALL MINORS:**

**PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT**

I, \_\_\_\_\_, as parent or legal guardian hereby grant permission for \_\_\_\_\_ to do volunteer work for city of Oakridge. In the event of an emergency, accident, or illness, I authorize city of Oakridge and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

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

**Date:**

[



# Volunteer Background Release Form

## Please Read Carefully

Please PRINT legibly in INK and SIGN form. Do not leave any lines blank.

Last Name		First Name		Middle Name	
Maiden Name			Other Aliases		
Street Address			City/State/Zip		
Phone Number			Date of Birth		
Driver License #		State		Expires	

Please list the states and/or countries you have lived in since you turned 18. If you were convicted of a crime as an adult or pled guilty to a crime as an adult when you were under the age of 18, please list the state(s) in which that conviction/those convictions occurred.


BY MY SIGNATURE BELOW I AUTHORIZE city of Oakridge to complete a background check. This authorization is valid for purposes of verifying information given in connection with an application for volunteer work with city of Oakridge.

BY MY SIGNATURE BELOW I AUTHORIZE all corporations, current employers, former employers, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services and persons, to release the following (check all that you are authorizing):

- Employment References
- Personal References
- Educational Degrees
- Professional Certifications or Licenses
- Driving Record
- Criminal Background
- Character References

This authorization shall be valid in original or copy form. This authorization is valid until \_\_\_\_/\_\_\_\_/\_\_\_\_.

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

# City of Oakridge

*(type event / commission)*

## Volunteer Registration and Waiver Form

Assignment:

Site Name:

Date:

***This is a Release and Waiver of liability, Assumption of Risk and Indemnity Agreement (“Agreement”).***

- I make this Agreement for the benefit of City of Oakridge elected officials, employees, agents, personal representatives, volunteers (collectively, city of Oakridge).
- I make this Agreement in consideration of city of Oakridge providing me with the opportunity to participate as a volunteer in the above-described assignment.
- I accept full personal responsibility for all risks arising from or relating to this assignment.
- My participation as a volunteer, whether for this assignment or other volunteer tasks I accept from city of Oakridge is completely voluntary and I have neither received nor expect to receive any compensation for my participation in it.
- I agree to read, listen to and follow all safety instructions and procedures presented in conjunction with this assignment and to use my best judgment based upon my physical and mental abilities at all times, and to immediately terminate participation in this assignment or any other volunteer assignment I agree to undertake if activities become too strenuous, difficult, or hazardous for me. I am physically and mentally capable of participating in the Assignment described above without injuring myself in any manner.
- I agree to waive all liability of the City, hold them harmless, indemnify them, discharge them, covenant not to sue them, and reimburse them for any liability, claims, sums, costs, or other expenses on my account that may be caused in whole or part by my participation with the assignment.
- I further agree that, despite this Release and Waiver of liability, Assumption of Risk and Indemnity Agreement, if I or anyone on my behalf makes a claim against city of Oakridge, I will indemnify, save and hold harmless city of Oakridge from any litigation expenses, attorneys’ fees, loss, liability, damage, or costs that city of Oakridge may incur as a result of such action.
- If I use a personally owned vehicle in the course of my duties, I understand I am required to have automobile liability insurance in accordance with Oregon law. I understand I MUST possess a valid driver’s license and that I will immediately inform of Oakridge if my driver’s license is suspended or revoked, as well as adhere to any driving policies of the entity.
- I understand that a photographer may be present to photograph the activities at the assignment and that I may be photographed while participating in the assignment. I agree that I will contact the photographer if I do not wish to be photographed. I give city of Oakridge permission to use and publish photographs of me, or in which I may be included.

I have read this Agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature.

Printed Name	Signature	Date

2/10/2021

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**REQUIRED FOR ALL MINORS:**

**PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND  
CONSENT TO AGREEMENT**

I, \_\_\_\_\_, as parent or legal guardian hereby grant permission for \_\_\_\_\_ to do volunteer work for city of Oakridge. In the event of an emergency, accident, or illness, I authorize city of Oakridge and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

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

***Note: Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when volunteer duties change.***



**Business of the City Council**

City of Oakridge, Oregon

*May 20, 2021*

**Agenda Title: Consider charter review process developed by the Administrative Advisory Committee.**

**Agenda Item No: 9.2**

**Exhibits: (1) Description of the Effort  
(2) National Civic League Guide**

**Proposed Council Action: A motion from the floor.**

**Agenda Bill Author: Bryan Cutchen  
City Administrator: Bryan Cutchen**

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**ISSUE: Councilor Kinyon has requested to brief the council on the current proposal to review the city charter.**

**FISCAL IMPACT: TBD.**

**OPTIONS: N/A**

**RECOMMENDATION: N/A**

**RECOMMENDED MOTION:**

## **Agenda Item for Council Review : Charter Review**

**5/14/2021**

### **Council;**

The following decision needs to be made by the council

- **Shall the charter review be a task assigned to the Admin Committee?**

If so, the Admin committee would solicit and form a subcommittee of citizens to work along with us to review the current charter and decide if it needs to be updated.

- Council could recommend the size of the subcommittee, suggested below is 15-20 registered voters

In the clips below the National League does suggest not having a councilor on the charter review committee.

The admin committee would still like to take on the charter review process, including myself, if the council approves.

IF the council feels the Charter Review Committee should be citizens only, then the council should probably schedule a work session to delineate the process we would use to form the committee. With only a little over a year to go before it would need to be put on the ballot, this is something we should get started on fairly quickly.

Below are a few clips from the Guide for Charter Commissions that apply directly to this decision. I am also attaching the full book, that Bryan can forward with this.

## Key Commission Players

**The Chairperson.** The chairperson of the commission will have a vital role to play. Because commission members are respected and intelligent individuals in their own right, it follows that they should be led by someone who is widely regarded as a person of integrity and good judgment who is politically neutral, accomplished, and widely-respected. The ability to collaborate is also valuable. This individual might be a **former** mayor or other well-known civic-minded individual who is level-headed and has a good sense of the work of a charter commission.

A number of real advantages come from the city council naming a chairperson and commission members simultaneously. However, if the council does not choose a chairperson, it is up to the commission to do so. Oftentimes a commission takes up the subject at its first meeting without much thought. Due to the significance of this position, the selection of the person to head the commission should not be taken lightly. The most successful charter commissions are led by a well-chosen chairperson. Unfortunately, instead of a thoughtful and deliberative decision, many times the selection of the chair is made quickly and relegated to a random selection from among those willing to be considered.

So, what makes for a good commission chair? A good chair is skilled at conducting well-run meetings. But there is much more to being a successful chair of a charter commission. A good chairperson has a sincere passion for the work of the commission and is able to translate that passion to its members. A good chair motivates commission members and speaks personal words of support and encouragement when needed. A good chairperson connects ideas, challenges opinions, helps define problems, and ultimately assists the group in reaching consensus on the issues that must be addressed.

These qualities are found when the chairperson uses a participatory style over an autocratic one to encourage active involvement among the members. This kind of chair acts more as a facilitator than as the local expert with all the answers. The chair leads the meetings, focuses the work of the commission, and keeps the process organized and on-track. The chair does not give up his or her right to participate in shaping the decisions of the commission but participates in a fair way. For example, the chair does not use the position to give advantage to some members nor to discourage members who hold different views. Further, the fair chairperson does not forcefully express his or her views in order to discourage others from expressing their opinions.

It is a lot to ask for the chairperson to singlehandedly address the myriad of issues that may arise during commission deliberations. Ideally, the commission chair will have the ability to call upon competent advisors to assist when needed. A discussion of two such advisors follows.

## Commission Membership

Opportunities for direct citizen involvement in local government often garner a healthy amount of attention. While citizen involvement in committees, advisory groups, public hearings and the like is a significant and valuable part of local government operations, membership on a charter commission offers an uncommon opportunity for public service to one's community. Participation in the charter process is citizen involvement at a higher level and with greater potential impact.

A charter commission is a body authorized by law and established for the single purpose of drafting and submitting to the voters a newly created local government charter or revisions to an existing charter. The appointment of this group of individuals, typically between 15-20 registered voters, is often governed by laws and regulations that specifically deal with charter creation and revision. For example, in some cases the commission members might be required to be appointed by the mayor. In other cases, it may be the council that appoints the members. In still other situations, these individuals are elected by the voters. In any case, this independent commission of citizens is empowered to organize its review within the assigned scope and establish its schedule in order to facilitate its study of the charter and certain aspects of the government.

Given the importance of the commission's task, the membership of the charter commission is worthy of careful consideration. Individuals chosen to serve on the commission have a special opportunity for local statesmanship. If voters ultimately approve the work of the commission, the efforts of this group will have lasting impact on the future of the community and the local government. Therefore, selection of the individuals to serve in the charter process is a crucial decision.

All participants should be eager to work hard and willing to share their talents and expertise. It is important to understand that participants bring with them unique value systems, biases, differing opinions on what "good government" is, good and bad life experiences living in different communities, and (in some cases) personal agendas. As a result, deeply-held beliefs and viewpoints set the stage for complex committee dynamics, passionate discussions, and heated debates.

At the heart of this process is the active and focused engagement of a diverse and representative group of community members. Diversity is important for several reasons. The involvement of diverse groups and perspectives will not only contribute to a better final product, but also lend credibility to the validity of the final outcome. Therefore, no group should be left out. All segments of the community should be represented and no one should be excluded based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations or marital status.

When the commission is composed of community residents who are not involved in day-to-day governmental operations, the commission is able to be detached, objective and impartial. The most effective charter commissions are not dominated by lawyers, scholars, and accountants, but made up of civic-minded, intelligent lay people with a common-sense approach to things. The members should a) be in touch with the perspectives present in the community; b) command respect from local residents; and c) bolster the confidence of citizens in the process and the work of the commission.

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## CHAPTER TWO - THE CHARTER REVIEW

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Special mention should be made about the role of local elected officials. While in many cases the mayor and/or council plays a role in the appointment of commission members, the involvement of elected officials should end at that point. The charter process functions best when it is rooted in citizen involvement rather than one influenced (intentionally or unintentionally) by political officials directly serving as members. In some cases, the commission's recommendations go back to the council, which has the authority to decide whether the proposal will go to the people for a vote or may determine the final language of proposals. Still, the commission should do its work independently and give the council and the voters its best thinking about charter change.



## The Road Ahead

Residents of a community have the right and responsibility to shape their local government. While the level and extent of citizen participation may vary, a process of actively and effectively engaging citizens should be at the heart of any charter creation or revision.

One of the first steps in changing a local government's charter is identifying a group of individuals who may be willing to serve on a charter review commission. A charter review commission is a body authorized by law and exists for the sole *purpose of drafting and ultimately* submitting to the voters either a new charter or revisions to an existing charter.

Like a constitutional convention at the state or national level, a charter review commission closely examines the government and its present charter, studies the experience of other cities or counties under their respective charters and forms of government, determines the best principles of local government to build into proposed charter changes, and then drafts a new charter, charter amendments, or a presumably improved charter. Because the commission is typically composed of community residents who are not involved in daily governmental operations, the commission, by design, is able to be objective and impartial in its evaluation.

While the individuals appointed to this commission may be chosen various ways, there are some common features of their work that are consistent across the country. For instance, there is typically a time constraint placed on the commission to complete its work, the commission encourages and solicits citizen input, and the final commission recommendations are considered by voters at the polls.

The group of individuals chosen to serve on this commission is charged with a unique and important civic-minded task. An opportunity to serve one's community in this way typically comes once in a lifetime. Furthermore, if voters approve the changes, the commission's work will have lasting impact for many years to come.

Because each local government is unique in its strengths, community dynamics, power structures, and personalities, there is not one "right" way to conduct a charter review. This Guide is designed to be used in conjunction with the latest edition of *The Model City Charter* published by the National Civic League. The *Model City Charter*, which is judiciously updated from time to time to remain current and relevant, has proven extremely useful to many local governments that have written new a new charter or amended an existing charter. This Guide is intended to complement the *Model City Charter* by providing helpful suggestions and strategies aimed at facilitating what many consider a complex and overwhelming task: the process of charter review.



SIXTH EDITION

# Guide for Charter Commissions



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# Foreword

Imagine being a member of the Constitutional Convention in Philadelphia and having to make critical decisions that would determine the course of American politics and government for generations to come. It's not too much of an exaggeration to suggest that serving on a local charter commission is the closest thing we have to being part of a constitutional convention. In home rule cities, residents are able to draft and revise their own governing charters and make decisions about election procedures, ethical codes, legislative methods and administrative structures.

Most of us learn about the "separation of powers" approach of the framers in our civics or American history classes, but few of us are given much information about the various theories and structures of local government. The federal constitution is mute on how cities should be governed. The "city council/city manager" form of government, which a majority of cities have adopted, has a very different set of arrangements from the constitutional framework. It's not surprising that when members of the public call us for information on charters, their questions often betray a surprising lack of knowledge about how and why local government works the way it does.

When the framers met in 1787, they were working without blueprints, armed only with their knowledge of classical history and their familiarity with works of Locke and Montesquieu. Since the early 1900s, charter commissioners have had the benefit of models and research materials developed by the National Civic League. The league published its first Guide to Charter Commissions in 1945. During the years that followed, the various editions of the guide have served as the most widely used and recognized source on the complex process of reviewing and revising local charters. The last edition, issued in 1991, was one of our top selling publications.

When it came time to republish it, however, we decided enough years had passed to justify a substantial revision and redrafting. Although the old edition served as a source for this document, the Sixth Edition represents a considerable change in tone, content and structure. The chapters have been revised and reordered and the language made less formal, so the guide will be more accessible for lay users. The primary author of the new guide is Wendy Hassett, Ph.D., who worked with us on the various drafts of the new document. Wendy is a Clinical Associate Professor of Public Affairs at The University of Texas at Dallas (UTD). Before joining the faculty at UTD, she worked as an assistant city manager and has over twelve years of experience in local government.

We would also offer our thanks to the reviewers of the guide. Terrell Blodgett, a former chairman of the National Civic League, and a Professor in Urban Management at the LBJ School of Public Affairs at the University of Texas at Austin, was instrumental in initiating this revision process. James Svava, Ph.D., a professor at the School of Public Affairs at Arizona State University and a participant in the committees to revise the 7th and 8th editions of the Model City Charter, served as primary reviewer of the document and offered key insights and feedback.

We also wish to thank an anonymous donor, the NCL Board, Council of Advisors and Board Chairs and NCL chief information officer Mike McGrath for their contributions to this project. The guide is intended to be used as a supplement to the Eight Edition of the Model City Charter, the "blueprint" for government structure used by thousands of community around the world.

Gloria Rubio-Cortés

President, National Civic League

# Chapter One



## Introduction to the Charter Process

**Of all levels of government, local government is by far the most common point of contact for the average citizen. In fact, it is difficult to imagine any important aspect of American life that is insulated from the influence of local government. An individual may interact with federal or state agencies a handful of times in an entire lifetime, but he or she will interact with local government employees on a much more frequent basis—while speaking to a police officer, paying a water bill or greeting the people who have come to collect the garbage.**

Quite a lot is expected from local governments. They provide a vast array of services to residents, everything from public safety to utilities, recreation, education, transportation, storm water management, zoning and land use regulation and enforcement, construction permitting and inspection, and much more. And while cities, towns, villages, and counties are increasingly expected to be self-reliant in providing these services, they are also expected to execute policy mandates handed down from state and federal governments.

Local governments are also expected to adjust to changing times and expectations. For example, there was a time when there were no cities providing recycling services. However, a heightened sensitivity to environmental concerns brought that issue to the forefront. Today, recycling is a common service provided at the local level that a growing number of citizens have come to expect. Without a doubt, managing and administering the business of local government is a challenging task that requires those in leadership positions to carry out an expanding array of public services efficiently and effectively day after day.

The journey of a local government is one fraught with challenges and achievements, successes and failures, risks and rewards. One of the most interesting things about local governments is the flexibility they have in forging their own paths. Within some constraints set by state law, municipal governments create their own futures through the decisions made by citizens and local elected officials. One important way that a local government controls its own destiny is through its charter.

A charter is the foundation of a local government and functions as the municipal equivalent of a state or federal constitution, setting forth guiding principles for governance. Composed by citizens, a charter specifies the most fundamental relationships between a government and its community. It establishes the framework for how a local government operates in terms of its structure, responsibilities, functions, and processes. The way public officials are elected, the form of government, and the role citizens play in local government are just a few examples of the important choices articulated in a charter.

Because a charter is the vehicle that allows a local government to officially control its operations, many cities adopt a charter soon after formal incorporation as a municipality. And, in spite of the differences in the legal status of cities and counties, many counties also adopt charters. This is particularly the case with counties that perform functions similar to those commonly provided by municipalities.

A charter can be amended by following the process set out in its respective state constitution and sometimes in the charter itself. Although some states permit the council to make charter changes, any charter amendment proposed by a charter commission must be formally considered by the citizens in an election, or referendum, before it can be officially incorporated into the charter. Citizen approval is important because a local government's charter influences virtually every aspect of its operations, for better or for worse.

Having competent, responsive, and effective individuals filling elected and administrative positions is critical to the success of any local government. The charter plays a role in this as well. If the local government runs efficiently, effectively, and openly, it is viewed in a positive light. Capable and civic-minded citizens are much more likely to volunteer their time and talents to an organization that is well-regarded. On the other hand, good men and women are reluctant to align themselves with a struggling government guided by an ineffective or out-of-date charter. Whether those in public positions are experienced or novice, they are much better positioned to be effective in moving the community forward if the locality is working with a well-constructed charter. Clearly, the benefits of an effective local charter are far-reaching.

## Reviewing the Charter — The Big Picture

When facing a new or unfamiliar task, it is often helpful to step back and examine the "big picture." So, what brought you here? What has led your community or local government to the place where an examination of its charter is warranted? What are you trying to achieve?

Understanding the circumstances surrounding the charter process is important. There can be many different reasons behind the initiation of a charter commission. Here are a few examples:

- a law requires periodic evaluation of the charter
- a small (but growing) city becomes increasingly complex but is operating with an out-of-date charter that is simply not working any more
- residents desire a more representative body of elected officials
- a vocal group wants to change the existing form of government
- a newly-incorporated local government needs to draft its first charter
- widespread community discontent regarding a string of governmental policy or project debacles triggers an interest in making changes to the charter
- residents desire greater governmental accountability

- a newly-elected slate of public officials calls for change - including charter revisions
- poor governmental performance is linked to overly-restrictive charter provisions
- city officials realize that the charter conflicts with state law

Whatever has occurred in your local government to trigger an examination of its charter, it is critical that the reasons behind the effort be understood and carefully scrutinized. Initiating a process to change a local government charter should never be a “knee-jerk” reaction to a recent problem. If it is entered into by choice, a charter review should be undertaken only after serious consideration.

## Why Review the Charter?

Most local governments are fortunate to have charters that were written by civic-minded and well-meaning individuals who engaged in serious deliberation and thoughtful discussions as they made charter-related decisions. There are reasons behind why the charter of each community was written as it was. However, new generations come into leadership positions with new ideas. Leaders of each generation need to learn by precept and experience what the previous ones had come to accept as true through experiences of their own. And, as is so common in local governments, dissenters emerge from time to time and criticize the “outdated” charter document created in the distant past and question how it could be relevant and useful today. Reviewing the charter does not necessarily mean changing the charter if it is sound in design. In some cases, the charter review can be viewed as a routine “checkup” that may find the patient is healthy.

Many local governments have made changes to their charters since they were first adopted. Periodic general review can be a useful exercise. Some charters have added multiple revisions over time without a comprehensive review while other revisions resulted from earlier efforts to carefully reform the charter. While updating and changing a charter can be beneficial, it should only be done for the right reasons within the proper context. A charter commission carries a weighty burden in exercising its judgment to determine which features should change and which should be retained.

So, why are charter changes necessary? The easy answer is “because things change,” or “because we want to see real change in our local government.” But the easy answer is not always the right answer. Changing a charter is not a cure-all. Many local governments are able to turn things around and make sweeping organizational changes without changing their charters. Examples abound of newly-elected public officials, innovative city managers, and creative department heads making considerable positive impact on the communities they serve without modifying their respective city charters.

On the other hand, demographics, economics, and dynamics of cities, townships, and counties change over time. And, that may mean the values of the community have changed as well. For example, because of the unique characteristics of a growing number of residents living in different geographic pockets of the city, the public interest might be better served with council members elected by districts instead of at-large. Vocal representatives from the flourishing business community may join together to support the idea of adding a professional manager to the city administration.

Many consider the election of a fresh slate of public officials to be a solution to poor government performance, waste, or corruption. This kind of wholesale change certainly can and has made a difference in many local governments. However, sometimes efforts by even the most seasoned and well-intentioned elected officials can be stalled or thwarted by an overly-restrictive charter. In some cases, only after charter

revisions are in place can public officials make significant strides to improve governmental operations, processes, or policy. Things change with the passage of time, and so should charters.

The process of writing a charter or drafting charter amendments is not an easy undertaking. This is by design. A charter provides stability and consistency to a local government. The charter writing process is a major task that has long-lasting impacts - not just for the local government, but also for its residents. Therefore, broad community involvement is needed. The process requires the commitment, time, and talents of citizens and governmental staff. Ultimately, voter approval is necessary for the proposed charter or charter changes to take effect. It is not a task that should be entered into lightly.

## When to Consider Changing the Charter

Not every local government issue is a charter issue. Most problems governments face have nothing to do with the quality of the charter. Many concerns about the workings of local government can (and should) be handled other ways. There is a danger to making changes to a charter when those changes could be achieved another way. In as much as charter changes can bring about positive results, they can also produce overly cumbersome procedures, unjustifiable advantages for certain groups, and onerous restrictions on governmental leaders.

So, before a decision is made on whether or not to pursue a desired change through the charter, other possibilities should be considered first. The following questions are suggested to sort out how best to address the area(s) of concern:

- Can this problem be solved by the passage of an ordinance?
- Can this problem be addressed with an administrative measure (such as amending an existing departmental or city-wide administrative policy or procedure)?
- Does the mayor or city manager already have the authority to make changes that might address this problem?
- Should a solution to this problem be sought by getting new officials in office?
- Might state legislation address this problem more effectively than a change to the local charter?

If the answer to any of these questions is “yes,” that alternative should probably be tried first. While many problems could be solved through a charter amendment, most problems can be addressed more efficiently other ways. Furthermore, many local government services and regulations are mandated by federal or state law. In other words, altering a municipal charter cannot eliminate or change policies or requirements established at higher levels.

## What Charter Change Can and Can't Do

So what can charter change do? And, perhaps more importantly, what can it not do?  
Charter change CAN...



- alter a form of government so the new form is better aligned with the preferences of citizens
- restrict or increase options available to governmental leaders
- alter electoral representation
- clarify ambiguity or confusion caused by existing charter language
- redistribute powers among elected officials, appointed officials, and governing bodies as well as between city officials and citizens
- set the stage for governmental leaders to achieve desired changes
- convert elected governmental positions to appointed positions or vice versa

#### Charter change CAN'T...

- automatically increase the quality of governmental products and services
- eliminate political in-fighting and make elected officials achieve consensus (although governmental form can affect the likelihood of conflict)
- expand the scope of municipal powers in states without home rule
- jumpstart the local economy
- decrease local crime
- improve the school system
- stop a controversial public project
- change or eliminate state-mandated activities

A charter can easily become a tediously detailed document that hampers those in office as they work toward improving services, streamlining governmental functions, or reorganizing departments by severely limiting available options. While a certain level of control over governmental action is necessary and appropriate, balancing control with organizational and process flexibility and discretion should be the ultimate objective of any charter.

### ***Does Our Problem have a Charter Solution?***

Sometimes when a local government faces a difficult challenge, leaders consider conducting a charter review in an attempt to find a solution. In these cases, an objective and well-informed decision should be made that changing the charter is the best path to take. Some charters include a provision requiring a formal charter commission be appointed from time to time (every five or ten years, for example) to conduct a thorough review of the charter. In other cases, a charter review may be statutory - mandated by state law. This kind of routine examination may or may not involve an attempt to "fix" something that appears to be broken in the local government.

So, what kinds of challenges justify convening a charter commission? The following are a few issues faced by local governments that often warrant an examination of the charter.

**A Charter-Created Problem:** This kind of problem is one that originates in the charter. It, therefore, can only be addressed by a change to the charter. For example, a city with a charter that establishes a "rotating mayor" (in which the mayoral position rotates through council members every year) may determine that this system for selecting a mayor is no longer effective. Over time, it has become evident that while many competent individuals have served as mayor, recurring problems continue. It appears that the real problem has nothing to do with the actions or abilities of those who have served as mayor over the years. Instead, the problem appears to be the rotating mayor system established in the charter. To address this, the rotating

mayor system must be changed in the charter document.

**Lack of Formal Power:** Regardless of the home rule status of a state, all local governments are able to adopt a charter to establish basic principles for local governance. Local government powers cannot be assumed by adopting an ordinance, enacting state-enabling legislation, adopting a new administrative policy or procedure, or taking any other action emanating from the city council, county commission, the mayor, or the city manager. If the local government has not assumed the available state-specific powers through its charter, the city's authority will be limited unnecessarily. This challenge is faced by a recently-incorporated city functioning without a municipal charter. The city must adopt a charter that assumes all powers available to it so the city can exercise its legal authority and have formal control over all aspects of its operations.

**Form of Government:** Governmental structure matters. The way a local government is structured affects how decisions are made and how the everyday business of government is carried out. This is particularly true with the form of government. When the ideas held by citizens about how the government functions are not in line with the city's particular form of government, a local government may consider changing its structure. This kind of structural problem requires a charter solution.

A word of warning should be mentioned here. A form of government should never be changed in response to the desire, action, or inaction of a particular *person, for example a mayor or city manager*. Changing a form of government does not change a person's leadership style, personality, management approach, or preferred political strategies. For example, the current mayor in a council-manager city may argue that he or she needs more power to be an effective leader and changing to a mayor-council form will allow him or her to be more successful. This argument falls short for two reasons. First, future mayors may not be as effective as the current one. Changing a form of government is not a short-term solution. Once the form is changed to mayor-council, city government would depend heavily on the mayor's political and administrative leadership under the leadership of both effective mayors and ineffective mayors. Therefore, changing form of government should never be aimed at providing a person with more power. Second, mayors can exert substantial leadership within the council-manager form when they bring together a clear majority and set goals for the city manager. Finally, altering the city's form of government should never be used as a weapon to eliminate a person from the organization. If there is dissatisfaction with the person serving as city manager, for example, this person should be removed by the council rather than shifting from a council-manager to a mayor-council form and eliminating the position of city manager.

The question of whether change in form should be considered and, if so, which form should be chosen is a major issue in some charter reviews. A preliminary discussion of factors to consider in choosing form of government is presented as an appendix to this publication. For additional information, see *The Model City Charter* published by the National Civic League.

Once a general consensus exists that convening a charter *review commission* is the right approach or convening a commission is required by the charter, work may begin.

## The Road Ahead

Residents of a community have the right and responsibility to shape their local government. While the level and extent of citizen participation may vary, a process of actively and effectively engaging citizens should be at the heart of any charter creation or revision.

One of the first steps in changing a local government's charter is identifying a group of individuals who may be willing to serve on a charter review commission. A charter review commission is a body authorized by law and exists for the sole *purpose of drafting and ultimately* submitting to the voters either a new charter or revisions to an existing charter.

Like a constitutional convention at the state or national level, a charter review commission closely examines the government and its present charter, studies the experience of other cities or counties under their respective charters and forms of government, determines the best principles of local government to build into proposed charter changes, and then drafts a new charter, charter amendments, or a presumably improved charter. Because the commission is typically composed of community residents who are not involved in daily governmental operations, the commission, by design, is able to be objective and impartial in its evaluation.

While the individuals appointed to this commission may be chosen various ways, there are some common features of their work that are consistent across the country. For instance, there is typically a time constraint placed on the commission to complete its work, the commission encourages and solicits citizen input, and the final commission recommendations are considered by voters at the polls.

The group of individuals chosen to serve on this commission is charged with a unique and important civic-minded task. An opportunity to serve one's community in this way typically comes once in a lifetime. Furthermore, if voters approve the changes, the commission's work will have lasting impact for many years to come.

Because each local government is unique in its strengths, community dynamics, power structures, and personalities, there is not one "right" way to conduct a charter review. This Guide is designed to be used in conjunction with the latest edition of *The Model City Charter* published by the National Civic League. The *Model City Charter*, which is judiciously updated from time to time to remain current and relevant, has proven extremely useful to many local governments that have written new a new charter or amended an existing charter. This Guide is intended to complement the *Model City Charter* by providing helpful suggestions and strategies aimed at facilitating what many consider a complex and overwhelming task: the process of charter review.

# Chapter Two



## The Charter Review

During the early 1900s, many cities faced serious challenges to effective governing. As a result, they became actively involved in charter reform. Since charter reform provides a way to redefine the basic rules of governmental operation, cities looked to their charters as a way of reducing corruption, enhancing local autonomy beyond what was granted by state governments, improving government efficiency and strengthening control over municipal finances. Over the twentieth century, more than eight cities in ten over 10,000 in population changed their form from the traditional weak mayor-council form or chose one of the new approaches as newly created cities.

Today's local governments also face challenges and often look to their charters for solutions. A well-functioning local government relies on established rules, regulations, practices, and precedent, and its charter is a large part of this. Sometimes a local "crisis" or series of public debacles bring into question some aspect of the charter. In other cases, a local government might be required to conduct a charter review every ten years, for example, to assess whether or not any changes should be considered. When a routine charter review is mandated, the review is necessary even if there is not a specific reason for a review. It is important to note that a charter review commission does not singlehandedly have the power to change the charter. Instead, this body has the ability to draft charter amendments or a new and presumably improved charter to be considered by local voters at the polls.

While a charter contains the enduring guiding principles for governmental operations, it also must be able to be adapted and changed. Although many good charters stand the test of time, they are documents crafted by flawed human beings who are unable to see into the future. Therefore, charters need to be revised and updated from time to time - in good times and in bad.

Charter review starts with the appointment of a commission made up of local residents who are tasked with methodically and objectively reviewing the existing charter and various aspects of local government operations. The scope of work assigned to charter commissions varies widely. As a result of the review, the group determines what (if any) changes should be considered for formal adoption. Because each community is different, there is not one "right" way to do this. Each charter review process will be unique to the community conducting it.

While writing or amending a charter requires the involvement of local residents, interestingly only a

handful of people have ever had any experience drafting a charter or changes to one. So, for most people involved in the process, it is their first and only experience with such a task. Without a doubt, this body is challenged with an uncommon and significant civic duty.

## Commission Membership

Opportunities for direct citizen involvement in local government often garner a healthy amount of attention. While citizen involvement in committees, advisory groups, public hearings and the like is a significant and valuable part of local government operations, membership on a charter commission offers an uncommon opportunity for public service to one's community. Participation in the charter process is citizen involvement at a higher level and with greater potential impact.

A charter commission is a body authorized by law and established for the single purpose of drafting and submitting to the voters a newly created local government charter or revisions to an existing charter. The appointment of this group of individuals, typically between 15-20 registered voters, is often governed by laws and regulations that specifically deal with charter creation and revision. For example, in some cases the commission members might be required to be appointed by the mayor. In other cases, it may be the council that appoints the members. In still other situations, these individuals are elected by the voters. In any case, this independent commission of citizens is empowered to organize its review within the assigned scope and establish its schedule in order to facilitate its study of the charter and certain aspects of the government.

Given the importance of the commission's task, the membership of the charter commission is worthy of careful consideration. Individuals chosen to serve on the commission have a special opportunity for local statesmanship. If voters ultimately approve the work of the commission, the efforts of this group will have lasting impact on the future of the community and the local government. Therefore, selection of the individuals to serve in the charter process is a crucial decision.

All participants should be eager to work hard and willing to share their talents and expertise. It is important to understand that participants bring with them unique value systems, biases, differing opinions on what "good government" is, good and bad life experiences living in different communities, and (in some cases) personal agendas. As a result, deeply-held beliefs and viewpoints set the stage for complex committee dynamics, passionate discussions, and heated debates.

At the heart of this process is the active and focused engagement of a diverse and representative group of community members. Diversity is important for several reasons. The involvement of diverse groups and perspectives will not only contribute to a better final product, but also lend credibility to the validity of the final outcome. Therefore, no group should be left out. All segments of the community should be represented and no one should be excluded based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations or marital status.

When the commission is composed of community residents who are not involved in day-to-day governmental operations, the commission is able to be detached, objective and impartial. The most effective charter commissions are not dominated by lawyers, scholars, and accountants, but made up of civic-minded, intelligent lay people with a common-sense approach to things. The members should a) be in touch with the perspectives present in the community; b) command respect from local residents; and c) bolster the confidence of citizens in the process and the work of the commission.

Special mention should be made about the role of local elected officials. While in many cases the mayor and/or council plays a role in the appointment of commission members, the involvement of elected officials should end at that point. The charter process functions best when it is rooted in citizen involvement rather than one influenced (intentionally or unintentionally) by political officials directly serving as members. In some cases, the commission's recommendations go back to the council, which has the authority to decide whether the proposal will go to the people for a vote or may determine the final language of proposals. Still, the commission should do its work independently and give the council and the voters its best thinking about charter change.

## Key Commission Players

**The Chairperson.** The chairperson of the commission will have a vital role to play. Because commission members are respected and intelligent individuals in their own right, it follows that they should be led by someone who is widely regarded as a person of integrity and good judgment who is politically neutral, accomplished, and widely-respected. The ability to collaborate is also valuable. This individual might be a former mayor or other well-known civic-minded individual who is level-headed and has a good sense of the work of a charter commission.

A number of real advantages come from the city council naming a chairperson and commission members simultaneously. However, if the council does not choose a chairperson, it is up to the commission to do so. Oftentimes a commission takes up the subject at its first meeting without much thought. Due to the significance of this position, the selection of the person to head the commission should not be taken lightly. The most successful charter commissions are led by a well-chosen chairperson. Unfortunately, instead of a thoughtful and deliberative decision, many times the selection of the chair is made quickly and relegated to a random selection from among those willing to be considered.

So, what makes for a good commission chair? A good chair is skilled at conducting well-run meetings. But there is much more to being a successful chair of a charter commission. A good chairperson has a sincere passion for the work of the commission and is able to translate that passion to its members. A good chair motivates commission members and speaks personal words of support and encouragement when needed. A good chairperson connects ideas, challenges opinions, helps define problems, and ultimately assists the group in reaching consensus on the issues that must be addressed.

These qualities are found when the chairperson uses a participatory style over an autocratic one to encourage active involvement among the members. This kind of chair acts more as a facilitator than as the local expert with all the answers. The chair leads the meetings, focuses the work of the commission, and keeps the process organized and on-track. The chair does not give up his or her right to participate in shaping the decisions of the commission but participates in a fair way. For example, the chair does not use the position to give advantage to some members nor to discourage members who hold different views. Further, the fair chairperson does not forcefully express his or her views in order to discourage others from expressing their opinions.

It is a lot to ask for the chairperson to singlehandedly address the myriad of issues that may arise during commission deliberations. Ideally, the commission chair will have the ability to call upon competent advisors to assist when needed. A discussion of two such advisors follows.

A Resource Person. The intensity and scope of the work of a charter commission make it ripe for conflict. The politically-charged task for which this body is responsible can easily result in communication breakdowns and gridlock. For this reason, many chairs have found it valuable to have a substantive resource person, consultant, or other expert sit alongside the chairperson and serve as a “go-to” person when a complex or substantive question arises. This person may also make early presentations to the commission on form of government alternatives and on other key issues as they arise. This person is not a member of the commission and does not have a vote.

A resource person might be educated in public affairs, political science, or public administration with experience in charter writing, such as a university professor or a senior staff member at an institute of government. In other cases, this person may be a consultant with a favorable record of involvement with charter commissions. If a charter commission does not have the luxury of engaging a paid resource person, a “pro bono” volunteer from a university or governmental institute with charter experience may be an option to consider. Regardless, an outside resource person is often an extremely useful addition to the commission as a source of technical guidance, suggestions, and advice. The key is that this person *has had experience with charter commissions* and is willing to bring that experience to the commission.

**A Legal Expert.** Every charter commission should have access to sound legal counsel. However, it is important to note that the study of law is by no means a study of local government, politics, and public administration. And, not just any lawyer can provide the information the commission will need.

For charter writers, it is highly important to be sensitive to the state-specific legal context in which the resulting charter must operate. A legal advisor can be invaluable in helping the group avoid potential conflicts with state provisions. Sometimes specific charter provisions must be included to allow a local government to take advantage of or to escape from laws established at the state level.

City or county attorneys are of particular value to the commission because they are familiar with the existing charter, the legal problems the local government may have had with it, and the applicable state laws. Furthermore, laws that govern the county, school districts, and other units may come into play. The detailed and sometimes complex arrangements that exist among a local government and its public sector components, quasi-governmental entities, and associations underscore the value of a knowledgeable, state-specific legal advisor who can address questions that arise.

However, not all legal experts are created equal when it comes to charter commissions. If the city attorney has experience drafting charters or charter revisions, that individual may be the preferable choice to serve as the commission’s legal expert because this individual will be affordable and responsive. However, if the city attorney does not have this kind of experience, the commission needs the ability to hire outside legal counsel with state-specific experience drafting new or revised charters.

If an outside attorney is hired, the city’s full-time attorney should still be involved in the process by providing testimony to the commission and reviewing and commenting on the final draft document. After all, long after the commission has dissolved, the city attorney will be the one to defend the charter if and when it is attacked. Therefore, ongoing involvement of the city’s own legal advisor is a critical part of the process.

Finally, a commission should not refrain from claiming power or including a provision in the charter just because there is doubt about how it will stand up in court. The powers of many local governments have

been unduly limited not by the laws or courts of the state but by the timidity of the charter commission or the commission's legal counsel.

## Funding

As a conscientious public body, the commission should make every attempt to minimize its financial obligations. However, every charter commission must have some money available to cover its necessary expenses.

As often as possible, the commission should use public buildings for its meetings. It is likely that the local government will make its office staff and equipment available to the commission so that secretarial services, stationery, copying, and postage can be handled in-house. Even more technical matters such as website updates and bulk email messages may be completed by local government staff. Instead of paying outside experts for their time, local government staff members (such as the finance director, for example) should be considered because they typically prove to be informative advisors willing to share their expertise with the commission at no cost.

While visits to other communities by commission members may occasionally be desirable, junkets at public expense are not appropriate. A better alternative is to invite speakers from outside the community to speak to the group during its meetings.

No commission member should be paid a salary or honorarium. Furthermore, commission members should never assume that they will be reimbursed for expenses without first consulting the appropriate government staff member.

If a significant cost is identified and deemed necessary or appropriate, the commission should make a formal request to the local authorities for the needed funds. Only necessary expenses should be reimbursed - such as consulting fees or outside technical assistance. Accounts of all receipts and all expenditures should be carefully maintained.

## Public Outreach

The best charter is of little value if voters do not approve it. For this reason, a concerted effort to win public understanding and acceptance should begin the day the charter commission is selected and continue until the day the vote is taken on the proposed charter or amendments. This may mean a small work group is charged with this task.

Many former charter commission members would likely agree that only half of their job was charter writing. The other half was sound public outreach. Many well-written charters have been defeated at the polls due to poor public relations and a lackluster voter education program.

Positive publicity and voter education can be achieved a number of ways. The most common and long-standing approach is through public hearings. Unfortunately, public hearings are notoriously poorly attended and are considered by many to be ineffective. Fortunately, there are a number of other ways to gather public input and share information. Neighborhood-based meetings and specially designed "dialogue" sessions can be organized. At the latter, participants discuss the qualities they would like to see promoted in their government and their community rather than suggesting specific charter provisions.



Local government newsletters, speakers' bureaus (including commission members), brochures, local magazines and newspaper articles, television and radio ads, public access television channels, and updates sent via email are other ways citizens can be informed of the process and invited to participate.

The local government website should include the most up-to-date information about commission meeting times, agendas, and minutes. Also through this site, residents should be able to sign up for charter-related email alerts, press releases, and meeting reminders. Another useful idea is to make available well-written speeches, white papers, PowerPoint presentations, and talking points addressing the commission's work and related efforts. An online forum can be set up to collect views about the charter revision. In sum, extensive information about commission meetings should be easily accessible to the community, ideally published electronically and available online.

It is not unusual for the work of charter commissions to pique the attention of schools and civic groups. Such an exercise in democracy is worthy of attention and serves as an excellent real-life case study of government in action. For example, junior charter commissions may be used as a learning tool for students. Of more immediate importance is that the attention of students will often indirectly invite the attention of their parents who, of course, are part of the voting public who will be asked to support the new charter at the polls. Therefore, the commission should willingly work with schools and civic groups to plan activities or projects related to the charter commission's work.

Residents deserve the fullest opportunity to be informed and to participate in the process. To this end, charter commission members should encourage the involvement and attention of a variety of community groups. Local residents can never have too much information concerning the vital charter-related issues being discussed in commission meetings. That said, the information released to the public must be easily understood and clearly organized to avoid confusion often caused by information overload.

Public involvement has many benefits. One important benefit of an aggressive public outreach and education process is that it often results in a constructive and thorough review of the commission's work which, if considered honestly, will improve the final product. Furthermore, when residents are afforded the opportunity to offer their opinions and suggestions in an environment in which ideas and input are taken seriously, residents are more likely to support the commission's recommendations at the polls.

Therefore, it is not enough to rely on just a few avenues to effectively educate and update the citizenry on the commission's work. Publicity and education efforts must be multi-pronged. In all cases, the message should be consistent: a charter commission is active; its members are hard at work; it is considering complex and substantive issues; citizens are encouraged to get involved and offer their ideas and opinions; and once the commission has completed its work, citizens will decide in an election whether or not to adopt the proposed charter or charter amendments. In sum, the message to the broader community should be that the commission is working in good faith to make the best decisions possible about what is best for the community and its local government.

While communicating with the public is important, individual commission members should be wary of making any statements that are inconsistent with the overall public message endorsed by the whole commission. This includes taking a public stand prematurely on controversial matters which can undermine the progress of the group. When in the public eye, it is important for commission members to guard against untimely public comment on issues on which the commission might change its mind in light of further study. Oftentimes, the best answer to some questions is, "We are still studying the question."

Every local political situation is unique to a certain extent. Without a doubt, local leaders best understand local dynamics and can come up with the most effective public education strategies aimed at gaining the support of a majority of citizens. These efforts should become more intense during the final campaign. A good public outreach and voter education campaign allows the commission to keep in touch with what the public is thinking and saying about the commission's work. This is important throughout the process, but is of particular importance as the election draws near.

## The “Charge”

The task of a charter commission is to prepare and present to the voters the most straightforward, clear, and forward-looking charter it can. Many times the specific “charge” for the commission's work comes from the city council. In particular, a commission may be authorized and empowered to do the following:

1. Examine the existing local government charter.
2. Conduct a comprehensive or limited study of various aspects of the local government.
3. Examine the procedures and interrelations of the different parts of the government to determine the role the charter plays in the current state of affairs.
4. Research the experiences of other cities or counties under their respective charters and forms of government to discover better governmental arrangements and practices.
5. Determine from independent study and investigation the principles of local government that should be built into the proposed charter or proposed charter changes.
6. Draft the proposed charter or charter amendments in a clear, logical, and consistent way.
7. Conduct its affairs in such a manner as to win the respect of local residents.
8. Educate citizens about the process and the progress of the commission and encourage adoption of the charter or its amendments.

Sometimes a particular area of the charter is singled out for review. For example, a charter commission may be instructed to examine whether the mayor's term should stay the same or be lengthened, if a city administrator should be added to the mayor-council structure, or if the number of council members should be changed. Charter commissions are convened for a host of different reasons from the mundane (such as a legal requirement to do so every ten years) to the politically charged (such as in reaction to municipal scandal and corruption). Identifying the factors that serve as the impetus for charter review is extremely helpful to organizing the early work of the commission and in setting the right tone for productive meetings.

In this vein, many questions may cross the minds of commission members:

- What are the expectations for the commission?
- To whom is the commission accountable?
- Is there a crisis in local government that gives clear purpose to the commission's work? If so, how might that situation influence the commission's work? Is the crisis related to conditions that can be affected by the charter?
- Were any members of the commission “instructed” by someone (such as the mayor or council) to promote a certain position or advocate specific changes to the charter?
- Will the commission's recommendations go directly to the voters or to the city council first for review and possible revision?

Once these kinds of issues are addressed, the real work can begin. One suggestion is to hold a kick-off meeting early in the process to bring everyone together and work through any concerns such as those listed above.

## Getting Started

Holding an initial kick-off meeting with the commission and local elected officials has a dual purpose. First, it officially conveys the reasons behind creation of the commission and offers a sense of purpose. Second, it provides an opportunity to address lingering concerns or questions and to dispel any uncertainty or doubt in the minds of commission members, local residents, and the media.

A useful exercise for the commission members themselves soon after the kick-off session is to create a “shared vision of government” - a statement aimed at drawing members together towards a shared purpose, motivating them when times get tough, and giving their work meaning. This vision should not specify particular charter provisions (such as an election method or form of government), but instead should describe the qualities of the government the community would like to have in the future. This is not a simple assignment. Creating such a statement requires an examination of the values held by the community and the unique characteristics of the population. It is an exercise in finding unity in the midst of diversity.

While the individuals serving on the commission have different backgrounds, priorities, and beliefs, their shared aspirations for good government will be a unifying force. Discussing the diverse perspectives represented on the commission will be time-consuming. Supportively listening to the ideas of others requires patience. However, the tangible achievement of common ground evidenced by a written shared vision statement can be a significant early milestone.

Another idea for the early meetings of the commission is to invite one or more members of previous charter review commissions to speak to the group. These individuals may be local residents who have participated in past charter efforts or individuals from other communities that have recently gone through the process. Those with charter-writing experience will likely have some “words of wisdom” to share with the group that can prepare and inspire them to face what lies ahead.

The commission works together for only a limited period of time (generally no longer than 12 to 18 months) since there is typically a time constraint placed on the group to complete its work. Working with a strict time constraint places a premium on the efficient use of time. For this reason, many charter commissions find it helpful to establish a calendar at an early meeting. This calendar should set forth the work of the commission, meeting times, and important dates such as elections and other deadlines that are fixed and cannot be changed. It is not unusual for city councils to specify - or at least have in mind - when they want to hold the charter election. Other times there are legal restrictions on when an election may be held. For example, in Texas, cities have only two dates in a calendar year in which an election can be held. Knowing these kinds of deadlines up front is a key step to the success of any charter commission.

## The Commission at Work

The work of charter writing is not easy. The issues are complex. While writing or amending a charter is challenging, it is not impossible. Frankly, the charter process often stirs passion and controversy. It can be messy, noisy, and complicated.

Throughout the process, some members may feel that progress is not coming fast enough. Some will want to slow the process to allow for further study or public input. Others may want to move ahead without additional public comment. Some may become frustrated. Some may become angry. The challenge for the commission is to remain focused on the work at hand in spite of these obstacles.

As uncomfortable and contentious as commission discussions may become, the best commission members stay focused on what they are asked to do. They are not afraid of what is hard, even when success is uncertain. The greater the success of the commission in writing a charter that advances the public welfare of the community, the more honor and satisfaction will come to its members.

Typically, a commission holds many meetings and public hearings. Meetings should be held in a convenient and well-known location that encourages public involvement. Meeting attendance is critical and should be required of members. Because the ongoing involvement of the membership is so important to the process, members who are not able to attend meetings consistently should be replaced. For example, it is not uncommon for members who miss three consecutive meetings to be removed and replaced.

Many charter commissions reach out to the community by holding certain meetings outside the confines of city hall or the commission chambers. One strategy to encourage participation is to hold some meetings in various public venues throughout the community - essentially moving select meetings to the "backyards" of local residents.

During meetings, the commission hears testimony from public officials, staff, representatives of community organizations, and members of the public. It receives reports on special topics, listens to experts make presentations on various issues, and debates important policy matters and discusses draft reports on special topics. Often, a city staff member or administrator serves as a non-voting liaison and provides some level of staff or clerical assistance.

It is possible and desirable for meetings to be both businesslike and informal at the same time. Meetings should be planned and organized, but not rushed. The chair should see that members stick to the business at hand while retaining an atmosphere of friendly informality. Meeting agendas are beneficial because they help focus the group's discussion. Everyone should be heard with time allowed for focused deliberation.

Upon completion of its draft, the group should come back together to review all of the proposed changes. A few meetings should be set aside for this. Additional clarification or resolution may be needed to address any charter revision recommendations that are unclear or overlapping. Arriving at the proper charter language is a key final step because no matter how good the recommendations may be, they cannot simply be compiled. Legal edits and other modifications aimed at providing continuity and harmony will be required at this point. Therefore, if a substantive resource person was involved in the charter process, soliciting his or her comments and suggestions on the draft is a worthwhile step. If the local government did not engage such a person, the commission should attempt to get "pro bono" feedback and suggestions from a university or governmental institute resource person. The city attorney should also be called upon to provide comments.

A good practice is to publish and circulate an official yet tentative charter draft and invite public scrutiny. Inviting reactions to the draft serves a number of purposes. First, it affords another opportunity for genuine feedback from citizens. Second, it informs the voters that the commission is, for the most part, done with its drafting work. Third, it allows the commission to make adjustments prior to the election which may

strengthen the charter and improve its chances of success. Fourth, it helps to clear away doubts and rumors about what is and is not contained in the recommendations. Finally, it reminds residents that the final decision lies in their hands in the upcoming election.

At the end of its work, the commission should prepare and issue a “Report to the Voters” that serves as an executive summary telling the community what principles the commission followed and explaining the main features and merits of the proposed charter or charter amendments. Circulating such a document allows the commission to share candidly with the voters what benefits are expected from the proposed charter and the rationale behind various elements. If appropriate, an organizational chart illustrating the proposed governmental structure can often be helpful. If used, this Report should be released with the draft charter serving as a guide for reporters and editors as to what the commission considers the most important features of the recommendations. It is important that the first impression of the commission’s work be an accurate impression.

### **Should We Draft a Completely New Charter or Amend the Old Charter?**

One question that commonly arises during the work of charter revision is whether to set aside the existing charter and draft a completely new charter - or simply amend the current version. The appropriate approach depends on a number of factors including the quality of the existing charter and the extent and characteristics of the contemplated changes. If the charter requires a number of fundamental changes (such as changing the form of government), it is often better to submit the changes as a clean, new draft of a complete charter.

Charters have so many interlocking provisions that it is often difficult to produce a consistent, coherent result by submitting a series of separate amendments. Many local governments have been frustrated when attempts to produce a basic change with patchwork amendments have resulted in a disjointed, confusing document. If the entire charter is re-written, it has the additional benefit of allowing the commission to “clean-up” minor defects in the original document which, while needed, did not on their own warrant the convening of a charter commission.

One of the common arguments in support of charter amendments is that changing only certain parts of the charter is likely to encounter less opposition than presenting a completely new document to the voters. When voters are considering an entirely new document, opposition to one part of the charter might jeopardize public support of an otherwise acceptable charter. Such opposition is typically focused on just one or two sections. If this is a possibility, some states allow the commission to submit the charter to the voters with alternatives on the matter(s) in question. The burden, then, is on those who advocate the alternative option. They must then convince the voting public that their alternative position is better than the one recommended by the commission. In many cases where this approach has been taken, citizens supported the charter as a whole *and* approved the choice preferred by the commission. It should be noted that when submitting a proposition with alternatives, care should be taken to make sure that the alternatives do not result in conflicting provisions.

### **Dealing with Opposition**

Opposition is often encountered with a good charter, so the commission should not be surprised or disheartened when it occurs. Strong opposition does not occur in all cases, however. Many charter reforms are strongly supported by local officials and members of civic-minded community organizations who know

from personal experience the need for improvements to the workings of the local government.

When they surface, opponents can and will come from very different places. Certain groups and individuals will be opposed to any departure from the status quo. Others will be opposed to changes because they do not go far enough. Elected officials often do not support changes to their offices, powers, duties, or salaries. It is not uncommon for leaders of political parties, influential community groups, or other factions with interests at stake to make their disapproval known.

It is important to understand the viewpoints and fears of such groups in order to win their support, or, if necessary, counteract their influence. Often the support of these individuals is lost because it is assumed they are unalterably opposed to charter change. However, sometimes a group may be won over by a meeting to discuss their concerns. Other times, a non-objectionable provision in the proposed charter could be added to allay their concerns and win their support.

While the commission should be sympathetic and open to listening to the demands and views of all local residents, it must take the high ground by appealing directly to those in opposition to support sound principles of government first and foremost. It cannot do this by appeasing each pressure group and yielding to its demands. Making weak compromises often results in an inferior document. The dignity, independence, and effectiveness of the commission will be destroyed if it gives in to the demands of special interest groups in ways harmful to the public welfare.

The important thing to remember when compromises are suggested is that the essential features of a charter must be in harmony. More than one charter has failed at the polls or (worse yet) in implementation due to compromise provisions that are incompatible with its basic pattern. If enough broad support exists for the effort and the draft document as a whole, this support will override objections to small matters that are raised.

Evidence is overwhelming that the vast majority of citizens in any community want “good government.” That is, people desire a government that can be described as ethical, effective, and efficient. A useful byproduct of discussions about good government is that often the opposition comes to the realization that, while they won’t agree with the majority on many things, common ground can be found when it comes to the underlying principles of good government.

The commission’s constant message of working for a better government coupled with a sincere interest in involving all citizens in a transparent and open process will do much to counteract the negative pressures of special interest groups that may surface in opposition to the work of the commission.

## The Election

The process for how and when the charter or charter amendments are considered by voters varies greatly by community. Upon completion of its work, the commission forwards its final recommendations to either the elected officials for their consideration or directly to the voters. Ultimately, the decision is in the hands of the local residents.

In many cases, recommendations of the charter commission are added to a scheduled upcoming election. In states that are covered by the Voting Rights Act, the Justice Department typically has to approve a charter election. In other cases, charter recommendations are a stand-alone issue and the timing of the election can

be determined by the local government. If the charter commission is able to weigh in on the timing of the election, it should carefully consider the matter in light of the political calendar, weather, holidays, and other local community dynamics in an attempt to time the election to encourage high voter turnout.

Regardless of the timing of the election, appropriate and sufficient time should be allowed between the completion of the commission's work and the election to allow for ample public comment and feedback. Voter approval of the charter recommendations will be the test of the vision, courage, statesmanship, and public outreach exercised by the commission's members.

### **Conclusion**

All charter reviews are different. Most commissions enjoy substantial discretion in what they can recommend to address the areas within their purview - from sweeping changes to no changes at all. For example, following an evaluation of the government and its charter, a commission may recommend leaving the current charter basically intact. On the other hand, a group may recommend a far-reaching change such as changing the city's form of government. In the end, the best commission recommendations are those based on transparency, diversity, and widespread public involvement.

## Dos and Don'ts for Commission Members

**DO be a team player.** You should be intent on making significant improvements. So, share your thoughts and ideas and respectfully listen to the comments of others. Be wholeheartedly engaged and committed to the process while respecting the time constraints imposed on the commission.

**DO be open to finding the form of government that best fits the preferences of local residents.** If the commission is considering form of government in its deliberations, each member should put any preconceived ideas aside in order to evaluate the options objectively based on the fundamental features of each and the experiences of other cities.

**DO be willing to compromise and change your mind in light of evidence.** Let go of the belief that if you lose, I win. That said, compromising does not mean giving up your good ideas and accepting inferior ones advocated by others. Taking the easy way is not the best way. Halfway measures have little usefulness or appeal. Statesmanlike compromise is a group process of give and take in which the most practical ideas rise to the top, are blended together, and made into a workable system. The end result may not please you in all respects, but it will represent legitimate consensus and, likely, substantial improvement.

**DO keep in mind that the voters are the final decisionmakers on whether to accept or reject the proposed changes.** Be willing to play a part in educating the electorate and publicizing the work of the commission. An informed citizenry will make the best decision on election day. So, welcome the involvement of many people in the discussion. Be sensitive and responsive to what you hear from them. Know that ongoing community support for the work of the commission keeps naysayers in check and ultimately leads to good results when the votes are counted.

**DO be cautious of making premature public statements on charter-related matters.**

**DON'T refuse to support a good idea for improvement to the charter because you feel it is not good enough.** The "perfectionist" - the person who insists on perfection or nothing - will likely be at best a distraction and at worst a serious roadblock impeding the important work at hand.

**DON'T use commission membership as a springboard for your future political career.** You were chosen to be involved to serve the citizens, not your ambitions. Any attempt to use your involvement as a stepping stone toward a career in politics will not be lost on other members of the commission who will likely discount your opinions as political posturing. Commit to putting the public welfare ahead of your own career aspirations. Focus your attention on the work of the commission. If your work on the commission triggers in you a genuine desire to seek political office or if a citizen movement drafts you for office, so be it. In either case, you will get more respect as a political candidate when you make that decision made after your involvement on the commission rather than before.

**DON'T try to solve all the ills that might plague the local government by pushing for overly restrictive prohibitions in the charter.** Power is always subject to possible abuse in the hands of the wrong people. The challenge is to establish a system that will enable local residents to hold their public officials responsible for the way they use power. There is no gain in setting up a new government and then hamstringing it by denying it the flexibility and power essential to any effective government.

**DON'T allow the commission to surrender sound principles of good government to the stubborn opposition.**



# Chapter Three



The most practical way of keeping a charter to moderate bulk is to restrain the tendency common among charter commissions of trying to solve all municipal problems right in the charter. This is not the proper function of a charter, which is rather to establish a framework within which the city government, representing the people, can solve its problems as they arise.

— Thomas H. Reed, *Revising a City Charter*

## The Charter Document

### What Qualities Make a Good Charter?

A charter is not only used by attorneys. It is used by a cross-section of the community - elected officials, government employees, and everyday citizens. Therefore, the language used and writing style employed should be user-friendly and easily understood by an average citizen.

The better a charter is, the easier it will be for public leaders and officials to operate a proactive and successful local government. A good charter functions as a harmonizing, integrating, and controlling document. Therefore, the qualities of a good charter are worthy of consideration. Good local government charters are (1) straightforward; (2) consistent; (3) thorough, but not exhaustive; (4) flexible; and (5) focused on the fundamentals.

**1. Straightforward.** Simple and straightforward language facilitates comprehension. A good charter is easily understood by laymen as well as lawyers. The reality is that elected officials, government professionals, community leaders, and average citizens - none of which are legal experts - will be the main users because *they* are the ones that will implement the charter and refer to it when a question arises. Good charters are understood without a law dictionary. That said, including certain clauses or phrases that have been accepted by the courts as having a precise meaning may be necessary to ensure the charter will hold up in

the courts. Furthermore, much care should be taken in choosing the “right” words. The choice between words such as “shall” and “may” is an example of how exact wording is very important.

**2. Consistent.** Consistency throughout a charter is important on many levels. The writing style, verbiage, and content should be considered when looking at consistency. Comparable provisions should be handled similarly. Charter provisions of substance that do not harmonize with each other may lead to disunity, unhealthy bickering, and government paralysis. Inconsistencies not only breed confusion for the local government, but also can trigger future litigation.

In addition, a charter should be free of any internal structural contradictions or inconsistencies. For this reason, once a basic form of government is chosen, the charter commission should be wary of adding elements of other forms or eliminating features inherent to the chosen form. For example, the structure of the council-manager form can be completely undermined by provisions that permit the mayor to wield administrative powers exercised in the strong mayor form. While adopting widely accepted variations within a form can be workable, caution must be taken to avoid creating a system that is essentially at war with itself.

**3. Thorough, but not Exhaustive.** A good charter is comprehensive in terms of addressing all the necessities to facilitate an effective government. However, it should not attempt to be exhaustive by addressing every possible future scenario. There is a fine line in which the goal should be to include all necessary and essential components in a thorough, yet concise manner. Details should be avoided as much as possible. However, brevity at the expense of clarity can lead to confusion and litigation. A good rule of thumb is to express the intended meaning with the fewest and best words, whether it takes ten or one hundred. Generally, better charters are shorter charters. That said, the length is somewhat an outgrowth of state law and what broad areas need to be included. Detailed procedures should be established in administrative codes which are more easily updated and changed.

**4. Flexible.** Desires of citizens change over time. State and federal mandates on local governments are on the upswing. Residents demand new and expanded services. “Doing more with less” is a mantra often heard in local government. Those who make management and administration decisions are challenged every day to do just that. Officials must often use creativity and innovation to come up with new ways of doing things in order to free up time and resources to take on new programs or services. Providing local government leaders the flexibility to make changes is critical.

Good charters leave far more discretion to local government officials than charters of the distant past. Simply put, a charter should confer upon the elected officials and administrative staff broad powers to implement it and to promote the community’s welfare. In the interest of local self-government, the charter must free the hands of decision-makers rather than tying them.

**5. Focused on the Fundamentals.** Good charters set forth general principles rather than legislative details. A charter’s focus can be limited to the fundamentals when it is supplemented by an administrative (or municipal) code that addresses the details of the local government’s administration and procedures. An administrative code is simply a collection of ordinances that sets forth the particulars of how the broad statements in the charter will be implemented on a daily basis. When procedural details are handled in the code or elsewhere (such as a policy and procedures handbook, for example), the charter can focus exclusively on the most fundamental provisions aimed at protecting the citizens, the form of government, and the relationships between the elected officials and the administration.

## Essential Components of a Charter

Local governments were not created by U.S. Constitution. Local governments are, in fact, creatures of the states. Therefore, they are regulated by the states and have only the powers and functions given to them by their respective state constitutions and legislatures. So, to discuss local governments in general terms is virtually impossible due to the different legal and political contexts represented by different states across the country.

However, an important court decision that is widely accepted as governing relationships between cities and states is known as “Dillon’s Rule.” Iowa Supreme Court Chief Justice John Forrest Dillon’s view was that because cities are creations of the state, they have only the powers *specifically given to them* by the state constitution or legislature or included in a state-approved charter. If there is ever a question or “gray area” regarding the power of a local government to do something, the answer is always “no.” In other words, if it is unclear whether or not a local government has the authority to take some action, the authority has not been granted. Chief Justice Dillon’s viewpoint had significant impact on cities in the late 1800s because other courts and legislatures embraced the same perspective.

Because a growing number of local governments wanted more flexibility and discretion in decisions about issues that impacted them, a movement to counteract Dillon’s Rule emerged. The concept of “home rule” supports the rights of cities to govern themselves. Supporters of home rule defend the right of municipalities to manage their own affairs without state interference or involvement.

Today, most states have provisions in their state constitutions or other legal instruments that allow some form of municipal home rule, allowing citizens to exercise expansive decision making powers through their municipalities. Local governments that operate under home rule have broad powers that include control over things *that the state legislatures have not specifically granted and those things not specifically prohibited*. Essentially, home rule frees a local government in many ways to take actions that those without home rule are not able to take. For this reason, many cities adopt home rule charters. It is important to note that the degree of home rule afforded local governments varies greatly by state and is often limited to specific classes of cities and counties, for example.

Unfortunately, not all states have home rule. Local governments in these states still operate with restricted powers. To a large degree, the power of cities located in states without home rule is limited to the specific powers granted to them by their state legislatures. For example, a city located in a non-home rule state that encounters a situation in which a certain authority has not been specifically granted by the state is required to get special legislation passed at the state level before it can take that action. On the other hand, cities with home rule are freed from the necessity of running to the state legislature every time the public welfare requires something new to be done or an old function to be performed in a new way.

A city in a home rule state should boldly include in its charter broad discretion over the scope of services it provides in order to take full advantage of the power available under the home rule provisions of its respective state. Doing so will provide the opportunity to undertake new policies or new methods to address issues that are not currently anticipated. Is there any real danger in this approach? The answer is no. In spite of broad powers that a far-reaching home rule charter might afford a municipality, there are several safeguards that will keep a city from venturing too far into uncharted territory:

1. Most city councils are highly conservative about undertaking new services or enacting novel or inappropriate regulations that may put the reputation of the city at risk.
2. Typically, city budget dollars are tight. Risky ventures that may impact the city coffers too severely are generally derailed before they get too far.
3. Periodic elections, vocal residents, citizen surveys, governmental audits, and watchdog groups keep municipal decision makers mindful of the consequences of their actions.
4. Regardless of charter provisions, legal restrictions still exist to limit some municipal activities and powers. Limits have set by the state constitution, state legislature, and the courts. The U.S. Constitution prevents any city, as an agent of the state, from depriving any person of life, liberty, or property without due process. The court system exists to test any possible abuse.

Because particular laws and circumstances vary from place to place, the essential components of a charter will be discussed in general terms. Detailed and sometimes complex arrangements exist among a local government and its public sector components, quasi-governmental entities, and associations. Setting local peculiarities aside, the essential provisions found in most charters can be organized into a few specific categories: powers of the city; city council; city manager (if applicable); departments, offices, and agencies; financial management; elections; general provisions; charter amendment; transition and severability.

**1. Powers of the City.** A starting point for many local government charters is to address and define the scope of powers of the local government. Within the context of specific state law, a local government should claim all powers it may legally exercise through its charter. Again, a city in a home rule state should include a statement that allows for broad discretion in order to take full advantage of the power available under home rule provisions set forth at the state level.

When writing a new charter or making revisions to an existing one, commission members need to remember that the rules established by charters do not exist in a vacuum in organizing, empowering, and regulating local governments. There is a “hierarchy of laws,” so to speak. And while a charter which establishes various legal regulations is a part of that hierarchy, so are other laws. The federal constitution, federal laws, federal administrative regulations, state constitutions, state laws are also a part of this legal context. For example, general state legislation and special legislation take precedence over charter provisions in regulating the activities of a local government. Even a city that operates under constitutional home rule may have no power to change some of the statutory provisions of law that bind it.

**2. City Council.** A challenge for every local government is to attract able, talented, and willing elected leaders that represent the community well. The charter plays a role in this. Because there is not a special formula to make sure this will happen, local communities are left to come up with their own solutions. Many argue that concentrating council authority in a small, representative governing body is desirable because smaller legislative bodies are more effective than large councils. In addition, every member is essential in a smaller council and can be closely monitored by citizens and the media.

This charter section discusses various details regarding elected officials, including the mayor and city clerk. The goal is to prescribe a way for elected officials to be chosen that allows for fair representation and fits with local values. Specifically, the charter should address issues of residency requirements and whether or

not public officials are to be elected by district or at-large. Other issues such as powers and duties, eligibility, terms of office (number of years, staggered vs. concurrent), term limits, compensation (salary), prohibitions, vacancies, and ordinances are also included here.

*City council members.* Regardless of form of government, the council is the decision making body that sets the direction of the local government through local policies. The expansive power of council members includes control over the local government's finances (budgets, revenues, expenditures, and borrowing), property, priorities, goals, and legislation. These individuals are elected by the citizens to represent them and be accountable to them. Much is expected of a city council member. Serving one's community in this way is a high calling.

Every charter establishes the process for selecting council members. Specifically stating how public officials are elected is essential. Alternate approaches are discussed later in this chapter. The unique characteristics of each local government's population come into play here. Representation is key. The charter should allow for the election of a council that is truly representative of the entire community. While no specific design can guarantee effective, impartial, and equitable elected representation, the charter sets the stage for this to happen.

*Mayor.* A community's history, traditions, preferences, and experiences factor into the decision of how to handle the selection of the mayor. The way the mayor is elected impacts the dynamics among all local elected officials and the overall effectiveness of the mayor's office, among other things. Therefore, careful consideration should be given to this procedure set forth in the charter. Two commonly used methods in council-manager cities are when (1) the council chooses a mayor from among its membership; and (2) the mayor is elected at-large. (All voters directly elect the mayor.) Both are workable alternatives, although the second is now the predominant practice. A mayor elected at-large increases the likelihood of effective mayoral leadership. Candidates for at-large mayoral positions have the opportunity to discuss citywide issues, and the broad base of community support needed to win the office provides the winner with a mandate for action.

**3. City Manager.** For those cities operating under the council-manager form of government, the Model City Charter recommends a section addressing the appointment, qualifications, compensation, removal, and powers and duties of the city manager. It is important to note that deviation from the tried and true ways of successfully operating a council-manager city should be avoided. If basic standards and protections of council-manager government are laid aside, the form can be seriously undermined setting up the city for failure.

If a CAO is a part of a mayor-council city, a section in the charter should be designated to address this person's appointment, qualifications, compensation, removal, and powers and duties. As a source of professional advice, the CAO may function as a unifying force between the mayor and council. As stated earlier, the National Civic League in its latest *Model City Charter* recommends the CAO be either jointly selected by the mayor and the council or nominated by the mayor and approved by the council. This method encourages the CAO to be responsive to both the mayor and the council since both were involved in the hiring decision.

**4. Departments, Offices, and Agencies.** Every local government requires administrative departments to provide basic public services to its residents. Departments of a typical city include finance, human resources, parks and recreation, public works, library, water, sanitation, and public safety. These departments are responsible for conducting the business of the city and providing public services day after day.

How these departments are organized and how they function in the administrative hierarchy differs across the country - and even over time within a single community. Administrative shifts and reorganizations occur for a host of different reasons including taking advantage of organizational efficiencies, department head strengths, and personnel changes. Departmental reorganizations can vastly improve the inner workings of a local government saving the government and taxpayers money and improving customer service.

While most local government charters address governmental administration and departments to some extent, a charter should not identify a list of specific departments. Instead, it should simply state that the governing body may establish any office, department, or agency it deems necessary to carry out the functions of the local government. Consequently, the city council could approve changes such as combining or eliminating departments without changing the charter. While simple and general language is suggested, the latest edition of the Model City Charter recommends special attention be paid in the charter to the critical areas of personnel, law, planning, and financial management.

A charter commission should resist temptations to specify lines of accountability, add layers of complexity, or build in any extraneous features of supposed "safeguards." An example would be an independently elected department head. These additions are pitfalls for both efficiency and popular control. Instead, administrative departments should report to either the city manager (in the council-manager form) or the mayor (in the mayor-council form). In this way, the charter does not insulate any governmental function from popular control. The mayor is responsible to the voters for the administration's actions and is held accountable at the next election. The manager is responsible at all times to city residents through their council members who have the ability to dismiss the manager at will. These are essential features of each form of government. If the charter builds in any deviation from them, such as council confirmation of appointments made by the city manager or specified tenure for the manager, it will certainly reduce the chances of satisfactory operation of the government administration and weaken accountability. This means there is no room in either form of government for independently elected administrative personnel. Independent election of such officers undermines administrative responsibility and adds to the burden on and confusion of voters.

Furthermore, departments should not be headed by or responsible to boards or commissions. Boards and commissions, more or less autonomous and more or less independent of city government, are found in municipalities across the country. While citizen boards and commissions play valuable advisory roles for local governments, they should not play a role in actual administration, supervision, or policy execution. Departmental functions should be under the responsibility of a single individual (department head) who is held responsible and is accountable to the manager or mayor. Possible exceptions include the city clerk and judge who are typically appointed by the council.

So, where is the appropriate place for details of the organizational departments and functions to be enumerated? The answer is in the administrative (or municipal) code. And, the charter should mandate the city council to adopt one. An administrative code, adopted and amended by the council, governs the activities of the administration and sets forth the organization of the departments. Placing the administrative details in the code rather than in the charter allows for modifications without the burdensome and time consuming process of amending the charter.

The administrative code is, of course, subordinate to the charter. Specifically, subjects that should be detailed in the code rather than in the charter include the following: administrative/departmental organiza-

tion; accounting, expenditures, payroll; auditing; purchasing; bonding and borrowing procedures; franchises; eminent domain; special assessments; licensing and license revocation; nuisance abatement and planning and zoning.

It should be noted that flexibility is crucial to build into the administrative code as well so that it is easily maintained. The code, and the charter for that matter, should be silent on internal departmental workings allowing the manager or mayor latitude to make changes administratively without being hindered by council-mandated requirements or restrictions.

In sum, local government leaders *should* have the ability to make necessary or desirable changes to the administrative side of the organization. A good deal of leeway allows for quick responses to changing requirements and environmental factors. A charter that addresses administration in a simple and straightforward way and incorporates an appropriate level of flexibility sets the stage for an effective, efficient, and responsive government administration.

**5. Financial Management.** A well-run financial system is a critical component of a well-run local government. Because strong financial guidelines help to ensure the fiscal health of a local government, this section of the charter focuses exclusively on the finance function of the local government, particularly the budget. Flexibility and sound budgetary practices should be emphasized. Topics addressed in this section include fiscal year, budget submission, budget message, budgetary council action, appropriation and revenue ordinances, budget amendments, budgetary administration and oversight, the capital program, independent auditing, and public availability of budget-related records. In an era of public sector financial scandals and problems, charter writers should pay particular attention to this section. Clearly articulating sound fiscal practices in the charter is a key step along the path of financial health. The requirements set forth in this section of the charter, such as the independent audit, serve as a robust layer of protection for the finances of any local government.

**6. Elections.** A goal of every charter should be to establish democratic control so the local government is responsive to the will of the people. State election laws typically apply to municipalities, leaving local governments little if any control in these matters. However, there are a few important areas still under the control of local governments.

This section of the charter outlines various facets of the election process including election methods; when elections are held; partisan vs. nonpartisan elections; council districts and adjusting those districts; and initiative, referendum, and recall.

*Election methods.* The two common ways to elect council members are by **district** or **at-large**. A **mixed system** is one in which district and at-large elections are combined in some way.

**District:** District elections require a city to be divided in a number of geographical areas or districts. Each council member is chosen by the residents of a different district of the city. Candidate residency in the district is typically required. District elections have noteworthy benefits:

- They allow a minority group, particularly one living in a specific geographic area, to have a fair chance of being represented on the council.

- A council member elected by residents of a particular geographic area likely feels beholden to those living in the district. This often translates into a heightened sensitivity by the elected official to the concerns of those living in his or her district.
- Running a district campaign is less expensive than running a city-wide campaign. Therefore, district elections reduce the financial barrier for those seeking office as compared to running city-wide. As a result, the diversity and number of candidates could be strengthened with district elections.

On the other hand, governing bodies made up of individuals elected by district can have a difficult time agreeing on community-wide goals since council members are predisposed to focus on the problems of their district rather than the priorities of the city as a whole.

**At-Large:** In at-large elections, all candidates are placed on a ballot to be considered by all voters. Candidates in at-large elections occasionally run for specified seats on the council. Those candidates with the highest number of votes are elected to office. Public officials elected at-large represent the entire community. The at-large election system has noteworthy benefits as well.

- Unlike those elected by district, council members elected at-large theoretically are able to objectively view the priorities of the community as a whole and make impartial decisions based on the needs of all residents rather than on the priorities and desires of just one limited geographic area.
- If all council members are elected at-large, they all ideally embrace a holistic view of the community leading to a more unified and objective viewpoint as compared to a council composed of individuals elected from different districts with very different priorities.
- Residents can voice their concerns to any of a number of council members rather than just one. This is because residents are represented by all council members.

One possible negative effect of at-large elections is that it can dilute the ethnic or racial minority vote making it difficult for these groups to elect a representative to the council. Furthermore, at-large elections could result in the election of a number of council members who live in the same area of the city. This can raise questions regarding the fair distribution of public resources and the governing body's sensitivity to geographic areas where no elected officials reside. To address this particular concern, an outgrowth of the at-large system is the inclusion of a district residency requirement. In this scenario, council members are elected at-large, but not more than one council member can live in each district.

**Mixed System:** Some cities have chosen to use a mixed system in which some council members are elected by district and some are elected at-large. Since the Justice Department approved this hybrid as a system that complies with the Voting Rights Act, it has gained popularity. Supporters of this system argue that it combines the best attributes of both district and at-large systems. For example, it facilitates a city-wide perspective offered by at-large elections while incorporating the "personal connection" between local government and voters promoted by



geographically-based district elections. Problems can arise here as well when council members elected at-large believe their seats are superior to district council seats. To help combat this, all council seats should have the same duties and terms of office.

It is important to note that courts have had a lot to say in this matter. The one man-one vote court decisions and the passage of the federal Voting Rights Act have heightened both awareness of and concern about how local elections are structured. Across the country, many municipalities have been forced by the Justice Department to abandon at-large elections and replace them with district elections to increase the chance that representatives from minority groups serve on city councils.

*Timing of Elections.* If allowed by state election laws, the timing of local elections should be established in the charter. When a local election is held has certain implications. For example, if a local election occurs at the same time as a state and national election, voter turnout is generally high leading to more widespread participation by the electorate in local races. When elections are held at a time separate from state and national elections, local issues and candidates are the main focus and can be considered separately and apart from the broader political context. Both alternatives have positive and negative impacts. The National Civic League does not take a stand on either option. Legal advice, local preferences, and community dynamics should dictate the proper approach prescribed in the charter.

*Nonpartisan vs. Partisan Elections.* Political parties so prevalent and significant at the federal and state levels have little significance at the local level. It is unfortunate when local elections are decided solely on the basis of political party affiliation because of the limited importance of parties in municipal governance and because of the seed of division it plants before a single vote is cast on the council. Party primaries that nominate candidates from each party typically favor candidates who appeal to the most loyal “base” of voters within each party grouping. Primary voters are less likely to select moderates in each party and very unlikely to choose independents who are not affiliated with either party.

While nonpartisan elections do not eliminate the involvement or influence of political parties in local races, it can minimize the emphasis on politics by shifting the focus from Democrat vs. Republican to that of local issues. When deciding among candidates on a ballot without party labels, voters typically elect a mix of Democrats, Republicans, and Independents who must all work together on the council. For very practical reasons, national party strife should be put aside at the local level to focus on the concerns of the community.

The National Civic League supports nonpartisan elections as evidenced in the latest edition of the *Model City Charter*, and it is not alone. A number of states have formally recognized the benefits of this approach and have passed legislation requiring nonpartisan elections at the municipal level. Elections that use ballots without party designation help place local politics on its own and free local governments from domination by national, state, or county party organizations. Local governments that willingly choose this approach recognize that it is an important part of genuine home rule.

*Council Districts.* If the election of local officials is based on the existence of districts, the establishment of districts and process for re-districting is included in the charter. This section holds particular significance for political representation since re-drawing district boundaries is generally required after each U.S. Census based on population changes. The process, timing, and method (by districting commission or city council) are included in this section - not the actual district boundaries.

*Initiative, Referendum, and Recall.* If permitted by the state, these three procedures of direct democratic control over government give citizens a degree of confidence in their ultimate control of the city. Therefore, a charter should not dictate a severely high threshold for signatures required to initiate these measures. The commission should be sensitive to setting the required number of signatures at a reasonable level. If the charter sets an impossible standard, it will render these measures worthless. While they can be considered a “last ditch effort” to push an action through the legislative system, initiative and referendum are viable alternatives that should be available to residents and included in a charter if legally possible. If the local government is well-managed, responsive, ethical, efficient, and effective, use of these measures is kept to a minimum. Recall gives voters a chance to remove an elected official from office who is not meeting his or her responsibilities. The permissible grounds for recall, however, should be limited to misconduct or failure to perform the duties of the office, not disagreement with a decision the council member has made.

**7. General Provisions.** Good government is rooted in public trust. To a large degree, this requires government, as far as possible, to be responsive, open, and transparent. In today’s information age, transparency takes on a much different meaning than it did decades ago. Citizens have a high expectation for timely and accurate information to be available 24-7. Local governments should be proactive in making information available through all avenues possible. This moves beyond passing out copies of budget numbers at public meetings and issuing press releases on project updates. Citizens want and expect easy electronic access to considerable amounts of substantive public information.

The National Civic League’s *Model City Charter* includes a section titled “general provisions” which covers conflicts of interest, ethics, basic prohibitions, and campaign finance. A charter that emphasizes transparency and openness in these areas encourages public trust in local government and those working in it. Again in these matters, the charter should present the process for dealing with these issues in light of specific state laws or, alternatively, mandate that a process be adopted by the governing body via ordinance.

**8. Charter Amendment.** A charter should stand the test of time. However, from time to time charter revisions are necessary. While amending a charter should be possible, it should not be too easy. This helps ensure that successful charter amendments are both appropriate and necessary. For states that allow cities to adopt their own procedures for charter amendment, this section sets forth that procedure. Included here are regulations for the proposal of the amendment(s) and the subsequent election when voters approve or disapprove the proposed changes. Some charters include a provision here that requires a review of the charter every five or ten years, for example. Many cities have found the practice of mandated charter reviews to be a useful exercise. Any charter changes should, of course, require popular approval at a referendum.

**9. Transition and Severability.** Many charters do not address the possibility of a governmental transition from one form of government to another. However, charters that speak to this issue can be extremely helpful to those leading such a change by protecting a city from litigation, avoiding general uncertainty and confusion, and clarifying general city-related questions. While care should be taken to tailor this section to state law, the *Model City Charter* offers recommendations on how to handle existing employees, departments, and agencies; how to address pending legal and administrative matters; and the schedule for various upcoming meetings, deadlines, and elections.

## Conclusion

One of the most interesting things about local government charters is that each one is a distinct reflection of its community. Because a charter is the document that allows citizens to determine their own structure of government within state-prescribed legal limits, a charter is, in many ways, a manifestation of a particular community's values. Each charter is built on a specific set of political and administrative choices that are determined by the values held by local residents.

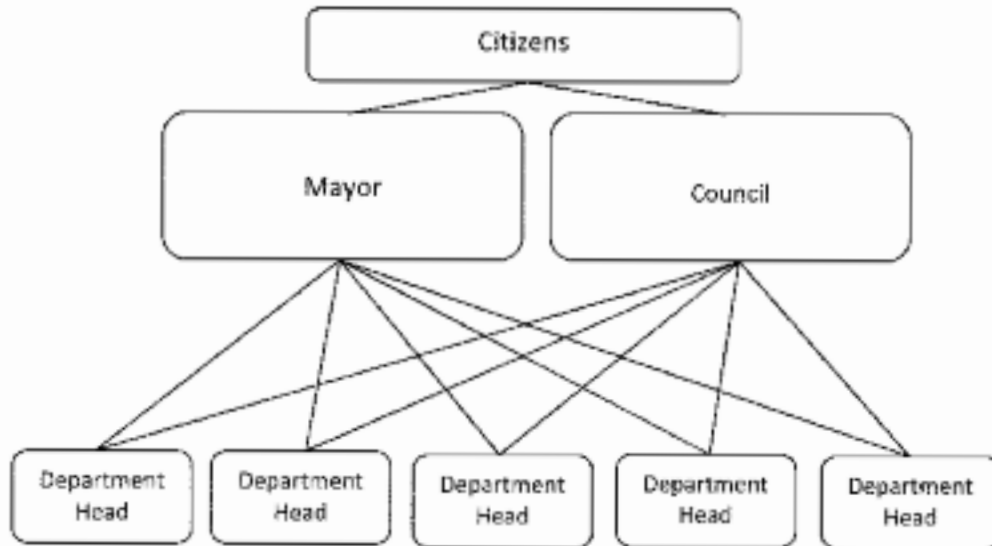
The final product of this process should be a charter built on widespread community involvement and, ultimately, widespread agreement on how the local government should function to best serve its residents. However, the charter process can result in even more. The call to action that the charter process requires can awaken a community's sensitivity to the importance and responsibility of civic involvement. If conducted successfully, the charter review process can result in a rebirth of widespread civic-mindedness - a quality that unfortunately is rarely seen in communities in a tangible way.

In the end, it is the community's values that build, alter, or reaffirm the foundation of its local government. In vibrant communities, citizens continually seek out new ways to improve how they govern themselves guided by the constitutional principles incorporated in their city charter. Ongoing refinement of the charter as a tool for effective governance is what the charter review process is all about.

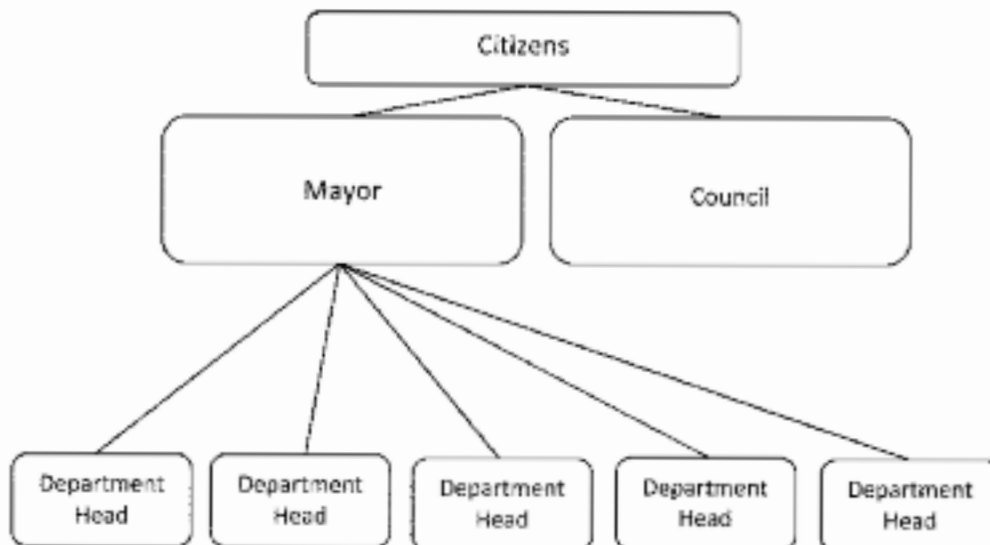
**A more thorough discussion of all of these charter components is presented in the latest edition of the Model City Charter published by the National Civic League. Commission members are urged to refer to the Model City Charter for background information, further detail, and insightful commentary on all aspects of charter revision discussed here.**

**Figure 1**  
**Forms of Government**

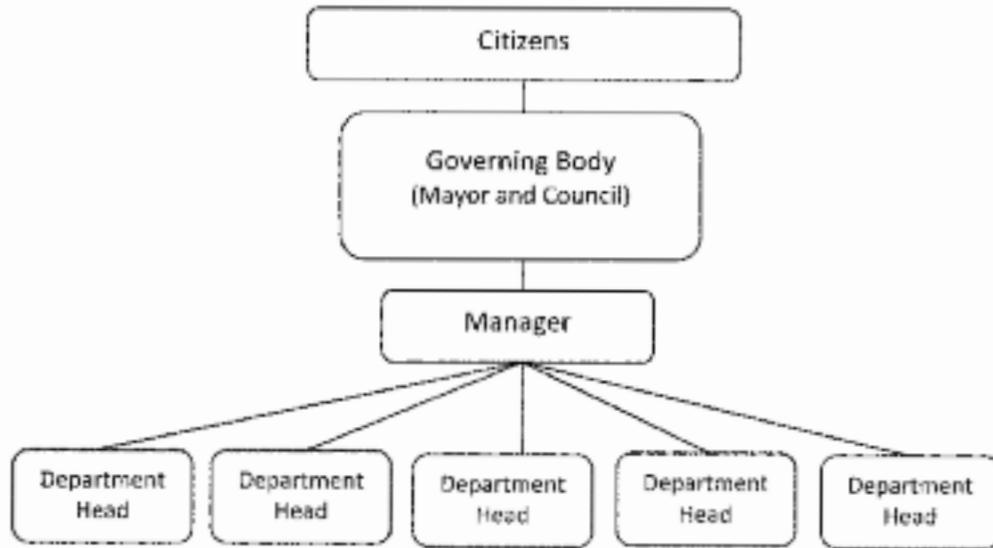
**Mayor-Council**



**Strong Mayor-Council**



## Council-Manager



# Appendix

## Which Form of Local Government is Right for Us?

A charter specifies a form of government. Because of its significance, a local government's form of government arguably influences every facet of its operation. Therefore, it is one of the most fundamental issues to address in the early work of a charter commission. Oftentimes, form of government is not on the table for discussion. However, for many cities, the underlying form of government is fair game. It is certainly a matter of discussion for a newly-formed city writing its first charter.

It is hard to exaggerate the significance of a city's underlying form of government. A city's form of government is the constitutional and legal basis for assigning authority and functions to government officials and creates its overall framework. Form shapes the nature of official roles and channels interactions into likely patterns of relationships, i.e., who talks to whom, who gives instructions to whom, and how are those instructions interpreted and acted on by the recipient. The United States is unique in having widespread use of two forms of government based on different constitutional principles. The essential differentiating characteristic is whether power is divided between the mayor and the council as in mayor-council governments, or resides in the council as in council-manager governments.

A city's decision about governmental form should be made only after a thorough and thoughtful examination of the different forms, the governmental characteristics represented by each, and the qualities local citizens would like to see in their government. This single decision will arguably influence more facets of government than any other. If the community is discussing form of government as a part of the charter review process, it might be helpful to step back and ask why form of government is on the table. As mentioned earlier, governmental form is a critical and necessary question for a city establishing its first charter. In other cases, a city in the midst of charter reform may consider moving away from its current form of government. To begin the discussion of the latter case, the following questions may be useful:

- What is the specific catalyst or impetus for desiring a change in the form of government?
- How will the proposed change in structure, function, and powers impact governmental leadership, management, operations, processes, and services - both positively and negatively?

Interestingly, while form of government is one of the most profound decisions a community can make about its local government, it is also one of the most commonly misunderstood. How a particular form of government plays out in everyday governmental operations is often not understood by many citizens. This lack of understanding poses a challenge when attempting to engage citizens in a meaningful discussion on the topic. At times, misunderstandings and misperceptions regarding the different forms of local government undermine constructive dialogue. Informal opposing groups advocating one form over the other can spark potentially uncomfortable and passionate debates. For this reason, conversations surrounding form of government should be handled delicately. For those commissions discussing form, a useful starting point is the presentation of an unbiased, fact-based, educational overview of the different forms.

## Different Forms of Municipal Government

Today, most cities operate under either the "mayor-council" form or "council-manager" form of government. The mayor-council form is modeled after the structure of the national government with checks and balances similar to those found in the U.S. Constitution. Like the constitution, little attention is given to the administrative responsibilities of the government. The council-manager form emerged as a proposal for reform in the early twentieth century. It was designed to focus on sound democratic governance determined by a unified mayor and council with professional advice provided by a professional

city manager accountable to the council. The manager is responsible for advising the council, implementing council decisions, and acting as steward of municipal resources. The National Civic League, established in 1894 to facilitate more honest and efficient local governments, has been a strong advocate of the council-manager form since its second Model City Charter adopted in 1915. Although this form departs from the divided powers principle in the national and state governments in the United States, the governing board-appointed executive model is the predominant structure in school districts and other special districts, hospitals, and nonprofit organizations.

Since it emerged, the council-manager plan has grown in popularity and is now the most widely used local government form in the United States in cities over 10,000. The council-manager form is also seen internationally in Canada, Australia, and other countries. Part of its appeal is its simplicity and its strong emphasis on democratic governance and professionalism. The International City/County Management Association (ICMA) reports that in 2010, there are more than 3,500 city governments in the U.S. operating under the council-manager form.

### **Mayor–Council**

Within the mayor-council form, there are variations in the division of power and authority. (See Figure 1) In both categories discussed here, the primary executive role is assigned to the mayor and the primary legislative (policymaking) role is assigned to the council but other officials may be involved as well depending on the exact features of the form.

The traditional mayor-council pattern is based on both separate and shared responsibility between the mayor, council, and other officials. It is often called the “weak mayor-council” form. Details differ but the top charts in Figure 1 illustrate two common examples. In addition to the division of policymaking and administrative roles between the mayor and council, a department head may report to a separate commission or a department head may be directly elected. Because of the fragmentation of authority under this form, arriving at consensus on a particular policy and achieving coordination can be difficult.

Many mayor-council cities have eliminated the features that produce fragmentation of authority, but assign overlapping and offsetting authority to the mayor and council. As in the U.S. Constitution, the mayor may have authority to appoint top administrators, but job candidates are subject to confirmation by the city council. The mayor typically has executive power for the local government's day-to-day management and operations, prepares and administers the budget, and carries out policies. The mayor typically has the authority to veto legislation passed by the council but subject to override by a supermajority in the council.

The strong mayor-council pattern emerged as a reform to weak mayor-council structures with highly fragmented authority and centralized more powers in the mayor's office. It is illustrated in the lower organizational chart in Figure 1.

Not only is the mayor the chief executive officer but also enjoys a high degree of independence. For example, the strong mayor has executive power to hire and fire department heads and city staff and to appoint members to city advisory boards. The mayor typically has greater latitude to act without council approval, for example, the authority to sign larger contracts. Information and analysis conducted by the city staff goes to the mayor who decides what

information will be shared with the council and the public.

Under this pattern, the city council is responsible for policymaking by way of resolutions and ordinances. Council members have no administrative power. The council has a broad oversight role but may have more difficulty getting information from administrative departments whose heads are the mayor's appointees. The mayor possesses the authority to veto actions of the city council. Although the council has authority to override the mayor's veto, the majority may not be able to assemble the super-majority that is required, for example, two thirds of the members rather than half plus one of the members. Stalemate between the mayor and council results when the mayor can block a council majority but the council does not have the extra votes to override the veto.

Those who champion the strong mayor-council pattern desire a strong independent political leader who also serves as the chief executive with centralized authority and limited checks on that authority. It is hoped that, from electoral support, the mayor can successfully enact programs and policies that are supported by and in the best interest of the citizens. Supporters argue that political responsiveness and political control will result in governmental actions that are supported by a majority of the community. On the other hand, the concentration of political and administrative power in one office may contribute to the misuse of authority, a diminished role of the council, the dismissal of professional information and advice or a lack of transparency.

The addition of a "chief administrative officer" (CAO) to the mayor-council form has become increasingly popular with mayor-council cities. The National Civic League recommends the addition of a CAO to all types of mayor-council governments. While the responsibilities of a CAO can vary widely, this individual is hired to handle some degree of the administration of the local government. How the CAO is appointed matters. The latest model city charter recommends a professional CAO who is either jointly selected by the mayor and the council or nominated by the mayor and approved by the council. This method encourages the CAO to be responsive to both the mayor and the council since both were involved in the hiring decision.

### **Council-Manager**

The council-manager form of government emerged as a result of local government scandals and corruption in the late 19th century and early 20th century. In an effort to find an alternative to the mayor-council form, government reformers advocated the council-manager form in hopes that it would be a more business-like approach to local government. Consequently, the structure of this form mirrors that of a corporation. The citizen-voters serve as shareholders who elect a city council to fill the role of a board of directors. The mayor serves as the chair of the board. They, in turn, hire a professional manager (similar to a corporate CEO) to implement the policies established by the council. This trained, professional, nonpartisan manager serves as the chief executive, has authority to manage all aspects of local government operations, and is continually accountable to the elected officials. (See Figure 1) If the manager is not performing to the satisfaction of the elected officials, the manager can be removed at any time. In sum, the city council fills the policymaking role and an appointed city manager is responsible to the council for policy advice and the executive functions.



Under this form, all local government powers rest with the governing body of elected officials, which includes the mayor. Since the mayor is a part of the city council, he or she usually does not have veto power. The mayor's contributions are based on the dual role as leader of the community and leader of the council. Effective mayors develop a shared vision for the city supported by the council and facilitate cooperation within the council and between the council and the manager. The mayor does not play a direct role in the administration of any aspect of city administration. The city manager provides information and recommendations to the entire council in public sessions that assure complete transparency. In addition, the manager is accountable to the council as a whole to provide information on city government performance to the council's oversight function.

While the governing body can issue instructions to the manager, elected officials are not allowed to go around the manager and issue a directive to any staff member under the authority of the manager. In this way, lines of accountability are clear. The city manager is singlehandedly responsible for all aspects of municipal operations including hiring and firing department heads (with the exception of the city clerk and often the municipal judge) and preparing and administering the municipal budget. The governing body holds the manager responsible for making sure their goals are being pursued and that the business of the local government is carried out efficiently and professionally. In addition, the city manager typically advises the council on various matters impacting the city. The city manager is a "controlled executive" chosen by the council to meet the distinct needs of the city, evaluated by the council on a regular basis, and can be removed at any time.

The city council in a council-manager city, serving as the city's governing board, provides a much different kind of political leadership than that found in mayor-council governments. In council-manager governments, the city council and mayor focus all energy and attention on the "big picture" by setting goals, monitoring progress toward those goals, and overseeing governmental operations. Supporters of this form value its tendencies toward politically-neutral policy recommendations that emphasize a long-term and communitywide perspective, effectiveness of policy implementation and service delivery, efficiency, clear lines of accountability, and a professional approach to city management.

Those who wish to alter either form's basic features should be cautioned. While a local government should adopt a form of government that fits its unique community, it is a mistake to think that one community is so "different" that it should tinker with the form and move away from the well-tested principles that have proven effective over years of experience in local communities of all shapes and sizes. Under both plans, variations are seen in at-large vs. district elections and partisan vs. nonpartisan elections, for example. However, ignoring fundamental aspects of either form of government can easily undermine the central principles of organization and official responsibilities essential for success.

Without question, the consequences of choosing one form of government over another should be carefully considered by charter commission members. Because there are so many excellent resources available that provide details about the plans as well as their advantages and disadvantages, the discussion offered here should be considered only a starting point or a "refresher" regarding the different forms of government.

## Suggested Readings

Note: This abbreviated list of suggested readings represents just a sample of the resources available that address the topics covered in this *Guide*.

Adrian, C.R. 1988. Forms of City Government in American History. In International City Management Association (Ed.) *The Municipal Yearbook 1988* (pp. 3-11). Washington, DC: International City Management Association.

Anderson, E. 1989. Two Major Forms of Government: Two Types of Professional Management. In International City Management Association (Ed.) *The Municipal Yearbook* (pp. 25-32). Washington, DC: International City Management Association.

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Fannin, W.R. 1983. *City Manager Policy Roles as a Source of City Council/City Manager Conflict*. International Journal of Public Administration 5(4): 381-399.

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Frederickson, H.G., Johnson, G., and Wood, C. 2004. *The Adapted City: Institutional Dynamics and Structural Change*. Armonk, NY: ME Sharpe.

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Nalbandian, J. 1987. *The Evolution of Local Governance: A New Democracy*. *Public Management* 69(6): 2-5

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O'Neill, R. and Nalbandian, J. 2009. Charter Reform: Ways to Think About It. *Public Management* November: 6-10.

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- Svara, J. H. 1990. *Official Leadership in the City: Patterns of Conflict and Cooperation*. New York: Oxford University Press.
- Svara, J.H. 1989. Is there are Future for City Managers? The Evolving Roles of Officials in Council-Manager Government. *International Journal of Public Administration*. 12(2):179-212.
- Svara, J.H. 1988. The Complimentary Roles of Officials in Council-Manager Government. In International City Management Association (Ed.), *Municipal Yearbook* (pp. 23-33). Washington, DC: International City Management Association.
- Watson, D. J., Hassett, W.L. and Caver, F. 2006. Form of Government and Community Values: The Case of Tuskegee, Alabama. *Politics and Policy* 34(4): 794-813.
- Wikstrom, N. 1979. The Mayor as a Policy Leader in the Council-Manager Form of Government: A View from the Field. *Public Administration Review* 39(3): 270-276.



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## **Business of the City Council**

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: Nuisance Ordinance Review  
to Reduce Wildfire Risk**

**Agenda Item No: 10.1.1**

**Exhibit: None.**

**Proposed Council Action: None.  
Information only.**

**Agenda Bill Author: Bryan Cutchen  
City Administrator: Bryan Cutchen**

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**ISSUE: Ms. Leslie Neu, a law student at University of Oregon, offer to do a courtesy review of the city nuisance ordinances and offer suggestions for revisions which would reduce wildfire risk and improve citizen safety. This reduction of risk to loss of property and human life during a wildfire event is accomplished by reducing the hazardous vegetation fuel loading on properties within city limits. She has a brief presentation and will then take questions.**

**FISCAL IMPACT: None.**

**OPTIONS: N/A**

**RECOMMENDATION: N/A**

**RECOMMENDED MOTION: N/A**

## **Business of the City Council**

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: Oakridge Westfir Area  
Chamber of Commerce TRT Request**

**Agenda Item No: 10.1.2**

**Exhibit: (1) Briefing Sheet**

**Proposed Council Action: A motion from  
the floor.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:** The Oakridge Westfir Area Chamber of Commerce has a request for 2021-2022 TRT funds. A briefing sheet is provided. They will give a short presentation and respond to questions. The TRT Banner Bank account currently has a balance of \$40,823. The FY21 budget is \$30,000 of which \$10,537 has been expended.

**FISCAL IMPACT:** \$15, 360 requested

**OPTIONS:** (1) Approve some or all of the request.  
(2) Disapprove the request.

**RECOMMENDATION:** Staff recommends option (1).

**RECOMMENDED MOTION:** I move we grant the Oakridge Westfir Area Chamber of Commerce \$\_\_\_\_\_ in Transient Room Tax funds for FY21-22.

**To: Oakridge City Council**

**Fr: Oakridge/Westfir Area Chamber of Commerce, Lynda Kamerrer, President**

**Re: 2021-22 TRT Funding Request Brief for Council Meeting on 5/20/2021**

The Oakridge Westfir Area Chamber Board is requesting financial support from the City of Oakridge to assist the organization in accomplishing its mission and goals. The Chamber acts as a convener, champion, and catalyst to promote and support economic activity and tourism in our community. Please read below for our past year accomplishments, how the City of Oakridge TRT contribution\* from 2020-21 was spent, and a sketch of our future direction.

### **Chamber Accomplishments for 2020-21**

**Elevating our Profile in the Community-** The chamber rolled out our new logo in all communications, posted Chamber signs at Oakridge City limits in both directions on Highway 58, served as a receptive point of contact for phone and web site inquiries, and invited the community to free events.

**Building Relationships with Businesses** – Provide helpful information and PPE during pandemic shutdowns, contact businesses in person, by phone, and email

**Networking and Collaborations** -Established an ad hoc committee for Covid Response to assist businesses; partnered with Cities, RARE, Travel Lane County, and SWFC, actively participate in grant writing, responding to regional stakeholders

**Website** – Established online membership portal, systematized renewals, and added an on line calendar, recordings of workshops and presentations, business resource page

**Pivot to Opportunities** – With the pandemic as a backdrop the Chamber turned a potential fundraiser into a fun community wide event called the Headwaters Harvest Festival

### **Use of Funds 2020-21:**

- Maintain and improve the Chamber web site\*
- Hired a contracted Board Assistant to focus on outreach to businesses, social media, newsletter, online sales and event platform
- RTMP funds for Harvest Fest included a variety of free community activities
- Other funds derived from: Savings account (funds earned in years past), Membership dues, , City of Westfir grants – were used for insurance, tax accounting, and internet expenses associated with maintaining a web site

### **Future Plans:**

- Continue contract with Board Assistant and consider increased hours and tasks
- Start reserve fund for 2022 revamp of web site (5 years old, faster, better, and easier to maintain products are available now)
- Continue and grow collaborations that improve the business environment in Oakridge & Westfir
- Assist businesses to address their weaknesses, especially online presence
- Support the efforts of city of Oakridge's Economic Development Staff
- Promote year-round tourism
- Complete a strategic planning session this summer to set goals for the next 2 years
- Recruit a group of volunteers to support the Board during special events and community activities

TRT Request  
 Oakridge Westfir Chamber of Commerce  
 May 12, 2021

	<b>Project Budget</b>
<b>Contracted Personnel Expenses</b>	
Average of 40 hrs/month with responsibilities to include membership management, communications, marketing, and cultivating a positive business culture	9360
<i>Sub-Total Personnel</i>	<b>9360</b>
<b>Consultant Expenses</b>	
Website Development & Maintenance	4000
Social Media Management	2000
<i>Sub-Total Other Direct Expenses</i>	<b>6000</b>
<b>TOTAL</b>	<b>15360</b>
<b>TOTAL REQUESTED from CITY OF Oakridge</b>	<b>15,360</b>
<b>Other Funding Sources</b>	
Fundraising events & online sales	500
City of Westfir (2000 budgeted plus 3000 granted)	5000
Membership dues (est 30 reg, 5 non profit, 5 indiv)	3800
<i>Total Other Funding Sources</i>	9300
<b>TOTAL POTENTIAL REVENUE</b>	<b>24660</b>



## Business of the City Council

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: OLCC Initial Liquor License Application for The Campfire Restaurant**

**Agenda Item No: 10.1.3**

**Exhibit: (1) OLCC Application**

**Proposed Council Action: A motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:** Ms. Marissa Lopez and Mr. Chad Mahler are seeking an OLCC Liquor License in the operation of their newly opened restaurant, *The Campfire, Home of Cowgirl Cookn.*

**FISCAL IMPACT:** Liquor tax revenue dependent on sales.

**OPTIONS:** (1) Recommend the license be granted.  
(2) Recommend the license be denied.

**RECOMMENDATION:** Staff recommends option (1).

**RECOMMENDED MOTION:** I move we recommend the OLCC liquor license for *The Campfire* restaurant be approved / denied.



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Chad Mahler  
Marissa Lopez Phone: 503-260-2313

Trade Name (dba): The Campfire, Home of Cowgirl Cookin

Business Location Address: Hwy 58 4780 S HWY 58

City: Oakridge ZIP Code: 97463

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday 11am to 6pm  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday 11am to 8:30pm  
Friday 11am to 8:30pm  
Saturday 11am to 8:30pm

#### Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: Possibly, we are new and might adjust our hours on Thursday or Sunday.

### ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

### SEATING COUNT

Restaurant: 32 Outdoor: \_\_\_\_\_  
Lounge: \_\_\_\_\_ Other (explain): conference area < 8  
Banquet: \_\_\_\_\_ Total Seating: 40

**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)

Investigator Initials: \_\_\_\_\_

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

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 4/21/2021



Trade Name of Business The Campfire, home of Cowgirl Cookn

Business Location 4700S Hwy 58 Oakridge 97463  
(number, street) (city) (zip code)

### LAW ORIENTATION AFFIRMATION

I have read the Commission's "Law Orientation for Retailers" booklet.

Today's Date May 6, 2021

Marissa Lopez  
Name (print)

[Signature]  
Signature

Chad Mahler  
Name (print)

[Signature]  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp:
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Name of City or County:
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Date application received: <u>4/29/21</u>
<input type="checkbox"/> Limited On-Premises	Date application accepted: <u>5/5/21</u>
<input type="checkbox"/> Off-Premises	License Action(s): <u>N/O</u>
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

[Redacted] Chad Mahler Marissa Lopez  
App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

[Redacted]  
App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) The Campfire, Home of Cowgirl Cookn		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 47805 hwy 58		
City Oakridge	County Lane	Zip Code 97463

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

<b>5. Trade Name of the Business (Name Customers Will See)</b> The Campfire, Home of Cowgirl Cook'n			
<b>6. Does the business address currently have an OLCC liquor license?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>7. Does the business address currently have an OLCC marijuana license?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065(1).)</b> 76672 LaDuke Rd			
<b>City</b> Westfir	<b>State</b> Oregon	<b>Zip Code</b> 97492	
<b>9. Phone Number of the Business Location</b> 5032602313		<b>10. Email Contact for this Application and for the Business</b> cowgirlcookn@gmail.com	
<b>11. Contact Person for this Application</b> MARISSA LOPEZ		<b>Phone Number</b> 5032602313	
<b>Contact Person's Mailing Address (if different)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

**ATTESTATION: \*\*READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM\*\***

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

**Applicant(s) Signature**

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Marissa Lopez

April 21, 2021

App. #1: (PRINT NAME)

App #1: (SIGNATURE)

App #1: Signature Date

Atty. Bar Information (if applicable)

Chad Mahler

4/21/2021

App. #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY FORM

1. Name (Print):	Lopez Last	Marissa First	Lael Middle
2. Other names used (maiden, other):			
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: [REDACTED]			
<b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.  Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>			
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)
6. Driver License or State ID #: [REDACTED]	7. State Oregon		
8. Contact Phone: 503-260-2313			
9. E-mail Address: cowgirlcookn@gmail.com			
10. Mailing Address:	76672 LaDuke Rd (Number and Street)	Westfir (City)	OR 97492 (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.			



# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No  Yes  Please list applications below    Unsure  Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Lopez	Last	Marissa	First	Lael	Middle
Signature:					Date:	4/21/21

**This box for OLCC use ONLY**  
\_\_\_\_\_ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY FORM

1. Name (Print):	Mahler Last	Chad First	Evert Middle
2. Other names used (maiden, other):			
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: [REDACTED]			
<b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.  Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>			
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)
6. Driver License or State ID #:	[REDACTED]	7. State OR	
8. Contact Phone:	541-232-393		
9. E-mail Address:	chad.mahler@gmail.com		
10. Mailing Address:	76672 LaDuke Rd (Number and Street)	Westfir (City)	OR 97442 (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.			





**OREGON LIQUOR CONTROL COMMISSION**  
**INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No  Yes  Please list licenses (and year(s) licensed) below    Unsure  Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No  Yes  Please list applications below    Unsure  Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Mahler Last	Chad First	Evert Middle
Signature:			Date: 4/21/2021

**This box for OLCC use ONLY**

Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?

## **Business of the City Council**

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: City Property Rental Fee Waiver Request**

**Agenda Item No: 10.1.4**

**Exhibit: (1) Request  
(2) Letter from Post Commander**

**Proposed Council Action: A motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen  
City Administrator: Bryan Cutchen**

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**ISSUE: Post 64 of the American Legion request a fee waiver to use a parcel of Greenwaters in the vicinity of the tennis court to perform a flag retirement ceremony on National Flag Day, June 14, 2021.**

**FISCAL IMPACT: \$20 of lost revenue.**

**OPTIONS: (1) Approve the fee waiver.  
(2) Deny the fee waiver.**

**RECOMMENDATION: Staff recommends option (1).**

**RECOMMENDED MOTION: I move we recommend the fee waiver for Greenwaters Park rental to conduct the National Flag Day flag retirement ceremony be approved / denied.**



# City of Oakridge

## Property Rental Application

Event: FLAG RETIREMENT CEREMONY

Small event <99  Large event >100

Name: SKIP BAKER

Date(s) requested: JUNE 14, 2021

Hours: 7-9A Open at: \_\_\_\_\_

Contact address: PO BOX 538 OAKRIDGE

Contact phone: 541-782-1100

### Facility:

### Rent:

- Greenwaters Picnic Shelter PARCEL \$20
- Greenwaters Community Building \$60
- Greenwaters Amphitheater \$300
- Greenwaters Whole Park \$500
- WAC Classroom \$25
- WAC Gym \$100
- WAC Senior Lounge \$25
- OFD Community Room \$25
- Old Public Works Bldg \$200
- Osprey Park \$100
- Salmon Creek Park \$100
- Diamond View Park \$100
- OIP Park \$300
- OIP Overflow Parking \$200

Total Fees: 20.<sup>00</sup>

### Requires Council Approval

Street closure location:

Alcohol permit:  Yes  No

Noise permit: N/A

Nature of noise:

Estimated distance noise will be plainly audible:

Is a variance required:  Yes  No

Variance subject to event rules (see reverse)

Attach a list of all residences/businesses within 500 feet

Applicant signature: 11/5/11

Date: MAY 5, 2021

Approval signature: \_\_\_\_\_

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

<b>OFFICE USE ONLY</b>	
Date paid:	_____
Amount paid:	_____

### ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

### Groups Over 100

In addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature: 11/5/11 Date: May 5, 2021

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.



**THE AMERICAN LEGION**  
Department of Oregon  
Post 64 District 3  
PO Box 538 Oakridge OR 97463

5 May 2021

TO: Oakridge City Council

June 14 is National Flag Day. And the American Legion Post plans to conduct formal Ceremonies in conjunction with community Scouting to Retire flags with destruction by traditional burning.

Request to use Green Waters Park for this formal event with waiver of any Fees. This Post will gladly accepts the responsibility to clean or repair the site.

Respectfully Submitted

Robert F. Baker  
Post Commander

## **Business of the City Council**

City of Oakridge, Oregon

May 20, 2021

**Agenda Title: Approval of Fire Protection Intergovernmental Agreement**

**Agenda Item No: 10.1.5**

**Exhibit: (1) IGA**

**Proposed Council Action: A motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:** The City of Oakridge currently provides fire protection services to the City of Westfir. The agreement is reviewed annually to updates. This is the proposed agreement for FY22 which includes an increase in the fee equal to the CPI-W, making the new total \$16,800, billed in quarterly installments.

**FISCAL IMPACT:** \$16,800 in revenue.

**OPTIONS:** (1) Approve the IGA.  
(2) Modify or reject the IGA.

**RECOMMENDATION:** Staff recommends option (1).

**RECOMMENDED MOTION:** I move we approve the intergovernmental agreement to provide fire protection services to the City of Westfir at a cost of \$16,800 for fiscal year 2022.

## INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF FIRE PROTECTION SERVICES

This agreement is made and entered into between the City of Westfir, hereinafter called Westfir, a municipal corporation of the State of Oregon, and the City of Oakridge, hereinafter called Oakridge, a municipal corporation of the State of Oregon.

Both entities are units of local government, organized and operated under the laws of the State of Oregon. Oregon statutes; Chapter 190 specifically authorizes agreements between units of local government that are party to the agreement for any and all functions and activities they have authority to perform.

### RECITALS:

- 1.) Oakridge operates a Fire Department and Westfir desires to extend this contract with Oakridge for fire protection until such a time that Westfir is able to fully provide fire suppression services.
- 2.) Oakridge and Westfir acknowledge that it is in the best interest of the patrons of Oakridge and Westfir to pursue an inter-governmental agreement that provides fire services to the citizens of the area.
- 3.) Both Oakridge and Westfir have the statutory authority to provide all services covered by this agreement.

NOW, THEREFORE, it is mutually agreed by and between Oakridge and Westfir as follows:

### 1.) AGREEMENT

- A. TERM: The term of this agreement shall be 12 months, commencing July 1, 2021. The agreement shall continue on a year to year basis unless one of the parties advises the other, in writing, at least 3 months prior to July 1<sup>st</sup> of any fiscal year of their desire to terminate this agreement. At the end of this agreement all equipment shall be returned to Westfir as inventoried and in equally good condition as at the origination of this agreement.
- B. Throughout the term of this agreement, Oakridge shall provide fire suppression response, training, dispatch, rescue services and other related services set forth herein, at substantially the same level in Westfir as is currently being provided in Oakridge by the City of Oakridge Fire/EMS.
- C. The Oakridge Fire Chief or designee shall have authority and responsibility to prescribe the manner, and method of providing the services delineated in this agreement, however neither may incur extraordinary costs that would adversely impact the other.

- D. As part of this agreement and as part of the payment identified within Section 5, Westfir may occupy space at the Oakridge Fire/EMS station for the purposes of administrative duties and housing of equipment.
- E. Compensation: Westfir shall pay Oakridge a total sum of \$16,800 per year. Billing will be done on a quarterly basis. Oakridge will send an invoice requesting payment of \$4,200.00 per quarter. This agreement shall be reviewed annually by both Westfir and Oakridge.

## 2.) PERSONAL PROPERTY AND EQUIPMENT

- A. All property and equipment including fire apparatus, furnishings, training aids and other articles of property, purchased by each entity shall remain the property of the entity that purchased that said property. However, Oakridge may use the City of Westfir property in the fulfillment of this contract which shall include but not limited to the Westfir Fire Truck 1241; and Westfir "Turn-Out" washing/extractor machine
- B. All repairs, improvements, replacements, or additions to the property described in 2A shall be the responsibility of the party that purchased said property. The entity operating said equipment shall be responsible for the routine maintenance costs. Oakridge understands that they must get prior approval from Westfir for any and all expenditures that exceed \$200.
- C. Oakridge shall be responsible for providing liability insurance for both entities property and equipment. Oakridge shall ensure that all personnel driving the Westfir Fire Engine 1241 are fully qualified to operate the engine in accordance with Oakridge Fire Department policies.

## 3.) GENERAL ADMINISTRATION AND MANAGEMENT

- A. General administration and management of the Oakridge Fire/EMS agency shall be the responsibility of the Oakridge Fire Chief or designee. The Oakridge Fire Chief works under the general direction of the City of Oakridge Administrator. The Oakridge Fire Chief shall provide information to Oakridge and Westfir, as requested.
- B. Operational control of all incidents within Westfir boundaries shall be the responsibility of the Oakridge Fire Chief or designee.
- C. All Fire Department employees and volunteers shall be employees of Oakridge. They shall be subject to the rules and regulations of Oakridge. Oakridge shall have the responsibility of providing all administrative services required of an employee including accounting, personnel, and insurance practices. Westfir volunteers shall maintain membership as a volunteer with the Oakridge Fire/EMS.



4.) BUDGETING/EXPENDITURES

A. Oakridge and Westfir agree to meet annually to renegotiate the amount of compensation for the next year of this agreement. The initial meeting shall take place not later than March 15<sup>th</sup>. If the parties cannot reach an agreement, that shall be considered notice of termination of the agreement. For the remaining year, the compensation adjustment shall not exceed the percentage increase in the City of Westfir's valuation for the previous year.

5.) HOLD HARMLESS

A. The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each entity, its officers, agents, or employees.

6.) MISCELLANEOUS

A. Westfir's Request for Proposals and the Proposals submitted by Oakridge are made a part of hereof. Westfir acknowledges that the personnel as set forth in Oakridge's proposals are subject to change herewith, the provisions of this agreement shall control.

B. Any amendments or modifications hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

City of Oakridge

City of Westfir

\_\_\_\_\_  
Kathy Holston, Mayor

Melody Cornelius  
Melody Cornelius, Mayor

\_\_\_\_\_  
Oakridge City Administrator

Nora [Signature], 5-5-21  
Westfir City Recorder

***Schedule of Cash Balances Per Bank and Book***

**April 30, 2021**

**Summary of Bank Balances**  
**April 30, 2021**

<u>By Bank</u>	<u>Account</u>	<u>Bank Balance</u>	<u>By Fund</u>	<u>Balances Per Books</u>		
				<u>Banner</u>	<u>LGIP</u>	<u>Total</u>
Banner Bank	General Account	\$1,404,231 (1)				
	Ambulance Account	\$254,281				
	Muni Court Account	\$34,636	100 General	484,842.96	54,303.97	\$539,147
	Safer Grant Account	\$6,365	230 Street	115,421.85		\$115,422 (3)
	TRT	\$40,823	232 Emergency Services	(379,580.77)		(\$379,581)
	Water relief	\$0	245 Water Capital Reserve	29,040.00		\$29,040 (3)
LGIP	City Account	\$83,325 (2)	252 Woodstove Replacement	21,302.60		\$21,303
Total Cash & Equivalents		<u>\$1,823,660</u>	255 Bicycle/Ped Path	8,076.10		\$8,076
			321 Water Bond Reserve	120,683.02		\$120,683 (3)
	less: restricted	(\$847,936)	390 Industrial Park	582,791.19		\$582,791 (3)
	available	\$975,724	620 Water	212,055.46	29,017.00	\$241,072
			622 Wastewater	269,340.55		\$269,341
			696 Stormwater	38,487.65		\$38,488
			TRT	40,837.00		\$40,837
			Water relief	765.00		\$765
				<u>\$1,544,063</u>	<u>\$83,321</u>	<u>\$1,627,384</u>
					less: restricted	(\$847,936)
					available	\$779,448

1) Pooled cash account. The sum amount listed below is restricted for Street Fund, Industrial Park and the Water Bond Reserve (a debt service fund) and is not available for general use.

SUM of (3): \$847,936

2) Local Government Investment Pool (LGIP) is a cash equivalent consisting of various types of investments governed by ORS294.135 and the Oregon Investment Council.

Business Type Activities (BTA)	\$548,901
Governmental Activities	\$1,078,483
Restricted Funds	\$847,936

Portion of BTA needed to meet Restricted requirement -  
>

***Summary of Revenue &  
Expenditures by Fund***

**Year to date April 30, 2021**

***Preliminary***

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total GENERAL FUND Revenues	\$ 369,202.75	\$ 63,787.82	\$ 3,427,750.00	\$ 2,793,157.80	18.51%
Total GENERAL FUND Expenditures	\$ 369,202.75	\$ 186,612.73	\$ 3,427,750.00	\$ 2,063,224.70	39.81%
GENERAL FUND Excess of Revenues Over Expenditure	\$ 0.00	\$ (122,824.91)	\$ 0.00	\$ 729,933.10	0.00%
Total STREET FUND Revenues	\$ 44,869.00	\$ 20,470.21	\$ 537,944.00	\$ 380,654.47	29.24%
Total STREET FUND Expenditures	\$ 44,869.00	\$ 23,899.79	\$ 537,944.00	\$ 250,045.78	53.52%
STREET FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ (3,429.58)	\$ 0.00	\$ 130,608.69	0.00%
Total EMERGENCY SERVICES FUND Revenues	\$ 141,501.00	\$ 50,508.98	\$ 1,163,951.00	\$ 502,980.96	56.79%
Total EMERGENCY SERVICES FUND Expenditures	\$ 141,501.00	\$ 82,056.93	\$ 1,163,951.00	\$ 942,906.16	18.99%
EMERGENCY SERVICES FUND Excess of Revenues Ov	\$ 0.00	\$ (31,547.95)	\$ 0.00	\$ (439,925.20)	0.00%
Total Water Fund - Capital Reserve Fund Revenues	\$ 2,420.00	\$ 0.00	\$ 29,040.00	\$ 29,040.00	0.00%
Total Water Fund - Capital Reserve Fund Expenditure	\$ 2,420.00	\$ 0.00	\$ 29,040.00	\$ 0.00	100.00%
Water Fund - Capital Reserve Fund Excess of Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,040.00	0.00%
Total WOODSTOVE REPLACEMENT FUND Revenues	\$ 1,442.67	\$ 0.00	\$ 17,312.00	\$ 22,312.60	(28.89)%
Total WOODSTOVE REPLACEMENT FUND Expenditur	\$ 1,442.67	\$ 0.00	\$ 17,312.00	\$ 1,010.00	94.17%
WOODSTOVE REPLACEMENT FUND Excess of Revenu	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,302.60	0.00%
Total BICYCLE/PED PATH FUND (frmly Agency Fund)	\$ 673.00	\$ 0.00	\$ 8,076.00	\$ 8,076.10	0.00%
Total BICYCLE/PED PATH FUND (frmly Agency Fund)	\$ 673.00	\$ 0.00	\$ 8,076.00	\$ 0.00	100.00%
BICYCLE/PED PATH FUND (frmly Agency Fund) Excess	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,076.10	0.00%
Total WATER BOND RESERVE FUND Revenues	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 120,683.02	0.00%
Total WATER BOND RESERVE FUND Expenditures	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
WATER BOND RESERVE FUND Excess of Revenues Ov	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,683.02	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total INDUSTRIAL PARK FUND Revenues	\$ (84,380.67)	\$ 7,459.61	\$ 543,811.00	\$ 672,253.77	(23.62%)
Total INDUSTRIAL PARK FUND Expenditures	\$ (84,380.67)	\$ 16,589.93	\$ 543,811.00	\$ 105,209.13	80.65%
INDUSTRIAL PARK FUND Excess of Revenues Over Ex	\$ 0.00	\$ (9,130.32)	\$ 0.00	\$ 567,044.64	0.00%
Total WATER FUND Revenues	\$ 185,290.33	\$ 80,619.81	\$ 2,151,082.00	\$ 1,098,373.88	48.94%
Total WATER FUND Expenditures	\$ 185,290.33	\$ 32,671.05	\$ 2,151,082.00	\$ 892,107.72	58.53%
WATER FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ 47,948.76	\$ 0.00	\$ 206,266.16	0.00%
Total WASTEWATER FUND Revenues	\$ 85,607.00	\$ 57,572.29	\$ 1,033,932.00	\$ 830,684.57	19.66%
Total WASTEWATER FUND Expenditures	\$ 85,607.00	\$ 32,295.42	\$ 1,033,932.00	\$ 600,508.64	41.92%
WASTEWATER FUND Excess of Revenues Over Expend	\$ 0.00	\$ 25,276.87	\$ 0.00	\$ 230,175.93	0.00%
Total STORMWATER FUND Revenues	\$ 3,550.00	\$ 2,351.44	\$ 42,600.00	\$ 51,810.28	(21.62%)
Total STORMWATER FUND Expenditures	\$ 3,550.00	\$ 673.34	\$ 42,600.00	\$ 13,278.01	68.83%
STORMWATER FUND Excess of Revenues Over Expend	\$ 0.00	\$ 1,678.10	\$ 0.00	\$ 38,532.27	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 760,232.00	\$ 282,770.16	\$ 9,076,181.00	\$ 6,510,027.45	28.27%
Total Expenditures	\$ 760,232.00	\$ 374,799.19	\$ 9,076,181.00	\$ 4,868,290.14	46.36%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (92,029.03)	\$ 0.00	\$ 1,641,737.31	0.00%

***Summary of Revenue &  
Expenditures by Department***

**Year to date April 30, 2021**

***Preliminary***



**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total GENERAL Revenues	\$ 5,347,947.10	\$ 6,658,866.19	\$ 9,076,181.00	\$ 6,510,027.45	28.27%
Total GENERAL Expenditures	\$ 2,967,555.30	\$ 3,745,502.47	\$ 6,588,499.99	\$ 2,966,420.33	54.98%
GENERAL Excess of Revenues Over Expenditures	\$ 2,380,391.80	\$ 2,913,363.72	\$ 2,487,681.00	\$ 3,543,607.12	(42.45%)
Total ADMINISTRATIVE Expenditures	\$ 723,129.30	\$ 695,522.72	\$ 866,356.00	\$ 657,905.44	24.06%
ADMINISTRATIVE Excess of Revenues Over Expenditures	\$ (723,129.30)	\$ (695,522.72)	\$ (866,356.00)	\$ (657,905.44)	24.06%
Total BUILDING/PLANNING Expenditures	\$ 53,333.30	\$ 21,160.97	\$ 111,500.00	\$ 86,117.41	22.76%
BUILDING/PLANNING Excess of Revenues Over Expenditures	\$ (53,333.30)	\$ (21,160.97)	\$ (111,500.00)	\$ (86,117.41)	22.76%
Total POLICE DEPARTMENT Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total POLICE DEPARTMENT Expenditures	\$ 965,544.70	\$ 828,082.03	\$ 1,072,324.00	\$ 864,912.64	19.34%
POLICE DEPARTMENT Excess of Revenues Over Expenditures	\$ (965,544.70)	\$ (828,082.03)	\$ (1,072,324.00)	\$ (864,912.64)	19.34%
Total LIBRARY Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total LIBRARY Expenditures	\$ 24,315.60	\$ 23,239.78	\$ 34,465.00	\$ 31,152.43	9.61%
LIBRARY Excess of Revenues Over Expenditures	\$ (24,315.60)	\$ (23,239.78)	\$ (34,465.00)	\$ (31,152.43)	9.61%
Total PARKS Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total PARKS Expenditures	\$ 26,833.00	\$ 23,290.89	\$ 253,636.00	\$ 153,856.50	39.34%
PARKS Excess of Revenues Over Expenditures	\$ (26,833.00)	\$ (23,290.89)	\$ (253,636.00)	\$ (153,856.50)	39.34%
Total WAC Expenditures	\$ 19,666.60	\$ 23,207.74	\$ 65,536.00	\$ 47,299.69	27.83%
WAC Excess of Revenues Over Expenditures	\$ (19,666.60)	\$ (23,207.74)	\$ (65,536.00)	\$ (47,299.69)	27.83%
Total MUNICIPAL COURT Expenditures	\$ 64,051.40	\$ 61,173.75	\$ 83,864.00	\$ 60,625.70	27.71%
MUNICIPAL COURT Excess of Revenues Over Expenditures	\$ (64,051.40)	\$ (61,173.75)	\$ (83,864.00)	\$ (60,625.70)	27.71%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 5,347,947.10	\$ 6,658,866.19	\$ 9,076,181.00	\$ 6,510,027.45	28.27%
Total Expenditures	\$ 4,844,429.20	\$ 5,421,180.35	\$ 9,076,181.00	\$ 4,868,290.14	46.36%
Total Excess of Revenues Over Expenditures	\$ 503,517.90	\$ 1,237,685.84	0.00	\$ 1,641,737.31	0.00%

***Statement of Revenue &  
Expenditures by Fund***

**Year to date April 30, 2021**

***Preliminary***

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
100-00-500001 Beginning Fund Balance	\$ 208,613.00	\$ 129,647.75	\$ 25,000.00	\$ 35,588.08	(42.35%)
100-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>208,613.00</b>	<b>129,647.75</b>	<b>25,000.00</b>	<b>35,588.08</b>	<b>(42.35%)</b>
<b>Property Taxes Revenues</b>					
100-00-503400 Property Tax Revenues - Prior Levie	33,333.30	14,316.46	23,000.00	11,669.11	49.26%
100-00-599100 Property Tax Revenues - Current Le	1,014,300.00	1,061,811.46	1,073,000.00	1,100,545.52	(2.57%)
<b>Total Property Taxes Revenues</b>	<b>1,047,633.30</b>	<b>1,076,127.92</b>	<b>1,096,000.00</b>	<b>1,112,214.63</b>	<b>(1.48%)</b>
<b>Franchise Fees Revenues</b>					
100-00-504005 Franchise Fees	99,100.00	85,968.21	198,000.00	187,113.26	5.50%
100-00-520200 Water Pay in Lieu of Franchise	0.00	45,000.00	0.00	0.00	0.00%
100-00-520300 Sewer Pay in Lieu of Franchise	0.00	38,000.00	0.00	0.00	0.00%
<b>Total Franchise Fees Revenues</b>	<b>99,100.00</b>	<b>168,968.21</b>	<b>198,000.00</b>	<b>187,113.26</b>	<b>5.50%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
100-00-503100 State Liquor Tax	29,166.60	48,376.36	51,000.00	54,488.10	(6.84%)
100-00-503150 State Marijuana Tax	12,000.00	8,338.13	16,000.00	22,436.25	(40.23%)
100-00-503250 ORD 924 Tax	5,833.30	19,648.45	18,000.00	21,266.75	(18.15%)
100-00-503300 Cigarette Tax	2,916.60	3,493.28	4,300.00	2,517.06	41.46%
100-00-503450 Heavy Eqp Rental Tax	0.00	0.00	0.00	1,889.93	0.00%
100-00-503500 Transient Room Tax	30,833.30	25,661.55	34,000.00	15,779.35	53.59%
100-00-504000 Telecommunications License Fee	15,574.00	21,382.25	19,900.00	18,290.23	8.09%
100-00-504100 Licenses & Permits Fees	66,666.60	46,881.80	80,000.00	70,335.61	12.08%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>162,990.40</b>	<b>173,781.82</b>	<b>223,200.00</b>	<b>207,003.28</b>	<b>7.26%</b>
<b>Intergovernmental Revenues Revenues</b>					
100-00-502400 Westfir Police Services Contract	24,957.00	39,789.50	34,100.00	61,963.89	(81.71%)
100-00-502500 Rural Fire District	0.00	0.00	0.00	0.00	0.00%
100-00-504200 MFWWC Fiscal Admin Fee	0.00	0.00	0.00	0.00	0.00%
100-00-507000 State Revenue Sharing	26,250.00	26,896.41	29,500.00	30,248.82	(2.54%)
100-00-507100 LRAPA Code Enforcement	9,166.60	0.00	75,000.00	43,500.15	42.00%
100-00-508500 Lowell Police Serv. Contract	21,090.00	23,436.00	28,900.00	24,139.11	16.47%
100-00-509000 School District SRO	45,833.30	0.00	0.00	0.00	0.00%
100-00-515000 Lane County WAC Management	0.00	0.00	0.00	0.00	0.00%
100-00-515300 RTMP Funds	15,093.30	18,850.00	18,900.00	18,775.00	0.66%
100-00-520000 Public Safety Assessment	0.00	0.00	0.00	0.00	0.00%
100-00-521500 State of Oregon	0.00	0.00	0.00	0.00	0.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>142,390.20</b>	<b>108,971.91</b>	<b>186,400.00</b>	<b>178,626.97</b>	<b>4.17%</b>
<b>Planning Fees and Reimbursements Revenues</b>					
100-00-501500 Planning	3,333.30	1,345.00	2,000.00	1,530.00	23.50%
<b>Total Planning Fees and Reimbursements Revenu</b>	<b>3,333.30</b>	<b>1,345.00</b>	<b>2,000.00</b>	<b>1,530.00</b>	<b>23.50%</b>
<b>Fines &amp; Forfeitures Revenues</b>					
100-00-500500 Fines & Foreitures	75,000.00	63,038.34	88,000.00	32,885.40	62.63%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (100)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-508600 Lowell Muni Court Fines	833.30	0.00	0.00	0.00	0.00%
<b>Total Fines &amp; Forfeitures Revenues</b>	<b>75,833.30</b>	<b>63,038.34</b>	<b>88,000.00</b>	<b>32,885.40</b>	<b>62.63%</b>
<b>Interest Revenues</b>					
100-00-500200 Interest	4,166.70	6,492.08	5,000.00	707.67	85.85%
100-00-500205 Interest on Property Taxes	2,083.30	1,845.94	2,000.00	2,039.13	(1.96%)
100-00-520850 ODOT/TGM Planning Grant	0.00	0.00	0.00	0.00	0.00%
100-00-520870 PSIC Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>6,250.00</b>	<b>8,338.02</b>	<b>7,000.00</b>	<b>2,746.80</b>	<b>60.76%</b>
<b>Grants &amp; Donations Revenues</b>					
100-00-500300 Dividends			0.00	9,607.00	0.00%
100-00-500880 DEQ Smoke Management Grant	0.00	0.00	0.00	27,495.85	0.00%
100-00-502860 CARES Act Grant	0.00	0.00	97,153.00	97,153.30	0.00%
100-00-502861 FEMA COVID Vaccine grant			0.00	0.00	0.00%
100-00-506000 Library Donations & Sales	2,500.00	1,494.26	2,500.00	1,234.98	50.60%
100-00-506500 Library SRP-Cards 4 Kids	833.30	1,000.00	1,000.00	0.00	100.00%
100-00-509500 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511000 Drug Enforcement Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511001 State Library of Oregon Grant			0.00	0.00	0.00%
100-00-511150 ODOT/IMBA Grant	0.00	0.00	160,000.00	79,355.91	50.40%
100-00-511175 ODOT/Hwy 58 Crosswalk	0.00	0.00	0.00	0.00	0.00%
100-00-511800 Police Overtime Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511900 Alcohol & Drug Grant	0.00	0.00	0.00	0.00	0.00%
100-00-512100 Com. Center Grants	0.00	0.00	0.00	0.00	0.00%
100-00-512800 COPS Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513200 Westfir Police Grant/COPS	0.00	0.00	0.00	0.00	0.00%
100-00-513400 Homeland Security/LETPP Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513500 Amphitheater Project Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513600 DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513700 Parks Grants/Donations	0.00	9.69	0.00	679.56	0.00%
100-00-513800 Ford Foundation Grant	0.00	0.00	10,000.00	10,000.00	0.00%
100-00-514100 Misc Police Grants	0.00	0.00	0.00	0.00	0.00%
100-00-514200 USDA Patrol Vehicle Grant	17,600.00	19,473.00	0.00	0.00	0.00%
100-00-599800 Parks Revenues/Donations	4,166.60	2,874.11	3,000.00	0.00	100.00%
100-16-511001 State Library of Oregon Grant	0.00	0.00	0.00	0.00	0.00%
100-17-511150 ODOT/IMBA Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>25,099.90</b>	<b>24,851.06</b>	<b>273,653.00</b>	<b>225,526.60</b>	<b>17.59%</b>
<b>Rentals and Leases Revenues</b>					
100-00-501400 WAC Room Rent	8,333.30	9,747.95	11,000.00	6,551.70	40.44%
100-00-599600 LCOG Fiber Lease	0.00	0.00	0.00	0.00	0.00%
100-00-599700 Dead Mountain Tower Rent	5,416.60	7,158.72	7,000.00	5,850.00	16.43%
<b>Total Rentals and Leases Revenues</b>	<b>13,749.90</b>	<b>16,906.67</b>	<b>18,000.00</b>	<b>12,401.70</b>	<b>31.10%</b>
<b>Miscellaneous Revenues</b>					
100-00-502000 Fall Fun Night	3,500.00	1,885.00	2,500.00	0.00	100.00%
100-00-505500 Library Revenue	1,666.60	1,315.89	1,800.00	1,369.75	23.90%
100-00-507500 Animal Control Facility	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-508000 Animal Spay/Neuter Program	0.00	0.00	0.00	0.00	0.00%
100-00-510000 WAC Vending Machine	8.30	20.75	0.00	0.00	0.00%
100-00-513300 Animal Spay/Neuter Donations	0.00	0.00	0.00	0.00	0.00%
100-00-599900 Miscellaneous Income	16,666.60	639.27	3,000.00	34,351.83	(1045.06%)
100-00-599910 Misc Income - Secret Millionaire	0.00	0.00	0.00	0.00	0.00%
100-00-599920 Misc Police Revenue	1,666.60	1,133.70	2,000.00	18,096.25	(804.81%)
100-17-599900 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous Revenues</b>	<b>23,508.10</b>	<b>4,994.61</b>	<b>9,300.00</b>	<b>53,817.83</b>	<b>(478.69%)</b>
<b>Charges for Services Revenues</b>					
100-00-520100 Administrative Overhead	0.00	671,000.00	595,900.00	390,000.00	34.55%
<b>Total Charges for Services Revenues</b>	<b>0.00</b>	<b>671,000.00</b>	<b>595,900.00</b>	<b>390,000.00</b>	<b>34.55%</b>
<b>Other Financing Sources (uses) Revenues</b>					
100-00-500400 Tax Anticipation Note	0.00	0.00	0.00	0.00	0.00%
100-00-500910 Sale of Equipment			0.00	3,703.25	0.00%
100-00-522100 Orchid Health Collective Loan	0.00	0.00	0.00	0.00	0.00%
100-00-532400 Water Sewer Loan for PD	0.00	0.00	0.00	0.00	0.00%
100-00-532425 Loan from OIP			180,000.00	0.00	100.00%
100-00-532426 Loan from Wastewater Fund	0.00	0.00	150,000.00	150,000.00	0.00%
100-00-532427 Loan from Water Fund	0.00	0.00	255,297.00	200,000.00	21.66%
100-00-599200 Insurance Proceeds	0.00	31,148.41	0.00	0.00	0.00%
100-13-599200 Insurance Proceeds	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>31,148.41</b>	<b>585,297.00</b>	<b>353,703.25</b>	<b>39.57%</b>
<b>Transfers Revenues</b>					
100-00-530000 Transfer from Other Funds	0.00	0.00	120,000.00	0.00	100.00%
100-00-530200 Transfer from Agency Reserve	0.00	0.00	0.00	0.00	0.00%
100-00-531900 Transfer From OIP	0.00	0.00	0.00	0.00	0.00%
100-00-532300 Transfer from Woodstove Fund	0.00	0.00	0.00	0.00	0.00%
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 1,808,501.40</b>	<b>\$ 2,479,119.72</b>	<b>\$ 3,427,750.00</b>	<b>\$ 2,793,157.80</b>	<b>18.51%</b>

**Expenditures****Personal Services Expenditures**

100-00-400009 Volunteer Life Ins.	\$	\$	\$	\$	0.00	\$	0.00	0.00%
100-11-400001 Health Insurance	66,524.20	63,194.76	76,800.00	51,303.33	33.20%			
100-11-400002 PERS	64,895.80	47,789.01	94,500.00	53,854.97	43.01%			
100-11-400003 Workers Compensation	2,583.30	550.51	2,000.00	1,095.80	45.21%			
100-11-400004 Payroll Taxes	26,982.50	20,236.00	25,000.00	24,592.20	1.63%			
100-11-400005 Overtime	1,250.00	2,532.33	2,700.00	4,198.69	(55.51%)			
100-11-400010 Unemployment/Personnel	8,333.30	13.76	7,300.00	0.00	100.00%			
100-11-400011 City Administrator	72,069.20	79,003.07	92,100.00	75,305.32	18.24%			
100-11-400012 Public Works Personnel Services	0.00	0.00	18,300.00	18,300.00	0.00%			
100-11-400013 Finance Director/City Recorder	56,045.80	51,737.23	74,800.00	54,661.69	26.92%			
100-11-400014 Acct. Clerk Part-Time	0.00	0.00	0.00	0.00	0.00%			
100-11-400015 LIB/AP/UB	33,520.00	33,897.53	42,400.00	35,856.02	15.43%			

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For GENERAL FUND (100)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

<b>Account Number</b>	<b>Previous YTD Budget</b>	<b>Previous YTD Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>	
100-11-400016	Employee Allowance	583.30	33.92	0.00	0.00	0.00%
100-11-400021	Payroll Specialist/Project Admin	(3,541.20)	0.00	0.00	0.00	0.00%
100-11-400022	Bldg. Manager	0.00	0.00	0.00	0.00	0.00%
100-11-400027	Code Enforcement Officer	0.00	0.00	0.00	0.00	0.00%
100-11-400046	Assistant Planner	35,590.00	38,295.91	46,900.00	40,528.03	13.59%
100-11-400049	Comm Svc's/Asst to Admin	48,838.30	48,799.89	0.00	0.00	0.00%
100-11-400065	Seasonal Employee			0.00	1,092.00	0.00%
100-11-400068	Floating Holiday 1			0.00	264.42	0.00%
100-11-400069	Floating Holiday 2			0.00	264.42	0.00%
100-11-400081	VEBA Contributions	9,375.00	9,000.00	9,000.00	6,750.00	25.00%
100-11-400082	Life/LTD Insurance	916.60	443.08	700.00	461.73	34.04%
100-13-400001	Health Insurance	128,729.50	108,861.41	136,774.00	110,606.19	19.13%
100-13-400002	PERS	128,470.00	119,080.76	129,102.00	130,455.77	(1.05%)
100-13-400003	Workers Compensation	15,145.00	2,834.66	15,587.00	11,644.78	25.29%
100-13-400004	Payroll Taxes	46,189.20	28,475.19	30,141.00	30,747.50	(2.01%)
100-13-400005	Overtime	51,666.60	53,267.43	63,429.00	51,606.72	18.64%
100-13-400006	Standby	6,960.00	4,548.97	9,600.00	9,899.35	(3.12%)
100-13-400007	Call Back	0.00	0.00	0.00	0.00	0.00%
100-13-400016	Employee Allowance	300.00	330.00	360.00	300.00	16.67%
100-13-400017	USFS Contract	14,666.60	0.00	0.00	0.00	0.00%
100-13-400020	Police Chief	69,200.00	74,877.75	90,400.00	74,173.50	17.95%
100-13-400023	Patrol Wages	180,050.00	176,171.12	223,876.00	180,704.22	19.28%
100-13-400024	Dispatchers	21,850.00	25,886.71	0.00	0.00	0.00%
100-13-400025	Communications Sergeant	48,570.00	48,213.71	62,300.00	49,331.62	20.82%
100-13-400026	Deputy Chief	0.00	0.00	0.00	0.00	0.00%
100-13-400027	Code Enforcement Officer	39,583.30	0.00	0.00	0.00	0.00%
100-13-400030	Westfir Grant Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400066	Vacation Buy-Out			0.00	0.00	0.00%
100-13-400068	Floating Holiday 1			0.00	0.00	0.00%
100-13-400069	Floating Holiday 2			0.00	0.00	0.00%
100-13-400081	VEBA Contributions	14,062.50	13,500.00	13,500.00	13,500.00	0.00%
100-13-400082	Life/LTD Insurance	1,000.00	420.24	357.00	241.61	32.32%
100-13-400090	Severance Benefits	0.00	0.00	0.00	25.87	0.00%
100-16-400001	Health Insurance	0.00	99.00	0.00	0.00	0.00%
100-16-400002	PERS	0.00	0.00	0.00	0.00	0.00%
100-16-400003	Workers Compensation	45.00	(2.70)	100.00	0.00	100.00%
100-16-400004	Payroll Taxes	1,000.00	628.80	800.00	672.82	15.90%
100-16-400015	LIB/AP/UB	0.00	0.00	0.00	0.00	0.00%
100-16-400048	Library Coordinator	8,250.00	8,005.73	10,000.00	8,549.60	14.50%
100-16-400081	VEBA Contributions	0.00	0.00	0.00	0.00	0.00%
100-16-400082	Life/LTD Insurance	0.00	0.00	0.00	0.00	0.00%
100-17-400012	Public Works Personnel Services	0.00	0.00	20,300.00	20,300.00	0.00%
100-18-400001	Health Insurance	0.00	0.00	0.00	0.00	0.00%
100-18-400002	PERS	0.00	0.00	0.00	0.00	0.00%
100-18-400003	Workers Compensation	0.00	5.99	0.00	0.00	0.00%
100-18-400004	Payroll Taxes	0.00	0.00	0.00	0.00	0.00%
100-18-400012	Public Works Personnel Services	0.00	0.00	12,900.00	12,900.00	0.00%
100-18-400022	Bldg. Manager	0.00	0.00	0.00	0.00	0.00%
100-18-400081	VEBA Contributions	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For GENERAL FUND (100)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-99-400001 Health Care Coverage	8,000.00	7,427.14	8,900.00	7,334.96	17.58%
100-99-400002 PERS	5,232.50	5,275.00	6,500.00	6,164.81	5.16%
100-99-400003 Workers Compensation	0.00	11.13	50.00	0.00	100.00%
100-99-400004 Payroll Taxes	1,821.60	1,387.95	1,700.00	1,441.87	15.18%
100-99-400005 Overtime	0.00	0.00	0.00	0.00	0.00%
100-99-400008 Vacation/Sick Bank	0.00	0.00	0.00	0.00	0.00%
100-99-400019 Municipal Court Clerk	17,705.00	18,374.35	22,664.00	19,678.86	13.17%
100-99-400068 Floating Holiday 1			0.00	0.00	0.00%
100-99-400069 Floating Holiday 2			0.00	0.00	0.00%
100-99-400081 VEBA Contributions	937.50	1,125.00	1,200.00	1,125.00	6.25%
100-99-400082 Life/LTD Insurance	141.60	77.64	50.00	26.00	48.00%
<b>Total Personal Services Expenditures</b>	<b>1,233,542.00</b>	<b>1,094,409.98</b>	<b>1,353,090.00</b>	<b>1,109,959.67</b>	<b>17.97%</b>
<b>Materials &amp; Services Expenditures</b>					
100-00-400103 Seasonal/Temp Workers	0.00	0.00	10,000.00	14,822.23	(48.22%)
100-00-400157 Equipment Rental			0.00	0.00	0.00%
100-00-400158 Misc.Expense/New Equipment	0.00	0.00	0.00	0.00	0.00%
100-00-400204 DEQ Smoke Management Grant Ex	0.00	0.00	0.00	23,495.85	0.00%
100-00-400209 ODOT/HWY 58 Crosswalk	0.00	0.00	0.00	0.00	0.00%
100-00-400212 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
100-00-400220 RTMP Fund Projects	15,093.30	1,291.80	19,000.00	5,528.98	70.90%
100-00-400228 Transient Income Projects	25,000.00	11,703.30	30,000.00	11,245.25	62.52%
100-11-400101 Materials/Supplies	16,666.70	15,565.37	21,647.00	12,944.17	40.20%
100-11-400104 Telephone			0.00	4,517.56	0.00%
100-11-400105 Banking/Financial Fees	10,000.00	6,266.75	9,000.00	3,645.35	59.50%
100-11-400107 Utilities	15,833.30	13,667.05	16,000.00	9,095.73	43.15%
100-11-400108 Insurance	108,333.30	131,172.65	135,000.00	100,689.68	25.42%
100-11-400109 Banking/Financial Fees (do not use)	0.00	20.00	0.00	0.00	0.00%
100-11-400110 Utilities	0.00	162.68	0.00	0.00	0.00%
100-11-400114 Advertising	1,666.60	1,456.23	2,000.00	1,434.00	28.30%
100-11-400115 Internet			0.00	679.80	0.00%
100-11-400117 Membership/Dues/Subscriptions	10,000.00	6,290.49	11,000.00	20,115.64	(82.87%)
100-11-400120 Travel/Training	2,500.00	2,346.52	2,000.00	980.90	50.96%
100-11-400122 Travel/Training City Council	11,333.30	8,501.70	12,000.00	2,671.35	77.74%
100-11-400130 Professional Services Non Legal	20,000.00	21,801.93	40,000.00	31,672.04	20.82%
100-11-400132 Accounting/Audit Services	42,500.00	45,822.69	47,000.00	27,063.75	42.42%
100-11-400133 Professional Services/Legal Fees	28,333.30	15,884.13	22,000.00	15,246.00	30.70%
100-11-400148 Safety Committee	416.60	0.00	250.00	0.00	100.00%
100-11-400150 Awards/Recognitions	416.60	0.00	250.00	36.00	85.60%
100-11-400152 Election Expense	2,500.00	0.00	3,000.00	0.00	100.00%
100-11-400154 City Administrator Expense	3,333.30	731.51	2,000.00	200.85	89.96%
100-11-400156 Computer Equip/Supplies/Support	4,583.30	3,894.35	6,509.00	18,954.17	(191.20%)
100-11-400157 Equipment Rental			0.00	510.80	0.00%
100-11-400158 Misc.Expense/New Equipment	2,830.30	(450.04)	2,500.00	8,992.54	(259.70%)
100-11-400166 Bldg. Maintenance	5,416.60	8,946.80	7,100.00	4,651.30	34.49%
100-11-400203 Ford Foundation Grant	0.00	0.00	10,000.00	4,009.50	59.91%
100-11-400222 Community Projects	2,500.00	225.00	12,600.00	10,600.00	15.87%
100-11-400242 Special Mobility Services	10,000.00	9,000.00	12,000.00	9,000.00	25.00%
100-11-401052 Radios Debt Service	0.00	3,331.38	0.00	1,665.69	0.00%



**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For GENERAL FUND (100)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-11-405000 Unreconciled	0.00	0.00	0.00	0.00	0.00%
100-12-400104 Telephone			0.00	0.00	0.00%
100-12-400130 Professional Services Misc.	50,000.00	20,585.97	60,000.00	42,641.29	28.93%
100-12-400138 Planning Services	3,333.30	575.00	1,500.00	5,976.12	(298.41%)
100-12-400140 Administrative Overhead			50,000.00	37,500.00	25.00%
100-12-400206 Com. Center Feasibility Grant	0.00	0.00	0.00	0.00	0.00%
100-12-400213 State Court Fees	0.00	0.00	0.00	0.00	0.00%
100-12-400214 Lane County Court Fees	0.00	0.00	0.00	0.00	0.00%
100-12-400229 DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400028 School Resource Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400029 Reserve Officers	2,500.00	1,288.86	3,000.00	1,051.59	64.95%
100-13-400101 Materials/Supplies	9,166.60	11,461.97	11,897.00	5,962.99	49.88%
100-13-400103 Seasonal/Temp Workers	18,500.00	419.65	3,000.00	0.00	100.00%
100-13-400104 Telephone			0.00	6,706.24	0.00%
100-13-400107 Utilities	9,166.60	12,836.88	11,000.00	5,901.66	46.35%
100-13-400108 Insurance	0.00	127.12	0.00	0.00	0.00%
100-13-400115 Internet			0.00	226.60	0.00%
100-13-400117 Membership/Dues/Subscriptions	3,333.30	960.00	8,000.00	607.98	92.40%
100-13-400118 Cadet/Explorer Expense	416.60	1,361.14	500.00	0.00	100.00%
100-13-400120 Travel/Training	5,000.00	6,419.02	7,000.00	1,190.12	83.00%
100-13-400130 Professional Services Misc.	3,333.30	1,377.28	4,000.00	3,577.15	10.57%
100-13-400137 Dispatch Services LCSO	57,680.00	49,317.00	71,000.00	66,909.60	5.76%
100-13-400140 Administrative Overhead	0.00	0.00	78,800.00	59,100.00	25.00%
100-13-400145 Uniform	833.30	212.09	1,000.00	259.99	74.00%
100-13-400146 Uniform Allowance	6,166.70	1,075.15	8,000.00	2,300.89	71.24%
100-13-400160 Equipment Maintenance/Repairs	1,250.00	647.84	1,500.00	1,178.38	21.44%
100-13-400162 Radio Maintenance/Repairs	1,250.00	3,791.75	3,500.00	3,031.20	13.39%
100-13-400168 Vehicle Maintenance	5,000.00	9,091.74	6,100.00	3,430.26	43.77%
100-13-400169 Vehicle Repairs	5,000.00	7,284.23	6,000.00	2,816.29	53.06%
100-13-400172 Fuel	21,666.60	16,868.64	26,000.00	13,538.69	47.93%
100-13-400173 New Equipment (less than \$5,000)	7,500.00	3,045.83	14,101.00	586.00	95.84%
100-13-400202 Alcohol/Drug Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400205 Drug Enforcement Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400216 Animal Control	416.60	0.00	400.00	50.45	87.39%
100-13-400217 Crime Prevention Program	416.60	0.00	400.00	0.00	100.00%
100-13-400218 Fall Fun Night	3,500.00	1,821.72	3,000.00	190.00	93.67%
100-13-400219 Animal Spay/Neuter Program	0.00	0.00	0.00	0.00	0.00%
100-13-400305 Public Safety Assessment	4,166.60	2,479.10	5,000.00	4,175.24	16.50%
100-13-401052 Radios Debt Service	0.00	20,368.18	6,200.00	10,184.09	(64.26%)
100-13-401200 Photo Supplies	750.00	0.00	900.00	0.00	100.00%
100-13-401201 Ammunition	2,500.00	0.00	4,900.00	2,233.98	54.41%
100-13-401202 Investigations	1,666.60	412.99	2,000.00	86.05	95.70%
100-13-401203 Computer Support	13,166.60	5,054.26	6,800.00	5,929.83	12.80%
100-13-401204 Jail Expense	2,500.00	2,891.64	2,000.00	0.00	100.00%
100-13-401205 Dead Mtn. Tower Lease			900.00	0.00	100.00%
100-16-400101 Materials/Supplies	2,333.30	2,736.06	2,565.00	1,924.36	24.98%
100-16-400104 Telephone	250.00	189.00	300.00	168.00	44.00%
100-16-400107 Utilities	1,500.00	2,188.28	1,700.00	1,633.67	3.90%
100-16-400115 Internet			0.00	113.30	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (100)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %	
100-16-400120	Travel/Training	833.30	550.35	500.00	339.93	32.01%
100-16-400140	Administrative Overhead	0.00	0.00	7,600.00	5,700.00	25.00%
100-16-400156	Computer Equip/Supplies/Support	833.30	120.00	500.00	417.53	16.49%
100-16-400158	Misc.Expense/New Equipment	812.50	589.45	900.00	2,419.04	(168.78%)
100-16-400224	Summer Reading Program	750.00	864.66	1,000.00	1,101.85	(10.19%)
100-16-400226	SRP-Cards 4 Kids	333.30	0.00	300.00	300.00	0.00%
100-16-400243	Acquisitions and Books	1,458.30	1,765.09	1,500.00	1,314.14	12.39%
100-16-400244	Donatios Acquisitions	2,083.30	961.09	2,000.00	1,653.59	17.32%
100-16-400246	SIRSI System	3,500.00	4,221.57	4,300.00	4,521.20	(5.14%)
100-16-400248	OCLC Cataloging	333.30	323.40	400.00	323.40	19.15%
100-17-400101	Materials/Supplies	8,333.30	6,483.81	8,636.00	9,700.77	(12.33%)
100-17-400103	Seasonal/Temp Workers	0.00	0.00	19,000.00	2,169.10	88.58%
100-17-400104	Telephone			0.00	52.26	0.00%
100-17-400110	Utilities	9,166.60	9,517.72	10,000.00	11,186.34	(11.86%)
100-17-400140	Administrative Overhead			30,700.00	23,025.00	25.00%
100-17-400166	Bldg. Maintenance	1,416.60	2,025.58	1,700.00	2,562.82	(50.75%)
100-17-400172	Fuel	166.60	0.00	0.00	0.00	0.00%
100-17-400173	New Equipment	0.00	114.78	3,200.00	4,500.80	(40.65%)
100-17-400230	Programs and Events	666.60	0.00	100.00	0.00	100.00%
100-17-400237	Community Trails Plan	0.00	0.00	0.00	0.00	0.00%
100-18-400101	Materials/Supplies	2,083.30	2,671.92	3,236.00	370.34	88.56%
100-18-400103	Seasonal/Temp Workers	0.00	0.00	8,000.00	0.00	100.00%
100-18-400104	Telephone			0.00	570.14	0.00%
100-18-400107	Utilities	12,500.00	10,594.22	16,500.00	11,483.67	30.40%
100-18-400120	Travel/Training	0.00	0.00	0.00	0.00	0.00%
100-18-400140	Administrative Overhead	0.00	0.00	16,000.00	12,000.00	25.00%
100-18-400166	Bldg. Maintenance	2,583.30	9,935.61	4,500.00	5,717.82	(27.06%)
100-18-400260	Property Taxes	2,500.00	0.00	4,400.00	4,257.72	3.23%
100-99-400018	Municipal Court Judge	0.00	0.00	0.00	0.00	0.00%
100-99-400101	Materials/Supplies	1,750.00	1,996.66	0.00	0.00	0.00%
100-99-400104	Telephone			0.00	0.00	0.00%
100-99-400107	Utilities	416.60	0.00	0.00	0.00	0.00%
100-99-400120	Travel/Training	583.30	225.00	500.00	0.00	100.00%
100-99-400131	Municipal Court Judge-Contract	17,463.30	16,954.20	20,900.00	16,954.20	18.88%
100-99-400140	Administrative Overhead	0.00	0.00	6,900.00	5,175.00	25.00%
100-99-400213	State Court Fees	10,000.00	7,543.93	14,500.00	2,725.00	81.21%
100-99-400214	Lane County Court Fees	0.00	0.00	0.00	0.00	0.00%
100-99-400215	Court Expenses	0.00	775.75	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>664,085.90</b>	<b>572,755.47</b>	<b>1,033,591.00</b>	<b>766,192.80</b>	<b>25.87%</b>	
<b>Capital Outlay Expenditures</b>						
100-11-400300	New Equipment - Capital	0.00	5,358.53	0.00	0.00	0.00%
100-13-400277	Grants/USFS	0.00	0.00	0.00	0.00	0.00%
100-13-400278	CIS Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400300	New Equipment - Capital	12,256.00	11,000.00	0.00	0.00	0.00%
100-13-400301	Dispatch Communications	0.00	0.00	0.00	450.24	0.00%
100-16-400557	New Library	0.00	0.00	0.00	0.00	0.00%
100-16-400901	Acquisitions and Books	0.00	0.00	0.00	0.00	0.00%
100-16-400902	Donation Acquisitions	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (100)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-16-400912 Reserve Computer Replacement	0.00	0.00	0.00	0.00	0.00%
100-17-400700 State Parks Grant-Osprey Park	0.00	0.00	0.00	0.00	0.00%
100-17-400760 ODOT/IMBA Grant	0.00	4,381.00	160,000.00	80,359.41	49.78%
100-17-400777 Park Improvement	7,083.30	768.00	0.00	0.00	0.00%
100-18-400164 Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>19,339.30</b>	<b>21,507.53</b>	<b>160,000.00</b>	<b>80,809.65</b>	<b>49.49%</b>
<b>Fund Transfers Expenditures</b>					
100-00-401006 Transfer To Street Dept.			55,044.00	0.00	100.00%
100-00-401008 Transfer to Wastewater			8,032.00	0.00	100.00%
100-00-401014 Transfer To Water			6,582.00	0.00	100.00%
100-00-401016 Transfer Emergency Services	0.00	600,000.00	613,151.00	0.00	100.00%
100-00-401020 Transfer to OIP			2,511.00	0.00	100.00%
100-00-401024 Transfer Unemployment	0.00	0.00	0.00	0.00	0.00%
100-00-402002 Transfer to Woodstove Fund	0.00	0.00	0.00	0.00	0.00%
100-13-401008 Transfer to Sewer Dept.-Veh PayBa	0.00	0.00	0.00	0.00	0.00%
100-13-401012 Transfer Wastewater Projects	0.00	0.00	0.00	0.00	0.00%
100-13-401014 Transfer To Water Dept.-Veh PayBa	0.00	0.00	0.00	0.00	0.00%
100-13-401015 Transfer to Agency Fund	0.00	0.00	0.00	0.00	0.00%
100-13-401029 Transfer Reserve PS Assessment	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>600,000.00</b>	<b>685,320.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Debt Service Expenditures</b>					
100-00-401600 Repay Waste water Loans	0.00	0.00	95,000.00	95,000.00	0.00%
100-00-401601 Repay OIP Loan			0.00	0.00	0.00%
100-00-401605 Repay Water Loans	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
100-00-401026 Contingency	0.00	0.00	0.00	11,262.58	0.00%
100-00-401076 Future Requirement - PERS	0.00	0.00	0.00	0.00	0.00%
100-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	100,749.00	0.00	100.00%
100-11-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>100,749.00</b>	<b>11,262.58</b>	<b>88.82%</b>
<b>Special Payments Expenditures</b>					
100-00-407100 Orchid Health Collective Loan	0.00	0.00	0.00	0.00	0.00%
100-11-407050 Spec Pmt - Secret Millionaire	0.00	0.00	0.00	0.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 1,916,967.20</b>	<b>\$ 2,288,672.98</b>	<b>\$ 3,427,750.00</b>	<b>\$ 2,063,224.70</b>	<b>39.81%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure</b>	<b>\$ (108,465.80)</b>	<b>\$ 190,446.74</b>	<b>\$ 0.00</b>	<b>\$ 729,933.10</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For STREET FUND (230)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
230-00-500001 Beginning Fund Balance	\$ 85,000.00	\$ 99,867.23	\$ 41,000.00	\$ 100,107.86	(144.17%)
230-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>85,000.00</b>	<b>99,867.23</b>	<b>41,000.00</b>	<b>100,107.86</b>	<b>(144.17%)</b>
<b>Franchise Fees Revenues</b>					
230-00-520500 Lane Electric Franchise	0.00	0.00	0.00	0.00	0.00%
<b>Total Franchise Fees Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
230-00-503200 State Gas Tax	191,666.60	199,296.04	235,000.00	190,634.54	18.88%
230-00-504300 Fuel Dealer's License Fee	47,900.00	36,066.78	60,000.00	67,356.96	(12.26%)
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>239,566.60</b>	<b>235,362.82</b>	<b>295,000.00</b>	<b>257,991.50</b>	<b>12.55%</b>
<b>Intergovernmental Revenues Revenues</b>					
230-00-520600 Greenwaters/Rest Area	2,916.60	524.66	2,500.00	2,300.00	8.00%
230-00-520700 State Highway Rest Area	0.00	0.00	0.00	0.00	0.00%
230-00-520800 ODOT Small city Allotment	(100,000.00)	0.00	100,000.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>(97,083.40)</b>	<b>524.66</b>	<b>102,500.00</b>	<b>2,300.00</b>	<b>97.76%</b>
<b>Interest Revenues</b>					
230-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
230-00-599900 Miscellaneous Income	833.30	1,444.99	1,500.00	171.00	88.60%
<b>Total Miscellaneous Revenues</b>	<b>833.30</b>	<b>1,444.99</b>	<b>1,500.00</b>	<b>171.00</b>	<b>88.60%</b>
<b>Charges for Services Revenues</b>					
230-00-599905 Public Works Personnel Allocations			10,500.00	10,500.00	0.00%
<b>Total Charges for Services Revenues</b>			<b>10,500.00</b>	<b>10,500.00</b>	<b>0.00%</b>
<b>Other Financing Sources (uses) Revenues</b>					
230-00-520900 LID#19 Rainbow Rd Assessment	3,333.30	0.00	200.00	0.00	100.00%
230-00-521000 LID#20 2nd St. Assessment	3,955.00	7,197.86	3,200.00	3,162.88	1.16%
230-00-521200 LID#17 Union St. Assessment	3,525.00	2,948.93	0.00	0.00	0.00%
230-00-521325 LID #21 N. Ash Street Assessment	1,554.10	4,655.20	2,000.00	6,421.23	(221.06%)
230-00-532427 Loan from Water Fund			27,000.00	0.00	100.00%
230-00-532428 Loan from General Fund			55,000.00	0.00	100.00%
230-00-570000 Capital Loan from other fund			0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>12,367.40</b>	<b>14,801.99</b>	<b>87,400.00</b>	<b>9,584.11</b>	<b>89.03%</b>
<b>Transfers Revenues</b>					
230-00-530500 Transfer From General			44.00	0.00	100.00%
230-00-530600 Transfer From Water			0.00	0.00	0.00%
<b>Total Transfers Revenues</b>			<b>44.00</b>	<b>0.00</b>	<b>100.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For STREET FUND (230)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total STREET FUND Revenues</b>	<b>\$ 240,683.90</b>	<b>\$ 352,001.69</b>	<b>\$ 537,944.00</b>	<b>\$ 380,654.47</b>	<b>29.24%</b>

**Expenditures****Personal Services Expenditures**

230-00-400001 Health Care Coverage	\$ 23,294.10	\$ 7,488.77	\$ 22,200.00	\$ 18,363.90	17.28%
230-00-400002 PERS	12,065.80	12,478.97	23,900.00	18,096.82	24.28%
230-00-400003 Workers Compensation	5,308.30	1,341.50	4,600.00	2,809.44	38.93%
230-00-400004 Payroll Taxes	4,491.60	3,346.04	5,600.00	3,698.90	33.95%
230-00-400005 Overtime	4,166.60	4,957.68	4,900.00	4,262.18	13.02%
230-00-400006 Standby	2,500.00	639.60	4,000.00	1,206.74	69.83%
230-00-400016 Employee Allowance	0.00	0.00	0.00	0.00	0.00%
230-00-400024 Dispatchers	0.00	0.00	0.00	0.00	0.00%
230-00-400040 Public Works Foreman	0.00	0.00	15,100.00	0.00	100.00%
230-00-400041 Utility Worker 2	0.00	0.00	6,500.00	5,496.12	15.44%
230-00-400042 Utility Worker 3			0.00	7,342.96	0.00%
230-00-400043 Public Works Crew Leader			0.00	12,883.73	0.00%
230-00-400045 Utility Worker I	36,670.80	37,962.59	41,100.00	11,753.69	71.40%
230-00-400047 Utility Worker 1B			0.00	6,124.25	0.00%
230-00-400049 Comm Svc's/Asst to Admin	0.00	0.00	0.00	0.00	0.00%
230-00-400065 Seasonal Employee	0.00	0.00	0.00	0.00	0.00%
230-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
230-00-400068 Floating Holiday 1			0.00	155.82	0.00%
230-00-400069 Floating Holiday 2			0.00	72.16	0.00%
230-00-400081 VEBA Contributions	1,125.00	2,250.00	2,500.00	2,250.00	10.00%
230-00-400082 Life/LTD Insurance	125.00	5.50	100.00	37.18	62.82%
<b>Total Personal Services Expenditures</b>	<b>89,747.20</b>	<b>70,470.65</b>	<b>130,500.00</b>	<b>94,553.89</b>	<b>27.54%</b>

**Materials & Services Expenditures**

230-00-400101 Materials/Supplies	25,000.00	13,948.55	30,044.00	17,092.92	43.11%
230-00-400103 Seasonal/Temp Workers	10,000.00	17,069.73	21,900.00	9,614.00	56.10%
230-00-400104 Telephone			0.00	1,264.90	0.00%
230-00-400110 Utilities	8,333.30	5,629.84	10,000.00	5,253.34	47.47%
230-00-400120 Travel/Training	1,666.60	1,109.70	2,000.00	217.25	89.14%
230-00-400130 Professional Services Misc.	12,500.00	19,181.06	15,000.00	9,875.56	34.16%
230-00-400137 Dispatch Services LCSO	1,416.60	0.00	1,700.00	0.00	100.00%
230-00-400140 Administrative Overhead	0.00	70,000.00	37,800.00	28,350.00	25.00%
230-00-400146 Uniform Allowance	833.30	438.40	1,000.00	274.12	72.59%
230-00-400160 Equipment Maintenance/Repairs	16,666.60	14,512.33	20,000.00	9,744.44	51.28%
230-00-400170 Vehicle Lease	3,333.30	1,850.96	4,000.00	1,903.93	52.40%
230-00-400172 Fuel	10,000.00	6,866.33	12,000.00	4,713.70	60.72%
230-00-400173 New Equipment (less than \$5,000)	3,333.30	2,232.85	4,000.00	5,722.36	(43.06)%
230-00-400180 Rest Area	8,333.30	13,312.24	15,000.00	6,562.44	56.25%
230-00-400194 Street Repair	17,500.00	1,514.55	21,000.00	1,175.30	94.40%
230-00-400198 Street Lights	54,166.60	49,002.68	65,000.00	51,727.63	20.42%
<b>Total Materials &amp; Services Expenditures</b>	<b>173,082.90</b>	<b>216,669.22</b>	<b>260,444.00</b>	<b>153,491.89</b>	<b>41.07%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For STREET FUND (230)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Capital Outlay Expenditures</b>					
230-00-400300 New Equipment - Capital	0.00	0.00	20,000.00	0.00	100.00%
230-00-400453 Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
230-00-400666 Street Improvements	(16,666.70)	0.00	125,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>(16,666.70)</b>	<b>0.00</b>	<b>145,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund Transfers Expenditures</b>					
230-00-401056 Transfer Reserve-Bike Path	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
230-00-401026 Contingency	5,036.70	0.00	0.00	0.00	0.00%
230-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>5,036.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total STREET FUND Expenditures</b>	<b>\$ 253,200.10</b>	<b>\$ 289,139.87</b>	<b>\$ 537,944.00</b>	<b>\$ 250,045.78</b>	<b>53.52%</b>
<b>STREET FUND Excess of Revenues Over Expenditures</b>	<b>\$ (12,516.20)</b>	<b>\$ 62,861.82</b>	<b>\$ 0.00</b>	<b>\$ 130,608.69</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For EMERGENCY SERVICES FUND (232)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
232-00-500001 Beginning Fund Balance	\$ (160,000.00)	\$ (133,015.38)	\$ 0.00	\$ (26,147.75)	0.00%
232-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>(160,000.00)</b>	<b>(133,015.38)</b>	<b>0.00</b>	<b>(26,147.75)</b>	<b>0.00%</b>
<b>Intergovernmental Revenues Revenues</b>					
232-00-502800 Hazeldell Fire Contract	29,655.00	29,655.00	60,800.00	30,544.50	49.76%
232-00-502810 Fire Contracts - Westfir	10,780.00	18,750.00	15,500.00	0.00	100.00%
232-00-502815 Hazeldell - Vol Prog	0.00	0.00	15,500.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>40,435.00</b>	<b>48,405.00</b>	<b>91,800.00</b>	<b>30,544.50</b>	<b>66.73%</b>
<b>Interest Revenues</b>					
232-00-500200 Interest	62.50	34.88	0.00	24.88	0.00%
232-00-502851 SAFER Interest	0.00	0.81	0.00	0.16	0.00%
<b>Total Interest Revenues</b>	<b>62.50</b>	<b>35.69</b>	<b>0.00</b>	<b>25.04</b>	<b>0.00%</b>
<b>Grants &amp; Donations Revenues</b>					
232-00-502850 SAFER Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502852 Assistance to Firefighters Grant PP	0.00	0.00	0.00	0.00	0.00%
232-00-502853 SAFER Grant/4th Firefighter/Param	0.00	0.00	0.00	0.00	0.00%
232-00-502854 Lane County Radio Repeater Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502855 Safer Grant 2015	0.00	0.00	0.00	0.00	0.00%
232-00-502856 2015 VFA Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502857 Safer Grant 2016	0.00	0.00	0.00	0.00	0.00%
232-00-502858 Assistance to Firefighter Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
232-00-599900 Miscellaneous Income	8,333.30	1,588.83	2,000.00	58,587.50	(2829.37%)
<b>Total Miscellaneous Revenues</b>	<b>8,333.30</b>	<b>1,588.83</b>	<b>2,000.00</b>	<b>58,587.50</b>	<b>(2829.37%)</b>
<b>Charges for Services Revenues</b>					
232-00-502700 Fire Med	21,666.60	9,962.50	20,000.00	12,800.00	36.00%
232-00-540200 Service Charge	355,000.00	323,269.48	414,000.00	427,171.67	(3.18%)
232-00-540400 Ground Emergency Medical Transp	0.00	0.00	20,000.00	0.00	100.00%
232-00-540600 Fees For Services	5,000.00	0.00	3,000.00	0.00	100.00%
<b>Total Charges for Services Revenues</b>	<b>381,666.60</b>	<b>333,231.98</b>	<b>457,000.00</b>	<b>439,971.67</b>	<b>3.73%</b>
<b>Other Financing Sources (uses) Revenues</b>					
232-00-532425 Loan from OIP	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Transfers Revenues</b>					
232-00-530500 Transfer From General	0.00	600,000.00	613,151.00	0.00	100.00%
232-00-532100 Transfer from Fourth Parametic Fun	0.00	0.00	0.00	0.00	0.00%
232-00-532200 Transfer From Equipment Reserve	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For EMERGENCY SERVICES FUND (232)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>600,000.00</b>	<b>613,151.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total EMERGENCY SERVICES FUND Revenues</b>	<b>\$ 270,497.40</b>	<b>\$ 850,246.12</b>	<b>\$ 1,163,951.00</b>	<b>\$ 502,980.96</b>	<b>56.79%</b>

**Expenditures****Personal Services Expenditures**

232-00-400001 Health Care Coverage	\$ 67,700.80	\$ 65,722.96	\$ 82,200.00	\$ 67,423.18	17.98%
232-00-400002 PERS	97,623.30	107,924.86	127,900.00	123,227.96	3.65%
232-00-400003 Workers Compensation	17,376.60	4,462.66	18,400.00	13,019.22	29.24%
232-00-400004 Payroll Taxes	23,548.30	26,334.27	26,100.00	26,697.35	(2.29%)
232-00-400005 Overtime	74,000.00	90,694.01	75,929.00	76,513.17	(0.77%)
232-00-400006 Standby	0.00	100.08	0.00	0.00	0.00%
232-00-400009 Volunteer Life Ins.	83.30	0.00	200.00	0.00	100.00%
232-00-400016 Employee Allowance	0.00	0.00	0.00	0.00	0.00%
232-00-400024 Dispatchers	0.00	0.00	0.00	0.00	0.00%
232-00-400050 Fire Chief	0.00	541.01	0.00	0.00	0.00%
232-00-400051 Volunteers	39,166.60	48,518.21	73,300.00	48,357.40	34.03%
232-00-400052 EMS Captain	0.00	0.00	0.00	0.00	0.00%
232-00-400053 Fire Captain	0.00	0.00	0.00	0.00	0.00%
232-00-400054 EMT-Firefighter	0.00	0.00	0.00	0.00	0.00%
232-00-400055 SAFER Grant Coordinator	0.00	0.00	0.00	0.00	0.00%
232-00-400056 EMT-Firefighter 2	0.00	0.00	55,400.00	40,971.69	26.04%
232-00-400057 EMT/FF 3	0.00	0.00	0.00	0.00	0.00%
232-00-400058 EMT/FF 4	0.00	0.00	0.00	0.00	0.00%
232-00-400059 EMT/FF 5	0.00	0.00	0.00	0.00	0.00%
232-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
232-00-400068 Floating Holiday 1			0.00	0.00	0.00%
232-00-400069 Floating Holiday 2			0.00	0.00	0.00%
232-00-400070 Recruitment & Retention Officer	0.00	0.00	0.00	0.00	0.00%
232-00-400071 Captain-Training Officer	51,640.00	51,743.59	68,100.00	58,626.39	13.91%
232-00-400072 Lieutenant-1	54,127.50	55,793.48	77,300.00	68,199.79	11.77%
232-00-400073 Lieutenant-2	46,287.50	44,793.15	66,100.00	56,854.20	13.99%
232-00-400074 Lieutenant-3	40,330.00	42,478.69	0.00	0.00	0.00%
232-00-400081 VEBA Contributions	5,625.00	9,000.00	9,000.00	9,000.00	0.00%
232-00-400082 Life/LTD Insurance	833.30	287.79	300.00	371.57	(23.86%)
<b>Total Personal Services Expenditures</b>	<b>518,342.20</b>	<b>548,394.76</b>	<b>680,229.00</b>	<b>589,261.92</b>	<b>13.37%</b>

**Materials & Services Expenditures**

232-00-400075 SAFER Grant Expenses	0.00	0.00	0.00	0.00	0.00%
232-00-400076 Grant Expenses	4,000.00	2,281.67	0.00	0.00	0.00%
232-00-400101 Materials/Supplies	6,363.30	5,162.48	7,600.00	10,491.00	(38.04%)
232-00-400103 Seasonal/Temp Workers	173,000.00	147,813.62	157,000.00	161,576.36	(2.91%)
232-00-400104 Telephone			0.00	654.69	0.00%
232-00-400105 Banking/Financial Fees			0.00	6,848.15	0.00%
232-00-400110 Utilities	12,500.00	9,331.50	17,200.00	11,496.64	33.16%
232-00-400111 EMS Supplies	20,833.30	25,611.39	25,540.00	19,174.73	24.92%
232-00-400113 Fire Fighting Supplies	150.00	201.36	4,000.00	149.99	96.25%
232-00-400117 Membership/Dues/Subscriptions	1,716.60	4,218.49	2,100.00	2,327.24	(10.82%)



**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For EMERGENCY SERVICES FUND (232)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
232-00-400120 Travel/Training	8,250.00	4,732.28	7,500.00	1,286.18	82.85%
232-00-400130 Professional Services Misc.	13,359.10	2,072.02	0.00	5,599.33	0.00%
232-00-400137 Dispatch Services LCSO	37,080.00	32,877.00	43,800.00	44,989.60	(2.72%)
232-00-400139 Dispatch Phone Lines	391.60	0.00	600.00	520.00	13.33%
232-00-400140 Administrative Overhead	0.00	0.00	75,900.00	0.00	100.00%
232-00-400146 Uniform Allowance	3,333.30	1,044.72	4,000.00	988.92	75.28%
232-00-400147 Small Equipment Maint & Minor Rep	166.60	1,713.72	2,970.00	389.28	86.89%
232-00-400149 Annual Testing	8,158.30	990.00	7,000.00	1,370.00	80.43%
232-00-400151 Health & Wellness	0.00	1,273.00	1,000.00	563.41	43.66%
232-00-400153 Protective Clothing	883.30	0.00	9,400.00	351.99	96.26%
232-00-400155 Pagers Repair/Replace	208.30	1,404.75	3,100.00	931.38	69.96%
232-00-400160 Equipment Maintenance/Repairs	0.00	1,340.16	0.00	0.00	0.00%
232-00-400161 Vehical Maint & Minor Repairs	9,084.10	7,132.47	10,200.00	9,854.43	3.39%
232-00-400162 Radio Maintenance/Repairs	416.60	1,841.51	2,500.00	668.18	73.27%
232-00-400163 Building/Grounds Maintenance	1,633.30	3,421.45	6,000.00	7,518.89	(25.31%)
232-00-400166 Bldg. Maintenance	0.00	1,051.05	0.00	1,290.77	0.00%
232-00-400172 Fuel	16,666.70	16,662.71	23,000.00	13,037.43	43.32%
232-00-400232 Fire Med Promotion	208.30	0.00	500.00	0.00	100.00%
232-00-400234 Fire Prevention	0.00	42.00	500.00	1.91	99.62%
232-00-400252 Billing Charge	12,500.00	9,657.32	15,793.00	12,082.07	23.50%
232-00-400262 Volunteers	833.30	249.25	3,000.00	384.03	87.20%
232-00-401052 Radios Debt Service	0.00	4,648.94	0.00	2,324.47	0.00%
232-00-499900 Miscellaneous Expense	0.00	8,523.76	506.00	360.00	28.85%
<b>Total Materials &amp; Services Expenditures</b>	<b>331,736.00</b>	<b>295,298.62</b>	<b>430,709.00</b>	<b>317,231.07</b>	<b>26.35%</b>
<b>Capital Outlay Expenditures</b>					
232-00-400091 AFG 5% Match	0.00	0.00	0.00	0.00	0.00%
232-00-400275 Assistance to Firefighters Grant PP	0.00	0.00	0.00	0.00	0.00%
232-00-400279 Assistance to FF Grant = 5% Match	0.00	0.00	0.00	0.00	0.00%
232-00-400300 New Equipment - Capital	0.00	0.00	53,013.00	36,413.17	31.31%
232-00-400307 Mintor Radios VI Pagers (24)	0.00	0.35	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>0.35</b>	<b>53,013.00</b>	<b>36,413.17</b>	<b>31.31%</b>
<b>Fund Transfers Expenditures</b>					
232-00-401017 Loan Prepayment to OIP	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
232-00-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
232-00-401076 Future Requirement - PERS	0.00	0.00	0.00	0.00	0.00%
232-00-401077 Future Requirement - Vehcals	0.00	0.00	0.00	0.00	0.00%
232-00-401078 Future Requirement - General Servic	0.00	0.00	0.00	0.00	0.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Special Payments Expenditures</b>					
232-00-407051 Spec Pmt - Litigation	0.00	0.00	0.00	0.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
 For EMERGENCY SERVICES FUND (232)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total EMERGENCY SERVICES FUND Expenditures	\$ 850,078.20	\$ 843,693.73	\$ 1,163,951.00	\$ 942,906.16	18.99%
EMERGENCY SERVICES FUND Excess of Revenues Ov	\$ (579,580.80)	\$ 6,552.39	\$ 0.00	\$ (439,925.20)	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For Water Fund - Capital Reserve Fund (245)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
245-00-500001 Beginning Fund Balance	\$ 17,424.00	\$ 17,424.00	\$ 23,232.00	\$ 23,232.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>17,424.00</b>	<b>17,424.00</b>	<b>23,232.00</b>	<b>23,232.00</b>	<b>0.00%</b>
<b>Transfers Revenues</b>					
245-00-530600 Transfer From Water	0.00	5,808.00	5,808.00	5,808.00	0.00%
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>5,808.00</b>	<b>5,808.00</b>	<b>5,808.00</b>	<b>0.00%</b>
<b>Total Water Fund - Capital Reserve Fund Revenues</b>	<b>\$ 17,424.00</b>	<b>\$ 23,232.00</b>	<b>\$ 29,040.00</b>	<b>\$ 29,040.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
245-00-499991 Reserved for Future Expenditure	\$ 0.00	\$ 0.00	\$ 29,040.00	\$ 0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>29,040.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Water Fund - Capital Reserve Fund Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 29,040.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Water Fund - Capital Reserve Fund Excess of Revenues</b>	<b>\$ 17,424.00</b>	<b>\$ 23,232.00</b>	<b>\$ 0.00</b>	<b>\$ 29,040.00</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For WOODSTOVE REPLACEMENT FUND (252)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
252-00-500001 Beginning Fund Balance	\$ 20,831.00	\$ 22,312.60	\$ 17,312.00	\$ 22,312.60	(28.89%)
<b>Total Beginning Fund Balances Revenues</b>	<b>20,831.00</b>	<b>22,312.60</b>	<b>17,312.00</b>	<b>22,312.60</b>	<b>(28.89%)</b>
<b>Interest Revenues</b>					
252-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grants &amp; Donations Revenues</b>					
252-00-500860 DEQ Coord Grant	0.00	0.00	0.00	0.00	0.00%
252-00-511125 Air Quality Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
252-00-500201 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Transfers Revenues</b>					
252-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total WOODSTOVE REPLACEMENT FUND Revenues</b>	<b>\$ 20,831.00</b>	<b>\$ 22,312.60</b>	<b>\$ 17,312.00</b>	<b>\$ 22,312.60</b>	<b>(28.89%)</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
252-00-400125 Education/Training/Enforcement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,010.00	0.00%
252-00-400130 Professional Services Misc.	0.00	0.00	0.00	0.00	0.00%
252-00-400141 Contracted Coordinator	0.00	5,000.00	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,010.00</b>	<b>0.00%</b>
<b>Fund Transfers Expenditures</b>					
252-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
252-00-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
252-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	17,312.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>17,312.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Special Payments Expenditures</b>					
252-00-407300 Heating Replacement	0.00	0.00	0.00	0.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total WOODSTOVE REPLACEMENT FUND Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>\$ 17,312.00</b>	<b>\$ 1,010.00</b>	<b>94.17%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
 For WOODSTOVE REPLACEMENT FUND (252)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
WOODSTOVE REPLACEMENT FUND Excess of Revenu	\$ 20,831.00	\$ 17,312.60	\$ 0.00	21,302.60	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For BICYCLE/PED PATH FUND (frmly Agency Fund) (255)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
255-00-500001 Beginning Fund Balance	\$ 19,076.00	\$ 4,076.10	\$ 6,076.00	\$ 6,076.10	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>19,076.00</b>	<b>4,076.10</b>	<b>6,076.00</b>	<b>6,076.10</b>	<b>0.00%</b>
<b>Transfers Revenues</b>					
255-00-531100 Transfer From Street	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
<b>Total Transfers Revenues</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00%</b>
<b>Total BICYCLE/PED PATH FUND (frmly Agency Fund)</b>	<b>\$ 21,076.00</b>	<b>\$ 6,076.10</b>	<b>\$ 8,076.00</b>	<b>\$ 8,076.10</b>	<b>0.00%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
255-00-400171 Bike & Trail Work (not capital)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Capital Outlay Expenditures</b>					
255-00-400910 Bike & Trail Work	15,000.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Fund Transfers Expenditures</b>					
255-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
255-00-401016 Transfer Emergency Services	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
255-00-401026 Contingency	0.00	0.00	8,076.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>8,076.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total BICYCLE/PED PATH FUND (frmly Agency Fund)</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>	<b>\$ 8,076.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>BICYCLE/PED PATH FUND (frmly Agency Fund) Excess</b>	<b>\$ 6,076.00</b>	<b>\$ 6,076.10</b>	<b>\$ 0.00</b>	<b>\$ 8,076.10</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For WATER BOND RESERVE FUND (321)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
321-00-500001 Beginning Fund Balance	\$ 120,683.00	\$ 120,683.02	\$ 120,683.00	\$ 120,683.02	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>120,683.00</b>	<b>120,683.02</b>	<b>120,683.00</b>	<b>120,683.02</b>	<b>0.00%</b>
<b>Interest Revenues</b>					
321-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total WATER BOND RESERVE FUND Revenues</b>	<b>\$ 120,683.00</b>	<b>\$ 120,683.02</b>	<b>\$ 120,683.00</b>	<b>\$ 120,683.02</b>	<b>0.00%</b>
<b>Expenditures</b>					
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
321-00-401026 Contingency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
321-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	120,683.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>120,683.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER BOND RESERVE FUND Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 120,683.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>WATER BOND RESERVE FUND Excess of Revenues Ov</b>	<b>\$ 120,683.00</b>	<b>\$ 120,683.02</b>	<b>\$ 0.00</b>	<b>\$ 120,683.02</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For INDUSTRIAL PARK FUND (390)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
390-00-500001 Beginning Fund Balance	\$ 500,000.00	\$ 550,924.94	\$ 457,000.00	\$ 589,086.28	(28.90%)
390-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>500,000.00</b>	<b>550,924.94</b>	<b>457,000.00</b>	<b>589,086.28</b>	<b>(28.90%)</b>
<b>Intergovernmental Revenues Revenues</b>					
390-00-507200 LRAPA Grant OIP Improvements	0.00	0.00	0.00	0.00	0.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Interest Revenues</b>					
390-00-500200 Interest	0.00	399.29	1,800.00	1,127.38	37.37%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>399.29</b>	<b>1,800.00</b>	<b>1,127.38</b>	<b>37.37%</b>
<b>Grants &amp; Donations Revenues</b>					
390-00-509500 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
390-00-532250 OIP DEQ Grant	0.00	0.00	0.00	0.00	0.00%
390-00-599950 Business Oregon Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Rentals and Leases Revenues</b>					
390-00-501100 Rental Income	62,500.00	64,855.01	71,000.00	63,456.01	10.63%
<b>Total Rentals and Leases Revenues</b>	<b>62,500.00</b>	<b>64,855.01</b>	<b>71,000.00</b>	<b>63,456.01</b>	<b>10.63%</b>
<b>Miscellaneous Revenues</b>					
390-00-521650 Land Sale Revenue	0.00	0.00	0.00	0.00	0.00%
390-00-599900 Miscellaneous Income	8,333.30	0.00	0.00	9,427.00	0.00%
<b>Total Miscellaneous Revenues</b>	<b>8,333.30</b>	<b>0.00</b>	<b>0.00</b>	<b>9,427.00</b>	<b>0.00%</b>
<b>Other Financing Sources (uses) Revenues</b>					
390-00-500600 Laon receivable - Tanner	11,079.00	9,157.10	11,000.00	9,157.10	16.75%
390-00-500900 Sale of Property	20,000.00	48,433.60	0.00	0.00	0.00%
390-00-500950 Sale of Telecommunication Lease	0.00	570.62	500.00	0.00	100.00%
390-00-502900 Repayment From EMS Fund	0.00	0.00	0.00	0.00	0.00%
390-00-521810 Loan Repayment from General Fun	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>31,079.00</b>	<b>58,161.32</b>	<b>11,500.00</b>	<b>9,157.10</b>	<b>20.37%</b>
<b>Transfers Revenues</b>					
390-00-530500 Transfer From General	0.00	0.00	2,511.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>2,511.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total INDUSTRIAL PARK FUND Revenues</b>	<b>\$ 601,912.30</b>	<b>\$ 674,340.56</b>	<b>\$ 543,811.00</b>	<b>\$ 672,253.77</b>	<b>(23.62%)</b>

**Expenditures****Personal Services Expenditures**

390-00-400001 Health Care Coverage	\$ 0.00	\$ 0.00	\$ 3,200.00	\$ 2,606.42	18.55%
390-00-400002 PERS	0.00	0.00	3,600.00	2,888.81	19.76%



**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For INDUSTRIAL PARK FUND (390)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-400003 Workers Compensation	0.00	0.00	700.00	0.00	100.00%
390-00-400004 Payroll Taxes	0.00	0.00	800.00	579.31	27.59%
390-00-400005 Overtime	0.00	0.00	700.00	708.10	(1.16%)
390-00-400006 Standby	0.00	0.00	600.00	186.29	68.95%
390-00-400041 Utility Worker 2	0.00	0.00	2,100.00	1,751.01	16.62%
390-00-400042 Utility Worker 3	0.00	0.00	1,800.00	704.76	60.85%
390-00-400043 Public Works Crew Leader	0.00	0.00	1,800.00	1,568.48	12.86%
390-00-400045 Utility Worker IA			2,700.00	2,165.17	19.81%
390-00-400047 Utility Worker 1B			700.00	572.79	18.17%
390-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
390-00-400068 Floating Holiday 1			0.00	22.16	0.00%
390-00-400069 Floating Holiday 2			0.00	6.93	0.00%
390-00-400081 VEBA Contributions			400.00	0.00	100.00%
390-00-400082 Life/LTD Insurance			0.00	7.20	0.00%
<b>Total Personal Services Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>19,100.00</b>	<b>13,767.43</b>	<b>27.92%</b>
<b>Materials &amp; Services Expenditures</b>					
390-00-400101 Materials/Supplies	5,833.30	2,127.73	5,511.00	3,063.64	44.41%
390-00-400103 Seasonal/Temp Workers			7,000.00	0.00	100.00%
390-00-400104 Telephone			0.00	0.00	0.00%
390-00-400110 Utilities	12,500.00	9,861.31	12,500.00	8,865.93	29.07%
390-00-400116 Marketing-City	5,000.00	0.00	5,000.00	0.00	100.00%
390-00-400117 Membership/Dues/Subscriptions	416.60	0.00	300.00	100.00	66.67%
390-00-400120 Travel/Training	1,666.60	0.00	0.00	0.00	0.00%
390-00-400130 Professional Services Misc.	20,833.30	4,541.13	5,000.00	28,123.68	(462.47%)
390-00-400140 Administrative Overhead	0.00	56,000.00	31,700.00	23,775.00	25.00%
390-00-400201 NWP #38 Site Mitigation	3,333.30	0.00	3,000.00	0.00	100.00%
390-00-400260 Property Taxes	15,000.00	6,857.57	12,000.00	6,934.15	42.22%
390-00-499900 Miscellaneous Expense	0.00	0.00	500.00	388.00	22.40%
<b>Total Materials &amp; Services Expenditures</b>	<b>64,583.10</b>	<b>79,387.74</b>	<b>82,511.00</b>	<b>71,250.40</b>	<b>13.65%</b>
<b>Capital Outlay Expenditures</b>					
390-00-400300 New Equipment			8,000.00	0.00	100.00%
390-00-400500 OIP DEQ Grant	0.00	0.00	0.00	0.00	0.00%
390-00-400920 OIP Building	187,500.00	1,569.13	176,800.00	20,191.30	88.58%
<b>Total Capital Outlay Expenditures</b>	<b>187,500.00</b>	<b>1,569.13</b>	<b>184,800.00</b>	<b>20,191.30</b>	<b>89.07%</b>
<b>Fund Transfers Expenditures</b>					
390-00-400238 Emergency Services Loan	0.00	0.00	0.00	0.00	0.00%
390-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Debt Service Expenditures</b>					
390-00-401068 Repay DEQ Loan - Principal	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
390-00-401026 Contingency	0.00	0.00	40,000.00	0.00	100.00%
390-00-499990 Unappropriated Ending Fund Balanc			36,000.00	0.00	100.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For INDUSTRIAL PARK FUND (390)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-499991 Reserved for Future Expenditure			181,400.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>257,400.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Financing Sources (uses) Expenditures</b>					
390-00-402001 Loans to General Fund			0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Expenditure</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total INDUSTRIAL PARK FUND Expenditures</b>	<b>\$ 252,083.10</b>	<b>\$ 80,956.87</b>	<b>\$ 543,811.00</b>	<b>\$ 105,209.13</b>	<b>80.65%</b>
<b>INDUSTRIAL PARK FUND Excess of Revenues Over Ex</b>	<b>\$ 349,829.20</b>	<b>\$ 593,383.69</b>	<b>\$ 0.00</b>	<b>\$ 567,044.64</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For WATER FUND (620)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
620-00-500001 Beginning Fund Balance	\$ 90,000.00	\$ 83,856.65	\$ 214,000.00	\$ 234,853.80	(9.74%)
620-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>90,000.00</b>	<b>83,856.65</b>	<b>214,000.00</b>	<b>234,853.80</b>	<b>(9.74%)</b>
<b>Interest Revenues</b>					
620-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grants &amp; Donations Revenues</b>					
620-00-502859 Grant - Tank 7	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Rentals and Leases Revenues</b>					
620-00-501100 Rental Income			0.00	1,750.00	0.00%
<b>Total Rentals and Leases Revenues</b>			<b>0.00</b>	<b>1,750.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
620-00-599900 Miscellaneous Income	1,250.00	10,525.98	1,500.00	5,080.43	(238.70%)
<b>Total Miscellaneous Revenues</b>	<b>1,250.00</b>	<b>10,525.98</b>	<b>1,500.00</b>	<b>5,080.43</b>	<b>(238.70%)</b>
<b>Charges for Services Revenues</b>					
620-00-540000 Water Service	708,333.30	738,768.66	1,155,000.00	834,967.65	27.71%
620-00-540100 Connection Charge	833.30	900.00	1,500.00	1,800.00	(20.00%)
620-00-540200 Service Charge	2,916.60	2,750.00	3,500.00	(100.00)	102.86%
620-00-599905 Public Works Personnel Allocations			19,000.00	19,000.00	0.00%
<b>Total Charges for Services Revenues</b>	<b>712,083.20</b>	<b>742,418.66</b>	<b>1,179,000.00</b>	<b>855,667.65</b>	<b>27.42%</b>
<b>Other Financing Sources (uses) Revenues</b>					
620-00-500700 Loan Proceeds - Tank 7	482,000.00	442,148.00	750,000.00	1,022.00	99.86%
620-00-521810 Loan Repayment from General Fun			0.00	0.00	0.00%
620-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>482,000.00</b>	<b>442,148.00</b>	<b>750,000.00</b>	<b>1,022.00</b>	<b>99.86%</b>
<b>Transfers Revenues</b>					
620-00-530500 Transfer From General			6,582.00	0.00	100.00%
<b>Total Transfers Revenues</b>			<b>6,582.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER FUND Revenues</b>	<b>\$ 1,285,333.20</b>	<b>\$ 1,278,949.29</b>	<b>\$ 2,151,082.00</b>	<b>\$ 1,098,373.88</b>	<b>48.94%</b>

**Expenditures****Personal Services Expenditures**

620-00-400001 Health Care Coverage	\$ 46,588.30	\$ 51,931.59	\$ 42,700.00	\$ 35,539.06	16.77%
620-00-400002 PERS	30,419.10	33,749.42	44,700.00	36,976.43	17.28%
620-00-400003 Workers Compensation	4,875.00	1,901.85	8,100.00	5,014.01	38.10%
620-00-400004 Payroll Taxes	10,808.30	7,290.43	10,200.00	7,397.95	27.47%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For WATER FUND (620)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-400005 Overtime	8,333.30	7,913.01	8,500.00	9,201.06	(8.25%)
620-00-400006 Standby	3,333.30	2,641.60	7,300.00	2,451.37	66.42%
620-00-400015 LIB/AP/UB	0.00	0.00	0.00	0.00	0.00%
620-00-400016 Employee Allowance	0.00	0.00	0.00	0.00	0.00%
620-00-400024 Dispatchers	0.00	0.00	0.00	0.00	0.00%
620-00-400040 Public Works Foreman	0.00	0.00	0.00	0.00	0.00%
620-00-400041 Utility Worker 2	45,865.80	46,002.01	23,300.00	19,601.18	15.87%
620-00-400042 Utility Worker 3	0.00	0.00	19,403.00	7,343.00	62.16%
620-00-400043 Public Works Crew Leader	0.00	0.00	27,063.00	22,742.62	15.96%
620-00-400045 Utility Worker I	39,974.10	40,586.02	23,276.00	18,326.48	21.26%
620-00-400046 Assistant Planner	0.00	0.00	0.00	0.00	0.00%
620-00-400047 Utility Worker 1B	0.00	0.00	23,538.00	18,328.68	22.13%
620-00-400049 Comm Svc's/Asst to Admin	0.00	0.00	0.00	0.00	0.00%
620-00-400065 Seasonal Employee	0.00	0.00	0.00	0.00	0.00%
620-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
620-00-400068 Floating Holiday 1			0.00	265.99	0.00%
620-00-400069 Floating Holiday 2			0.00	72.17	0.00%
620-00-400081 VEBA Contributions	3,750.00	5,625.00	4,600.00	4,500.00	2.17%
620-00-400082 Life/LTD Insurance	200.00	216.84	100.00	87.57	12.43%
<b>Total Personal Services Expenditures</b>	<b>194,147.20</b>	<b>197,857.77</b>	<b>242,780.00</b>	<b>187,847.57</b>	<b>22.63%</b>
<b>Materials &amp; Services Expenditures</b>					
620-00-400101 Materials/Supplies	29,166.60	17,402.75	30,044.00	23,763.34	20.90%
620-00-400103 Seasonal/Temp Workers	29,166.60	22,391.53	28,159.00	25,285.40	10.20%
620-00-400104 Telephone			0.00	1,936.02	0.00%
620-00-400106 Office Expenses	2,083.30	2,001.66	2,000.00	47.94	97.60%
620-00-400107 Utilities	54,166.60	52,122.28	65,000.00	59,564.34	8.36%
620-00-400108 Insurance	0.00	0.00	0.00	0.00	0.00%
620-00-400120 Travel/Training	2,500.00	1,453.83	2,500.00	1,540.96	38.36%
620-00-400130 Professional Services Misc.	25,000.00	26,569.65	25,500.00	16,551.42	35.09%
620-00-400133 Professional Services/Legal Fees	52,000.00	21,929.03	5,000.00	4,574.97	8.50%
620-00-400137 Dispatch Services LCSO	2,250.00	2,163.00	2,700.00	3,460.80	(28.18%)
620-00-400140 Administrative Overhead	0.00	270,000.00	147,000.00	110,250.00	25.00%
620-00-400146 Uniform Allowance	1,833.30	541.99	2,000.00	596.08	70.20%
620-00-400156 Computer Equip/Supplies/Support	1,250.00	3,013.05	2,000.00	264.90	86.76%
620-00-400157 Equipment Rental			0.00	2,630.14	0.00%
620-00-400160 Equipment Maintenance/Repairs	13,333.30	6,304.29	25,000.00	9,122.01	63.51%
620-00-400170 Vehicle Lease	4,166.60	1,850.94	2,500.00	1,903.90	23.84%
620-00-400172 Fuel	11,666.60	6,851.09	13,000.00	4,713.44	63.74%
620-00-400173 New Equipment (less than \$5,000)	6,666.60	2,656.48	8,000.00	3,702.28	53.72%
620-00-400177 Building Maintenance(non-capital)	4,583.30	0.00	5,000.00	150.63	96.99%
620-00-400192 Meter Replacement	4,166.60	0.00	5,000.00	4,248.87	15.02%
620-00-400240 Payment in Lieu of Franchise	0.00	45,000.00	0.00	0.00	0.00%
620-00-499900 Miscellaneous Expense	0.00	785.06	0.00	405.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>243,999.40</b>	<b>483,036.63</b>	<b>370,403.00</b>	<b>274,712.44</b>	<b>25.83%</b>
<b>Capital Outlay Expenditures</b>					
620-00-400300 New Equipment - Capital	0.00	8,054.03	0.00	0.00	0.00%
620-00-400410 Tank 7	430,000.00	395,803.00	0.00	200.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For WATER FUND (620)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-400452 Bldg. Maintenance (>\$5,000)	0.00	0.00	0.00	0.00	0.00%
620-00-400888 Well Field Improvement	0.00	9,455.78	750,000.00	0.00	100.00%
620-00-400900 Distribution Improvements	0.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>430,000.00</b>	<b>413,312.81</b>	<b>750,000.00</b>	<b>200.00</b>	<b>99.97%</b>
<b>Fund Transfers Expenditures</b>					
620-00-401000 Transfer to General Fund			120,000.00	0.00	100.00%
620-00-401045 Transfer to Wate Fund Reserve	0.00	5,808.00	5,808.00	5,808.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>5,808.00</b>	<b>125,808.00</b>	<b>5,808.00</b>	<b>95.38%</b>
<b>Debt Service Expenditures</b>					
620-00-401030 Debt Service - Interest	0.00	0.00	21,300.00	21,316.89	(0.08%)
620-00-401031 Debt Service - Principal	0.00	0.00	101,000.00	100,980.25	0.02%
620-00-401032 Bond Payment - Interest	10,962.00	5,310.63	10,300.00	5,132.50	50.17%
620-00-401034 Bond Payment - Principal	7,500.00	7,500.00	7,500.00	7,500.00	0.00%
620-00-401036 New Public Works Bldg.	0.00	0.00	0.00	0.00	0.00%
620-00-401037 Safe Drinking Water Program	122,300.00	122,297.14	41,800.00	0.00	100.00%
620-00-401038 New Public Works Bldg. - Interest	0.00	0.00	0.00	0.00	0.00%
620-00-401039 Water Loan - Tank 7 Principal	0.00	0.00	45,400.00	41,828.08	7.87%
620-00-401041 Water Loan - Tank 7 Interest	0.00	0.00	0.00	45,389.29	0.00%
620-00-401043 Debt Service - V19009 - Interest			0.00	80.12	0.00%
620-00-401047 Debt Service - V19009 - Principal			0.00	1,312.58	0.00%
620-00-401069 Loan to OPD	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Expenditures</b>	<b>140,762.00</b>	<b>135,107.77</b>	<b>227,300.00</b>	<b>223,539.71</b>	<b>1.65%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
620-00-401026 Contingency	0.00	0.00	48,791.00	0.00	100.00%
620-00-401027 Water Pro Test - Future Expense	0.00	0.00	0.00	0.00	0.00%
620-00-401079 Future Requirement - Tank 7 Loan R	0.00	0.00	0.00	0.00	0.00%
620-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
620-00-499991 Reserved for Future Expenditure			103,703.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>152,494.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Financing Sources (uses) Expenditures</b>					
620-00-402001 Loans to General Fund	0.00	0.00	255,297.00	200,000.00	21.66%
620-00-402003 Capital Loan to other fund			27,000.00	0.00	100.00%
<b>Total Other Financing Sources (uses) Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>282,297.00</b>	<b>200,000.00</b>	<b>29.15%</b>
<b>Total WATER FUND Expenditures</b>	<b>\$ 1,008,908.60</b>	<b>\$ 1,235,122.98</b>	<b>\$ 2,151,082.00</b>	<b>\$ 892,107.72</b>	<b>58.53%</b>
<b>WATER FUND Excess of Revenues Over Expenditures</b>	<b>\$ 276,424.60</b>	<b>\$ 43,826.31</b>	<b>\$ 0.00</b>	<b>\$ 206,266.16</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For WASTEWATER FUND (622)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
622-00-500001 Beginning Fund Balance	\$ 375,000.00	\$ 299,290.01	\$ 200,000.00	\$ 184,623.44	7.69%
622-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>375,000.00</b>	<b>299,290.01</b>	<b>200,000.00</b>	<b>184,623.44</b>	<b>7.69%</b>
<b>Interest Revenues</b>					
622-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
622-00-599900 Miscellaneous Income	5,000.00	2,012.58	2,500.00	557.50	77.70%
<b>Total Miscellaneous Revenues</b>	<b>5,000.00</b>	<b>2,012.58</b>	<b>2,500.00</b>	<b>557.50</b>	<b>77.70%</b>
<b>Charges for Services Revenues</b>					
622-00-540100 Connection Charge	833.30	1,050.00	1,500.00	1,750.00	(16.67%)
622-00-540300 Sewer Service	554,750.00	518,422.59	704,900.00	526,753.63	25.27%
622-00-599905 Public Works Personnel Allocations			22,000.00	22,000.00	0.00%
<b>Total Charges for Services Revenues</b>	<b>555,583.30</b>	<b>519,472.59</b>	<b>728,400.00</b>	<b>550,503.63</b>	<b>24.42%</b>
<b>Other Financing Sources (uses) Revenues</b>					
622-00-521810 Loan Repayment from General Fun			95,000.00	95,000.00	0.00%
622-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>0.00%</b>
<b>Transfers Revenues</b>					
622-00-530000 Transfer from Other Funds	0.00	0.00	0.00	0.00	0.00%
622-00-530500 Transfer From General			8,032.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>8,032.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WASTEWATER FUND Revenues</b>	<b>\$ 935,583.30</b>	<b>\$ 820,775.18</b>	<b>\$ 1,033,932.00</b>	<b>\$ 830,684.57</b>	<b>19.66%</b>

**Expenditures****Personal Services Expenditures**

622-00-400001 Health Care Coverage	\$ 58,300.00	\$ 44,829.73	\$ 58,300.00	\$ 48,331.77	17.10%
622-00-400002 PERS	39,186.60	37,051.58	48,900.00	40,849.44	16.46%
622-00-400003 Workers Compensation	5,077.50	417.22	7,400.00	1,430.59	80.67%
622-00-400004 Payroll Taxes	14,061.60	7,905.74	11,400.00	8,362.93	26.64%
622-00-400005 Overtime	4,166.60	8,018.18	10,100.00	8,660.28	14.25%
622-00-400006 Standby	2,833.30	2,693.60	9,800.00	4,768.60	51.34%
622-00-400015 LIB/AP/UB	0.00	0.00	0.00	0.00	0.00%
622-00-400016 Employee Allowance	0.00	0.00	0.00	0.00	0.00%
622-00-400024 Dispatchers	0.00	0.00	0.00	0.00	0.00%
622-00-400040 Public Works Foreman	0.00	0.00	0.00	0.00	0.00%
622-00-400041 Utility Worker 2	0.00	0.00	26,551.00	21,789.82	17.93%
622-00-400042 Utility Worker 3	47,083.30	16,883.48	19,403.00	7,343.00	62.16%
622-00-400043 Public Works Crew Leader	53,750.00	55,713.13	22,463.00	18,821.47	16.21%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For WASTEWATER FUND (622)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
622-00-400044 Utility Worker 1C			28,352.00	0.00	100.00%
622-00-400045 Utility Worker I	20,000.00	22,586.37	8,466.00	30,842.74	(264.31%)
622-00-400046 Assistant Planner	0.00	0.00	0.00	0.00	0.00%
622-00-400047 Utility Worker 1B	0.00	0.00	24,085.00	19,033.61	20.97%
622-00-400049 Comm Svc's/Asst to Admin	0.00	0.00	0.00	0.00	0.00%
622-00-400065 Seasonal Employee	0.00	0.00	0.00	0.00	0.00%
622-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
622-00-400068 Floating Holiday 1			0.00	258.54	0.00%
622-00-400069 Floating Holiday 2			0.00	72.17	0.00%
622-00-400081 VEBA Contributions	4,687.50	4,500.00	5,000.00	5,625.00	(12.50%)
622-00-400082 Life/LTD Insurance	300.00	310.54	300.00	253.55	15.48%
622-00-400090 Severance Benefits	0.00	0.00	0.00	0.00	0.00%
<b>Total Personal Services Expenditures</b>	<b>249,446.40</b>	<b>200,909.57</b>	<b>280,520.00</b>	<b>216,443.51</b>	<b>22.84%</b>
<b>Materials &amp; Services Expenditures</b>					
622-00-400101 Materials/Supplies	20,833.30	7,328.72	20,044.00	10,376.09	48.23%
622-00-400103 Seasonal/Temp Workers	28,333.30	22,688.69	14,170.00	23,299.33	(64.43%)
622-00-400104 Telephone			0.00	5,303.35	0.00%
622-00-400106 Office Expenses	3,750.00	2,001.65	2,000.00	57.89	97.11%
622-00-400107 Utilities	50,000.00	38,895.99	50,000.00	47,814.56	4.37%
622-00-400120 Travel/Training	2,500.00	2,620.30	3,000.00	629.48	79.02%
622-00-400130 Professional Services Misc.	54,166.60	27,397.26	30,000.00	15,154.91	49.48%
622-00-400136 Asset Management	0.00	0.00	0.00	0.00	0.00%
622-00-400137 Dispatch Services LCSO	2,500.00	2,163.00	3,000.00	3,460.80	(15.36%)
622-00-400140 Administrative Overhead	0.00	270,000.00	97,200.00	72,900.00	25.00%
622-00-400146 Uniform Allowance	1,458.30	1,321.64	1,500.00	952.04	36.53%
622-00-400156 Computer Equip/Supplies/Support	10,000.00	1,772.26	2,800.00	32.16	98.85%
622-00-400157 Equipment Rental			0.00	511.60	0.00%
622-00-400160 Equipment Maintenance/Repairs	25,000.00	14,370.23	18,000.00	15,138.89	15.90%
622-00-400170 Vehicle Lease	2,083.30	1,850.96	2,500.00	1,903.90	23.84%
622-00-400172 Fuel	12,500.00	6,881.06	13,000.00	4,713.40	63.74%
622-00-400173 New Equipment (less than \$5,000)	12,500.00	6,775.56	15,000.00	689.28	95.40%
622-00-400177 Building Maintenance(non-capital)	3,333.30	0.00	0.00	150.62	0.00%
622-00-400178 Sludge Program			0.00	0.00	0.00%
622-00-400240 Payment in Lieu of Franchise	0.00	38,000.00	0.00	0.00	0.00%
622-00-499900 Miscellaneous Expense	0.00	1,027.02	1,000.00	1,480.67	(48.07%)
<b>Total Materials &amp; Services Expenditures</b>	<b>228,958.10</b>	<b>445,094.34</b>	<b>273,214.00</b>	<b>204,568.97</b>	<b>25.13%</b>
<b>Capital Outlay Expenditures</b>					
622-00-400300 New Equipment - Capital	5,000.00	11,681.90	120,000.00	0.00	100.00%
622-00-400452 Bldg. Maintenance (>\$5,000)	5,000.00	0.00	5,000.00	0.00	100.00%
622-00-400555 Plant Improvements	10,000.00	0.00	10,000.00	128.00	98.72%
622-00-400903 Collection System	15,000.00	0.00	12,000.00	16,487.66	(37.40%)
622-00-400905 Inflow and Infiltration	0.00	0.00	0.00	248.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>35,000.00</b>	<b>11,681.90</b>	<b>147,000.00</b>	<b>16,863.66</b>	<b>88.53%</b>
<b>Fund Transfers Expenditures</b>					
622-00-401044 Transfer to Water Bond Reserve	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For WASTEWATER FUND (622)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Debt Service Expenditures</b>					
622-00-401032 Bond Payment - Interest	10,621.00	5,310.62	10,300.00	5,132.50	50.17%
622-00-401034 Bond Payment - Principal	7,500.00	7,500.00	7,500.00	7,500.00	0.00%
622-00-401036 New Public Works Bldg.	0.00	0.00	0.00	0.00	0.00%
622-00-401038 New Public Works Bldg. - Interest	0.00	0.00	0.00	0.00	0.00%
622-00-401069 Loan to OPD	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Expenditures</b>	<b>18,121.00</b>	<b>12,810.62</b>	<b>17,800.00</b>	<b>12,632.50</b>	<b>29.03%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
622-00-401026 Contingency	0.00	0.00	36,998.00	0.00	100.00%
622-00-499991 Reserved for Future Expenditure			128,400.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>165,398.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Financing Sources (uses) Expenditures</b>					
622-00-402001 Loans to General Fund	0.00	0.00	150,000.00	150,000.00	0.00%
<b>Total Other Financing Sources (uses) Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00%</b>
<b>Total WASTEWATER FUND Expenditures</b>	<b>\$ 531,525.50</b>	<b>\$ 670,496.43</b>	<b>\$ 1,033,932.00</b>	<b>\$ 600,508.64</b>	<b>41.92%</b>
<b>WASTEWATER FUND Excess of Revenues Over Expend \$</b>	<b>404,057.80</b>	<b>\$ 150,278.75</b>	<b>\$ 0.00</b>	<b>\$ 230,175.93</b>	<b>0.00%</b>



**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For STORMWATER FUND (696)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
696-00-500001 Beginning Fund Balance	\$ 5,000.00	\$ 10,324.70	\$ 15,000.00	\$ 30,580.67	(103.87%)
<b>Total Beginning Fund Balances Revenues</b>	<b>5,000.00</b>	<b>10,324.70</b>	<b>15,000.00</b>	<b>30,580.67</b>	<b>(103.87%)</b>
<b>Interest Revenues</b>					
696-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Charges for Services Revenues</b>					
696-00-540500 Storm Water Service	20,421.60	20,805.21	27,600.00	21,229.61	23.08%
696-00-599905 Public Works Personnel Allocations			0.00	0.00	0.00%
<b>Total Charges for Services Revenues</b>	<b>20,421.60</b>	<b>20,805.21</b>	<b>27,600.00</b>	<b>21,229.61</b>	<b>23.08%</b>
<b>Total STORMWATER FUND Revenues</b>	<b>\$ 25,421.60</b>	<b>\$ 31,129.91</b>	<b>\$ 42,600.00</b>	<b>\$ 51,810.28</b>	<b>(21.62%)</b>
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
696-00-400066 Vacation Buy-Out	\$	\$	\$ 0.00	\$ 0.00	0.00%
696-00-400068 Floating Holiday 1			0.00	0.00	0.00%
696-00-400069 Floating Holiday 2			0.00	0.00	0.00%
<b>Total Personal Services Expenditures</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Materials &amp; Services Expenditures</b>					
696-00-400101 Materials/Supplies	416.60	1,215.20	1,000.00	708.68	29.13%
696-00-400104 Telephone			0.00	0.00	0.00%
696-00-400136 Asset Management	416.60	0.00	1,000.00	0.00	100.00%
696-00-400140 Administrative Overhead	5,000.00	5,000.00	16,300.00	12,225.00	25.00%
696-00-400160 Equipment Maintenance/Repairs	833.30	1,193.63	1,500.00	0.00	100.00%
696-00-400173 New Equipment (less than \$5,000)	0.00	688.66	0.00	344.33	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>6,666.50</b>	<b>8,097.49</b>	<b>19,800.00</b>	<b>13,278.01</b>	<b>32.94%</b>
<b>Capital Outlay Expenditures</b>					
696-00-400556 New Construction	10,000.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
696-00-401026 Contingency	0.00	0.00	22,800.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>22,800.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STORMWATER FUND Expenditures</b>	<b>\$ 16,666.50</b>	<b>\$ 8,097.49</b>	<b>\$ 42,600.00</b>	<b>\$ 13,278.01</b>	<b>68.83%</b>
<b>STORMWATER FUND Excess of Revenues Over Expend \$</b>	<b>8,755.10</b>	<b>\$ 23,032.42</b>	<b>\$ 0.00</b>	<b>\$ 38,532.27</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 5,347,947.10	\$ 6,658,866.19	\$ 9,076,181.00	\$ 6,510,027.45	28.27%
Total Expenditures	\$ 4,844,429.20	\$ 5,421,180.35	\$ 9,076,181.00	\$ 4,868,290.14	46.36%
Total Excess of Revenues Over Expenditures	\$ 503,517.90	\$ 1,237,685.84	0.00	\$ 1,641,737.31	0.00%

***Statement of Revenue &  
Expenditures by Department***

**Year to date April 30, 2021**

***Preliminary***

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
100-00-500001 Beginning Fund Balance	\$ 208,613.00	\$ 129,647.75	\$ 25,000.00	\$ 35,588.08	(42.35%)
100-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
230-00-500001 Beginning Fund Balance	85,000.00	99,867.23	41,000.00	100,107.86	(144.17%)
230-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
232-00-500001 Beginning Fund Balance	(160,000.00)	(133,015.38)	0.00	(26,147.75)	0.00%
232-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
245-00-500001 Beginning Fund Balance	17,424.00	17,424.00	23,232.00	23,232.00	0.00%
252-00-500001 Beginning Fund Balance	20,831.00	22,312.60	17,312.00	22,312.60	(28.89%)
255-00-500001 Beginning Fund Balance	19,076.00	4,076.10	6,076.00	6,076.10	0.00%
321-00-500001 Beginning Fund Balance	120,683.00	120,683.02	120,683.00	120,683.02	0.00%
390-00-500001 Beginning Fund Balance	500,000.00	550,924.94	457,000.00	589,086.28	(28.90%)
390-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
620-00-500001 Beginning Fund Balance	90,000.00	83,856.65	214,000.00	234,853.80	(9.74%)
620-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
622-00-500001 Beginning Fund Balance	375,000.00	299,290.01	200,000.00	184,623.44	7.69%
622-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
696-00-500001 Beginning Fund Balance	5,000.00	10,324.70	15,000.00	30,580.67	(103.87%)
<b>Total Beginning Fund Balances Revenues</b>	<b>1,281,627.00</b>	<b>1,205,391.62</b>	<b>1,119,303.00</b>	<b>1,320,996.10</b>	<b>(18.02%)</b>
<b>Property Taxes Revenues</b>					
100-00-503400 Property Tax Revenues - Prior Levie	33,333.30	14,316.46	23,000.00	11,669.11	49.26%
100-00-599100 Property Tax Revenues - Current Le	1,014,300.00	1,061,811.46	1,073,000.00	1,100,545.52	(2.57%)
<b>Total Property Taxes Revenues</b>	<b>1,047,633.30</b>	<b>1,076,127.92</b>	<b>1,096,000.00</b>	<b>1,112,214.63</b>	<b>(1.48%)</b>
<b>Franchise Fees Revenues</b>					
100-00-504005 Franchise Fees	99,100.00	85,968.21	198,000.00	187,113.26	5.50%
100-00-520200 Water Pay in Lieu of Franchise	0.00	45,000.00	0.00	0.00	0.00%
100-00-520300 Sewer Pay in Lieu of Franchise	0.00	38,000.00	0.00	0.00	0.00%
230-00-520500 Lane Electric Franchise	0.00	0.00	0.00	0.00	0.00%
<b>Total Franchise Fees Revenues</b>	<b>99,100.00</b>	<b>168,968.21</b>	<b>198,000.00</b>	<b>187,113.26</b>	<b>5.50%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
100-00-503100 State Liquor Tax	29,166.60	48,376.36	51,000.00	54,488.10	(6.84%)
100-00-503150 State Marijuana Tax	12,000.00	8,338.13	16,000.00	22,436.25	(40.23%)
100-00-503250 ORD 924 Tax	5,833.30	19,648.45	18,000.00	21,266.75	(18.15%)
100-00-503300 Cigarette Tax	2,916.60	3,493.28	4,300.00	2,517.06	41.46%
100-00-503450 Heavy Eqp Rental Tax	0.00	0.00	0.00	1,889.93	0.00%
100-00-503500 Transient Room Tax	30,833.30	25,661.55	34,000.00	15,779.35	53.59%
100-00-504000 Telecommunications License Fee	15,574.00	21,382.25	19,900.00	18,290.23	8.09%
100-00-504100 Licenses & Permits Fees	66,666.60	46,881.80	80,000.00	70,335.61	12.08%
230-00-503200 State Gas Tax	191,666.60	199,296.04	235,000.00	190,634.54	18.88%
230-00-504300 Fuel Dealer's License Fee	47,900.00	36,066.78	60,000.00	67,356.96	(12.26%)
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>402,557.00</b>	<b>409,144.64</b>	<b>518,200.00</b>	<b>464,994.78</b>	<b>10.27%</b>
<b>Intergovernmental Revenues Revenues</b>					
100-00-502400 Westfir Police Services Contract	24,957.00	39,789.50	34,100.00	61,963.89	(81.71%)

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-502500 Rural Fire District	0.00	0.00	0.00	0.00	0.00%
100-00-504200 MFWWC Fiscal Admin Fee	0.00	0.00	0.00	0.00	0.00%
100-00-507000 State Revenue Sharing	26,250.00	26,896.41	29,500.00	30,248.82	(2.54%)
100-00-507100 LRAPA Code Enforcement	9,166.60	0.00	75,000.00	43,500.15	42.00%
100-00-508500 Lowell Police Serv. Contract	21,090.00	23,436.00	28,900.00	24,139.11	16.47%
100-00-509000 School District SRO	45,833.30	0.00	0.00	0.00	0.00%
100-00-515000 Lane County WAC Management	0.00	0.00	0.00	0.00	0.00%
100-00-515300 RTMP Funds	15,093.30	18,850.00	18,900.00	18,775.00	0.66%
100-00-520000 Public Safety Assessment	0.00	0.00	0.00	0.00	0.00%
100-00-521500 State of Oregon	0.00	0.00	0.00	0.00	0.00%
230-00-520600 Greenwaters/Rest Area	2,916.60	524.66	2,500.00	2,300.00	8.00%
230-00-520700 State Highway Rest Area	0.00	0.00	0.00	0.00	0.00%
230-00-520800 ODOT Small city Allotment	(100,000.00)	0.00	100,000.00	0.00	100.00%
232-00-502800 Hazeldell Fire Contract	29,655.00	29,655.00	60,800.00	30,544.50	49.76%
232-00-502810 Fire Contracts - Westfir	10,780.00	18,750.00	15,500.00	0.00	100.00%
232-00-502815 Hazeldell - Vol Prog	0.00	0.00	15,500.00	0.00	100.00%
390-00-507200 LRAPA Grant OIP Improvements	0.00	0.00	0.00	0.00	0.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>85,741.80</b>	<b>157,901.57</b>	<b>380,700.00</b>	<b>211,471.47</b>	<b>44.45%</b>
<b>Planning Fees and Reimbursements Revenues</b>					
100-00-501500 Planning	3,333.30	1,345.00	2,000.00	1,530.00	23.50%
<b>Total Planning Fees and Reimbursements Revenue</b>	<b>3,333.30</b>	<b>1,345.00</b>	<b>2,000.00</b>	<b>1,530.00</b>	<b>23.50%</b>
<b>Fines &amp; Forfeitures Revenues</b>					
100-00-500500 Fines & Foreitures	75,000.00	63,038.34	88,000.00	32,885.40	62.63%
100-00-508600 Lowell Muni Court Fines	833.30	0.00	0.00	0.00	0.00%
<b>Total Fines &amp; Forfeitures Revenues</b>	<b>75,833.30</b>	<b>63,038.34</b>	<b>88,000.00</b>	<b>32,885.40</b>	<b>62.63%</b>
<b>Interest Revenues</b>					
100-00-500200 Interest	4,166.70	6,492.08	5,000.00	707.67	85.85%
100-00-500205 Interest on Property Taxes	2,083.30	1,845.94	2,000.00	2,039.13	(1.96%)
100-00-520850 ODOT/TGM Planning Grant	0.00	0.00	0.00	0.00	0.00%
100-00-520870 PSIC Grant	0.00	0.00	0.00	0.00	0.00%
230-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
232-00-500200 Interest	62.50	34.88	0.00	24.88	0.00%
232-00-502851 SAFER Interest	0.00	0.81	0.00	0.16	0.00%
252-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
321-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
390-00-500200 Interest	0.00	399.29	1,800.00	1,127.38	37.37%
620-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
622-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
696-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total Interest Revenues</b>	<b>6,312.50</b>	<b>8,773.00</b>	<b>8,800.00</b>	<b>3,899.22</b>	<b>55.69%</b>
<b>Grants &amp; Donations Revenues</b>					
100-00-500300 Dividends			0.00	9,607.00	0.00%
100-00-500880 DEQ Smoke Management Grant	0.00	0.00	0.00	27,495.85	0.00%
100-00-502860 CARES Act Grant	0.00	0.00	97,153.00	97,153.30	0.00%
100-00-502861 FEMA COVID Vaccine grant			0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-506000 Library Donations & Sales	2,500.00	1,494.26	2,500.00	1,234.98	50.60%
100-00-506500 Library SRP-Cards 4 Kids	833.30	1,000.00	1,000.00	0.00	100.00%
100-00-509500 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511000 Drug Enforcement Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511001 State Library of Oregon Grant			0.00	0.00	0.00%
100-00-511150 ODOT/IMBA Grant	0.00	0.00	160,000.00	79,355.91	50.40%
100-00-511175 ODOT/Hwy 58 Crosswalk	0.00	0.00	0.00	0.00	0.00%
100-00-511800 Police Overtime Grant	0.00	0.00	0.00	0.00	0.00%
100-00-511900 Alcohol & Drug Grant	0.00	0.00	0.00	0.00	0.00%
100-00-512100 Com. Center Grants	0.00	0.00	0.00	0.00	0.00%
100-00-512800 COPS Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513200 Westfir Police Grant/COPS	0.00	0.00	0.00	0.00	0.00%
100-00-513400 Homeland Security/LETPP Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513500 Amphitheater Project Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513600 DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00%
100-00-513700 Parks Grants/Donations	0.00	9.69	0.00	679.56	0.00%
100-00-513800 Ford Foundation Grant	0.00	0.00	10,000.00	10,000.00	0.00%
100-00-514100 Misc Police Grants	0.00	0.00	0.00	0.00	0.00%
100-00-514200 USDA Patrol Vehicle Grant	17,600.00	19,473.00	0.00	0.00	0.00%
100-00-599800 Parks Revenues/Donations	4,166.60	2,874.11	3,000.00	0.00	100.00%
232-00-502850 SAFER Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502852 Assistance to Firefighters Grant PP	0.00	0.00	0.00	0.00	0.00%
232-00-502853 SAFER Grant/4th Firefighter/Param	0.00	0.00	0.00	0.00	0.00%
232-00-502854 Lane County Radio Repeater Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502855 Safer Grant 2015	0.00	0.00	0.00	0.00	0.00%
232-00-502856 2015 VFA Grant	0.00	0.00	0.00	0.00	0.00%
232-00-502857 Safer Grant 2016	0.00	0.00	0.00	0.00	0.00%
232-00-502858 Assistance to Firefighter Grant	0.00	0.00	0.00	0.00	0.00%
252-00-500860 DEQ Coord Grant	0.00	0.00	0.00	0.00	0.00%
252-00-511125 Air Quality Grant	0.00	0.00	0.00	0.00	0.00%
390-00-509500 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
390-00-532250 OIP DEQ Grant	0.00	0.00	0.00	0.00	0.00%
390-00-599950 Business Oregon Grant	0.00	0.00	0.00	0.00	0.00%
620-00-502859 Grant - Tank 7	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>25,099.90</b>	<b>24,851.06</b>	<b>273,653.00</b>	<b>225,526.60</b>	<b>17.59%</b>
<b>Rentals and Leases Revenues</b>					
100-00-501400 WAC Room Rent	8,333.30	9,747.95	11,000.00	6,551.70	40.44%
100-00-599600 LCOG Fiber Lease	0.00	0.00	0.00	0.00	0.00%
100-00-599700 Dead Mountain Tower Rent	5,416.60	7,158.72	7,000.00	5,850.00	16.43%
390-00-501100 Rental Income	62,500.00	64,855.01	71,000.00	63,456.01	10.63%
620-00-501100 Rental Income			0.00	1,750.00	0.00%
<b>Total Rentals and Leases Revenues</b>	<b>76,249.90</b>	<b>81,761.68</b>	<b>89,000.00</b>	<b>77,607.71</b>	<b>12.80%</b>
<b>Miscellaneous Revenues</b>					
100-00-502000 Fall Fun Night	3,500.00	1,885.00	2,500.00	0.00	100.00%
100-00-505500 Library Revenue	1,666.60	1,315.89	1,800.00	1,369.75	23.90%
100-00-507500 Animal Control Facility	0.00	0.00	0.00	0.00	0.00%
100-00-508000 Animal Spay/Neuter Program	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL (00)*  
*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-510000 WAC Vending Machine	8.30	20.75	0.00	0.00	0.00%
100-00-513300 Animal Spay/Neuter Donations	0.00	0.00	0.00	0.00	0.00%
100-00-599900 Miscellaneous Income	16,666.60	639.27	3,000.00	34,351.83	(1045.06%)
100-00-599910 Misc Income - Secret Millionaire	0.00	0.00	0.00	0.00	0.00%
100-00-599920 Misc Police Revenue	1,666.60	1,133.70	2,000.00	18,096.25	(804.81%)
230-00-599900 Miscellaneous Income	833.30	1,444.99	1,500.00	171.00	88.60%
232-00-599900 Miscellaneous Income	8,333.30	1,588.83	2,000.00	58,587.50	(2829.37%)
252-00-500201 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00%
390-00-521650 Land Sale Revenue	0.00	0.00	0.00	0.00	0.00%
390-00-599900 Miscellaneous Income	8,333.30	0.00	0.00	9,427.00	0.00%
620-00-599900 Miscellaneous Income	1,250.00	10,525.98	1,500.00	5,080.43	(238.70%)
622-00-599900 Miscellaneous Income	5,000.00	2,012.58	2,500.00	557.50	77.70%
<b>Total Miscellaneous Revenues</b>	<b>47,258.00</b>	<b>20,566.99</b>	<b>16,800.00</b>	<b>127,641.26</b>	<b>(659.77%)</b>
<b>Charges for Services Revenues</b>					
100-00-520100 Administrative Overhead	0.00	671,000.00	595,900.00	390,000.00	34.55%
230-00-599905 Public Works Personnel Allocations			10,500.00	10,500.00	0.00%
232-00-502700 Fire Med	21,666.60	9,962.50	20,000.00	12,800.00	36.00%
232-00-540200 Service Charge	355,000.00	323,269.48	414,000.00	427,171.67	(3.18%)
232-00-540400 Ground Emergency Medical Transp			20,000.00	0.00	100.00%
232-00-540600 Fees For Services	5,000.00	0.00	3,000.00	0.00	100.00%
620-00-540000 Water Service	708,333.30	738,768.66	1,155,000.00	834,967.65	27.71%
620-00-540100 Connection Charge	833.30	900.00	1,500.00	1,800.00	(20.00%)
620-00-540200 Service Charge	2,916.60	2,750.00	3,500.00	(100.00)	102.86%
620-00-599905 Public Works Personnel Allocations			19,000.00	19,000.00	0.00%
622-00-540100 Connection Charge	833.30	1,050.00	1,500.00	1,750.00	(16.67%)
622-00-540300 Sewer Service	554,750.00	518,422.59	704,900.00	526,753.63	25.27%
622-00-599905 Public Works Personnel Allocations			22,000.00	22,000.00	0.00%
696-00-540500 Storm Water Service	20,421.60	20,805.21	27,600.00	21,229.61	23.08%
696-00-599905 Public Works Personnel Allocations			0.00	0.00	0.00%
<b>Total Charges for Services Revenues</b>	<b>1,669,754.70</b>	<b>2,286,928.44</b>	<b>2,998,400.00</b>	<b>2,267,872.56</b>	<b>24.36%</b>
<b>Other Financing Sources (uses) Revenues</b>					
100-00-500400 Tax Anticipation Note	0.00	0.00	0.00	0.00	0.00%
100-00-500910 Sale of Equipment			0.00	3,703.25	0.00%
100-00-522100 Orchid Health Collective Loan	0.00	0.00	0.00	0.00	0.00%
100-00-532400 Water Sewer Loan for PD	0.00	0.00	0.00	0.00	0.00%
100-00-532425 Loan from OIP			180,000.00	0.00	100.00%
100-00-532426 Loan from Wastewater Fund	0.00	0.00	150,000.00	150,000.00	0.00%
100-00-532427 Loan from Water Fund	0.00	0.00	255,297.00	200,000.00	21.66%
100-00-599200 Insurance Proceeds	0.00	31,148.41	0.00	0.00	0.00%
230-00-520900 LID#19 Rainbow Rd Assessment	3,333.30	0.00	200.00	0.00	100.00%
230-00-521000 LID#20 2nd St. Assessment	3,955.00	7,197.86	3,200.00	3,162.88	1.16%
230-00-521200 LID#17 Union St. Assessment	3,525.00	2,948.93	0.00	0.00	0.00%
230-00-521325 LID #21 N. Ash Street Assessment	1,554.10	4,655.20	2,000.00	6,421.23	(221.06%)
230-00-532427 Loan from Water Fund			27,000.00	0.00	100.00%
230-00-532428 Loan from General Fund			55,000.00	0.00	100.00%
230-00-570000 Capital Loan from other fund			0.00	0.00	0.00%
232-00-532425 Loan from OIP	0.00	0.00	0.00	0.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL (00)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-500600 Laon receivable - Tanner	11,079.00	9,157.10	11,000.00	9,157.10	16.75%
390-00-500900 Sale of Property	20,000.00	48,433.60	0.00	0.00	0.00%
390-00-500950 Sale of Telecommunication Lease	0.00	570.62	500.00	0.00	100.00%
390-00-502900 Repayment From EMS Fund	0.00	0.00	0.00	0.00	0.00%
390-00-521810 Loan Repayment from General Fun			0.00	0.00	0.00%
620-00-500700 Loan Proceeds - Tank 7	482,000.00	442,148.00	750,000.00	1,022.00	99.86%
620-00-521810 Loan Repayment from General Fun			0.00	0.00	0.00%
620-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
622-00-521810 Loan Repayment from General Fun			95,000.00	95,000.00	0.00%
622-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>525,446.40</b>	<b>546,259.72</b>	<b>1,529,197.00</b>	<b>468,466.46</b>	<b>69.37%</b>
<b>Transfers Revenues</b>					
100-00-530000 Transfer from Other Funds	0.00	0.00	120,000.00	0.00	100.00%
100-00-530200 Transfer from Agency Reserve	0.00	0.00	0.00	0.00	0.00%
100-00-531900 Transfer From OIP	0.00	0.00	0.00	0.00	0.00%
100-00-532300 Transfer from Woodstove Fund	0.00	0.00	0.00	0.00	0.00%
230-00-530500 Transfer From General			44.00	0.00	100.00%
230-00-530600 Transfer From Water			0.00	0.00	0.00%
232-00-530500 Transfer From General	0.00	600,000.00	613,151.00	0.00	100.00%
232-00-532100 Transfer from Fourth Parametic Fun	0.00	0.00	0.00	0.00	0.00%
232-00-532200 Transfer From Equipment Reserve	0.00	0.00	0.00	0.00	0.00%
245-00-530600 Transfer From Water	0.00	5,808.00	5,808.00	5,808.00	0.00%
252-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
255-00-531100 Transfer From Street	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
390-00-530500 Transfer From General			2,511.00	0.00	100.00%
620-00-530500 Transfer From General			6,582.00	0.00	100.00%
622-00-530000 Transfer from Other Funds	0.00	0.00	0.00	0.00	0.00%
622-00-530500 Transfer From General			8,032.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>2,000.00</b>	<b>607,808.00</b>	<b>758,128.00</b>	<b>7,808.00</b>	<b>98.97%</b>
<b>Total GENERAL Revenues</b>	<b>\$ 5,347,947.10</b>	<b>\$ 6,658,866.19</b>	<b>\$ 9,076,181.00</b>	<b>\$ 6,510,027.45</b>	<b>28.27%</b>

**Expenditures****Personal Services Expenditures**

100-00-400009 Volunteer Life Ins.	\$	\$	\$	0.00	\$	0.00	0.00%
230-00-400001 Health Care Coverage		23,294.10	7,488.77	22,200.00		18,363.90	17.28%
230-00-400002 PERS		12,065.80	12,478.97	23,900.00		18,096.82	24.28%
230-00-400003 Workers Compensation		5,308.30	1,341.50	4,600.00		2,809.44	38.93%
230-00-400004 Payroll Taxes		4,491.60	3,346.04	5,600.00		3,698.90	33.95%
230-00-400005 Overtime		4,166.60	4,957.68	4,900.00		4,262.18	13.02%
230-00-400006 Standby		2,500.00	639.60	4,000.00		1,206.74	69.83%
230-00-400016 Employee Allowance		0.00	0.00	0.00		0.00	0.00%
230-00-400024 Dispatchers		0.00	0.00	0.00		0.00	0.00%
230-00-400040 Public Works Foreman		0.00	0.00	15,100.00		0.00	100.00%
230-00-400041 Utility Worker 2		0.00	0.00	6,500.00		5,496.12	15.44%
230-00-400042 Utility Worker 3				0.00		7,342.96	0.00%
230-00-400043 Public Works Crew Leader				0.00		12,883.73	0.00%



**City of Oakridge**  
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*For GENERAL (00)*  
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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %	
230-00-400045	Utility Worker I	36,670.80	37,962.59	41,100.00	11,753.69	71.40%
230-00-400047	Utility Worker 1B			0.00	6,124.25	0.00%
230-00-400049	Comm Svc's/Asst to Admin	0.00	0.00	0.00	0.00	0.00%
230-00-400065	Seasonal Employee	0.00	0.00	0.00	0.00	0.00%
230-00-400066	Vacation Buy-Out			0.00	0.00	0.00%
230-00-400068	Floating Holiday 1			0.00	155.82	0.00%
230-00-400069	Floating Holiday 2			0.00	72.16	0.00%
230-00-400081	VEBA Contributions	1,125.00	2,250.00	2,500.00	2,250.00	10.00%
230-00-400082	Life/LTD Insurance	125.00	5.50	100.00	37.18	62.82%
232-00-400001	Health Care Coverage	67,700.80	65,722.96	82,200.00	67,423.18	17.98%
232-00-400002	PERS	97,623.30	107,924.86	127,900.00	123,227.96	3.65%
232-00-400003	Workers Compensation	17,376.60	4,462.66	18,400.00	13,019.22	29.24%
232-00-400004	Payroll Taxes	23,548.30	26,334.27	26,100.00	26,697.35	(2.29%)
232-00-400005	Overtime	74,000.00	90,694.01	75,929.00	76,513.17	(0.77%)
232-00-400006	Standby	0.00	100.08	0.00	0.00	0.00%
232-00-400009	Volunteer Life Ins.	83.30	0.00	200.00	0.00	100.00%
232-00-400016	Employee Allowance	0.00	0.00	0.00	0.00	0.00%
232-00-400024	Dispatchers	0.00	0.00	0.00	0.00	0.00%
232-00-400050	Fire Chief	0.00	541.01	0.00	0.00	0.00%
232-00-400051	Volunteers	39,166.60	48,518.21	73,300.00	48,357.40	34.03%
232-00-400052	EMS Captain	0.00	0.00	0.00	0.00	0.00%
232-00-400053	Fire Captain	0.00	0.00	0.00	0.00	0.00%
232-00-400054	EMT-Firefighter	0.00	0.00	0.00	0.00	0.00%
232-00-400055	SAFER Grant Coordinator	0.00	0.00	0.00	0.00	0.00%
232-00-400056	EMT-Firefighter 2	0.00	0.00	55,400.00	40,971.69	26.04%
232-00-400057	EMT/FF 3	0.00	0.00	0.00	0.00	0.00%
232-00-400058	EMT/FF 4	0.00	0.00	0.00	0.00	0.00%
232-00-400059	EMT/FF 5	0.00	0.00	0.00	0.00	0.00%
232-00-400066	Vacation Buy-Out			0.00	0.00	0.00%
232-00-400068	Floating Holiday 1			0.00	0.00	0.00%
232-00-400069	Floating Holiday 2			0.00	0.00	0.00%
232-00-400070	Recruitment & Retention Officer	0.00	0.00	0.00	0.00	0.00%
232-00-400071	Captain-Training Officer	51,640.00	51,743.59	68,100.00	58,626.39	13.91%
232-00-400072	Lieutenant-1	54,127.50	55,793.48	77,300.00	68,199.79	11.77%
232-00-400073	Lieutenant-2	46,287.50	44,793.15	66,100.00	56,854.20	13.99%
232-00-400074	Lieutenant-3	40,330.00	42,478.69	0.00	0.00	0.00%
232-00-400081	VEBA Contributions	5,625.00	9,000.00	9,000.00	9,000.00	0.00%
232-00-400082	Life/LTD Insurance	833.30	287.79	300.00	371.57	(23.86%)
390-00-400001	Health Care Coverage	0.00	0.00	3,200.00	2,606.42	18.55%
390-00-400002	PERS	0.00	0.00	3,600.00	2,888.81	19.76%
390-00-400003	Workers Compensation	0.00	0.00	700.00	0.00	100.00%
390-00-400004	Payroll Taxes	0.00	0.00	800.00	579.31	27.59%
390-00-400005	Overtime	0.00	0.00	700.00	708.10	(1.16%)
390-00-400006	Standby	0.00	0.00	600.00	186.29	68.95%
390-00-400041	Utility Worker 2	0.00	0.00	2,100.00	1,751.01	16.62%
390-00-400042	Utility Worker 3	0.00	0.00	1,800.00	704.76	60.85%
390-00-400043	Public Works Crew Leader	0.00	0.00	1,800.00	1,568.48	12.86%
390-00-400045	Utility Worker IA			2,700.00	2,165.17	19.81%
390-00-400047	Utility Worker 1B			700.00	572.79	18.17%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL (00)*  
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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-400066			0.00	0.00	0.00%
390-00-400068			0.00	22.16	0.00%
390-00-400069			0.00	6.93	0.00%
390-00-400081			400.00	0.00	100.00%
390-00-400082			0.00	7.20	0.00%
620-00-400001	46,588.30	51,931.59	42,700.00	35,539.06	16.77%
620-00-400002	30,419.10	33,749.42	44,700.00	36,976.43	17.28%
620-00-400003	4,875.00	1,901.85	8,100.00	5,014.01	38.10%
620-00-400004	10,808.30	7,290.43	10,200.00	7,397.95	27.47%
620-00-400005	8,333.30	7,913.01	8,500.00	9,201.06	(8.25%)
620-00-400006	3,333.30	2,641.60	7,300.00	2,451.37	66.42%
620-00-400015	0.00	0.00	0.00	0.00	0.00%
620-00-400016	0.00	0.00	0.00	0.00	0.00%
620-00-400024	0.00	0.00	0.00	0.00	0.00%
620-00-400040	0.00	0.00	0.00	0.00	0.00%
620-00-400041	45,865.80	46,002.01	23,300.00	19,601.18	15.87%
620-00-400042	0.00	0.00	19,403.00	7,343.00	62.16%
620-00-400043	0.00	0.00	27,063.00	22,742.62	15.96%
620-00-400045	39,974.10	40,586.02	23,276.00	18,326.48	21.26%
620-00-400046	0.00	0.00	0.00	0.00	0.00%
620-00-400047	0.00	0.00	23,538.00	18,328.68	22.13%
620-00-400049	0.00	0.00	0.00	0.00	0.00%
620-00-400065	0.00	0.00	0.00	0.00	0.00%
620-00-400066			0.00	0.00	0.00%
620-00-400068			0.00	265.99	0.00%
620-00-400069			0.00	72.17	0.00%
620-00-400081	3,750.00	5,625.00	4,600.00	4,500.00	2.17%
620-00-400082	200.00	216.84	100.00	87.57	12.43%
622-00-400001	58,300.00	44,829.73	58,300.00	48,331.77	17.10%
622-00-400002	39,186.60	37,051.58	48,900.00	40,849.44	16.46%
622-00-400003	5,077.50	417.22	7,400.00	1,430.59	80.67%
622-00-400004	14,061.60	7,905.74	11,400.00	8,362.93	26.64%
622-00-400005	4,166.60	8,018.18	10,100.00	8,660.28	14.25%
622-00-400006	2,833.30	2,693.60	9,800.00	4,768.60	51.34%
622-00-400015	0.00	0.00	0.00	0.00	0.00%
622-00-400016	0.00	0.00	0.00	0.00	0.00%
622-00-400024	0.00	0.00	0.00	0.00	0.00%
622-00-400040	0.00	0.00	0.00	0.00	0.00%
622-00-400041	0.00	0.00	26,551.00	21,789.82	17.93%
622-00-400042	47,083.30	16,883.48	19,403.00	7,343.00	62.16%
622-00-400043	53,750.00	55,713.13	22,463.00	18,821.47	16.21%
622-00-400044			28,352.00	0.00	100.00%
622-00-400045	20,000.00	22,586.37	8,466.00	30,842.74	(264.31%)
622-00-400046	0.00	0.00	0.00	0.00	0.00%
622-00-400047	0.00	0.00	24,085.00	19,033.61	20.97%
622-00-400049	0.00	0.00	0.00	0.00	0.00%
622-00-400065	0.00	0.00	0.00	0.00	0.00%
622-00-400066			0.00	0.00	0.00%
622-00-400068			0.00	258.54	0.00%

**City of Oakridge**  
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*Revised Budget*  
*For GENERAL (00)*  
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Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
622-00-400069 Floating Holiday 2			0.00	72.17	0.00%
622-00-400081 VEBA Contributions	4,687.50	4,500.00	5,000.00	5,625.00	(12.50%)
622-00-400082 Life/LTD Insurance	300.00	310.54	300.00	253.55	15.48%
622-00-400090 Severance Benefits	0.00	0.00	0.00	0.00	0.00%
696-00-400066 Vacation Buy-Out			0.00	0.00	0.00%
696-00-400068 Floating Holiday 1			0.00	0.00	0.00%
696-00-400069 Floating Holiday 2			0.00	0.00	0.00%
<b>Total Personal Services Expenditures</b>	<b>1,051,683.00</b>	<b>1,017,632.75</b>	<b>1,353,129.00</b>	<b>1,101,874.32</b>	<b>18.57%</b>
<b>Materials &amp; Services Expenditures</b>					
100-00-400103 Seasonal/Temp Workers	0.00	0.00	10,000.00	14,822.23	(48.22%)
100-00-400157 Equipment Rental			0.00	0.00	0.00%
100-00-400158 Misc.Expense/New Equipment	0.00	0.00	0.00	0.00	0.00%
100-00-400204 DEQ Smoke Management Grant Ex	0.00	0.00	0.00	23,495.85	0.00%
100-00-400209 ODOT/HWY 58 Crosswalk	0.00	0.00	0.00	0.00	0.00%
100-00-400212 Main Street Grant	0.00	0.00	0.00	0.00	0.00%
100-00-400220 RTMP Fund Projects	15,093.30	1,291.80	19,000.00	5,528.98	70.90%
100-00-400228 Transient Income Projects	25,000.00	11,703.30	30,000.00	11,245.25	62.52%
230-00-400101 Materials/Supplies	25,000.00	13,948.55	30,044.00	17,092.92	43.11%
230-00-400103 Seasonal/Temp Workers	10,000.00	17,069.73	21,900.00	9,614.00	56.10%
230-00-400104 Telephone			0.00	1,264.90	0.00%
230-00-400110 Utilities	8,333.30	5,629.84	10,000.00	5,253.34	47.47%
230-00-400120 Travel/Training	1,666.60	1,109.70	2,000.00	217.25	89.14%
230-00-400130 Professional Services Misc.	12,500.00	19,181.06	15,000.00	9,875.56	34.16%
230-00-400137 Dispatch Services LCSO	1,416.60	0.00	1,700.00	0.00	100.00%
230-00-400140 Administrative Overhead	0.00	70,000.00	37,800.00	28,350.00	25.00%
230-00-400146 Uniform Allowance	833.30	438.40	1,000.00	274.12	72.59%
230-00-400160 Equipment Maintenance/Repairs	16,666.60	14,512.33	20,000.00	9,744.44	51.28%
230-00-400170 Vehicle Lease	3,333.30	1,850.96	4,000.00	1,903.93	52.40%
230-00-400172 Fuel	10,000.00	6,866.33	12,000.00	4,713.70	60.72%
230-00-400173 New Equipment (less than \$5,000)	3,333.30	2,232.85	4,000.00	5,722.36	(43.06%)
230-00-400180 Rest Area	8,333.30	13,312.24	15,000.00	6,562.44	56.25%
230-00-400194 Street Repair	17,500.00	1,514.55	21,000.00	1,175.30	94.40%
230-00-400198 Street Lights	54,166.60	49,002.68	65,000.00	51,727.63	20.42%
232-00-400075 SAFER Grant Expenses	0.00	0.00	0.00	0.00	0.00%
232-00-400076 Grant Expenses	4,000.00	2,281.67	0.00	0.00	0.00%
232-00-400101 Materials/Supplies	6,363.30	5,162.48	7,600.00	10,491.00	(38.04%)
232-00-400103 Seasonal/Temp Workers	173,000.00	147,813.62	157,000.00	161,576.36	(2.91%)
232-00-400104 Telephone			0.00	654.69	0.00%
232-00-400105 Banking/Financial Fees			0.00	6,848.15	0.00%
232-00-400110 Utilities	12,500.00	9,331.50	17,200.00	11,496.64	33.16%
232-00-400111 EMS Supplies	20,833.30	25,611.39	25,540.00	19,174.73	24.92%
232-00-400113 Fire Fighting Supplies	150.00	201.36	4,000.00	149.99	96.25%
232-00-400117 Membership/Dues/Subscriptions	1,716.60	4,218.49	2,100.00	2,327.24	(10.82%)
232-00-400120 Travel/Training	8,250.00	4,732.28	7,500.00	1,286.18	82.85%
232-00-400130 Professional Services Misc.	13,359.10	2,072.02	0.00	5,599.33	0.00%
232-00-400137 Dispatch Services LCSO	37,080.00	32,877.00	43,800.00	44,989.60	(2.72%)
232-00-400139 Dispatch Phone Lines	391.60	0.00	600.00	520.00	13.33%
232-00-400140 Administrative Overhead	0.00	0.00	75,900.00	0.00	100.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL (00)*  
*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %	
232-00-400146	Uniform Allowance	3,333.30	1,044.72	4,000.00	988.92	75.28%
232-00-400147	Small Equipment Maint & Minor Rep	166.60	1,713.72	2,970.00	389.28	86.89%
232-00-400149	Annual Testing	8,158.30	990.00	7,000.00	1,370.00	80.43%
232-00-400151	Health & Wellness	0.00	1,273.00	1,000.00	563.41	43.66%
232-00-400153	Protective Clothing	883.30	0.00	9,400.00	351.99	96.26%
232-00-400155	Pagers Repair/Replace	208.30	1,404.75	3,100.00	931.38	69.96%
232-00-400160	Equipment Maintenance/Repairs	0.00	1,340.16	0.00	0.00	0.00%
232-00-400161	Vehicle Maint & Minor Repairs	9,084.10	7,132.47	10,200.00	9,854.43	3.39%
232-00-400162	Radio Maintenance/Repairs	416.60	1,841.51	2,500.00	668.18	73.27%
232-00-400163	Building/Grounds Maintenance	1,633.30	3,421.45	6,000.00	7,518.89	(25.31%)
232-00-400166	Bldg. Maintenance	0.00	1,051.05	0.00	1,290.77	0.00%
232-00-400172	Fuel	16,666.70	16,662.71	23,000.00	13,037.43	43.32%
232-00-400232	Fire Med Promotion	208.30	0.00	500.00	0.00	100.00%
232-00-400234	Fire Prevention	0.00	42.00	500.00	1.91	99.62%
232-00-400252	Billing Charge	12,500.00	9,657.32	15,793.00	12,082.07	23.50%
232-00-400262	Volunteers	833.30	249.25	3,000.00	384.03	87.20%
232-00-401052	Radios Debt Service	0.00	4,648.94	0.00	2,324.47	0.00%
232-00-499900	Miscellaneous Expense	0.00	8,523.76	506.00	360.00	28.85%
252-00-400125	Education/Training/Enforcement	0.00	0.00	0.00	1,010.00	0.00%
252-00-400130	Professional Services Misc.	0.00	0.00	0.00	0.00	0.00%
252-00-400141	Contracted Coordinator	0.00	5,000.00	0.00	0.00	0.00%
255-00-400171	Bike & Trail Work (not capital)	0.00	0.00	0.00	0.00	0.00%
390-00-400101	Materials/Supplies	5,833.30	2,127.73	5,511.00	3,063.64	44.41%
390-00-400103	Seasonal/Temp Workers			7,000.00	0.00	100.00%
390-00-400104	Telephone			0.00	0.00	0.00%
390-00-400110	Utilities	12,500.00	9,861.31	12,500.00	8,865.93	29.07%
390-00-400116	Marketing-City	5,000.00	0.00	5,000.00	0.00	100.00%
390-00-400117	Membership/Dues/Subscriptions	416.60	0.00	300.00	100.00	66.67%
390-00-400120	Travel/Training	1,666.60	0.00	0.00	0.00	0.00%
390-00-400130	Professional Services Misc.	20,833.30	4,541.13	5,000.00	28,123.68	(462.47%)
390-00-400140	Administrative Overhead	0.00	56,000.00	31,700.00	23,775.00	25.00%
390-00-400201	NWP #38 Site Mitigation	3,333.30	0.00	3,000.00	0.00	100.00%
390-00-400260	Property Taxes	15,000.00	6,857.57	12,000.00	6,934.15	42.22%
390-00-499900	Miscellaneous Expense	0.00	0.00	500.00	388.00	22.40%
620-00-400101	Materials/Supplies	29,166.60	17,402.75	30,044.00	23,763.34	20.90%
620-00-400103	Seasonal/Temp Workers	29,166.60	22,391.53	28,159.00	25,285.40	10.20%
620-00-400104	Telephone			0.00	1,936.02	0.00%
620-00-400106	Office Expenses	2,083.30	2,001.66	2,000.00	47.94	97.60%
620-00-400107	Utilities	54,166.60	52,122.28	65,000.00	59,564.34	8.36%
620-00-400108	Insurance	0.00	0.00	0.00	0.00	0.00%
620-00-400120	Travel/Training	2,500.00	1,453.83	2,500.00	1,540.96	38.36%
620-00-400130	Professional Services Misc.	25,000.00	26,569.65	25,500.00	16,551.42	35.09%
620-00-400133	Professional Services/Legal Fees	52,000.00	21,929.03	5,000.00	4,574.97	8.50%
620-00-400137	Dispatch Services LCSO	2,250.00	2,163.00	2,700.00	3,460.80	(28.18%)
620-00-400140	Administrative Overhead	0.00	270,000.00	147,000.00	110,250.00	25.00%
620-00-400146	Uniform Allowance	1,833.30	541.99	2,000.00	596.08	70.20%
620-00-400156	Computer Equip/Supplies/Support	1,250.00	3,013.05	2,000.00	264.90	86.76%
620-00-400157	Equipment Rental			0.00	2,630.14	0.00%
620-00-400160	Equipment Maintenance/Repairs	13,333.30	6,304.29	25,000.00	9,122.01	63.51%

## City of Oakridge

### Statement of Revenue and Expenditures

Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %	
620-00-400170	Vehicle Lease	4,166.60	1,850.94	2,500.00	1,903.90	23.84%
620-00-400172	Fuel	11,666.60	6,851.09	13,000.00	4,713.44	63.74%
620-00-400173	New Equipment (less than \$5,000)	6,666.60	2,656.48	8,000.00	3,702.28	53.72%
620-00-400177	Building Maintenance(non-capital)	4,583.30	0.00	5,000.00	150.63	96.99%
620-00-400192	Meter Replacement	4,166.60	0.00	5,000.00	4,248.87	15.02%
620-00-400240	Payment in Lieu of Franchise	0.00	45,000.00	0.00	0.00	0.00%
620-00-499900	Miscellaneous Expense	0.00	785.06	0.00	405.00	0.00%
622-00-400101	Materials/Supplies	20,833.30	7,328.72	20,044.00	10,376.09	48.23%
622-00-400103	Seasonal/Temp Workers	28,333.30	22,688.69	14,170.00	23,299.33	(64.43%)
622-00-400104	Telephone			0.00	5,303.35	0.00%
622-00-400106	Office Expenses	3,750.00	2,001.65	2,000.00	57.89	97.11%
622-00-400107	Utilities	50,000.00	38,895.99	50,000.00	47,814.56	4.37%
622-00-400120	Travel/Training	2,500.00	2,620.30	3,000.00	629.48	79.02%
622-00-400130	Professional Services Misc.	54,166.60	27,397.26	30,000.00	15,154.91	49.48%
622-00-400136	Asset Management	0.00	0.00	0.00	0.00	0.00%
622-00-400137	Dispatch Services LCSO	2,500.00	2,163.00	3,000.00	3,460.80	(15.36%)
622-00-400140	Administrative Overhead	0.00	270,000.00	97,200.00	72,900.00	25.00%
622-00-400146	Uniform Allowance	1,458.30	1,321.64	1,500.00	952.04	36.53%
622-00-400156	Computer Equip/Supplies/Support	10,000.00	1,772.26	2,800.00	32.16	98.85%
622-00-400157	Equipment Rental			0.00	511.60	0.00%
622-00-400160	Equipment Maintenance/Repairs	25,000.00	14,370.23	18,000.00	15,138.89	15.90%
622-00-400170	Vehicle Lease	2,083.30	1,850.96	2,500.00	1,903.90	23.84%
622-00-400172	Fuel	12,500.00	6,881.06	13,000.00	4,713.40	63.74%
622-00-400173	New Equipment (less than \$5,000)	12,500.00	6,775.56	15,000.00	689.28	95.40%
622-00-400177	Building Maintenance(non-capital)	3,333.30	0.00	0.00	150.62	0.00%
622-00-400178	Sludge Program			0.00	0.00	0.00%
622-00-400240	Payment in Lieu of Franchise	0.00	38,000.00	0.00	0.00	0.00%
622-00-499900	Miscellaneous Expense	0.00	1,027.02	1,000.00	1,480.67	(48.07%)
696-00-400101	Materials/Supplies	416.60	1,215.20	1,000.00	708.68	29.13%
696-00-400104	Telephone			0.00	0.00	0.00%
696-00-400136	Asset Management	416.60	0.00	1,000.00	0.00	100.00%
696-00-400140	Administrative Overhead	5,000.00	5,000.00	16,300.00	12,225.00	25.00%
696-00-400160	Equipment Maintenance/Repairs	833.30	1,193.63	1,500.00	0.00	100.00%
696-00-400173	New Equipment (less than \$5,000)	0.00	688.66	0.00	344.33	0.00%
<b>Total Materials &amp; Services Expenditures</b>		<b>1,089,119.30</b>	<b>1,545,579.14</b>	<b>1,496,081.00</b>	<b>1,090,635.09</b>	<b>27.10%</b>
<b>Capital Outlay Expenditures</b>						
230-00-400300	New Equipment - Capital	0.00	0.00	20,000.00	0.00	100.00%
230-00-400453	Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
230-00-400666	Street Improvements	(16,666.70)	0.00	125,000.00	0.00	100.00%
232-00-400091	AFG 5% Match	0.00	0.00	0.00	0.00	0.00%
232-00-400275	Assistance to Firefighters Grant PP	0.00	0.00	0.00	0.00	0.00%
232-00-400279	Assistance to FF Grant = 5% Match	0.00	0.00	0.00	0.00	0.00%
232-00-400300	New Equipment - Capital	0.00	0.00	53,013.00	36,413.17	31.31%
232-00-400307	Mintor Radios VI Pagers (24)	0.00	0.35	0.00	0.00	0.00%
255-00-400910	Bike & Trail Work	15,000.00	0.00	0.00	0.00	0.00%
390-00-400300	New Equipment			8,000.00	0.00	100.00%
390-00-400500	OIP DEQ Grant	0.00	0.00	0.00	0.00	0.00%
390-00-400920	OIP Building	187,500.00	1,569.13	176,800.00	20,191.30	88.58%

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-400300 New Equipment - Capital	0.00	8,054.03	0.00	0.00	0.00%
620-00-400410 Tank 7	430,000.00	395,803.00	0.00	200.00	0.00%
620-00-400452 Bldg. Maintenance (>\$5,000)	0.00	0.00	0.00	0.00	0.00%
620-00-400888 Well Field Improvement	0.00	9,455.78	750,000.00	0.00	100.00%
620-00-400900 Distribution Improvements	0.00	0.00	0.00	0.00	0.00%
622-00-400300 New Equipment - Capital	5,000.00	11,681.90	120,000.00	0.00	100.00%
622-00-400452 Bldg. Maintenance (>\$5,000)	5,000.00	0.00	5,000.00	0.00	100.00%
622-00-400555 Plant Improvements	10,000.00	0.00	10,000.00	128.00	98.72%
622-00-400903 Collection System	15,000.00	0.00	12,000.00	16,487.66	(37.40%)
622-00-400905 Inflow and Infiltration	0.00	0.00	0.00	248.00	0.00%
696-00-400556 New Construction	10,000.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>660,833.30</b>	<b>426,564.19</b>	<b>1,279,813.00</b>	<b>73,668.13</b>	<b>94.24%</b>
<b>Fund Transfers Expenditures</b>					
100-00-401006 Transfer To Street Dept.			55,044.00	0.00	100.00%
100-00-401008 Transfer to Wastewater			8,032.00	0.00	100.00%
100-00-401014 Transfer To Water			6,582.00	0.00	100.00%
100-00-401016 Transfer Emergency Services	0.00	600,000.00	613,151.00	0.00	100.00%
100-00-401020 Transfer to OIP			2,511.00	0.00	100.00%
100-00-401024 Transfer Unemployment	0.00	0.00	0.00	0.00	0.00%
100-00-402002 Transfer to Woodstove Fund	0.00	0.00	0.00	0.00	0.00%
230-00-401056 Transfer Reserve-Bike Path	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
232-00-401017 Loan Prepayment to OIP	0.00	0.00	0.00	0.00	0.00%
252-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
255-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
255-00-401016 Transfer Emergency Services	0.00	0.00	0.00	0.00	0.00%
390-00-400238 Emergency Services Loan	0.00	0.00	0.00	0.00	0.00%
390-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
620-00-401000 Transfer to General Fund			120,000.00	0.00	100.00%
620-00-401045 Transfer to Wate Fund Reserve	0.00	5,808.00	5,808.00	5,808.00	0.00%
622-00-401044 Transfer to Water Bond Reserve	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>2,000.00</b>	<b>607,808.00</b>	<b>813,128.00</b>	<b>7,808.00</b>	<b>99.04%</b>
<b>Debt Service Expenditures</b>					
100-00-401600 Repay Waste water Loans	0.00	0.00	95,000.00	95,000.00	0.00%
100-00-401601 Repay OIP Loan			0.00	0.00	0.00%
100-00-401605 Repay Water Loans	0.00	0.00	0.00	0.00	0.00%
390-00-401068 Repay DEQ Loan - Principal	0.00	0.00	0.00	0.00	0.00%
620-00-401030 Debt Service - Interest	0.00	0.00	21,300.00	21,316.89	(0.08%)
620-00-401031 Debt Service - Principal	0.00	0.00	101,000.00	100,980.25	0.02%
620-00-401032 Bond Payment - Interest	10,962.00	5,310.63	10,300.00	5,132.50	50.17%
620-00-401034 Bond Payment - Principal	7,500.00	7,500.00	7,500.00	7,500.00	0.00%
620-00-401036 New Public Works Bldg.	0.00	0.00	0.00	0.00	0.00%
620-00-401037 Safe Drinking Water Program	122,300.00	122,297.14	41,800.00	0.00	100.00%
620-00-401038 New Public Works Bldg. - Interest	0.00	0.00	0.00	0.00	0.00%
620-00-401039 Water Loan - Tank 7 Principal	0.00	0.00	45,400.00	41,828.08	7.87%
620-00-401041 Water Loan - Tank 7 Interest	0.00	0.00	0.00	45,389.29	0.00%
620-00-401043 Debt Service - V19009 - Interest			0.00	80.12	0.00%
620-00-401047 Debt Service - V19009 - Principal			0.00	1,312.58	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL (00)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-401069 Loan to OPD	0.00	0.00	0.00	0.00	0.00%
622-00-401032 Bond Payment - Interest	10,621.00	5,310.62	10,300.00	5,132.50	50.17%
622-00-401034 Bond Payment - Principal	7,500.00	7,500.00	7,500.00	7,500.00	0.00%
622-00-401036 New Public Works Bldg.	0.00	0.00	0.00	0.00	0.00%
622-00-401038 New Public Works Bldg. - Interest	0.00	0.00	0.00	0.00	0.00%
622-00-401069 Loan to OPD	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Expenditures</b>	<b>158,883.00</b>	<b>147,918.39</b>	<b>340,100.00</b>	<b>331,172.21</b>	<b>2.63%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
100-00-401026 Contingency	0.00	0.00	0.00	11,262.58	0.00%
100-00-401076 Future Requirement - PERS	0.00	0.00	0.00	0.00	0.00%
100-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	100,749.00	0.00	100.00%
230-00-401026 Contingency	5,036.70	0.00	0.00	0.00	0.00%
230-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
232-00-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
232-00-401076 Future Requirement - PERS	0.00	0.00	0.00	0.00	0.00%
232-00-401077 Future Requirement - Vehcals	0.00	0.00	0.00	0.00	0.00%
232-00-401078 Future Requirment - General Servic	0.00	0.00	0.00	0.00	0.00%
245-00-499991 Reserved for Future Expenditure	0.00	0.00	29,040.00	0.00	100.00%
252-00-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
252-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	17,312.00	0.00	100.00%
255-00-401026 Contingency	0.00	0.00	8,076.00	0.00	100.00%
321-00-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
321-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	120,683.00	0.00	100.00%
390-00-401026 Contingency	0.00	0.00	40,000.00	0.00	100.00%
390-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	36,000.00	0.00	100.00%
390-00-499991 Reserved for Future Expenditure	0.00	0.00	181,400.00	0.00	100.00%
620-00-401026 Contingency	0.00	0.00	48,791.00	0.00	100.00%
620-00-401027 Water Pro Test - Future Expense	0.00	0.00	0.00	0.00	0.00%
620-00-401079 Future Requirement - Tank 7 Loan R	0.00	0.00	0.00	0.00	0.00%
620-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
620-00-499991 Reserved for Future Expenditure	0.00	0.00	103,703.00	0.00	100.00%
622-00-401026 Contingency	0.00	0.00	36,998.00	0.00	100.00%
622-00-499991 Reserved for Future Expenditure	0.00	0.00	128,400.00	0.00	100.00%
696-00-401026 Contingency	0.00	0.00	22,800.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>5,036.70</b>	<b>0.00</b>	<b>873,952.00</b>	<b>11,262.58</b>	<b>98.71%</b>
<b>Special Payments Expenditures</b>					
100-00-407100 Orchid Health Collective Loan	0.00	0.00	0.00	0.00	0.00%
232-00-407051 Spec Pmt - Litigation	0.00	0.00	0.00	0.00	0.00%
252-00-407300 Heating Replacement	0.00	0.00	0.00	0.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Other Financing Sources (uses) Expenditures</b>					
390-00-402001 Loans to General Fund	0.00	0.00	0.00	0.00	0.00%
620-00-402001 Loans to General Fund	0.00	0.00	255,297.00	200,000.00	21.66%
620-00-402003 Capital Loan to other fund	0.00	0.00	27,000.00	0.00	100.00%
622-00-402001 Loans to General Fund	0.00	0.00	150,000.00	150,000.00	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL (00)*  
*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Other Financing Sources (uses) Expenditure	0.00	0.00	432,297.00	350,000.00	19.04%
Total GENERAL Expenditures	\$ 2,967,555.30	\$ 3,745,502.47	\$ 6,588,499.99	\$ 2,966,420.33	54.98%
GENERAL Excess of Revenues Over Expenditures	\$ 2,380,391.80	\$ 2,913,363.72	\$ 2,487,681.00	\$ 3,543,607.12	(42.45%)



**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For ADMINISTRATIVE (11)  
 For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
100-11-400001 Health Insurance	\$ 66,524.20	\$ 63,194.76	\$ 76,800.00	\$ 51,303.33	33.20%
100-11-400002 PERS	64,895.80	47,789.01	94,500.00	53,854.97	43.01%
100-11-400003 Workers Compensation	2,583.30	550.51	2,000.00	1,095.80	45.21%
100-11-400004 Payroll Taxes	26,982.50	20,236.00	25,000.00	24,592.20	1.63%
100-11-400005 Overtime	1,250.00	2,532.33	2,700.00	4,198.69	(55.51%)
100-11-400010 Unemployment/Personnel	8,333.30	13.76	7,300.00	0.00	100.00%
100-11-400011 City Administrator	72,069.20	79,003.07	92,100.00	75,305.32	18.24%
100-11-400012 Public Works Personnel Services	0.00	0.00	18,300.00	18,300.00	0.00%
100-11-400013 Finance Director/City Recorder	56,045.80	51,737.23	74,800.00	54,661.69	26.92%
100-11-400014 Acct. Clerk Part-Time	0.00	0.00	0.00	0.00	0.00%
100-11-400015 LIB/AP/UB	33,520.00	33,897.53	42,400.00	35,856.02	15.43%
100-11-400016 Employee Allowance	583.30	33.92	0.00	0.00	0.00%
100-11-400021 Payroll Specialist/Project Admin	(3,541.20)	0.00	0.00	0.00	0.00%
100-11-400022 Bldg. Manager	0.00	0.00	0.00	0.00	0.00%
100-11-400027 Code Enforcement Officer	0.00	0.00	0.00	0.00	0.00%
100-11-400046 Assistant Planner	35,590.00	38,295.91	46,900.00	40,528.03	13.59%
100-11-400049 Comm Svc's/Asst to Admin	48,838.30	48,799.89	0.00	0.00	0.00%
100-11-400065 Seasonal Employee			0.00	1,092.00	0.00%
100-11-400068 Floating Holiday 1			0.00	264.42	0.00%
100-11-400069 Floating Holiday 2			0.00	264.42	0.00%
100-11-400081 VEBA Contributions	9,375.00	9,000.00	9,000.00	6,750.00	25.00%
100-11-400082 Life/LTD Insurance	916.60	443.08	700.00	461.73	34.04%
<b>Total Personal Services Expenditures</b>	<b>423,966.10</b>	<b>395,527.00</b>	<b>492,500.00</b>	<b>368,528.62</b>	<b>25.17%</b>
<b>Materials &amp; Services Expenditures</b>					
100-11-400101 Materials/Supplies	16,666.70	15,565.37	21,647.00	12,944.17	40.20%
100-11-400104 Telephone			0.00	4,517.56	0.00%
100-11-400105 Banking/Financial Fees	10,000.00	6,266.75	9,000.00	3,645.35	59.50%
100-11-400107 Utilities	15,833.30	13,667.05	16,000.00	9,095.73	43.15%
100-11-400108 Insurance	108,333.30	131,172.65	135,000.00	100,689.68	25.42%
100-11-400109 Banking/Financial Fees (do not use)	0.00	20.00	0.00	0.00	0.00%
100-11-400110 Utilities	0.00	162.68	0.00	0.00	0.00%
100-11-400114 Advertising	1,666.60	1,456.23	2,000.00	1,434.00	28.30%
100-11-400115 Internet			0.00	679.80	0.00%
100-11-400117 Membership/Dues/Subscriptions	10,000.00	6,290.49	11,000.00	20,115.64	(82.87%)
100-11-400120 Travel/Training	2,500.00	2,346.52	2,000.00	980.90	50.96%
100-11-400122 Travel/Training City Council	11,333.30	8,501.70	12,000.00	2,671.35	77.74%
100-11-400130 Professional Services Non Legal	20,000.00	21,801.93	40,000.00	31,672.04	20.82%
100-11-400132 Accounting/Audit Services	42,500.00	45,822.69	47,000.00	27,063.75	42.42%
100-11-400133 Professional Services/Legal Fees	28,333.30	15,884.13	22,000.00	15,246.00	30.70%
100-11-400148 Safety Committee	416.60	0.00	250.00	0.00	100.00%
100-11-400150 Awards/Recognitions	416.60	0.00	250.00	36.00	85.60%
100-11-400152 Election Expense	2,500.00	0.00	3,000.00	0.00	100.00%
100-11-400154 City Administrator Expense	3,333.30	731.51	2,000.00	200.85	89.96%
100-11-400156 Computer Equip/Supplies/Support	4,583.30	3,894.35	6,509.00	18,954.17	(191.20%)
100-11-400157 Equipment Rental			0.00	510.80	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For ADMINISTRATIVE (11)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-11-400158 Misc.Expense/New Equipment	2,830.30	(450.04)	2,500.00	8,992.54	(259.70%)
100-11-400166 Bldg. Maintenance	5,416.60	8,946.80	7,100.00	4,651.30	34.49%
100-11-400203 Ford Foundation Grant	0.00	0.00	10,000.00	4,009.50	59.91%
100-11-400222 Community Projects	2,500.00	225.00	12,600.00	10,600.00	15.87%
100-11-400242 Special Mobility Services	10,000.00	9,000.00	12,000.00	9,000.00	25.00%
100-11-401052 Radios Debt Service	0.00	3,331.38	0.00	1,665.69	0.00%
100-11-405000 Unreconciled	0.00	0.00	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>299,163.20</b>	<b>294,637.19</b>	<b>373,856.00</b>	<b>289,376.82</b>	<b>22.60%</b>
<b>Capital Outlay Expenditures</b>					
100-11-400300 New Equipment - Capital	0.00	5,358.53	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>5,358.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
100-11-401026 Contingency	0.00	0.00	0.00	0.00	0.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Special Payments Expenditures</b>					
100-11-407050 Spec Pmt - Secret Millionaire	0.00	0.00	0.00	0.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total ADMINISTRATIVE Expenditures</b>	<b>\$ 723,129.30</b>	<b>\$ 695,522.72</b>	<b>\$ 866,356.00</b>	<b>\$ 657,905.44</b>	<b>24.06%</b>
<b>ADMINISTRATIVE Excess of Revenues Over Expenditur</b>	<b>\$ (723,129.30)</b>	<b>\$ (695,522.72)</b>	<b>\$ (866,356.00)</b>	<b>\$ (657,905.44)</b>	<b>24.06%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For BUILDING/PLANNING (12)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
100-12-400104 Telephone	\$	\$	\$ 0.00	\$ 0.00	0.00%
100-12-400130 Professional Services Misc.	50,000.00	20,585.97	60,000.00	42,641.29	28.93%
100-12-400138 Planning Services	3,333.30	575.00	1,500.00	5,976.12	(298.41%)
100-12-400140 Administrative Overhead			50,000.00	37,500.00	25.00%
100-12-400206 Com. Center Feasibility Grant	0.00	0.00	0.00	0.00	0.00%
100-12-400213 State Court Fees	0.00	0.00	0.00	0.00	0.00%
100-12-400214 Lane County Court Fees	0.00	0.00	0.00	0.00	0.00%
100-12-400229 DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>53,333.30</b>	<b>21,160.97</b>	<b>111,500.00</b>	<b>86,117.41</b>	<b>22.76%</b>
<b>Total BUILDING/PLANNING Expenditures</b>	<b>\$ 53,333.30</b>	<b>\$ 21,160.97</b>	<b>\$ 111,500.00</b>	<b>\$ 86,117.41</b>	<b>22.76%</b>
<b>BUILDING/PLANNING Excess of Revenues Over Expend</b>	<b>\$ (53,333.30)</b>	<b>\$ (21,160.97)</b>	<b>\$ (111,500.00)</b>	<b>(86,117.41)</b>	<b>22.76%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For POLICE DEPARTMENT (13)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Other Financing Sources (uses) Revenues</b>					
100-13-599200 Insurance Proceeds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total POLICE DEPARTMENT Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**Expenditures****Personal Services Expenditures**

100-13-400001 Health Insurance	\$ 128,729.50	\$ 108,861.41	\$ 136,774.00	\$ 110,606.19	19.13%
100-13-400002 PERS	128,470.00	119,080.76	129,102.00	130,455.77	(1.05%)
100-13-400003 Workers Compensation	15,145.00	2,834.66	15,587.00	11,644.78	25.29%
100-13-400004 Payroll Taxes	46,189.20	28,475.19	30,141.00	30,747.50	(2.01%)
100-13-400005 Overtime	51,666.60	53,267.43	63,429.00	51,606.72	18.64%
100-13-400006 Standby	6,960.00	4,548.97	9,600.00	9,899.35	(3.12%)
100-13-400007 Call Back	0.00	0.00	0.00	0.00	0.00%
100-13-400016 Employee Allowance	300.00	330.00	360.00	300.00	16.67%
100-13-400017 USFS Contract	14,666.60	0.00	0.00	0.00	0.00%
100-13-400020 Police Chief	69,200.00	74,877.75	90,400.00	74,173.50	17.95%
100-13-400023 Patrol Wages	180,050.00	176,171.12	223,876.00	180,704.22	19.28%
100-13-400024 Dispatchers	21,850.00	25,886.71	0.00	0.00	0.00%
100-13-400025 Communications Sergeant	48,570.00	48,213.71	62,300.00	49,331.62	20.82%
100-13-400026 Deputy Chief	0.00	0.00	0.00	0.00	0.00%
100-13-400027 Code Enforcement Officer	39,583.30	0.00	0.00	0.00	0.00%
100-13-400030 Westfir Grant Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400066 Vacation Buy-Out			0.00	0.00	0.00%
100-13-400068 Floating Holiday 1			0.00	0.00	0.00%
100-13-400069 Floating Holiday 2			0.00	0.00	0.00%
100-13-400081 VEBA Contributions	14,062.50	13,500.00	13,500.00	13,500.00	0.00%
100-13-400082 Life/LTD Insurance	1,000.00	420.24	357.00	241.61	32.32%
100-13-400090 Severance Benefits	0.00	0.00	0.00	25.87	0.00%
<b>Total Personal Services Expenditures</b>	<b>766,442.70</b>	<b>656,467.95</b>	<b>775,426.00</b>	<b>663,237.13</b>	<b>14.47%</b>

**Materials & Services Expenditures**

100-13-400028 School Resource Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400029 Reserve Officers	2,500.00	1,288.86	3,000.00	1,051.59	64.95%
100-13-400101 Materials/Supplies	9,166.60	11,461.97	11,897.00	5,962.99	49.88%
100-13-400103 Seasonal/Temp Workers	18,500.00	419.65	3,000.00	0.00	100.00%
100-13-400104 Telephone			0.00	6,706.24	0.00%
100-13-400107 Utilities	9,166.60	12,836.88	11,000.00	5,901.66	46.35%
100-13-400108 Insurance	0.00	127.12	0.00	0.00	0.00%
100-13-400115 Internet			0.00	226.60	0.00%
100-13-400117 Membership/Dues/Subscriptions	3,333.30	960.00	8,000.00	607.98	92.40%
100-13-400118 Cadet/Explorer Expense	416.60	1,361.14	500.00	0.00	100.00%
100-13-400120 Travel/Training	5,000.00	6,419.02	7,000.00	1,190.12	83.00%
100-13-400130 Professional Services Misc.	3,333.30	1,377.28	4,000.00	3,577.15	10.57%
100-13-400137 Dispatch Services LCSO	57,680.00	49,317.00	71,000.00	66,909.60	5.76%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For POLICE DEPARTMENT (13)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
100-13-400140 Administrative Overhead	0.00	0.00	78,800.00	59,100.00	25.00%
100-13-400145 Uniform	833.30	212.09	1,000.00	259.99	74.00%
100-13-400146 Uniform Allowance	6,166.70	1,075.15	8,000.00	2,300.89	71.24%
100-13-400160 Equipment Maintenance/Repairs	1,250.00	647.84	1,500.00	1,178.38	21.44%
100-13-400162 Radio Maintenance/Repairs	1,250.00	3,791.75	3,500.00	3,031.20	13.39%
100-13-400168 Vehicle Maintenance	5,000.00	9,091.74	6,100.00	3,430.26	43.77%
100-13-400169 Vehicle Repairs	5,000.00	7,284.23	6,000.00	2,816.29	53.06%
100-13-400172 Fuel	21,666.60	16,868.64	26,000.00	13,538.69	47.93%
100-13-400173 New Equipment (less than \$5,000)	7,500.00	3,045.83	14,101.00	586.00	95.84%
100-13-400202 Alcohol/Drug Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400205 Drug Enforcement Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400216 Animal Control	416.60	0.00	400.00	50.45	87.39%
100-13-400217 Crime Prevention Program	416.60	0.00	400.00	0.00	100.00%
100-13-400218 Fall Fun Night	3,500.00	1,821.72	3,000.00	190.00	93.67%
100-13-400219 Animal Spay/Neuter Program	0.00	0.00	0.00	0.00	0.00%
100-13-400305 Public Safety Assessment	4,166.60	2,479.10	5,000.00	4,175.24	16.50%
100-13-401052 Radios Debt Service	0.00	20,368.18	6,200.00	10,184.09	(64.26%)
100-13-401200 Photo Supplies	750.00	0.00	900.00	0.00	100.00%
100-13-401201 Ammunition	2,500.00	0.00	4,900.00	2,233.98	54.41%
100-13-401202 Investigations	1,666.60	412.99	2,000.00	86.05	95.70%
100-13-401203 Computer Support	13,166.60	5,054.26	6,800.00	5,929.83	12.80%
100-13-401204 Jail Expense	2,500.00	2,891.64	2,000.00	0.00	100.00%
100-13-401205 Dead Mtn. Tower Lease			900.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>186,846.00</b>	<b>160,614.08</b>	<b>296,898.00</b>	<b>201,225.27</b>	<b>32.22%</b>
<b>Capital Outlay Expenditures</b>					
100-13-400277 Grants/USFS	0.00	0.00	0.00	0.00	0.00%
100-13-400278 CIS Grant	0.00	0.00	0.00	0.00	0.00%
100-13-400300 New Equipment - Capital	12,256.00	11,000.00	0.00	0.00	0.00%
100-13-400301 Dispatch Communications	0.00	0.00	0.00	450.24	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>12,256.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>450.24</b>	<b>0.00%</b>
<b>Fund Transfers Expenditures</b>					
100-13-401008 Transfer to Sewer Dept.-Veh PayBa	0.00	0.00	0.00	0.00	0.00%
100-13-401012 Transfer Wastewater Projects	0.00	0.00	0.00	0.00	0.00%
100-13-401014 Transfer To Water Dept.-Veh PayBa	0.00	0.00	0.00	0.00	0.00%
100-13-401015 Transfer to Agency Fund	0.00	0.00	0.00	0.00	0.00%
100-13-401029 Transfer Reserve PS Assessment	0.00	0.00	0.00	0.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total POLICE DEPARTMENT Expenditures</b>	<b>\$ 965,544.70</b>	<b>\$ 828,082.03</b>	<b>\$ 1,072,324.00</b>	<b>\$ 864,912.64</b>	<b>19.34%</b>
<b>POLICE DEPARTMENT Excess of Revenues Over Expen</b>	<b>\$ (965,544.70)</b>	<b>\$ (828,082.03)</b>	<b>\$ (1,072,324.00)</b>	<b>\$ (864,912.64)</b>	<b>19.34%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

Revised Budget  
For LIBRARY (16)  
For the Fiscal Period 2021-10 Ending April 30, 2021

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Grants &amp; Donations Revenues</b>					
100-16-511001 State Library of Oregon Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total LIBRARY Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
100-16-400001 Health Insurance	\$ 0.00	\$ 99.00	\$ 0.00	\$ 0.00	0.00%
100-16-400002 PERS	0.00	0.00	0.00	0.00	0.00%
100-16-400003 Workers Compensation	45.00	(2.70)	100.00	0.00	100.00%
100-16-400004 Payroll Taxes	1,000.00	628.80	800.00	672.82	15.90%
100-16-400015 LIB/AP/UB	0.00	0.00	0.00	0.00	0.00%
100-16-400048 Library Coordinator	8,250.00	8,005.73	10,000.00	8,549.60	14.50%
100-16-400081 VEBA Contributions	0.00	0.00	0.00	0.00	0.00%
100-16-400082 Life/LTD Insurance	0.00	0.00	0.00	0.00	0.00%
<b>Total Personal Services Expenditures</b>	<b>9,295.00</b>	<b>8,730.83</b>	<b>10,900.00</b>	<b>9,222.42</b>	<b>15.39%</b>
<b>Materials &amp; Services Expenditures</b>					
100-16-400101 Materials/Supplies	2,333.30	2,736.06	2,565.00	1,924.36	24.98%
100-16-400104 Telephone	250.00	189.00	300.00	168.00	44.00%
100-16-400107 Utilities	1,500.00	2,188.28	1,700.00	1,633.67	3.90%
100-16-400115 Internet	0.00	0.00	0.00	113.30	0.00%
100-16-400120 Travel/Training	833.30	550.35	500.00	339.93	32.01%
100-16-400140 Administrative Overhead	0.00	0.00	7,600.00	5,700.00	25.00%
100-16-400156 Computer Equip/Supplies/Support	833.30	120.00	500.00	417.53	16.49%
100-16-400158 Misc.Expense/New Equipment	812.50	589.45	900.00	2,419.04	(168.78%)
100-16-400224 Summer Reading Program	750.00	864.66	1,000.00	1,101.85	(10.19%)
100-16-400226 SRP-Cards 4 Kids	333.30	0.00	300.00	300.00	0.00%
100-16-400243 Acquisitions and Books	1,458.30	1,765.09	1,500.00	1,314.14	12.39%
100-16-400244 Donatios Acquisitions	2,083.30	961.09	2,000.00	1,653.59	17.32%
100-16-400246 SIRSI System	3,500.00	4,221.57	4,300.00	4,521.20	(5.14%)
100-16-400248 OCLC Cataloging	333.30	323.40	400.00	323.40	19.15%
<b>Total Materials &amp; Services Expenditures</b>	<b>15,020.60</b>	<b>14,508.95</b>	<b>23,565.00</b>	<b>21,930.01</b>	<b>6.94%</b>
<b>Capital Outlay Expenditures</b>					
100-16-400557 New Library	0.00	0.00	0.00	0.00	0.00%
100-16-400901 Acquisitions and Books	0.00	0.00	0.00	0.00	0.00%
100-16-400902 Donation Acquisitions	0.00	0.00	0.00	0.00	0.00%
100-16-400912 Reserve Computer Replacement	0.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total LIBRARY Expenditures</b>	<b>\$ 24,315.60</b>	<b>\$ 23,239.78</b>	<b>\$ 34,465.00</b>	<b>\$ 31,152.43</b>	<b>9.61%</b>
<b>LIBRARY Excess of Revenues Over Expenditures</b>	<b>\$ (24,315.60)</b>	<b>\$ (23,239.78)</b>	<b>\$ (34,465.00)</b>	<b>\$ (31,152.43)</b>	<b>9.61%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For PARKS (17)*  
*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Grants &amp; Donations Revenues</b>					
100-17-511150 ODOT/IMBA Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
100-17-599900 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
<b>Total Miscellaneous Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total PARKS Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
100-17-400012 Public Works Personnel Services	\$ 0.00	\$ 0.00	\$ 20,300.00	\$ 20,300.00	0.00%
<b>Total Personal Services Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>20,300.00</b>	<b>20,300.00</b>	<b>0.00%</b>
<b>Materials &amp; Services Expenditures</b>					
100-17-400101 Materials/Supplies	8,333.30	6,483.81	8,636.00	9,700.77	(12.33%)
100-17-400103 Seasonal/Temp Workers	0.00	0.00	19,000.00	2,169.10	88.58%
100-17-400104 Telephone			0.00	52.26	0.00%
100-17-400110 Utilities	9,166.60	9,517.72	10,000.00	11,186.34	(11.86%)
100-17-400140 Administrative Overhead			30,700.00	23,025.00	25.00%
100-17-400166 Bldg. Maintenance	1,416.60	2,025.58	1,700.00	2,562.82	(50.75%)
100-17-400172 Fuel	166.60	0.00	0.00	0.00	0.00%
100-17-400173 New Equipment	0.00	114.78	3,200.00	4,500.80	(40.65%)
100-17-400230 Programs and Events	666.60	0.00	100.00	0.00	100.00%
100-17-400237 Community Trails Plan	0.00	0.00	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>19,749.70</b>	<b>18,141.89</b>	<b>73,336.00</b>	<b>53,197.09</b>	<b>27.46%</b>
<b>Capital Outlay Expenditures</b>					
100-17-400700 State Parks Grant-Osprey Park	0.00	0.00	0.00	0.00	0.00%
100-17-400760 ODOT/IMBA Grant	0.00	4,381.00	160,000.00	80,359.41	49.78%
100-17-400777 Park Improvement	7,083.30	768.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>7,083.30</b>	<b>5,149.00</b>	<b>160,000.00</b>	<b>80,359.41</b>	<b>49.78%</b>
<b>Total PARKS Expenditures</b>	<b>\$ 26,833.00</b>	<b>\$ 23,290.89</b>	<b>\$ 253,636.00</b>	<b>\$ 153,856.50</b>	<b>39.34%</b>
<b>PARKS Excess of Revenues Over Expenditures</b>	<b>\$ (26,833.00)</b>	<b>\$ (23,290.89)</b>	<b>\$ (253,636.00)</b>	<b>\$ (153,856.50)</b>	<b>39.34%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For WAC (18)*  
*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
100-18-400001 Health Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
100-18-400002 PERS	0.00	0.00	0.00	0.00	0.00%
100-18-400003 Workers Compensation	0.00	5.99	0.00	0.00	0.00%
100-18-400004 Payroll Taxes	0.00	0.00	0.00	0.00	0.00%
100-18-400012 Public Works Personnel Services	0.00	0.00	12,900.00	12,900.00	0.00%
100-18-400022 Bldg. Manager	0.00	0.00	0.00	0.00	0.00%
100-18-400081 VEBA Contributions	0.00	0.00	0.00	0.00	0.00%
<b>Total Personal Services Expenditures</b>	<b>0.00</b>	<b>5.99</b>	<b>12,900.00</b>	<b>12,900.00</b>	<b>0.00%</b>
<b>Materials &amp; Services Expenditures</b>					
100-18-400101 Materials/Supplies	2,083.30	2,671.92	3,236.00	370.34	88.56%
100-18-400103 Seasonal/Temp Workers	0.00	0.00	8,000.00	0.00	100.00%
100-18-400104 Telephone	0.00	0.00	0.00	570.14	0.00%
100-18-400107 Utilities	12,500.00	10,594.22	16,500.00	11,483.67	30.40%
100-18-400120 Travel/Training	0.00	0.00	0.00	0.00	0.00%
100-18-400140 Administrative Overhead	0.00	0.00	16,000.00	12,000.00	25.00%
100-18-400166 Bldg. Maintenance	2,583.30	9,935.61	4,500.00	5,717.82	(27.06%)
100-18-400260 Property Taxes	2,500.00	0.00	4,400.00	4,257.72	3.23%
<b>Total Materials &amp; Services Expenditures</b>	<b>19,666.60</b>	<b>23,201.75</b>	<b>52,636.00</b>	<b>34,399.69</b>	<b>34.65%</b>
<b>Capital Outlay Expenditures</b>					
100-18-400164 Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total WAC Expenditures</b>	<b>\$ 19,666.60</b>	<b>\$ 23,207.74</b>	<b>\$ 65,536.00</b>	<b>\$ 47,299.69</b>	<b>27.83%</b>
<b>WAC Excess of Revenues Over Expenditures</b>	<b>\$ (19,666.60)</b>	<b>\$ (23,207.74)</b>	<b>\$ (65,536.00)</b>	<b>\$ (47,299.69)</b>	<b>27.83%</b>



**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For MUNICIPAL COURT (99)**  
**For the Fiscal Period 2021-10 Ending April 30, 2021**

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
100-99-400001 Health Care Coverage	\$ 8,000.00	\$ 7,427.14	\$ 8,900.00	\$ 7,334.96	17.58%
100-99-400002 PERS	5,232.50	5,275.00	6,500.00	6,164.81	5.16%
100-99-400003 Workers Compensation	0.00	11.13	50.00	0.00	100.00%
100-99-400004 Payroll Taxes	1,821.60	1,387.95	1,700.00	1,441.87	15.18%
100-99-400005 Overtime	0.00	0.00	0.00	0.00	0.00%
100-99-400008 Vacation/Sick Bank	0.00	0.00	0.00	0.00	0.00%
100-99-400019 Municipal Court Clerk	17,705.00	18,374.35	22,664.00	19,678.86	13.17%
100-99-400068 Floating Holiday 1			0.00	0.00	0.00%
100-99-400069 Floating Holiday 2			0.00	0.00	0.00%
100-99-400081 VEBA Contributions	937.50	1,125.00	1,200.00	1,125.00	6.25%
100-99-400082 Life/LTD Insurance	141.60	77.64	50.00	26.00	48.00%
<b>Total Personal Services Expenditures</b>	<b>33,838.20</b>	<b>33,678.21</b>	<b>41,064.00</b>	<b>35,771.50</b>	<b>12.89%</b>
<b>Materials &amp; Services Expenditures</b>					
100-99-400018 Municipal Court Judge	0.00	0.00	0.00	0.00	0.00%
100-99-400101 Materials/Supplies	1,750.00	1,996.66	0.00	0.00	0.00%
100-99-400104 Telephone			0.00	0.00	0.00%
100-99-400107 Utilities	416.60	0.00	0.00	0.00	0.00%
100-99-400120 Travel/Training	583.30	225.00	500.00	0.00	100.00%
100-99-400131 Municipal Court Judge-Contract	17,463.30	16,954.20	20,900.00	16,954.20	18.88%
100-99-400140 Administrative Overhead	0.00	0.00	6,900.00	5,175.00	25.00%
100-99-400213 State Court Fees	10,000.00	7,543.93	14,500.00	2,725.00	81.21%
100-99-400214 Lane County Court Fees	0.00	0.00	0.00	0.00	0.00%
100-99-400215 Court Expenses	0.00	775.75	0.00	0.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>30,213.20</b>	<b>27,495.54</b>	<b>42,800.00</b>	<b>24,854.20</b>	<b>41.93%</b>
<b>Total MUNICIPAL COURT Expenditures</b>	<b>\$ 64,051.40</b>	<b>\$ 61,173.75</b>	<b>\$ 83,864.00</b>	<b>\$ 60,625.70</b>	<b>27.71%</b>
<b>MUNICIPAL COURT Excess of Revenues Over Expendit</b>	<b>\$ (64,051.40)</b>	<b>\$ (61,173.75)</b>	<b>\$ (83,864.00)</b>	<b>\$ (60,625.70)</b>	<b>27.71%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2021-10 Ending April 30, 2021*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 5,347,947.10	\$ 6,658,866.19	\$ 9,076,181.00	\$ 6,510,027.45	28.27%
Total Expenditures	\$ 4,844,429.20	\$ 5,421,180.35	\$ 9,076,181.00	\$ 4,868,290.14	46.36%
Total Excess of Revenues Over Expenditures	\$ 503,517.90	\$ 1,237,685.84	0.00	\$ 1,641,737.31	0.00%

# ***Accounts Payable Check Register***

**Month of April 2021**

**Accounts Payable Check Register Report - General-44002262**

For The Date Range From 4/1/2021 To 4/30/2021

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
34220	C	4/5/2021	459	Alene Hadley	\$112.94	O
34239	C	4/5/2021	1185	Georgeanne Samuelson	\$18.03	O
34240	C	4/5/2021	1198	James Cleavenger	\$192.68	O
34257	C	4/5/2021	235	Oregon AFSCME Council 75	\$739.47	O
34266	C	4/9/2021	459	Bri Basey	\$20.88	O
34277	C	4/9/2021	231	Oregon Code Enforcement Assn	\$225.00	O
34287	C	4/14/2021	2293	Charles Diaz	\$279.00	O
34288	C	4/14/2021	2300	David Gordon	\$243.00	O
34289	C	4/14/2021	977	Orchid Oakridge Clinic PC	\$4,578.85	O
34290	C	4/14/2021	37	Postal Pharmacy	\$576.00	O
34291	C	4/14/2021	726	Neil Ritz	\$171.00	O
34292	C	4/14/2021	2301	Katherine Roach	\$126.00	O
34294	C	4/14/2021	2295	Chloe Simmons	\$288.00	O
34295	C	4/14/2021	2297	Curt Smith	\$252.00	O
34296	C	4/14/2021	2294	Michael Stoffel	\$18.00	O
34298	C	4/21/2021	1044	Auto Craft Inc.	\$1,329.80	O
34309	C	4/21/2021	478	Jim Cole	\$150.00	O
34362	C	4/21/2021	82	Oregon Department of Administrative Services	\$1,760.19	O
34363	C	4/21/2021	833	Oregon Fence Co.	\$1,200.00	O
34365	C	4/21/2021	524	Personnel Concepts	\$65.75	O
34366	C	4/21/2021	1201	RAD Vehicle Service and Repair	\$650.36	O
34368	C	4/21/2021	2289	Spectrum	\$95.82	O
34369	C	4/21/2021	1171	Staples Advantage	\$55.68	O
34370	C	4/21/2021	505	Summit Supply Corporation of Colorado	\$485.05	O
34373	C	4/28/2021	14	All Seasons Equipment	\$491.68	O
34374	C	4/28/2021	65	Analytical Laboratory & Consultants, Inc.	\$88.00	O
34375	C	4/28/2021	1179	Aramark ( Aus West Lockbox)	\$593.82	O
34376	C	4/28/2021	690	Automation Group, Inc.	\$14,224.00	O
34377	C	4/28/2021	52	Banner Bank	\$641.52	O
34378	C	4/28/2021	427	Bound Tree Medical, LLC	\$124.99	O
34379	C	4/28/2021	619	Brenntag Pacific, Inc.	\$1,360.08	O
34380	C	4/28/2021	38	CenturyLink Communications, LLC	\$1,052.70	O
34381	C	4/28/2021	38	CenturyLink Communications, LLC	\$62.64	O
34382	C	4/28/2021	38	CenturyLink Communications, LLC	\$632.10	O
34383	C	4/28/2021	38	CenturyLink Communications, LLC	\$100.38	O

**Accounts Payable Check Register Report - General-44002262**

For The Date Range From 4/1/2021 To 4/30/2021

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
34384	C	4/28/2021	38	CenturyLink Communications, LLC	\$353.17	O
34385	C	4/28/2021	2304	Enviro-Clean Equipment, Inc	\$300.75	O
34386	C	4/28/2021	1185	Georgeanne Samuelson	\$317.10	O
34387	C	4/28/2021	35	Jerry's Home Improvement Center	\$29.99	O
34388	C	4/28/2021	77	Lane County Waste Management	\$111.41	O
34389	C	4/28/2021	298	Lane Electric Cooperative	\$53.04	O
34390	C	4/28/2021	470	Oakridge School District	\$2,031.36	O
34391	C	4/28/2021	81	One Call Concepts, Inc.	\$0.38	O
34392	C	4/28/2021	1163	PeopleReady Inc.	\$6,926.88	O
34393	C	4/28/2021	1276	Quadient Leasing USA, Inc	\$237.00	O
34394	C	4/28/2021	478	Robert Johnson	\$10.00	O
34395	C	4/28/2021	896	Segarra Law LLC	\$3,390.84	O
34396	C	4/28/2021	1171	Staples Advantage	\$77.18	O
34397	C	4/28/2021	459	Steven Gillum/Tammy Andrews	\$21.46	O
34398	C	4/28/2021	61	United Systems Technology, Inc.	\$46.48	O
34399	C	4/28/2021	1169	Weco /Carson	\$2,656.64	O
34400	C	4/28/2021	2284	Wells Fargo Financial Leasing	\$244.00	O
					<b>Cleared</b>	<b>\$0.00</b>
					<b>Outstanding</b>	<b>\$49,813.09</b>
					<b>Void</b>	<b>\$0.00</b>

**Business of the City Council**

City of Oakridge, Oregon

*May 06, 2021*

**Agenda Title: Consider appointment of a citizen to a committee.**

**Agenda Item No: 15.1**

**Exhibits: (1) Submitted Application**

**Proposed Council Action: A motion from the floor to appoint applicant into vacant position(s).**

**Agenda Bill Author: Bryan Cutchen  
City Administrator: Bryan Cutchen**

**ISSUE: The city has received a citizen application for committees:**

<u>Name</u>	<u>Committee</u>	<u>Vacancies/Seats</u>	<u>Term</u>
Ms. Wanda Burnell	RTMP	1 / 7	1 year
	OEDAC	4 / 7	3 year

**FISCAL IMPACT: None**

**OPTIONS: 1. Appoint applicant.  
2. Do not appoint applicant.**

**RECOMMENDATION: The staff recommends option 1.**

**RECOMMENDED MOTION: I move that we appoint [name] to serve on the Oakridge [committee] for a term of three years.**



**City of Oakridge form for Individual Volunteer Activity**

Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in: *Economic development*

Name: *Wanda Burnell*

Address: [REDACTED] *PO Box 615*

Is your residence in the City of Oakridge: YES  NO

Telephone where you can be reached: [REDACTED]

Employer/Occupation: *currently retired/self employed*

E-mail Address: *wburnell2@gmail.com*

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position:

*I have over 20 years as a bookkeeper, I am currently studying grant writing.*

In order to do a brief background check, please provide the following information:

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

I understand that I will be responsible and liable for damage or injury to any persons or property resulting from my actions during this activity. I shall indemnify, hold harmless and release the City of Oakridge, its employees, agents and representatives against any and all damages, claims, demands actions, causes of action, costs, and expenses of whatsoever nature as a result of my actions during this activity and will notify the City in the event a third party is injured as a result of this activity.

I, the undersigned participant, acknowledge that I have read and understand the above release.

Participant Name (Printed): *Wanda Burnell*

Participant Signature: *Wanda M Burnell*

Date: *4/12/21*

The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.



If participant is under age 18, a parent or guardian must sign this form.

As the parent or legal guardian of the above-listed minor, I hereby grant permission for my child to participate in the volunteer service program described above. My signature below represents that I have read, understand the consent to the terms and conditions of this document.

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

If applying for a Board or Committee, please tell us why you are interested in serving.

I believe oakridge can be more. There are too many businesses that are leaving. I have been to many places in oregon. Two that stand out are sisters and Depoe Bay, both on major hways like oakridge.

Please check mark any other City Committees, Boards, or Commissions Seat you are currently holding and/or any other City Committees, Boards, or Commissions Seat you are applying for below:

Planning Commission  Budget Committee  Audit Committee

Administration Advisory Committee  Library Board  Public Parks & Community Services

Public Safety Committee  Economic Development Advisory Committee  Rural Tourism & Marketing Committee