

March 16, 2023 at 6:00pm
City Council Meeting
Audio/Video Teleconference
Oakridge City Hall & Zoom
48318 E. 1st Street
Oakridge OR, 97463
REGULAR MEETING



1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment

Individual speakers must be recognized by the Mayor, provide their name and address, and are allowed up to 3 minutes to speak. Council will not engage in discussion or make decisions during public comment. Council may take comments under advisement for discussion and action at a future Council meeting.

6. Mayor Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

8.1 Minutes from previous City Council meeting(s) on: **3/1/23** and **3/6/23**

9. Business from the City Council

9.1 Middle Fork Bistro (Rick Yarbrough) OLCC Liquor License Application

9.2 Andy Clay, Manager of St. Vincent DePaul's Regional Housing Rehabilitation Loan Program

9.3 Updating Surplus Properties List

9.4 New Union Contracts (with AFSCME Council Representative Jim Steiner *in Executive Session*)

9.5 Revising the 2/16/23 Minutes

9.6 Hills Street Turn-Around Update

9.7 Softball Field Renovations

9.8 Tree Planting Festival 2022 RTMP Reimbursement Request

9.9 Concerts in the Park 2022 RTMP Reimbursement Request

9.10 Oakridge Arts Council 2022 RTMP Reimbursement Request

9.11 Uptown Business Revitalization Association ("UBRA") 2022 RTMP Reimbursement Request

10. Business from the City Administrator

10.1 Volunteers needed for US disc golf championship May 25-28 (contact: jason.d.nehmer@gmail.com)

10.2 Dispatch Update

10.3 WAC Electrical

10.4 Lane County Community Needs Survey https://laneco.qualtrics.com/jfe/form/SV_eWDFApSpSDzsMJw

10.5 Oakridge-Westfir HNA open house March 20 and joint Westfir/Oakridge City Council meeting April 5

11. Staff and Board/Committee/Commission Reports

11.1 Finance Report (Colleen Shirley)

11.2 Police (Chief Kevin Martin)

11.3 Fire (Chief Scott Hollett)

11.4 Public Works (Robeart Chrisman & Rick Zylstra)

12. Items removed from the Consent Agenda

13. Ordinances and Resolutions (with Public Comment)

13.1 OEDAC Resolution 03-2023 (2 versions, 1st Reading, and 1st meeting Wednesday March 29th at 6pm)

13.2 Admin Committee Resolution 04-2023 (2 versions, 1st Reading)

14. Public Hearings

15. Appointments

15.1 Lynda Kamerrer – Budget Committee

15.2 Marty Scott - Public Safety Committee

15.3 Marietta Thompson – Public Safety Committee

15.4 4 Library Board Applications for 1 position (Woodson, Dill, Patty, and Samuelson)

15.5 Council Appointment to the OEDAC (and 1st meeting Wednesday March 29th at 6pm)

16. Public Comment

17. Adjourn

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

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm the day of the meeting.**
- 4. Attend in person at City Hall (48318 E. 1st Street).**

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

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.

Wednesday March 1, 2023
5 pm City Council Meeting (*Special Session*)
In-Person or Remote (via Zoom) Meeting
City Hall Conference Room
48318 E. 1st Street
Oakridge OR, 97463
CITY COUNCIL SPECIAL SESSION
MINUTES



MINUTES

1. **CALL MEETING TO ORDER** - 5pm
2. **Pledge of Allegiance**
3. **Roll Call** – Mayor Cutchen, Councilors Coker, Kinyon, Hollett, Tarman, and Bjarnson (Absent - Councilor Hooker)
4. **Additions, Corrections or Adjustments to the Agenda** - None
5. **Public Comment**
Eugene Cathcart – Voiced his support for the Letter of Support (Item 6.1).
6. **SPECIAL SESSION - Business from the City Council:**
 - 6.1 Consideration of a Letter of Support for federal funding for Oakridge area trail projects (due 3/2/23)
Michelle Emmons - addressed the Council regarding the Letter of Support.
Motion – Councilor Tarman moved to approve the Letter of Support to US Senators Merkley & Wyden, requesting Congressional spending for the Oregon Signature Trails in our area.
Councilor Hollett seconded the motion.
Vote: Mayor Cutchen (aye), Tarman (aye), Coker (aye), Hollett (aye), Bjarnson (aye), Kinyon (aye).
Motion passed 6-0.
7. **Adjourn** – 5:10pm (Motion to adjourn by Councilor Kinyon)

Signed: _____

Bryan Cutchen, Mayor

Signed: _____

Jackie Taylor, City Recorder



March 6, 2023
Special Session
City Hall Council Chambers and Zoom
48318 E 1st Street

5:00 p.m.

MINUTES

1. Call Meeting to Order- 5:00 pm

Council Present: Mayor Bryan Cutchen, Councilors Dawn Kinyon, Melissa Bjarnson, Michelle Coker, and Dirk "Poncho" Tarman

Staff Present: City Administrator James Cleavenger and City Recorder Jackie Taylor

2. Pledge of Allegiance

3. Roll Call-Councilors Hooker and Hollett were absent

4. Additions, Corrections or Adjustments to the Agenda-none

5. Public Comment-none

6. Special Session-Business from the City Council

6.1 Approval of the minutes from the March 2, 2023 City Council Meeting.

James-read the issue.

Motion: Councilor Kinyon moved to approve the minutes from March 2, 2023. Councilor Tarman seconded the motion.

Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Coker (aye). Motion passed 5-0.

6.2 Appointment of JT Flowers to the OEDAC (no motion was made 3/2/23)

James-read the issue.

Motion: Councilor Tarman moved to appoint JT Flowers to seat 6 of the OEDAC expiring December 2026. Councilors Kinyon & Coker seconded the motion.

Coker (aye), Tarman (aye), Kinyon (aye), Bjarnson (aye), Mayor Cutchen (aye). Motion passed 5-0

7. Adjourn - 5:05 pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Middle Fork Bistro OLCC
Liquor License Application

Agenda Item No: 9.1

Exhibit: OLCC Application

Proposed Council Action: A motion from
the floor to approve

Author: CA

ISSUE:

Rick Yarbrough, the owner of the Middle Fork Bistro (48333-48335 E. 1st Street), wants to apply for an OLCC Liquor License. In order for him to file the application, he must first get City Council's recommendation/approval. Mr. Yarbrough will be in attendance to answer any questions.

In previous years, the Middle Fork Bistro has served alcohol through a partnership with the Three Legged Crane Pub, located next door. Mr. Yarbrough would now like to have his own liquor license. City staff is in full support.

FISCAL IMPACT: N/A

OPTIONS: Approve or deny the recommendation

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to allow the CA to sign the Middle Fork Bistro's OLCC Liquor License Application, recommending that the OLCC approve the license."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

LIQUOR LICENSE APPLICATION

48333, 48335 E. 1st Street

Page 1 of 4

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Lesser Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

The Middle Fork LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

The Middle Fork Bistro

Premises street address (The physical location of the business and where the liquor license will be posted):

48333 E. 1st Street, 48335 E. 1st Street

City:

Oakridge

Zip Code:

97463

County:

LANE

Business phone number:

503-788-2520

Business email:

Rick.Yarbrough@icloud.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):

P.O. Box 843

City:

Oakridge

State:

OR

Zip Code:

97463

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

Make changes regarding this license/application on my behalf.

Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Fredrick Yarbrough

Phone number:

503 788 2520

Email:

Rick.Yarbrough@icloud.com

Mailing address:

P.O. Box 843

City:

Oakridge

State:

OR

Zip Code:

97463

Please note: liquor license applications are public records.

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Fredrick YARBROU 64

Phone number:

503-788-2520

Email:

nick.yarbrou64@icloud.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands ORAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under ORAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

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.

Frederick Yankovich
Print name

[Signature]
Signature

8/2/23
Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

City of Oakridge

Cashier Counter
At Front Desk

3/2/23 9:45am

206983

REPRINT

From: The Middle Fork LLC

CR City Liquor Li 35.00
The Middle Fork LLC

Receipt total 35.00

CHECK 362 35.00

Change Due 0.00

Oakridge is the center for
recreation!

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: SVDP Regional Housing Rehabilitation Loan Program Presentation by Andy King and Policy Committee Appointment

Agenda Item No: 9.2

Exhibits: RHRP Info Flyer and Application Form
2020 RHRP IGA

Author: CA

Proposed Council Action: Info Only

ISSUE:

Andy Clay, the Manager of St. Vincent DePaul's Regional Housing Rehabilitation Loan Program ("RHRP"), will give a presentation about this program available to Oakridge residents with household incomes at or below 80% of the federal median. See the attached flyer, application form, and 2020 IGA, for more information on the program, as well as their website: www.svdp.us/services/self-sufficiency-services/regional-housing-rehabilitation/

Soon there will be a new CDBG application for funding for this program and Oakridge *may* be chosen as the "lead participating city" from the current participating Lane County "member communities"(Cottage Grove, Oakridge, Westfir, Lowell, Florence, Junction City, Veneta, and Creswell).

As a current "member community" (since 2001) we are allowed 2 representatives on the RHRP Policy Committee, one of which should be an elected official. If Council is prepared to do so, they may appoint a representative to the RHRP policy committee now.

FISCAL IMPACT: N/A

OPTIONS: N/A (Info Only)

RECOMMENDATION: Appoint a City Council representative to the RHRP Policy Committee

RECOMMENDED MOTION: *"I move to appoint Councilor/Mayor _____ to the RHRP Policy Committee."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 4 (Community Livability), Goal #2: Find creative ways to work with public and private partners to increase access to housing.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

**INTERGOVERNMENTAL AGREEMENT
LANE COUNTY
REGIONAL HOUSING REHABILITATION PROGRAM**

WHEREAS, the Lane County Regional Housing Rehabilitation Program (RHRP) was established in 2001 by Lane County and the cities of Cottage Grove, Oakridge and Lowell to provide a regional approach to meet housing rehabilitation needs; and

WHEREAS, each of the members have contributed all or a portion of their rehabilitation portfolio or receipts from rehabilitation projects to RHRP, in accordance with federal Community Development Block Grant requirements; and

WHEREAS, the Cities of Westfir, Florence and Junction City have become members of the RHRP and contributed a portion of the city's housing rehabilitation portfolio to the RHRP; and

WHEREAS, the Cities of Veneta and Creswell have become members of the RHRP and are contributing receipts from rehabilitation projects to RHRP; and

WHEREAS, under ORS Chapter 190.010 cities and counties may agree to carry out activities which they are individually or jointly authorized to conduct, specifically, the initial Members of the RHRP are Lane County and the cities that are signatories to this agreement, and may be amended to add other cities; and

WHEREAS, Lane County and the cities listed above have determined that it in their mutual interests and the public interest to establish an on-going program for guiding the use of the assets jointly contributed by the member agencies of the Regional Housing Rehabilitation Program.

NOW THEREFORE, it is hereby agreed:

- 1) The Regional Housing Rehabilitation Program (RHRP), established in 2001, is now comprised of the following Members: Lane County, and the cities of Lowell, Cottage Grove, Oakridge, Westfir, Florence, Junction City, Veneta, and Creswell herein after referred to as the Members or individually as Members. All other non-metropolitan cities in Lane County are eligible applicants of Small Cities – HUD/CDBG funding, may become members by completing a state grant application for CDBG funds and accepts such funds, and by executing an amendment to this agreement and a Subrecipient Agreement described below.**
- 2) The original Agreement establishing the RHRP was fully executed in April 2001 and this Agreement amends and replaces, in its entirety, that original agreement, pursuant to paragraph 12 of the original Agreement.**

- 3) The RHRP shall include contributions of Community Development Block Grant (CDBG) assets by Members for the purpose of making loans to low to moderate income property owners for approved housing rehabilitation, creation of a revolving loan fund upon loan repayment for continuing this purpose, and the regional administration and management of the revolving fund by an eligible and qualified 501(c) (3) non-profit organization.
- 4) The RHRP Fund, established with certain existing revolving loan fund assets of Members, will continue to grow with new grant assets received periodically by Members from the State of Oregon, and any privately contributed funds. The current grants that contribute to the RHRP revolving loan fund include: H00023, HO10004, HO1005, HO10007, HO200021 HR410, HR505, HR608, HR805, H16013, and H19011. Commitments of matching funds for these grants also contribute to the RHRP revolving loan fund.
- 5) The Members agree that the administrator and manager of RHRP assets will be the St. Vincent De Paul Society of Lane County (hereinafter Subrecipient), subject to termination provisions of this Agreement. Each Member agrees to execute a Subrecipient Agreement with St. Vincent De Paul in substantially the same form as Exhibit A (City of Junction City – 2008), attached hereto, in order to effectuate the transfer of CDBG assets for the purposes of the RHRP. Each new Subrecipient Agreement with St. Vincent De Paul shall be executed upon receipt of a CDBG grant by a Member. The Subrecipient shall fill two roles with regard to the RHRP: first is as the contractor to the grant recipient Member to administer and manage the grant through closeout; and second, after closeout, as the title owner of the grant assets, including loan repayments, and assuming all grant responsibilities of each Member, as described in the Subrecipient Agreement. The Subrecipient may also act as the Subgrantee for any city that enters into this Agreement after 2005.
- 6) Lane County and City Members of the RHRP, as established under this agreement, and other city members, as may be added in the future, shall appoint one representative, each with one vote, and one additional community member with one additional vote, to sit on the Policy Committee. The community members may be an interested citizen, or representative of a community development corporation, or of a service or other organization. The Policy Committee shall be created for and managed by the Subrecipient. The Policy Committee shall advise the Subrecipient on how to best meet the needs for affordable housing and related programs in the member jurisdictions and recommend and approve Policies and Procedures describing operation of the RHRP Fund, housing rehabilitation priorities, criteria for loan approval, and other matters that Subrecipient and/or Policy Committee deem relevant.
- 7) A request to change the Subrecipient may be initiated by any Member in writing to the Policy Committee. If the majority of the Policy Committee agrees to initiate a process it will result in one of the following: (a) reselection of St. Vincent De Paul as a managing agency, or (b) selection of any other qualified state approved program managing agency. The Policy Committee will adhere to the process outlined in Exhibit B to this agreement.

8) A Member who chooses to withdraw from the RHRP is solely responsible for the meeting of all Community Development Block Grant federal requirements with regard to any returned RHRP funds or assets. A member may withdraw by providing written notice to all other Members.

9) If there is to be a change in the Subrecipient referred to in Exhibit A, Members agree that the method for the prior Subrecipient to return assets or funds to each must be pre-approved by the state and shall not jeopardize the continuation of the RHRP including its goals to operate with non-program income. Current approved options include:

a. Requiring the Subrecipient to relinquish control of such assets to the Member for an interim period approved by the state, after which all assets must be transferred to another eligible Subrecipient for the purpose of continuing duties described in Sections 4 & 5 above, or

b. Requiring the Subrecipient to relinquish control of such assets directly to another eligible Subrecipient.

10) Coordination with Metropolitan Housing Programs. The Members of the Lane County Regional Housing Rehabilitation Program, land signatories to this IGA, seek to coordinate regional housing rehabilitation goals with metropolitan housing programs that share the goal of affordable housing for lower income families.

11) Exhibits to this agreement include:

Exhibit A - City of Junction City Subrecipient Agreement,
Exhibit B – Subrecipient consideration process.

12) This Agreement may only be amended by written agreement of all parties to this Agreement.

13) This Agreement may be terminated upon mutual consent of all Members. If the RHRP loses its eligibility for funds, ceases to exist, becomes insolvent or it is otherwise financially unreasonable to continue the RHRP, this Agreement may be terminated by fewer than all Members.

14) This Agreement is perpetual, unless otherwise terminated under its provisions.

Intentionally Blank
Signatures on Page 4

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By 

Date: August 13, 2020

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By *[Signature]*

Date: 9/11/2020

City of Lowell

By _____

Date: _____

City of Oakridge

By *Kathy Hester Meyer*

Date: 8-26-2020

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By *[Signature]*

Date: 9-18-20

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By ER Reynolds

Date: June 11, 2020

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By Matt Merle

Date: 8/19/20

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By RF. [Signature]

Date: 9/8/2020

City of Veneta

By _____

Date: _____

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By  _____

Date: 6/22/20

City of Creswell

By _____

Date: _____

15) This signature page may be executed in multiple counter parts, with the combined total reflecting that all parties have signed.

City of Cottage Grove

By _____

Date: _____

County of Lane

By _____

Date: _____

City of Lowell

By _____

Date: _____

City of Oakridge

By _____

Date: _____

City of Florence

By _____

Date: _____

City of Westfir

By _____

Date: _____

City of Junction City

By _____

Date: _____

City of Veneta

By _____

Date: _____

City of Creswell

By *Michelle Trubey*

Date: 5/27/2020



Regional Housing Rehabilitation Loan Program of Lane County (RHRP)

About

The RHRP was established, 2001, by Lane County and several cities to provide a regional approach to meet housing rehabilitation needs for low and moderate-income homeowners. Previously, individual cities managed their own rehabilitation programs for residents employing Community Development Block Grant (CDBG) funds for this purpose. Since the inception of the RHRP, member jurisdictions contributed all or a portion of their rehabilitation portfolio or receipts from rehabilitation projects and agreed that the St. Vincent de Paul Society of Lane County (SVdP) would act as the non-profit administrator and manager for the program. SVdP works with member jurisdictions as the Sub-recipient; applying for new CDBG funds, managing grants through closeout, becoming the owner of grant assets and is responsible for all grant activities including management of the Revolving Loan Fund.

Members

Over time, participating member jurisdictions consist of Lane County and the non-metropolitan cities of Cottage Grove, Oakridge, Westfir, Lowell, Florence, Junction City, Veneta and Creswell. These member jurisdictions have joined this consortium by mechanism of applying for CDBG funds and executing an amendment to the Intergovernmental Agreement (IGA) for the RHRP. Each member community may appoint one representative and one additional community member for the RHRP Policy Committee.

What

Through the program, SVdP makes real estate secured loans to income eligible homeowners to correct health, safety and structural deficiencies to the dwelling as well as modifications for accessibility with an objective to enable homeowners to remain in their homes. Homes accepted into the program are assessed, then repairs made under the supervision of St. Vincent de Paul, utilizing licensed contractors of the homeowner's choice.

Loan amounts are limited to a standard of \$25,000 up to \$35,000, under certain conditions, are payment deferred (no monthly payments) due and payable upon sale or transfer of the property. Interest (3%) is charged once per year for the first 7 years, over a term of 20 years (APR 1.149%) then is extended in 5 year increments thereafter until repayment is triggered. Generally speaking, as long as the borrower(s) remains in the home, payment is not required.

Who

Primarily, eligible applicants must have a household income that does not exceed 80% of area median income, must occupy and own the home and land to be rehabilitated, located within Lane County outside of the incorporated city limits of Eugene/Springfield and have sufficient equity to cover the loan. The program has helped many residents who otherwise have been unable to make much-needed repairs to their homes.



Regional Housing Rehabilitation Loan Program (RHRP)

Full Name: _____ Date: _____

Property Address: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Circle below your matching *gross income/household size* to see if your family income is within HUDs limits.

Household size	1	2	3	4	5	6	7	8
<i>Maximum</i> Income	\$44,600	\$51,000	\$57,350	\$63,700	\$68,800	\$73,900	\$79,000	\$84,100

- Do you own the home and land to be rehabilitated? Yes No
- Is it your primary residence, (Are you living in it)? Yes No
- What is the Real Market Value of Land and Improvements? \$ _____
(See your County Property Tax Statement)
- What is the amount owed on the property? \$ _____
- What type of repairs are you considering? Check all that applies, and/or list any additional issues below.

<input type="checkbox"/>	Roof	<input type="checkbox"/>	Windows & Doors	<input type="checkbox"/>	Drainage Issues
<input type="checkbox"/>	Foundation	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	<i>List Any Other Issues Below:</i>
<input type="checkbox"/>	Dry Rot	<input type="checkbox"/>	Siding	<input type="checkbox"/>	
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Accessibility	<input type="checkbox"/>	
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Water System	<input type="checkbox"/>	
<input type="checkbox"/>	Heating System	<input type="checkbox"/>	Sewer Lines	<input type="checkbox"/>	
<input type="checkbox"/>	Water Heater	<input type="checkbox"/>	Septic/Drain Fields	<input type="checkbox"/>	

Thank you,
When completed mail it back to... or email it to... or call...

St. Vincent de Paul
RHRP Dept.
P.O. Box 24608
Eugene, OR 97402

andy.clay@svdvp.us

(541) 501-0894

map number	tax lot	property Use by designation	Closest Road/monument	description	In/Out of use	zoning	map acres	Shape sqft	Address
21351614	8900	RESIDENTIAL, VACANT	76410 Douglas St	Vacant Residential / Old county shop	Out of use - potential surplus	R1	0.24	10322.86633	76410 Douglas Street
21351714	6402	INDUSTRIAL, COMMERCIAL ZONE, IMPROVED	47899 Hwy 58	Old Public Works Shop	Out of use - potential surplus	C3	1.89	82402.35652	47899 OR-58
21352200	300	INDUSTRIAL, VACANT	Dunning Rd	North of Dunning Rd, vacant	Out of use - potential surplus	I2	2.70	117609.9704	48977 Dunning Road
21351612	3000	RESIDENTIAL, VACANT	48318 High Leah Dr	Forested, steep slope	Out of use - potential surplus	R1	0.34	14579.29691	48318 High Leah Drive
21351611	700	RESIDENTIAL, POTENTIAL DEVELOPMENT, VACANT	Between Westoak & Meadow Wa	Forested, Storm Water Open ditch	Out of Use Potential Surplus	R1	0.47	20529.4439	Between Westoak & Meadow Way
21351612	1300	RESIDENTIAL, POTENTIAL DEVELOPMENT, VACANT	Sanford St	Old reservoir site	Out of use, potential surplus	R1	0.57	24989.60106	Sanford Street
21351612	1600	RESIDENTIAL, VACANT	Sanford St	Old reservoir site	Out of use, potential surplus	R1	0.15	6324.361594	Sanford Street
21351612	2600	RESIDENTIAL, VACANT	Sanford St	Forested, steep slope Stormwater open Ditch	Out of use, potential surplus	R1	0.37	16168.94088	Sanford Street
21351612	2700	RESIDENTIAL, VACANT	Sanford St	Forested, steep slope Stormwater open Ditch	Out of use, potential surplus	R1	0.48	21080.52829	Sanford Street

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Updating Surplus Property List

Agenda Item No: 9.3

Proposed Council: A motion from the floor to approve

Exhibits: List of proposed surplus properties (attached) and maps

Author: Rick Zylstra

ISSUE: Now that the city has hired a Realtor of Record, City Council needs to determine which city owned properties to declare "Surplus" for potential sale. Below is a list of properties city staff believe are appropriate to declare surplus. The list is followed by maps of the properties. Along with this Agenda Bill is a Google Earth file (if anyone needs assistance viewing the Google Earth KML file, please let me know), with each property marked and mapped. Staff has also found 2 previous "Surplus Lists," from 2011 and 2020.

Any potential sale of City property will be approved by City Council prior to sale.

FISCAL IMPACT: TBD

OPTIONS: 1) Approve the proposed list of Surplus Properties for potential sale
2) Modify the list now or at the next meeting

RECOMMENDATION: Approve or modify the list of proposed surplus properties

RECOMMENDED MOTION: *"I move we direct city staff to draft a Resolution for the surplus of the city properties identified by Council during this meeting."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.
Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #2: Find creative ways to work with public and private partners to increase access to housing.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

Proposed Surplus Properties List

Commonly Known as:	Address	Map & Tax Lot	Zoning	Acres
Old PW Shop	47899 Hwy 58	21-35-17-14-06402	C3	1.892
Hwy 58 Across from Ray's		21-35-16-32-02700	C3	0.204
Douglas Street	76410 Douglas	21-35-16-14-08900	R1	0.237
Commercial East / Cattery	48372 Commercial	21-35-16-14-09800	I1	0.134
Sanford North/Old Reservoir		21-35-16-12-01300	R1	0.574
Sanford South		21-35-16-12-01600	R1	0.145
Sanford East		21-35-16-12-02600	R1	0.371
Sanford /High Leah		21-35-16-12-02700	R1	0.484
High Leah East	48318 High Leah	21-35-16-12-03000	R1	0.335
Norquist/Old Water tank		21-35-09-40-00302	County	0.086
Rail Line at Beach		21-35-16-14-09500	I1 & R1	4.477
Rail Line North at Beech		21-35-16-14-09700	R1	0.851
Little Texas		21-35-15-00-00604	R1	16.604
Fish Hatchery Residential Yard		21-35-15-00-00600	I2	2.003
North of Dunning Rd.	48977 Dunning Rd	21-35-22-00-00300	I2	2.702
OIP Lot 7	76264 Industrial Parkway	21-35-15-00-02400	I2	4.050
OIP Lot 15		21-35-15-00-03200	I2	1.564
OIP Lot 18		21-35-15-00-03500	MU	2.127
OIP Lot 19		21-35-22-20-02300	MU	3.625
OIP Lot 20		21-35-22-20-02400	MU	1.171
OIP Lot 21		21-35-22-20-02500	MU	1.159
OIP Lot 22		21-35-22-20-02600	MU	1.156
OIP Lot 23		21-35-22-20-02700	MU	1.571
OIP Lot 25		21-35-22-20-02900	MU	4.383
OIP Lot 31		21-35-15-00-03800	I2	3.472
OIP Lot 37		21-35-15-00-04300	I2	4.362
OIP Lot 38		21-35-15-00-04400	I2	2.507

Old PW Shop & Hwy 58 Across from Ray's



Douglas Street, 76410 & Commercial East / Cattery



Sanford North/Old Reservoir, Sanford South, Sanford East, Sanford /High Leah & High Leah



East

Norquist/Old Water tank



Rail Line at Beech & Rail Line North at Beech. Before any prospective sales, both *Rail Line at Beech* and *Rail Line North at Beech* properties would need to be partitioned in order for the city to retain the rail lines for future trails. *Rail Line at Beech* is one noncontiguous lot that would also need to be addressed to create two separate lots.



Little Texas.

Before any potential sale, Little Texas would need to be partitioned in order for the city to retain the rail lines for future trails. The city should also consider dedicating a road like portion that leads to Jasper Drive to Right of Way.

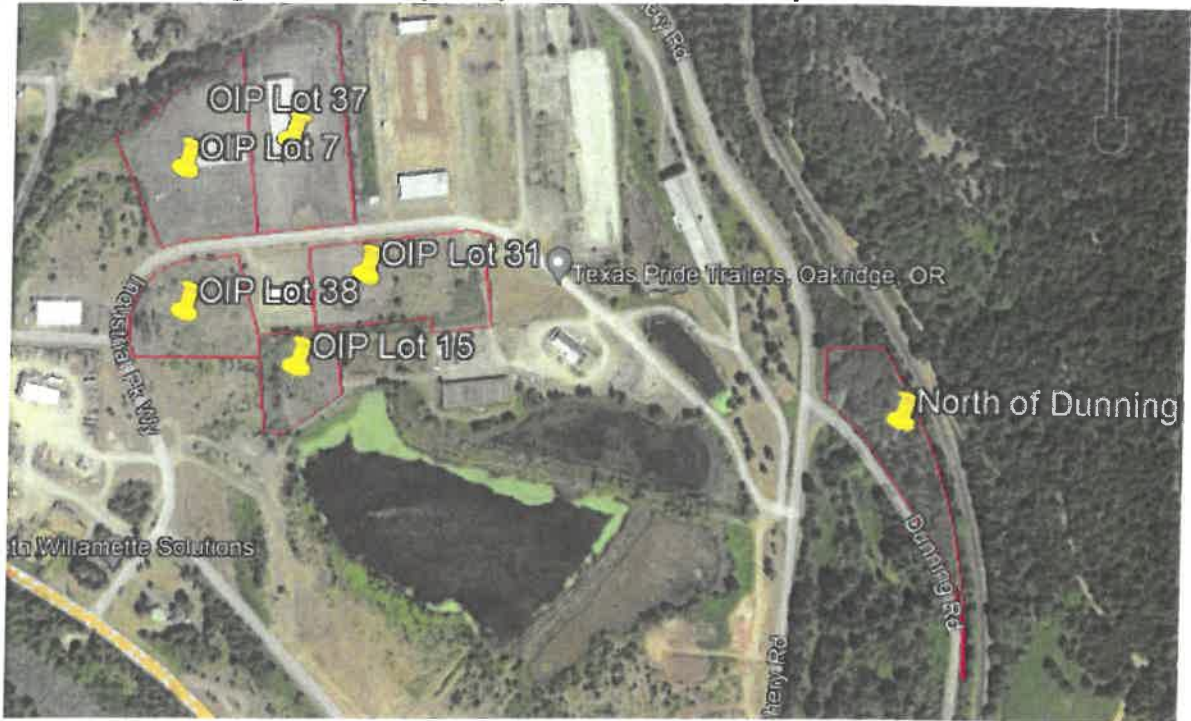


Fish Hatchery Residential Yard

This tax lot is one *non-contiguous* lot (two *separate* lots could be created).



North of Dunning Rd. & OIP I2 (Heavy Industrial Zoned Lots)



OIP Mixed Use Zoned Lots



Policy for Public Contracting & Purchasing



MAY 2020

City of Oakridge Policy for Public Contracting & Purchasing

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Public Purchasing Code

I. Introduction.

- A. Purpose of Purchasing Policy.** This ordinance is adopted by the Oakridge City Council as the governing body of the City to establish the rules and procedures for contracts entered into and purchases made by the City. It is the policy of the City in adopting this ordinance to utilize public contracting and purchasing practices and methods that maximize the efficient use of City resources and the purchasing power of City funds by:
1. Promoting impartial and open competition;
 2. Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements;
 3. Securing favorable and economical terms to seek efficient use of City resources. Taking full advantage of evolving procurement methods that suit the purchasing needs of the City as they emerge within various industries.
- B. Interpretation of Purchasing Policy.** Except as specifically provided in this ordinance, public contracts and purchases shall be awarded, administered and governed according to the applicable requirements of ORS Chapters 279, 279A, 279B and 279C (the “Public Contracting Code”) and the Attorney General’s Model Public Contract Rules (“Model Rules”) as set forth in applicable Oregon Administrative Rules Division 46. General Provisions Related to Public Contracting OAR 137-046-0100 et seq., and specifically OAR 137-046-0100(1), Division 47, Public Procurements for Goods or Services, OAR 137-047-0000 et seq., Division 48, Consultant Section: Architectural Engineering, Land Surveying and Related Services Contracts, OAR 137-048-0100 et seq. and Division 49, General Provisions Related to Public Contracts for Construction Services, OAR 137-049-0100 et seq., as they now exist.
1. In furtherance of the purposes of the objective set forth above in subsection A, it is the City’s intent that this ordinance be interpreted to authorize the full use of all contracting and purchasing powers described in ORS Chapters 279, 279A, 279B and 279C.
 2. The Model Rules adopted under ORS 279A.065 shall apply to the contracts and purchases of the City to the extent they do not conflict with this ordinance and the rules and regulations adopted by the City.
 3. In the event of a conflict between any provisions of this ordinance and the Model Rules, the provisions of this ordinance shall prevail.
 4. Nothing herein shall take precedence over State of Oregon Public Ethics Law, ORS 244.040 et seq. requirements as they apply to Councilors, the Mayor and employees.

- C. **Specific Provisions' Precedence over General Provisions.** In the event of a conflict between the provisions of this ordinance, the more specific provision shall take precedence over the more general provision.
 - D. **Conflict with Federal Statutes and Regulations.** Except as otherwise expressly provided in ORS Chapters 279, 279A, 279B and/or 279C, applicable federal statutes and regulations govern when federal funds are involved.
- II. **Definitions.** Unless a different definition is specifically provided herein, or context clearly requires otherwise, the following terms have the meanings set forth herein. Additionally, any term defined in the singular includes the meaning of the plural, and vice versa.
- A. **Administering agency.** The contracting agency that solicited and established the original contract in a cooperative procurement for goods, services, personal services, professional services or public improvements.
 - B. **Affected person/offenor.** A person whose participation in a procurement is adversely impaired by a City decision.
 - C. **Architectural, engineering and land surveying services.** Architectural, engineering, land surveying, photogrammetric mapping, transportation planning service required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq., or related services, or any combination of these services, provided by a consultant, as appropriate within the context of a section of the Model Rules, See ORS 279C.100, and OAR 137-048-0100 et seq.
 - D. **Award.** The decision to enter into a contract or purchase order with a specific offeror.
 - E. **Bid.** A response to an invitation to bid.
 - F. **Bidder.** A person who submits a bid in response to an invitation to bid.
 - G. **Business with which a City employee is associated.** Any business in which a City employee is a director, officer, owner or employee, or any corporation in which a City employee owns or has owned ten percent (10%) or more of any class of stock. In considering this definition, please also review the requirements of the Oregon Public Ethics Law, ORS 244.010 et seq.
 - H. **City.** The City of Oakridge, a municipal corporation and a contracting and purchasing agency.
 - I. **City Administrator.** The person appointed by the City Council to the position of City Administrator.
 - J. **Closing.** The date and time announced in a solicitation document as the deadline for submitting bids or offers.
 - K. **Contract.** See Public Contract.
 - L. **Contractor.** The person who enters into a contract with the City.

- M. Contract price.** As the context requires:
1. The maximum payment that the City will make under a contract if the contractor fully performs under the contract, including bonuses, incentives and contingency amounts; or
 2. The maximum not-to-exceed payment specified in the contract; or
 3. The unit prices set forth in the contract.
- N. Contracting agency.** A public body authorized by law to conduct a procurement.
- O. Cooperative Procurement.** A procurement conducted by, or on behalf of, one or more contracting agencies as set forth in ORS 279A.200 through ORS 279A.220.
- P. Days.** Calendar days.
- Q. Emergency.** Involves circumstances that:
1. Could not have been reasonably foreseen;
 2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
 3. Require prompt execution of a contract or amendment in order to remedy the condition.
- R. Findings.** The justification for a conclusion made by the Contracting Agency. If the justification relates to a public improvement contract, findings may be based on information that includes, but is not limited to:
1. Operational, budget and financial data;
 2. Public benefits;
 3. Value engineering;
 4. Specialized expertise;
 5. Market conditions;
 6. Technical complexity; and
 7. Funding sources.
- S. Goods and/or services.** Supplies, equipment, materials and services, other than Personal Services and Architectural, Engineering, Land Surveying, Photogrammetry, Transportation Planning, required for compliance with the National Environmental Policy Act and Land Surveying or related services or any combination of these, and any personal property, including any tangible, intangible and intellectual property and rights and licenses in relation thereto. The term includes combinations of any of the items identified in the definition.

- T. Grant.** An agreement under which:
1. The City receives moneys, property or other assistance, including but not limited to, federal assistance that is characterized as a grant by federal law or regulation, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets;
 - a. The assistance received by the City is from a grantor for the purpose of supporting or stimulating a program or activity of the City which the City finds is for a public purpose; and
 - b. No substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with grant conditions; or
 2. The City provides moneys, property or other assistance, including but not limited to, federal assistance that is characterized as a grant by federal law or regulation, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets;
 - a. The assistance is given to the recipient for the purpose of supporting or stimulating a program or activity of the recipient; and
 - b. No substantial involvement by the City is anticipated in the program or activity other than involvement associated with monitoring compliance with grant conditions.
- U. Immediate family member.** An employee's: spouse, and parents thereof; children, and spouses thereof; parents, and spouses thereof; siblings, and spouses thereof; grandparents and grandchildren, and spouses thereof; and domestic partner, and parents thereof.
- V. Offer.** A bid, proposal, quote or other response to a solicitation document.
- W. Offeror.** A person who submits an offer.
- X. Opening.** The date, time and place announced in the solicitation document for the public opening of written sealed offers.
- Y. Original contract.** The initial contract or price agreement solicited and awarded during a cooperative procurement by an administering agency.
- Z. Person.** An individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public body, public corporation or other legal or commercial entity, and any other person or entity with legal capacity to contract.
- AA. Personal services.** Services, other than architectural, engineering, photogrammetric mapping, transportation planning services required for compliance with the National Environmental Policy Act and land surveying, or "related services" or combination thereof under Section NN., that require specialized skill, knowledge and resources in the application of technical or

scientific expertise or in the exercise of professional, artistic or management discretion or judgment.

1. Qualifications and performance history, expertise and creativity, and the ability to exercise sound professional judgment are typically the primary considerations when selecting a personal services contractor, with price being secondary. May also be based on need for special trust and confidence between Council and contractor. See also section VII A.
2. Personal services contracts include, but are not limited to, the following classes of contracts:
 - a. Contracts for services performed in a professional capacity, including but not limited to, services of an accountant, archeological services, artist, appraising services, attorney, auditor, biological services, commissioning services, cost estimating services, court reporter, endangered species studies, environmental impact studies not required for compliance with the National Environmental Policy Act, hazardous substances or hazardous waste or toxic substance testing service, historical research services, information technology consultant, investment consultant, real estate consultant, insurance consultant, labor negotiator, material testing services, mechanical system balancing services, Native American studies, training consultant, financial advisors, public relations consultant physician or broadcaster, rare plant studies, wetland delineation studies, wetland mitigation service and commissioning services; See VII A.
 - b. Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the City is or may become interested;
 - c. Contracts for services as an artist in the performing or fine arts, including any person identified as a photographer, film maker, actor, director, painter, weaver or sculptor;
 - d. Contracts for services that are specialized, creative or research-oriented; and/or
 - e. Contracts for services as a consultant.
3. Except as specified in Section V(D) regarding services performed by an architect, engineer, land surveyor photogrammetric mapping professional, transportation planner required for compliance with the National Environmental Policy Act, or related services or combination thereof, nothing herein shall be construed as prohibiting the Council or Administrator from determining or requiring that a particular contract for personal services shall be subject to a competitive bidding or proposal process.

BB. Price agreement. A contract for the procurement of goods or services at a set price which has:

1. No guarantee of a minimum or maximum purchase; or

2. An initial order or minimum purchase combined with a continuing contractor obligation to provide goods or services with no guarantee of any minimum or maximum additional purchase.
- CC. Procurement.** The act of purchasing, leasing, renting or otherwise acquiring goods or services, personal services or professional services. It includes each function and procedure undertaken or required to be undertaken to enter into a contract, administer a contract and obtain the performance of a contract for goods or services, personal services or professional services.
- DD. Proposal.** A response to a request for proposals.
- EE. Proposer.** A person that submits a proposal in response to a request for proposals.
- FF. Provider.** As the context requires, a supplier of goods or services, personal services, or professional services.
- GG. Public contract.** A sale or other disposal, or a purchase, lease, rental or other acquisition, by the City of personal property, goods or services, including personal services, professional services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. It does not include grants.
- HH. Public contracting.** Procurement activities relating to obtaining, modifying or administering contracts or price agreements.
- II. Public improvement.** A project for construction, reconstruction or major renovation on real property, by or for the City. It does not include projects for which no funds of the City are directly or indirectly used except for participation that is incidental or related primarily to project design or inspection; or emergency work, minor alteration, or ordinary repair or maintenance necessary to preserve a public improvement.
- JJ. Public improvement contract.** A contract for a public improvement. This does not include a contract for emergency work, minor alterations, or ordinary repair or maintenance necessary to maintain a public improvement.
- KK. Purchasing agency.** An agency that procures goods or services, personal services, or public improvements from a contractor based on the original contract established by an administering agency in a cooperative procurement.
- LL. Qualified nonprofit agency for individuals with disabilities.** A qualified nonprofit agency for individuals with disabilities is a mandatory program run by the Department of Administrative Services. It provides a procurement list for products and services of nonprofit agencies produced by individuals with disabilities. ORS 279.850 requires public agencies to procure products or services from qualified nonprofit agencies for individuals with disabilities, provided that the product or service is of the appropriate specifications and available. See ORS 279.835 et seq.

- MM. Recycled product.** All materials, goods and supplies, not less than fifty percent (50%) of the total weight of which consists of secondary and post-consumer waste with not less than ten percent (10%) of its total weight consisting of post-consumer waste. It includes any product that could have been disposed of as solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of the product's form.
- NN. Related Services.** Personal services, other than architectural, engineering land survey, photogrammetric mapping, transportation, planning required for compliance with the National Environmental Policy Act or related service or combination thereof, that are related to the planning, design, engineering or oversight of public improvement projects or components thereof, as expressed in ORS 279C.100(8) and ORS 279C.105, including but not limited to:
1. Landscape architectural services;
 2. Facilities planning services;
 3. Energy planning services;
 4. Space planning services;
 5. Project management services;
 6. Construction management services and owner's representatives service; and/or
- OO. Request for proposals.** A solicitation document used for soliciting proposals.
- PP. Request for qualifications.** A written document issued by the City describing particular services to which potential contractors respond with a description of their experience and qualifications that results in a list of potential contractors who are qualified to perform those services, but which is not intended to create a contract between a potential contractor on the list and the City.
- QQ. Revenue generating agreements.** Contracts or agreements for services that generate revenue and that are typically awarded to the offeror proposing the most advantageous or highest monetary return.
- RR. Scope.** The range and attributes of the goods or services described in a procurement document.
- SS. Signed or signature.** Any mark, word or symbol attached to or logically associated with a document and executed or adopted by a person with the authority and intent to be bound.
- TT. Solicitation.** As the context requires:
1. A request for the purpose of soliciting offers, including a request for quotes, an invitation for bid, a request for proposal, a request for quotation, a request for qualifications, or other similar documents;
 2. The process of notifying prospective offerors of a request for offers;

3. The solicitation document.

UU. Work. The furnishing of all materials, equipment, labor and incidentals necessary to successfully complete any individual item in a contract and successful completion of all duties and obligations imposed by the contract.

VV. Written or in writing. Conventional paper documents, whether handwritten, typewritten or printed, in contrast to spoken words, including electronic transmissions or facsimile documents when required by applicable law or permitted by a solicitation document or contract.

III. Authority.

A. City Council as Local Contract Review Board. The Oakridge City Council is designated as the local Contract Review Board of the City under ORS 279A.060, and has all the rights, powers and authority necessary to carry out the provisions of this ordinance, the Public Contracting Code.

B. Application of Attorney General's Model Rules of Procedure. Pursuant to ORS 279A.065(6), the City has elected to establish its own policy for public contracting and purchasing. Except as provided herein, the Model Rules apply to the City. (See 1B in the Introduction.)

C. Applicability of ordinance Except as specified herein, this ordinance does not require competitive bidding or competitive proposals for the following types of contracts:

1. **ORS Exemptions:** Contracts or agreement to which the Public Contracting Code does not apply including, but not limited to, those set forth in ORS 279A.025;
2. **Intergovernmental Contracts** and interstate agreements entered into pursuant to ORS Chapter 190;
3. **Grants;**
4. **Real Property.** Acquisitions or disposals of real property or interests in real property (provided however all such acquisitions or disposals of real property or interest in real property shall be subject to the approval of the City Council);
5. **Oregon Corrections Programs.** Procurements from an Oregon Corrections Enterprise program;
6. **Financial Undertakings.** Contracts, agreements or other documents entered into, issued or established in connection with:
 - a. The incurring of debt, including any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;

- b. The making of program loans and similar extensions or advance of funds, aid or assistance by the City to a public or private person for the purpose of carrying out, promoting or sustaining activities or programs authorized by law other than for the construction of public works or public improvements;
 - c. The investment of funds by the City as authorized by law; or
 - d. Banking, money management or other predominantly financial transactions that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the City Administrator.
7. **Benefit Plans.** Contracts for employee benefit plans;
 8. **Publications.** Contracts with newspapers and other publications for the placement of advertisements or public notices;
 9. **Price Regulated Source Limited.** Contracts for items where the price is regulated and available from a single source or limited number of sources;
 10. **Insurance.** Insurance contracts;
 11. **Revenue.** Revenue-generating agreements;
 12. **Federal Contracts.** Federal agreements where applicable federal statutes and regulations govern when federal funds are involved and the federal statutes or regulations conflict with any provision of the Oregon Public Contracting Code or this ordinance or require additional conditions in public contracts not authorized by the Oregon Public Contracting Code or this ordinance.
 13. **Purchase Through Federal Programs.** ORS 279A.180,
 14. **Cooperative Procurement Purchase.** Purchases under Cooperative Procurement with other public agencies ORS 279A.200 et seq.
 15. **Energy Saving Performance Contracts.** An energy savings performance contract is defined as a public contract between a public agency and a qualified energy service company for the identification, evaluation, recommendation, design and construction of energy conservation measures, including a design-build contract that guarantees energy savings or performance_ORS 279C.335(1)(f) & 279A.065; and
 16. **Copyrighted Materials.** Contracts for the purchase of copyrighted materials where there is only one supplier available within a reasonable purchase area for such goods.
 17. **Emergency.** In the event of an emergency involving an immediate hazard to the public health, safety, or welfare, the contracting agency may secure necessary goods and/or services without a formal competitive selection process provided that the local Contract Review Board at a regularly

scheduled meeting within 30 days of the procurement is furnished with a full report of the circumstances of the emergency and costs of the materials and/or services secured, and the method used for the selection of the particular contractor. An emergency means circumstances that:

- A. Could not have been reasonably foreseen;
 - B. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
 - C. Require prompt execution of a contract to remedy the condition.
18. **Existing Equipment**. Contracts for the purchase of services, equipment or supplies for maintenance, repair or conversion of existing equipment if required for efficient utilization of such equipment.
 19. **Food Services**. Contracts for the provision of food services for special and isolated events for employees or officers of SUB.
 20. **Investment/Borrowing Public Funds**. Contracts for the purpose of investment of public funds or the borrowing of funds.
 21. **Oil or Hazardous Waste Removal**. After being ordered to do so by the Oregon Department of Environmental Quality.
 22. **Personal Service Contracts**. Personal service contracts as may be exempted pursuant to Section VII.
 23. **Qualified Rehabilitation Facilities (“QRF”)**. See ORS Chapter 279.835. See Section II LL
 24. **Rate or Price Established**. Contracts for the purchase of goods or services where the rate or price for the goods or services being purchased is established by federal, state or local regulating authority.
 25. **Requirements Contract**. Purchases of goods or services pursuant to a Requirements Contract which was established by a formal competitive selection process. Purchases may also be made at prices established by a Requirements Contract or other agreement between another public body and a contractor if the requirements contract was established by a formal competitive selection process, or otherwise in conformance with the Public Contracting Code.
 26. **Sole Source**. Contracts for goods or services, or a class of goods or services, which are available from only one source. To the extent reasonably practical, the Contracting Agent shall negotiate with the sole source to obtain contract terms advantageous to the Board. The determination of a sole source must be based on written findings that may include:

- A. That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
- B. That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
- C. That the goods or services are for use in a pilot or experimental project;
- D. Other findings that support the conclusion that the goods or services are available from only one source; or,
- E. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source but are less than \$50,000 must be approved by the City Administrator. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which are equal to or exceed \$50,000 must be approved by the Council.

27. **Special Procurement.**

- A. Special Procurement. A special procurement provided that the Contracting Agency adheres to the requirements of ORS 279B.085, for goods and services; or the requirements of 279C.335 for public improvements.
- B. Special Procurement Class Exemptions. Those Special Procurement Class exemptions adopted by Resolution of the Board pursuant to ORS 279B.085 (goods and services) or 279C.335 (public improvements).

28. **City Provided Services.** Contracts for purchase or sale of services, materials or products traditionally provided by the City of Oakridge.

D. Authority of City Administrator. For contracts and purchases covered by this ordinance, the City Administrator is authorized to:

- 1. Award contracts and amendments without specific authorization by the City Council whenever the contract amount is \$50,000 or less and the proposed expenditure is included in the current fiscal year budget.
- 2. Execute contracts and amendments with specific authorization by the City Council whenever the contract or amendment amount is greater than \$50,000 and the proposed expenditure is included in the current fiscal year budget.
- 3. As the purchasing agent for the City, the City Administrator is authorized to:

- a. Advertise for bids or proposals without specific authorization from the City Council, when the proposed purchase is included within the current fiscal year budget.
 - b. Advertise for bids or proposals when the proposed purchase is not included within the current fiscal year budget after the City Council approves the proposed budget transfer.
 - c. Purchase goods, services and/or property without specific authorization by the City Council whenever the amount is \$50,000 or less and the proposed expenditures are included in the current fiscal year budget.
 - d. Purchase goods, services and/or property with specific authorization by the City Council whenever the amount is greater than \$50,000 and the proposed expenditure is included in the current fiscal year budget.
4. Departments shall communicate purchase requirements to the City Administrator and plan sufficiently in advance so that orders can be placed in economical quantities. Delegate, in writing, the signature authority described in the above subsection (2) and the purchasing powers described in the above subsection (3). In the absence of a written delegation to the contrary, and in the absence of the City Administrator, the signature authority described in the above subsection (2) and the purchasing powers described in the above subsection (3) are delegated in order as follows:
- a. The named City Administrator Pro Tem; and if the City Administrator Pro Tem is unavailable,
 - b. Mayor; and if the Mayor is unavailable,
 - c. The Finance Director.
5. Adopt forms, procedures, computer software, and administrative rules for all City purchases regardless of the amount.
- a. When adopting the forms, procedures, computer software, and/or administrative rules, the City Administrator shall establish practices and policies that:
 - i. Do not encourage favoritism or substantially diminish competition; and
 - ii. Allow the City to take advantage of the cost-saving benefits of alternative contracting methods and practices;
 - b. The City shall use these forms, procedures, computer software and administrative rules unless they conflict with the ordinance.
6. City Administrator may classify specific types of services as personal services based upon the criteria set forth in Section VII A herein.

- E. Favorable Terms.** All efforts will be made to ensure contracts and purchases are negotiated on the most favorable terms in accordance with this ordinance, other adopted ordinances, state and federal laws, policies and procedures.
- F. Unauthorized Contracts or Purchases.** Public contracts entered into or purchases made shall be as authorized herein. In the event not so authorized:
1. The contract shall be voidable at the sole discretion of the City.
 2. The City may take appropriate action in response to execution of contracts or purchases made contrary to this provision.
 3. Such actions include, but are not limited to, providing educational guidance, imposing disciplinary measures, and/or holding individuals personally liable for such contracts or purchases.
- G. Purchasing from City Employees or Employees' Immediate Family Prohibited.** No contract shall be entered into with or purchase made from any City employee or employee's immediate family member, or any business with which the employee is associated, unless:
1. The contract or purchase is expressly authorized and approved by the City Council; or
 2. The need for the contract or purchase occurs during a state of emergency, and the City Administrator finds, in writing, that the acquisition from the employee, employee's immediate family member or business with which the employee is associated is the most expeditious means to eliminate the threat to public health, safety and welfare.
- H. Specific Required Provisions.** Unless otherwise approved by the General Manager or his/her designee, all personal services contracts shall require the following provisions:
1. The Independent Contractor shall defend, indemnify and hold harmless the City of Oakridge, its officers, agents and employees from and against all liability or loss and against all claims or actions based upon or arising out of damage or injury to persons or property caused by or sustained in connection with performance of this contract by the Independent Contractor except, pursuant to ORS 30.140. for losses, claims or actions resulting from the sole negligence of the City of Oakridge.
 2. The Independent Contract shall waive contractor's right to ORS 30.285 and ORS 30.287, Indemnification and Defense.
 3. The Independent Contract shall obtain and maintain liability insurance coverage in at least the amount of the City of Oakridge's Tort Liability Limits under the Oregon Governmental Tort Claims Act, ORS 30.260 et seq., naming

City of Oakridge, its officers, agents and employees as an additional named insured during the term of the contract and where appropriate additional insurance provisions; including, but not limited to errors and omissions coverage.

4. The Independent Contractor to certify its status as an “Independent Contractor” as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of the contract shall be performed in accordance with the standards set forth in ORS 670.600.
 5. The Independent Contractor to maintain all contract provisions mandated by State Law; including, but not limited to, Worker’s Compensation coverage, compliance with Bureau of Labor or Industries requirements regarding prevailing wage rates, and all other state contracting requirements which may be incorporated in the personal services contract by reference to state law.
 6. The Independent Contractor represents and certifies that the contractor has complied with the tax laws of this state or a political subdivision therefore including, but not limited to, ORS 305.620 and ORS Chapters 316, 317 and 318. The Independent Contractor shall also covenant to continue to comply with the tax laws of this state or a political subdivision thereof during the term of the contract and that contractor’s failure to comply with such laws prior to execution of the contract or during the term thereof is a default for which the City of Oakridge may terminate the public contract and seek damages and other relief available under the terms of this public contract or under applicable law.
 7. The Independent contractor agrees that the Circuit Court for the County of Lane, State of Oregon, or the Federal District Court of the State of Oregon (Eugene) is the sole and proper forum for resolving any disputes involving this Agreement, any breach of this Agreement, or relating to its subject matter. Independent Contractor agrees to submit themselves to the jurisdiction of such courts without challenge to the jurisdiction of these courts.
- I. **Waiver.** The selection procedures described in this section may be waived by the General Manager at his/her discretion where an emergency exists that could not have been reasonably foreseen and requires such prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the selection procedures.
 - J. **Electronic Publication.** Notice of requests for proposals, requests for bids, and intent to award may be published electronically in lieu or in addition to other publication or notice where the Contracting Agency finds that such publication is likely to be cost effective.

IV. Preferences.

- A. **Discretionary Local Preference.** If the solicitation is in writing, the City Administrator may provide a specified percentage preference of not more than ten percent (10%) for goods fabricated or processed entirely in Oregon or services performed entirely in Oregon.
 - 1. When a preference is provided under this subsection, and more than one offeror qualifies for the preference, the City Administrator may give further preference to a qualifying offeror that resides in or is headquartered in Oregon.
 - 2. The City Administrator may establish a preference percentage of ten percent (10%) or higher if the City Administrator makes a written determination that good cause exists to establish the higher percentage, explains the reasons, and provides evidence of good cause. Evidence of good cause may include prevailing economic stimulus including, but not limited to, enhancement of prevailing wages and employment for businesses and sited in Oakridge.
 - 3. The preference described in this subsection cannot be applied to a contract for emergency work, minor alterations, and ordinary repairs or maintenance of public improvements.
- A. **Mandatory Tie Breaker Preference.** If offers are identical in price, fitness, availability and the quality is identical, and the City desires to award the contract, the preferences provided in ORS 279A.120 shall be applied prior to the contract award.
- B. **Reciprocal Preference.** Reciprocal preferences must be given when evaluating bids, if applicable under ORS 279A.120.
- C. **Preference for Recycled Materials and Supplies.** Preferences for recycled goods shall be given when comparing goods, if applicable under ORS 279A.125. The City Administrator shall adopt standards to determine if goods are manufactured from recycled materials.

V. General Provisions.

- A. **Public Notice.** Unless otherwise specifically provided by this ordinance, any notice required to be published by this ordinance may be published using any method the City Administrator deems appropriate, including but not limited to, mailing notice to persons that have requested notice in writing, placing notice on the City's website, publishing in local publications or statewide trade or local publications.
- B. **Procedure for Competitive Verbal Quotes and Proposals.** Where allowed by this ordinance, solicitations by competitive verbal quotes and proposals shall be based on a description of the type and quantity of goods or services to be provided, and may be solicited and received by phone, or facsimile or email if authorized by the City Administrator.

1. A good faith effort shall be made to contact at least three (3) potential providers.
2. If three (3) potential providers are not reasonably available, fewer will suffice, provided the reasons three potential providers are not reasonably available is documented as part of the procurement file.

C. Procedure for Informal Written Solicitation. Where allowed by this ordinance, informal written solicitations shall be made by a solicitation document sent to not less than three (3) prospective providers.

1. The solicitation document shall request competitive price quotes or competitive proposals, and include:
 - a. The date, time and place that price quotes or proposals are due;
 - b. A description of the type and quantity of the good or service required;
 - c. Any statement of period for which price quotes or proposals must remain firm, irrevocable, valid and binding on the offeror. If no time is stated in the solicitation document, the period shall be thirty (30) days;
 - d. Any required contract terms or conditions; and
 - e. Any required bid form or proposed format.
2. Price quotes or proposals shall be received by the City Administrator at the date, time and place established in the solicitation document.
 - a. The City Administrator shall keep a written record of the sources of the quotes or proposals.
 - b. If three (3) quotes or proposals are not reasonably available, fewer shall suffice, but the City Administrator shall make a written record of the effort made to obtain quotes or proposals as part of the procurement file.

D. Procurement Methods for Architectural, engineering, land surveying, photogrammetric mapping, transportation planning service required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. or related services, or any combination of these services, provided by a consultant and the Model Rules when procuring architectural, engineering and land surveying services, related services, and public improvements and processing protests thereof.

1. The procurement of consultants to provide Architectural, engineering, land surveying, photogrammetric, transportation planning service required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. or related services, or any combination of these services, provided by a consultant will be accomplished through the Public Contracting Code

procedures in ORS 279C.100 and the Model Rules OAR Chapter 137 Division 48, as amended and modified by House Bill 2769, 2019 Oregon Legislatures effective September 29, 2019.

2. The procurement of Consultants to provide Related Services as defined in Section II NN of this document will be accomplished through the Public Contracting Code procedures in ORS 279C.120 and the Model Rule, OAR Chapter 137-048-0100 et seq as modified by House Bill 2769 Oregon Legislative 2019 effective September 29, 2019.

E. Retroactive Approval. Retroactive approval of a contract means the award or execution of a contract where work was commenced without final award or execution. The City Administrator may make a retroactive approval of a contract only if the responsible employee submits a copy of the proposed contract to the City Administrator, along with a written request for contract retroactive approval, that contains:

1. An explanation of the reason work was commenced before the contract was finally awarded or executed;
2. A description of steps being taken to prevent similar occurrences in the future;
3. Evidence that, but for the failure to finally award or execute the contract, the employee complied with all other steps required to properly select a contractor and negotiate the contract; and
4. A proposed form and terms of contract.

VI. Source Selection Methods for Goods or Services, Other Than Personal Services.

A. Small Procurements. Contracts for or purchases of goods or services with a contract price of \$10,000 or less are small procurements.

1. Purchases less than \$7,500. The City Administrator may use any procurement method the City Administrator deems practical or convenient, including direct negotiation or award, for small procurements of goods or services with a contract price of less than \$7,500.
2. Purchases of \$7,500 to less than or equal to \$10,000. The City Administrator may use competitive verbal quotes or proposals and informal written solicitations for small procurements of goods or services with a contract price from \$7,500 up to \$10,000.
3. Negotiations. The City Administrator may negotiate with an offeror to clarify competitive verbal quotes or proposals or informal written proposals, or to make modifications that will make the quote or proposal acceptable or more advantageous to the City.

4. Award. If a contract is awarded, the award shall be made to the offeror whose verbal quote or proposal the City Administrator determines will best serve the interests of the City, taking into account price as well as any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery, and contractor responsibility.
5. Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to more than twenty-five percent (25%) of the original contract price. If the cumulative amendments exceed 25%, City Council approval is required.
6. Public notice. No public notice of small procurements is required.

B. Intermediate Procurements. Contracts for goods or services with a contract price greater than \$10,000 and less than or equal to \$150,000 are intermediate procurements.

1. Intermediate procurements shall be by informal written solicitation.
2. Negotiations. The City Administrator may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.
3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Administrator determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.
4. Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price by more than twenty-five percent (25%) of the original contract price. If the cumulative amendments exceed twenty-five percent (25%), City Council approval is required.
5. Public Notice. Public notice is required for intermediate procurements with a contract price equal to or exceeding \$50,000.

C. Large Procurements. Contracts for goods or services with a contract price greater than \$150,000 are large procurements.

1. The City Administrator may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.
2. When using either competitive sealed bidding or competitive sealed proposals, the City Administrator shall follow the applicable procedures set out in the Model Rules.

3. The City shall apply the applicable procedure set out in the Model Rules for processing protests of large procurements.
- D. All Public Contracts equal to or in excess of \$50,000 will be reviewed and awarded by the Council regardless of the type of source selection process, including, but not limited to, informal quotes, requests for proposals, competitive bidding and those which qualify for exemptions from the competitive bidding process. A public contract shall be reviewed and awarded by the Council based on Competitive Bidding (ORS 279B.055) or Competitive Proposals (ORS 279B.060) in accordance with applicable requirements of the Oregon Public Contracting Code, exceptions thereto or the Model Rules or the Council's Public Contracting Rules as set forth in these Policies. The Council may make exceptions to this requirement. Contracts shall not be artificially divided or fragmented to avoid these requirements. The requirements of this section must be read in concert with III D "Authority of City Administrator".

VII. Personal Services Contracts.

- A. **Classification of Services as Personal Services.** In addition to the classes of personal services contracts identified in the definition of personal services contracts, the City Administrator may classify additional specific types of services as personal services. In determining whether a service is a personal service, the City Administrator shall consider: See II AA
1. Whether the work requires specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment;
 2. Whether the City intends to rely on the contractor's specialized skills, knowledge and expertise to accomplish the work; and
 3. Whether selecting a contractor primarily on the basis of qualifications, rather than price, would most likely meet the City's needs and result in obtaining satisfactory contract performance and optimal value.
 4. A service shall not be classified as personal services for the purposes of this ordinance if:
 - a. The work has traditionally been performed by contractors selected primarily on the basis of price; or
 - b. The services do not require specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.
- B. **Requests for Qualifications.** At the City Administrator's discretion, a request for qualifications may be used to determine whether competition exists to perform the needed personal services or to establish a non-binding list of qualified

contractors for individual negotiation, informal written solicitations or requests for proposals.

1. A request for qualifications shall describe the particular type of personal services that will be sought, the qualifications the contractor must have to be considered, and the evaluation factors and their relative importance.
2. A request for qualifications may require information including, but not limited to:
 - a. The contractor's particular capability to perform the required personal services;
 - b. The number of experienced personnel available to perform the required personal services;
 - c. The specific qualifications and experience of personnel;
 - d. A list of similar personal services the contractor has completed;
 - e. References concerning past performance; and
 - f. Any other information necessary to evaluate the contractor's qualifications.
3. A voluntary or mandatory qualifications pre-submission meeting may be held for all interested contractors to discuss the proposed personal services. The request for qualifications shall include the date, time and location of the meeting.
4. Unless the responses to a request for qualifications establish that competition does not exist, the request for qualifications is canceled, or all responses to the request for qualifications are rejected, all respondents who meet the qualifications set forth in the request for qualifications shall receive notice of any required personal services and have an opportunity to submit a proposal in response to request for proposals.

C. Direct Negotiations. Personal services may be procured through direct negotiations if:

1. The contract price does not exceed \$50,000 and the work is within a budgetary appropriation or approved by the City Council; or
2. The confidential personal services, including special counsel, or professional or expert witnesses or consultants, are necessary to assist with pending or threatened litigation or other legal matters in which the City may have an interest; or
3. The nature of the personal service is not project-driven but requires an ongoing, long-term relationship of knowledge and trust.
4. Amendments. Personal services contracts procured by direct negotiation pursuant to this section may be amended, provided the amendment is

within the scope of the original contract and the cumulative amount of the amendments does not increase the total contract price by more than twenty-five percent (25%) over the original contract price; or the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to seek another provider within the time frames needed to complete the work. If the cumulative amount of the amendments exceeds 25%, City Council Approval is required.

5. Public Notice. No public notice of personal services contracts procured by direct negotiations is required.

D. Informal Written Solicitations. An informal written solicitation process may be used for personal services when the contract price is less than \$125,000.

1. An informal written solicitation shall solicit proposals from at least three (3) qualified providers. If the City Administrator determines three (3) qualified providers are not reasonably available, fewer shall suffice if the reasons three (3) providers are not reasonably available are documented in the procurement file.
2. The solicitation document shall include:
 - a. The date, time and place that proposals are due;
 - b. A description of personal services sought, or the project to be undertaken;
 - c. Any statement of the time period for which proposals must remain firm, irrevocable, valid and binding on the offeror. If no time is stated in the solicitation document, the period shall be thirty (30) days;
 - d. Any required contract terms or conditions; and
 - e. Any required bid form or proposal format.
3. Selection and ranking of proposals may be based on the following criteria:
 - a. Particular capability to perform the personal services required;
 - b. Experienced staff available to perform the personal services required, including the proposer's recent, current and projected workloads;
 - c. Performance history;
 - d. Approach and philosophy used in providing personal services;
 - e. Fees or costs;
 - f. Geographic proximity to the project or the area where the services are to be performed; and

- g. Such other factors deemed appropriate, including a desire to ensure an equitable distribution of work among highly qualified contractors.
4. The City Administrator shall maintain written documentation of the solicitation, including solicitation attempts, responses, and provider names and addresses in the procurement file.
 5. Amendments. Personal services contracts procured by informal written solicitations pursuant to this section may be amended, provided the amendment is within the scope of the original contract and the cumulative amount of the amendments does not increase the total contract price by more than twenty-five percent (25%) over the original contract price; or the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to seek another provider within the time frames needed to complete the work. If the amount if the Amendment exceeds 25%, City Council approval is required.
 6. Public Notice. No public notice of personal services contracts procured by informal written solicitations pursuant to this section is required.
- E. Requests for Proposals.** A request for proposals shall be used to procure personal services when the contract price is \$125,000 or more or the complexity of the project requires the use of a formal competitive process to determine whether a particular proposal is most advantageous to the City.
1. Request for Proposal. The request for proposal shall include:
 - a. Notice of any pre-offer conference, including:
 - i. The time, date and location;
 - ii. Whether attendance at the pre-offer conference is mandatory or voluntary; and
 - iii. A provision that statements made by representatives of the City at the pre-offer conference are not binding unless confirmed by written addendum.
 - b. The form and instructions for submission of proposals, including the location where proposals must be submitted, the date and time by which proposals must be received and any other special information, e.g., whether proposals may be submitted by electronic means;
 - c. The name and title of the person designated for the receipt of proposals and the person designated as the contact person for the procurement, if different;
 - d. A date, time and place that pre-qualification applications, if any, must be filed and the classes of work, if any, for which proposers must be pre-qualified;

- e. A statement that the City may cancel the procurement or reject any or all proposals;
 - f. The date, time and place of opening;
 - g. The office where the request for proposals may be reviewed;
 - h. A description of the personal services to be procured;
 - i. The evaluation criteria;
 - j. The anticipated schedule, deadlines, evaluation process and protest process;
 - k. The form and amount of any proposal security deemed reasonable and prudent by the City Administrator to protect the City's interests;
 - l. A description of the manner in which proposals will be evaluated, including the relative importance of price and other evaluation factors used to rate the proposals;
 - m. If more than one tier of competitive evaluation will be used, a description of the process under which the proposals will be evaluated in the subsequent tiers;
 - n. If contracts will be awarded to more than one personal services contractor, an identification of the manner in which the City will determine the number of contracts to be awarded, or that the manner will be left to the City's discretion at time of award;
 - o. If contracts will be awarded to more than one personal services contractor, the criteria to be used to choose from the multiple contracts when acquiring personal services shall be identified;
 - p. All required contract terms and conditions, including the statutorily required provisions in ORS 279B.220, 279B.230 and 279B.235; and
 - q. Any terms and conditions authorized for negotiation.
2. Public Notice. The City Administrator shall provide public notice of a request for proposals for personal services.
- a. Public notice shall be given not less than twenty-one (21) days prior to closing for the request for proposals, unless the City Administrator determines that a shorter interval is in the public's interest, or a shorter interval will not substantially affect competition.
 - b. The City Administrator shall document the specific reasons for the shorter public notice period in the procurement file.

3. Amendments. Personal services contracts procured by requests for proposals pursuant to this section may be amended, provided the amendment is within the scope of the original contract and the cumulative amount of the amendments does not increase the total contract price by more than twenty-five percent (25%) over the original contract price; or the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to seek another provider within the time frames needed to complete the work. If the cumulative amendment exceeds 25%, Oakridge City Council approval is required.

VIII. Alternative Source Selection Methods for Goods or Services & Personal Services.

- A. **Sole-Source Procurements.** A contract may be awarded as a sole-source procurement without competition pursuant to this section.
 1. **Determination of Sole Source.** Before a sole-source contract may be awarded, the City Administrator shall make written findings that the goods or services, personal services or professional services are available from only one source, based on one or more of the following criteria:
 - a. The efficient use of existing goods or services, personal services or professional services requires the acquisition of compatible goods or services, personal services or professional services that are available from only one source;
 - b. The goods or services, personal services or professional services are available from only one source and required for the exchange of software or data with other public or private agencies;
 - c. The goods or services, personal services or professional services are available from only one source, and are needed for use in a pilot or an experimental project; or
 - d. Other facts or circumstances exist that support the conclusion that the goods or services, personal services or professional services are available from only one source.
 2. **Negotiations.** To the extent reasonably practical, contract terms advantageous to the City shall be negotiated with the sole source provider.
 3. **Notice.** The City Administrator shall post notice of any determination that the sole source selection method will be used on the City's website not less than ten (10) days prior to the date a sole source contract will be awarded. The notice shall describe the goods or services, personal services or professional services to be procured, identify the prospective contractor and include the date and time when, and place where, protests of the use of a sole source selection method must be filed.

B. Special Procurements. Procurements of goods and services as set forth in ORS 279B.085 or public improvements as set forth in ORS 279C.335. In its capacity as contract review board for the City, the City Council, upon its own initiative or upon request of the City Administrator, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

1. **Basis for Approval.** The approval of a special solicitation method or exemption from competition must be based upon a record before the City Council that contains the following:
 - a. The nature of the contract or class of contracts for which the special solicitation or exemption is requested;
 - b. The estimated contract price or cost of the project, if relevant;
 - c. Findings to support the substantial cost savings, enhancement in quality or performance, or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;
 - d. Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;
 - e. A description of the proposed alternative contracting methods to be employed; and
 - f. The estimated date by which it would be necessary to let the contract(s).
2. In making a determination regarding a special selection method, the City Council may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.
3. **Hearing.** The City shall approve the special solicitation or exemption after a public hearing before the City Council.
 - a. At the public hearing, the City shall offer an opportunity for any interested party to appear and present comment.
 - b. The City Council shall consider the findings and may approve the exemption as proposed or as modified by the City Council after providing an opportunity for public comment.

C. Contracts. Subject to award at the City Administrator's discretion. The following classes of contracts may be awarded in any manner that the City

Administrator deems appropriate to the City's needs, including by direct appointment or purchase. Except where otherwise provided, the City Administrator shall make a record of the method of award.

1. Amendments. Contract amendments shall not be considered to be separate contracts if made in accordance with the ordinance.
2. Copyrighted Materials; Library Materials. Contracts for the acquisition of materials entitled to copyright, including but not limited to, works of art and design, literature and music, or materials even if not entitled to copyright, purchased for use as library lending materials.
3. Equipment Repair. Contracts for equipment repair or overhauling, provided the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.
4. Government-Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.
5. Non-Owned Property. Contracts or arrangements for the sale or other disposal of abandoned property or other personal property not owned by the City.
6. Specialty Goods for Resale. Contracts for the purchase of specialty goods by the City for resale to consumers.
7. Sponsorship Agreements. Sponsorship agreements, under which the City receives a gift or donation in exchange for recognition of the donor.
8. Structures. Contracts for the disposal of structures located on City-owned property.
9. Renewals. Contracts that are being renewed in accordance with their terms are not considered to be newly issued contracts and are not subject to competitive procurement procedures.
10. Temporary Extensions or Renewals. Contracts for a single period of one (1) year or less, for the temporary extension or renewal of an expiring and non-renewable, or recently expired, contract, other than a contract for public improvements.
11. Temporary Use of City-Owned Property. The City may negotiate and enter into a license, permit or other contract for the temporary use of City-owned property without using a competitive selection process if:
 - a. The contract results from an unsolicited proposal to the City based on the unique attributes of the property or the unique needs of the proposer;
 - b. The proposed use of the property is consistent with the City's use of the property and the public interest; and

- c. The City reserves the right to terminate the contract without penalty, in the event that the City determines that the contract is no longer consistent with the City's present or planned use of the property or the public interest.
 - 12. **Used Property.** The City Administrator may contract for the purchase of used property by negotiation if such property is suitable for the City's needs and can be purchased for a lower cost than substantially similar new property.
 - a. For this purpose, the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the City.
 - b. The City Administrator shall record the findings that support the purchase.
 - 13. **Utilities.** Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.
 - 14. **Conference/Meeting Room Contracts.** Contracts entered into for meeting room rental, hotel rooms, food and beverage, and incidental costs related to conferences and City-sponsored workshops and trainings.
- D. Emergency Procurements.** When the City Administrator determines that immediate execution of a contract within the City Administrator's authority is necessary to prevent substantial damage or injury to persons or property, the City Administrator may execute the contract without competitive selection and award or City Council approval, but, where time permits, competitive quotes should be sought from at least three (3) providers.
- 1. When the City Administrator enters into an emergency contract, the City Administrator shall, as soon as possible in light of the emergency circumstances, document the nature of the emergency, the method used for selection of the particular contractor, and the reason why the selection method was deemed in the best interest of the City and the public.
 - 2. The City Administrator shall also notify the City Council of the facts and circumstances surrounding the emergency execution of the contract.
- E. Cooperative Procurement Contracts.** Cooperative procurements may be made without competitive solicitation as provided in the Public Contracting Code. ORS 279A.200 through [or et seq] ORS 279A.220.
- F. Qualified Nonprofit Agency For Individuals With Disabilities.** Purchase of goods or services from a qualified nonprofit agency for individuals with disabilities, which provides employment opportunities for disabled individuals pursuant to ORS 279.835 et seq. This Program is administered by the Oregon Department of Administrative Services. Qualified Product Lists as established pursuant to ORS 279B.115

- G. Price Agreements.** Purchases made in accordance with the price agreement as established pursuant to ORS 279B.140.

IX. Surplus Property.

- A. General Methods.** Surplus property may be disposed of by any of the following methods upon a determination of the City Council after recommendation from City Administrator that the method of disposal is in the best interest of the City. Factors that may be considered by the City Administrator include costs of sale, administrative costs, and public benefits to the City.
1. **Governments.** Without competition, by transfer or sale to another government department or public agency.
 2. **Auction.** By publicly advertised auction to the highest bidder.
 3. **Bids.** By publicly advertised invitation to bid.
 4. **Liquidation Sale.** By liquidation sale using a commercially recognized third-party liquidator selected in accordance with this ordinance for the award of personal services contracts.
 5. **Fixed Price Sale.** The City Administrator may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
 6. **Trade-In.** By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.
 7. **Donation.** By donation to any organization operating within or providing a service to residents of the City of Oakridge or the state of Oregon, which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- B. Disposal of Property with Minimal Value.** Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste. The employee making the disposal shall make a record of the value of the item and the manner of disposal.
- C. Personal-Use Items.** An item (or indivisible set) of specialized and personal use with a current value of less than \$100 may be sold to the employee or retired or terminated employee for whose use it was purchased. These items may be sold for fair market value without bid and by a process deemed most efficient by the City Administrator.
- D. Restriction on Sale to City Employees.** City employees and their immediate family shall not compete, as members of the public, for the purchase of publicly sold surplus property.

- E. Conveyance to Purchaser.** Upon the consummation of a sale of surplus personal property, the City shall make, execute and deliver a bill of sale or similar instrument signed on behalf of the City, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

X. Protest and Appeal Procedures.

A. Appeal of Debarment or Prequalification Decision.

1. **Right to Hearing.** Any person who has been debarred from competing for the City's contracts or for whom prequalification has been denied, revoked or revised may appeal the City's decision to the City Council as provided in this section.
2. **Filing of Appeal.** The person shall file a written notice of appeal with the City Administrator within five (5) business days after the prospective contractor's receipt of notice of the determination of debarment or denial of prequalification.
3. **Notification of City Council.** Immediately upon receipt of such notice of appeal, the City Administrator shall notify the City Council of the appeal.
4. **Hearing.** The procedure for appeal from a debarment or denial, revocation or revision of prequalification shall be as follows:
 - a. Promptly upon receipt of notice of appeal, the City shall notify the appellant of the date, time and place of the hearing;
 - b. The City Council shall conduct the hearing and decide the appeal within thirty (30) days after receiving notice of the appeal from the City Administrator; and
 - c. At the hearing, the City Council shall reconsider, without regard to the underlying decision giving rise to the appeal, the notice of debarment, or the notice of denial, revocation or revision of prequalification, the standards of responsibility upon which the decision on prequalification was based, or the reasons listed for debarment, and any evidence provided by the parties.
5. **Decision.** The City Council shall set forth in writing the reasons for the decision.
6. **Costs.** The City Council may allocate its costs for the hearing between the appellant and the City.
 - a. The allocation shall be based upon facts found by the City Council and stated in the City Council's decision that, in the City Council's opinion, warrant such allocation of costs.

- b. If the City Council does not allocate costs, the costs shall be paid by the appellant if the decision is upheld, or by the City if the decision is overturned.
- c. Judicial Review. The decision of the City Council may be reviewed only upon a petition in the circuit court of Lane County filed within fifteen (15) days after the date of the City Council's decision. The appeal must be filed in accordance with all applicable state laws and trial court procedures.
- d. An affected person may not seek judicial review of a failure to debar or non-denial of prequalification.
- e. Before seeking judicial review, an affected person shall exhaust all administrative remedies. Judicial review shall be in accordance with ORS 279B.405.

B. Protests and Judicial Review of Special Procurements. An affected person may protest the request for approval of a special procurement as provided in this section.

- 1. Delivery; Late Protests. An affected person shall deliver a written protest to the City Administrator within seven (7) days after the first date of public notice of a proposed special procurement, unless a different period is provided in the public notice.
 - a. The written protest shall include a fee in an amount established in a schedule adopted by the City Administrator to cover the costs of processing the protest.
 - b. A protest submitted after the timeframe established under this subsection is untimely and shall not be considered.
- 2. Content of Protest. The written protest shall include:
 - a. Identification of the requested Special Procurement;
 - b. A detailed statement of the legal and factual grounds for the protest;
 - c. Evidence or documentation supporting the grounds on which the protest is based;
 - d. A description of the resulting harm to the affected person; and
 - e. The relief requested.
- 3. Additional Information. The City Administrator may allow any person to respond to the protest in any manner the City Administrator deems appropriate, by giving such persons written notice of the time and manner whereby any response shall be delivered.

4. **City Response.** The City Administrator shall issue a written disposition of the protest in a timely manner.
 - a. If the City Administrator upholds the protest, in whole or in part, the City Administrator may, in the City Administrator’s sole discretion, implement the protest in the approval of the special procurement, deny the request for approval of the special procurement, or revoke any approval of the special procurement.
 - b. If the City Administrator upholds the protest, in whole or in part, the City shall refund the fee required to be delivered with the protest.
 5. **Judicial Review.** An affected person may not seek judicial review of a denial of a request for a special procurement.
 - a. Before seeking judicial review of the approval of a special procurement, an affected person shall exhaust all administrative remedies.
 - b. Judicial review shall be in accordance with ORS 279B.400.
- C. Protests and Judicial Review of Sole-Source Procurements.** An affected person may protest the determination that goods or services or a class of goods or services are available from only one source as provided in this section.
1. **Delivery; Late Protests.** An affected person shall deliver a written protest to the City Administrator within seven (7) days after the first date of public notice of a proposed sole source procurement is placed on the City’s website, unless a different period is provided in the public notice.
 - a. The written protest shall include a fee in an amount established in a schedule adopted by the City Administrator to cover the costs of processing the protest.
 - b. A protest submitted after the timeframe established under this subsection is untimely and shall not be considered.
 2. **Content of Protest.** The written protest shall include:
 - a. A detailed statement of the legal and factual grounds for the protest;
 - b. Evidence or documentation supporting the grounds on which the protest is based;
 - c. A description of the resulting harm to the affected person; and
 - d. The relief requested.
 3. **Additional Information.** The City Administrator may allow any person to respond to the protest in any manner the City Administrator deems

appropriate by giving such person written notice of the time and manner whereby any response shall be delivered.

4. **City Administrator Response.** The City Administrator shall issue a written disposition of the protest in a timely manner.
 - a. If the City Administrator upholds the protest, in whole or in part, the proposed sole-source contract shall not be awarded.
 - b. If the City Administrator upholds the protest, in whole or in part, the City shall refund the fee required to be delivered with the protest.
5. **Judicial Review.** An affected person may not seek judicial review of an election not to make a sole-source procurement.
 - a. Before seeking judicial review of the approval of a sole-source procurement, an affected person shall exhaust all administrative remedies.
 - b. Judicial review shall be in accordance with ORS 279B.400.

D. Protests and Judicial Review of Personal Services Procurements. An affected person may protest the procurement of a personal services contract as provided in this section.

1. **Delivery.** Unless otherwise specified in the solicitation document, the protest shall be in writing and delivered to the City Administrator.
 - a. The written protest shall include a fee in an amount established in a schedule adopted by the City Administrator to cover the costs of processing the protest.
 - b. Protests of the procurement of a specific contract as a personal services contract shall be made prior to closing.
 - c. Protests to the award or an intent to award a personal services contract shall be made within seven (7) days after issuance of the intent to award, or if no notice of intent to award is given, within forty-eight (48) hours after award.
 - d. Protests submitted after the timeframe established under this subsection are untimely and shall not be considered.
2. **Contents of Protest.** The written protest shall:
 - a. Specify all legal or factual grounds for the protest as follows:
 - i. A person may protest the solicitation on the grounds that the contract is not a personal services contract or was otherwise in violation of this ordinance or applicable law. The protest shall identify the specific provision of this ordinance or applicable law that was violated.

- ii. A person may protest award or intent to award for the reason that:
 - All proposals ranked higher than the affected persons are nonresponsive;
 - The City failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation document;
 - The City abused its discretion in rejecting the affected person's proposal as nonresponsive; or
 - The evaluation of proposals or the subsequent determination of award is otherwise in violation of this ordinance or applicable law.
 - iii. The protest shall identify the specific provision of this ordinance or applicable law that was violated by the City's evaluation or award;
 - b. Include evidence or supporting documentation that supports the grounds on which the protest is based;
 - c. A description of the resulting harm to the affected person; and
 - d. The relief requested.
 - 3. Additional Information. The City Administrator may allow any person to respond to the protest in any manner the City Administrator deems appropriate by giving such person written notice of the time and manner whereby any response shall be delivered.
 - 4. City Administrator Response. The City Administrator shall issue a written disposition of the protest in a timely manner.
 - a. If the City Administrator upholds the protest, in whole or in part, the proposed personal services contract procurement shall be cancelled, or the contract shall not be awarded, as the case may be.
 - b. If the City Administrator upholds the protest, in whole or in part, the City shall refund the fee required to be delivered with the protest.
 - 5. Judicial Review. Before seeking judicial review, an affected person shall exhaust all administrative remedies. Judicial review shall be in accordance with ORS 279B.420.
- E. Protests of Cooperative Procurements.** Protests of the cooperative procurement process, contents of a solicitation document, or award may be filed with the City only if the City is the administering agency and under the applicable procedure described herein.

F. Requests for Change / Protest Procedure / Request for Proposals: Bids and requests for Proposals.

1. Procedure. Bidders and proposers requesting a change in the Bid Solicitation or Requests for Proposal and Proposer's protesting the award of such a procurement shall follow the procedures described herein. Requests or Protests that do not follow these procedures shall not be considered. This procedure constitutes the sole administrative remedy available to Proposers and Bidder under a procurement.
2. Request for Change. If it should appear to a Bidder or Proposer that the work to be done is not sufficiently described or explained in the Contract Documents, or that the Contract Documents are not definite and clear, the Bidder/Proposer shall make written inquiry regarding same to the individual shown, in the manner instructed and within the timeframe indicated in the Invitation to Bid/Request for Proposal. Questions received will be evaluated and if, in the judgment of City, the response does not alter or amend the requirements or scope of the Invitation to Bid/Proposal, but merely clarifies exiting information, the response will be posted on City's website at ci.oakridge.or.us. If, in the judgment of City, additional information or interpretation is necessary, such information shall be supplied in the form of an Addendum to all individuals, firms, and corporation listed on the Plan Holders List and those individuals that attended the Pre-Bid meeting if any and provided contact information on the sign-in sheet. Such addenda shall have the same binding effect as though contained in the main body of the Contract Documents. City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.
3. Solicitations Specifications. Time for Submission of Request for Change or Protest. Request for change or protest of solicitation specifications shall be presented to City, in writing, no later than four (4) days prior to closing. Such requests for change or protest shall include the reason for the request or protest, and any proposed changes to specifications or provisions. No request for change or protest of the content of solicitation of specifications or contractor provisions shall be considered after the deadline established for submitting such request or proposal.
4. Extension of Closing Date. If any request or change or protest is received in accordance with Sections (1) or (2) above, the proposal closing date may be extended if City determines an extension is necessary to allow

consideration of the request or protest an issuance of any addenda to the solicitation documents.

5. Notice of Award/Protest. City's written notice of Intent to Award shall constitute a final decision of City to award the contract or proceed with the purchase if no written protest of the contractor selection or contract is filed with City within four (4) calendar days following issuance of the Intent to Award. Only protests stipulating an issuance of fact concerning a matter of bias, discrimination or conflict of interest, or non-compliance with procedures described in the procurement document or City policy shall be considered. Protest not based on procedural matters will not be considered. All protests must be in writing and signed by the party or an authorized agent of the bidder. The protest must state all facts and arguments on which the protesting party is relying. This will include:
 - a. A detailed description of the legal and factual grounds for the protest;
 - b. A description of the resulting prejudice; and
 - c. A statement of the form of relief requested.
6. All protests shall be addressed to City Administrator, PO Box 1410 Oakridge, Oregon. If a protest of contractor selection or contract award is timely filed by an actual aggrieved proposer, the award documents shall constitute a final decision by City only upon issuance to the protesting proposer of a written decision denying the protest and affirming the selection of award.

- H. Americans With Disabilities Act Compliance.** If any respondent to a Request for Proposal or a Bid Solicitation requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact City Administrator at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.

Business of the City Council
City of Oakridge, Oregon
March 16, 2023

Agenda Title: Revising the 2/16/23 City Council Minutes

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 9.5

Exhibits: Revised 2/16/23 Minutes

Agenda Bill Author: CA

ISSUE: It recently came to staff's attention that there was an error on Agenda Item 15.2 in the 2/16/23 City Council Minutes, so *revised* Minutes have been drafted for Council's approval.

Mr. Kelly Wynant submitted an application for the RTMP/TRT Committee *and* the OEDAC. But when he came to the council meeting on 2/16/23, he informed Council that he only wanted to serve on 1 of the 2 committees, not both. He chose the OEDAC and withdrew his application for the RTMP/TRT Committee.

However, in the Minutes for the 2/16/23 meeting which were approved on 3/2/23, the Motion under item 15.2 erroneously read: "*Councilor Kinyon moved to appoint Kelly Wynant to seat 3 of the RTMP/TRT Committee for a term expiring in December 2025.*"

The Motion should have stated (and has now been revised) to read as follows:

Motion: Councilor Kinyon moved to appoint Kelly Wynant to seat 4 of the OEDAC for a term expiring in December 2026. Councilor Hooker seconded the motion.

Kelly Wynant – Withdrew his RTMP/TRT Committee application because he only wanted to serve on one of the 2 committees, not both.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Hollett (aye). Motion passed 7-0.

FISCAL IMPACT: None

OPTIONS: Approve or deny

STAFF RECOMMENDATION: Approve the revised 2/16/23 Minutes

RECOMMENDED MOTION: "*I move we approve the revised February 16, 2023 City Council Minutes.*"



February 16, 2023 @ 6:00 p.m.
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES - REVISED

1. Call Meeting to Order- 6:00 pm

Council Present: Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Melissa Bjarnson, Michelle Coker, Jan Hooker and Councilor Hollett.

Staff Present: City Administrator James Cleavenger, Police Chief Kevin Martin, Finance Director Colleen Shirley, City Recorder Jackie Taylor and Community Development Director Rick Zylstra

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

Mayor Cutchen-added committee appointments to after 9.2, postpone 15.3 and 9.3 is postponed until March.

Councilor Kinyon-added honoring Maximo Yabes during City Council Comments.

5. Public Comment

Trudy Hammond 76349 Willamette Way-thanked the committee and council applicants for applying.

James-read a letter from Mary Helen Pope.

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen- the yard debris drop off at the Industrial Park is on the 1st Saturday of every month. There is free pick up for seniors and you can drop off at other hours by appointment, just call 541-782-3422 ext. 3.

Mayor Cutchen-gave an update on the LRAPA Board, he is the Chair for this board.

7. Councilor comments / Announcements

Councilor Kinyon-read a statement honoring Maximo Yabes.

Councilor Kinyon-they had an admin committee member move out of town, but she would like to still have them on the committee.

8. Consent Agenda

8.1 Consent Agenda City Council minutes from 2/2/2023 and 2/9/2023.

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

Mayor Cutchen (aye), Bjarnson (aye), Tarman (aye), Kinyon (aye), Hooker (aye), Coker (aye). Motion passed 6-0

9. Business from the City Council

9.1 Voting for new City Councilor

James-gave the council directions on the procedure for voting for the vacant city council position.

Councilors Coker, Kinyon, Hooker and Bjarnson voted for Chrissy Hollett.

Mayor Cutchen and Councilor Tarman voted for Donald Grant.

Mayor Cutchen swore in Councilor Hollett.

9.2 Travel Lane County update and presentation from TLC Vice President Andy Vobora

Andy Vobora -gave a presentation from Travel Lane County.

9.3 Hills Street Turnaround issues/updates- *postponed until March*

9.4 No Parking paint at 1st & Alder Streets (48328 E 1st Street)

Rick-read the issue.

Motion: Councilor Hollett moved to allow painting more visible "no parking" stripes at E 1st and Alder Street. Councilor Kinyon seconded the motion.

Nancy Kelly-spoke in favor of the "no parking" being painted at her residence.

Tarman (aye), Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Mayor Cutchen (aye). Motion passed 7-0.

9.5 Red Cross Sound the Alarm program and March Red Cross Month

James-read the issue.

Motion: Councilor Hollett moved to approve the draft proclamation for March Red Cross Month to be presented at the next meeting. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 7-0

9.6 Removal of Planning Commissioner Reed for lack of performance

Rick-read the issue.

Motion: Councilor Coker moved to remove Jeffrey Reed from the Planning Commission for non-performance of duty. Councilor Hollett seconded the motion.

Kinyon (aye), Mayor Cutchen (aye), Bjarnson (aye), Hollett (aye), Hooker (aye), Tarman (aye), Coker (aye). Motion passed 7-0.

9.7 CA Evaluation Summary

Councilor Coker-read the issue and a summary about James' performance and dedication to the City.

Motion: Councilor Hooker moved to accept the City Administrators performance review. Councilor Coker seconded the motion.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

9.8 GWP Community Building rental discount request from Jayme Martin for 3, 2 hour "Gospel Meetings"

James-read the issue.

Motion: Councilor Hollett moved to grant a 50% discount for the three Gospel Meetings at the Greenwaters Park Community Building. Councilor Coker seconded the motion.

Tarman (aye), Bjarnson (aye), Coker (aye), Hollett (aye), Mayor Cutchen (aye), Hooker (aye), Kinyon (aye). Motion passed 7-0.

9.9 Fire Department Reader board Replacement.

James-read the issue.

South Willamette Solutions, Oakridge Air and LRAPA are paying for this, it is not costing the city anything.

Motion: Councilor Hollett moved to award the bid to ES&A Sign & Awning Company to replace the reader board at the fire station. Councilor Hooker seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Kinyon (aye), Hollett (aye), Tarman (aye), Coker (aye), Hooker (aye). Motion passed 7-0

10. Business from the City Administrator

10.1 Realtor of Record update

James-read the issue. There are two ways to reopen and RFP, if the RFP did not receive any responses or if the negotiation process fails. You cannot reopen an RFP just because someone didn't see it in time.

Councilor Kinyon-said we haven't even seen the application.

James-he will bring it to council once the negotiations go well and they agree on terms, it will come before council for final approval.

10.2 City Attorney Response regarding the City Recorder issue.

James-read the issue.

Motion: Mayor Cutchen moved to delegate the City Councils power to appoint the City Recorder to the City Administrator. Councilor Hooker seconded the motion.

There was discussion about who would supervise the City Recorder.

Mayor Cutchen-withdrew his motion and restated it.

Motion: Mayor Cutchen moved to appoint Jackie Taylor as City Recorder and delegate supervisory responsibilities to the City Administrator.

Coker (aye), Hooker (aye), Bjarnson (aye), Tarman (aye), Kinyon (aye), Mayor Cutchen (aye). Motion passed 6-0.

10.3 Budget process calendar

James-read the issue. There was one budget member who could not meet at 6 pm.

Motion: Councilor Hollett moved to approve and adopt the FY 23-24 Budget Calendar with the recommended time change. Councilor Hooker seconded the motion.

Councilor Kinyon-mentioned the times and dates for budget training.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

11. Staff and Board/Committee/Commission reports

Mayor Cutchen- It is now 8:00 pm, the Staff reports were emailed to you, if you have any questions you can email the City Administrator or the staff member who created the report.

- 11.1 Finance Report
- 11.2 Police
- 11.3 Fire
- 11.4 Public Works
- 11.5 Warming Center Update
- 11.6 WAC Funding Committee & Oakridge Air Updates

Sarah Altemus-Pope-gave updates on the WAC Funding Committee and on Oakridge Air.

- 12. **Items removed from the consent agenda**-none
- 13. **Ordinances, Resolutions and Public Comments**-none
- 14. **Public Hearings**-none
- 15. **Appointments**

15.1 Douglas Leander – RTMP/TRT Committee

Motion: Councilor Hooker moved that appoint Douglas Leander to seat 2 of the RTMP/TRT Committee expiring in December 2025. Councilor Coker seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (aye), Kinyon (aye), Tarman (aye), Coker (aye). Motion passed 7-0.

15.2 Kelly Wynant – OEDAC *and* RTMP/TRT Committees

Kelly Wynant – Withdrew his RTMP/TRT Committee application because he only wanted to serve on one of the 2 committees, not both.

Motion: Councilor Kinyon moved to appoint Kelly Wynant to seat 4 of the OEDAC for a term expiring in December 2026. Councilor Hooker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Hollett (aye). Motion passed 7-0.

15.3 Marietta Thompson – Public Safety Committee-*postponed*

15.4 David Ackland - Special Fire District Subcommittee

Motion: Councilor Kinyon moved to appoint David Ackland to the Special Fire District Subcommittee. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Hollett (aye). Motion passed 7-0.

15.5 Su Stella – RTMP-TRT Committee

Motion: Councilor Kinyon moved we appoint Su Stella to seat 4 of the RTMP/TRT Committee for a term expiring in December 2025.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

15.6 Gail Partain – Planning Commission –Gail was not present.

Councilor Kinyon-pointed out that this has been on the last five agendas and she has attended any of the meetings.

Rick-said he hasn't heard from her and she hasn't shown up for any meetings since he has been back.

15.7 Norine "Tink" Marquardt – Public Safety *and* WAC Committees

Motion: I move we appoint Norine "Tink" Marquardt to seat 4 of the Public Safety Committee for a term expiring in December of 2025 and to the WAC Subcommittee.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 7-0.

15.8 Sarah Altemus-Pope – OEDAC

Motion: Councilor Kinyon moved to appoint Sarah Altemus-Pope to seat 3 of the OEDAC for a term expiring in December 2026. Councilor Hooker seconded the motion.

Councilor Hollett-asked how many out of city limits members can they have? She didn't see it in the resolution.

Councilor Kinyon-it doesn't address that in the resolution. She wouldn't mind redoing that resolution and bringing it back to the Council.

Councilor Kinyon-withdrew her original motion.

Motion: Councilor Kinyon moved to defer this issue and all resolutions regarding out of city members for committees back to the admin committee. Councilor Hooker seconded the motion.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye) Hollett (aye). Motion passed 7-0.

15.9 Councilor Appointment to Library Board

James-read the issue.

Mayor Cutchen- recommended Councilor Hollett to the Library Board.

Councilor Hollett-declined, she would rather not be on the Library Board.

Councilor Hooker – offered to serve as the Council representative to the Library Board.

The issue was tabled.

16. Public Comment

Paul Scott- Asked about the council if they have an objective that they would like to accomplish?

Mayor Cutchen-they have the Strategic Plan that was done in 2020 that they go by.

17. Adjourn 8:02 pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Hills Street Turn-Around Issue

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 9.6

Exhibits: Timeline (attached) and Appendix

Agenda Bill Author: Rick Zylstra

ISSUE: After City Council was unable to reach agreement during the January 19th City Council meeting, Council directed staff to reconsider and re-evaluate the Hills Street turnaround being proposed by Mr. and Mrs. Brewer. In order to try to get a different perspective of the situation, I took a few different approaches: 1) I attempted to build a timeline of events through emails and other sources (see attached "Timeline"). 2) I asked Mrs. Kelly Brewer to help identify the location she desired for the hammerhead turn-around on the east end of the wellfield, and 3) I requested input from outside agencies appropriate to the Brewers' concerns.

City Engineer **Ed Hodges** will also be at the meeting to answer any questions from Council.

FISCAL IMPACT: Varies

OPTIONS: (1) Approve, deny, or modify the proposed recommendation
(2) Direct city staff to continue working on this issue

STAFF RECOMMENDATION: Seek grant funding for improved connectivity of alleys throughout all of Oakridge.

RECOMMENDED MOTIONS: *"I move to direct city staff to research grant funding opportunities for improved connectivity of alleys throughout Oakridge."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Timeline

While I am sure there may be pieces missing, below is an attempt at creating a timeline for this issue. I felt it was appropriate to make one since one of our City Councilors expressed dissatisfaction with how long it has taken to address this issue, and some Councilors may be new to the issue if they were not on Council when it started.

- 3/??/2022 Turnaround blocked-off by Public Works, in response to reports of vehicles being illegally driven into the wellfield and the Salmon Creek dike.

- 3/16/2022 Mrs. Brewer emails the interim City administrator describing the situation, she explains how her husband needs the space to turn around his multiple large trailers, how this space is also used by others and describes her situation. She discusses that she is aware of the cap (10inch valve), the need to protect it and requests to seek a solution. *(See email to Kevin Cronin dated 3/16/22, Appendix entry #1)*

- 3/30/2022 Mrs. Brewer makes the claim that the blocking of the wellfield is due to a vendetta against her husband, states the street and dead end are illegal due to current fire code, confirms she is aware of the Drinking Water System (DWS) protection issue. *Please see email to Interim City Administrator dated 3/30/22, appendix entry #2*

- 6/8/2022 After making complaints about city employees creating rock barricades, Interim City Administrator informs Mrs. Brewer she must communicate through the city attorneys after Mr. Brewer claims his intent to file a lawsuit against the city. *Please see Email exchange between Interim City Administrator and Mrs. Brewer dated 6/8/22, Appendix entry #3*

- 9/12/2022 Mr. Brewer is trespassed from wellfield by the Oakridge Police Department for preventing Public Woks attempt to block off the area. *Please see Oakridge Police Department log dated 9/12/22, Appendix entry #4*

- 9/12/2022 Mrs. Brewer emails City Administrator describing a 27-point turn was required for fire apparatus to turn around in the area bringing attention to the safety concerns of the dead-end street. Chad Minter, Fire Chief of Coburg, stating he was not aware of the 27-point turnaround while he was assisting Oakridge Fire Department. *Please see Email chain including Chad Minter, Scott Hollett, and Mrs. Brewer dated 9/12/22, Appendix entry #5*

- 9/15/2022 City Administrator again informs Mrs. Brewer that due to their intent of lawsuit against the city he cannot discuss, debate or analyze the situation with her. He completes public records requests and shortly after, Mr. & Mrs. Brewer changed their minds and retracted their threat to file a lawsuit so that we could continue trying to negotiate a solution directly. *Please see Email chain between City Administrator and Mrs. Brewer dated 9/15/22 Appendix entry #6*

- 9/16/2022 Mrs. Brewer discusses her concerns regarding Construction Standards of wells as outlined on OSR 333-061-0050 and describes how she feels her request is reasonable. *See Email to City Administrator dated 9/16/22, Appendix entry #7*
- 10/10/22 City Administrator emails the Opinion Letter from City Engineer, Ed Hodges, to Mr. and Mrs. Brewer describing it his opinion that due to the sensitivity of the unconfined well, *"there should be no such turnaround located at the easterly portion of Hills Street unless it can be shown to be more than 100 feet from Well #6"*. *See Email and attachment sent from City Administrator to Mrs. Brewer dated 10/10/22, Appendix entry #8 & #9*
- 10/19/2022 Mrs. Brewer informs the City administrator of a petition with verbiage stating the turnaround proposal was in within the rules and regulations of the 2020 Drinking Water Plan. *See 10/19/22 email chain between City Administrator and Mrs. Brewer, Appendix entry #10*
- 10/27/2022 City Administrator and Community Development Director meet with Mrs. Brewer and introduce the hammerhead proposal. *See email chain between Community Development Director and Mrs. Brewer, Appendix entry #11*
- 11/3/2022 during City Council Meeting, City Staff introduces 2 options, first a hammerhead in the ROW and refurbishing an existing alley. During City Council meeting Mrs. Brewer explains her displeasure with both the Hammerhead and alley proposal, Council request staff to find cost of valve replacement to accommodate Mrs. Brewer's request to utilize the wellfield for turnaround. *See City Council Agenda Bill 9.5, November 3, 2022, Appendix entry #12*
- 1/5/2023 City Staff provides update to City Council regarding Hills Street Turnaround Cost, Park Planning efforts and Zoning Considerations. *See Agenda Bill 11.1 from 1/5/2023, Appendix entry #13*
- 1/19/2023 City Staff presents and recommends opening alley proposal and costs to include Parks and Community Services Committee recommendation to council in support of the alley proposal. Council votes against proposal and directs staff to revisit the situation. *See City Council Agenda Bill 9.6 from January 19, 2023, Appendix entry #14*
- Staff Revisits the situation as requested and seeks more information from previous Interim City Administrators, Current City Administrator, outside agencies, Council and the Brewers,**
- 1/24/2023 City Staff emails Mrs. Brewer with map requesting they assist us by drawing their proposed hammerhead location on map provided- she responded on 2/12/23. *Please see email sent to Mrs. Brewer on 1/24/23 along with reply sent 2/12/23, Appendix entry #15*
- 1/24/2023 City Staff contact Nick Alviani to discuss his role as a DWS Water Quality Regulator for Lane County and Oregon health Authority. Mr. Alviani confirms his role regarding Lane County Division of OHA DWS's water quality and not construction standards of DWS. He directs staff

to Plan Review for DWS to find out more info regarding the legality of the depth of the valve and mainline that Mrs. Brewer claims to be illegal and in need of repair. *See emails between Community Development Director, Nick Alviani and OHA dated 2/24/23, Appendix entry #16*

1/26/2023 City Staff contacts Plan Review for PWS regarding construction standards and confirms the valve in question meets their standards and we are not required to make alterations of the allegedly illegal valve and mainline. *See email chain between City Engineer, Community Development Director and Carrie Gentry of DWS Plan Review 1/26/23, Appendix entry #17*

2/1/2023 City Staff request input regarding public safety from the perspective of our Fire Marshal Kristina Deschaine regarding alley vs turnaround, she responds in favor of the alley proposal. *See emails to/from State Fire Marshal Kristina Deschaine dated 2/1/23, Appendix entry #18*

Concerns presented by the Brewers

“Rogue Employee:

One of the most overarching concerns I found in the emails from Mrs. Brewer was that there is a Public Works Rogue Employee. Much like other departments within the city, some of our people do indeed have a responsibility to outside regulatory agencies that are above that of the city administration and council. In water and wastewater this person is known as the Direct Responsible Charge (DRC). For a DRC to knowingly allow for a citizen to put the system in danger of a catastrophic failure caused by a broken valve could be considered Gross Negligence. The DRC is legally bound to provide for the safety, health and well being of our water and wastewater systems.

Enforcement consequences can range from violation notices or remedial orders being issued, to civil penalties and fines. There are also statutory penalties for acts of “gross negligence.” As an example, think of Flint Michigan, where there are water operators who will soon be doing prison time for their gross negligence. Below are the applicable OAR’s:

OAR 333-061-0225(1) General Requirements Applying to Water Suppliers & Systems states:

Water suppliers responsible for community and non-transient non-community water systems must at all times employ, contract with, or otherwise utilize an operator to be in direct responsible charge of every distribution system and water treatment plant. An operator designated in direct responsible charge of a distribution system or water treatment plant must be available during those periods of time when decisions relating to treatment processes, water quality, and water quantity that may affect public health are made.

OAR 333-061-0270(b) states that a “Water Operators” (the City of Oakridge) could have their certifications suspended or revoked if they have been, “*grossly negligent, incompetent or has demonstrated misconduct in the performance of the duties of an operator or supervisor of a distribution system or water treatment plant in Oregon or any other state, province or country.*”

OAR 333-061-0272(1), Suspension of Certification states:

“The Authority may immediately suspend an operator’s certification for violation of any portion of OAR 333-061-0005 to 333-061-0270, if the Authority finds that such violation(s) constitute a serious danger to the public health or safety.”

Illegal Valve and Mainline Construction

A second concern brought by Mrs. Brewer is the legality of the depth of valve and construction of the system in the vicinity of the desired turnaround. After having email conversations (mentioned in the timeline and readable in the appendix), OHA Plan Review confirmed that the construction in that location met their requirements and is perfectly legal. *See Appendix entry #17*

Different Answers

Changing reasons for turnaround closure is also a concern brought by Mrs. Brewer. The original concern given and acknowledged in her original email to Mr. Cronin states that she was aware of the valve and its need to be protected. Even though other reasons such as Park Planning efforts have come to light, the protection of the valve has always been the most compelling and important reason. *See Appendix entry #1*

The Turn-Around has “Always” Been There

The claim has been made that the turnaround has always been there. Using Google earth imagery from 2013 & 2016, it does appear the area she is proposing for a turnaround area looks to be full of a brush and blackberries. *Please see Appendix entry #19 in comparison to Appendix entry #18.* Furthermore, a picture provided by a neighbor show that it was closed of at the time the picture was taken. *See Appendix entry #20*

Illegal Dead-end Street

Legality of no turnaround/dead end street is not retroactive in construction standards. If this were the case, all cities would have to install turnarounds at the end of dead-end streets. The city of Oakridge has over 40 dead end streets inside city limits, to meet the new standards

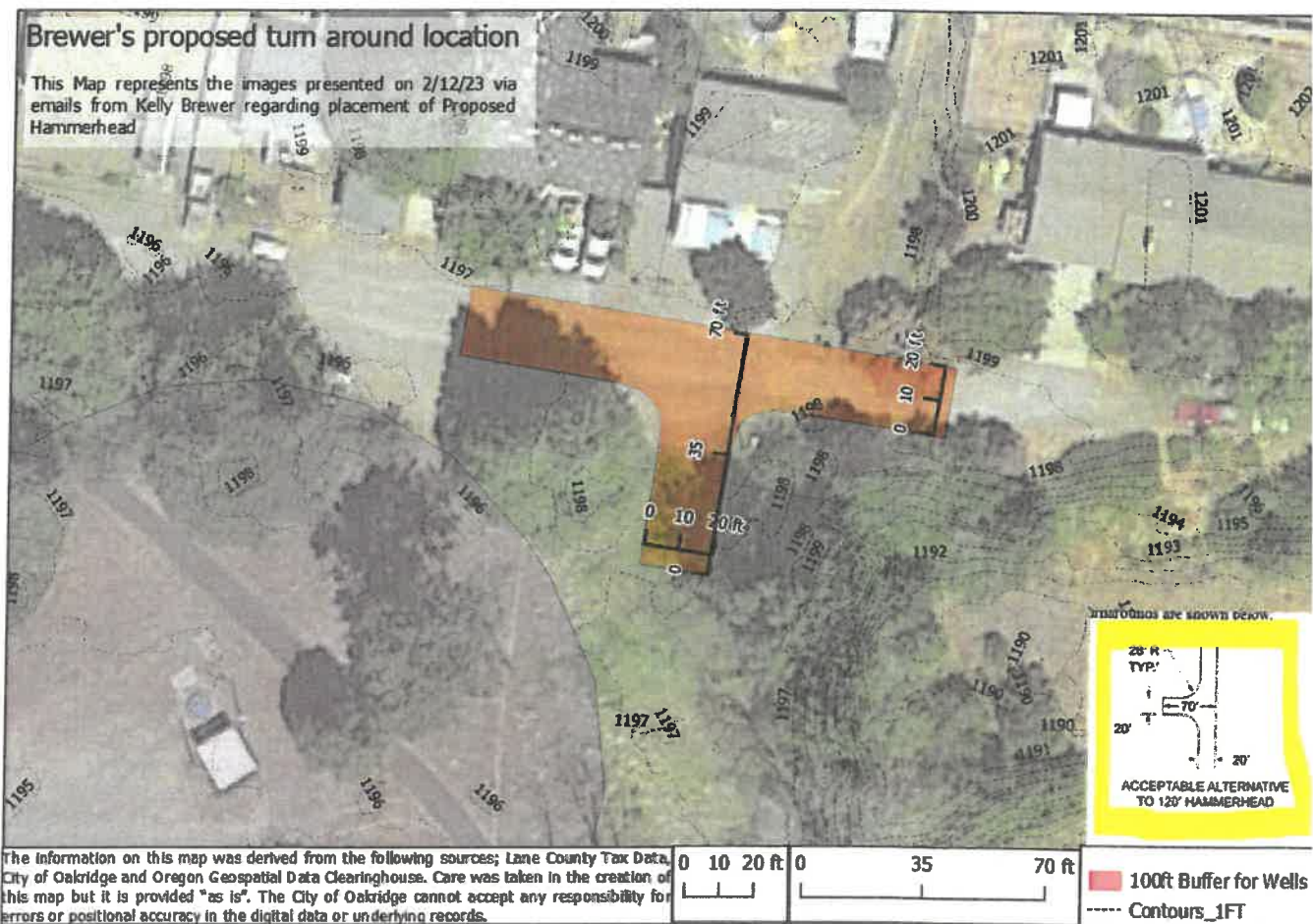
we would need to take peoples properties through condemnations and payout the property owners for the space needed, something that no city can afford. Under ORS 368.039, Road Standards adopted by local governments superseded standards in fire codes.

Proposed Hammerhead location requires “No Parking” signs on both sides of Hills Street

As a part of revisiting the issue I requested of Mrs. Brewer to draw in the location she described in her email to council for the January 19th meeting. *(See Appendix entry #15)*

To be a Hammerhead that follows the fire standards it is required for the 20-ft width to be unobstructed. In order to accomplish this, it will require no parking signs at both sides of Hills Street. If the existing pavement of the ROW is to be used, it is difficult to fit the few houses on the north side of Hills and the 20-ft unobstructed hammerhead. *(Oregon Fire Code - 503.2.1 Dimensions - Fire apparatus access roads shall have an unobstructed width of not less than 20 feet exclusive of shoulders,)*

The map below represents the images presented on 2/12/23 via emails from Kelly Brewer regarding her proposed placement of the Hammerhead.
See appendix entry #15 of photos submitted by the Brewers.



Misplaced Community Development & Zoning Issues

The Brewer's have lived in their home on Hills Street for more than 16 years. The current street configuration already existed prior to their moving to the area, was standard for the time it was built, and was and still is intended for single family residential use only (R1 zoning). It is arguable that this issue arises from a nonconforming use by the Brewer's, as it appears they are operating a commercial contracting business (On Top Construction and Design, LLC) out of their home, which is within a residential-only zone (R1).

On Top Construction and Design is registered with the Oregon Secretary of State as a business located at the Brewer's home address on Hills Street (see *State of Oregon Business Registration, Appendix Entry #21*). Their city business license application (submitted by Kelly Brewer on behalf of herself and her husband) also lists their business address as the same as their home address on Hills (see *Oakridge Business License Application, Appendix Entry #22*).

Mrs. Brewer also stated herself in an email on 3/16/22 to former CA Kevin Cronin, that she and her husband, “own and operate a small business *with multiple long trailers*” (see Appendix entry #1).

It is reasonable to believe and argue that if they operated their construction company within a proper commercial zone, which have wider street standards, there would be no need for a turn-around across the street from their residence.

Oakridge Zoning Ordinance 874 does allow for “Home Occupations” under Article 4, Section 4.02(1)(e), and as defined in Article 33 as follows:

Home occupation: An occupation, profession, activity, or use that is clearly incidental and secondary to a residence conducted entirely within a single-dwelling unit, including an attached garage, on a residential lot, which does not change the exterior character or appearance of the dwelling, and does not adversely affect the uses permitted in the district of which it is a part. Home occupations may be engaged in where permitted by this ordinance, provided they conform to the following criteria:

- (a) There is no employment of help other than the members of the resident family;*
- (b) The use shall not generate pedestrian or vehicular traffic beyond that normal to the district in which it is located;*
- (c) There is no storage of materials or supplies outside;*
- (d) There shall be no use of water or sewer facilities or community facilities beyond that normal to the use of the property for residential purposes; and*
- (e) The use otherwise meets all existing yard and lot coverage requirements of the district in which it is located.*

The Brewers use of their home for commercial purposes is potentially in violation of numerous sections of Ordinance 874 and others. While these issues are *not* the subject of this memo, they may be the *cause* of the Brewers’ underlying concerns.

Summary

In order to accommodate this request it would require the 10-inch valve to be protected and or replaced, at a cost around \$25,000 for replacement. If not replaced, to protect the valve by installing bollards, gravel for the turnaround, and no parking signs is an estimated \$5,000 to the city. Furthermore, I feel it is unfair to all residents of the city to spend the resources, nor is it fair for the few houses west of the Brewers to lose the off-street parking in front of their residences.

I think the city council should take caution when considering granting the request of installing a turnaround to accommodate multiple commercially sized trailers within a residentially zoned neighborhood. This action will set a precedence that would chip-away at the legitimacy of land use planning and zoning regulations of the city.

Staff has provided multiple reasons as to why we feel this request should not be granted, 1) Safety and protection of the drinking water system and wellfield. 2) Long Range Comprehensive Planning, Long Range Park and current zoning does not coincide with the change in uses of the park/wellfield property 3) The request would result in a disproportionate use of city funds with little return of investment to the community at large.

As the City of Oakridge Community Development Director, I recommend we do not grant the request to use the wellfield and we search for grant funding to open all the closed alleys to improve the connectivity of the community as a whole, and we do so accordingly with planning efforts of the past and present.

Agenda Bill 9.6 Appendix

1)

On 3/16/2022 at 12:41PM Kelly Brewer <kelly@ontopconstructionanddesign.com> wrote to Kevin Cronin:

My name is Kelly Brewer. My husband and I are small business owners and active community members. We have lived at the end of Hills st for more than 16 years. Being at the end of a dead end street, we are limited by space for turn arounds which had been a topic of city council for years.

Years ago, when the new drilling project went in across from my home, a turn around of sorts was made by the staff doing the drilling. This "turn around" has become a necessity since. Besides my husband who has multiple long trailers that need to be backed in, the following people actively use this space:

Mail carrier (Michelle Coker), UPS, Fed ex, Sani haul (Joe Coker), police vehicles, fire and EMS. With this said police, mail and EMS are not supposed to back up, let alone would they be able to without this area, making this a crucial. spot.

Robeart was asked by multiple sources in the city to close off heavy trespassing areas including the end of Jasper dr. The less than desirable citizens have reeked havoc on our neighborhoods for years, so for this, I was thrilled. Unfortunately, Robeart felt the need to also close off the aforementioned area, which makes absolutely no sense seeing its location. When I asked him why he was closing this particular area off he said that the water main cap was there and he cant have people driving over it AND its an access point for cars to the levy. This cap was made to be driven over and has been there for 10 years. I'm writing you today to come up with a solution to this problem. As you can see in the pictures I've included, the cap is solid and avoidable. We need these logs moved and we were told we would be ticketed if we do it on our own. I've contacted Val Miller, James Clevenger, Michelle and Joe Coker and Chrissy and Scott Hollett and all of them were upset at this new blockage.

I invited Scott and Chrissy to view the problem and voice my concerns. They both agreed that the logs are an unnecessary "solution" that cause more problems. As per code:

Intermediate Turnaround Areas:

The width of the access road must be at least 28 feet in the area of the turnaround. These areas allow emergency vehicles to turn around without having to drive to the end of a long dead-end road. The intermediate turnarounds must be provided at a maximum interval of every 500 feet.

Also next door to me is a fire hydrant which is closer to the area I spoke of:

Turnouts for Fire Hydrants. For emergency access routes less than 22 feet wide, where fire hydrants are required along the route, a turnout area for fire trucks is required. The width of the access road must be at least 20 feet in the area of the turnout. This turnout area is required so when a fire truck utilizes the fire hydrant in an emergency, the access route will still be available for use by other emergency vehicles.

All of these people depend on this area and agree that it is incredibly important for not just convenience but safety. In the case of a fire, there is now way for fire and EMS to maneuver in this area. Please consider moving the logs as a solution. We are more than happy to help with a solution. Thank you for your time.

Kelly Brewer
Office Manager/ Owner, On Top Construction and Design LLC

Agenda Bill 9.6 Appendix

2)

On Wed, Mar 30, 2022 at 9:42 AM Kelly Brewer <kelly@ontopconstructionanddesign.com> wrote:

Good morning,

I wanted to touch base with you in regards to Robearts' incessant need to place logs and small rock debris (yes, he placed a bunch of small rocks behind said logs which seems pointless and borderline childish). He is spending our city funds (his hourly wage) to stage a vendetta against my husband Damion who has dared challenge him in this turn around issue.

You stated that the reasoning for blocking off the turn around area was to keep people off the levy and out of the pump house area. This seems strange seeing that the rest of Hills St. is completely open to through traffic to starting just three doors down.

If the reasoning is still to protect the water line, I would think that this has been done successfully with the large boulder placed behind it. I'd like to also point out that city workers drive over these areas daily, including our almost daily visits from Robeart with his front loader playing the "one up game".

Damion and I have done lots of research in regards to Lane County road and fire codes. We found the codes pertaining to turn arounds on dead end streets, as well as dead end streets with fire hydrants.

As you know, being the fire chief, code 15.708 "Turn around areas" specifically states that a turn around as specified in the code book, is required given the width and length of our street.

Then add Fire code D103.1 access road width with a hydrant and you've got a full fledged reason to leave the end of Hills st. the way it is.

I want to point out that we have also taken the time to look into the legal areas of these codes as pertaining to Non Compliance. I believe this would also be relevant in this case for the City of Oakridge.

I understand that your goal is to protect the water supply. This is incredibly important to us as well. I also understand that as an interim CA, the last this you want to do is enter into this "fire fight". Robeart has become a huge problem in this, especially seeing that his constant need to prove "his position" seems to undermine your position as CA. I'm asking you to tell Robeart to stand down while you work out the details. I appreciate your patience through all this, I'm sure this seems insignificant in comparison to the other outstanding issues this city faces. Unfortunately to the people that live and frequent Hills street this is more than significant.

Thank you for your time,

Kelly Brewer
Office Manager/ Owner
On Top Construction and Design LLC

Agenda Bill 9.6 Appendix

3)

From: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>
Date: Wed, Jun 8, 2022 at 2:22 PM
Subject: Re: Hi Kevin.
To: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Cc: Mayor Hollett mayorhollett@ci.oakridge.or.us

Kelly,

To respectfully address the issues at hand I believe communication would need to be through your attorney and the City Attorney. Your husband told me yesterday his intent was to file suit against the City.

Respectfully,

Kevin Martin
Chief of Police and Pro-Tem City Administrator

On Tue, Jun 7, 2022 at 2:04 PM Kelly Brewer <kelly@ontopconstructionanddesign.com> wrote:

Roberts been here for a visit again, but this time with giant road block baracades, on a semi truck pulling across the water pump area. I was just wondering what was going on? I thought that would be something that would be used as a last resort, and would be using government funds to put in gates with locks so it wouldn't be an immovable during an emergency. Please call me when you get a minute.

Kelly Brewer
Office Manager / Owner
On Top Construction and Design LLC

4)



Oakridge Police Department Incident Log

22-02739

Date	9/12/2022	Time In	1311	Time Out	
Location	Hills St.	Officer	MEB/404		
Town/Jurisdiction	Oakridge	Call Number	22-02739	Activity	Trespass
Case Number		Beat	1 3 2 x 4	East	West
Assisting Officers					
	ORS Number	ORS Description			
	873				
	ORD				
	Traffic				
	Crime				
Disposition		Citation		Follow Up	Yes
Description/Narrative	PW Stalcup Reports PW Olsen/Howery are trying to replace barricades moved by Damien Brewer. Brewer is now moving his things around, preventing public works from completing their job.				

Agenda Bill 9.6 Appendix

5)

From: **Chad Minter (900)** <coburgfire@nu-world.com>

Date: Mon, Sep 12, 2022 at 12:54 PM

Subject: RE: Concerned Citizen

To: Scott Hollett <scotthollett@ci.oakridge.or.us>, Griffiths, Brent A <Brent.Griffiths@osp.oregon.gov>, Deschaine, Kristina L <Kristina.Deschaine@osp.oregon.gov>

Cc: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Scott,

I have no clue about this incident while I was involved in that area. I can say I drove just about every street in that area from High Prairie, Jasper, Beech and Hills Street. Myself and our mutual aid task forces drove most of everything north or northeast of 58 and we had no access problems in the city. There are dead end streets in Oakridge just like in every other place we go. As far as access the only really concerning thing we were faced with is one way in and out of High Prairie.

I feel like the facts are suspect, sounds like someone is using this to get something they already wanted done. I also feel like Oakridge Fire or City should be aware of this and already know if it is really a problem, if you are asking me, I assume it is not really a problem?

I would check with the source, it sound like someone said, someone said?

My take anyway.

Chief Chad Minter

From: Scott Hollett

Sent: Monday, September 12, 2022 12:32

To: Chad Minter <coburgfire@nu-world.com>; Griffiths, Brent A <Brent.Griffiths@osp.oregon.gov>; Deschaine, Kristina L <Kristina.Deschaine@osp.oregon.gov>

Cc: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Subject: Concerned Citizen

Is there any way I can find out if this actually occurred? This is an issue that has been going on for several months concerning a blocked off turn around on the deadend street. This occurred on Hills street in the city limits of Oakridge. (See below)

Thank you,

Scott Hollett
Fire Chief
Oakridge Fire & EMS

Agenda Bill 9.6 Appendix

----- Forwarded message -----

From: Kelly Brewer <kelly@ontopconstructionanddesign.com>

Date: Mon, Sep 12, 2022 at 11:43 AM

Subject: Turn around

To: cityadministrator@ci.oakridge.or.us <cityadministrator@ci.oakridge.or.us>, councilorcoker@gmail.com <councilorcoker@gmail.com>, mayor@ci.oakridge.or.us <mayor@ci.oakridge.or.us>

Good morning all,

I wanted to touch base in regards to the turn around. Saturday while the town was being threatened by fire we had 3 fire trucks trying to reach the threatened area, including a very large truck get stuck on our street.

Damion seeing all the commotion went out to talk to them and the fire marshall was beyond pissed at the fact that in the dark smokey night his trucks had to back down 500 ft, make 27 point turns etc.

Damion of course mentioned the issues we've been having with this and he was asked to clear the area due to "severe safety concerns". I just want to again point out the obvious, this is EXACTLY WHAT I WAS REFERRING TO. Please consider this a dangerous lesson learned and leave it open! We are here to figure out a quick and simple solution to the people driving on the levy.

Another point I'd like to bring up was the power restoration for the back side of Jasper is located on the other side of the tressle on Jasper. Lane electric was not able to turn the power back on without driving on the levy to access that area due to all the baracades. Seems to me like Robeart is causing more problems than solutions. Again, just here to point out the obvious issues that have until now been hypotheticals, not so much anymore. Let me know how I can help.

Again thank you for all that you do.

Kelly Brewer

Agenda Bill 9.6 Appendix

6)

From: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>
Date: 9/15/22 2:11 PM (GMT-08:00)
To: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Cc: mayor@ci.oakridge.or.us, councilcoker@gmail.com
Subject: Re: Good morning

Ms. Brewer;

The 2020 Drinking Water Protection Plan is the report Robeart Chrisman was referring to. The Wellhead Protection Program Guidance Manual is also applicable, which is why I gave you the link to that report.

There are additional reports which are also available to you, including the 2015 Wellfield and Storage Reservoir Feasibility Study by the Curran-McLeod engineering firm, and the 2005 Source Water Assessment Report prepared by Oregon DEQ and Oregon DHS, both of which identify the need to protect wellfields from contamination. I am happy to provide you with either or both of these additional reports if you wish, and will adjust the fees accordingly. And it sounds like you do not want a copy of the 2020 Drinking Water Protection Plan, correct? If that is the case, I will deduct that \$8.05 fee.

There are numerous additional reports and studies available for free online regarding the laws, rules, and regulations at the state and federal levels, addressing the need to protect wellfields from contamination.

And again, I can no longer discuss, debate, or analyze this issue with you or your husband, since he has informed me that he has contacted an attorney and intends to sue me and the City of Oakridge. All I can do is respond to produce the documents you are requesting, I cannot analyze or comment on them. Mayor Hollett and Councilor Coker have also been informed that our city attorney has advised that they are not to discuss this issue, due to the pending litigation. I have CC'd them on this email since you included them in your email.

James M. Cleavenger, JD, LLM
City Administrator
City of Oakridge
541-782-2258 x6

Agenda Bill 9.6 Appendix

7)

From: Kelly Brewer <kelly@ontopconstructionanddesign.com>

Date: Fri, Sep 16, 2022 at 1:37 PM

Subject: RE: Hills st turn around

To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>, Mayor Hollett <mayorhollett@ci.oakridge.or.us>, Matthew Dahlstrom <mld@emeraldaw.com>

Cc: councilorcoker@gmail.com <councilorcoker@gmail.com>, mayor@ci.oakridge.or.us <mayor@ci.oakridge.or.us>

The research I have done tells me Robeart has absolutely no reason to close off this area. I have attached a picture of the 2020 Drinking water protection plan. When I spoke with Casey Lions at the OHA drinking water services, I explained our situation. He himself directed me to the chapter titled:

Construction Standards 333-061-0050 on page 233 section 2 a. Titled: Wells

This shows under (D) that public or private roadways may be allowed within 100ft of a confined well. If I'm not mistaken, this well is confined. Correct?

Under (E) you'll find a list of actual hazards that can negatively effect a wellfield. You'll notice turn arounds or anything remotely close are not listed.

With this I've also attached a picture of the turn around. Damion and I went out this afternoon with a 120' tape. We found that the very closest point to the well, which is at the entry side, is 81' to the wellhouse. The log I've placed, in the middle of the turn around, (next to the giant eye sore dump truck parked there) this represents 100'.

I feel like this is an absolutely reasonable request:

Please move all the boulders piled up to the side and relocate them to the outside of the turn around cutting off through traffic but opening up the turn around again. This area is necessary for the wellbeing of our neighborhood.

Kelly Brewer
Office Manager / Owner

Agenda Bill 9.6 Appendix

8)

From: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Date: Mon, Oct 10, 2022 at 5:19 PM

Subject: City Engineer Ed Hodges Opinion Letter on Hills Street Turn-Around

To: Damion Brewer <damion@ontopconstructionanddesign.com>, Kelly Brewer <kelly@ontopconstructionanddesign.com>

Attached is City Engineer Ed Hodges' Opinion Letter on Hills Street Turn-Around. I just got it.

Unfortunately he is *not* in support, based on his interpretation of the attached OAR.

But this does NOT prevent you from presenting the idea to City Council next Thursday the 20th at 6pm if you would still like to. If so, please have the petitions and any other materials/statements etc. in to me by next Tuesday evening (the 18th).

And remember.... Don't kill the messenger!

James M. Cleavenger, JD, LLM
City Administrator
City of Oakridge
541-782-2258 x6

9)

October 10, 2022

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

MEMORANDUM

TO: James M. Cleavenger, JD, LLM, City Administrator
FROM: Edward Hodges, P.E. ~~← PEA~~
CC: Robeart Chrisman, Public Works, City of Oakridge
RE: **CITY OF OAKRIDGE WELL No. 6 AND HILLS STREET TURN-AROUND
100-FOOT SANITARY RADIUS REQUIREMENT FOR MUNICIPAL WELLS**

James:

This memorandum concerns the proposed location of a turn-around near the east end of Hills Street, which is located less than 100 feet from Well Number 6.

The State of Oregon mandates that "no existing or potential health hazard shall be permitted within a minimum of 100-feet of a well". The law also states that the lands within that 100-foot radius shall be under control of the public owner of the well through a "permanent restrictive easement" to prevent any hazards from potentially impacting the well located therein.

While there is a caveat to these regulations that Public Right-of-Ways may be located within the 100-foot radius, it can only occur in areas where "confined" aquifers are present and the well is completely protected from contamination from surface sources.

The City's well field is located in an "unconfined" aquifer that has been classified by the State of Oregon as "highly sensitive to contamination" due to the "high permeability of the aquifer" and the "high infiltration potential for water from the surface to travel to the aquifer".

It is our opinion that the extending or constructing of any sort of a turn-around or traveled way within 100-feet of Well No. 6 is contrary to State regulations concerning protection of municipal well sources, because the well is not protected from surface source contamination. It also would increase the potential to cause surface water contamination of the City's groundwater aquifer at the Salmon Creek wellfield, thus potentially threatening the quality of the City's existing water supply. We therefore strongly recommend that no such turn-around be allowed to be located at the easterly portion of Hills Street, unless it can be definitely shown to be more than 100-feet away from Well No. 6, or any other well located at the City wellfield.

Don't hesitate to call if you have questions and or concerns about this matter.

Thanks,

Ed

See OAR 333-061-0050

Agenda Bill 9.6 Appendix

10)

From: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Date: Wed, Oct 19, 2022 at 9:10 AM
Subject: RE: New proposed turn around area location
To: Oakridge City Administrator cityadministrator@ci.oakridge.or.us

September 21st was the first signature. I could have have 100 more with another 2 weeks for sure. I had pictures, documentation and everything for people to see exactly what was going on.

Kelly Brewer
Office Manager / Owner

----- Original message -----

From: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>
Date: 10/19/22 8:52 AM (GMT-08:00)
To: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Subject: Re: New proposed turn around area location

Awesome, thanks! And about how long were the petitions out there? I counted about 94 signatures, which is very impressive, but I want to make sure it is clear that you were only collecting signatures for about ___?? number of days and therefore could have gotten even more if they had been out longer, etc. A rough estimate is fine.

James M. Cleavenger, JD, LLM
City Administrator

On Wed, Oct 19, 2022 at 8:45 AM Kelly Brewer <kelly@ontopconstructionanddesign.com> wrote:

Yes, that will be my focus. Here is the petition verbiage:

The residence and visitors of Hills street need a place to safely turnaround. The City of Oakridge has ample proof that this doesn't need to be blocked off, nor is the wellfield located there at risk of hazards. We are within the rules and regulations for easements according to the 2020 Drinking Water Protection Plan.

We, the undersigned, are concerned citizens who urge our leaders to act now to reopen the Hills street turn around area

Kelly Brewer
Office Manager/ Owner
On Top Construction and Design LLC

Agenda Bill 9.6 Appendix

11)

From: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Sent: Tuesday, October 25, 2022 9:53 AM
To: rickzylstra@ci.oakridge.or.us
Subject: RE: Hiya

Thursday at City Hall sounds great. Let me know what time. Im available 830-130pm. I have to pick up my little one at 230.

I completely understand and respect the 100' wellfield easement. My question was regarding the area outside the 100' easement on the wellfield. The area currently littered with boulders. I would like to know specifically, why on earth we have a water line that cant be driven over at all AND is too delicate for as few as 2-3 cars a day driving over it. That is the area that I would like to see open it would take zero man hours to open it minus the time it takes for them to move the boulders they shouldnt have placed there anyway.

I look forward to our meeting let me know what time. 🙏

Kelly Brewer
Office Manager / Owner

----- Original message -----

From: rickzylstra@ci.oakridge.or.us
Date: 10/24/22 4:54 PM (GMT-08:00)
To: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Subject: RE: Hiya

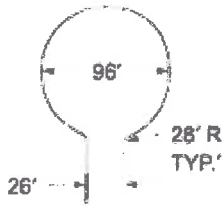
Kelly,

Thursday would work for me, I am still tracking down info and I hope to have it by then. I would prefer to meet here at city hall, that would give us a chance to look over data and whatnot on the computer and out of the rain.

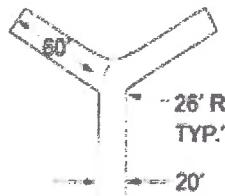
I know you want to be on the well field and I hope you understand that anything inside the 100ft buffer that is a line in the sand for us. Regarding the west end of the field, will be blocking those off as well as they do fall within the same OAR ruling.

Agenda Bill 9.6 Appendix

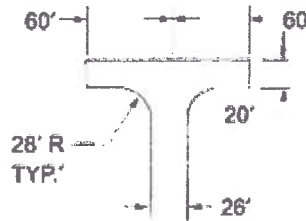
DEAD END ROADS AND TURNAROUNDS: Dead end fire apparatus access roads in excess of 300 feet in length shall be provided with an approved turnaround. Diagrams of approved turnarounds are shown below: (OFC 503.2.5, D103.4 & Figure D103.1)



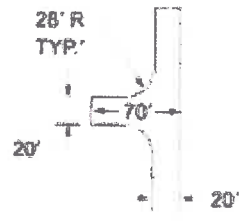
96' DIAMETER
CUL-DE-SAC



60-FOOT 'Y'



120' HAMMERHEAD



ACCEPTABLE ALTERNATIVE
TO 120' HAMMERHEAD



Agenda Bill 9.6 Appendix

Just so we are on the same page here, I would prefer and will be recommending options that do not use the wellfield. The proposed draft I have included and are shown above allow for a turnaround that is squarely placed within the ROW. I see no need to include the wellfield for the following reason,

- Budgetary Best Practices – spending moneys in man hours and resources for road improvements need to occur in the ROW where roads improvements placement is easier justified.
- Location – the area where the boulders are located would add to the distance needed for graveling and creating more expense in creating a turnaround compared to one in the ROW at zero distance.
- Topography and size – the area you are recommending is either not large enough and or would require large amounts of fill to create a large enough flat area for a turnaround, this would add to the costs.

I am awaiting answers from our engineer for your other questions,

Best,

Rick Zylstra
Community Development Director
City of Oakridge
48318 E 1st Street
Oakridge Oregon, 97463
541-782-2258

12)

Business of the City Council
City of Oakridge, Oregon
November 3, 2022

Agenda Title: Update on Hills Street Turn-Around Issue

Agenda Item No: 9.5

Exhibits: 1 - Example Hammerhead Turnaround

Proposed Council Action: None (Update Only)

Agenda Bill Author: Rick Zylstra

ISSUE:

During last council meeting, Kelly Brewer discussed the lack of a turn around on the dead end of Hills Street at her residence. Sense then staff has had the opportunity to evaluate the situation and is proposing a two phased approach. Phase 1 would be to install a Hammerhead style turnaround within the Right of Way on Hills Street and the alley abutting the Brewers Property. The dimensions and style of this turn-around complies with Oregon Fire Code (OFC 503.2.5) and does not require use of the protected wellfield property (see attached Google Earth Imagery). Public Works' rough estimate of the cost of installing the turn-around is approximately \$7,940.00.

Phase two would be a larger project of clearing and graveling multiple alleys that are part of current and existing Right of Way. Staff has identified multiple alleys throughout Oakridge that would improve the connectivity of multiple streets, including the alley near the Brewers' house which connects Hills Street to Jasper Drive. The funding and timeframe for this phase would be grant dependent. Both options/phases were discussed in a meeting between Brewer and City staff (City Administrator & Community Development Director).

At this time staff is not requesting any actions from council and requires more time to further research the funding options and examination of the many Public Works projects and the priorities of each project before returning for approval of either phase 1 or phase 2.

13)

Business of the City Council
 City of Oakridge, Oregon
 January 5, 2023

Agenda Title: Update on Hills Street Turn-Around Cost & Zoning Considerations

Agenda Item No: 11.1

Exhibit:

Proposed Council Action – None informational Only

Agenda Bill Author: Rick Zylstra

ISSUE:

The following is an update of projected/estimated costs for replacing the existing 10-inch valve for a traffic rated valve that would be required in order to encase the valve and allow for traffic to utilize the area for parking. Followed by the cost estimate is information meant to provide a history of planning efforts for the subject area.

Costs associated with allowing for traffic to create parking at the east end of Salmon Creek Park

After consulting with both our Public Works Maintenance Supervisor and the City Engineer, I have put together a rough cost estimate to replace the 10-inch mainline valve adjacent to the ROW near the east end of Hills Street, that would allow for vehicular traffic, please see below.

<u>required expenditures for valve replacement</u>	<u>cost</u>
Excavation and labor	\$ 2,500.00
Concrete @32cuft	\$ 1,500.00
Gravel 128cuft	\$ 165.00
Traffic Rated 10" valve and ancillary equipment	\$ 12,332.54
Pipe for reconnect and relocation to existing main	\$ 5,000.00
Engineering and Bid ready documents	\$ 750.00
	<u>\$ 22,247.54</u>
10% contingency	\$ 2,224.75
Total	<u>\$ 24,472.29</u>

Due to the nature of the work, this project would require the mainline to be shut down. The shutdown of the mainline would result in a timeframe where there is no water being delivered to the system. This would leave the system vulnerable to a negative pressure that can cause a host of problems to if not done in a sanitary and timely fashion. A project such as this is an Intermediate Procurement¹ requiring solicitation document to no less than three prospective

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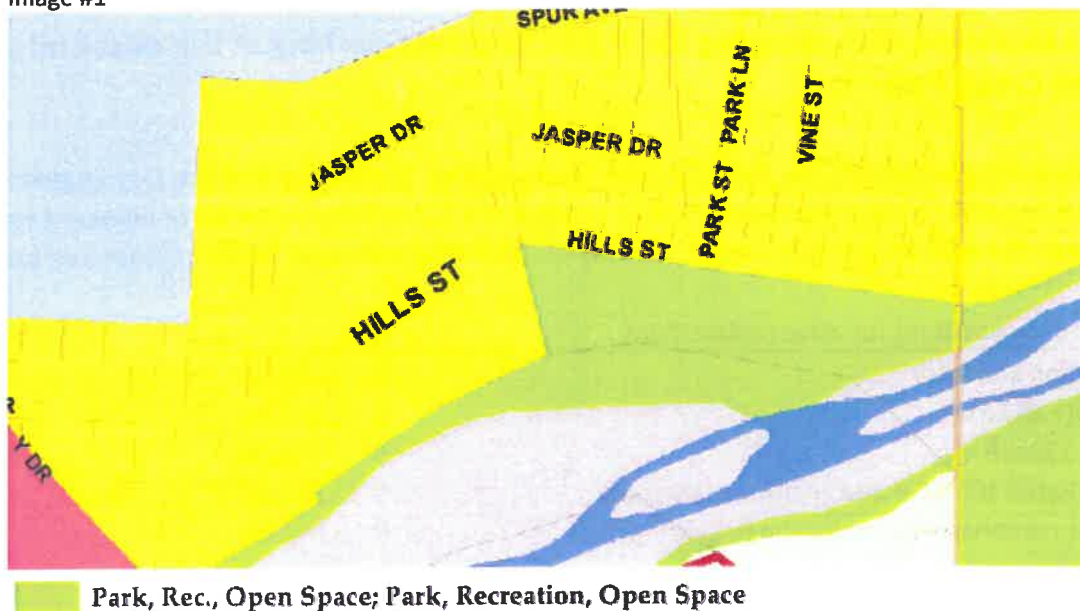
provides. When awarding a prospective contract, the City Administrator may take into account things such as experience and expertiseⁱⁱ, for the aforementioned reasons I recommend a project such as this only be awarded to an experienced provider.

Historical Planning efforts associated with Salmon Creek Park

As mentioned during the council meeting of November 3rd, the area in question being requested as a turn-around has already had a considerable amount of Planning and Development outlining it to be a park. For this reason, the area in which the valve is located was/is for park use, out of the Right of Way and not originally designed for everyday public traffic.

Oakridge Comprehensive Plan Recommendations and Policies designate Salmon Creek Park as a Neighborhood Park and Open Space with the following goals – *Expansion of Salmon Creek Park to 2 ½ acres of park area and incorporate with open space linking to Willamette River open space belt. Examine Potential for providing additional community recreation facilities.*ⁱⁱⁱ Image #1 below is a clip of the current Comprehensive Plan Map.

Image #1



City of Oakridge Master Parks Plan Identifies the same area in question as a Community Park. Preferred Park System for Salmon Creek Park intended purpose is *Community oriented facilities for larger public gatherings, community gardening, active recreation and sports with suitable off-street parking for community events; public access to the regional trail system; walk-to neighborhood park amenities including a children’s playground and dog park.*^{iv} Specific amenities and design elements for Salmon Creek Park should include: *community gathering and picnic area with sheltered seating area; adventure playground; active recreation area for field sports and*

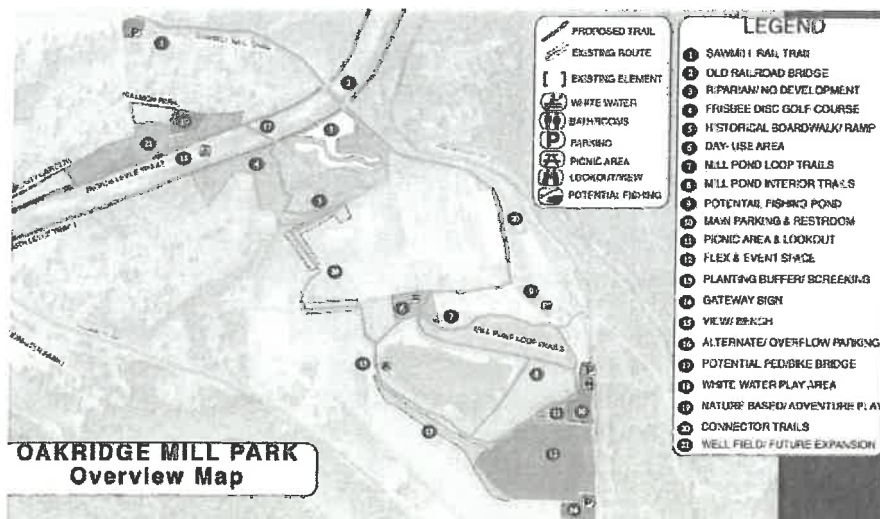
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possibly relocated BMX track with parking for these uses; pathways connecting all parts of the park with connections to the regional trail system and access to the creek via a new bridge across Salmon Creek in the park, or via connections to bike/ped crossing lanes added onto the ODOT HWY 58 Salmon Creek Bridge.^v Image #2 below is a conceptual design presented during the June 7th 2010 Master Park Plan Open House. From the 2008-2009 Parks Survey Salmon Creek Park was found to be the second most visited park^{vi}, behind Greenwaters, and the closest park to respondents' residence^{vii}

Image #2



Oakridge Mill Park Concept Plan Also Identified this area for Future Open Space & Park Expansion. The plan states, *currently this area is the City's water wellheads. The City plans to re-return this parcel to open space/parks and could serve as an expansion for disc golf if more space is needed. The City's wellheads will remain and continue to be protected through fencing and barriers.*^{viii} Image #3 on the next page shows the Adopted Park Plan Conceptual



14)

Business of the City Council

City of Oakridge, Oregon

January 19, 2023

Agenda Title: Hills Street Turn-Around

Agenda Item No: 9.6

Staff Position Regarding Hills Street Turn-around.

Agenda Bill Author: Rick Zylstra

ISSUE:

During previous council meetings Mrs. Brewer has discussed the lack of a turn around on the dead end of Hills Street near her residence and is requesting to use a portion of city property across from her residence as a turn around. The city property in question contains both the City Wellfield, along with critical drinking water infrastructure, and Salmon Creek Park.

During City Council meeting on November 3rd, 2022 staff introduced two separate yet similar options that create the opportunity for a turn-around that do not utilize or include the area being requested by Mrs. Brewer, yet provide for a turn-around in the same general vicinity as the one proposed by Mrs. Brewer.

It is staff position that we do not allow for the use of the wellfield/park for the creation of a turn-around but rather utilize the adjacent Right of Way (ROW) (see image to the right). There are two options listed below, staff preference is option #1 utilizing existing ROW as it has the ability to improve the connectivity of both Hills Street and Jasper Drive, providing a greater public benefit to the public within the general area, without incorporating the parcel with the wellfield, infrastructure and park.

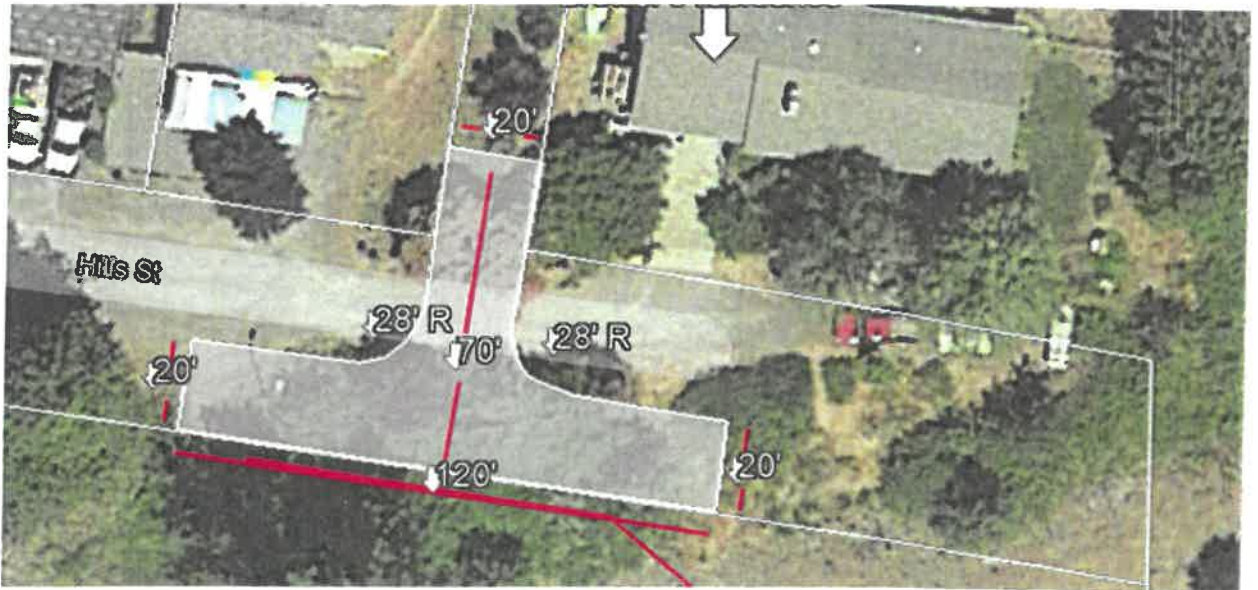
Option 1 (preferred) – Graveling the alley adjacent to Mrs. Brewer’s residence. The alley in question is already an established 20 ft. ROW. For reference the ROW/alley behind the Post Office and alleys that run east to west between 1st, 2nd and Commercial Street is 15ft, which is



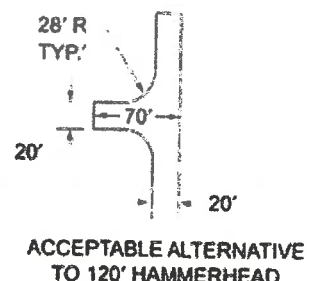
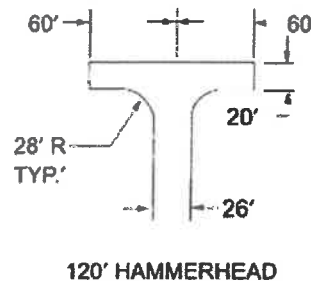
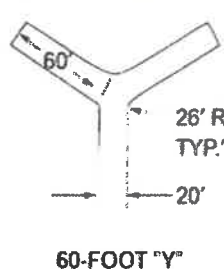
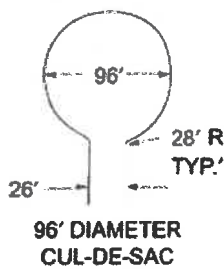
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the standard alley width in Oakridge. Utilizing the ROW should also include installation of bollards for protection of a fire hydrant that is in close proximity to the alley ROW. Public Works rough estimate of the costs of option 1 including labor, materials and equipment is \$10,000

Option 2 (Secondary staff preference) Utilize the entire ROW to install a Hammerhead style turnaround (shown at bottom image below as *Acceptable Alternative to 120' Hammerhead*)^{ix} within the ROW on Hills Street and the alley abutting the Brewers Property. The dimensions and style of this turn-around complies with Oregon Fire Code (OFC 503.2.5) and do not require any use of the wellfield/park property (see image below). This option does have the same need of bollards as option #1 along with the need for infill of the southern portion of the Hills Street ROW. This option could also be shifted north to accommodate topography issues. Public Works rough estimate of the costs of option 2, including labor, materials and equipment is \$11,500



DEAD END ROADS AND TURNAROUNDS: Dead end fire apparatus access roads in excess of 300 feet in length shall be provided with an approved turnaround. Diagrams of approved turnarounds are shown below: (OFC 503.2.5, D103.4 & Figure D103.1)



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15)

From: rickzylstra@ci.oakridge.or.us
Sent: Tuesday, January 24, 2023 10:52 AM
To: [Kelly Brewer](#)
Cc: 'City Administrator'
Subject: Location of proposed turn around

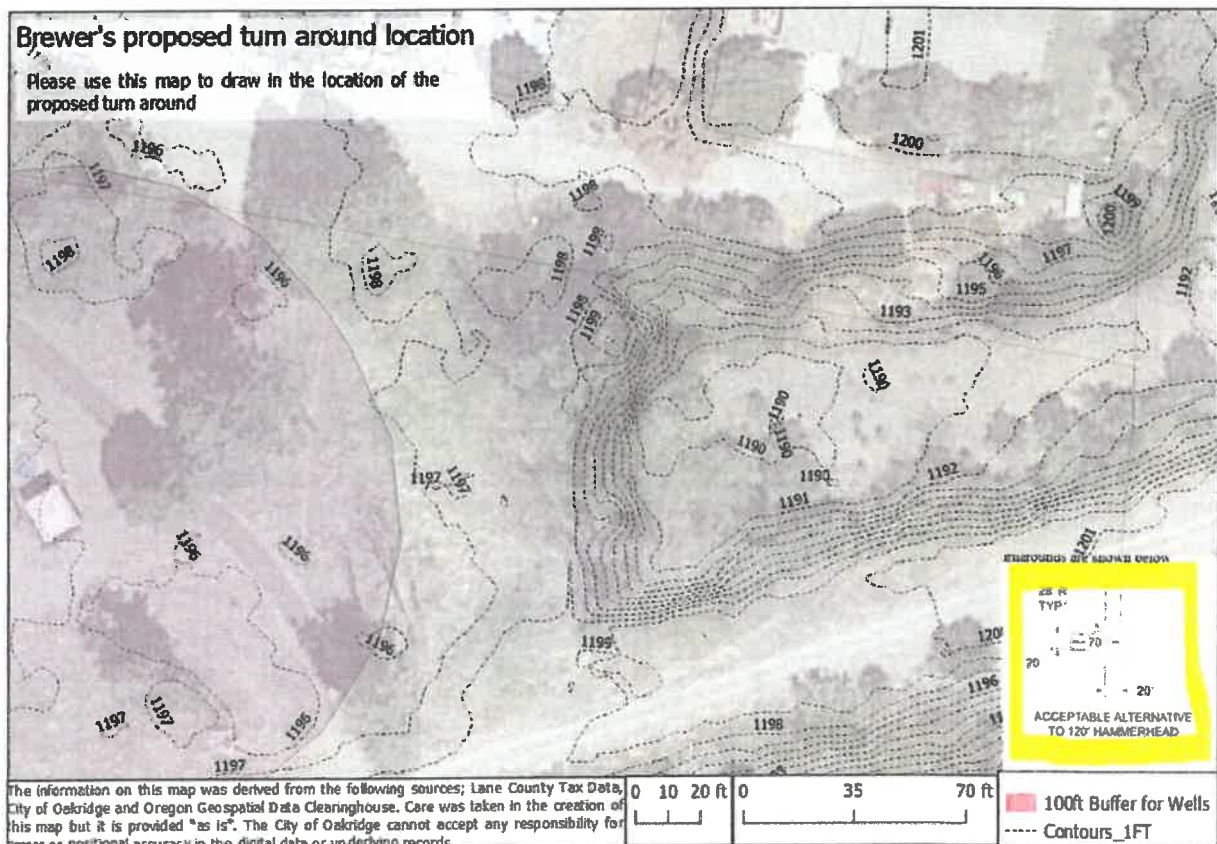
Kelly,

So that we are on the same page, would you please draw your proposed turn around location on the map provided and return to us.

Feel free to use the one here in the body of the email or the one sent as an attachment, they are the same.

Feel free to print, draw followed then scan or take a photo, or use what method you are comfortable with to show the location.

Thanks,



Rick Zylstra
Community Development Director
City of Oakridge
48318 E 1st Street
Oakridge Oregon, 97463

Agenda Bill 9.6 Appendix

From: Kelly Brewer <kelly@ontopconstructionanddesign.com>
Sent: Sunday, February 12, 2023 11:59 AM
To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>; Rick Zylstra <rickzylstra@ci.oakridge.or.us>; councilorcoker@gmail.com; Dirk Tarman <councilor.tarman@gmail.com>; councilorkinyon@gmail.com; councilorbiarnson@gmail.com; Councilorhooker@gmail.com; mayor@ci.oakridge.or.us
Subject: Hills street Hammerhead drawings

Good afternoon Councilors and company.

As per Rick's request:

So that we are on the same page, would you please draw your proposed turn around location on the map provided and return to us. Feel free to use the one here in the body of the email or the one sent as an attachment, they are the same. Feel free to print, draw followed then scan or take a photo, or use what method you are comfortable with to show the location.

In looking at the map that was provided, we felt that it would cause more confusion. I have included drone areal shots of the area for more clarity.

As you can see from the areal pictures taken, the proposed hammerhead was measured out with candle sticks then drawn in for more clarity.

The proposed hammerhead would go well outside the 100' easement as well as meet the specs necessary. The lines drawn more than exceed the necessary 70' and 20' guidelines. I have made the lines bright to show where the entrance and sides of the Hammerhead would go. The valve cluster is marked by bright dots and the easement is also marked out with its approximate location. As you can clearly see there is a large buffer zone outside of the easement as well.

*PLEASE NOTE THE CANDLE STICKS ARE STILL THERE IF ANYONE WOULD LIKE TO SEE THE AREA FIRST HAND.

I hope this helps remove any confusion about the location of where we are referring to.

Damion and I look forward to attending the next meeting. Damion will be taking on the detail discussions going forward since this is more his wheelhouse.

I am requesting that he be included as part of the discussion during the next council meeting where this topic is addressed. I am requesting that he be able to ask and answer questions. He is compiling information to present to the city council and will need to have the ability speak other than during Public Comment. I hope that with this new information we can get this resolved properly.

Thank you for your time.

Damion and Kelly Brewer

541-359-5695

541-782-5798 fax

541-852-0474 Damion Brewer

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16)

From: ALVIANI Nicholas J <nicholas.alviani@lanecountyor.gov>
Sent: Tuesday, January 24, 2023 11:48 AM
To: rickzylstra@ci.oakridge.or.us
Cc: 'City Administrator' <cityadministrator@ci.oakridge.or.us>
Subject: RE: info on Oakridge Water System

Hello rick,

See answers below in red

Nick,

Thanks for your discussion from Friday, I wanted to follow-up with an email.

- As I understand it you regulate, monitor and have jurisdiction for the quality of public drinking water we produce, not the construction of the system. Could you please point me in the direction of who to speak with regarding the regulation and legality of the construction.

* Plan review is conducted by the state of Oregon drinking water services. Below are best contacts:

dws.planreview@dhsosha.state.or.us
www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/Pages/Program-Information.aspx

[E-mail: info.drinkingwater@dhsosha.state.or.us](mailto:info.drinkingwater@dhsosha.state.or.us)
[Phone: 971-673-0405](tel:971-673-0405)
[Fax: 971-673-0694](tel:971-673-0694)

- Do you have records of the interactions with public regarding complaints (names redacted), and if so how can I go about getting copies without having to file a FOIA request and/or what would require a FOIA request.

In regards to public information on contacts with water systems please visit your water page contacts/advisory page:

<https://yourwater.oregon.gov/cr-pws.php?pwsno=95509>

The only other document I can consider was a email sent today to councilor tarman which includes the same information listed above for state drinking water contact information

If you wish to file a FOIA please reach out to my licensing clerk regarding the process:
[BRINTON-KRECKLOW Annette K \[annette.brinton-krecklow@lanecountyor.gov\]\(mailto:annette.brinton-krecklow@lanecountyor.gov\)](mailto:brinton-krecklow@lanecountyor.gov)

Thanks,

Rick Zylstra
Community Development Director
City of Oakridge

Agenda Bill 9.6 Appendix

Hello Rick,

Feel free to use the emails in reference to the complaint. I think it's worth mentioning that the complaint does not fall in the prevue of the regulatory authority of Lane County Environmental Health. Please don't hesitate to reach out to me with any questions or concerns.

All the best,

Erik Nebeker, REHS (he/him)
Environmental Health Supervisor
Lane County Public Health | Environmental Health
151 W. 7th Ave., Suite 430, Eugene, OR 97401
541.682.7276 office
erik.nebeker@lanecountyor.gov

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17)

From: Edward Hodges <eph@curran-mcleod.com>
Sent: Thursday, January 26, 2023 10:33 AM
To: rickzylstra@ci.oakridge.or.us; 'Carrie Gentry' <Carrie.L.GENTRY@oha.oregon.gov>; 'Robeart Chrisman' <robeartchrisman@ci.oakridge.or.us>; 'City Administrator' <cityadministrator@ci.oakridge.or.us>
Subject: RE: Construction Standards for Public Water Systems

Hi Rick and Hi Carrie 😊!

Rick, I have reviewed your emails on this subject and have the following comments:

In this situation the new valving and pipe for the 2017 project were connected to an existing 10-inch main installed at an earlier date. The pre-existing main is believed to have a cover depth of near to, or at, 30 inches. The new C900 10-inch main was installed and deflected immediately to a maximum of seven degrees to achieve a minimum cover depth of 30-inches as required by OAR 333-061-0050 (8)(Distribution Systems)(f). This cover depth would have been reached by the new main in 10-feet or less.

The process of connecting new infrastructure to old infrastructure that may, or may not, have been constructed to meet current Drinking Water regulatory requirements is covered under OAR 333-061-0050 (1)General(b)(2), which is shown below with the relevant language italicized. Please note that lack of pipe cover is not listed as a significant deficiency in OAR 333-061-0076(4).

1 General (b)(2) Facilities at public water systems must comply with the construction standards in place at the time the facility was constructed or installed for use at a public water system. *A public water system shall not be required to undertake alterations to existing facilities, unless the standard is listed as a significant deficiency as prescribed in OAR 333-061-0076(4) or if MCLs are being exceeded.*

Bottom Line: This connection of old pipe to new construction had no deviation from current construction standards and Curran-McLeod, Inc. will not be applying for a waiver for this part of the system or any other portion of the 2017 project.

Carrie, let me know if I'm off base here otherwise I think we are good to go.

Thanks and have a great day!

Ed

Edward P. Hodges, P.E.
CURRAN-McLEOD, INC.
6655 S.W. Hampton St., Ste. 210
Portland, OR 97223
T: (503) 684-3478
C: (503) 869-7849

Agenda Bill 9.6 Appendix

F: (503) 624-8247

From: rickzylstra@ci.oakridge.or.us <rickzylstra@ci.oakridge.or.us>

Sent: Wednesday, January 25, 2023 2:22 PM

To: 'Carrie Gentry' <Carrie.L.GENTRY@oha.oregon.gov>; Edward Hodges <eph@curran-mcleod.com>; 'Robeart Chrisman' <robeartchrisman@ci.oakridge.or.us>; 'City Administrator' <cityadministrator@ci.oakridge.or.us>

Subject: RE: Construction Standards for Public Water Systems

Carrie,

Thanks for the quick reply.

Less than idea depth of the pre-existing 10" main we connected to is right around the 30" requirement. To provide more of a solid number I have included Robeart Chrisman, our Public Works Supervisor and Ed Hodges our City Engineer.

Those two gentleman, will be able to give you more accurate details and if we need a waiver Ed would be of great help in getting that taken care of.

Thanks,

Rick Zylstra
Community Development Director
City of Oakridge
48318 E 1st Street
Oakridge Oregon, 97463
541-782-2258

From: Carrie Gentry <Carrie.L.GENTRY@oha.oregon.gov>

Sent: Wednesday, January 25, 2023 9:01 AM

To: rickzylstra@ci.oakridge.or.us

Subject: FW: Construction Standards for Public Water Systems

Hi Rick,

I'm happy to answer your questions. Can you clarify what the "less than ideal depth" is? Our construction standards require a 30" depth of cover, though there are instances where we approve a construction standard waiver. It looks like this particular plan review has not received final approval yet. I briefly looked over our internal checklist completed by the reviewing engineer and he noted that the depth of cover was met. If that didn't happen when the project was being built, then the City would want to apply for a waiver from construction standards. Happy to talk about that if needed – we would need justification for that request. The waiver form is on our website [here](#).

Agenda Bill 9.6 Appendix

From: Wray Julie L <JULIE.L.WRAY@oha.oregon.gov> **On Behalf Of** DWS PlanReview
Sent: Wednesday, January 25, 2023 6:37 AM
To: rickzylstra@ci.oakridge.or.us; GENTRY Carrie L <carrie.l.gentry@state.or.us>
Cc: 'City Administrator' <cityadministrator@ci.oakridge.or.us>
Subject: RE: Construction Standards for Public Water Systems

Rick –

Carrie will be in touch with you in regards to the construction standards.

Take care.

Thanks,

Julie

Julie Wray
Administrative Specialist
OREGON HEALTH AUTHORITY
Public Health Division
Drinking Water Services
julie.l.wray@oha.oregon.gov
healthoregon.org/dwp

From: rickzylstra@ci.oakridge.or.us <rickzylstra@ci.oakridge.or.us>
Sent: Tuesday, January 24, 2023 11:45 AM
To: DWS PlanReview <DWS.PlanReview@odhsoha.oregon.gov>
Cc: 'City Administrator' <cityadministrator@ci.oakridge.or.us>
Subject: Construction Standards for Public Water Systems

I am interested in finding construction standards/regulations for public water system. During a 2017 upgrade that included a new reservoir, pumps and transmission lines to our existing system and we connected to a 10inch Ductal Iron mainline in the older part of the system that had a less than ideal depth. Concerned citizens are raising the issue of legality of the connection and I am looking for information that confirms/denies the issue of legality. I would be happy to discuss and send any information we have regarding the connections of the new system, but unfortunately all of the documents regarding the construction of the old portions of the system were lost in a fire in the early 1990s.

Thanks,

Rick Zylstra
Community Development Director
City of Oakridge

Agenda Bill 9.6 Appendix

18)

From: Deschaine, Kristina L <Kristina.Deschaine@osp.oregon.gov>
Sent: Wednesday, February 1, 2023 3:38 PM
To: rickzylstra@ci.oakridge.or.us
Cc: Scott Hollett <scotthollett@ci.oakridge.or.us>
Subject: RE: Fire apparatus turn around vs pass though

Rick –

After reviewing the map, I believe that making the alley a more drivable road would be a better solution compared to creating a hammerhead. The alley would be more accessible for more people from both directions. There would no longer be a one way in one way out situation.

Please let me know if I can help further.

Kristina

Kristina Deschaine
Deputy State Fire Marshal
Office of State Fire Marshal
Oregon State Police
541 726 2572
Kristina.Deschaine@osp.oregon.gov

From: rickzylstra@ci.oakridge.or.us <rickzylstra@ci.oakridge.or.us>
Sent: Tuesday, January 24, 2023 12:18 PM
To: kristina.deschaine@state.or.us
Cc: 'City Administrator' <cityadministrator@ci.oakridge.or.us>
Subject: Fire apparatus turn around vs pass though

CAUTION: This email originated from outside of OSP. Do not click links or open attachments unless you know the content is safe.

Kristina,

I was hoping to get you input regarding improving a dead-end street turn-around compared to a ROW pass through between streets.

A citizen has proposed installing an alternative to a 120ft hammerhead being installed at our wellfield/park at the end of Hills Street here in Oakridge.

To my best estimate the street was constructed in the 1950s or 1960s.

Agenda Bill 9.6 Appendix

As an alternative city staff has proposed refurbishing an existing but unused 20ft ROW that is an alley between Hills and Jasper Streets.

I know there a details missing and I would be happy to help fill those missing pieces.

Would you be able and willing to help us in determining which of the two options would create a better and safer community.

I would be happy to help fill in any missing pieces of information that you may need.

Thanks,



Rick Zylstra
Community Development Director
City of Oakridge

Agenda Bill 9.6 Appendix

19)



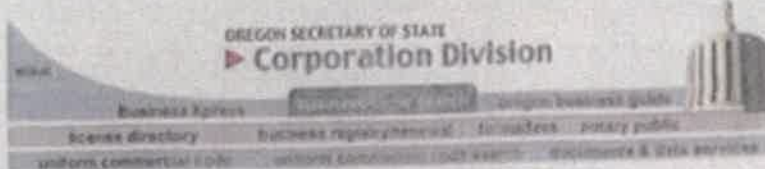
Agenda Bill 9.6 Appendix

20)



Agenda Bill 9.6 Appendix

21)



OREGON SECRETARY OF STATE
Corporation Division

Business Address Oregon Business Guide
 license directory business registry/annual address notary public
 uniform commercial code uniform commercial code search documents & data services

Business Name Search

03-10-2023
17:50

New Search Printer Friendly **Business Entity Data**

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1128510-92	DLLC	ACT	OREGON	07-14-2015	07-14-2023	
Entity Name	ON TOP CONSTRUCTION AND DESIGN LLC					
Foreign Name						

New Search Printer Friendly **Associated Names**

Type	PPB	PRINCIPAL PLACE OF BUSINESS				
Addr 1	48471 HILLS ST					
Addr 2						
CSZ	OAKRIDGE	OR	97463	Country	UNITED STATES OF AMERICA	

Please click [here](#) for general information about registered agents and service of process.

Type	AGT REGISTERED AGENT	Start Date	07-06-2020	Resign Date	
Name	KELLY LARSEN BREWER				
Addr 1	48471 HILLS STREET				
Addr 2					
CSZ	OAKRIDGE	OR	97463	Country	UNITED STATES OF AMERICA

Type	MAL MAILING ADDRESS				
Addr 1	PO BOX 441				
Addr 2					
CSZ	OAKRIDGE	OR	97463	Country	UNITED STATES OF AMERICA


Type	MEM MEMBER			Resign Date	
Name	DAMION S BREWER				
Addr 1	48471 HILLS ST				
Addr 2					
CSZ	OAKRIDGE	OR	97463	Country	UNITED STATES OF AMERICA

Type	MEM MEMBER			Resign Date	
Name	KELLY BREWER				
Addr 1	48471 HILLS ST				
Addr 2					
CSZ	OAKRIDGE	OR	97463	Country	UNITED STATES OF AMERICA

Agenda Bill 9.6 Appendix

22)

LICENSE # **22114**



PO Box 1410, Oakridge, Or 97463
 Voice 541-782-2258 TDD 541-782-4232 Fax 541-782-1684
 Website: ol.oakridge.or.us

APPLICATION FOR OAKRIDGE BUSINESS LICENSE for ANY business activity within the City of Oakridge, Oregon where total gross receipts for all business everywhere is \$5,000 or more annually. SOME OF THE INFORMATION PROVIDED ON THIS FORM MAY BE SUBJECT TO DISCLOSURE UNDER PUBLIC RECORD LAW.

1) NAME: Damon & Kelly Brewer		CONTACT PHONE: 541 359 5695	
PRINT Name(s) of Owners, Partners, Corporation - as filed on the State of Oregon Tax Return OWNERS: PLEASE LIST OWNERS OF CORPORATIONS OWN 5% STOCK & ALL PARTNERS ON THE BACK OF THIS FORM		CONTACT TITLE: Owners	
2) BUSINESS NAME (Doing Business As (DBA) (if different from above NAME) On Top Construction And Design			
3) BUSINESS CONTACT NAME: Kelly & Damon Brewer		Is this person authorized to represent the business? YES NO	
4) TAX ENTITY (Check one) Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Ltd. Liability Co. <input checked="" type="checkbox"/> Ltd. Partnership <input type="checkbox"/> S-Corporation <input type="checkbox"/> Other <input type="checkbox"/>			
5) FISCAL YEAR END:	BUSINESS FAX (541) 782 5798	TAXPAYER ID # (Not subject to disclosure) FEIN 47 4513614 SSN	
7) NUMBER OF OWNERS: 2	6) DATE BUSINESS ACTIVITY BEGAN IN OAKRIDGE: 200 2016	8) Is there business activity outside Oakridge? Yes No IF YES, describe business activity outside Oakridge: Lane County	
10) BUSINESS ADDRESS (location): 48471 Hills st Oakridge 97463 (see back of form to list additional locations) Number/Street - NOT PO BOX City, State, Zip Code			
11) BUSINESS PHONE: (154) 852 0474		12) PROPERTY TYPE: Is business address on: COMM. RCIA RESIDENTIAL property? Small Commercial Residential Construction (Office Use Only) SIC CODE	
13) BUSINESS ACTIVITY DESCRIPTION: If Business activity includes rental/leasing residential or commercial property, list property address on back of this form.			
14) MAILING ADDRESS: (if different from line 10 above)			
15) Is this a new business? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If business was previously licensed, give name of previous owner.			
16) If any of the current owners of this business have a current or expired OAKRIDGE License, give license information: NAME: Year Licensed:			

FOR OFFICE USE ONLY

MINIMUM FEE IS \$40.00 NON-REFUNDABLE

AMOUNT PAID **100.00**

DATE PAID **2/15/22**

Checks payable to: **CITY OF OAKRIDGE**

CASH RECEIPT # **1974 11**

CHECK # **1235**

CASH CREDIT CARD

COMPLETE BOTH SIDES OF APPLICATION - SIGNATURE IS REQUIRED ON BACK OF THIS FORM

Agenda Bill 9.6 Appendix

ⁱ City of Oakridge Policy for Public Contracting & Purchasing, Source Selection Methods, Intermediate Procurements (B) 1, Pg. 18

ⁱⁱ City of Oakridge Policy for Public Contracting & Purchasing, Source Selection Methods, Intermediate Procurements (B) 3, Pg. 18

ⁱⁱⁱ City of Oakridge Comprehensive Plan, April 1978, Pg. 30

^{iv} City of Oakridge Parks Master Plan, March 17, 2011, Appendix Pg. 34

^v City of Oakridge Parks Master Plan, March 17, 2011, Appendix Pg 36

^{vi} City of Oakridge Parks Master Plan, March 17, 2011, Appendix A-1

^{vii} City of Oakridge Parks Master Plan, March 17, 2011, Appendix A-2

^{viii} Oakridge Mill Park Concept Plan, Fall 2019 Pg. 17

^{ix} Oregon Fire Code Applications Guide, Clackamas Fire District #1, Revised 5/15/21, Downloaded from Web <https://clackamasfire.com/wp-content/uploads/2021/05/Fire-Code-Applications-Guide-2021.pdf>

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Softball Field Renovations

Agenda Item No: 9.7

Proposed Council Action: A motion from the floor to approve

Exhibit:

Author: CA

ISSUE:

Oakridge School District superintendent Reta Doland has offered to invest approximately \$10,000.00 to reroof the dugouts and improve the backstop (reinforce and heighten) at the city-owned softball field at Horton Park, which the school district rents from the city for part of the year for use by the OHS softball team. She has secured the funding and licensed contractors to do the work and simply needs Council's permission to proceed, at no cost to the city.

FISCAL IMPACT: N/A (\$10,000 from the school district)

OPTIONS: Approve or deny

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve allowing the Oakridge School District to reroof the Horton Park softball field dugouts and improve the backstop."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Tree Planting Festival 2022
RTMP Reimbursement Request

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 9.8

Exhibit: RTMP application and reimbursement
request form with receipts (1 document)

Author: CA

ISSUE:

Kevin Gobelman, representing the 2022 Tree Planting Festival planning committee, has submitted a **\$2,500.00** RTMP funding application *and* reimbursement request, for \$2,500.00 of the \$3,189.38 in costs associated with the 2022 Tree Planting Festival.*

Attached as an exhibit in one combined document is the RTMP application, reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

**Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.*

The current RTMP fund balance is: **\$33,408.45**

FISCAL IMPACT: \$2,500.00 (from RTMP funds)

OPTIONS: Approve or deny

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve \$2,500.00 in RTMP funds for the 2022 Tree Planting Festival."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

RTMP QUESTIONNAIRE

Event Name: Oakridge-Westfir Tree Planting Festival ✓
 Contact Person(s): Kevin Gobelman Phone: 541-606-8482
 Address: 47718 Portal Drive
 Email: owtreeplanting festival@gmail.com
 Date of Event: May 6th, 7th, & 8th, 2022 Event Location: Various location in Oakridge

Please answer the following questions regarding your event/project by circling Y or N.

- | | |
|---|----------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y=5 N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y=5 N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | Y=10 N=0 |
| 7. Is this a group travel tour or package? | Y=5 N=0 |
| 8. Are you working with Travel Lane County? | Y=10 N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 N=0 |
| TOTAL: Y=55 N=5 | |

*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

✓ Check here if your event requests Special Funding (see details above)

Signature: Kevin Gobelman  Date: December 31, 2022

**2022 Oakridge-Westfir Tree Planting Festival
RTMP Application**

- 1. Does your event/project create overnight stays? (hotel/motel/STR)**
This is a three-day event, and should generate two-night stays

- 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community?**

Event is the oldest festival its kind to be held continuously in one place.
Event incorporates health and wellness along with sustainable resource management.

Event showcases the attractiveness of 1st Street and the Uptown Businesses.

- 4. Does your event/project focus its marketing to bring in visitors from other states?**

The event uses a broad spectrum approach to marketing via local, social, and web platforms.

- 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?**

The event works closely with the Chamber of Commerce, Oakridge School District, Orchid Health, USDA Forest Service, OSU Extension, Southern Willamette Forest Collaborative, Inbound, City of Oakridge, and all the business along 1st Street.

- 8. Are you working with Travel Lane County?**

Our event is posted to their site.

- 9. Do you offer incentives to promote return visits?**

The event is a free multi-day family festival offering participation across all age groups

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$ 600.00
<i>Equipment</i>	\$	\$ 1200.00
<i>Travel/Conferences/ Training</i>	\$	\$
<i>Supplies</i>	\$	\$ 100.00
<i>Advertising</i>	\$	\$ 1100.00
<i>Rent/Utilities</i>	\$	\$ 300.00
<i>Administrative Costs</i>	\$	\$ 300.00
<i>Other INSURANCE</i>	\$	\$ 200.00
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 3800.00

Prepared by: Title:

Kevin Gobelman Treasurer

Signature of Program
Contact:

Kevin Gobelman 

Note:
This form must be submitted in the original grant application.

Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

“This event is funded in part by the Lane County Rural Tourism Marketing Program.”

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

Attach additional pages if needed.

Our advertising plan is multi-faseted using web and social media, print media, flyers, placing banners on the street light pole in the uptown, and large billboard banners in high traffic areas.

Website : oakridgewestfirtreeplantingfestival.com

Instagram : treeplantingfestival

Facebook : <https://www.facebook.com/TreePlantingFestival/>

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

****Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

REQUEST FOR REIMBURSEMENT

Event Name: **OAKRIDGE-WESTFIR TREE PLANTING FESTIVAL**

Budget Category	Short Description of Expense	Total Spent
<i>Personnel</i>	SECURITY AND ENTERTAINMENT	\$ 460.00
<i>Equipment</i>	WASHROOM RENTAL, PA SYSTEM, CORANATION EXP., FENCING AND SHOVEL	\$ 935.99
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>	TREES AND STAKES FOR TREES	\$ 136.03
<i>Advertising</i>	PRINTER INK, LIFT RENTAL, STAMPS FOR SPONSOR RECEIPTS, BANNER HARDWARE	\$ 901.93
<i>Rent/Utilities</i>	STORAGE	\$ 132.10
<i>Administrative Costs</i>	ANNUAL RETURN, HOSTING FEE, BANK STATEMENT FEE, FUEL	\$ 450.33
<i>Other : INSURANCE</i>	GENERAL LIABILITY SHARE	\$ 173.00
<i>Other</i>		\$
<i>Total</i>		\$ 3189.38
<i>Funds Requested</i>		\$ 2500.00

*** Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council _____ on this date _____

8:39

ADMIN
Ceranation

LTE

← Search Amazon

View order details

Record Date

Order date	Mar 16, 2022
Order #	113-6458796-3285055
Order total	\$19.66 (2 items)

Shipment 1 of 2

Two-Day Shipping

Delivered

Delivery Estimate
Saturday, March 19, 2022 by 8pm



Bridal Floral
Rhinestone C
Prom Weddir
Crown T975

ADMIN
237.61

Qty: 1
Sold By: Amazon

✓ 8/30/2022

ADMIN \$237.61 #552

Shipment 2 of 2

Two-Day Shipping

Delivered

Delivery Estimate
Saturday, March 19, 2022 by 8pm



Bridal Floral
Rhinestone Crystal

\$9.83



8:39

LTE

← Search Amazon

View order details

Order date Mar 16, 2022
Order # 113-8948235-4345843
Order total \$31.97 (3 items)

Shipment 1 of 2

FREE Prime Delivery

Delivered

Delivery Estimate
Saturday, March 19, 2022 by 9pm


 **Blank Satin Sash Party
Accessory for Wedding,
Party Decorations
and...** \$6.99
Qty: 2
Sold By: Jovitec Us

Shipment 2 of 2

FREE Prime Delivery

Delivered

Delivery Estimate
Saturday, March 19, 2022 by 9pm

 **Bridal Floral
Rhinestone Crystal** \$17.99



8:40

LTE

Search Amazon

View order details

Backup payment method used

We couldn't charge the MasterCard ending in 5233, so we charged your backup payment method Discover ending in 4075. [Learn More](#)

Order date	May 2, 2022
Order #	113-9658059-7981801
Order total	\$14.99 (1 item)

*ADMIN
Coronation*

Shipment details

FREE Prime Delivery

Delivered

Delivery Estimate
Tuesday, May 3, 2022 by 9pm



Award Ribbons 1st, 2nd, 3rd Place Flat Carded Set First Place Prizes...

Qty: 1
Sold By: JanGeo

Track shipment >

Buy it again >



8:40

LTE

← Search Amazon

Shipment details

FREE Prime Delivery

Delivered

Delivery Estimate

Thursday, April 28, 2022 by 9pm



COCIDE Gold Crown for Women Baroque Queen Crown and Tiara for Girls...

\$18.99

Qty: 1

Sold By: AngelTing

*Amin
Coravation*

Track shipment >

Buy it again >

Payment information

Payment Method

Discover ending in 4075

Amazon Gift Certificate

Billing Address

48287 HILLS ST

OAKRIDGE, OR 97463-9409

Shipping address

Erica McLaughlin

48287 HILLS ST

OAKRIDGE, OR 97463-9409

United States

8:45

LTE

AA

macys.com



[My Account](#) > Purchase History

Purchase History

[SEE ONLINE ORDERS](#) >

Most Recent



Mar 26, 2022 \$152.00



Eugene Valley River Ctr (Or) 4 Items

TRIANG
LES-
JODI
KRISTO
PHER
SPG



UPC
SALES
TRACKI
NG
ROUND
UP
CHARIT

Store Purchases Help & FAQs



Inspo, savings and perks

All in the Macy's app



Open



*ADMIN
MANAGEMENT*

~~ADVERT~~
ADMIN

TPF REFUNDS
STAMPS 8/30 V86



OAKRIDGE
48264 E 1ST ST
OAKRIDGE, OR 97463-9701
(800)275-8777

04/26/2022 04:08 PM

Product	Qty	Unit Price	Price
LetsCelebrate	2	\$0.58	\$1.16
Grand Total:			\$1.16

Credit Card Remitted \$1.16
 Card Name: VISA
 Account #: XXXXXXXXXX3720
 Approval #: 02536D
 Transaction #: 731
 AID: A000000031010 Chip
 AL: VISA CREDIT
 PIN: Not Required CHASE VISA

 Every household in the U.S. is now
 eligible to receive a second set
 of 4 free test kits.
 Go to www.covidtests.gov

Preview your Mail
 Track your Packages
 Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
 Refunds for guaranteed services only.
 Thank you for your business.
 Tell us about your experience.
 Go to: <https://postalenews.com>

Admin
Contraction

Admin

ADMIN

CHK # 500
V8/30/2022

RD4'S OIL #24
47567 HWY 58
OAKRIDGE, OR 97463

Admin
Concession

OAKRIDGE # 24
XXXXXXXXXX5001
47567 HWY 58
OAKRIDGE, OR
97463
04/27/2022 423326105
01:17:45 PM

XXXXXXXXXXXX3720
Visa
INVOICE 045622
AUTH 09343D

PUMP# 1

Sup + 10.333G
PRICE/GAL \$4.839

FUEL TOTAL \$ 50.00

TOTAL = \$ 50.00

CREDIT \$ 50.00

Customer-activated Purchase/Capture
Site #: 00000009944943
Shift Number 2
Sequence Number 00113
Chip Read
CHASE VISA
Mode: Issuer
AID: A0000000031810
TVR: 0000000000
IAD: 00021203000000
TSI: E000
ARC: 00
TC: 0000455806595006
APPROVED 09343D

TPF
FUEL

THANK YOU
PLEASE COME AGAIN

SUPPLIES

8/30/08

TPF

Cambridge Hardware
47975 Highway 58
(508) 347-7411

**STAKE FOR
FENCE**

Part # 217700

Sale Date: 8/27/2008 11:25 AM

217700 STAKE FLADDER 21IN	10.00
	10.00
Subtotal	0.00
Tax	10.00
Total	
Credit	10.00
Ref #	

Thank you for supporting
your local Hardware Store!
www.cambridgehardware.com

1. Returns Require Receipt

Receipt from Trillium Gardens, LLC

1 message

TREES - SUPPLIES

Thu, May 5, 2022 at 3:08

Trillium Gardens, LLC via Square <receipts@messaging.squareup.com>

Reply-To: "Trillium Gardens, LLC via Square"

<CAESKBIAGhpyX29qZmRxbXNsank0dTR1YnJqaXplNHFcylIZGIhbG9ndWUlfUVARrBARJ/1FtRZroSioGisfivkqyJnKdl/Mejp33H@reply2.squareup.com>

To: owtreeplantingfestival@gmail.com

Don't see your receipt? [Not your receipt?](#)



Let Trillium Gardens, LLC know how your experience was

\$44.45

Custom Amount × 1	\$44.45
Total	\$44.45

Videra Dr



Trillium Gardens, LLC
 3326 Videra Dr
 Eugene, OR 97405
 541-937-3073

www.squareup.com
 JUDY
 541-937-3073

SUPPLIES

ADVERT

PLEASANT HILL FEED & FAR
84841 EDENVALE RD
PLEASANT HILL, OR 974558600
541-741-2751

FARM

05/05/22 15:51:26
Merchant ID: *****4591
Term ID: ****0980

SALE

*****8551 MASTERCARD
Entry Method: Chip Read Contact

Appr Code: 959765
Transaction ID: 10306
Payment Type: CREDIT
Cardholder: ROWLAND, JUDY A
Invoice: 21
Response: APPROVE
Approved: Online
Net Name: MASTERCARD
CID Code: 0x80 (ARQC)

DEBIT
AID: A0000000042203
TVR: 8000088000
TSI: 6800
AC: 404022068350CA48
IAD: 0110A0000122000000000000 0
000000000FF
ARC: 00

Total: USD \$ 80.59

Customer Copy

304189
#05

\$31.60

\$48.99

\$80.59

\$80.59

\$80.59

Supplies
FENCE & POSTS

K'S FLOWERS
AND GIFTS
THANK YOU
COME AGAIN

05-08-2022 12:42
REG 0009

DEPT03 \$20.00

CHARGE \$20.00

CHARGE \$20.00

CHARGE \$20.00

CHARGE \$20.00

CHARGE \$20.00

BALLOONS
ADVERT

m/oc/h

ADMIN

ADMIN

DOLLAR GENERAL STORE #17448
OAKRIDGE, OR 458-675-2003

2016 MDAY 5 BOUQUET 5.00
858333006042-420
2016 MDAY 5 BOUQUET 5.00
858333006042-420
2016 MDAY 5 BOUQUET 5.00
858333006042-420
2016 MDAY 5 BOUQUET 5.00
858333006042-420
2016 MDAY 5 BOUQUET 5.00
858333006042-420
2016 MDAY 5 BOUQUET 5.00
858333006042-420

TOTAL SALE \$30.00
DEBIT \$30.00

*****8551
EXPIRY: **/** CHIP
AUTH# 000000
REFERENCE# 000000051945
AID# A0000000042203

ITEMS 6
2022-05-08 12:23:13 17448 01 3062

ADVERT / EQUI

Oakridge Hardware
47975 Highway 58
(541)349-3414

ref OH-218884
Sale Date: 5/8/2022 12:11 PM

6194427 URETHANE SPAR CLR SATI 13.99
0435968 SHOVEL AND PT FIBRGLS 17.99
68.75ea Nuts-Bolts 4.50

Subtotal 36.48
Tax 0.00
Total 36.48
Credit Card
Ref 20 36.48

Thank you for supporting
your local Hardware Store!

ADVERT

ADMIN

Advert

ADVERT

8/30/22 TPE STAMPS
FOR Sponsor REC.



OAKRIDGE
48264 E 1ST ST

7/1/2022
1 U22

01.161M

	Qty	Unit Price	Price
B. t. 20	1	\$12.00	\$12.00
			\$12.00
			\$12.00

Name:

Approval #: 01010
Transaction #: 703
AID: A0000000042203 Chip
AL: DEBIT
PIN: Not Required DEBIT

Every household in the U.S. is now
eligible to receive a third set
of 8 free test kits.
Go to www.covidtests.gov

ADVERT

3okridge Hardware
47975 Highway 58
(541)349-3414

ref 0N-217783
Sale Date: 4/28/2022 9:14 AM

1454297 NUTDRIVER IMP MAG 5/16	7.57
1046416 GLOVE NITRILE ATLAS 37	5.39
8120313 TIE WIRE NO16 330FT 3.	11.99

Subtotal	24.97
Tax	0.00
Total	24.97
Credit Card	
Ref 3	24.97

Thank you for supporting
our local Hardware Store!
www.3okridgeHardware.com

All Returns Require Receipt

Advert

BANNER HANGING

✓ 8/30/2022

✓ 8/20/22



1690 W 2ND AVE
EUGENE, OR 97402
www.canderentals.com
541-683-4088 Phone
541-683-1004 Fax

Status: Reservation
Contract #: 231540-1

Reserved Date: Thu 4/28/2022 9:00AM

Operator: Schafer, Michael

GOBELMAN, KEVIN
47718 PORTAL DR.
Oakridge, OR 97463

Customer #: 104398
Phone 541-606-8482
Job Descr: KEVIN

ADVERT

Ordered By: KEVIN

Qty	Item#	Items Rented	Rate#	Status	Agreed Return Date	Pr
1	35578	LIFT, BOOM, ART, 34', 4X4		Reserved	Fri 4/29/2022 9:00AM	\$330
8hrs \$330.00 1day \$330.00 1week \$1,030.00 4weeks \$2,170.00						
Qty	Key	Items Sold	Part#	Status	Each	Pr
1	DELIVERY-1	LOCAL DELIVERY EUG/SPRING YOU MUST CALL TO STOP RENTAL ON MACHINE AND FOR EQUIPMENT PICKUP		Selling	\$200.00	\$200
1	PICK UP-1	LOCAL PICK UP EUG/SPRING		Selling	\$200.00	\$200

DC PAID 4/28 - RENT 738.
DC PAID 5/2 - FUEL 12.0
750.48

Delivery Thu 4/28/2022 9:00AM
KEVIN
DEEP WOOD DISTILERY
48217 1ST ST.
Oakridge, OR 97463

Pickup Fri 4/29/2022 9:00AM
KEVIN
DEEP WOOD DISTILERY
48217 1ST ST.
Oakridge, OR 97463

Rental Contract

CUSTOMER SHALL NOTIFY C&E RENTALS THAT THE EQUIPMENT IS READY TO BE PICKED UP AND OBTAIN A PICK-UP CONFIRMATION NUMBER, THE PICK-UP CONFIRMATION SHOULD BE KEPT BY THE CUSTOMER AS PROOF OF THE CALL. THE CUSTOMER WILL NOT BE CHARGED THE RENTAL CHARGES AFTER THE DATE THE PICK-UP NUMBER IS GIVEN, PROVIDED CUSTOMER HAS OTHERWISE COMPLIED WITH THIS CONTRACT.

Initial _____

FUEL AND CONSUMABLES ARE NOT INCLUDED IN THE RENTAL PRICE

Initial _____

Rental:	\$330.00
Delivery Charge:	\$400.00
Subtotal:	\$730.00
OR RENTAL/CAT TAX:	\$8.48
Total:	\$738.48
Paid:	\$0.00
Amount Due:	\$738.48

Signature: _____
GOBELMAN, KEVIN

amazon.com

Print Details for Order #111-7783596-7989869
Print this page for your records.

8/30/2022

Order Placed: July 15, 2022
Amazon.com order number: 111-7783596-7989869
Order Total: \$58.00

Shipped on July 16, 2022

ADVERT

Items Ordered

1 of: *Canon PGI-280 / CLI-281 5 Color Ink Pack, Compatible to TS8120, TS6120, TR8520, TR7520, and TS9120 Wireless Printers, Multi, PGI-280 Full Standard Set*
Sold by: Amazon.com Services LLC

Price
\$58.00

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 8551

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$58.00
Shipping & Handling: \$0.00

Total before tax: \$58.00
Estimated tax to be collected: \$0.00

Grand Total: \$58.00

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2022, Amazon.com, Inc. or its affiliates

City of Oakridge
PO Box 1410
Oakridge, OR 97463
(541) 782-2258

8/30/10⁴²¹

RENT
(STORAGE)

STORAGE

Invoice
Customer ID 115
Date 5/4/2022 Invoice No. 115/04/22

Bill To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Ship To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

<u>Quantity</u>	<u>Item ID</u>	<u>Description</u>	<u>Price Each</u>	<u>Amount</u>
1.00		OIP Office rent / April	\$26.42	\$26.42

#547

P.O. Number		Sub Total	\$26.42
Payment Terms			
Billed By	OIP-BLDG		
Ship Date			
Shipping Method			
Description	Office rent / April	TOTAL	\$26.42

City of Oakridge
PO Box 1410
Oakridge, OR 97463
(541) 782-2258

RENT
(STORAGE)

8/30/1004 42141

Invoice
Customer ID 115
Date 5/4/2022
Invoice No. 115/05/22

Bill To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Ship To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

<u>Quantity</u>	<u>Item ID</u>	<u>Description</u>	<u>Price Each</u>	<u>Amount</u>
1.00		OIP office rent May	\$26.42	\$26.42

#548

P.O. Number		Sub Total	\$26.42
Payment Terms	Due Upon Receipt		
Billed By	OIP-BLDG		
Ship Date			
Shipping Method			
Description	OIP Office rent	TOTAL	\$26.42

8/30/22

City of Oakridge
PO Box 1410
Oakridge, OR 97463
(541) 782-2258

RENT
(STORAGE)

Invoice
Customer ID 115
Date 6/1/2022
Invoice No. 115/June/22

Bill To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Ship To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

<u>Quantity</u>	<u>Item ID</u>	<u>Description</u>	<u>Price Each</u>	<u>Amount</u>
1.00		OIP Office rent #7	\$26.42	\$26.42

550

P.O. Number		Sub Total	\$26.42
Payment Terms	Due Upon Receipt		
Billed By	OIP-BLDG		
Ship Date			
Shipping Method			
Description	OIP Office rent #7	TOTAL	\$26.42

8/30/22 115

City of Oakridge
PO Box 1410
Oakridge, OR 97463
(541) 782-2258

Invoice

Customer ID 115
Date 7/11/2022
Invoice No. 115-07-22

RENT
(STORAGE)

Bill To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Ship To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

<u>Quantity</u>	<u>Item ID</u>	<u>Description</u>	<u>Price Each</u>	<u>Amount</u>
1.00		OIP Office rent #7	\$26.42	\$26.42

#558

P.O. Number		Sub Total	\$26.42
Payment Terms			
Billed By	OIP-BLDG		
Ship Date			
Shipping Method			
Description	OIP Office rent #7	TOTAL	\$26.42

8/30/2022

City of Oakridge

PO Box 1410
Oakridge, OR 97463
(541) 782-2258

Invoice

Customer ID 115
Date 8/8/2022
Invoice No. 115-Aug22

*RENT
(STORAGE)*

Bill To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Ship To: Community Festival Association, Inc
PO Box 1255
Oakridge, OR 97463

Quantity Item ID Description
1.00 OIP Office rent

Price Each Amount
\$26.42 \$26.42

#559

✓ 8/30/2022



Oakridge Westfir Tree Planting Festival
<owtreeplantingfestival@gmail.com>

EQUIPMENT

Transaction Receipt from Bucks Sanitary Service for \$580.00 (USD)

1 message

Auto-Receipt <noreply@mail.authorize.net>
Reply-To: Scott Weld <jj@bucks-sanitary.com>
To: KEVIN GOBELMAN <owtreeplantingfestival@gmail.com>

Tue, Apr 26, 2022 at 2:38 PM

Description: Goods or Services
Invoice Number 190072
Customer ID 11698

Billing Information
KEVIN GOBELMAN
COMMUNITY FESTIVALS ASSOCIATION
PO BOX 67
Oakridge, OR 97463
USA
owtreeplantingfestival@gmail.com
5416068482

Shipping Information

Total: \$580.00 (USD)

Date/Time: 26-Apr-2022 14:38:44 PDT
Transaction ID: 63680039812
Payment Method: MasterCard xxxx8551
Transaction Type: Purchase
Auth Code: 067778

Bucks Sanitary Service
Eugene, OR 97402
US
sdw@bucks-sanitary.com

Warehouse: 17
 Sales Date: 4/26/22 Reg#: 10
 Time: 18:23 Tran#: 382
 Total: 692.45 Operator: 25

EQUIPMENT

Trans Type: Tender
 Tender:
 Block:
 Mbr Type: Gold Star
 Resale Total:

Member #: ~~XXXXXXXXXX~~ POPE, CLEM
 Tax:

✓ 8/30/

FSA/

EBT Item Description	Amount	Units	TxF1
E 1243287 KS ORG KOMBUCHA 8/16OZ	12.99	1	
7770991 ION TOTAL PA EXTREME	229.99	1	
1271263 HANG TEN HYBRID SHORT	14.99	1	
E 9999999 Linked Item	2.40	1	
E 9999999 Linked Item	2.40	1	
E 9999999 Linked Item	.80	1	
E 9999999 Linked Item	2.40	1	
E 33724 GROUND BEEF	32.06	1	
E 33841 FRESH FRYER BREAST	21.02	1	
E 18600 MANDARINS	7.39	1	
E 18600 MANDARINS	7.39	1	
E 30669 BANANAS	1.68	1	
E 30669 BANANAS	1.68	1	
F 311676 KS ALLERTEC 10MG 365 TABS / 311676 2100002753381	13.99 3.00-	1 1-	
F 529688 KS ALLERCLEAR 10MG TABLET / 529688 2100002753374	10.99 3.00-	1 1-	
F 638603 KS MULTIPURPOSE DISINFECT	9.99	1	
F 1586629 KS ALLER-FLO NASAL SPRAY /1586629 2100002754265	24.99 5.00-	1 1-	
COSTCOVISA #9808	692.45		

SUPPLIES
 PA
 SYSTEM
 CHK 553

*** END OF REPORT ***



Oregon
Kate Brown, Governor

Advent

8/30/2024

8/30/2024

Department of Transportation
Driver and Motor Vehicle Services
1905 Lana Avenue NE
Salem, OR 97331
www.OregonDMV.com

OAKRDG WSTFR TR PLNTNG ASSOC INC
47747 HIGHWAY 58
OAKRIDGE OR 97463

Letter ID L00350762
Date Issued 10-Jun-20

EQUIPMENT

Vehicle Registration Renewal Notice

You can renew:

ONLINE
OregonDMV.com/renew
You will need

- This letter
- Insurance information
- Credit/Debit card

Expired? Renew online up to a year after the plates expired.
Address not in Oregon? You cannot renew online.
Want new plates? You may be able to apply when you renew.

BY MAIL
DMV Services
Attn: Renewal
1905 Lana Avenue NE
Salem, OR 97314

Send:

- Renewal application below, complete sections on the back
- Check or money order for the renewal fee listed

IN PERSON
Find office information at OregonDMV.com.

Bring:

- This letter
- Insurance information
- Payment - cash, check, money order, or credit or debit card

Visit DMV2U.Oregon.gov to notify DMV that you:

- Moved (update your address before you renew).
- Sold this vehicle.

Moved in or out of Clackamas, Multnomah, or Washington County? Contact DMV for updated fees.

OREGON

REGISTRATION RENEWAL APPLICATION

PLATE NUMBER U516269	FUEL TYPE NONE	FARM ID NO.	TITLE NUMBER 1823238001	PREVIOUS EXPIRATION 08/02/2022	FEE 126.00	NEW EXPIRATION 08/02/2024
YEAR 1983	MAKE ASMBL	STYLE FB	MODEL	VEHICLE IDENTIFICATION NUMBER 0R35592	HVUT DATE	DEQ NO
EQUIPMENT NO.	WEIGHT/LENGTH	ODOMETER READING		ODOMETER DATE	ODOMETER MESSAGE	
RENEWAL CODE WJHBX	TITLE BRANDS - NONE -			NEW RESIDENCE ADDRESS (HOUSE NO., STREET)		NEW STICKER NUMBER (OFFICIAL USE ONLY - VALIDATION)
OWNER/LESSEE OAKRDG WSTFR TR PLNTNG ASSOC INC				CITY, STATE, ZIP CODE		
			NEW COUNTY			
RESIDENCE ADDRESS 47747 HIGHWAY 58 OAKRIDGE OR 97463				COUNTY OF RESIDENCE LANE	COUNTY OF USE	



0021961834000126000000000000000000

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Concerts in the Park 2022
RTMP Reimbursement Request

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 9.9

Exhibit: RTMP application and reimbursement
request form with receipts (1 document)

Author: CA

ISSUE:

Kevin Gobelman, representing **Concerts in the Park**, has submitted a **\$2,500.00** RTMP funding application *and* reimbursement request, for \$2,500.00 of the \$6,135.00 in costs associated with the 2022 Concerts in the Park series.*

Attached as an exhibit in one combined document is the RTMP application, reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

**Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.*

The current RTMP fund balance is: **\$33,408.45**

FISCAL IMPACT: \$2,500.00 (from RTMP funds)

OPTIONS: Approve or deny

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve \$2,500.00 in RTMP funds for the 2022 Concerts in the Park."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

RTMP QUESTIONNAIRE

Event Name: Concerts in the Park
 Contact Person(s): Kevin Gobelman Phone: 541-606-8482
 Address: 47718 Portal Drive
 Email: kevin.gobelman@gmail.com
 Date of Event: July 23rd, 2022 Event Location: Greenwater Park

Please answer the following questions regarding your event/project by circling Y or N.

- | | | |
|---|---------------------------------------|--------------------------------------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 | <input checked="" type="radio"/> N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | <input checked="" type="radio"/> Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | <input checked="" type="radio"/> Y=5 | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | <input checked="" type="radio"/> Y=5 | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | <input checked="" type="radio"/> Y=10 | N=0 |
| 7. Is this a group travel tour or package? | Y=5 | <input checked="" type="radio"/> N=0 |
| 8. Are you working with Travel Lane County? | <input checked="" type="radio"/> Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 | <input checked="" type="radio"/> N=0 |
| TOTAL: | | <u>Y=40</u> |

*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: Kevin Gobelman  Date: December 31, 2022

OAKRIDGE CONCERTS IN THE PARK

July 23rd, 2022

Greenwaters Park

3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community?

Our concerts attract statewide concertgoers and passing travelers to attend our afternoon event at Greenwaters Park and enjoy the beauty of the surrounding countryside. At the Concert we promote the Uptown Businesses for continued entertainment and food after the show.

4. Does your event/project focus its marketing to bring in visitors from other states?

We strive to market through our web site and Facebook page whose audience is global.

5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June - August).

All our shows take place during the peak season.

6. Does your event/project work with other organizations to market the Oakridge area within local, state, and private agencies?

We are members of the local Chamber of Commerce, Highway 58 Herald, and the Eugene Weekly.

8. Are you working with Travel Lane County?

Through our sister CFA organization partnership with Travel Oregon we post on their web site.

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$ 3000.00
<i>Equipment</i>	\$	\$ 1000.00
<i>Travel/Conferences/ Training</i>	\$	\$
<i>Supplies</i>	\$	\$ 1600.00
<i>Advertising</i>	\$	\$ 500.00
<i>Rent/Utilities</i>	\$	\$ 500.00
<i>Administrative Costs</i>	\$	\$ 500.00
<i>Other INSURANCE</i>	\$	\$ 200.00
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 7300.00

Prepared by: Title:

Kevin Gobelman Treasurer

Signature of Program

Contact:

Kevin Gobelman 

Note:

This form must be submitted in the original grant application.

Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

"This event is funded in part by the Lane County Rural Tourism Marketing Program."

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

Attach additional pages if needed.

Event use multi-layered advertising through Internet, social, and print media.

Internet : <https://www.oakridgeconcerts.com/>

Facebook : <https://www.facebook.com/OakridgeConcertsInThePark/>

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

****Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

REQUEST FOR REIMBURSEMENT

Event Name: _____

Budget Category	Short Description of Expense	Total Spent
<i>Personnel</i>	Bands, Sound , and fuel reimbursement for picking up beer garden supplies	\$2600.00
<i>Equipment</i>	snow fence stakes, lighting, bucks,Uhaul, Uhaul fuel	\$924.80
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>	Ice, Beer, wine, cups	\$1482.00
<i>Advertising</i>	H58H AD, Hosting Fee	\$302.00
<i>Rent/Utilities</i>	Storage Rent	\$ 480.00
<i>Administrative Costs</i>	USPS PO Box, SOS Renewal, bank feel	\$ 169.00
<i>Other: Insurance</i>	CFA Policy Share	\$ 173.00
<i>Other</i>		\$
<i>Total</i>		\$ 6135.00
<i>Funds Requested</i>		\$ 2500.00

*** Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council _____ on this date _____

Category:
Check

Online Description:
Check #1134

Statement Description:
Check

Date:
1/31/2022

Type:
Debit - Check 1134

ADVERT

1134
11-787233
244
RECEIVED

OXFORD CONCERTS IN THE PARK
PO BOX 597
OXFORD, OR 97403-0597

Pay to the
Order of Kevin Gobelman \$ 149.50
The Hundred Forty Nine & 50/100 Dollars

FOR DEPOSIT ONLY
Banner Bank
1-800-775-4422
www.bannerbank.com

For Backstage Renewal Tom Godwin

⑆32337⑆076⑆ 244060003450 1134

Bandzoogle payment receipt

Date:	Jan 25 2022 3:03PM	Order ID:	3066960
Payment method:	mastercard, exp: 8/2026 (card ends with 6835)	Invoice ID:	in_1KLy2sjr80l0W452lYLw8hWd
Charge ID:	ch_3KLy2sjr80l0W452l7x1L67z	Received by:	Sitezoogle Inc. 1608 S. Ashland Ave #92842 Chicago, IL USA 60608-2013
Customer:	Oakridge Concerts in the Park oakridgeconcertsinthepark@gmail.com	Quantity	1
Item number	77	Description	Standard
		Amount	\$149.50

Category: OTHER - INSURANCE
Check 0

Online Description:
Check #1135 0

Statement Description:
Check

Date:
3/3/2022

Type:
Debit - Check 1135

1135
03/03/2022
2 of 2
03/03/2022

OAKRIDGE CONCERTS IN THE PARK
PO BOX 897
OAKRIDGE, OH 47443-0897

Pay to the Order of Community Festival Assoc. \$ 173.00

Core Susannah Security Three & MG Co

WINNER BANK
1-800-475-6267
www.winnerbank.com

For 8038 Insurance

03233710754 2440600034 900 1135

Debit

Category: SUPPLIES
Check

Online Description:
Check #1137

Statement Description:
Check

Date:
7/5/2022

Type:
Debit - Check 1137

OAKRIDGE CONCERTS IN THE PARK
PO BOX 997,
OAKRIDGE, OR 97483-0997

1137
06-710/2023
204
06/15/2022
Date
\$ 1076.00
Dollars

Pay to the Order of *Sequential Retail*
City of Prineville Fourty Four

FOR DEPOSIT ONLY
BANKER BANK
1-800-999-9999
www.bankerbank.com

For order

1:323371076: 244060003 1910 1137

Category:
Check

Online Description:
Check #1138 ✓

Statement Description:
Check

Date:
7/1/2022

Type:
Debit - Check 1138

SUPPLIES

1138
#718/213
244

1138
DATE
JUN 29 2022
L-118
PAY TO THE ORDER OF
GARY SAHNER
FORTY DOLLARS AND 00/100
\$ 40.00
DEBIT

1-800-225-0333
www.farmersbank.com

For ~~cash~~ pickup
1138

1138

1138

1138

Category:

Check *✓*

Online Description:

Check #1139 *✓*

Statement Description:

Check

Date:

7/27/2022

Type:

Debit - Check 1139

PERSONNEL

1139
08-2187(2/22) 2M
OAKRIDGE CONCERTS IN THE PARK
PO BOX 587
OAKRIDGE, OR 97463-0587

July 27, 2022
DATE

Pay to the Order of
JOHN BAUMANN
Five Hundred & No/100
\$ 500.00
Debit

BANNER BANK
1-800-371-8263
www.bannerbank.com

For
Satoru Bob
JMB Johnson

⑆ 3 2 3 3 7 1 0 7 6 1 ⑆ 2440600034 ⑆ 1139

PERSONNEL

Category:
Check

Online Description:
Check #1140

Statement Description:
Check

Date:
7/27/2022

Type:
Debit - Check 1140

1140
SERIES 24
DATE
July 23, 2022
AMOUNT \$ 1000.00
Dollars

OAKRIDGE CONCERTS IN THE PARK
PO BOX 897
OAKRIDGE, OR 97453-0097

Pay to the Order of
JOHN BAUMANN
One thousand dollars and 00/100

BANKER BANK
1400-074-000
www.bankerbank.com

For DEBB PRODUCTIONS
#323371076# 2440600034
1140



Category:

Check

Online Description:

Check #1141

Statement Description:

Check

Date:

8/9/2022

Type:

Debit - Check 1141

EQUIPMENT

OAKRIDGE CONCERTS IN THE PARK
PO BOX 597
OAKRIDGE, OR 97463-0597

1141
45-7870321
PA
8/9/2022
Date

July 23, 2022

Pay to the Order of: John Bachmann \$ 95.00

Party Fee and

BANNER BANK
1-800-764-6829
www.bannerbank.com

For: Leanne Rental

⑆323371076⑆ 2440600034⑆ 214

Category: PERSONNEL
Check

Online Description:
Check #1142

Statement Description:
Check

Date:
7/25/2022

Type:
Debit - Check 1142

OAKRIDGE CONCERTS IN THE PARK
PO BOX 697
OAKRIDGE, OR 97453-0697

1142
NO PRINTERS
IN
DATE 07/25/2022
DOLLARS \$ 1142.00

Pay to the
Order of
ARIAN MAY NG
Sustained Care Hqs


FINNER
BANK
1-800-225-8800
www.finnerbank.com

For ENTERTAINMENT

13233710761 2640600034 99 1142

Jul J. G. J. G. J. G.

Category:

Check 

Online Description:

Check #1143 

Statement Description:

Check

Date:

7/25/2022

Type:

Debit - Check 1143

PERSONNEL

1143
08-7181223
N4
08-1554-11111111

OXBRIDGE CONCERTS IN THE PARK
PO BOX 597
OXBRIDGE, OR 97463-0597

July 23, 2022
Date

Pay to the Order of JERRY LEEF \$ 500.00
Five hundred and no/100 Dollars

BANNER BANK
1-800-879-0909
www.bannerbank.com

For MATTY "O" Paul Johnson

⑆ 3 2 3 3 7 1 0 7 6 ⑆ 2 4 4 0 6 0 0 0 3 4 ⑆ 1 1 4 3

Printed Check

Category: EQUIPMENT
Check

Online Description:
Check #1144

Statement Description:
Check

Date:
8/31/2022

Type:
Debit - Check 1144

OAKRIDGE CONCERTS IN THE PARK
PO BOX 697
OAKRIDGE, OR 97143-0697

1144
08-31-2022
144
8/31/2022

Pay to the Order of Community Festival Assoc. \$ 90.00

Anty and El Dollars

✓ **WINNER BANK**
1-800-975-9922
www.winnerbank.com

For DEPOSIT ONLY: FOR DEPOSIT ONLY
244060003490 1144

Tom Ogden

Category: SUPPLIES
Check ✓

Online Description:
Check #1145 ✓

Statement Description:
Check

Date:
8/30/2022

Type:
Debit - Check 1145

1145
08-7102023
206
PAY TO THE ORDER OF

DAKBRIDGE CONCERTS IN THE PARK
PO BOX 697
OAKBRIDGE, OR 97463-0697

8/4/2022
at 10

Pay to the Order of: Kevin Gobelman \$ 19.90 XX
Nineteen and 90/100

ANNE'S BANK
1-800-762-6262
BANK OF AMERICA
7/3/2009
Fork Brgs of Ice @ 1.99 ea

103233710761 2440600034 9M 1145

1145

Category:
Check

Online Description:
Check #1146

Statement Description:
Check

Date:
10/12/2022

Type:
Debit - Check 1146

RENT

OAKRIDGE CONCERTS IN THE PARK
PO BOX 697
OAKRIDGE, OR 97463-0697

1146
98-710782X3
2 of 4
CHECK IMAGE

Date: 10/5/2022

Pay to the Order of: Cascade Motel's Storage
Four Hundred Eighty and No/100

Amount: \$ 480.00

SWANNER BANK
1-800-272-6931
www.swannerbank.com

For Storage Unit 67

1:3233710761: 2440600034910 1146

1146

SWANNER BANK



Expand/Collapse

Category: ADMIN

Check 

Online Description:

Check #1147 

Statement Description:

Check

Date:

12/1/2022

Type:

Debit - Check 1147

OAKRIDGE CONCERTS IN THE PARK
PO BOX 687
OAKRIDGE, OR 97453-0687

1147
09-11/2022 24
BRIDGE BANK


11/14/2022
Date

Pay to the Order of CORPORATION DIVISION No. 00 \$ 100.00 XXX
One Hundred Dollars & 00/100


BRIDGE BANK
1-800-275-9329
www.BridgeBank.com

For 2 Year Bank, JOS
David Josema

⑆ 323371076⑆ 24406000314⑆ 1147

Category:
Shopping 

EQUIPMENT

Online Description:
Amazon 

\$16.45

Statement Description:

AMAZON.COM*MP2FS AMAZON.COM SEATTLEWA C# *3835 POS DEB 0035 06/09/22 NIRHEUORR

Date:
6/9/2022

TABLECLOTH

Type:
Debit



Final Details for Order # 111-8943051-5264258
[Print this page for your records.](#)

Order Placed: June 8, 2022
Amazon.com order number: 111-8943051-6264258
Order Total: \$16.45

EQUIPMENT

Shipped on June 9, 2022

Items Ordered

1 of: **ABCCANOPI Spandex Table Cover 6 ft. Fitted 30+ Colors Polyester Tablecloth Stretch Spandex Table Cover-Table Toppers (6 FT, Black)** **Price**
Sold by: #1 Instant Shelter ([seller profile](#)) | [Product question?](#) [Ask Seller](#) **\$16.45**

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3835

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$16.45
Shipping & Handling: \$0.00

Total before tax: \$16.45
Estimated tax to be collected: \$0.00

Grand Total: \$16.45

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Category:
Shopping 

EQUIPMENT

\$33.95

Online Description:
Amazon 

Statement Description:

AMAZON.COM*UD1TN AMAZON.COM SEATTLEWA C# *3835 POS DEB 1954 06/08/22 8SF8CT1K

Date:
6/9/2022

TABLECLOTH

Type:
Debit



Final Details for Order # 111-7075769-7731437
[Print this page for your records.](#)

EQUIPMENT

Order Placed: June 8, 2022
Amazon.com order number: 111-7075769-7731437
Order Total: **\$33.95**

Shipped on June 9, 2022

Items Ordered

1 of: **ABCCANOPI Spandex Tablecloths for 8 ft Home Rectangular Table Fitted Stretch Table Cover Polyester Tablecover Table Toppers** **Price**
Sold by: #1 Instant Shelter ([seller profile](#)) | [Product question?](#) [Ask Seller](#) **\$33.95**

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3835

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$33.95
Shipping & Handling: \$0.00

Total before tax: \$33.95
Estimated tax to be collected: \$0.00

Grand Total: \$33.95

To view the status of your order, return to [Order Summary](#).

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Category:

Uncategorized *✎*

EQUIPMENT

Online Description:

Bucks Sanitary *✎*

\$535.00

Statement Description:

BUCKS SANITARY S 541-3423905OR Card# *3835 DBT CRD 2316 07/12/22 65

Date:

7/13/2022

RESTROOMS

Type:

Debit

EAU Payment

Auto-Receipt <noreply@mail.authorize.net> to me

Transaction Receipt from Bucks Sanitary Service for \$535.00 (USD)

Description: Service Address Site: # 1199

Invoice Number 194432

Customer ID 11119

Billing Information

Kevin Gobelman

Oakridge Concerts in the Park

PO Box 597

Oakridge, OR 97463

oakridgeconcertsinthepark@gmail.com

5416068482

Item Name	Description	Qty	Taxable	Unit Price (USD)	Item Total (USD)
1 Pay Bucks Sanitary	Customer specified amount	1	N	\$535.00	\$535.00

1 Invoice here

Total: \$535.00 (USD)

Transaction Receipt from Bucks Sanitary Service for \$535.00 (USD)

Date/Time: 12-Jul-2022 14:23:37 PDT

Transaction ID: 63812378764

Payment Method: MasterCard xxxxx3835

Transaction Type: Purchase

Auth Code: 580216

Transaction Receipt from Bucks Sanitary Service for \$535.00 (USD)


Bucks Sanitary Service

Eugene, OR 97402

US

sdw@bucks-sanitary.com

Reply Forward

Category:
Shopping 

SUPPLIES

\$18.99

Online Description:
Amazon 

Statement Description:

AMAZON.COM*GE53L AMAZON.COM SEATTLEWA C# *3835 POS DEB 0058 07/16/22 T2L4QYN5

Date:
7/18/2022

WINE CUPS

Type:
Debit

Final Details for Order # 111-2263789-4801825
[Print this page for your records.](#)

Order Placed: July 15, 2022
Amazon.com order number: 111-2263789-4801825
Order Total: **\$18.99**

SUPPLIES

Shipped on July 16, 2022

Items Ordered

1 of: *Plasticpro 9 oz Disposable Plastic Party Cups, Old fashioned Designed Tumblers, Crystal Clear (Clear With Rose Gold Rim, 100)*
Sold by: Plastic Disposables ([seller profile](#))

Price
\$18.99

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment Method:

Debit Card | Last digits: 3835

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Payment information


Item(s) Subtotal: \$18.99
Shipping & Handling: \$0.00

Total before tax: \$18.99
Estimated tax to be collected: \$0.00

Grand Total: \$18.99

To view the status of your order, return to [Order Summary](#).

Category:

Shopping 

Online Description:

Amazon 

SUPPLIES

\$25.99

Statement Description:

AMAZON.COM*NV7BO AMAZON.COM SEATTLEWA C# *3835 POS DEB 0058 07/16/22 710X9EPR

Date:

7/18/2022

BUBBLE LIQUID

Type:

Debit



Final Details for Order # 111-9208216-4558622
[Print this page for your records.](#)

Order Placed: July 15, 2022
Amazon.com order number: 111-9208216-4558622
Order Total: \$25.99

SUPPLIES

Shipped on July 16, 2022

Items Ordered

1 of: *BubblePlay 2 Bottles Bubble Solution Refill 128 OZ - Easy Pour Bottle for Fun Bubble Machines, Bubble Guns and Wands,- Easter - Refills,* **Price** \$25.99
Birthdays for

Sold by: ToySupercenter ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3835

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$25.99
Shipping & Handling: \$0.00

Total before tax: \$25.99
Estimated tax to be collected: \$0.00

Grand Total: \$25.99

To view the status of your order, return to [Order Summary](#).

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Category: Shopping  ADVERT \$58.00

Online Description: Amazon 

Statement Description: AMAZON.COM*YM7FI AMAZON.COM SEATTLEWA C# *3835 POS DEB 0058 07/16/22 703Z6KV8

Date: 7/18/2022

INK

Type: Debit

Final Details for Order #111-2426592-4219419
[Print this page for your records.](#)

Order Placed: July 15, 2022
Amazon.com order number: 111-2426592-4219419
Order Total: **\$58.00**

ADVERT

Shipped on July 16, 2022

Items Ordered

1 of: *Canon PGI-280 / CLI-281 5 Color Ink Pack, Compatible to TS8120,TS6120,TR8520,TR7520, and TS9120 Wireless Printers, Multi, PGI-280* **Price** \$58.00
Full Standard Set

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3835

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States


Item(s) Subtotal: \$58.00
Shipping & Handling: \$0.00

Total before tax: \$58.00
Estimated tax to be collected: \$0.00

Grand Total: \$58.00


To view the status of your order, return to [Order Summary](#).

Category:

Shipping 

ADMIN

Online Description:

US Postal Service 

\$66.00

Statement Description:

USPS PO 40625604 OAKRIDGEOR Card# *3835 DBT CRD 0808 07/16/22 95

Date:

7/18/2022

PO BOX

Type:

Debit

Category: Food & Dining  **SUPPLIES**

Online Description: Center Market  **ICE** **\$32.89**

Statement Description: CENTER MARKET 31 OAK RIDGEOR Card# *3835 POS DEB 2331 07/24/22 59

Date: 7/25/2022

Type: Debit

Category:

Home Services 

EQUIPMENT

Online Description:

U-Haul 

\$123.40

Statement Description:

U-HAULKEEPER SUP OAKRIDGEOR Card# *3835 DBT CRD 0654 07/25/22 65

Date:

7/25/2022

UHAUL TRUCK

Type:

Debit



Category:
Gas  **EQUIPMENT** \$30.00

Online Description:
Chevron 



Statement Description:
CHEVRON 0304013 OAKRIDGEOR Card# *3835 DBT CRD 2309 07/25/22 28

Date:
7/26/2022

Type:
Debit **UHAUL FUEL**

Expand/Collapse

Category:

Uncategorized [✎](#)

ADVERT

\$94.50

Online Description:

Blue Sprocke [✎](#)

Statement Description:

SQ *BLUE SPROCKE gosq.comOR Card# *3835 DBT CRD 2301 08/08/22 10

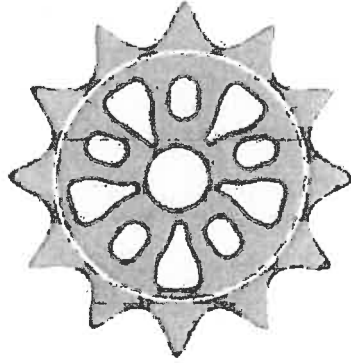
Date:

8/9/2022

H58H ADVERT

Type:

Debit



A DVERT

ADVERT

Blue Sprocket Brokerage, LLC

2022-08-08

\$94.50

Paid on August 8, 2022

BSB for Highway58Herald.org
Invoice #H58H-OAKCONCERTJUL23
August 8, 2022

Customer
Rene' and Kevin Gobelman
Oakridge Concerts in the Park
541-606-8482

Message
All payments made to Blue Sprocket Brokerage, LLC

Proudly representing local Oregon publishers since 1997
Thank you for supporting local business!

Invoice summary

Highway58Herald.org, Digital Display Ad \$84.50

2022-08-08

Subtotal \$94.50

Total Paid \$94.50

Mastercard 3835 08/08/22, 4:18 PM

Send estimates or invoices for your business?
Process \$1,000 in sales free when you sign up for Square

Get Started

Blue Sprocket Brokerage, LLC
P.O. Box 155
WEST LINN, OR 97068-5124 United States

503-367-6776

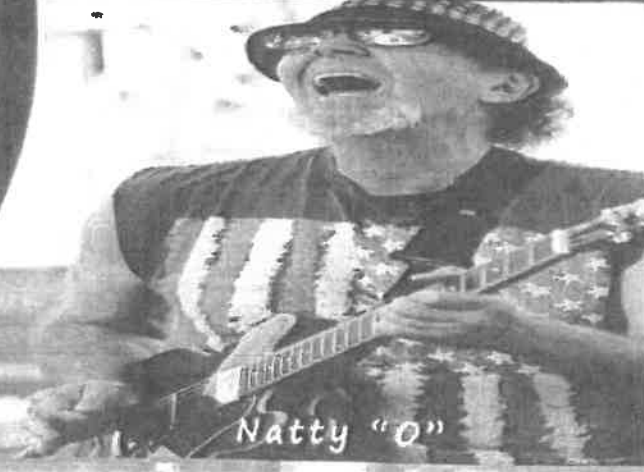
Come Rock The Park!!!

Saturday July 23

12 to 8:30 pm

Greenwaters Park

Oakridge, OR



No Entry Charge!!!!

Live Bands

All Ages

Food

Beer Garden

more info at

<http://www.oakridgeconcerts.com>

Funded in part through the Rural Tourism Marketing Program

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Oakridge Arts Council 2022
RTMP Reimbursement Request

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 9.10

Exhibit: RTMP application and reimbursement
request form with receipts (1 document)

Author: CA

ISSUE:

Kevin Gobelman, representing the **Oakridge Arts Council**, has submitted a **\$2,500.00** RTMP funding application *and* reimbursement request, for \$2,500.00 of the \$2,673.13 in costs associated with programming and events during 2022.*

Attached as an exhibit in one combined document is the RTMP application, the reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

**Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.*

The current RTMP fund balance is: **\$33,408.45**

FISCAL IMPACT: \$2,500.00 (from RTMP funds)

OPTIONS: Approve or deny

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve \$2,500.00 in RTMP funds for the Oakridge Arts Council for their 2022 expenditures."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

RTMP QUESTIONNAIRE

Event Name: Oakridge Art Council
 Contact Person(s): Kevin Gobelman Phone: 541-606-8480 2
 Address: 48513 OR-58 Suite 1
 Email: rcgobelman@gmail.com
 Date of Event: 2022 Event Location: OAC Gallery, 48513 OR-58, & 1st Friday Uptown Art Wa

Please answer the following questions regarding your event/project by circling Y or N.

- | | | |
|---|------|-----|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y=5 | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y=5 | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | Y=10 | N=0 |
| 7. Is this a group travel tour or package? | Y=5 | N=0 |
| 8. Are you working with Travel Lane County? | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 | N=0 |

TOTAL: 50

***On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You do not need to meet all to be funded. Scores of 30 pts or more will qualify for funding.**

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature:  Date: 3/1/2026

2022

Oakridge Art Council

RTMP

QuestionnaireAnswers

1. Yes. The event would create motel/hotel stays because we are working on promoting in Springfield and Eugene and surrounding areas for our Art Walk Events. Also family members living in other cities did come for the first event and hopefully continue to come for future events.

2. Our event is continuous all year long.

3. Yes. since we are participating in pre-existing events that bring out of town and out of state tourism. Our hopes are to bring them back for our future events throughout other seasons. (example: we are participating in the Tree Planting Festival event this spring).

5. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk.

6. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk. Yes, we are currently collaborating with the Tree Planting Festival, Concerts in the Park UBRA (Uptown Business Rejuvenation Association), the Pioneer Museum, and the Uptown.

8. Yes, we currently are a partner with Travel Lane County and have an ad in Eugene, Coast, and Cascades.

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$
<i>Equipment</i>	\$	\$ 2500.00
<i>Travel/Conferences/ Training</i>	\$	\$'
<i>Supplies</i>	\$	\$ 1500.00
<i>Advertising</i>	\$	\$ 4000.00
<i>Rent/Utilities</i>	\$	\$ 500.00
<i>Administrative Costs</i>	\$	\$ 50.00
<i>Other Insurance</i>	\$	\$ 200.00
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 8750.00

Prepared by: Title:

Kevin Gobelman

Treasuer

Signature of Program
Contact:

Kevin Gobelman 

Note:
This form must be submitted in the original grant application.

Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

“This event is funded in part by the Lane County Rural Tourism Marketing Program.”

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

Attach additional pages if needed.

We currently are a partner with Travel Lane County, advertise in Eugene, Coast, and Cascades.
We use social media with our Facebook Page, Oakridge-Westfir Chamber of Commerce,
and other Facebook groups.

<https://www.facebook.com/oakridgeartwalk/>

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

****Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

REQUEST FOR REIMBURSEMENT

Event Name: Oakridge Art Council

Budget Category	Short Description of Expense	Total Spent
<i>Personnel</i>		\$
<i>Equipment</i>	Booth Displays; Handling, mounting, cutting equip.;ZOOM subscription	\$ 447.79
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>	Cleaning;classes;demo Supplies; Fundraiser;and outreach events	\$ 1046.45
<i>Advertising</i>	Travel Oregon;Eugene-Coast-Cascades;posters & fliers;printer maint.	\$ 581.89
<i>Rent/Utilities</i>	Office Rental	\$ 312.00
<i>Administrative Costs</i>	SOS Annual Return; PO Box	\$ 112.00
<i>Other</i> Insurance	CFA Policy share	\$ 173.00
<i>Other</i>		\$
<i>Total</i>		\$ 2673.13
<i>Funds Requested</i>		\$ 2500.00

*** Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council _____ on this date _____



Server: Sonya
Station ID: 01

Table: Main Start Order -A
5/4/2022 1:42:06 PM

ADMIN

ART WALK

<u>Item</u>	<u>Price</u>
\$50 50 PACK	50.00
ADD (4x) CHOCOLATE CHUNK	
ADD (4x) CLASSIC W/ M&MS	
ADD (4x) DOUBLE CHOC CHUNK	
ADD (4x) DOUBLE CHOC MINT	
ADD (4x) OATMEAL RAISIN	
ADD (4x) PEANUT BUTTER CHIP	
ADD (4x) SUGAR	
ADD (4x) WHT CHOC MC NUT	
ADD (4x) VEGAN BIRTHDAY CAKE	
ADD (4x) VEGAN CHOC CHUNK	
ADD (4x) VEGAN DBL CHOC CHUNK	
ADD (3x) GLUTEN FREE CHOC CHUNK	
ADD (3x) BERRIES N' CREAM	
ADD IND WRAPPED CELLOPHANE	

Subtotal:	50.00
Discount:	-25.00
Total:	25.00
Tax:	0.00

Grand Total: 25.00

Credit Card (49063)	25.00
ROWLAND/ JUDY A	
*****8551	
MASTERCA	****
Tip:	n/a

Balance: 0.00

✓ 8/30/2022

ADMIN

✓ Kody 8/30



UNITED STATES
POSTAL SERVICE
UNIVERSAL
48264 L ST ST
CAMBRIDGE, OR 97463-9701
(800)275-8777

ADMIN
P.O. BOX

05/05/2022 11:38 AM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

Box Renewal			\$62.00
ZIP Code 97463			
Box #: 67			
Rental Start Date: 06/01/2022			
Next Renewal Date: 05/31/2023			
Customer Name: JUDY ROWLAND			

Grand Total: \$62.00

Credit Card Remitted \$62.00
Card Name: MasterCard
Account #: XXXXXXXXXXXX8551
Approval #: 897968
Transaction #: 764
AID: A0000000042203 Chip
AL: DEBIT DEBIT
PIN: Not Required



Oakridge School District 76

"Schools and community partnering to prepare students for a productive citizenship."

Reta Doland
Superintendent
76499 Rose St.
Oakridge, Oregon 97463
rdoland@ohswarriors.net



0/30/2022

ADMIN

June 3, 2022

TO: Oakridge-Westfir Tree Planting Festival
PO Box 67
Oakridge, OR 97463

FR: District Office
Oakridge School District
76499 Rose Street
Oakridge, OR 97463

RE: Tree Planting Festival: May 7, 2022

INVOICE

Custodial Services May 7, 2022 – 3 hours x \$15.24 = \$45.72

ADMIN

554

TOTAL AMOUNT DUE

\$45.72

Please remit payment to the above address. Thank you.



8/30 Kelly

Kevin Gobelman <kevin.gobelman@gmail.com>

Payment Receipt - Oregon Business Filing

ADMIN

<noreply@nicusa.com>

Sun, Jun 19, 7:40 P

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

Transaction Summary

Description	Amount
Oregon Business Filing	\$50.00
Total Amount Paid	\$50.00

Customer Information

Customer Name Kevin Gobelman
Local Reference ID 179205092
Receipt Date 6/19/2022
Receipt Time 07:40:09 PM PDT

Payment Information

Payment Type Credit Card
Credit Card Type MAST
Credit Card Number *****8551
Order ID 128514962
Billing Name Judy Rowland

Billing Information

Billing Address PO Box 67
Billing City, State Oakridge, OR
ZIP/Postal Code 97463
Country US
Phone Number 5416068482
This receipt has been emailed to the address below.
Email Address kevin.gobelman@gmail.com

amazon.com

EQUIPMENT
Advert

Final Details for Order #111-4975797-9366619
Print this page for your records.

Order Placed: November 11, 2022
Amazon.com order number: 111-4975797-9366619
Order Total: \$61.95

Shipped on November 12, 2022

Items Ordered

1 of: *Canon PGI-280 / CLI-281 5 Color Ink Pack, Compatible to TS8120, TS6120, TR8520, TR7520, and TS9120 Wireless Printers, Multi, PGI-280 Full Standard Set*

Price
\$61.95

Sold by: True Modern Electronics ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$61.95
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$61.95
Estimated tax to be collected: \$0.00

Grand Total: \$61.95

To view the status of your order, return to [Order Summary](#).

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amazon.com

~~EQUIPMENT~~
ADVERT

Final Details for Order #111-2292690-7917016

Print this page for your records.

Order Placed: November 15, 2022
Amazon.com order number: 111-2292690-7917016
Order Total: \$65.97

Shipped on November 16, 2022

Items Ordered

3 of: *Canon CLI-271XL Yellow Ink Tank Compatible to MG6820, MG6821, MG6822, MG5720, MG5721, MG5722, MG7720, TS5020, TS6020, TS8020, TS9020, Canon CLI-271 XL Yellow, XL Ink Tank* **Price**
\$21.99

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$65.97
Shipping & Handling: \$0.00

Total before tax: \$65.97
Estimated tax to be collected: \$0.00

Grand Total: \$65.97

To view the status of your order, return to [Order Summary](#).

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amazon.com

~~EQUIPMENT~~
ADVERT

Final Details for Order #111-7855482-3537867

Print this page for your records.

Order Placed: December 4, 2022

Amazon.com order number: 111-7855482-3537867

Order Total: \$138.39

Shipped on December 5, 2022

Items Ordered

1 of: *ILFORD 2001893 GALERIE Prestige Smooth Gloss - 17 Inches x 88.5 Feet Roll*

Price
\$119.99

Sold by: Ace Photo ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$119.99
Shipping & Handling: \$18.40

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$138.39
Estimated tax to be collected: \$0.00

Grand Total: \$138.39

Credit Card transactions

MasterCard ending in 3487: December 5, 2022: \$138.39

To view the status of your order, return to [Order Summary](#).

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amazon.com

EQUIPMENT
ADVERT

Final Details for Order # 111-5403059-0691456

Print this page for your records.

Order Placed: November 12, 2022
Amazon.com order number: 111-5403059-0691456
Order Total: \$163.93

Shipped on November 13, 2022

Items Ordered

1 of: *Canon MC-20 OS Maintenance Cartridge, 0628C002 (Maintenance Cartridge)*
Sold by: Enrich The World ([seller profile](#))

Price
\$24.00

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Shipped on November 13, 2022

Items Ordered

8 of: *Canon CLI-281 CYAN Compatible to TR7520, TR8520, TR8620, TS6120, TS6220, TS6320, TS702, TS8120, TS8220, TS8320, TS9120, TS9520 Printers*

Price
\$12.99

Sold by: Amazon.com Services LLC

Condition: New

1 of: *Canon CLI-281 Black, Cyan, Magenta and Yellow 4 Ink-Pack, Compatible to IB4120, MB5420, MB5120, IB4020, MB5020, MB5320*

\$47.99

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487
Reference number: 20221112
Gift Card

Item(s) Subtotal: \$175.91
Shipping & Handling: \$0.00

Total before tax: \$175.91

amazon.com

~~EQUIPMENT~~
ADVERT

Final Details for Order #111-5632259-8169058
Print this page for your records.

Order Placed: September 1, 2022
Amazon.com order number: 111-5632259-8169058
Order Total: \$84.71

Shipped on September 4, 2022

Items Ordered	Price
2 of: <i>Hamilco White Cardstock Thick Paper – 8 1/2 x 11" Blank Heavy Weight 80 lb Cover Card Stock - for Brochure Award and Stationery Printing - 50 Pack</i> Sold by: Hamilco (seller profile)	\$13.99
Condition: New	
1 of: <i>CanonInk LUCIA PRO MC-20 printer Maintenance Cartridge Ink</i> Sold by: Amazon.com Services LLC	\$18.59
Condition: New	

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
Two-Day Shipping

Shipped on September 3, 2022

Items Ordered	Price
1 of: <i>Hammermill Printer Paper, Premium Inkjet & Laser Paper 24 Lb, 8.5 x 11 - 5 Ream (2,500 Sheets) - 97 Bright, Made in the USA, 166140C</i> Sold by: Amazon.com Services LLC	\$38.14
Condition: New	

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method:
Debit Card | Last digits: 3487

Billing address
Kevin Gobelman

Item(s) Subtotal: \$84.71
Shipping & Handling: \$0.00

Total before tax: \$84.71
Estimated tax to be collected: \$0.00

amazon.com

~~EQUIPMENT~~
ADVERT

Final Details for Order #112-1969333-7625031

Print this page for your records.

Order Placed: April 18, 2022

Amazon.com order number: 112-1969333-7625031

Order Total: \$32.99

Shipped on April 19, 2022

Items Ordered

1 of: *CanonInk LUCIA PRO MC-20 printer Maintenance Cartridge Ink*

Sold by: Unique Photo, Inc. ([seller profile](#))

Condition: New

Price

\$32.99

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487
Reference number: 220418

Item(s) Subtotal: \$32.99
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$32.99
Estimated tax to be collected: \$0.00

Grand Total: \$32.99

Credit Card transactions

MasterCard ending in 3487: April 19, 2022: \$32.99

To view the status of your order, return to [Order Summary](#).

amazon.com

EQUIPMENT
ADVERT

Final Details for Order #111-9264106-0753822
Print this page for your records.

Order Placed: June 5, 2022
Amazon.com order number: 111-9264106-0753822
Order Total: \$24.49

Shipped on June 7, 2022

Items Ordered

1 of: *VAKER Remanufactured Ink Cartridges 61 Replacement for HP 61XL 61 XL to Compatible with Envy 4500 5530 5534 Deskjet 1000 1056 1510 1512 OfficeJet 4630*
Sold by: zhuhairuillinkejyouxiangongsi ([seller profile](#))

Price
\$24.49

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$24.49
Shipping & Handling: \$0.00

Total before tax: \$24.49
Estimated tax to be collected: \$0.00

Grand Total: \$24.49

To view the status of your order, return to [Order Summary](#).

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~~EQUIPMENT~~
ADVERT

Final Details for Order #111-5421373-8637047

Print this page for your records.

Order Placed: December 19, 2022
Amazon.com order number: 111-5421373-8637047
Order Total: \$16.49

Shipped on December 19, 2022

Items Ordered

	Price
1 of: <i>Neenah Bright White Mega Collection Coverstock, 8.5" x 11", 65 lb/176 gsm, 96 Brightness, Bright White, 325 Sheets, MORE SHEETS! (91632)</i>	\$16.49
Sold by: Amazon.com Services LLC	

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$16.49
Shipping & Handling: \$0.00

Total before tax: \$16.49
Estimated tax to be collected: \$0.00

Grand Total: \$16.49

To view the status of your order, return to [Order Summary](#).

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EQUIPMENT
Aover

Final Details for Order #111-5551720-1592230

Print this page for your records.

Order Placed: May 28, 2022

Amazon.com order number: 111-5551720-1592230

Order Total: \$86.49

Shipped on May 31, 2022

Items Ordered

1 of: *Premium Lyve Matte Canvas Paper Perfect For Use on Professional Makes and Models of Epson, Canon and HP printers preferred by Professionals. 19 mil te*
Sold by: Breathing Color Inc ([seller profile](#))

Price
\$86.49

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$86.49
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$86.49
Estimated tax to be collected: \$0.00

Grand Total: \$86.49

Credit Card transactions

MasterCard ending in 3487: May 31, 2022: \$86.49

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-2863683-2380211

Print this page for your records.

Order Placed: December 19, 2022
Amazon.com order number: 111-2863683-2380211
Order Total: \$41.99

Shipped on December 22, 2022

Items Ordered	Price
1 of: <i>Tiger-Hoo Heavy-Duty Inkjet Canvas 17 inch x40ft Roll Waterproof and White Matte Finish Digital Printing 100 percent Polyester Inkjet Water-based Dye and Pigment Ink Jet Printing Printers</i>	\$41.99
Sold by: Inkjet Media&Displays (seller profile)	

Condition: New

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method:
Debit Card | Last digits: 3487

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal:	\$41.99
Shipping & Handling:	\$0.00

Total before tax:	\$41.99
Estimated tax to be collected:	\$0.00

Grand Total:	\$41.99

To view the status of your order, return to [Order Summary](#).

~~EQUIPMENT~~
Advert

Final Details for Order #112-4646916-6568208
Print this page for your records.

Order Placed: April 18, 2022
Amazon.com order number: 112-4646916-6568208
Order Total: \$109.98

Shipped on April 19, 2022

Items Ordered	Price
2 of: <i>A-SUB Premium Photo Paper High Glossy 11x17 Inch 66lb for Inkjet Printers 50 Sheets</i> Sold by: PTsky (seller profile) Condition: New	\$27.99
1 of: <i>CanonInk Lucia PRO PFI-1000 Croma Optimizer Individual Ink-Tank</i> Sold by: Amazon.com Services LLC Condition: New	\$54.00

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Debit Card | Last digits: 3487
Reference number: 220418

Item(s) Subtotal: \$109.98
Shipping & Handling: \$0.00

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$109.98
Estimated tax to be collected: \$0.00

Grand Total:\$109.98

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-4222407-4013051

Print this page for your records.

Order Placed: September 3, 2022
Amazon.com order number: 111-4222407-4013051
Order Total: \$79.90

Shipped on September 4, 2022

Items Ordered	Price
2 of: <i>ILFORD GALERIE Prestige Smooth Pearl - 5 x 7 Inches 100 Sheets (2001744) High-Density Heavyweight Professional Inkjet Photo Range Paper with HDR Insta</i>	\$39.95
Sold by: VIDEO CAMERA CENTER (seller profile)	

Condition: New

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Debit Card | Last digits: 3487

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal:	\$79.90
Shipping & Handling:	\$0.00

Total before tax:	\$79.90
Estimated tax to be collected:	\$0.00

Grand Total:	\$79.90

To view the status of your order, return to [Order Summary](#).

gmail.com

Your Receipt# E4P6 from Travel Lane
3 messages

Travel Lane County <notify@taltech.com>
To: oakridgeartcouncil@gmail.com

13 January 2022 at 15:57

20220113.01 Advert

Having trouble viewing this email? Click here

Travel Lane County

Oakridge art council

754 Olive St
Eugene, OR 97401
541-484-5307



Receipt #: E4P6
Cashier: Megan T.

January 13, 2022
3:56 PM

\$260.00

Items	Item Price	Qty	Price
Partner Payments	\$260.00	1	\$260.00
- Notes: New partner fee Oak Art Council			
Subtotal			\$260.00
Tax			\$0.00



Advertising Agreement

EXECUTED ON 2/10/2022 *KG*
APPROVED PROOF ATTACHED

MEDIAmerica Inc.
12570 SW 69th Ave, Suite 102
Portland, Oregon 97223
(503) 223-0304 • Fax (503) 221-6544

Rep: Kirkpatnck, Megan
Phone: 503.445.8804
Email: megank@mediamerica.net

Advertiser:

Kevin Gobelman
Oakridge Arts Council
48513 OR-58 Suite
Oakridge, OR 97463
oakridgeartscouncil@gmail.com

Agency:

Billing Contact:

Kevin Gobelman
Oakridge Arts Council
48513 OR-58 Suite
Oakridge, OR 97463
oakridgeartscouncil@gmail.com

Publication	Year	Ad Size	Rate	Net
Eugene, Cascades & Coast Visitor Guide	2022	Community Page Single Tile - Oakridge	176.00	\$176.00
Total:				\$176.00

NOTES: Please sign & mail, email or fax to 503-221-6544 to officially reserve your space.
AD MATERIALS: Your ad materials will be due by November 19, 2021. Please submit your ad materials and questions regarding ad materials to hindissaa@mediamerica.net.
BILLING: Upon publication (March 2022).

Thank you for your business!

By signing below, I accept the above agreement as well as the publisher's Advertising Terms and Conditions printed on attached sheet.

Advertiser _____ Date _____ Account Executive _____ Date _____

ADVERTISING TERMS AND CONDITIONS

- (A) As used in this section entitled "ADVERTISING TERMS & CONDITIONS" the term "Publisher" shall refer to MEDIAmerica, Inc.
- (B) All insertion orders are accepted subject to provisions of our current rate card. Rates are subject to change upon notice from the Publisher. Should a change in rates be made, space reserved may be canceled by the advertiser or its agency at the time the change becomes effective at no cost to advertiser.
- (C) Advertisements are accepted upon the representation that the advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, the advertiser and its agency agree to indemnify and hold Publisher harmless against any expense or loss by reason of any claims arising out of publication.
- (D) All contents of advertisements are subject to Publisher approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time without cause. Publisher reserves the right to insert the word "advertisement" above or below any copy. Publisher will immediately refund any amounts prepaid by advertiser for cancelled or rejected advertisements.
- (E) Advertisements not received by the final materials closing date will not be entitled to the privilege of stay or revision by the advertiser or its agency.
- (F) Cancellations or changes in order may not be made by the advertiser or its agency after the reservation closing date. If a contract is cancelled, the publisher will assess a cancellation fee of 20% on the contract amount. If there are changes in the order, after signing the original contract, the rate may be subject to an upcharge.
- (G) Positioning of advertisements is at the discretion of the Publisher except where a request for a specific preferred position is acknowledged by Publisher in writing.
- (H) Publisher is not liable for delays in delivery and/or non delivery in the event of an Act of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slow down, or any condition beyond the control of the Publisher affecting production or delivery in any manner.
- (I) Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to the Publisher for

amazon.com

~~SOFT~~
SUPPLIES

Final Details for Order #111-4302076-2905823

Print this page for your records.

Order Placed: June 1, 2022

Amazon.com order number: 111-4302076-2905823

Order Total: \$72.93

Shipped on June 2, 2022

Items Ordered	SUPPLIES	Price
1 of: <i>Death Wish Coffee Co., Instant Coffee, Single Serve Packets, Net wt. 1.38 Oz (Pack of 8)</i>		
Sold by: Valley Oasis (seller profile)		
Condition: New		
1 of: <i>PowerBar Protein Plus Bar, Chocolate Peanut Butter, 2.12 Ounce (15 Count)</i>		
Sold by: Amazon.com Services LLC		
Condition: New		
1 of: <i>Avery A-Z Tab Dividers for 3 Ring Binders, Customizable Table of Contents, Multicolor Tabs, 3 Sets (44225)</i>		
Sold by: Amazon.com Services LLC		
Condition: New		
1 of: <i>Starrett Measure Stix, SM44ME - Steel Measuring Tape Tool, 1/2" x 4' with Permanent Adhesive Backing, Mount to Work Bench, Saw Table, Drafting Tables and More, Cut Down to Needed Size</i>		
Sold by: Onkata (seller profile)		
Condition: New		
1 of: <i>COLORWING M-K231 Replacement for Brother P Touch M Tape M-K231s MK231 M231 for Brother PTouch PT-M95 PT-90 PT-70 PT-65 PT-85 Label Maker Refills, 12mm 0.47inch White, 4-Pack</i>		
Sold by: COLORWING (seller profile)		
Condition: New		

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$72.93
Shipping & Handling: \$0.00

Total before tax: \$72.93
Estimated tax to be collected: \$0.00

Grand Total: \$72.93

To view the status of your order, return to [Order Summary](#).

Final Details for Order # 111-6550746-4822660
Print this page for your records.

Order Placed: June 1, 2022
Amazon.com order number: 111-6550746-4822660
Order Total: \$65.00

Shipped on June 4, 2022

Items Ordered

	Price
1 of: <i>Gourmet Kitchn Nature's Bakery Whole Wheat Fig Bars - 3 Twin Pack Boxes, 72 Bars (36 Blueberry, 36 Raspberry Each) - Healthy Snacks - Vegan, Non-GMO</i>	\$65.00
Sold by: ASH01 (seller profile)	

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$65.00
Shipping & Handling: \$0.00

Total before tax: \$65.00
Estimated tax to be collected: \$0.00

Grand Total: \$65.00

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-0578131-2113804

Print this page for your records.

Order Placed: September 1, 2022
Amazon.com order number: 111-0578131-2113804
Order Total: \$47.60

Shipped on September 4, 2022

Items Ordered	Price
1 of: <i>Gourmet Kitchn Natures Bakery Whole Wheat Fig Bars - 2 Twin Pack Boxes, 48 Bars (24 Blueberry, 24 Raspberry Each) - Healthy Snacks - Vegan, Non-GMO 48</i>	\$47.60
Sold by: The Market Space (seller profile)	

Condition: New

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Debit Card | Last digits: 3487

Item(s) Subtotal: \$47.60
Shipping & Handling: \$0.00

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$47.60
Estimated tax to be collected: \$0.00

Grand Total: \$47.60

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-9565189-4419429

Print this page for your records.

Order Placed: September 3, 2022
Amazon.com order number: 111-9565189-4419429
Order Total: \$23.92

Shipped on September 4, 2022

Items Ordered

2 of: *Death Wish Coffee Instant Coffee Dark Roast, 8 Single Serve Packets, The World's Strongest Coffee, Bold & Intense Blend of Arabica & Robusta Beans, USDA Organic Powder, 300mg of Caffeine for Day Lift* **Price** \$11.96

Sold by: Death Wish Coffee Co. ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$23.92

Shipping & Handling: \$0.00

Total before tax: \$23.92

Estimated tax to be collected: \$0.00

Grand Total: \$23.92

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-9041841-9552205

Print this page for your records.

Order Placed: March 6, 2022
Amazon.com order number: 111-9041841-9552205
Order Total: \$11.96

Shipped on March 6, 2022

Items Ordered	Price
1 of: <i>DEATH WISH COFFEE Strong Instant Coffee Packets - Instant Coffee Organic Powder [8 packs of single-serve packets 4.9 g 300mg of Caffeine] The Worl</i> Sold by: Death Wish Coffee Co. (seller profile) Product question? Ask Seller	\$11.96

Condition: New

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Debit Card | Last digits: 3487

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal:	\$11.96
Shipping & Handling:	\$0.00

Total before tax:	\$11.96
Estimated tax to be collected:	\$0.00

Grand Total:	\$11.96

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-4053274-6162604
Print this page for your records.

Order Placed: April 22, 2022
Amazon.com order number: 111-4053274-6162604
Order Total: \$9.99

Shipped on April 23, 2022

Items Ordered

1 of: *Death Wish Coffee Co., Instant Coffee, Single Serve Packets, Net wt. 1.38 Oz (Pack of 8)* **Price** \$5.99

Sold by: Kolaks Express Limited ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487
Reference number: 20220421

Item(s) Subtotal: \$5.99
Shipping & Handling: \$4.00

Total before tax: \$9.99
Estimated tax to be collected: \$0.00

Grand Total: \$9.99

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Credit Card transactions

MasterCard ending in 3487: April 23, 2022: \$9.99

To view the status of your order, return to [Order Summary](#).

ca
OR LIQUOR STORE 118
47778 HIGHWAY 58
OAKRIDGE OR. 97463-8746
541-782-3465

SALE

2.01 SUPPLIES

REF: 0000033

Batch # 864

11 18 22

14.39.31

APPR CODE: 919507

Trace. 33

MASTERCARD

Chip

*****3487

AMOUNT

\$16.10

*MEET & GREET
WHITE CHRIST.
APPROVED*

Mastercard Debit

AD: A000000041010

TVR. 80 00 08 80 00

TSt 68 00

THANK YOU

CUSTOMER COPY

FIRST FRIDAY OAC

20221104.01 SUPPLIES

CENTER MARKET # 31
47693 OR-58
Oakridge, OR 97463
(541) 782-2225

SALES INVOICE

Yellow Tail:Chardonnay 1.50 IT	11.99
Subtotal	11.99
Tax	0.00
Fee	0.00
Total Sale	\$ 11.99
Credit/Debit	11.99
Change	0.00

Mastercard Debit ... 3487
Auth Code: 260667
Entry Type: CHIP
AID: A0000000041010
ARQC: CB5B895AABD1B0BD
ECRID: 277-1667601521

Sold Items : 1
Verified Age : 21

Please tell us your BOSS Revolution number with every order to receive BR Club benefits.

Visit:BRCLUBSAVES.COM



Your Cashier : Harry
Terminal: 19315

11/04/2022 03:38pm, #277

OAC
KEG & CASK

DOLLAR GENERAL STORE #17448
OAKRIDGE, OR 458-675-2003

10220813.01 SUPPLIES - CASH

CRAYOLA MARKERS 10 071662077228 *3.00

2 @ 1.50
REGULAR PRICE 3.00

ASKILLS PENCILS ME 672125068861 3.50

ASKILLS COLDR PENC 672125066898 5.00

PLAYSKOOL CRAYONS 430001360412 2.00

2 @ 1.00

CRAYOLA CRAYONS 24 071662000240 *0.50

REGULAR PRICE 1.50

TOTAL SALE \$14.00

MC/Debit 3487 CHIP \$14.00

AUTH# 000000

REF: 000000005737 AID: A0000000042203

2022-08-13 17:00:51 17448 02 5285

890357194112139117222923919912788611321165

-----CUT HERE-----

* Complete survey at dycustomerfirst.com *
* For a chance to *
* WIN A \$100 Gift Card *
* Weekly Drawings, Must be 18+ to enter *
* Survey Code *
* 1737-6148-1137-4593 *

-----CUT HERE-----
SATURDAY AUGUST 20TH ONLY!
DG Store Coupon Valid 8/20/22
\$5 OFF \$25
\$5 off your purchase of
\$25 or more
OR SHOP ONLINE USE PROMO CODE DSAV4116

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes phone, gift and prepaid financial cards, prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol
X8615528222854741



-----CUT HERE-----
NOW HIRING.
Text DGJOBS to 25000 to find your opportunity today.
Not open to all states



-----CUT HERE-----

20220227.01 SUPPLIES

Oakridge Hardware
47975 Highway 58
(541)349-3414

.....
ref OH-211833

Sale Date: 2/27/2021 17:29 PM

4474557	SANDING SPONGE 3.25X11IN	3.79
2975597	SANDING SPNG WEDGE 3X5	3.99
6785810	SANDING SPNG DRYWL 3-3	2.99

Subtotal	10.77
Tax	0.00
Total	10.77
Credit Card	
Ref 20	10.77

Thank you for supporting
your local Hardware Store!
www.OakridgeHardware.com

All Returns Require Receipt

20220805.1 1ST FRIDAY
ART WALK
SUPPLIES
ICE @ 1.99

CENTER MARKET # 31
47693 OR-58
Oakridge, OR 97463
(541) 782-2225

SALES INVOICE

→ Ice bag and ice block 1.99
~~Gatorade 2.00~~
Subtotal 4.48
DEPOSIT 0.10
Total Sale \$ 4.58
Cash 10.00
Change 5.42

Sold Items : 2

Please tell us your BOSS Revolution number with every order to receive BR Club benefits.

Visit: BRCLUBSAVES.COM



Your Cashier : Harry
Terminal: 19315

08/05/2022 03:56pm, #372

FIRST FRIDAY:
ART WALK



18067 Hwy 58
Storidge, OR 97463
(541) 782-4283

REXSE
COBELMAN

2022/10/4/2 OUTREACH

11/04/2022 15:49:10
US Debit Entry Method: Chip
CARD # XXXXXXXX0188
PURCHASE - APPROVED
AUTH CCDE: 356847

Node: Issuer
AID: A000000042203
TVR: 3C00048000
IA: C110A0000122000000003C00000000
00FF 6800
TSI 00
G: 50000070004ES
MID: 000000 TID: 001 SEQ: 042258

Total: USD\$ 36.93

PIN VERIFIED		
3/R ICE CREAM	\$5.99	F
Storidge FF	- \$4.01	F
3/R ICE CREAM	\$5.99	F
Storidge FF	- \$4.01	F
3" BLUEBERRY PIE	\$10.99	F
3" DUTCH APPLE PIE	\$10.99	F
3" CHERRY PIE	\$10.99	F

BALANCE DUE
Debit Card
[S] *****0188
Auth Code = 856847

\$36.93
\$36.93

Total number of items sold = 5

CHANGE \$0.00

\$ \$\$\$\$ \$\$\$\$ \$\$\$\$ \$\$
\$ \$ \$ \$ \$\$

OAC
MEET & GREET



48067 Hwy 58
Oakridge, OR 97463
(541) 782-4283

2022 11 18 02 SUPPLIES

11/18/2022 4:53:56
US Debit Entry Method: Chip
CARD # XXXXX3487
PURCHASE - APPROVED
AUTH CODE: 923689

Mode: Issuer
AID: A0003C00042203
TVR: 3000988000
IAD: C110A00001220J0000000J000000000
00FF
TSI: 6800
ARC: 00
TC: A2621D5CB43FEA3C
MID: 0000C0 TID: 001 SEQ: 043752

Total: USD\$ 32.41

WHYCRISP APPLE CIDR	\$8.99	F
TILLAMOOK BUTTER	\$6.99	F
KRAFT VELVEETA	\$2.49	F
UNCLE BENS RICE		
1 @ 2 FOR \$5.00	\$2.50	F
NAVEL ORANGE		
1.12 lb @ \$1.29/ lb	\$1.44	F

BALANCE DUE \$32.41
Master Card \$32.41
[S] *****3487
Auth Code = 923689

UNILE: MAIL # 31
47693 OR-58
Oakridge, OR 97463
(541) 782-2225

SAL *2.22022, 01 SUPPLIES*

spirit Organic Regular 1.0	11.75
	11.75
	0.00
Total Sale	\$ 11.75
.../Debit	11.75
Change	0.00

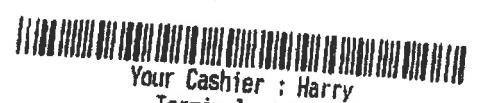
Mastercard Debit ... 3487
Auth Code: 350306
Entry Type: CHIP
AID: A0000000041010
ARQC: A6058A187E590734
ECRID: 262-1661027618

11.27
+ 54
REFUNDED

Sold Items : 1
Verified Age : 21

Please tell us your BR® Revolution number with every order to receive BR Club benefits.

Visit: BRCLUBSAVES.COM



Your Cashier : Harry
Terminal: 19315

08/20/2022 01:33pm, #262

Final Details for Order #111-2718188-1181853

Print this page for your records.

Order Placed: July 10, 2022

Amazon.com order number: 111-2718188-1181853

Order Total: \$6.98

Shipped on July 11, 2022

Items Ordered

	Price
1 of: <i>Tuplip Fe- Nails 1-1/2"inch x 14 Gauge (290pc), Flat Head Nails Hardware (38mm), Brass Plated Gold Nails for Hanging Pictures/Wood/Decor/Plaster & Dr</i>	\$6.98

Sold by: Tuplip Fe ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal:	\$6.98
Shipping & Handling:	\$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax:	\$6.98
Estimated tax to be collected:	\$0.00

Grand Total: \$6.98

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-5931958-9445838

Print this page for your records.

Order Placed: January 16, 2022
Amazon.com order number: 111-5931958-9445838
Order Total: \$12.91

Shipped on January 17, 2022

Items Ordered

1 of: *Lineco Books by Hand pH Neutral Adhesive, Archival Quality Acid-Free Dries Clear and Quick Water Soluble Lay-Flat Property, 16 Ounces* **Price** \$12.91
Sold by: Golden State Art ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$12.91
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$12.91
Estimated tax to be collected: \$0.00

Grand Total: \$12.91

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-0366959-1881004

Print this page for your records.**Order Placed:** April 22, 2022**Amazon.com order number:** 111-0366959-1881004**Order Total:** \$746.98**Shipped on April 23, 2022****Items Ordered**

2 of: *TARPFANG Banner/Umbrella Holder - Galvanized Steel Beach Umbrella Anchor, Beach Umbrella Holder, Umbrella Anchor, Metal Top For Repeated Use, Anchor For Beach Umbrella, Patio Umbrella holder*

Price

\$23.99

Sold by: Stakeboss LLC ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Two-Day Shipping

Shipped on April 23, 2022**Items Ordered**1 of: *Canon PFI-1000 12 Color Pack, Small*

Sold by: Amazon.com Services LLC

Price

\$699.00

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Debit Card | Last digits: 3487
Reference number: 20220421

Item(s) Subtotal: \$746.98

Shipping & Handling: \$0.00

Total before tax: \$746.98

Estimated tax to be collected: \$0.00

Grand Total:\$746.98**Billing address**

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710

CUSTOMER'S ORDER NO. **09172021** DATE **9-17-21**

NAME **Oakridge Art Council**

ADDRESS **Department of Equip**

CITY, STATE, ZIP

PAID BY CASH C.O.D. CHARGE ON ACCT MOBE PAID OUT
RETD

QUAN.	DESCRIPTION	AMOUNT
1	1 Display bench	
2	Material	36 00
3		
4	Labor	180 -
5	Donation	
6	Discount	- 180 -
7		
8	Total	\$36 00
9		
10		
11		
12		

RECEIVED BY *[Signature]*

KEEP THIS SLIP FOR REFERENCE
 3705

2021 (211.01) EQUIP

DOLLAR GENERAL STORE #17448
47624 HIGHWAY 58
OAKRIDGE, OR 97463-9738
(458) 675-2003

ARTSKILLS INK PAD	3 00
672125067246-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1 00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1 00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
CMAS KRAFT GIFT TAG	1 00
430001551469-410	
CMAS KIT TRAD ORNMT	1.00
430001559243-410	
CMAS TRAD ORNMT	1.00
430001559243-410	
PAYMENT FEE	0 05

TOTAL SALE

\$11.05

MC/Debit
*****3487
EXPIRY: **/** SWIPED
AUTH# 000000
REFERENCE# 000030032155

ITEMS 10
2021-12-11 17:36:59 17448 01 9843

890357752084739021022920419912788011321145

----- CUT HERE -----
 * Complete survey at dgcustomerfirst.com *
 * For a chance to *
 * WIN A \$100 Gift Card *
 * Weekly Drawings, Must be 18+ to enter *
 * Survey Code *
 * 1737-0728-1234-552 *
 * ----- CUT HERE ----- *

SATURDAY DEC. 18TH ONLY!

DG Store Coupon Valid 12/18/2021

\$5 OFF \$25
\$5 off your purchase of \$25 or more (pretax)

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes: phone, gift and prepaid financial cards; prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol.
X4303588128794741

----- CUT HERE -----

Save Time. Save Money.
Every Day!
at Dollar General

10/30/2022
 CHECK #1225
 \$80.44
 TEA POTS
 EQUIPMENT

Resp: CAPTURE
 Code: 025435
 Ref #: 00742544
 CUV Rsp: P-Not Processed
 App Name: VISA DEBIT JPH
 AID: A0000000031010 2
 TUR: 0000000000

CUSTOMER COPY		Amount
		114.99
3000002423	Discount	(11.50)

	Sub Total	\$13.49
	Total	\$13.49
	Cash Tended	\$130.00
	Change Cash	\$96.51

You saved \$11.50!

A	
M	
T	
AP	
MI	
TO	
AMOUNT	
SUBTOTAL	
TOTAL	
CHARGE1	

* 1 0 7 4 4 3 3 *

Final

TO: 0000

	-0.40
	\$3.99
	-10.000X
	-0.40
	\$49.97
	\$49.97
	\$49.97

THANK YOU
 for Choosing St Vinnie's
 Visit us at www.svdv.us
 CLERK 1 171954 00100

Details for Order #111-4054773-5681824

[Print this page for your records.](#)

Order Placed: December 23, 2022

Amazon.com order number: 111-4054773-5681824

Order Total: \$24.90

Shipping now

Items Ordered

1 of: 24" x 36" SwiftGlimpse 2023 Wall Calendar Erasable Large Wet & Dry Erase Laminated 12 Month Annual Yearly Wall Planner, Reversible, Horizontal/Vertical, Maroon
Sold by: swiftmap ([seller profile](#))

Price
\$24.90

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$24.90
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$24.90
Estimated tax to be collected: \$0.00

Grand Total: \$24.90

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-0651735-0193063

[Print this page for your records.](#)

Order Placed: June 8, 2022

Amazon.com order number: 111-0651735-0193063

Order Total: \$67.80

Shipped on June 9, 2022

Items Ordered

4 of: *ABCCANOPY Spandex Tablecloths for 4 ft Home Rectangular Table Fitted Stretch Table Cover Polyester Tablecover Table Toppers*

Price

\$16.95

Sold by: #1 Instant Shelter ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$67.80
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$67.80
Estimated tax to be collected: \$0.00

Grand Total: \$67.80

To view the status of your order, return to [Order Summary](#).

20221103.01EQUIPMENT

Oakridge Hardware
47975 Highway 52
(541) 349-3414

.....
ref OH-252039
Sale Date: 11/3/2022 10:36 AM

011328 BATTERY ALKALINE CU TO	17.99

Subtotal	17.99
Tax	0.00
Total	17.99
Credit Card	
Ref 10	17.99

Thank you for supporting
your local Hardware Store!
www.OakridgeHardware.com

All Returns Require Receipt

Invoice

Zoom

Zoom Video Communications Inc.
55 Almaden Blvd, 4th Floor
San Jose, CA 95136

Invoice Date: Dec 1, 2022
Invoice #: INV178001042
Payment Terms: Due Upon Receipt
Due Date: Dec 1, 2022
Account Number: 5000743229
Currency: USD
Account Information: Oakridge Art Council

Federal Employer ID Number: 61-1648780

20221201.01 EQUIP

Sold To Address: PO Box 344,
Oakridge, Oregon 97463
United States

rcgobelman@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

Bill To Address: PO Box 344,
Oakridge, Oregon 97463
United States

rcgobelman@gmail.com

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Zoom One Pro Annual				
Quantity: 1 Unit Price: \$149.90	Dec 1, 2022-Nov 30, 2023	\$149.90	\$0.00	\$149.90
Subtotal				\$149.90
Total (Including Taxes, Fees & Surcharges)				\$149.90
Invoice Balance				\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

Final Details for Order #111-5886964-3125868

[Print this page for your records.](#)

Order Placed: January 10, 2022

Amazon.com order number: 111-5886964-3125868

Order Total: \$29.50

Shipped on January 12, 2022

Items Ordered

1 of: *Decorative Metal Shopkeepers Bell, Wooden Doorbell for Door Opening, Magnetically-Attached Design Hanging Door Chime for Entrance, Fridge, Coffee Shop*

Price
\$29.50

Sold by: BIG WAVE TOOL ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$29.50

Shipping & Handling: \$0.00

Total before tax: \$29.50

Estimated tax to be collected: \$0.00

Grand Total: \$29.50

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-4417662-2187410

Print this page for your records.

Order Placed: December 6, 2022
Amazon.com order number: 111-4417662-2187410
Order Total: \$5.99

Shipped on December 7, 2022

Items Ordered

1 of: *YIKLA S Hooks for Hanging Plants, Clothes, Black S Shaped Hooks Made of Metal Iron, Heavy Duty S-Hooks, 30 Pack*
Sold by: Yikla ([seller profile](#)) | Product question? [Ask Seller](#)

Price
\$5.99

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$5.99
Shipping & Handling: \$0.00

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$5.99
Estimated tax to be collected: \$0.00

Grand Total: \$5.99

To view the status of your order, return to [Order Summary](#).

Details for Order #111-5419041-4749017

[Print this page for your records.](#)

Order Placed: December 26, 2022

Amazon.com order number: 111-5419041-4749017

Order Total: \$5.99

Not Yet Shipped

Items Ordered

Price

1 of: *Sooez 10 Pack Plastic Envelopes Poly Envelopes, Clear Document Folders Plastic File Folders US Letter A4 Size File Envelopes with Label Pocket, Assorted Color* \$5.99

Sold by: *Sooez Official* ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$5.99
Shipping & Handling: \$0.00

Total before tax: \$5.99
Estimated tax to be collected: \$0.00

Grand Total: \$5.99

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-9661140-1018654

Print this page for your records.

Order Placed: December 19, 2022
Amazon.com order number: 111-9661140-1018654
Order Total: \$8.57

Shipped on December 20, 2022

Items Ordered	Price
1 of: <i>Great Papers! Ivory Faux-Parchment Certificate, 8.5" x 11", 50 Count (2014030)</i> Sold by: Amazon.com Services LLC	\$8.57

Condition: New

Shipping Address:
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Debit Card | Last digits: 3487

Item(s) Subtotal: \$8.57
Shipping & Handling: \$0.00

Billing address
Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Total before tax: \$8.57
Estimated tax to be collected: \$0.00

Grand Total: \$8.57

To view the status of your order, return to [Order Summary](#).

amazon.com

EQUIPMENT
SPLIT

Final Details for Order #111-6092329-9915409
Print this page for your records.

Order Placed: December 4, 2022
Amazon.com order number: 111-6092329-9915409
Order Total: \$170.44

Shipped on December 5, 2022

Items Ordered

1 of: *Canon GP-701 LTR 100SH GP-701 LTR Photo Paper Glossy (100 Sheets/Package)* **Price** \$21.98 *AD*
Sold by: Amazon.com Services LLC

Condition: New

2 of: *Cotton Gloves for Dry Hands, Paxcoo 20 Pairs Large White Cotton Gloves for Cosmetic Moisturizing and Coin Inspection* **Price** \$14.99 *ED*
Sold by: Paxcoo Direct ([seller profile](#)) *XZ*

Condition: New

29.98

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Shipped on December 5, 2022

Items Ordered

1 of: *ZERRO Self Healing Cutting Mat 24" x 36", Professional Double Sided Durable Non-Slip Rotary Mat for Scrapbooking, Quilting, Sewing-3mm Thick (A1)* **Price** \$38.49 *EDU*
Sold by: ZERRO Store ([seller profile](#))

Condition: New

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Shipped on December 5, 2022

Items Ordered

1 of: *Ilford Galerie Prestige Smooth Pearl (8.5 x 11 in. - 100 Sheets)* **Price** \$79.99 *ADVE*
Sold by: VIDEO CAMERA CENTER ([seller profile](#))

Condition: New

~~EQUIPMENT~~
SPLIT

Shipping Address:

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Debit Card | Last digits: 3487

Billing address

Kevin Gobelman
47718 PORTAL DR
OAKRIDGE, OR 97463-9710
United States

Item(s) Subtotal: \$170.44
Shipping & Handling: \$0.00

Total before tax: \$170.44
Estimated tax to be collected: \$0.00

Grand Total: \$170.44

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2022, Amazon.com, Inc. or its affiliates

RTMP QUESTIONNAIRE

Event Name: Oakridge Art Council
 Contact Person(s): Kevin Gobelman Phone: 541-606-8486 2
 Address: 48513 OR-58 Suite 1
 Email: rcgobelman@gmail.com
 Date of Event: 2022 Event Location: OAC Gallery, 48513 OR-58, & 1st Friday Uptown Art Wa

Please answer the following questions regarding your event/project by circling Y or N.

- | | | |
|---|------|-----------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y=5 | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y=5 | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | Y=10 | N=0 |
| 7. Is this a group travel tour or package? | Y=5 | N=0 |
| 8. Are you working with Travel Lane County? | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 | N=0 |
| TOTAL: | | <u>50</u> |

*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature:  Date: 3/1/2022

2022

Oakridge Art Council

RTMP

QuestionnaireAnswers

1. Yes. The event would create motel/hotel stays because we are working on promoting in Springfield and Eugene and surrounding areas for our Art Walk Events. Also family members living in other cities did come for the first event and hopefully continue to come for future events.

2. Our event is continuous all year long.

3. Yes. since we are participating in pre-existing events that bring out of town and out of state tourism. Our hopes are to bring them back for our future events throughout other seasons. (example: we are participating in the Tree Planting Festival event this spring).

5. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk.

6. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk. Yes, we are currently collaborating with the Tree Planting Festival, Concerts in the Park UBRA (Uptown Business Rejuvenation Association), the Pioneer Museum, and the Uptown.

8. Yes, we currently are a partner with Travel Lane County and have an ad in Eugene, Coast, and Cascades.

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Uptown Business Revitalization Association (“UBRA”) 2022 RTMP Reimbursement Request

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 9.11

Exhibit: RTMP application and reimbursement request form with receipts (1 document)

Author: CA

ISSUE:

Kevin Gobelman, representing the **Uptown Business Revitalization Association (“UBRA”)**, has submitted a **\$964.12** RTMP funding application *and* reimbursement request, for their costs associated with (primarily for the uptown flower baskets) during 2022.*

Attached as an exhibit in one combined document is the RTMP application, the reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

**Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.*

The current RTMP fund balance is: **\$33,408.45**

FISCAL IMPACT: \$964.12 (from RTMP funds)

OPTIONS: Approve or deny

RECOMMENDATION: Approve

RECOMMENDED MOTION: *“I move to approve \$964.12 in RTMP funds for the Uptown Business Revitalization Association for their 2022 expenditures.”*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city’s economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

RTMP QUESTIONNAIRE

Event Name: Oakridge Oregon Uptown Business Revitalization Association (VBRA)
Contact Person(s): Kevin Gobelman Phone: 541-606-8482
Address: 1st and Pine Street
Email: uptownrevitalization@gmail.com
Date of Event: All Year Event Location: The Uptown business district

Please answer the following questions regarding your event/project by circling Y or N.

1. Does your event/project create overnight stays? (hotel/motel/STR) Y=10 N=0
2. Does your event/project increase room stays during the Fall or early Spring? F=5 S=5
3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Y=10 N=0
4. Does your event/project focus its marketing to bring in visitors from other states? Y=5 N=0
5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) Y=5 N=0
6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Y=10 N=0
7. Is this a group travel tour or package? Y=5 N=0
8. Are you working with Travel Lane County? Y=10 N=0
9. Do you offer incentives to promote return visits? Y=10 N=0

TOTAL: 30

*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: Kevin Gobelman Date: 2/13/2023

**Oakridge Oregon Uptown Business Revitalization Association
2022 RTMP
Questionnaire Answer**

3. We assist business owners in the Uptown district to apply for the Main Street grant which reimburses for improvements to their property. We clean the Uptown district the Saturday before the Tree Planting Festival. In 2023 we are excited to kick off the crosswalk painting and stormwater awareness in partnership with the city. On national holidays our volunteers place our country's flag in front of each business in the Uptown district.

6. We work with the local chamber of commerce and post our activities on Facebook.

8. We are planning to launch an awareness info release to draw attention to our beautification efforts.

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$
<i>Equipment</i>	\$	\$
<i>Travel/Conferences/ Training</i>	\$	\$
<i>Supplies</i>	\$	\$
<i>Advertising</i>	\$	\$ 300
<i>Rent/Utilities</i>	\$	\$
<i>Administrative Costs</i>	\$	\$ 200
<i>Other</i>	\$	\$
<i>Other</i>	\$	\$
Total	\$	\$ 500

Prepared by: Title:

Kevin Gobelman

Treasurer

Signature of Program
Contact:

Kevin Gobelman



Note:
**This form must be submitted in the original grant
application.**

Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

"This event is funded in part by the Lane County Rural Tourism Marketing Program."

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

Attach additional pages if needed.

Oakridge Oregon Uptown Business Revitalization Association (UBRA) is committed to revitalizing the Uptown business district through beautification projects such as; Uptown street cleaning before the Tree Planting Festival, facilitating business application Main Street grants. Each year our volunteers plant, hang, and water colorful flower baskets in front of individual businesses on the street lighting poles, coordinate the holiday installation of the snowflakes and banners.

Social Media Link: <https://www.facebook.com/profile.php?id=100070070943425>

Email address: uptownrevitalization@gmail.com

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

****Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

REQUEST FOR REIMBURSEMENT

Event Name: _____

Budget Category	Short Description of Expense	Total Spent
<i>Personnel</i>		\$
<i>Equipment</i>		\$
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>		\$
<i>Advertising</i>	Tanner lot garden, Uptown Flower Baskets	\$ 810.52
<i>Rent/Utilities</i>		\$
<i>Administrative Costs</i>	SOS renewal, banking statement fees, POBox, check reorder	\$ 153.60
<i>Other</i>		\$
<i>Other</i>		\$
<i>Total</i>		\$ 964.12
<i>Funds Requested</i>		\$ 964.12 500.00

964.12

JK

*** Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council _____ on this date _____

After Event Summary

On a separate piece of paper please summarize your event to be presented to Council. Below is the information we ask to be included in the summary, and a few suggestions we would like to hear about, but are not required.

Suggested Event Summary

- **Of event attendees, how many stayed in local accommodations?_____ If so, which ones? _____**
- **Of event attendees, how many were from out of the area?**
- **How many people attended and where were they from? I.E. Oakridge 78, Eugene 13, Springfield 12, etc.**
- **Have you asked any Hoteliers if they had overnight guests from your event?**

We have yet to find a way to account for and segregate the Uptown traffic. Our efforts to revitalize the Uptown business district appeals to all residents and visitors.

Post Date	Check	Description	Debit	Credit	Status	Balance	Classification	EXPENSE	PAYEE	2022 RTMP
01-03-2022		Paper Statement Fee	\$3.00		Posted	3861.77		FEE	BANNER	ADMIN
01-04-2022	2044	Check	\$62.00		Posted	3799.77	Check	PO BOX 838	KEVIN GOBELMAN	ADMIN
02-01-2022		Paper Statement Fee	\$3.00		Posted	3896.77		FEE	BANNER	ADMIN
03-01-2022		Paper Statement Fee	\$3.00		Posted	3893.77		FEE	BANNER	ADMIN
03-02-2022		ACH HARLAND CLARKE	\$29.80		Posted	3864.17		CHECK ORDER		ADMIN
04-01-2022		Paper Statement Fee	\$3.00		Posted	4061.17		FEE	BANNER	ADMIN
04-06-2022	3001	Check for 589.16 parsed below	\$330.17		Posted	3472.01	Check	BELOW	BELOW	BELOW
04-06-2022	3001a	Parsed	\$208.99					FLOWERS	MICK GARVIN	ADVERT
04-06-2022	3001b	Parsed	\$50.00					G.H. - GARDEN		ADVERT
04-06-2022	3001c	Check	\$29.98					SOS		ADMIN
05-10-2022	3002	Check	\$124.00		Posted	3645.02	Check	FLOWERS - FERTILIZER	KATHY HOLSTON	ADVERT
07-18-2022	3006	Check	\$32.87		Posted	3741.02	Check	FLOWERS	JENNIFER JENSEN	ADVERT
07-27-2022	3005	Check	\$34.50		Posted	3708.15	Check	FLOWERS - GAS	MICK GARVIN	ADVERT
08-16-2022	3007	Check #3007	\$50.00		Posted	3673.85	Check	FLOWERS - GAS	MICK GARVIN	ADVERT
08-30-2022	3008	Check #3008	\$50.00		Posted	3623.85	Check	FLOWERS - GAS	KEVIN GOBELMAN	ADVERT

Expand/Collapse

Description:

Check

Date:

1/4/2022

Type:

Debit - Check 2044

UPTOWN BUSINESS & REVITALIZATION ASSOCIATION
48310 E 187 ST STE B
PO BOX 828
DAVIDDGE, OR 97463-0839

2044
10-31/2023
244

Pay to the Order of US Postal Service \$ 62.00 Date Dec 29 '21

Authy check # 151003

PANNEER BANK
1-800-725-4423
www.panmeerbank.com

For POB 839

[Signature]

⑆3323391076⑆ 24405000410⑆ 2014



Expand/Collapse

Description:

Check

Date:

4/6/2022

Type:

Debit - Check 3001

UPTOWN BUSINESS & REVITALIZATION ASSOCIATION		3001
PO BOX 639 OAKRIDGE, OR 97449		98-71832279 247
Pay to the Order of <u>Mick Garvin</u>	Date <u>4-5-22</u>	\$ <u>589.10</u>
<u>Five hundred eighty-nine & 10/100's</u> Dollars		
For Deposit - <u>G.H. Flowers</u>		<u>Wendy M Dennis</u>
Banner Bank 1-800-275-8838 PO BOX 17 Flowers - 530 N. 17		43233710769 24406000410 3001

Billing Info

Shipping Info

Michael Garvin
PO Box 357
Westfir, Oregon
United States
T: +541 968-4623

michael garvin
47840 Westoak Rd
Westfir, Oregon
United States
T: +541 968-4623

Payment Method

Shipping Method

authorize_net_pay Free_shipping

Items	Qty	Price
"Outsunny 20' x 10' x 7' Deluxe High Tunnel Walk-in Garden Greenhouse Kit - Green" SKU:"845-232GN"	1	\$208.99
	Subtotal	\$208.99
	Shipping & Handling	\$0.0
	Tax	\$0.0
	Grand Total	\$208.99

Sent from Mail for Windows

Pd ✓ # 3001 589.16

included 208.99 ~~Flowers~~ greenhouse
330.17 Flowers
50.00 non profit registration

[New Search](#)

Business Entity Data

03-28-2022
13:00

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1948251-97	DNP	ACT	OREGON	03-25-2022	03-25-2023	
Entity Name	UPTOWN BUSINESS & REVITALIZATION ASSOCIATION					
Foreign Name						
Non Profit Type	PUBLIC BENEFIT WITH MEMBERS					

[New Search](#)

Associated Names

Please click [here](#) for general information about registered agents and service of process.

Type	AGT REGISTERED AGENT	Start Date	03-25-2022	Resign Date
Name	EUGENE	CATHCART		
Addr 1	76589 VIEW CT			
Addr 2				
CSZ	OAKRIDGE	OR	97463	Country UNITED STATES OF AMERICA

Type	MAL MAILING ADDRESS	Start Date	Resign Date
Addr 1	PO BOX 839		
Addr 2			
CSZ	OAKRIDGE	OR	97463 Country UNITED STATES OF AMERICA

Type	PRE PRESIDENT	Start Date	Resign Date
Name	EUGENE	CARTHART	
Addr 1	PO BOX 649		
Addr 2			
CSZ	OAKRIDGE	OR	97463 Country UNITED STATES OF AMERICA

Type	SEC SECRETARY	Start Date	Resign Date
Name	ELISE	O'BRIEN	
Addr 1	46899 SUNSET AVE		
Addr 2			
CSZ	WESTFIR	OR	97492 Country UNITED STATES OF AMERICA

[New Search](#)

Name History

Business Entity Name	Name	Name	Start Date	End Date

Expand/Collapse

Description:

Check

Date:

5/10/2022

Type:

Debit - Check 3002

UPTOWN BUSINESS & REVITALIZATION ASSOCIATION PO BOX 609 OAKRIDGE, OR 97403		3002 05/10/2022 AM
Pay to the Order of <u>Kathy Tolson</u>	<u>45.22</u>	Bank of America
<u>Twenty-nine and 99/100s</u>	\$ 29.99	Bank of America
For <u>Fertilizer</u>	<u>Liberty Dennis</u>	
INNER BANK 1-800-872-4000 www.InnerBank.com		
03233710754 24108000410 3009		

Order date	Mar 20, 2022
Order #	111-4487102-0607410
Order total	\$29.99 (1 item)

Shipment details

FREE Prime Delivery

Delivered

Delivery Estimate

Tuesday, March 22, 2022 by 9pm



**Osmocote Smart-
Release Plant Food
Flower & Vegetable, 8
lb.**

\$29.99

Qty: 1

Sold By: Amazon.com Services LLC

Track shipment



Buy it again



Expand/Collapse

Description:


Check

Date:

7/27/2022

Type:

Debit - Check 3005

UPTOWN BUSINESS & REVITALIZATION ASSOCIATION	
PO BOX 850 OAKRIDGE, OR 97463	
Pay to the Order of: <u>Michael Carvun</u>	<u>July 12, 2022</u>
<u>Thety two & 87/100</u>	\$ <u>32.87</u>
 BANNER BANK 1-800-272-6623 www.bannerbank.com	3005 88-7109224 287 DIGO BNC:554:LANE#
For: <u>Flower basket gas</u>	<u>Eng</u>
⑆323371076⑆ 24108000410⑆ 3005	




Expand/Collapse

Description:
Check
Date: 7/18/2022
Type:
Debit - Check 3006

UPTOWN BUSINESS & RENTALIZATION
ASSOCIATION
PO BOX 838
CHARLOTTE, NC 27403

3008
08/21/2022
025824 4478

Pay to the Order of Stamper Jensen July 12, 2022
One hundred and forty four 00/100 \$1,124.00
Dollars

 **BANNER BANK** 1-800-525-6200
www.bannerbank.com

For Flower basket reimbursement Eng

⑆333371076⑆ 24406000410⑈ 3006



UBRA LANE

FOREST PRODUCTS
Company to grow with.

315-9085 | 2111 Prairie Road,
461-2427 | Eugene, OR 97402
www.laneforest.com

Tkt # 5680 Cust: CASH Rep: JB
Date: 3/14/22 3:01 pm Stn: 25

Qty	Item	Price	Total
Sale			
2.00	YARD	38.00	76.00
	Lane Potting Mix--SOILLESS MIX FOR POTTING PLANTS & HANGING BASKETS, TREES, FERTILIZERS SO ADD FERTILIZER ON YOUR OWN. LPM		

Payment rec.
Credit Card

UBRA

DOLLAR GENERAL STORE #17448
BRIDGE, OR 458-675-2003

22F321	JOY ERSE BRD	12.00
848974269487-205		
25	CT LATCHING BJK-W	9.00
073149149589-200		
1	SLB NOTEBOOK 7JCT	1.00
433001474287-110		
PORT 2	POCKET PRJNGS	0.60
433001269593-110		
PORT 2	POCKET PRJNGS	0.60
433001269593-110		
LANE LA	SOILERS 10CT	2.00
433001269213-110		
BIG	BELOOPY QD BLU	3.00
073330366676-110		
5-GR	PIE DIESEL BLACK	3.00
071641362626-110		
ARTS	KILLS HOLO LETTE	2.50
67212503601-110		
ARTS	KILLS HOLO LIG L	2.50
672125032790-110		

TOTAL SALE \$36.00
CASH \$40.00
CHANGE \$4.00

ITEMS 10
2022-04-06 15:11:31 17448 02 5070



-----CU" HERE-----

 * Complete survey at dscustomerfirst.com *
 * For a chance to *
 * WIN A \$100 Gift Card *
 * Weekly Drawings, Must be 18+ to enter *
 * Survey Code *

 -----CU" HERE-----



SALE APR. 9TH ONLY!
\$5 OFF \$25
 \$5 off your purchase of
 \$25 or more (pretax)


\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes: phone, gift and prepaid financial cards; prepaid wireless handsets, Rug Doctor, genital, propane, tobacco and alcohol.
 X7430588220454741



-----CU" HERE-----

Expand/Collapse

Category: Check 
Online Description: Check #3007 
Statement Description: Check
Date: 8/16/2022
Type: Debit - Check 3007

UPTOWN BUSINESS & REVITALIZATION ASSOCIATION		3007
PO BOX 838 OAKVILLE, OH 47463		BB-2108/2532 247 8873552.00000
Pay to the Order of	<u>Michael Garvin</u>	<u>Aug 1 2022</u>
	<u>Thirty four & 50/100</u>	\$ 34.50
		Dollars 
For	<u>Reimbursement for gas</u>	<u>any</u>
	<u>Flourer basket</u>	
BANNER BANK 1-800-925-9828 www.bannerbank.com		
MICR: ⑆323371076⑆ 24406000410⑆ 300⑆		

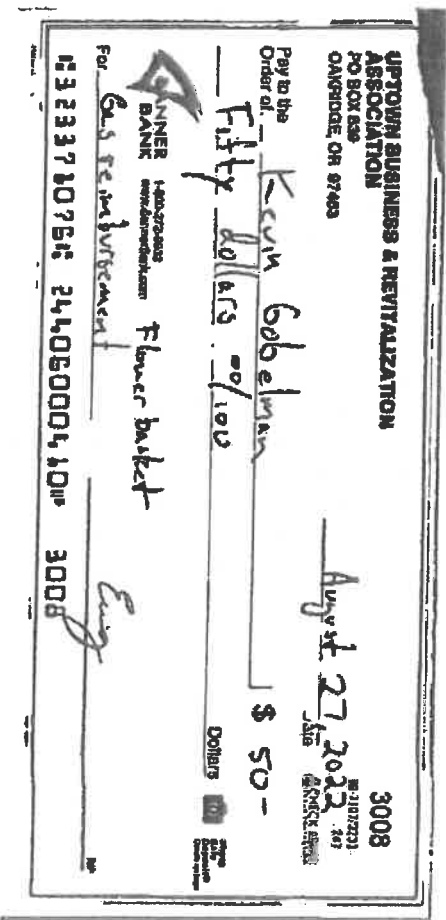


AUG 30 2022 Check #3008
Check

- \$50.00
\$3,623.65

Expand/Collapse

Category: Check
Online Description: Check #3008
Statement Description: Check
Date: 8/30/2022
Type: Debit - Check 3008



Expand/Collapse

Description:
Check
Date: 1/4/2022
Type: Debit - Check 2044

UPTOWN BUSINESS & REHABILITATION ASSOCIATION
46310 E 1ST ST STE B
PO BOX 629
DAKOTIDE, OR 97403-0629

2044
99-1191222
241

Pay to the Order of US Postal Service duply dues of n/100's Date Dec 29 '21 \$ 62.00
Dollars

BANNER BANK 1-800-575-6931
www.bannerbank.com

For PO's 839

⑆3323371075⑆ 24406000410⑆ 2044

VERIFIED BY

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Volunteers for US disc golf championship tournament May 25-28

Agenda Item No: 10.1

Exhibits:

Proposed Council Action: Info Only

Author: CA

ISSUE:

The 2023 PDGA Tim Selinske United States Disc Golf Championships, May 25-28, will be one of the largest disc golf tournaments in Oregon history. Roughly 500 players (including the top ranked players in the US) and an equal number of spectators are expected to attend this 4-day national championship tournament. Part of this tournament will be in Oakridge at the Circle Bar Golf Course. The course will be designed by Jason Nehmer, who will also be the course director.

In order for the event to be successful and to further our efforts to put Oakridge on the disc golf "map," volunteers for the tournament are needed. Anyone interested in helping can contact Jason Nehmer directly via email at jason.d.nehmer@gmail.com, or sign-up online at:

www.discgolfszene.com/tournament/2023_PDGA_Tim_Selinske_US_Masters_Volunteer_Sign_Up_2023?fbclid=IwAR0yrkeynL2RVjinrBT2W0q8mmfyshtj2Jj912tt26vK5zwSeL3qvHoll54

FISCAL IMPACT: N/A (Info Only)

OPTIONS: N/A (Info Only)

RECOMMENDATION: N/A

RECOMMENDED MOTION: N/A

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.



Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: WAC Gym Electrical Panel Replacement

Agenda Item No: 10.3

Exhibits: Diagram and photo of panel

Proposed Council Action: A motion from the floor to approve

Author: CA

ISSUE: The electrical subpanel for the WAC gym/stage, which was set up to control the lighting system for the stage and the entire gym, only by turning the breakers on and off on the panel (there are no light switches). In 2020, the insurance inspector reacted negatively to this during their site visit and declared the building non-insurable. We need to replace this old panel and incorporate a separate lighting control system (light switches) for the gym lights, etc. The *rough estimate* for this project (from Curt Wilson) is around **\$10,000.00**.

The CA is requesting to be allowed to immediately solicit bids from electricians for replacing the electrical panel inside the WAC gym using the Informal Written Solicitation process (finding 3+ written bids/quotes), which is allowed for personal services contracts under \$125K (*see page 21 of the Oakridge Policy for Public Contracting for a further description of the process*).

RELEVANT PROCUREMENT RULES:

Small Procurements: Up to \$10K, any procurement method is OK

Intermediate Procurements: \$10-150K, requires 3+ written bids/quotes

Large Procurements: \$150K+, requires competitive sealed bids

All procurements over \$50K require Council approval and public notice

FISCAL IMPACT: Around \$10,000.00 (from WAC remodeling fund)

OPTIONS: Approve, deny, or require the CA to write an RFP rather than informal solicitation

RECOMMENDATION: N/A

RECOMMENDED MOTION: *"I move to allow the CA to immediately solicit bids for replacing the electrical panel inside the WAC gym using the Informal Written Solicitation process (see page 21 of the Oakridge Policy for Public Contracting for a description of the process)."*

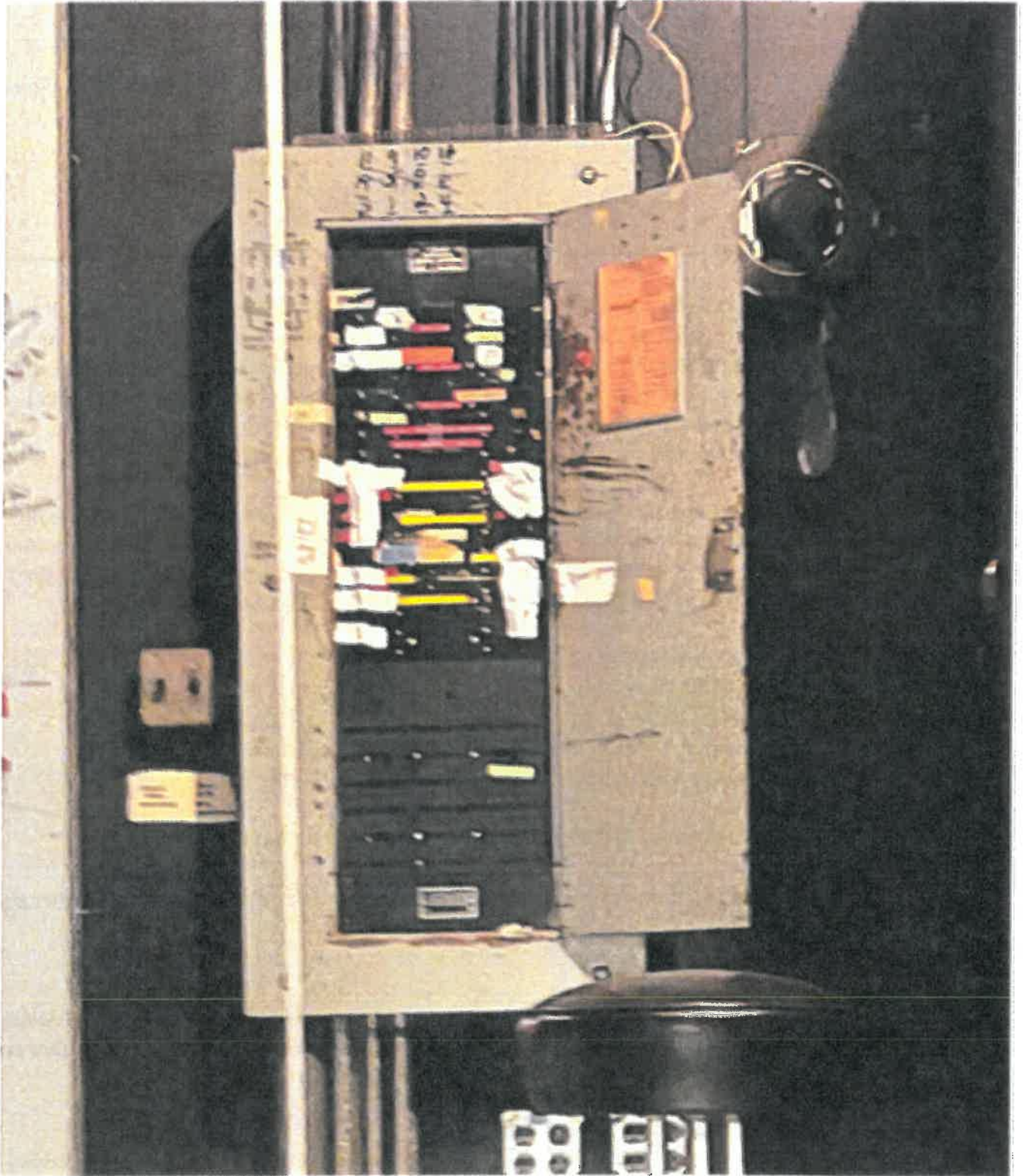
STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services citizens need, want, and support.

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs..

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Photo of Electrical Subpanel in the WAC Gym/Stage



Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Housing Needs Analysis
("HNA") Update

Agenda Item No: 10.5

Exhibits: HNA *Draft* Report
Flyer for 3/20/23 Community Open House

Proposed Council Action: Info Only

Author: CA

ISSUE:

On **Monday March 20th at 6pm**, the cities of Oakridge & Westfir will host a **Community Open House** at Oakridge City Hall. The event will include a presentation on the state of housing in our area and ideas to meet our housing needs. The findings and proposals are based on the results of the community survey, which took place late last year (2022), and the residential lands needs analysis. This information will ultimately be packaged in a report called a Housing Needs Analysis (HNA), an initial *draft* of which is included as an Exhibit. After the presentation, the public will be invited to engage with the consultants from Cascadia Partners and city staff to discuss their support or suggestions for changes to the draft findings and proposals. The meeting will also be available online via Zoom for those unable to attend in-person, and a recording will later be posted on the City's website. A flyer for the open house is attached as an Exhibit.

On **Wednesday April 5th at 6pm**, there will be a joint **Westfir & Oakridge City Council & Planning Commissions meeting**, also at Oakridge City Hall, where the draft HNA Report will be presented to both City Councils and Planning Commissions for their input.

FISCAL IMPACT: N/A (Info Only)

OPTIONS: N/A (Info Only)

RECOMMENDATION: N/A

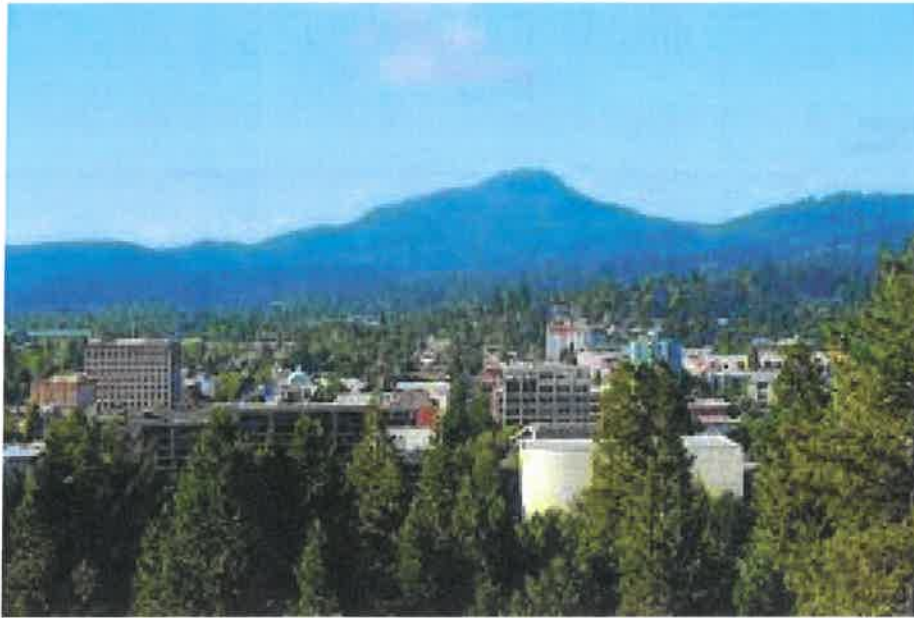
RECOMMENDED MOTION: N/A

STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 4 (Community Livability), Goal #2: Find creative ways to work with public and private partners to increase access to housing.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.



YOUR VOICE HEARD FOR COMMUNITY NEEDS

Lane County Community Needs Survey, Open Now!

This survey asks about needs and concerns that you may have for your community. Areas identified will help to make sure services and funding are being used to support any gaps or needs for services in Lane County. This survey should take about 15 minutes to complete and answers are completely anonymous and confidential.



Questions?
Contact Brianna Rogers
Brianna.rogers@lanecountyor.gov
541.393.4672

**We want to hear from
you!**

**Community Needs
survey is open until
April 30th, 2023**

**Survey includes areas
like housing,
education, health,
rural services**

[CLICK HERE!](#)

or scan
this code



**LANE COUNTY HUMAN
SERVICES DIVISION**

Paper surveys available!



DATE: February 14, 2023

PROJECT: Oakridge-Westfir Housing Needs Analysis

SUBJECT: **Oakridge-Westfir HNA Community Open House**

MEMORANDUM

FOR IMMEDIATE RELEASE

Join the Conversation: The cities of Oakridge and Westfir invite you to a community open house to discuss regional housing needs and proposed housing solutions.

On **Monday March 20 at 6:00 pm**, the cities of Oakridge and Westfir will host a public open house at Oakridge City Hall. The event will include a presentation on the state of housing in the region and proposed measures to meet housing goals. The findings and proposals are based on the results of the community survey, which took place late last year, and the residential lands needs analysis. This information will ultimately be packaged in a report called a Housing Needs Analysis (HNA). After the presentation, attendees are invited to engage with the project materials and staff to discuss their support or suggestions for the proposed measures.

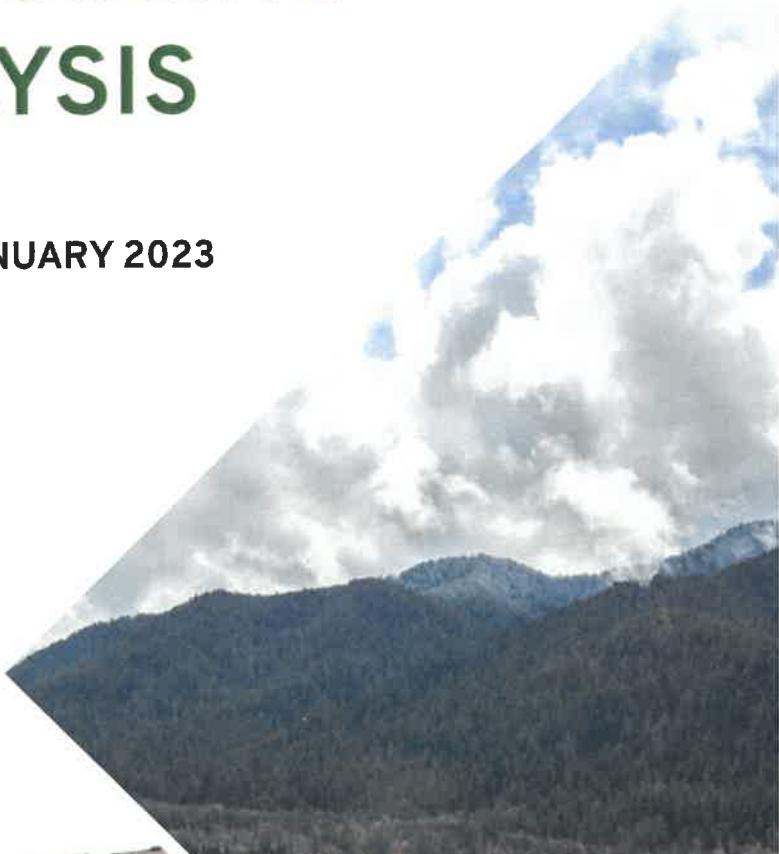
For those unable to attend the open house in-person, it will also be live on Zoom at <https://us02web.zoom.us/j/3664311610> and a recording will be posted to the City's website after the conclusion of the event.

For questions or to learn more about the Housing Needs Analysis project, please contact: James Cleavenger, Oakridge City Administrator, cityadministrator@ci.oakridge.or.us, (541) 782-2258 or visit the project website:

www.ci.oakridge.or.us/community/page/oakridge-westfir-housing-needs-analysis

OAKRIDGE HOUSING NEEDS ANALYSIS

DRAFT SUMMARY REPORT | JANUARY 2023



ACKNOWLEDGMENTS

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- A: Buildable Land Inventory Memo
- B: Housing Needs Projection Memo
- C: Residential Land Needs Analysis Memo
- D: Community Engagement Memo



INTRODUCTION

Whether you rent or look to purchase a home, housing in Oregon is becoming increasingly scarce and expensive. As housing becomes less available and home prices and rents continue to increase, housing options become limited, especially for low income households that are most vulnerable to rising costs.

The City of Oakridge is no exception to these statewide trends. Currently, there are limited housing options to meet the needs for both existing and future residents of Oakridge. Luckily, the city has more than enough land for future housing and can utilize the housing production strategies contained within this report to facilitate a greater variety of housing types to accommodate future housing needs.

This report will help the City of Oakridge understand its housing demand and existing housing stock, the availability of land for residential uses, and the types of housing that are most needed. The report concludes with a set of key recommendations for strategies the City can adopt to help produce the needed housing.

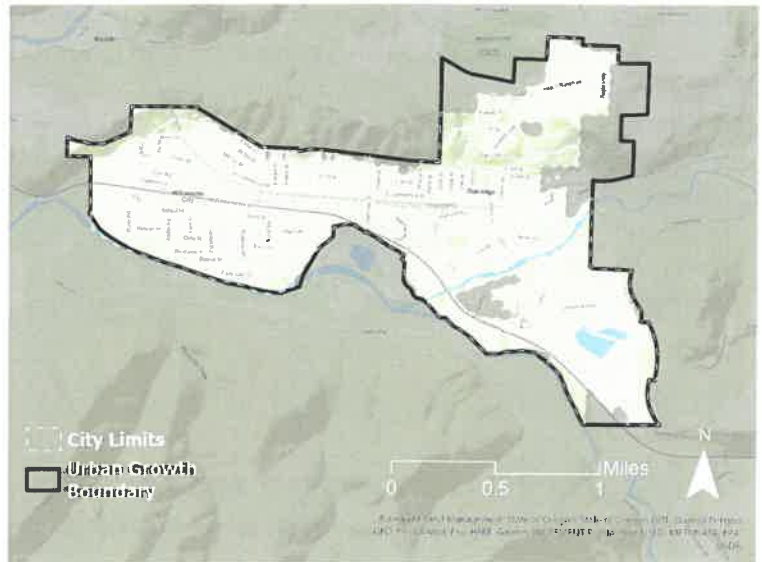
HOUSING NEEDS PROJECTION

How much housing does Oakridge need in the future?

Oakridge needs **368** housing units to accommodate the city’s growth of 755 new residents over the next 20 years.

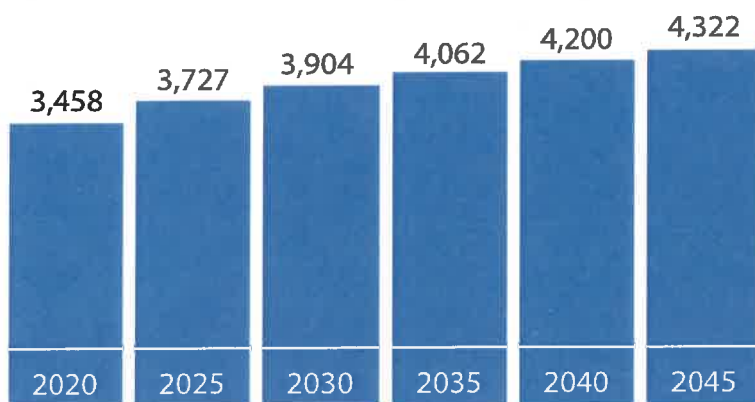
Population growth is a primary factor that influences a city’s housing need and demand. For this reason, population projections are helpful in estimating how much housing Oakridge will need in the next 20 years.

The City of Oakridge reached a record-high population of 3,238 people in 2021. Lane County also attained a new record population of 88,916 with 1,000 new residents added between July 2, 2020 and July 1, 2021. Over the past two decades, Oakridge has grown much slower than Lane County.



Map 1. City of Oakridge Jurisdiction Boundaries

Long-range population forecasts prepared by the Population Research Center at Portland State University project that 755 new residents will be added to the Oakridge Urban Growth Boundary (UGB) over the next 20 years. This equates to an annual average growth rate (AAGR) of 0.57%. Assuming that household sizes stay relatively the same over the next 20 years, Oakridge will need roughly 368 new housing units to house its 755 additional residents.



Oakridge’s Population Forecast
U.S. Census Bureau, 2000 and 2010
Censuses, Population Research
Center, Portland State University

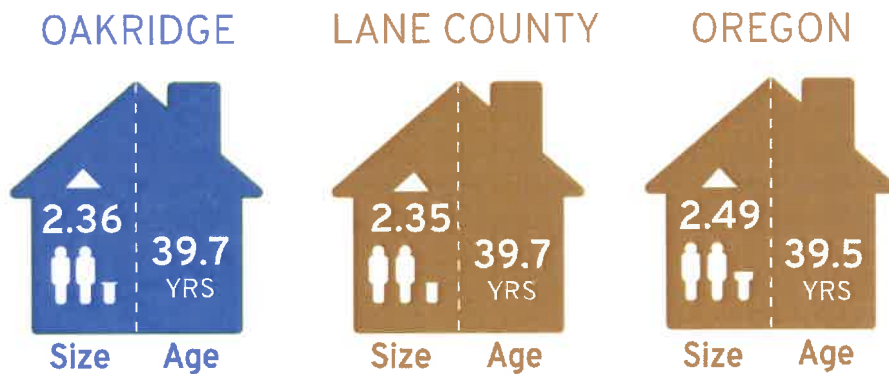
What type of housing does Oakridge need?

Oakridge needs more affordable housing types for middle or lower income households, such as townhomes/plexes, multifamily, and manufactured homes in parks.

While population growth can help determine how much housing is needed, demographic trends and the current housing stock in Oakridge influence the type of housing needed. Housing choice and needs can differ from household to household. For example, a family of four may want to live in a single family home with a yard, while a seasonal worker or young family may just need an affordable rental apartment.

The following demographic and housing trends shed light on the housing choices faced by households in Oakridge. These trends reveal gaps in existing housing stock when it comes to meeting existing housing needs, and they affect what housing types are most needed in Oakridge in the over the next 20 years.

Average age has decreased and household size has increased in the last 10 years, falling in line with state and county averages.

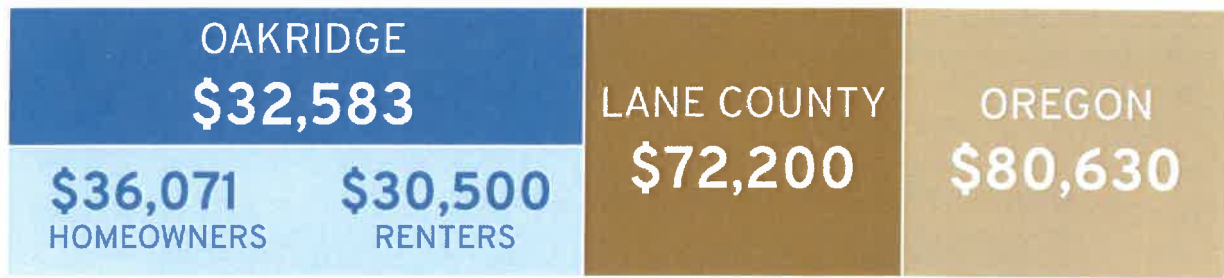


2020 ACS 5-Year Estimates

While the median age of residents in the City of Oakridge is about the same as the state and county averages, it dropped from 48.7 to 39.7 in the last 10 years. Average household size in Oakridge has increased slightly over the last decade, from 2.31 people per dwelling in 2010 to 2.36 in 2020.

The significant drop in median age and slight increase in average household size may indicate that young households are choosing to stay in Oakridge and raise their families and that young people are choosing to move to town. Young people tend to be renters, indicating a potential need for affordable rental apartments. Young families with children also require entry-level ownership housing options, such as smaller single-family houses or townhouses.

Oakridge has a significantly higher share of low income households compared to the county and region.



Median Family Income, 2020
2020 ACS 5-Year Estimates

In 2020, the median family income (MFI) in Lane County was \$72,200, compared to \$32,583 in the City of Oakridge. Using the U.S. Housing and Urban Development area median income estimate (\$72,200) as a gauge, today nearly 3 out of 4 households in Oakridge could qualify as “low income” earning less than 80% of the area median income. This indicates that Oakridge will continue to need subsidized housing units for lower income households and lower cost market rate housing of all types, such as manufactured homes in parks and multi-family units.

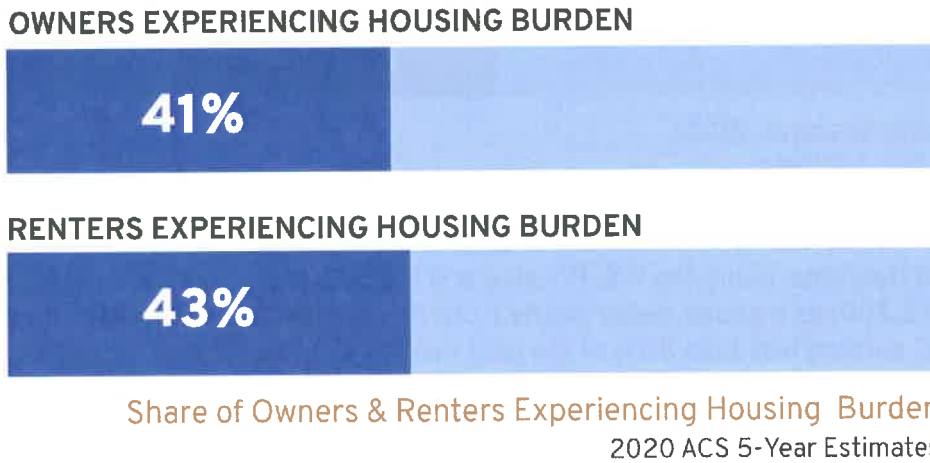
Nearly 3 out of 4 households in Oakridge could qualify as “low income” earning less than 80% of the area median income.

Oakridge + Westfir, Households by Income
2020 ACS 5-Year Estimates



Over 40% of residents spend more than one-third of their income on housing, regardless if they rent or own.

The share of households that are cost burdened (defined as spending more than 30% of your income on housing) is similar for both renters and homeowners. This indicates there is both a lack of affordable rental units and for-sale housing options. For example, young families with children may not be able to find entry-level for-sale housing options and are forced to “trade up” to larger, more expensive homes.



Median home values are increasing and current rents and sales prices are out of reach for many middle and lower income households.

As of the time of this report, there were no current for-sale listings that are affordable to households earning between 80% and 120% of MFI, which equates to roughly \$58,000 to \$87,000 annual income. These households could afford a home priced between \$110,000 to \$189,000. The median home value in 2022 was \$264,000, up 18% from 2020. This indicates a need for lower cost for-sale housing to be developed in the future, which could include townhouses or detached houses on smaller lots.

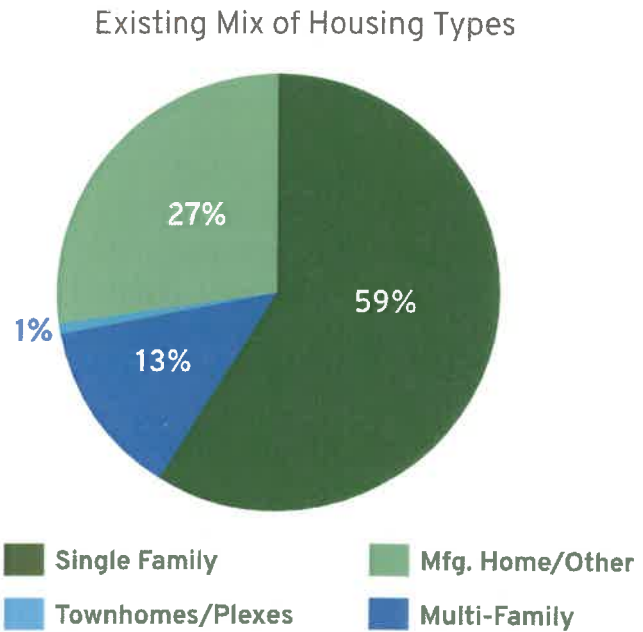
	2020	2021	2022	Annual % Change
Oakridge	\$191,000	\$217,000	\$264,000	17.6%
Westfir	\$218,000	\$245,000	\$300,000	17.3%
Lane County	\$372,700	\$407,000	\$487,000	14.4%
Oregon	\$319,000	\$354,000	\$430,700	16.3%

Median Home Values
Zillow; Analysis by FCS Oct 10, 2022

Over 95% of housing built in the last 20 years have been single-family detached units.

Although single-family detached housing is the most prevalent housing type for most Oregon cities, it is often less affordable than multifamily units or townhouses.

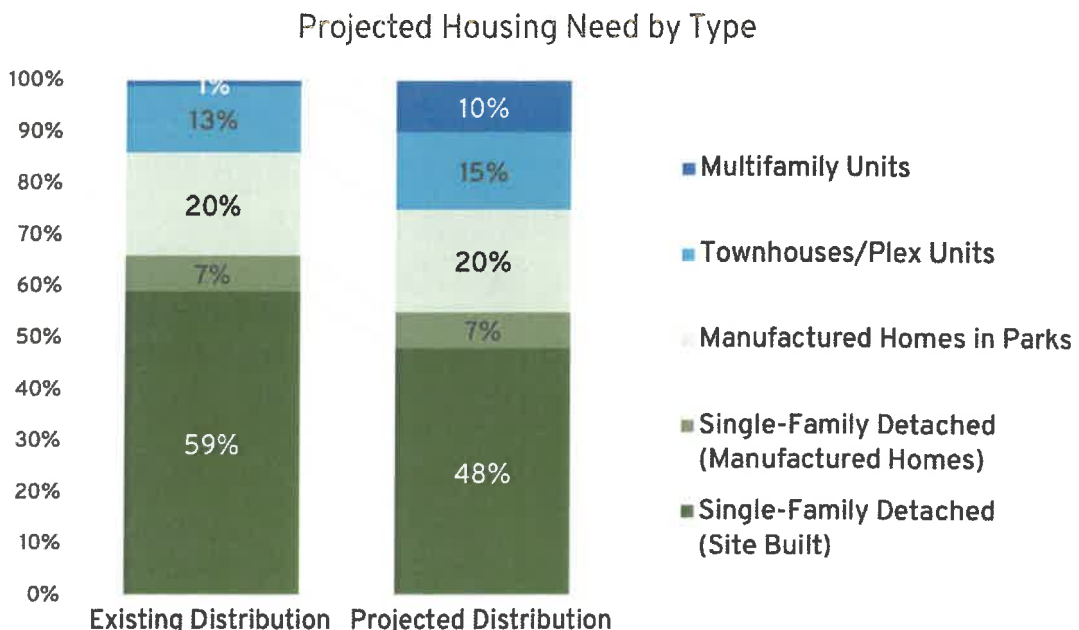
About 59% of the existing housing stock in Oakridge is single-family detached. However, 95% of new housing built since 2000 were either site-built single-family detached homes or manufactured homes on individually owned lots. Only 4 townhouses/plex units were built during the same time frame. No multi-family units have been built since 2000.



Share of Unit Type by Housing Tenure 2019 ACS 5-Year Estimates

Oakridge must plan for development of wider variety of housing types in order to meet current and future housing needs.

The current housing stock is not aligned with the need for a wider variety of housing types for lower income households, aging households, young families, and other groups. The projected housing need includes a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.



HOUSING NEED SURVEY RESULTS

Understanding the community's housing needs

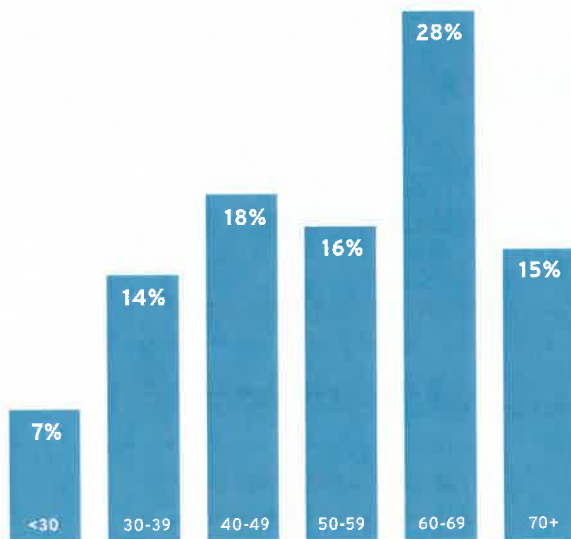
The Housing Needs Community Survey was open for roughly weeks between August 15 through October 2, 2022. The purpose of the online survey was to understand residents' concerns and priorities related to current and future housing needs. The survey was promoted on city-managed social media channels, the survey link was included in all Westfir and Oakridge residents water bills, and was highlighted in the Highway 58 Herald.

The survey received 247 responses from Oakridge and Westfir residents during the roughly six weeks that it was open. The following sections highlight who participated in the survey and their key housing-related concerns.

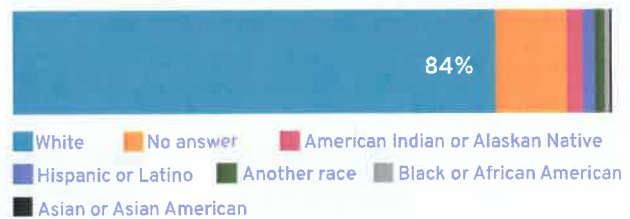


Who did we hear from?

Age



Race and Ethnicity



Housing Tenure



Gender Identity



What did we hear?

Overall, survey respondents were most concerned with the lack of available, affordable places to rent or own. Many expressed concern that the available housing supply was being used for short term rentals (i.e. AirBnBs) rather than to serve current residents.

Some respondents suggested the cities should implement restrictions for short term rentals and/or use them to more effectively generate revenue for the city. Survey respondents also identified the connection between housing and economic development, and the need to bring more jobs and amenities to the area.

TOP THREE MOST IMPORTANT HOUSING-RELATED ISSUES FOR CURRENT RESIDENTS IN OAKRIDGE & WESTFIR:

- 1 Lack of housing that is affordable**
- 2 Lack of choices of housing types and sizes**
- 3 Competing pressures of short-term rentals**

WHAT ARE SOME THINGS THE CITIES OF OAKRIDGE & WESTFIR CAN DO TO HELP MEET HOUSING NEEDS?

Create additional opportunities for middle housing types, such as duplexes, townhomes, and apartments (62%)

Dedicate resources to help subsidize the development of income-restricted affordable housing (53%)

Provide infrastructure (water, sewer, and roads) to create new planned unit developments or single-family subdivisions (38%)

For more information, please see Appendix D for the Community Engagement memo.

BUILDABLE LAND INVENTORY

How much land in Oakridge is available to build new housing?

Oakridge has 246 acres of land available to build new housing.

It is critical that cities have an accurate estimate of the supply of land available for housing development. In accordance with statewide planning goals, a city must accommodate its 20-year housing need within the current limits of the Urban Growth Boundary (UGB). Further, a shortage of land for housing overall or for certain housing types will contribute to underproduction of housing and rising housing costs.

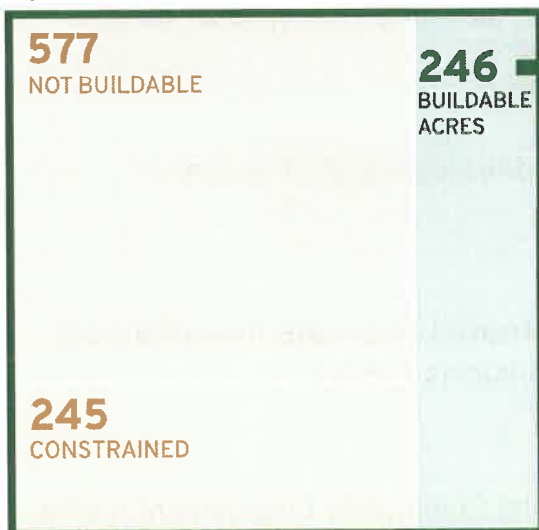
Based on the conditions that qualify land as available for housing, Oakridge has about 246 buildable acres available within the Urban Growth Boundary (UGB) to build new housing. These estimates include only land where housing is allowed to be built under zoning rules and is not already developed, committed to a non-residential use, or constrained by environmental features like wetlands.

About 77% of the total buildable acres are zoned Low-Density Residential (R1), which allows for a limited range of housing types including single family homes, manufactured homes on individual lots, duplexes or triplexes on larger lots or corner lots. The remaining 23% of buildable acres are available across commercial zones, the mixed use zone, or in areas outside the City limits that are planned for housing in the Urban (U) or Rural (R) comprehensive plan designation.

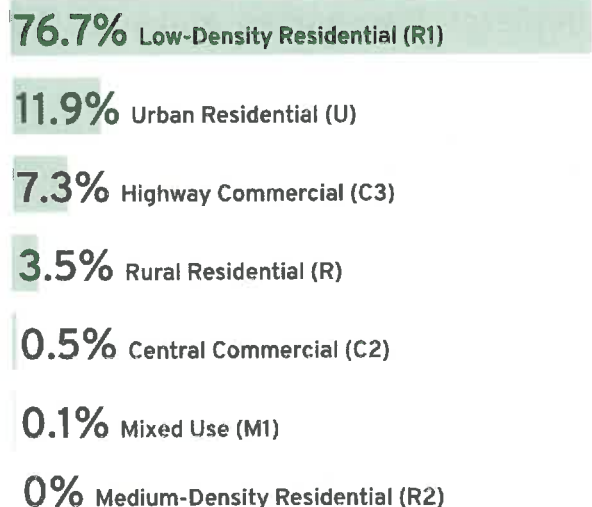
What qualifies land as available for housing?

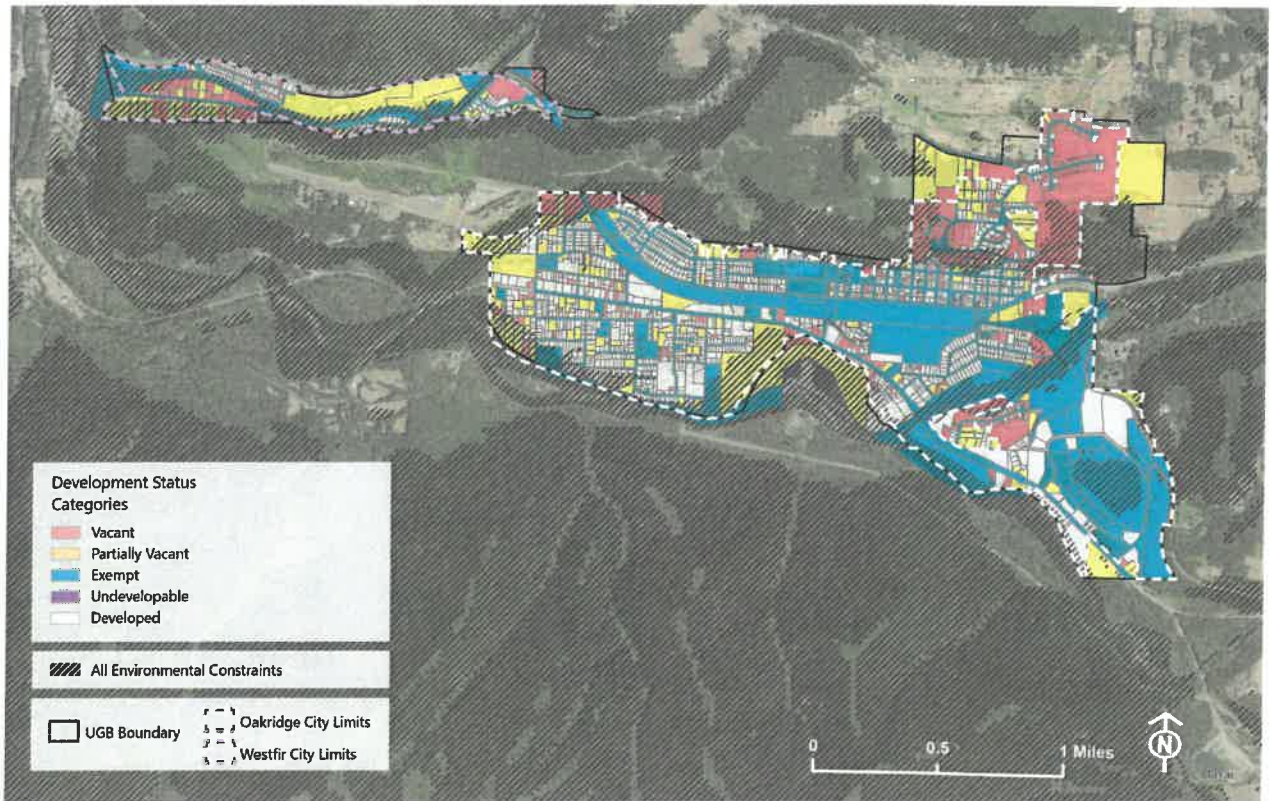
-  Land that is zoned to allow residential development.
-  Land that is vacant and large enough to legally build a residential structure.
-  Land that is not constrained by environmental features and hazards such as steep slopes or flood zones.

1,068 GROSS ACRES



BUILDABLE ACRES BY ZONE





Map 2. Buildable Land Inventory

Classifying Land

To identify land that is vacant and large enough to legally build a residential structure, properties that allow residential uses in Oakridge were classified into different development status categories defined below. Properties that were identified as Vacant and Partially Vacant in this map qualify as available for housing, unless they have environmental constraints preventing development.

Definitions

Vacant. Parcels with no structure or with very low improvement values.

Partially Vacant. Parcels larger than a 1/2 acre that are occupied by an existing structure with an improvement value over \$10,000 but have enough land for new housing.

BUILDABLE ACRES BY DEVELOPMENT STATUS



Undevelopable. Parcels that are not developable because they are too small to build new housing.

Public or exempt. Parcels unlikely to be developed because they are restricted by existing public uses or they are considered exempt from new housing.

Developed. Parcels unlikely to develop additional housing because they possess existing building structures that are unlikely to redevelop in the next 20 years.

For more information, please see Appendix A for the Buildable Lands Inventory memo.

RESIDENTIAL LAND NEEDS ANALYSIS

Does the city of Oakridge have enough available land to build needed housing?

Oakridge has more than enough land to accommodate population growth over the next 20 years; however, zoning changes are necessary to ensure that there is enough land available to support development of a variety of housing types and meet current and future housing needs.

According to the 20-year housing needs projection, Oakridge will need an additional 368 units to accommodate the city’s growth in the next 20 years. The buildable land inventory identified 246 acres of buildable vacant and partially vacant land in Oakridge. It is estimated that 1,230 housing units could be developed on these buildable lands, exceeding the projected need for 368 units. Oakridge does not have a deficit of buildable residential land in total.

Oakridge has a substantial surplus of land for single-family detached housing. There is capacity for approximately 1,100 new single-family detached houses, but there is only a projected need for about 200 houses over the next 20 years.

There is not enough land that is zoned appropriately to support development of multi-family housing. Multi-family housing is only permitted in the R-2 zone, the commercial zones, and the mixed-use zones. There is no buildable land remaining in the R-2 zone and limited buildable land in the commercial and mixed-use zones.

There is no capacity for manufactured homes in new manufactured home parks. Manufactured home parks are only permitted with a conditional use permit in the R-2 and M1 zones, which have little or no buildable

SINGLE FAMILY HOUSES (SITE-BUILT AND MANUFACTURED HOMES ON LOTS)

1,128	202	926
Capacity	Need	Surplus

TOWNHOME/PLEX UNITS

82	55	27
Capacity	Need	Surplus

MULTI-FAMILY UNITS

37	24	-13
Capacity	Need	Deficit

MANUFACTURED HOMES IN PARKS

0	74	-74
Capacity	Need	Deficit

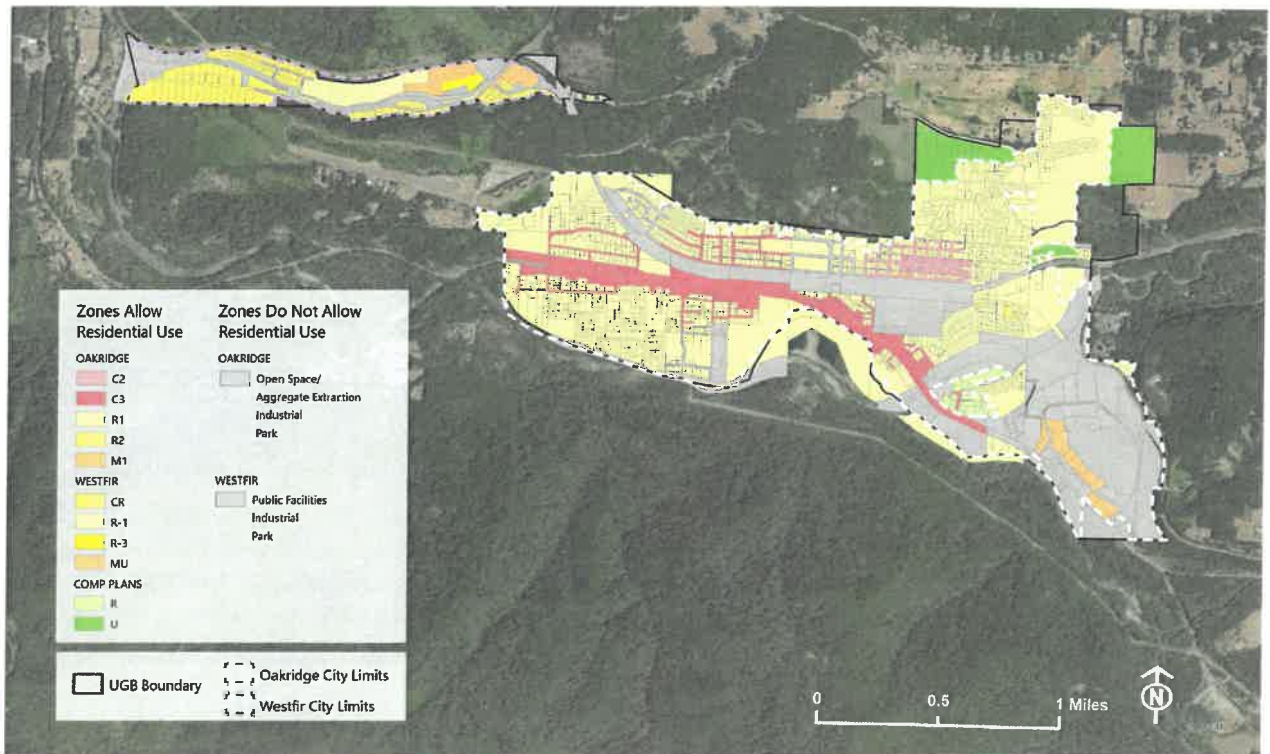
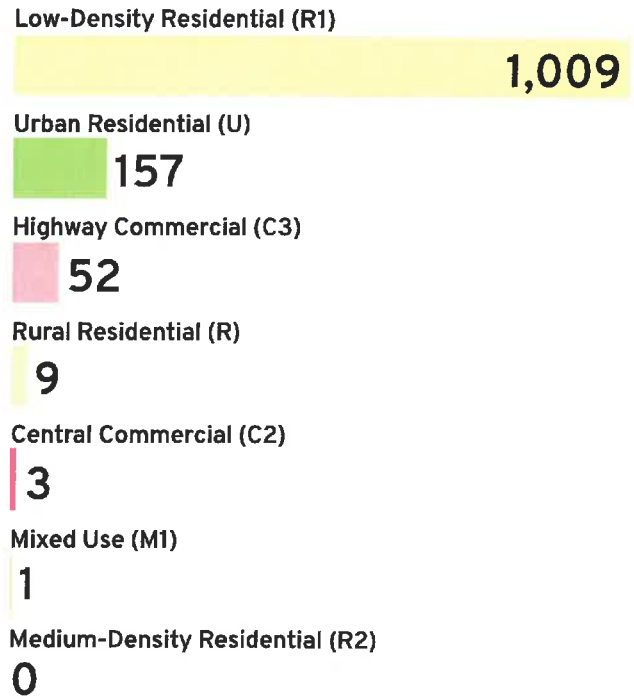
20-year Estimated Capacity vs. Housing Need Oakridge Housing Needs Projection, 2022

land. There may be some capacity for adding new manufactured homes in existing parks, but data is not readily available on the capacity in existing parks. It is unlikely that the capacity of existing parks would meet the 20-year projected need for approximately 74 manufactured homes in parks.

Unit Capacity by Zone

To evaluate the sufficiency of the supply of residential land, a housing unit capacity was estimated for each zone. The housing unit capacity is based on the amount of buildable land in each zone, the allowed densities and housing types in each zone, and past development trends.

As shown in the chart below, the great majority of the City's capacity for new housing is in the R1 zone. The U and C3 zones could contribute to meeting a smaller portion of the City's housing needs in the future, however, neither of these zones has seen new housing built in the last 22 years. This indicates that it is critical that the land zoned R1 is able to be developed with a range of housing types in the future. Please see the next section for additional housing production strategies and approaches.



Map 3. Residential Land Base Map

For more information, please see Appendix C for the Residential Land Needs Analysis memo.

HOUSING STRATEGIES AND TOOLS

What housing strategies can Oakridge implement to build needed housing?

Oakridge has more than enough land to build needed housing. However, despite the City's large surplus of land, past development trends are indicating that Oakridge falls short of producing the more affordable and smaller housing types it needs, such as townhomes and multi-family housing.

This section presents a summary of the housing strategy recommendations that the City could consider to help Oakridge produce

the housing its residents need. The following recommended housing strategies primarily address zoning or regulatory barriers that can stifle housing production. The City may also consider additional tools and strategies such as financial incentives, infrastructure projects, and partnerships. A selection of these tools are presented following the regulatory strategies.

1. Identify targeted areas to rezone for higher density housing

Strategy: Identify areas for targeted rezoning from Low-Density Residential (R1) to Medium-Density Residential (R2) or another zone that allows higher density housing.

Rationale: There is a significant surplus of land available for single-family detached houses and a relatively smaller surplus of land available for townhouses, and a deficit of land for multi-family housing. The R2 zone allows both these housing types at relatively high densities. Higher density improves development feasibility and potential affordability.

Implementation Considerations:

- Using the Buildable Land Inventory for guidance, identify properties or areas that are vacant or partially vacant and have sufficient access to infrastructure, but currently zoned in R1 or the Urban Residential (U) plan designation.

- Prioritize properties that are close to existing services and amenities and are within a single ownership or a small number of owners.
- The City may legislatively rezone the properties or may adopt a policy stating they would support an application if the property owner applies for a rezone.



2. Reduce minimum lot size standards

Strategy: Reduce minimum lot size standards in one or more of the city’s residential and zones, particularly for townhomes, duplexes, and triplexes.

Rationale: The minimum lot size requirements of the Oakridge Zoning Code are a significant barrier to infill development and encourage inefficient use of land.

Implementation Considerations:

- Do not require a larger lot for a duplex or triplex than what is required for a single-family house. This discourages building smaller, more affordable units because developers must recoup the costs of additional land area needed for each unit.
- Consider reducing the minimum lot size standards for single-family detached houses and townhomes in the R-2 zone.

This would make it more attractive to build smaller, for-sale units.

- Consider how other development standards may need to be adjusted when reducing minimum lot size to ensure sufficient unit sizes and address issues such as lot coverage and building scale.

Minimum Lot Size Standards (sq. ft)

Housing Type	R-1	R-2
Single-Family Detached or Manufactured House	5,000	5,000
Single-Family Attached (Townhouse)	--	3,000
Duplex	7,000	6,000
Triplex	9,000	7,000
Multifamily	--	None

3. Establish minimum density standards

Strategy: Establish a minimum density standard for each of the city’s residential and commercial zones.

Rationale: A minimum density standard would preserve the remaining buildable land for higher density uses by preventing it from being developed with lower density, single-family detached houses.

Implementation Considerations:

- Minimum density standards should be set to balance allowing for a range of development options and housing types while ensuring an efficient use of land to meet housing needs.

- The minimum density standard can be applied as a minimum number of units per acre or as a maximum number of square feet per unit.
- For example, the City may consider a minimum density of 1 unit per 7,500 square feet in the R-1 zone and 1 unit per 5,000 square feet in the R-2 zone.

4. Identify and remove unnecessary regulatory barriers

Strategy: Audit the zoning code to identify unnecessary barriers to housing development and update the code to remove the barriers and replace with alternative regulations where appropriate.

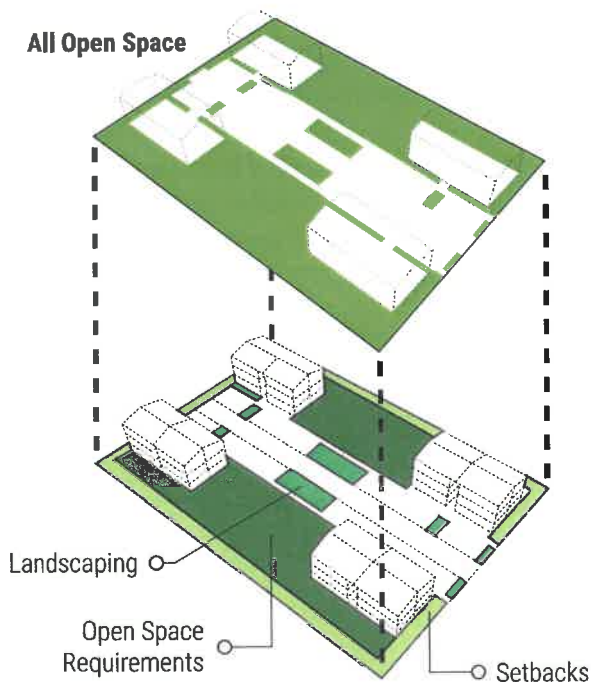
Rationale: An initial review of the zoning code conducted for the HNA found a number of regulations that may present significant barriers to housing development. In some cases, these regulations may be unnecessary and can simply be removed. In other cases, there are alternative approaches that achieve a similar intent while not presenting a barrier to development.

Implementation Considerations:

- The zone code generally requires 1.5-2 off-street parking space per dwelling unit. This may require parking in excess of demand in some cases and may prevent

infill development on smaller lots. Consider reducing requirements, particularly for higher density housing types.

- Housing is generally only permitted on the upper stories of buildings in the commercial zones. While this form of vertical mixed use development is usually ideal in these locations, it is complex and economically challenging to develop. Consider providing more flexibility for housing to be developed in commercial zones.
- The code requires “owner occupancy” on a property where an Accessory Dwelling Unit (ADU) is constructed. This means the owner must live in the main unit or the ADU. There is not a clear rationale for this requirement, it is practically difficult to enforce, and it creates a barrier to financing the construction of an ADU. Consider removing the requirement.



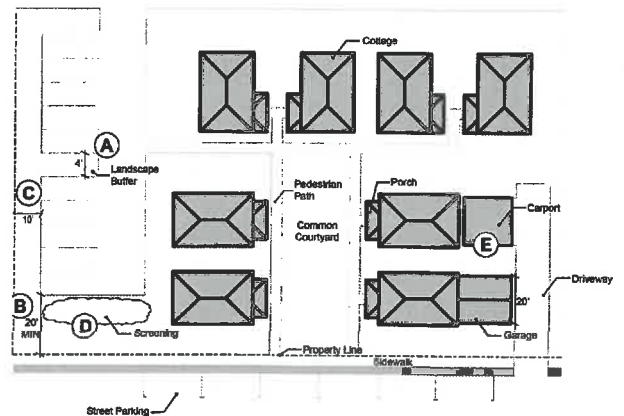
5. Define and allow cottage cluster housing

Strategy: Define and allow cottage cluster housing in all residential zones.

Rationale: Cottage cluster housing is a proven model for providing smaller, lower cost for-sale housing in a detached form that is often more attractive than attached townhouses for some households, particularly on infill sites.

Implementation Considerations:

- Allow this housing type in residential zones that allow single-family dwellings.
- Adopt a maximum floor area cap of 1,000-1,500 square feet in order to encourage smaller, more affordable units. Establish a minimum lot size of 10,000-15,000 square feet to ensure it can be built on infill lots.
- Establish new design and site development standards to ensure projects meet the desired intent of the housing type.



6. Reduce barriers to building new manufactured dwelling parks

Strategy: Implement a set of code changes to make it easier to build new manufactured dwelling parks.

Rationale: Manufactured homes in parks are a critical source of lower cost housing. The code does comply with state rules that stipulate where and how parks must be allowed.

Implementation Considerations:

- If a sufficient area is rezoned to the R2 zone (Strategy 1), which allows manufactured dwelling parks, then the City may comply with state rules that require that zoning must provide opportunity for new manufactured dwelling parks commensurate with the projected need.
- There may be other zones where manufactured dwelling parks are an

appropriate use. Consider allowing in other residential, commercial, and mixed use zones.

- Manufactured dwelling parks must also only be subject to clear and objective approval standards. Code amendments may be necessary to comply with this rule.



7. Evaluate the need to limit short-term rentals

Strategy: Study the impacts on the short-term rental market on the housing stock available for long-term rental and on the overall economic development and housing goals for the community.

Rationale: Community members expressed concerns that the number of short-term rentals (STRs) in Oakridge may be negatively impacting the availability of housing for long-term rental or purchase.

Implementation Considerations:

- The scope of this HNA project did not include detailed analysis of the impact

of STRs on the housing market. This type of analysis is essential to make informed policy choices about any limits or other regulations of STRs.

- State agencies have been studying this issue in recent years and may provide further guidance on this topic.
- While STRs can negatively impact the long-term housing market in some communities, they also have positive impacts on economic development goals and can even support creation of units that may eventually convert to long-term occupancy.



Additional Strategies and Tools

Calibrate and Reform System Development Charges

Consider scaling development fees so they are proportionate to the impact of a housing unit on public services, therefore reducing fee costs for development of smaller units, which are usually more affordable than larger units. The City may also provide reduced SDC fees or complete exemptions for targeted housing types, such as income-restricted units.

Offer a Property Tax Exemption for Key Housing Needs

Property tax exemptions can be structured to incentivize development of specific needed housing types, such as affordable housing, mixed use housing, and homes targeting first-time homebuyers.

Target Infrastructure Improvements to Support Housing

When planning for improvements, jurisdictions should consider how the improvements will affect housing development opportunities in the area and, where feasible, modify project designs or prioritization to better improve conditions for housing development.

Target Urban Renewal Investments to Support Housing

Urban renewal is a tool for economically revitalizing targeted areas through public investments that stimulate private development. Urban renewal funding, known as Tax Increment Financing (TIF), comes from property tax revenue on new value created in an urban renewal district over the course of its lifetime. Urban renewal funding can be directed toward financial incentives, land acquisition, public infrastructure, or public-private partnerships to build housing.

Establish a Construction Excise Tax (CET)

A Construction Excise Tax is a tax assessed on construction permits issued by a city in order to fund affordable housing programs.

The primary benefit of a CET is that it is a dedicated source of revenue. It also provides the option to create a linkage between new development and investment in housing.

Increase Capacity to Implement Housing Strategies

Cities can increase capacity by adding staff, forming task forces, and taking other steps to share resources. Sufficient staff capacity is critical to unlocking the ability for the City to implement housing strategies effectively.

Utilize Excess Public Land for Housing

Adopt a land disposition policy that states the City will prioritize selling or dedicating any surplus publicly owned land to meet housing needs. Public entities can directly support a reduction of development costs in the form of land and/or low cost land lease.

Assist with Land Acquisition and Banking

Land banks are public authorities or non-profit organizations created to acquire, hold, manage, and sometimes redevelop property to return properties to productive use and/or meet community goals, such as increasing supply of affordable housing or stabilizing property values.

Partner with Land Trusts

Community land trusts are nonprofit, community-based organizations designed to ensure long-term housing affordability. The City could sell or donate excess public land to a land trust, provide funding to assist with administration of a trust, or convene local organizations interested in founding or partnering with an existing trust.

Partner with Institutional Land Owners

Non-profits and faith-based organizations (FBO) may have surplus land that could be sold or donated to be developed for high priority housing needs, including affordable housing.

APPENDICES

APPENDIX A: BUILDABLE LAND INVENTORY (BLI) MEMO

APPENDIX B: HOUSING NEEDS PROJECTION (HNP) MEMO

APPENDIX C: RESIDENTIAL LAND NEEDS ANALYSIS (RLNA) MEMO

APPENDIX D: COMMUNITY ENGAGEMENT MEMO

APPENDIX A: BUILDABLE LAND INVENTORY (BLI) MEMO



MEMORANDUM

TO: City of Oakridge and Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: June 6th, 2022

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **Buildable Lands Inventory**

This memorandum provides a summary of the 2022 residential Buildable Lands Inventory (BLI) results and methodology for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB).

The objective of the residential BLI is to estimate the number of unconstrained buildable acres for future housing development within Oakridge's and Westfir's UGB. The BLI is a key component of the Residential Land Needs Analysis (RLNA) and will inform planning and policy recommendations that are proposed in the final Housing Needs Analysis (HNA) report.

This BLI analysis was completed in accordance with [OAR 660-008-0005 \(2\)](#) and with guidance provided by Oakridge and Westfir city staff and the Department of Land Conservation and Development (DLCD).

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Portland, OR 97209

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Summary of Buildable Land Inventory Results

City of Oakridge

Approximately 246 acres of land zoned for residential use are available for residential development in the City of Oakridge’s UGB, described in this memo as buildable acres (see [Table 1](#)). The low-density residential zone R1 and the comprehensive plan designations of U and R make up roughly 92% of the total buildable acres. Zones C2, C3, M1, which are not exclusively zoned for residential, make up the remaining 8%.

Note that there are no buildable acres in the R2 zone because all parcels zoned R2 within Oakridge’s UGB are classified as unavailable for development.

A significant number of parcels are vacant, comprising 63% of the buildable acres. The majority of the remaining buildable acres consist of parcels with existing single-family homes that measure more than half an acre and qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.¹ As a result, land set aside for residential development opportunities in partially vacant parcels comprise over 37% of the total buildable acres.

Table 1. Summary Residential Buildable Lands Inventory, City of Oakridge UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Vacant Acres	Partially Vacant Acres	Buildable Acres
Low-Density Residential (R1)	806.6	229.0	127.0	61.9	188.9
Medium-Density Residential (R2)	1.3	0	0	0	0
Central Commercial (C2)	27.0	2.0	1.2	--	1.2
Highway Commercial (C3)	129.3	1.9	10.8	7.3	18.1
Mixed Use (M1)	19.5	1.2	0.2	--	0.2
Urban Residential (U)	68.1	7.2	10.6	18.8	29.4
Rural Residential (R)	16.8	3.6	5.0	3.5	8.5
TOTAL	1,068.6	244.9	154.8	91.5	246.3

Buildable lands in the City of Oakridge UGB have a capacity for 1,190 housing units (see [Table 2](#)). Housing capacity is estimated using projected housing unit densities established for each zone district that has land available for residential development. Approximately 83% of the total housing capacity is in Oakridge’s Residential (R1) zone. Most smaller communities have

¹ See [OAR 660-008-0005 \(2.b.B\)](#)

the great majority of their housing capacity in low density zones, but Oakridge’s share of buildable land in a low density zone is relatively high at over 80%.

The majority of the remaining housing capacity, 13%, is concentrated outside of Oakridge’s city limits and has a comprehensive plan designation of Urban Residential (U) that is assumed to develop at similar a density as the R1 zone. Note that zones that are not strictly residential (C2, C3, and M1) have lower projected net densities because a most of the land area in these zones is assumed to develop in non-residential uses. The R2 zone is not included in Table 2 because it does not have any buildable land.

Table 2. Summary of Housing Unit Capacity, City of Oakridge UGB, 2022

Plan Designation or Zone District	Buildable Acres	Projected Density (units/net acre)	Housing Unit Capacity
Low-Density Residential (R1)	188.9	5.2 units / acre	987
Central Commercial (C2)	1.2	2.1 units / acre	3
Highway Commercial (C3)	18.1	2.1 units / acre	38
Mixed Use (M1)	0.2	2.1 units / acre	0
Urban Residential (U)	29.4	5.2 units / acre	154
Rural Residential (R)	8.5	1.0 units / acre	8
TOTAL	246.3	--	1,190

City of Westfir

Approximately 60 acres of land zoned for residential use are available for residential development in the City of Westfir’s UGB, described in this memo as buildable acres (see 4). The low-density residential zones of CR and R-1 make up roughly 64% of the total buildable acres. The remaining 36% is comprised of the high-density residential zone R-3 and mixed-use zone MU. Note that there are no buildable acres in the R plan designation because the parcels with that plan designation and that are not already zoned within Westfir’s UGB were classified as unavailable for development.

One large parcel with minimal existing development and multiple zones accounts for most of the buildable acres in Westfir. Several remaining parcels with existing single-family homes that measure more than half an acre qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.² Combined, land set aside for residential development opportunities in partially vacant parcels comprise over 69% of the total buildable acres. The remaining 31% of buildable acres are vacant parcels.

² See [OAR 660-008-0005 \(2.b.B\)](#)

Table 4. Summary Residential Buildable Lands Inventory, City of Westfir UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Vacant Acres	Partially Vacant Acres	Buildable Acres
Community Residential (CR)	84.4	40.5	11.9	3.6	15.6
Low-Density Residential (R-1)	28.1	12.2	--	22.8	22.8
High-Density Residential (R-3)	4.8	1.3	--	3.5	3.5
Mixed Use (MU)	19.6	0.9	6.4	11.6	18.1
Residential Plan Designation (R)	1.6	0.4	0	0	0
TOTAL	135.4	55.3	18.3	41.5	60.0

Buildable lands in the City of Westfir UGB have a capacity for 223 housing units (see [Table 4](#)). Housing capacity is estimated using projected net housing unit densities established for each zone district that has land available for residential development. Approximately 59% of the total housing capacity is in Westfir’s Community Residential (CR) and Low-Density (R-1) zones.

The remainder of the housing capacity is in Westfir’s in the Mixed Use (MU) zone, where it’s assumed that only 25% of the zone’s buildable land can expect residential development, and in the High-Density Residential (R-3) zone.

Table 5. Summary of Housing Unit Capacity, City of Westfir UGB, 2022

Plan Designation or Zone District	Buildable Acres	Projected Density (units/net acre)	Housing Unit Capacity
Community Residential (CR)	15.6	4.4 units / acre	68
Low-Density Residential (R-1)	22.8	2.7 units / acre	63
High-Density Residential (R-3)	3.5	11.5 units / acre	40
Mixed Use (MU)	18.1	2.8 units / acre	52
TOTAL	60.0	--	223

Table 6 summarizes the estimated existing density in the City of Westfir. The number of units was estimated based on existing zoning and building classification and is an estimate only. For all zones, projected densities listed in Table 5 are higher than estimated existing densities.

Buildable Land Inventory Maps

The BLI results are presented in the following series of maps:

- Figure 1. Residential Land Base
- Figure 2. Land Classification by Development Status
- Figure 3. Environmental Constraints
- Figure 4. Draft Buildable Land Inventory

Figure 1. Residential Land Base

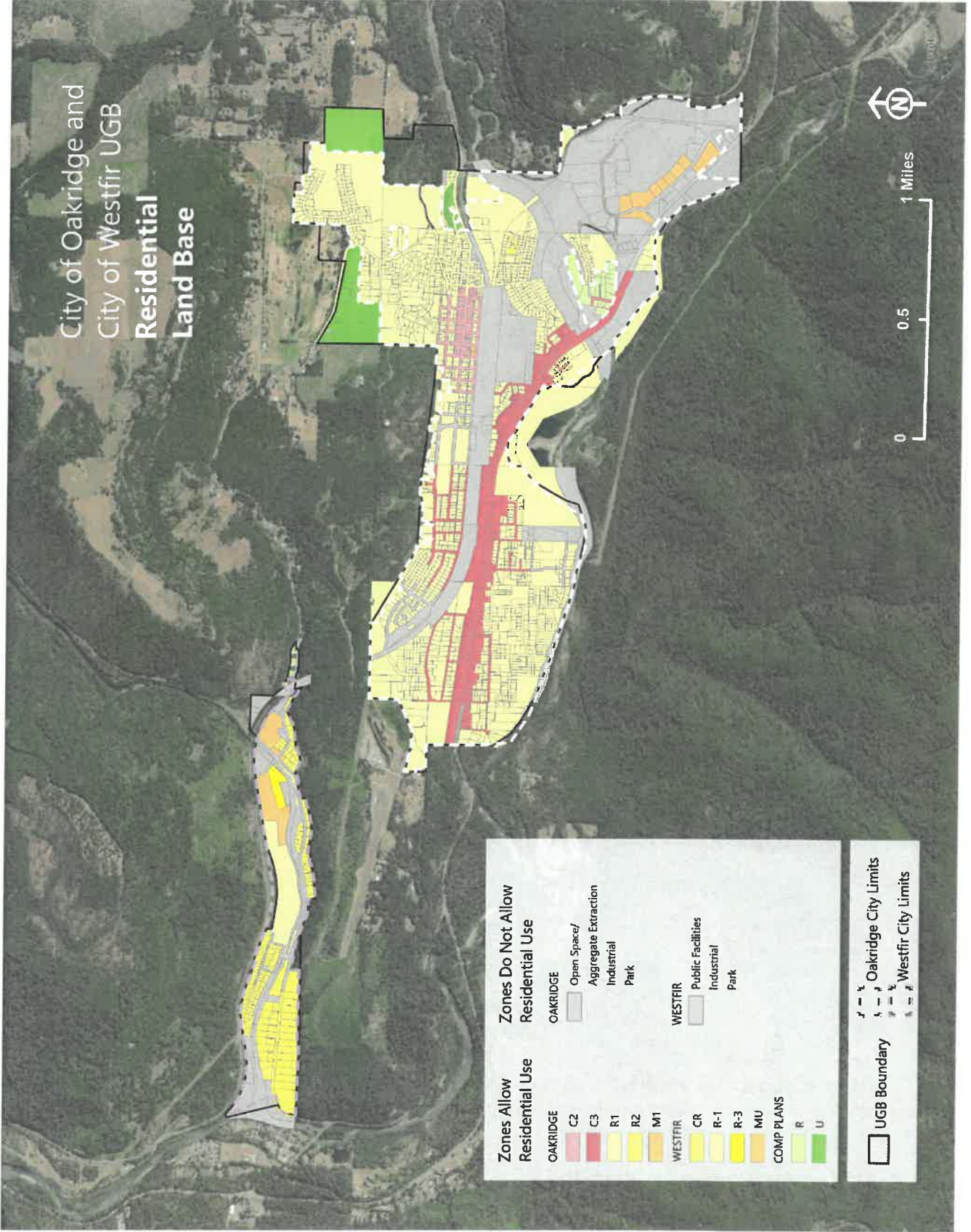


Figure 2. Land Classification by Development Status

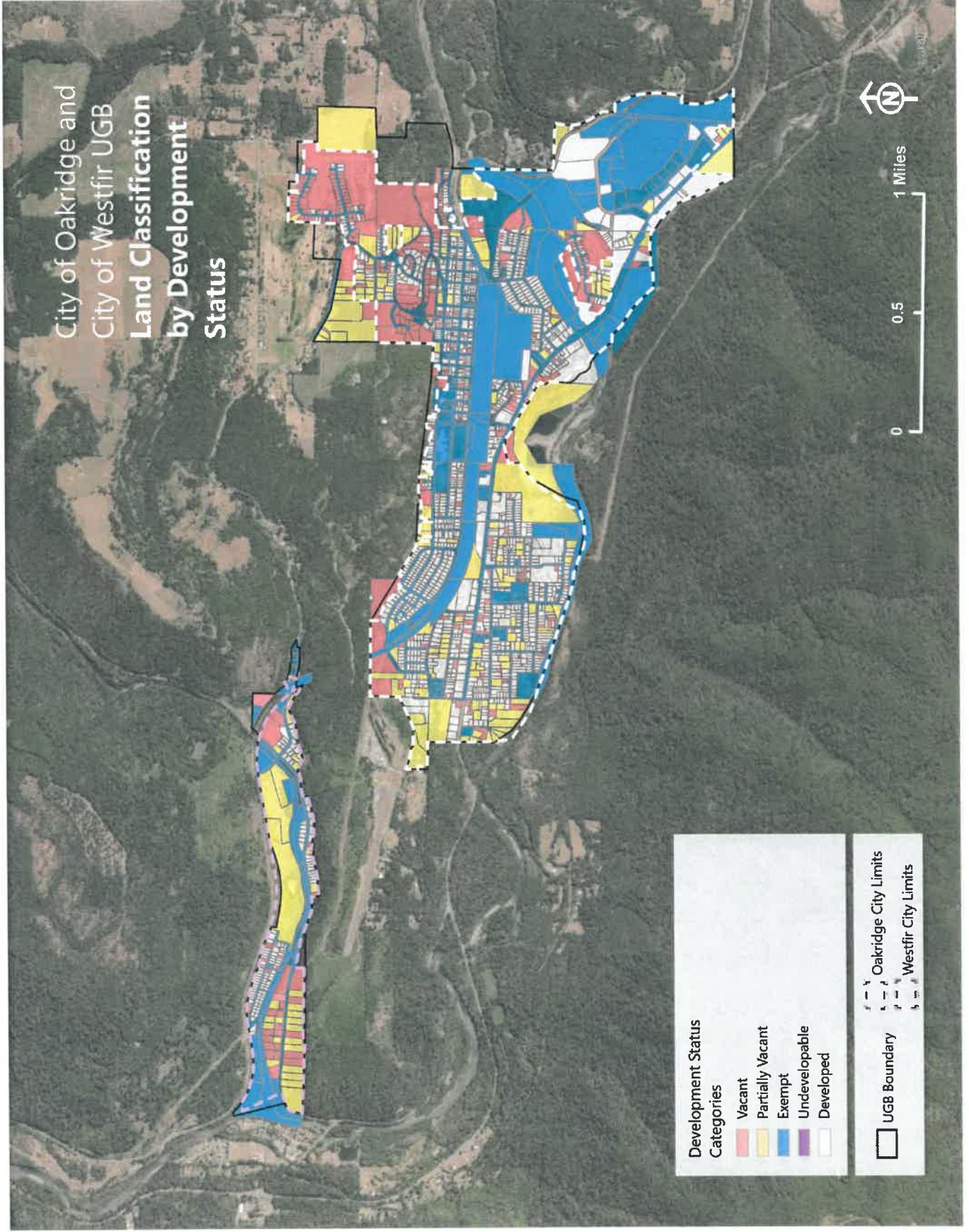


Figure 3. Environmental Constraints

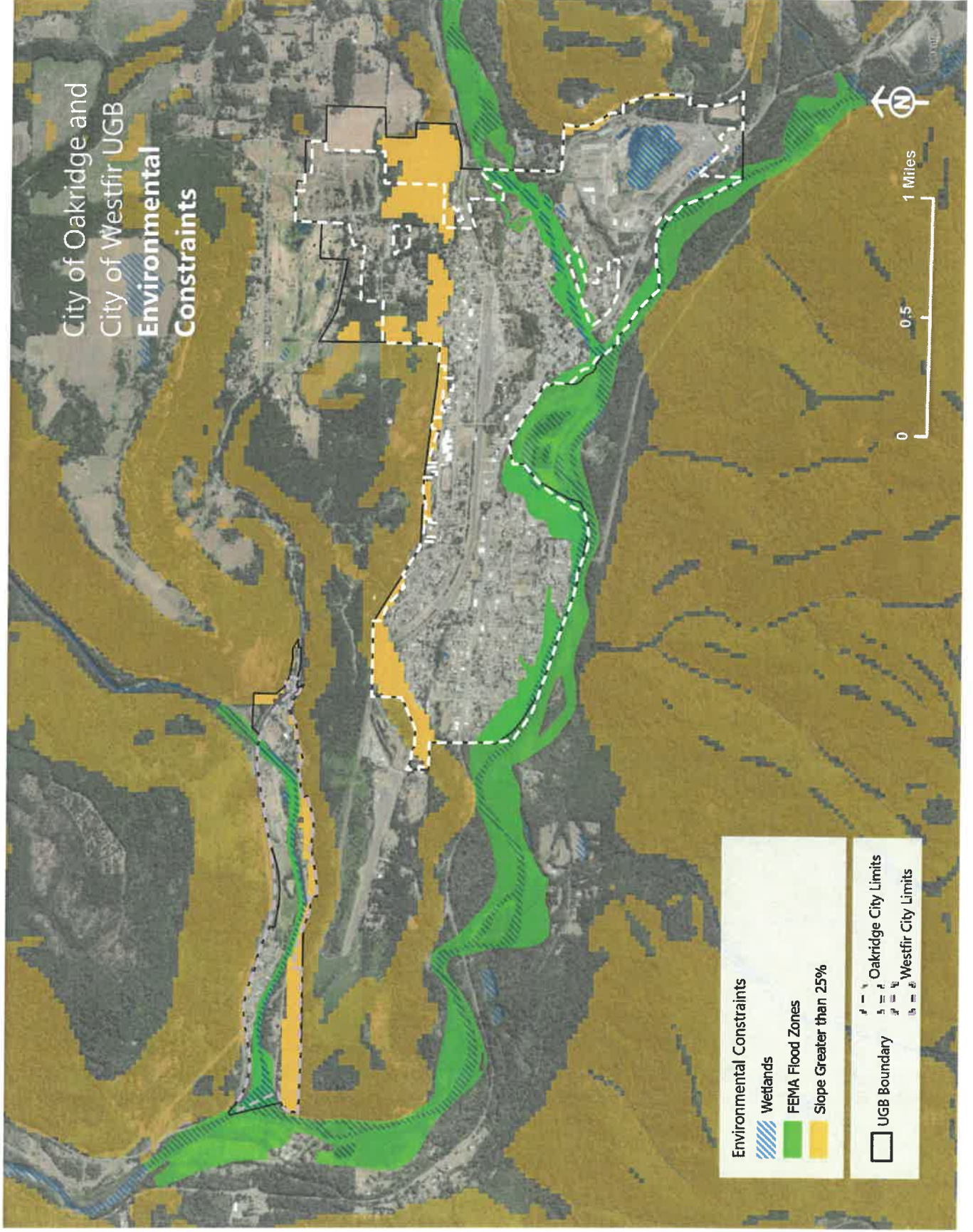
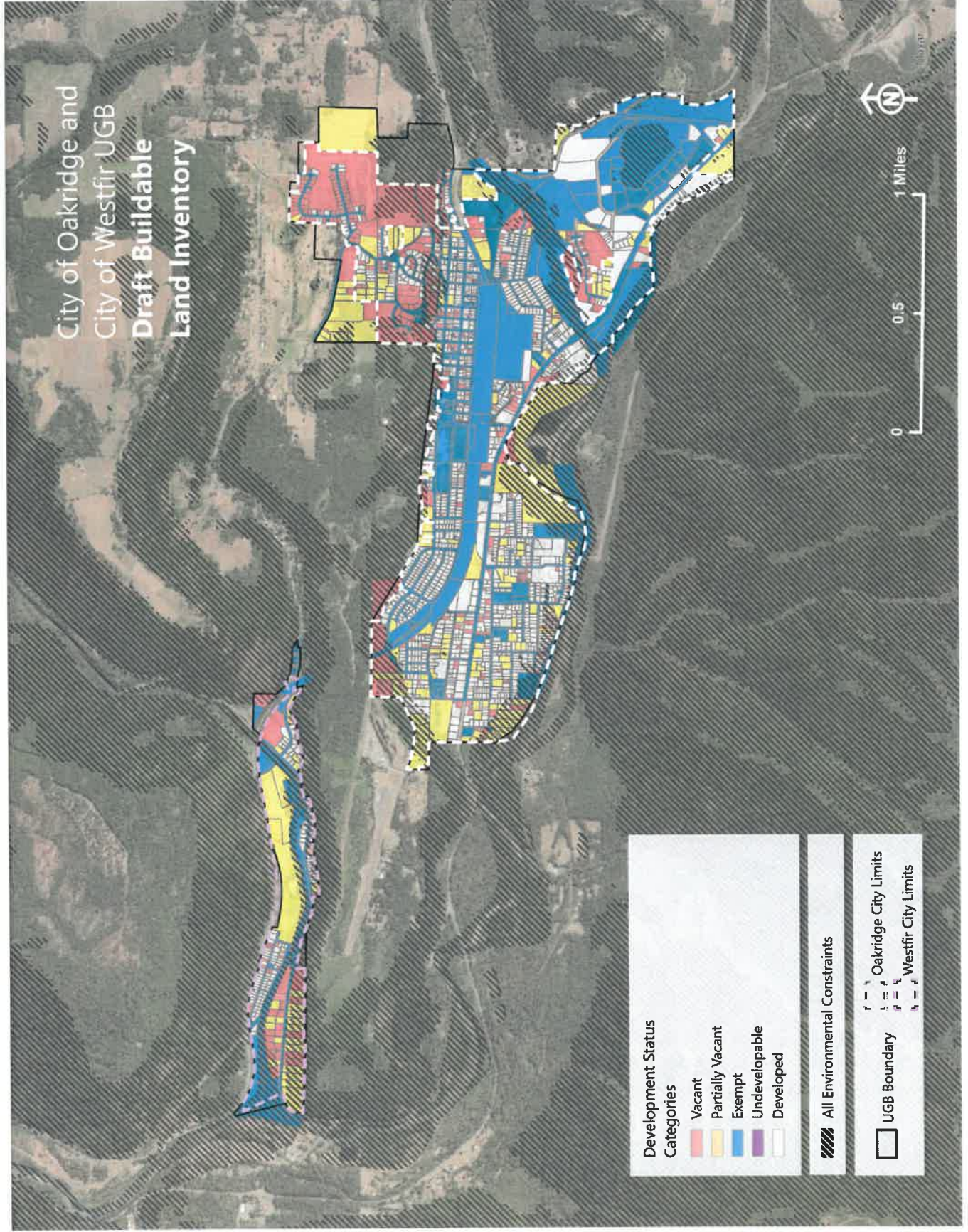


Figure 4. Draft Buildable Land Inventory



Methodology

The steps taken to perform this BLI analysis are as follows:

1. Generate the residential land base by identifying all tax lots (parcels) that are zoned to allow residential development (either permitted outright or as a conditional use).
2. Classify parcels from the residential land base into development status categories that determine parcels as available for development or unavailable for development.
3. Create a unified environmental constraints layer to subtract from the residential land base. The unified environmental constraints layer identifies land that is unsuitable for development due to natural hazards.
4. Apply housing density projections to all buildable lands to estimate housing unit capacity.

1. Residential Land Base

Determining the residential land base is the first step in the BLI analysis. The residential land base is composed of lands that are zoned to allow residential uses by right or as conditional uses.

Oakridge

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Oakridge:

- **Low-Density Residential (R1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 5,000 square feet. Permitted housing types include single family homes, manufactures homes, duplexes on lots measuring at least 7,000 square feet, triplexes on corner or double-frontage lots measuring at least 9,000 square feet, and other residential care and home occupation types.
- **Central Commercial (C2):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Central Commercial allow existing residential uses and new residential uses, except new mobile home parks.
- **Highway Commercial (C3):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Highway Commercial allow existing residential uses and new residential uses, except new mobile home parks. Permitted housing types include mixed-use, manufactured housing, and other residential care and home occupation types.

- **Mixed Use (M1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Mixed Use allow residential uses.

Note that several parcels outside of the Oakridge city limits but within the UGB have plan designations. For this analysis, the Urban Residential (U) plan designation was assumed to convert to Low-Density Residential (R1) and the Rural Residential designation was assumed to convert to a similarly low projected density used by the remaining zones.

All land that is located within the Oakridge UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base. **Table 5** provides a summary of the residential land base by zone district.

Table 5. Gross Acres in Residential Land Base, City of Oakridge UGB, 2022

Plan Designation or Zone District	Gross Acres	Percent
Low-Density Residential (R1)	806.6	76%
Central Commercial (C2)	27.0	3%
Highway Commercial (C3)	129.3	12%
Mixed Use (M1)	19.5	2%
Urban Residential (U)	68.1	6%
Rural Residential (R)	16.8	2%
TOTAL	1,067.3	100%

Westfir

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Westfir:

- **Community Residential (CR):** Under the City of Westfir Land Development Code, parcels zoned Community Residential allow one dwelling unit on a lot measuring at least 6,000 square feet. Permitted housing types include single family homes, manufactures homes, multi-family residences on lots measuring at least 10,000 square feet, and other residential care and home occupation types.
- **Low-Density Residential (R-1):** Under the City of Westfir Land Development Code, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. Permitted housing types include single family homes, manufactures homes, duplexes as a conditional use, and other residential care and home occupation types.
- **High-Density Residential (R-3):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet, five dwelling units per lot measuring a minimum of 8,000 square feet for duplexes and triplexes, and 10 dwelling units per lot measuring a

minimum of 17,500 square feet. Permitted housing types include single family homes, manufactures homes, multi-family, and other residential care and home occupation types.

- **Mixed Use (MU):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. For multi-family use, a maximum of six dwelling units per acres for multi-family use is allowed. Permitted housing types include single family homes, multi-family, and other residential care and home occupation types.

Note that several parcels outside of the Westfir city limits but within the UGB have a plan designation of R; however, these parcels did not yield buildable land according to this analysis.

All land that is located within the Westfir UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base. **Table 6** provides a summary of the residential land base by zone district.

Table 6. Gross Acres in Residential Land Base, City of Westfir UGB, 2022

Plan Designation or Zone District	Gross Acres	Percent
Community Residential (CR)	84.4	62%
Low-Density Residential (R-1)	28.1	21%
High-Density Residential (R-3)	4.8	3%
Mixed Use (MU)	19.6	14%
TOTAL	136.9	100%

2. Land Classification

The second step in the BLI analysis involves identifying which parcels from the residential land base are available or unavailable for residential development. This involves classifying each parcel into their respective development status categories using criteria available through assessor data and undergoing a visual quality control process using aerial imagery. Once classified, all lands unavailable for development are removed from the residential land base.

Land classifications, mapped in [Figure 2](#), were validated using aerial photos, building permit data, and assessor records. Definitions of development status categories and criteria used to classify lands are listed below:

Lands available for development:

- **Vacant land.** Parcels with no structures or with very low improvement values (less than \$10,000) are considered vacant.

- **Partially vacant land.** Parcels larger than a 1/2 acre that are occupied by a use (e.g., a home or building structure with an improvement value over \$10,000) but have enough land to be subdivided without the need for rezoning. Criteria used for identifying partially vacant land are defined under the safe harbor method established in the [OAR 660-008-0005 \(2.b.B\) state statute](#) for cities with populations below 25,000.

Lands unavailable for development:

- **Undevelopable land.** Parcels that are not developable because they measure less than 3,000 square feet and therefore are likely too small for residential development.
- **Public or exempt land.** Parcels unlikely to be developed because they are restricted by existing public uses or they are considered exempt from residential development. These types of land typically include public parks, schools, ballfields, conservation easements, roads, and public right-of-way (ROW), common areas held by Homeowners Associations, cemeteries, and power substations.
- **Developed land.** Parcels unlikely to yield additional residential development because they possess existing building structures at densities that are unlikely to redevelop over the planning period of 2022-2040. Parcels are considered developed if they do not fall within any of the above development status categories.

3. Environmental Constraints

The third step in the BLI analysis involves removing environmental constraints from residential land available for development determined in the previous steps. Land is considered “suitable and available” unless it is severely constrained by natural hazards listed below:

- Land within floodways and flood zones. This includes all lands within the 100-year floodplain area.
- Land with slopes greater than 25%.
- Land within wetlands. This includes areas identified as significant wetlands by the County.

Oakridge

Figure 3 maps all above environmental constraints in Oakridge’s UGB. **Table 7** provides a summary of constrained land by zone district in the residential land base, showing that 23% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 7. Constrained Acres in Residential Land Base, City of Oakridge UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Percent Constrained
Low-Density Residential (R1)	806.6	229.0	28%
Central Commercial (C2)	27.0	2.0	7%
Highway Commercial (C3)	129.3	1.9	1%
Mixed Use (M1)	19.5	1.2	6%
Urban Residential (U)	68.1	7.2	11%
Rural Residential (R)	16.8	3.6	21%
TOTAL	1,067.3	244.9	23%

Westfir

[Figure 3](#) maps all the previously mentioned environmental constraints in Westfir’s UGB. [Table 8](#) provides a summary of constrained land by zone district in the residential land base, showing that 40% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 8. Constrained Acres in Residential Land Base, City of Westfir UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Percent Constrained
Community Residential (CR)	84.4	40.5	48%
Low-Density Residential (R-1)	28.1	12.2	43%
High-Density Residential (R-3)	4.8	1.3	27%
Mixed Use (MU)	19.6	0.9	5%
TOTAL	133.8	54.9	40%

4. Housing Density Assumptions

Oakridge

The final step to the BLI analysis is applying projected housing densities to Oakridge’s buildable lands to estimate Oakridge’s total housing capacity, summarized in [Table 2](#).

Projected housing densities were estimated using the average densities calculated from the allowable units and the minimum lot sizes for each zone permitting residential uses in the zoning and land development ordinance No. 874. Projected densities assume that 25% of total buildable acres are set aside for public facilities, such as roads and utility infrastructure.

For commercial and mixed-use zones, residential uses were assumed to comprise only 25% of the buildable area and thus the projected density was adjusted accordingly. This assumption is based on historical patterns of residential development in commercial zones. Additionally, we do not assume that a higher share of the commercial land is available for residential uses because that would negate the intent of the zone to be primarily a commercial zone.

For this analysis, the Urban Residential (U) plan designation was assumed to convert to the Low-Density Residential (R1) zone and projected to develop at a density of 5.2 units per net buildable acre. This density assumes that the zone builds out at 80% of the maximum density allowed (5,000 square foot lots). The Rural Residential (R) plan designation was assumed to develop at a similar density as other lower density zone district, 2.1 units per acre.

Westfir

The final step to the BLI analysis is applying projected housing densities to Westfir's buildable lands to estimate Westfir's total housing capacity, summarized in [Table 4](#).

Projected housing densities were estimated using the average densities calculated from the allowable units and the minimum lot sizes for each zone permitting residential uses in the Land Development Code. Projected densities assume that 25% of total buildable acres are set aside for public facilities, such as roads and utility infrastructure. For commercial and mixed-use zones, residential uses were assumed to comprise only 25% of the buildable area when the projected density was adjusted accordingly.

APPENDIX B: HOUSING NEEDS PROJECTION (HNP) MEMO

To: Cities of Oakridge and Westfir
Date: May 25, 2022
From: Todd Chase & Tim Wood; FCS GROUP
CC: Jamin Kimmell & Ayano Healy, Cascadia Partners
RE: Oakridge/Westfir Draft Housing Needs Forecast

INTRODUCTION

This Memorandum provides a housing needs forecast for long-range planning purposes. The housing forecast represents a 20-year projection from 2023 through year 2043. These technical findings are intended to be consistent with State of Oregon requirements for determining housing needs for the Oakridge and Westfir Urban Growth Boundaries (UGBs) per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.296 to 197.314 and 197.475 to 197.490

METHODOLOGY

The methodology for projecting housing needs includes consideration of demographic and socio-economic trends, housing market characteristics and long-range population growth projections.

Regional (Lane County) and local (City or Urban Growth Boundary) population, households, income, and market characteristics are based on most current data provided by the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services (OHCS), Portland State University (PSU) and the Cities of Oakridge and Westfir.

Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2023 estimate) and forecast year (2043 projection). The result of this forecast translates population growth into households and households into housing needs by dwelling type, tenancy (owner vs. renter) and affordability level.

DEMOGRAPHIC AND SOCIO-ECONOMIC OVERVIEW

Population

The City of Oakridge reached a record-high population of 3,238 people in 2021. Westfir has experienced a slight decline in population to 260 residents as of 2021. Lane County also attained a new record population of 88,916 with 1,000 new residents added between July 2, 2020 and July 1, 2021. Over the past two decades, Oakridge and Westfir have grown much slower than Lane County (**Exhibit 1**).

Exhibit 1: Population Trends (2000-2021)

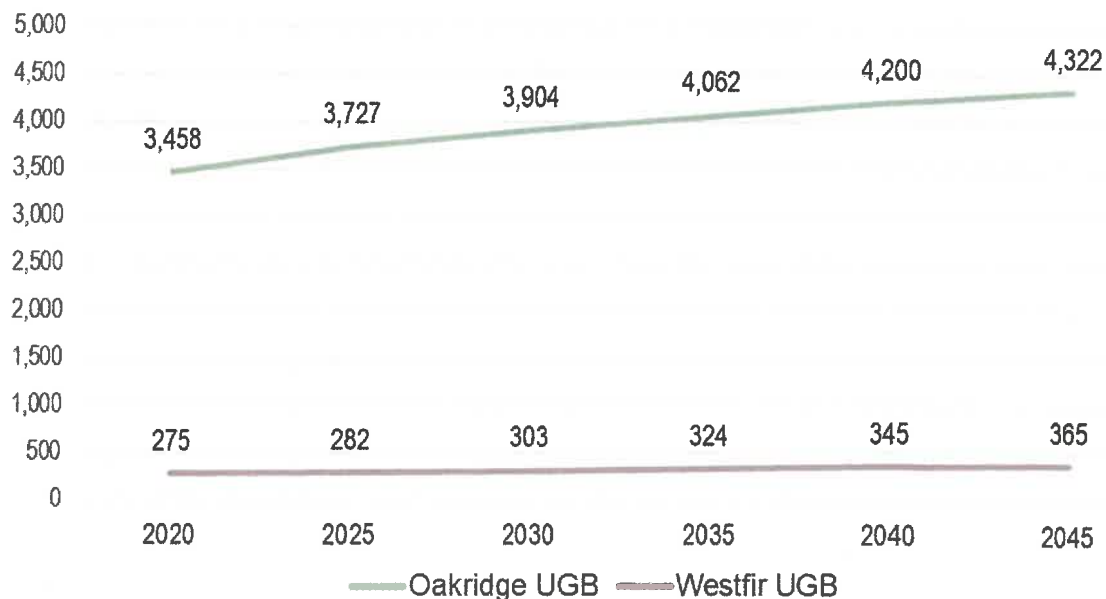
	2000	2010	2020	2021	2000-2021 AGR
Lane County	322,959	351,715	381,365	382,647	0.81%
Oakridge	3,158	3,205	3,206	3,238	0.12%
Westfir	311	253	259	260	-0.85%

Sources: Population Research Center, Portland State University, April 15, 2020

Long-range population forecasts prepared by PSU anticipate that 546 new residents will be added to the Oakridge Urban Growth Boundary (UGB) over the next 20 years. During this same timeframe the Westfir UGB is expected to add 76 residents. This equates to a projected annual average growth rate (AGR) of 0.57% for the Oakridge UGB and 1.15% for the Westfir UGB (see Exhibit 2).

Exhibit 2: Population Projections (2020-2045)

Population Forecast, Oakridge and Westfir UGBs, 2020-2045



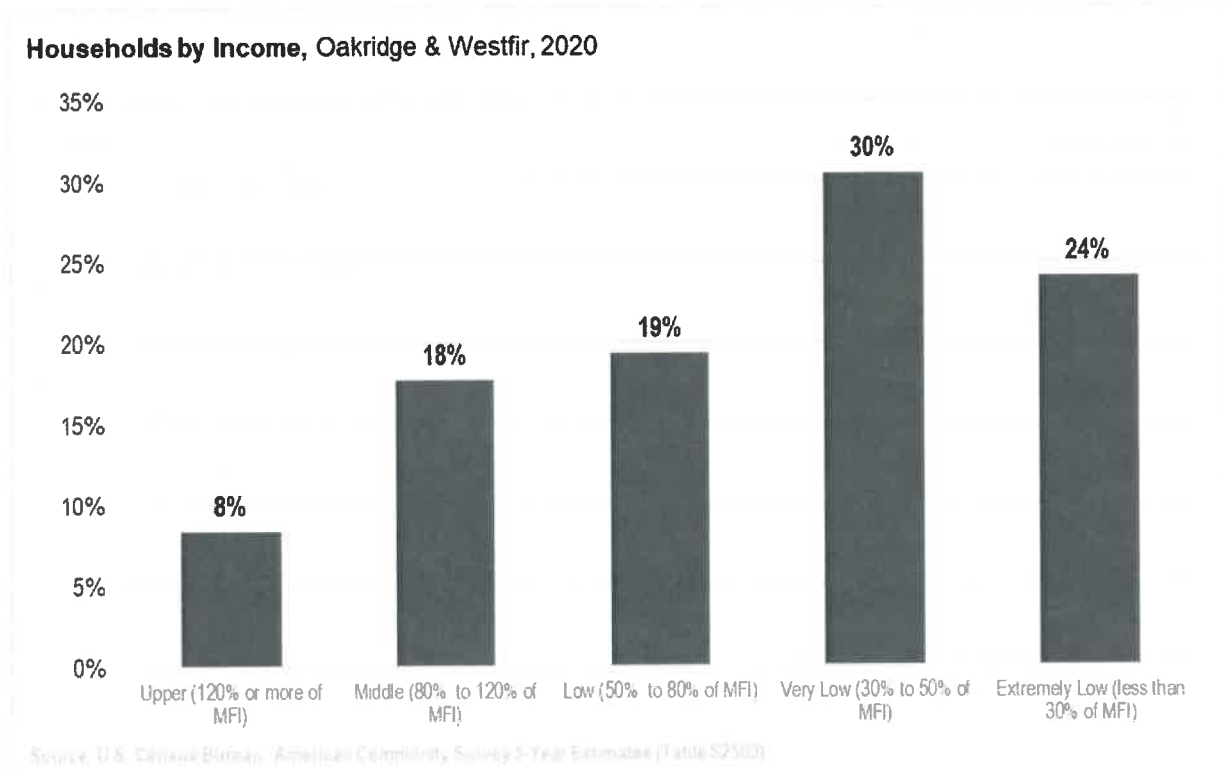
Sources: Population Research Center, Portland State University, June 30, 2021

SOCIO-ECONOMIC CHARACTERISTICS

In 2020, the median family income (MFI) in Lane County was \$72,200, compared to \$32,583 in the City of Oakridge and \$44,453 in Westfir.

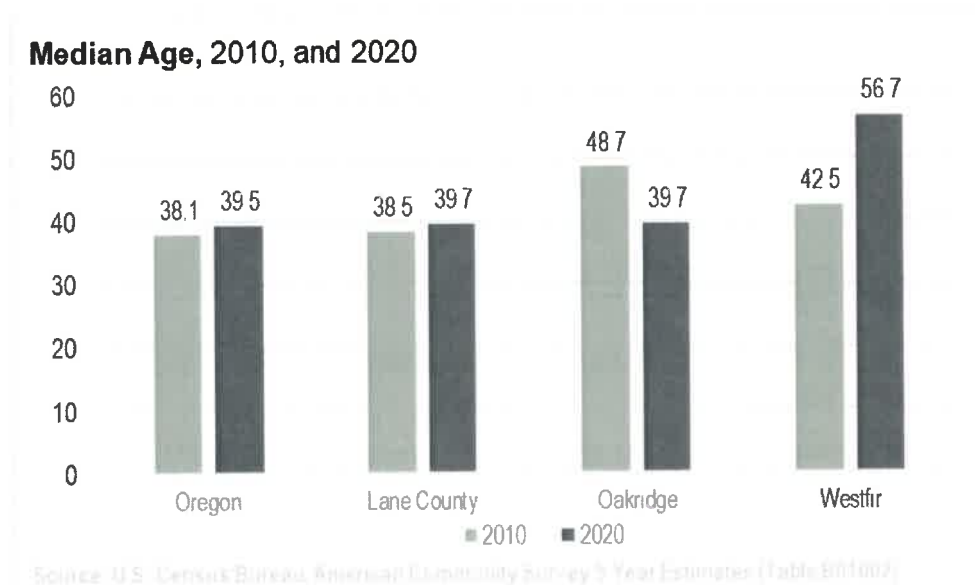
Using the U.S. Housing and Urban Development area median income estimate (\$72,200) as a gauge, today nearly 3 out of 4 households in Oakridge and Westfir could qualify as “low income” earning less than 80% of the area median income. Exhibit 3 depicts the distribution of households by income level

Exhibit 3: Households by Income Level, Cities of Oakridge & Westfir, 2020



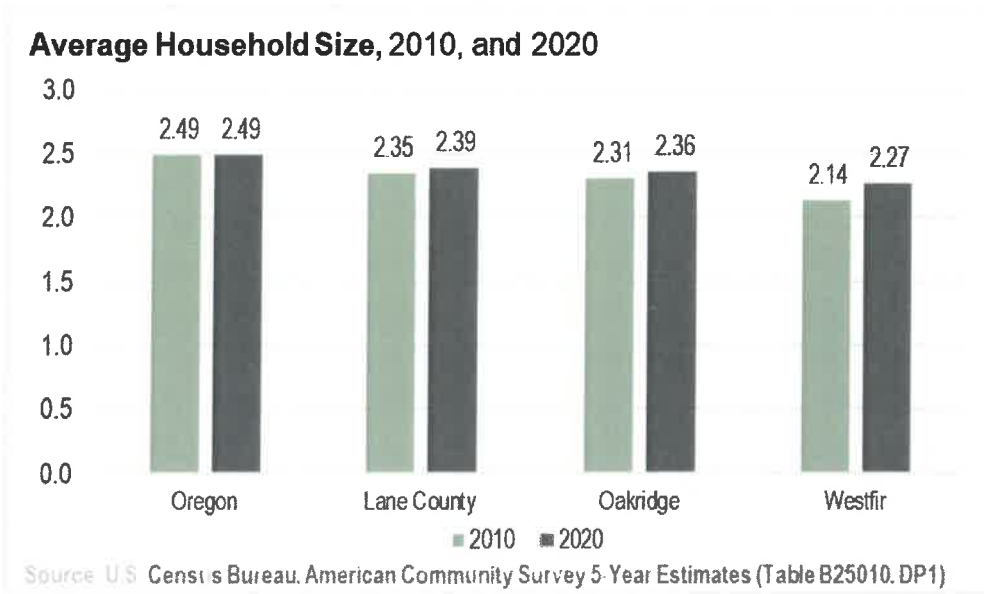
The median age of residents in Oakridge (39.7) is about the same as the state and county averages while the median age of Westfir residents (56.7) is much higher (Exhibit 4).

Exhibit 4: Median Age, 2010-2020



Average household size in Oakridge has increased slightly over the last decade, from 2.31 people per dwelling in 2010 to 3.36 in 2020. Westfir also experienced an uptick in average household size moving from 2.14 in 2010 to 2.27 in 2020 (Exhibit 5).

Exhibit 5: Average Household Size 2010-2020

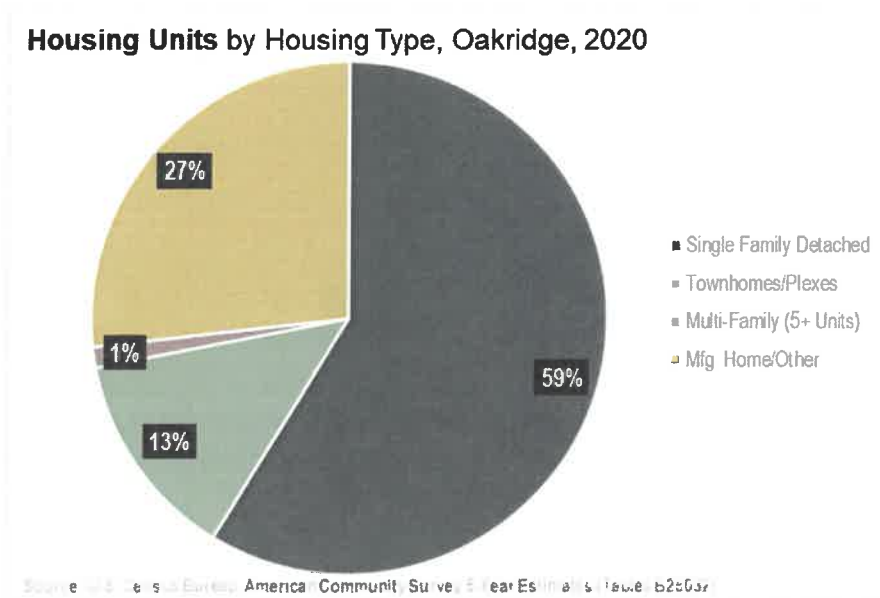


HOUSING INVENTORY AND TENANCY

Local housing inventory and tenancy shed light on housing conditions and market demand preferences. In 2020, there were 1,629 housing units in the City of Oakridge of which 1,414 units were classified as occupied and 215 units were considered vacant or for-sale.

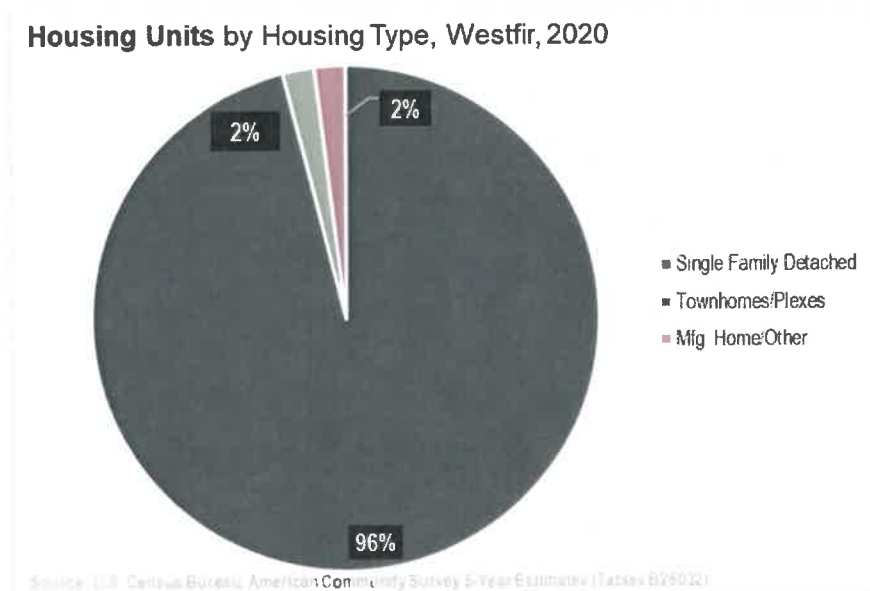
Like most cities in Oregon, single-family detached housing is the most prevalent housing type representing 59% of the local housing stock. The remaining housing inventory in Oakridge includes manufactured homes (27%), townhomes and plexes (13%), and multifamily (1%) as shown in Exhibit 6.

Exhibit 6: Existing Housing Inventory, 2020, City Oakridge



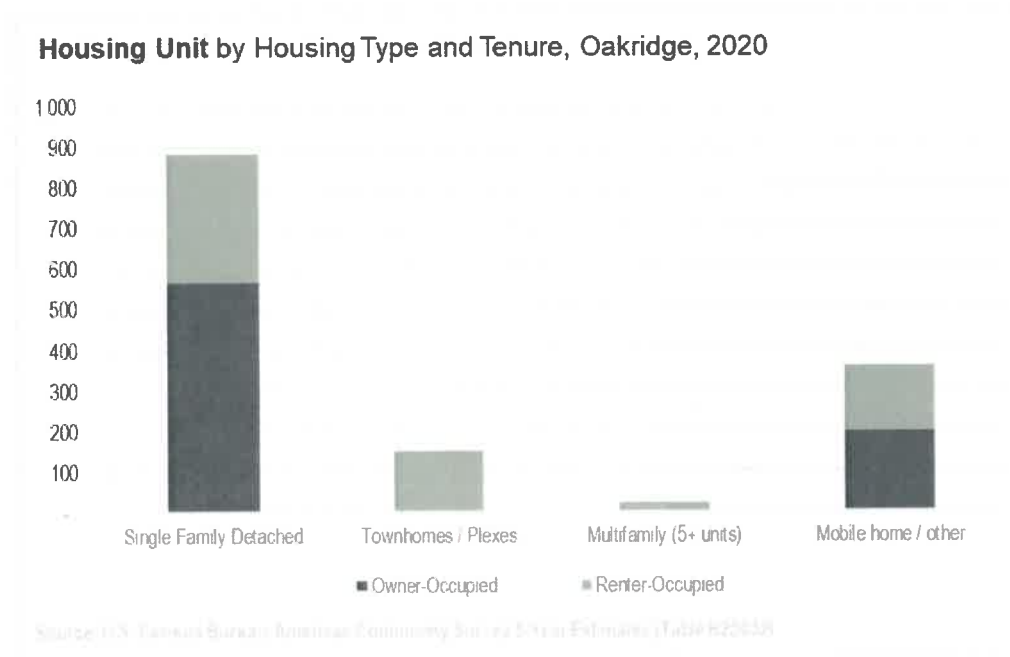
There were 150 housing units in Westfir in 2020 with 139 of those units classified as occupied. Virtually all of the housing inventory in Westfir is single-family detached (96%) with the remaining 4% split evenly between townhomes/plexes and mobile homes/manufactured housing (**Exhibit 7**).

Exhibit 7: Existing Housing Inventory, 2020, City Westfir



In Oakridge, owner-occupied housing represents 54% of the local occupied-housing inventory, while renter-occupied units account for the other 46% of the occupied-housing inventory (**Exhibit 8**). Ownership is most prevalent among single-family detached and manufactured housing types, while renters are more likely to reside in townhomes, plexes and multi-family units.

Exhibit 8: Existing Housing Tenancy, 2020, City of Oakridge



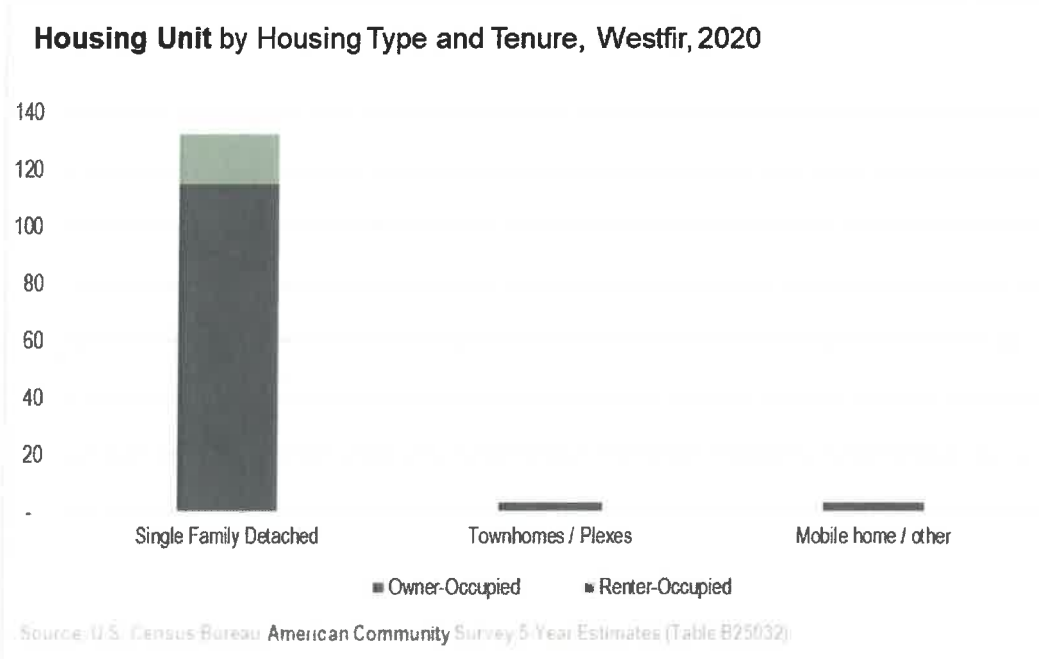
5/25/2022

Cities of Oakridge and Westfir
Draft Housing Needs Projection

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In Westfir, owner-occupied housing accounts for 87% of the occupied housing inventory, while renters occupy 13% of the housing inventory (**Exhibit 9**).

Exhibit 9: Existing Housing Tenancy, 2020, City of Westfir



HOUSING MARKET CHARACTERISTICS

To help gauge housing attainability in Oakridge and Westfir, FCS GROUP examined current median family income (MFI) levels using U.S. Housing and Urban Development (HUD) guidelines that assume housing attainability is achieved when no more than 30% of income is expended for housing costs. For example, as shown below in **Exhibit 10**, an upper-middle household earning 80% of the area median income level (\$57,760) should be able to afford rents of up to \$1,444.

The rents shown in **Exhibit 10** are considered “attainable” if 30% of household income is allocated to housing and utilities.

Exhibit 10: Oakridge/Westfir Affordable Housing Analysis

Lane County Median Family Income Level (2020)*	\$72,200	
HUD Qualifying Income Level: Renters	Lower-end	Upper-End
Upper (120% or more of MFI)	\$86,640	or more
Middle (80% to 120% of MFI)	\$57,760	\$86,640
Low (50% to 80% of MFI)	\$36,100	\$57,760
Very Low (30% to 50% of MFI)	\$21,660	\$36,100
Extremely Low (less than 30% of MFI)	\$21,660	or less
Attainable Monthly Housing Cost: Renters (@30% of income)	Lower-end	Upper-End
Upper (120% or more of MFI)	\$2,166	or more
Middle (80% to 120% of MFI)	\$1,444	\$2,166
Low (50% to 80% of MFI)	\$903	\$1,444
Very Low (30% to 50% of MFI)	\$542	\$903
Extremely Low (less than 30% of MFI)	\$542	or less

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Cities of Oakridge and Westfir
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FCS GROUP Memorandum

Currently, the HUD fair market rents within Lane County range from \$773 for an efficiency unit to \$1,989 for a four-bedroom unit, as shown below. This is what subsidized housing vouchers are based on and demonstrates the challenge of finding and developing housing at these price points.

Exhibit 11: HUD Fair Market Rent, 2020, Lane County



Home values have increased significantly in recent years. As indicated in Exhibit 12, median home values in Oakridge increased to approximately \$264,000 in January 2022, up 17.6% annually over the past two years. Median home values increased to \$300,000 in Westfir in 2022, up 17.3% annually over the past two years. Other cities in the region have experienced similar housing cost increases.

Exhibit 12: Zillow Home Value Price Index in Select Markets

	Jan-20	Jan-21	Jan-22	Annual Change %
Oakridge	\$191,000	\$217,000	\$264,000	17.6%
Westfir	\$218,000	\$245,000	\$300,000	17.3%
Creswell	\$326,000	\$367,000	\$439,000	16.0%
Cottage Grove	\$272,000	\$310,000	\$374,000	17.3%
Veneta	\$302,000	\$341,000	\$409,000	16.4%

Source: Zillow.com; analysis by FCS 4/09/22

HOUSING NEEDS FORECAST

Summary of Oakridge Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 755 residents in Oakridge requires an estimated 368 new housing units (see Exhibit 13). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 13: Oakridge Housing Need Forecast

	2023	2043	Change
Oakridge UGB Population	3,518	4,273	755
Less Group Quarters (0%)	-	-	-
Pop in Households	3,518	4,273	755
Avg. Household Size	2.36	2.36	2.36
Households (year round)	1,491	1,810	320
Vacancy and Seasonal Housing Assumption	13%	13%	49
Growth-related Housing Demand (dwelling units)	1,717	2,086	368

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Oakridge. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Local policies aimed at incentivizing mixed-use development in the downtown area.
- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types, such as duplexes, townhomes and apartments.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 216 single-family detached homes; 49 townhomes/duplexes; 5 multifamily units (apartments); and 99 manufactured housing units or cottage homes (**Exhibit 14**).

Exhibit 14: Oakridge Housing Need by Tenure & Housing Type

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Vacancy Allowance (Units)	Projected 20-Year Need (Units)
Housing Type Distribution				
Single Family Detached	128	72	17	216
Townhomes / Plexes	-	34	15	49
Multi-family (5+ units)	-	5	-	5
Mfg. homes	45	36	17	99
Total	173	147	49	368

Exhibit 15 identifies that housing products that are consistent with the projected housing need for Oakridge.

Exhibit 15: Projected Housing Demand by Income Level, Oakridge

Housing Type	Owner-Occupied Dwellings	Renter-Occupied Dwellings	Total Dwelling Units	Attainable Housing Products
Upper (120% or more of MFI)	100	15	114	Standard Homes
Upper Middle (80% to 120% of MFI)	60	18	78	Cottage Homes, Townhomes, Apartments
Lower Middle (50% to 80% of MFI)	40	25	65	Townhomes, Mfgd. Homes, Plexes, Apts.
Low (less than 50% of MFI)	0	66	66	Govt. Assisted Apts. & ADUs
Very Low (less than 30% of MFI)	0	45	45	Govt. Assisted Apts. & ADUs
Total	199	169	368	

Note: the values shown above in Exhibits 14 and 15 may not add exactly to totals due to rounding.

Summary of Westfir Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 73 residents in Westfir equates to approximately 35 new housing units (see **Exhibit 16**). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 16: Westfir Housing Need Forecast

	2023	2043	Change
Oakridge UGB Population	284	357	73
Less Group Quarters	-	-	-
Pop in Households	284	357	73
Avg. Household Size	2.27	2.27	2.27
Households (year round)	125	157	32
Vacancy and Seasonal Housing Assumption	7%	7%	3
Growth-related Housing Demand (dwelling units)	135	170	35

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Westfir. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types as well as new manufactured home parks.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 21 single-family detached homes; 3 townhomes/duplexes; and 8 manufactured housing units or cottage homes.

Exhibit 17: Westfir Housing Need by Tenure & Housing Type

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Seasonal & Vacancy Allowance (Units)	Total Dwelling Units
Housing Type Distribution				
Single Family Detached	12	7	3	21
Townhomes / Plexes	-	3	-	3
Multi-family (5+ units)	-	0	-	0
Mfg. homes	4	3	-	8
Total	16	14	3	33

Exhibit 18 identifies that housing types that are consistent with the projected housing need for Westfir.

Exhibit 18: Projected Housing Demand by Income Level, Westfir

Housing Type	Owner-Occupied Dwellings	Renter-Occupied Dwellings	Total Dwelling Units	Attainable Housing Products
Upper (120% or more of MFI)	9	0	9	Standard Homes
Upper Middle (80% to 120% of MFI)	6	0	6	Cottage Homes, Townhomes, Apartments
Lower Middle (50% to 80% of MFI)	4	2	6	Townhomes, Mfgd. Homes, Plexes, Apts.
Low (less than 50% of MFI)	0	4	4	Govt. Assisted Apts. & ADUs
Very Low (less than 30% of MFI)	0	10	10	Govt. Assisted Apts. & ADUs
Total	19	16	35	

Note: the values shown above in Exhibits 17 and 18 may not add exactly to totals due to rounding.

5/25/2022

Cities of Oakridge and Westfir
Draft Housing Needs Projection

FCS GROUP Memorandum

This housing needs forecast will be refined during the planning process with input from City staff, as well as the Housing Advisory Committee, Planning Commission, City Council and the public at large.

APPENDIX C: RESIDENTIAL LAND NEEDS ANALYSIS (RLNA) MEMO



MEMORANDUM

TO: City of Oakridge and City of Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: March 3, 2023

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **FINAL Residential Land Needs Analysis**

This memorandum provides a summary of the 2022 Residential Land Needs Analysis (RLNA) for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB). This analysis uses findings from Oakridge's and Westfir's buildable land inventories (land supply analysis) and Oakridge's and Westfir's 20-year housing needs projections (housing demand analysis) to conclude whether Oakridge and Westfir have enough buildable land to accommodate its 20-year housing projection for the 2022 – 2042 period.

The results of the RLNA will inform recommended measures and strategies for the Cities to address their housing needs. These measures and strategies will be identified in the final Housing Needs Analysis (HNA) report.

Summary of Residential Land Needs Analysis

City of Oakridge

Oakridge has more than enough land to accommodate population growth over the next 20 years; however, zoning changes are necessary to ensure that there is enough land available to support development of a variety of housing types and meet current and future housing needs.

According to the 20-year housing needs projection, Oakridge will need an additional 368 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 246 acres of buildable vacant and partially vacant land in Oakridge. It is estimated that 1,230 housing units could be developed on these

buildable lands, exceeding the projected need for 368 units. Oakridge does not have a deficit of buildable residential land in total.

Oakridge has a substantial surplus of land for single-family detached housing. There is capacity for approximately 1,100 new single-family detached houses, but there is only a projected need for about 200 houses over the next 20 years.

The capacity for townhome or plex units is slightly above the projected need. This surplus capacity of 27 units is significantly lower than the surplus for single-family detached houses.

There is not enough land that is zoned appropriately to support development of multi-family housing. Multi-family housing is only permitted in the R-2 zone, the commercial zones, and the mixed-use zones. There is no buildable land remaining in the R-2 zone. There is limited buildable land in the commercial and mixed-use zones, but multi-family developments must compete with commercial uses for land in these zones, so the capacity for multi-family development is limited.

There is no capacity for manufactured homes in new manufactured home parks. Manufactured home parks are only permitted with a conditional use permit in the R-2 and M1 (Mixed Use) zones. There is no buildable land in the R2 zone and only about 8,700 square feet (0.2 acres) of buildable land in the M1 zone. There may be some capacity for adding new manufactured homes in existing parks, but data is not readily available on the capacity in existing parks. It is unlikely that the capacity of existing parks would meet the 20-year projected need for approximately 74 manufactured homes in parks.

Table 1. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Oakridge UGB, 2022

Housing Type	20-Year Need	Estimated Capacity	Surplus/(Deficit) (Capacity – Need)
Single Family Detached	202	1,128	926
• Site Built	178	993	815
• Manufactured Homes	24	135	111
Townhouses/Plex	55	82	27
Multifamily (3+ units)	37	24	-13
Manufactured Homes in Parks	74	0	-74
Total	368	1,234	866

Although there is no deficit of housing capacity in Oakridge, the city still has a need for more affordable housing types, such as townhomes/plexes, multifamily, and manufactured housing in parks.

Oakridge needs to consider strategies that support the need for a wider range of housing types and more affordable housing types that are needed today and will continue to be needed over the next 20 years. The following strategies would support this goal:

- **Rezone an area of the R-1 zone to the R-2 zone.** This would dedicate additional land for higher density townhomes/plexes, multi-family housing, and manufactured home parks.
- **Prohibit single-family detached housing in one or more of the city's higher density residential and commercial zones, such as R-2, C-2, or C-3.** This would preserve buildable land in these zones for townhomes/plexes and multi-family housing.
- **Establish a minimum density standard in higher density residential and commercial zones.** This would encourage townhomes/plexes and multi-family units and discourage lower density single-family housing.
- **Reduce minimum lot size standards in one or more of the city's residential and commercial zones.** This would ensure efficient use of land and increase the capacity for townhomes/plexes and multi-family housing in those zones.
- **Provide more options for new manufactured home parks.** New manufactured home parks are only allowed in the R2 and M1 zones as a conditional use. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre. Manufactured dwelling parks must also only be subject to clear and objective approval standards. Code amendments may be necessary to comply with these state laws.

These strategies and other approaches will be evaluated in more detail in the HNA report.

City of Westfir

Westfir has more than enough land to accommodate population growth over the next 20 years and satisfy the need to develop various housing types according to current demographic and housing trends.

According to the 20-year housing needs projection, Westfir will need an additional 35 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 53.6 acres of buildable vacant and partially vacant land in Westfir. It is estimated that 167 housing units could be developed on these buildable lands, exceeding the projected need for 35 units.

Westfir also has a surplus of land for most housing types, depicted in Table 2. Single-family housing has the largest surplus, followed by multi-family, primarily because of one large lot zoned Mixed Use (MU) and High Density Residential (R-3). However, there is a need for more land zoned to support manufactured home parks.

Table 2. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Westfir UGB, 2022

Housing Type	20-Year Need	Estimated Capacity	Surplus/(Deficit) (Capacity - Need)
Single Family Detached	28	128	100
• Site Built	24	123	99
• Manufactured Homes	4	6	2
Townhouses/Plex	2	19	17
Multifamily (3+ units)	2	19	17
Manufactured Homes in Parks	3	0	-3
Total	35	167	132

No significant zoning changes are necessary to ensure a sufficient supply of residential land in Westfir. However, code amendments may be necessary to provide land for manufactured homes in parks and comply with state laws related to manufactured home parks. Manufactured home parks are not permitted in any zone district in Westfir. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre.

Additionally, the City may consider strategies to remove unnecessary barriers to development of a variety of housing types. Potential strategies will be evaluated in more detail in the draft HNA report.

Methodology

To assess Oakridge’s and Westfir’s supply of residential land, this analysis pulls findings from both the previously completed buildable land inventory and the housing needs projection. The analysis also uses data on historical residential development patterns and zoning standards to make projections about the mix of housing types that are projected to be developed in each zone.

Buildable Land Inventory Findings

City of Oakridge

The buildable land inventory indicates that Oakridge has 246.3 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 3 summarizes the amount of buildable land in each zone district or plan designation.

Table 3. Final Buildable Land Inventory, City of Oakridge UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Vacant Acres	Partially Vacant Acres	Buildable Acres
Low-Density Residential (R1)	806.6	229.0	127.0	61.9	188.9
Medium-Density Residential (R2)	1.3	--	--	--	--
Central Commercial (C2)	27.0	2.0	1.2	--	1.2
Highway Commercial (C3)	129.3	1.9	10.8	7.3	18.1
Mixed Use (M1)	19.5	1.2	0.2	--	0.2
Urban Residential (U)	68.1	7.2	10.6	18.8	29.4
Rural Residential (R)	16.8	3.6	5.0	3.5	8.5
TOTAL	1,068.6	244.9	154.8	91.5	246.3

City of Westfir

The buildable land inventory indicates that Westfir has 53.6 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 4 summarizes the amount of buildable land in each zone district or plan designation.

Table 4. Final Buildable Land Inventory, City of Westfir UGB, 2022

Plan Designation or Zone District	Gross Acres	Constrained Acres	Vacant Acres	Partially Vacant Acres	Buildable Acres
Community Residential (CR)	84.4	40.5	11.9	3.6	15.6
Low-Density Residential (R-1)	28.1	12.2	--	22.8	22.8
High-Density Residential (R-3)	4.8	1.3	--	3.5	3.5
Mixed Use (MU)	19.6	0.9	0	11.6	11.7
Residential Plan Designation (R)	1.6	0.4	0	0	0
TOTAL	135.4	55.3	18.3	41.5	53.6

Housing Needs Projection Findings

City of Oakridge

The housing needs projection concludes that Oakridge will need 368 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 368 units was assumed based on Oakridge’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. It was found that the great majority of existing manufactured homes are found in manufactured home parks. Manufactured homes in parks are a distinctly different housing type compared to manufactured homes on individually owned lots. For this reason, the projected need for each type was calculated separately.

The projection assumes that the future need for manufactured homes in parks is similar to the existing stock of manufactured homes. These units account for 20% of the City’s existing housing stock. Based on overall growth in projected housing, this equates to a need for approximately 74 new manufactured homes in parks.

**Table 5. Final Housing Need Projection by Housing Type,
City of Oakridge UGB, 2022 - 2042**

Housing Type	Existing Distribution	Projected Distribution	Projected 20-Year Need (Units)
Single Family Detached	66%	55%	202
• Site Built	59%	48%	178
• Manufactured Homes	7%	7%	24
Townhouses/Plex	13%	15%	55
Multifamily (3+ units)	1%	10%	37
Manufactured Homes in Parks	20%	20%	74
Total	100%	100%	368

City of Westfir

The housing needs projection concludes that Westfir will need 35 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 35 units was assumed based on Westfir’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. While there are very few manufactured homes in parks today in Westfir, demographic trends and income levels support the need for plan for manufactured homes in parks. The projections estimate a need for 10% of all new units to be manufactured homes in parks. This equates to a need for approximately 4 new manufactured homes in parks.

**Table 6. Final Housing Need Projection by Housing Type,
City of Westfir UGB, 2022 - 2042**

Housing Type	Existing Distribution	Projected Distribution	Projected 20-Year Need (Units)
Single Family Detached	96%	80%	28
• Site Built	91%	70%	24
• Manufactured Homes	5%	10%	4
Townhouses/Plex	2%	5%	2
Multifamily (3+ units)	0%	5%	2
Manufactured Homes in Parks	2%	10%	3
Total	100%	100%	35

Residential Land Needs Analysis Findings

Findings from the buildable land inventory and housing needs projection indicate that Oakridge and Westfir have enough land to accommodate future housing need in total. The RLNA also evaluates Oakridge’s and Westfir’s buildable land and estimated unit capacity by housing type. To do so, the analysis assumes a projected housing mix and density by zone based on historical development trends and existing code allowances.

City of Oakridge

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 7 and reflecting development trends in the last 22 years, 98 new dwelling units have been constructed and/or installed since 2000.

- All of the 98 new dwelling units were built in the Low Density Residential (R1) zone. About 26% of these new units are installations of manufactured homes on individual lots, 4% are duplexes, and the remaining 70% are single family homes. Note that no townhomes or other types of plexes were built in the last 22 years.
- No multifamily units have been built since 2000. This housing type is not permitted in R1 zone but is permitted in the R2 zone. However, there are only 1.3 acres zoned R2 and none of it is considered buildable.
- No housing was built in zones where residential is permitted other than zone R1.

These development patterns indicate that property owners and developers primarily pursued the construction of single-family homes and or installation manufactured homes on individual lots since 2000.

Table 7. Housing Built by Housing Type, 2000 - 2022, City of Oakridge UGB

Housing Type	Number of Units	Percent of Units
Single Family Detached	94	96%
• Site Built	69	70%
• Manufactured Homes	25	26%
Townhouses/Plex	4	4%
Multifamily (3+ units)	0	0%
Manufactured Homes in Parks	0	0%
Total	98	100%

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances. The R1 zone is projected to develop with a similar mix of housing types as has been developed in the last 20 years. Approximately 95% of housing production will be single-family detached units (either site-built or manufactured dwellings on individual lots). Land with Urban Residential (U) plan designation is projected to follow the same housing mix and densities of the predominant residential zone in Oakridge, R1.

The commercial zones are projected to develop with a wider variety of housing types given the use regulations of these zones. However, because there are limitations on where residential uses can be sited in these zones, only 25% of the zone is projected to develop with residential uses. A higher share of residential development is projected in the Mixed Use (M1) zone because it does not have these same limitations.

Table 8. Projected Housing Mix and Capacity by Zone, City of Oakridge UGB

	Residential (R1)	Commercial (C2)	Commercial (C3)	Mixed Use (M1)	U (Comp. Plan)	R (Comp Plan)
Projected Mix (% of Units)						
Single-Family Detached	95%	20%	20%	20%	95%	100%
• Site Built	84%	18%	18%	18%	84%	88%
• Manufactured Homes	11%	2%	2%	2%	11%	12%
Townhouses/Plex	5%	40%	40%	30%	5%	0%
Multi-Family (3+ Units)	0%	40%	40%	30%	0%	0%
Manufactured Homes in Parks	0%	0%	0%	20%	0%	0%
Projected Density (u/ac)						
Single-Family Detached	5.2	13.6	2.6	5.2	5.2	1.0
• Site Built	5.2	13.6	2.6	5.2	5.2	1.0
• Manufactured Homes	5.2	13.6	2.6	5.2	5.2	1.0
Townhouses/Plex	7.5	13.6	13.6	8.7	7.5	--
Multi-Family (3+ Units)	--	13.6	13.6	13.6	--	--
Manufactured Homes in Parks	--	--	--	8.0	--	--
Overall Average Density	5.3	13.6	11.4	9.3	5.3	1.0
Buildable Acres	188.9	1.2	18.1	0.2	29.4	8.5
Percent Residential Use	100%	25%	25%	100%	100%	100%
Total Unit Capacity	1,009	4	52	2	157	9
Single-Family Detached	959	1	10	0	149	9
• Site Built	844	1	9	0	131	8
• Manufactured Homes	115	0	1	0	18	1
Townhouses/Plex	50	2	21	1	8	0
Multi-Family (3+ Units)	0	2	21	1	0	0
Manufactured Homes in Parks	0	0	0	0	0	0

City of Westfir

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 9 and reflecting development trends in the last 22 years, 11 new dwelling units have been constructed and/or installed since 2000.

- All of the 11 new dwelling units the Community Residential (CR) zone. About 36% of these new units are installations of manufactured homes on individual lots and the remaining 64% are single family homes. Note that no townhomes or other types of multifamily were built in the last 22 years.
- No housing was built in other zones.

These development patterns indicate that property owners and developers only pursued the construction or installation of single-family homes and manufactured homes on individual lots.

Table 9. Housing Built by Housing Type, 2000 - 2022, City of Westfir UGB

Housing Type	Number of Units	Percent of Units
Single Family Detached	7	100%
• Site Built	7	64%
• Manufactured Homes	4	36%
Townhouses/Plex	0	0%
Multifamily (3+ Units)	0	0%
Manufactured Homes in Parks	0	0%
Total	11	100%

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances.

The CR zone is projected to have a wider variety of housing types in the future because this is allowed under the use regulations. Seventy percent of the CR zone's projected unit capacity is estimated to be single family detached housing while the other 30% is projected to be a mix of townhome/plex units, multi-family units, and manufactured homes in parks.

The projected mix for the Low Density Residential (R-1) and Medium Density Residential (R-2) zones were assumed to be predominately single-family detached, given use restrictions. The projected mix and density for the High-Density Residential (R-3) and Mixed Use (MU)

includes a wider mix of housing types, similar to the CR zone, given more flexible use regulations.

Table 10. Projected Housing Mix and Capacity by Zone, City of Westfir UGB

	Community Residential (CR)	Low Density Residential (R-1)	Medium Density Residential (R-2)	High Density Residential (R-3)	Mixed Use (MU)
Projected Mix (% of Units)					
Single-Family Detached	70%	90%	90%	70%	70%
• Site Built	67%	86%	86%	67%	67%
• Manufactured Homes	4%	5%	5%	4%	4%
Townhouses/Plex	15%	5%	5%	15%	15%
Multi-Family (3+ Units)	15%	5%	5%	15%	15%
Manufactured Homes in Parks	0%	0%	0%	0%	0%
Projected Density (u/ac)					
Single-Family Detached	4.4	2.8	3.3	3.3	2.8
• Site Built	4.4	2.8	3.3	3.3	2.8
• Manufactured Homes	4.4	2.8	3.3	3.3	2.8
Townhouses/Plex	7.5	5.5	3.6	3.6	4.8
Multi-Family (3+ Units)	6.0	--	--	5.4	4.8
Manufactured Homes in Parks	--	--	--	--	--
Overall Average Density	5.1	2.8	3.1	3.6	3.4
Buildable Acres	15.6	22.8	0.0	3.5	11.7
Percent Residential Use	100%	100%	100%	100%	25%
Total Unit Capacity	79	63	0	13	10
Single-Family Detached	55	57	0	9	7
• Site Built	53	54	0	9	7
• Manufactured Homes	3	3	0	0	0
Townhouses/Plex	12	3	0	2	2
Multi-Family (3+ Units)	12	3	0	2	2
Manufactured Homes in Parks	0	0	0	0	0

APPENDIX D: COMMUNITY ENGAGEMENT MEMO

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Revenues					
Beginning Fund Balances Revenues					
100-00-500001 Beginning Fund Balance	\$ 25,333.33	\$ 0.00	\$ 304,000.00	\$ 0.00	100.00
100-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00
100-18-500001 Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balances Revenues	25,333.33	0.00	304,000.00	0.00	100.00
Property Taxes Revenues					
100-00-503400 Property Tax Revenues - Prior Levie	833.33	0.00	10,000.00	0.00	100.00
100-00-599100 Property Tax Revenues - Current Le	105,004.00	0.00	1,260,048.00	1,191,496.15	5.44
Total Property Taxes Revenues	105,837.33	0.00	1,270,048.00	1,191,496.15	6.18
Franchise Fees Revenues					
100-00-504005 Franchise Fees	17,500.00	34.19	210,000.00	199,992.15	4.77
100-00-520200 Water Pay in Lieu of Franchise	0.00	0.00	0.00	0.00	0.00
100-00-520300 Sewer Pay in Lieu of Franchise	0.00	0.00	0.00	0.00	0.00
Total Franchise Fees Revenues	17,500.00	34.19	210,000.00	199,992.15	4.77
Licenses, Permits, Misc. Taxes Revenues					
100-00-503100 State Liquor Tax	4,666.67	0.00	56,000.00	36,994.01	33.94
100-00-503150 State Marijuana Tax	1,666.67	0.00	20,000.00	0.00	100.00
100-00-503250 ORD 924 Tax	416.67	0.00	5,000.00	0.00	100.00
100-00-503300 Cigarette Tax	250.00	0.00	3,000.00	2,256.37	24.79
100-00-503450 Heavy Eqp Rental Tax	0.00	0.00	0.00	372.99	0.00
100-00-503500 Transient Room Tax	3,068.43	0.00	34,000.00	15,157.46	55.42
100-00-504000 Telecommunications License Fee	1,250.00	131.26	15,000.00	14,249.56	5.00
100-00-504100 Licenses & Permits Fees	5,416.67	1,110.60	65,000.00	57,952.62	10.84
Total Licenses, Permits, Misc. Taxes Revenues	16,735.10	1,241.86	198,000.00	126,983.01	35.87
Intergovernmental Revenues Revenues					
100-00-502400 Westfir Police Services Contract	4,583.33	0.00	55,000.00	43,022.25	21.78
100-00-502500 Rural Fire District	0.00	0.00	0.00	0.00	0.00
100-00-503451 Wildfire Relief Funds HB5006	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	2,916.67	0.00	35,000.00	30,606.40	12.55
100-00-507100 LRAPA Code Enforcement	4,833.00	0.00	57,996.00	53,166.85	8.33
100-00-508500 Lowell Police Serv. Contract	2,740.75	2,673.99	32,889.00	25,640.91	22.04
100-00-509000 School District SRO	0.00	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	1,583.33	0.00	19,000.00	19,207.00	(1.09)
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
Total Intergovernmental Revenues Revenues	16,657.08	2,673.99	199,885.00	171,643.41	14.13
Planning Fees and Reimbursements Revenues					
100-00-501500 Planning	166.67	0.00	2,000.00	620.00	69.00
Total Planning Fees and Reimbursements Revenu	166.67	0.00	2,000.00	620.00	69.00

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Fines & Forfeitures Revenues					
100-00-500500 Fines & Foreitures	3,750.00	1,079.00	45,000.00	26,378.85	41.38%
100-00-508600 Lowell Muni Court Fines	83.33	0.00	1,000.00	414.03	58.60%
Total Fines & Forfeitures Revenues	3,833.33	1,079.00	46,000.00	26,792.88	41.75%
Interest Revenues					
100-00-500200 Interest	83.33	0.00	1,000.00	0.00	100.00%
100-00-500205 Interest on Property Taxes	133.33	0.00	1,600.00	958.58	40.09%
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%
Total Interest Revenues	216.67	0.00	2,600.00	958.58	63.13%
Grants & Donations Revenues					
100-00-500300 Dividends	0.00	0.00	0.00	6,895.00	0.00%
100-00-500880 DEQ Smoke Management Grant	0.00	0.00	0.00	0.00	0.00%
100-00-502860 CARES Act Grant	0.00	0.00	0.00	0.00	0.00%
100-00-502861 FEMA COVID Vaccine grant	0.00	0.00	0.00	0.00	0.00%
100-00-502862 Travel Oregon Grant	0.00	0.00	0.00	0.00	0.00%
100-00-502863 American Rescue Plan Grant	0.00	0.00	374,000.00	385,363.64	(3.04%)
100-00-506000 Library Donations & Sales	125.00	0.00	1,500.00	1,217.47	18.84%
100-00-506500 Library SRP-Cards 4 Kids	83.33	0.00	1,000.00	1,000.00	0.00%
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	0.00	0.00%
100-00-511102 Banner Bank Fundraiser	0.00	0.00	0.00	2,878.00	0.00%
100-00-511150 ODOT/IMBA Grant	0.00	0.00	0.00	0.00	0.00%
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/LETP 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	16.67	0.00	200.00	674.26	(237.13%)
100-00-513800 Ford Foundation Grant	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00%
100-00-599800 Parks Revenues/Donations	333.33	0.00	4,000.00	0.00	100.00%
100-16-505510 Misc Library Grants	0.00	0.00	0.00	3,000.00	0.00%
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%
Total Grants & Donations Revenues	558.33	0.00	380,700.00	401,028.37	(5.34%)
Rentals and Leases Revenues					
100-00-501400 WAC Room Rent	0.00	0.00	0.00	0.00	0.00%
100-00-599600 LCOG Fiber Lease	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 2023-9 Ending March 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remain Budget
100-00-599700 Dead Mountain Tower Rent	583.33	600.00	7,000.00	8,100.00	(15.71)
Total Rentals and Leases Revenues	583.33	600.00	7,000.00	8,100.00	(15.71)
Miscellaneous Revenues					
100-00-502000 Fall Fun Night	208.33	0.00	2,500.00	0.00	100.00
100-00-505500 Library Revenue	108.33	0.00	1,300.00	734.51	43.50
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
100-00-510000 WAC Vending Machine	0.00	0.00	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	250.00	18.24	3,000.00	30,345.07	(911.50)
100-00-599910 Misc Income - Secret Millionaire	0.00	0.00	0.00	0.00	0.00
100-00-599920 Misc Police Revenue	166.67	565.00	2,000.00	1,724.64	13.77
100-17-599900 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Revenues	733.33	583.24	8,800.00	32,804.22	(272.78)
Charges for Services Revenues					
100-00-504010 Imposed Public Safety Fee	0.00	28,688.00	240,000.00	260,634.00	(8.60)
100-00-520100 Administrative Overhead	47,841.92	143,525.73	574,103.00	430,577.19	25.00
Total Charges for Services Revenues	47,841.92	172,213.73	814,103.00	691,211.19	15.10
Other Financing Sources (uses) Revenues					
100-00-500400 Tax Anticipation Note	0.00	0.00	0.00	0.00	0.00
100-00-500910 Sale of Equipment	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
100-00-532426 Loan from Wastewater Fund	0.00	0.00	0.00	0.00	0.00
100-00-532427 Loan from Water Fund	0.00	0.00	0.00	0.00	0.00
100-00-599200 Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (uses) Revenues	0.00	0.00	0.00	0.00	0.00
Transfers Revenues					
100-00-530000 Transfer from Other Funds	0.00	0.00	0.00	0.00	0.00
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
Total Transfers Revenues	0.00	0.00	0.00	0.00	0.00
Total GENERAL FUND Revenues	\$ 235,996.43	\$ 178,426.01	\$ 3,443,136.00	\$ 2,851,629.96	17.18

Expenditures

Personal Services Expenditures

100-00-400009 Volunteer Life Ins.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
100-11-400000 Draw	0.00	0.00	0.00	9,000.00	0.00%
100-11-400001 Health Insurance	5,395.75	0.00	64,749.00	38,078.79	41.19%
100-11-400002 PERS	7,769.25	0.00	93,231.00	41,786.75	55.18%
100-11-400003 Workers Compensation	150.00	0.00	1,800.00	88.31	95.09%

City of Oakridge

Statement of Revenue and Expenditures

3/10/2023 2:22pm

Revised Budget
For GENERAL FUND (100)

For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-11-400004	Payroll Taxes	1,879.75	113.84	22,557.00	14,482.07	35.80%
100-11-400005	Overtime	166.67	0.00	2,000.00	2,009.96	(0.50%)
100-11-400010	Unemployment/Personnel	0.00	0.00	0.00	0.00	0.00%
100-11-400011	City Administrator	7,114.00	0.00	85,368.00	41,763.47	51.08%
100-11-400012	Public Works Personnel Services	0.00	0.00	0.00	0.00	0.00%
100-11-400013	Finance Director/City Recorder	6,304.00	0.00	75,648.00	45,944.51	39.27%
100-11-400014	Acct. Clerk Part-Time	0.00	0.00	0.00	0.00	0.00%
100-11-400015	LIB/AP/UB	4,143.33	0.00	49,720.00	31,948.77	35.74%
100-11-400016	Employee Allowance	0.00	0.00	0.00	0.00	0.00%
100-11-400021	Payroll Specialist/Project Admin	0.00	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%
100-11-400032	Deferred Comp OSGP	0.00	100.00	0.00	100.00	0.00%
100-11-400046	Assistant Planner	4,372.17	0.00	52,466.00	48,049.04	8.42%
100-11-400049	Comm Svc's/Asst to Admin	0.00	0.00	0.00	338.19	0.00%
100-11-400065	Seasonal Employee	0.00	0.00	0.00	0.00	0.00%
100-11-400068	Floating Holiday 1	0.00	0.00	0.00	0.00	0.00%
100-11-400069	Floating Holiday 2	0.00	0.00	0.00	0.00	0.00%
100-11-400077	Admin Leave	0.00	0.00	0.00	0.00	0.00%
100-11-400081	VEBA Contributions	750.00	0.00	9,000.00	0.00	100.00%
100-11-400082	Life/LTD Insurance	41.67	0.00	500.00	55.95	88.81%
100-13-400001	Health Insurance	13,129.17	0.00	157,550.00	15,946.62	89.88%
100-13-400002	PERS	11,700.00	0.00	140,400.00	59,821.23	57.39%
100-13-400003	Workers Compensation	1,041.67	0.00	12,500.00	1,000.24	92.00%
100-13-400004	Payroll Taxes	2,975.00	0.00	35,700.00	18,168.14	49.11%
100-13-400005	Overtime	4,000.00	0.00	48,000.00	23,007.92	52.07%
100-13-400006	Standby	1,000.00	0.00	12,000.00	8,955.80	25.37%
100-13-400007	Call Back	0.00	0.00	0.00	0.00	0.00%
100-13-400010	Unemployment/Personnel Police	0.00	0.00	0.00	0.00	0.00%
100-13-400016	Employee Allowance	30.00	0.00	360.00	0.00	100.00%
100-13-400017	USFS Contract	0.00	0.00	0.00	0.00	0.00%
100-13-400020	Police Chief	7,615.42	0.00	91,385.00	67,831.00	25.77%
100-13-400023	Patrol Wages	13,550.00	0.00	162,600.00	25,530.93	84.30%
100-13-400024	Dispatchers	6,337.00	0.00	76,044.00	57,033.00	25.00%
100-13-400025	Communications Sergeant	5,610.58	0.00	67,327.00	42,051.82	37.54%
100-13-400026	Deputy Chief	0.00	0.00	0.00	25,902.06	0.00%
100-13-400027	Code Enforcement Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400030	Westfir Grant Officer	0.00	0.00	0.00	0.00	0.00%
100-13-400032	Deferred Comp OSGP	0.00	334.00	0.00	334.00	0.00%
100-13-400066	Vacation Buy-Out	0.00	0.00	0.00	0.00	0.00%
100-13-400068	Floating Holiday 1	0.00	0.00	0.00	0.00	0.00%
100-13-400069	Floating Holiday 2	0.00	0.00	0.00	0.00	0.00%
100-13-400077	Admin Leave	0.00	0.00	0.00	0.00	0.00%
100-13-400081	VEBA Contributions	1,125.00	0.00	13,500.00	0.00	100.00%
100-13-400082	Life/LTD Insurance	41.67	0.00	500.00	81.52	83.70%
100-13-400090	Severance Benefits	0.00	0.00	0.00	0.00	0.00%
100-16-400001	Health Insurance	0.00	0.00	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	8.33	0.00	100.00	0.00	100.00%

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-9 Ending March 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remain Budget
100-16-400004 Payroll Taxes	66.67	0.00	800.00	507.72	36.54
100-16-400015 LIB/AP/UB	0.00	0.00	0.00	0.00	0.00
100-16-400048 Library Coordinator	854.17	0.00	10,250.00	6,458.54	36.99
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	1,691.67	0.00	20,300.00	(14,954.64)	173.67
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	0.00	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	0.00	0.00	0.00
100-18-400022 Bldg. Manager	83.33	0.00	1,000.00	0.00	100.00
100-18-400081 VEBA Contributions	0.00	0.00	0.00	0.00	0.00
100-99-400000 Draw	0.00	0.00	0.00	0.00	0.00
100-99-400001 Health Care Coverage	774.67	0.00	9,296.00	5,208.63	43.97
100-99-400002 PERS	639.75	0.00	7,677.00	4,337.50	43.50
100-99-400003 Workers Compensation	3.00	0.00	36.00	0.00	100.00
100-99-400004 Payroll Taxes	154.83	0.00	1,858.00	972.82	47.64
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	1,982.75	0.00	23,793.00	13,445.50	43.49
100-99-400068 Floating Holiday 1	0.00	0.00	0.00	0.00	0.00
100-99-400069 Floating Holiday 2	0.00	0.00	0.00	0.00	0.00
100-99-400081 VEBA Contributions	93.75	0.00	1,125.00	0.00	100.00
100-99-400082 Life/LTD Insurance	4.17	0.00	50.00	14.35	71.30
Total Personal Services Expenditures	112,599.17	547.84	1,351,190.00	635,300.51	52.98
Materials & Services Expenditures					
100-00-400103 Seasonal/Temp Workers	0.00	0.00	0.00	0.00	0.00
100-00-400157 Equipment Rental	0.00	0.00	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	36,179.50	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	1,564.58	0.00	18,775.00	7,014.78	62.64
100-00-400228 Transient Income Projects	2,500.00	0.00	30,000.00	15,136.53	49.54
100-11-400078 ARPA Expenses	0.00	5,400.99	214,500.00	183,468.33	14.47
100-11-400101 Materials/Supplies	1,250.00	4,251.93	15,000.00	16,495.51	(9.97)
100-11-400104 Telephone	0.00	222.92	0.00	5,420.92	0.00
100-11-400105 Banking/Financial Fees	166.67	14.06	2,000.00	19.20	99.04
100-11-400106 Office Expenses/Equipment	0.00	431.57	0.00	1,915.72	0.00
100-11-400107 Utilities	1,000.00	280.35	12,000.00	5,094.77	57.54
100-11-400108 Insurance	12,500.00	0.00	150,000.00	126,443.68	15.70
100-11-400109 Banking/Financial Fees (do not use)	0.00	0.00	0.00	0.00	0.00
100-11-400110 Utilities	0.00	0.00	0.00	106.20	0.00
100-11-400114 Advertising	66.67	0.00	800.00	437.00	45.38
100-11-400115 Internet	0.00	169.95	0.00	1,017.15	0.00
100-11-400117 Membership/Dues/Subscriptions	916.67	1,682.90	11,000.00	11,002.53	(0.02)
100-11-400120 Travel/Training	166.67	0.00	2,000.00	262.48	86.88

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For GENERAL FUND (100)

For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %	
100-11-400122	Travel/Training City Council	83.33	0.00	1,000.00	40.00	96.00%
100-11-400126	Postage/Mailing	0.00	0.00	0.00	0.00	0.00%
100-11-400130	Professional Services Non Legal	1,000.00	0.00	12,000.00	2,901.42	75.82%
100-11-400132	Accounting/Audit Services	2,916.67	0.00	35,000.00	0.00	100.00%
100-11-400133	Professional Services/Legal Fees	1,750.00	0.00	21,000.00	4,358.90	79.24%
100-11-400148	Safety Committee	0.00	0.00	0.00	0.00	0.00%
100-11-400150	Awards/Recognitions	20.83	0.00	250.00	1,030.00	(312.00%)
100-11-400152	Election Expense	250.00	0.00	3,000.00	2,417.14	19.43%
100-11-400154	City Administrator Expense	41.67	0.00	500.00	40.00	92.00%
100-11-400156	Computer Equip/Supplies/Support	833.33	0.00	10,000.00	4,893.76	51.06%
100-11-400157	Equipment Rental	0.00	0.00	0.00	0.00	0.00%
100-11-400158	Misc.Expense/New Equipment	625.00	324.49	7,500.00	2,770.05	63.07%
100-11-400166	Bldg. Maintenance	416.67	0.00	5,000.00	2,305.50	53.89%
100-11-400203	Ford Foundation Grant	0.00	0.00	0.00	0.00	0.00%
100-11-400222	Community Projects	0.00	0.00	0.00	10,000.00	0.00%
100-11-400242	Special Mobility Services	1,000.00	0.00	12,000.00	9,000.00	25.00%
100-11-401052	Radios Debt Service	0.00	0.00	0.00	1,665.96	0.00%
100-11-405000	Unreconciled	0.00	0.00	0.00	0.00	0.00%
100-12-400104	Telephone	0.00	0.00	0.00	0.00	0.00%
100-12-400126	Postage/Mailing	0.00	0.00	0.00	0.00	0.00%
100-12-400130	Professional Services Misc.	4,166.67	0.00	50,000.00	28,015.05	43.97%
100-12-400133	Professional Services/Legal Fees	0.00	0.00	0.00	202.50	0.00%
100-12-400138	Planning Services	125.00	0.00	1,500.00	288.00	80.80%
100-12-400140	Administrative Overhead	2,739.83	8,219.50	32,878.00	24,658.50	25.00%
100-12-400156	Computer Support IT	0.00	0.00	0.00	74.99	0.00%
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	250.00	0.00	3,000.00	67.70	97.74%
100-13-400078	ARPA Expenses	0.00	0.00	0.00	15,594.58	0.00%
100-13-400101	Materials/Supplies	833.33	1,040.36	10,000.00	5,813.49	41.87%
100-13-400103	Seasonal/Temp Workers	0.00	0.00	0.00	0.00	0.00%
100-13-400104	Telephone	0.00	916.46	0.00	5,811.38	0.00%
100-13-400106	Office Equipment Lease	0.00	0.00	0.00	560.13	0.00%
100-13-400107	Utilities	500.00	376.76	6,000.00	2,175.79	63.74%
100-13-400108	Insurance	0.00	0.00	0.00	0.00	0.00%
100-13-400115	Internet	0.00	0.00	0.00	0.00	0.00%
100-13-400117	Membership/Dues/Subscriptions	191.67	0.00	2,300.00	0.00	100.00%
100-13-400118	Cadet/Explorer Expense	41.67	0.00	500.00	0.00	100.00%
100-13-400120	Travel/Training	583.33	2,885.44	7,000.00	3,285.44	53.07%
100-13-400121	Accreditation	0.00	0.00	0.00	0.00	0.00%
100-13-400126	Postage/Mailing	0.00	0.00	0.00	0.00	0.00%
100-13-400130	Professional Services Misc.	333.33	0.00	4,000.00	3,051.11	23.72%
100-13-400133	Professional Services/Legal Fees	0.00	0.00	0.00	987.50	0.00%
100-13-400137	Dispatch Services LCSO	6,283.00	0.00	75,396.00	34,713.32	53.96%
100-13-400140	Administrative Overhead	6,566.67	19,700.00	78,800.00	59,100.00	25.00%
100-13-400145	Uniform	83.33	0.00	1,000.00	0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
100-13-400146	Uniform Allowance	787.50	0.00	9,450.00	939.45	90.06
100-13-400156	Computer Equip/Supplies/Support	0.00	0.00	0.00	3,029.98	0.00
100-13-400160	Equipment Maintenance/Repairs	125.00	0.00	1,500.00	1,663.33	(10.89)
100-13-400162	Radio Maintenance/Repairs	291.67	0.00	3,500.00	570.00	83.71
100-13-400166	Bldg. Maintenance	0.00	0.00	0.00	366.20	0.00
100-13-400168	Vehicle Maintenance	500.00	144.07	6,000.00	2,124.41	64.59
100-13-400169	Vehicle Repairs	500.00	0.00	6,000.00	667.27	88.88
100-13-400172	Fuel	3,000.00	957.84	36,000.00	13,290.12	63.08
100-13-400173	New Equipment (less than \$5,000)	750.00	1,221.74	9,000.00	3,091.74	65.65
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	33.33	0.00	400.00	0.00	100.00
100-13-400217	Crime Prevention Program	33.33	0.00	400.00	0.00	100.00
100-13-400218	Fall Fun Night	208.33	1,980.12	2,500.00	2,193.82	12.25
100-13-400219	Animal Spay/Neuter Program	0.00	0.00	0.00	0.00	0.00
100-13-400305	Public Safety Assessment	416.67	0.00	5,000.00	1,339.30	73.21
100-13-401052	Radios Debt Service	516.67	0.00	6,200.00	10,184.09	(64.26)
100-13-401200	Photo Supplies	75.00	0.00	900.00	0.00	100.00
100-13-401201	Ammunition	408.33	230.50	4,900.00	230.50	95.30
100-13-401202	Investigations	166.67	0.00	2,000.00	119.88	94.01
100-13-401203	Computer Support	416.67	0.00	5,000.00	0.00	100.00
100-13-401204	Jail Expense	166.67	0.00	2,000.00	0.00	100.00
100-13-401205	Dead Mtn. Tower Lease	54.17	0.00	650.00	0.00	100.00
100-13-401206	PPE Supplies	0.00	0.00	0.00	75.00	0.00
100-16-400101	Materials/Supplies	100.00	235.80	1,200.00	2,303.18	(91.93)
100-16-400104	Telephone	25.00	0.00	300.00	168.00	44.00
100-16-400107	Utilities	141.67	0.00	1,700.00	247.58	85.44
100-16-400115	Internet	0.00	0.00	0.00	0.00	0.00
100-16-400120	Travel/Training	41.67	0.00	500.00	500.00	0.00
100-16-400126	Postage/Mailing	0.00	0.00	0.00	0.00	0.00
100-16-400140	Administrative Overhead	416.67	1,250.00	5,000.00	3,750.00	25.00
100-16-400156	Computer Equip/Supplies/Support	166.67	0.00	2,000.00	2,404.03	(20.20)
100-16-400158	Misc.Expense/New Equipment	75.00	68.00	900.00	664.05	26.22
100-16-400224	Summer Reading Program	83.33	0.00	1,000.00	1,231.09	(23.11)
100-16-400226	SRP-Cards 4 Kids	25.00	0.00	300.00	500.00	(66.67)
100-16-400243	Acquisitions and Books	125.00	0.00	1,500.00	1,746.14	(16.41)
100-16-400244	Donatios Acquisitions	166.67	0.00	2,000.00	190.09	90.50
100-16-400246	SIRSI System	358.33	0.00	4,300.00	4,300.00	0.00
100-16-400248	OCLC Cataloging	0.00	0.00	0.00	391.00	0.00
100-17-400078	ARPA Expenses	0.00	0.00	0.00	11,119.80	0.00
100-17-400101	Materials/Supplies	708.33	0.00	8,500.00	5,158.55	39.31
100-17-400103	Seasonal/Temp Workers	0.00	0.00	0.00	0.00	0.00
100-17-400104	Telephone	0.00	0.00	0.00	74.19	0.00
100-17-400107	Utilities	0.00	0.00	0.00	2,164.11	0.00
100-17-400110	Utilities	916.67	513.00	11,000.00	4,937.28	55.12
100-17-400140	Administrative Overhead	1,909.17	5,727.50	22,910.00	17,182.50	25.00
100-17-400166	Bldg. Maintenance	625.00	0.00	7,500.00	787.06	89.51
100-17-400172	Fuel	0.00	0.00	0.00	0.00	0.00
100-17-400173	New Equipment	0.00	0.00	0.00	57.39	0.00

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For GENERAL FUND (100)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-17-400230 Programs and Events	0.00	0.00	0.00	0.00	0.00%
100-17-400237 Community Trails Plan	0.00	0.00	0.00	0.00	0.00%
100-18-400101 Materials/Supplies	83.33	0.00	1,000.00	0.00	100.00%
100-18-400103 Seasonal/Temp Workers	0.00	0.00	0.00	0.00	0.00%
100-18-400104 Telephone	0.00	0.00	0.00	738.99	0.00%
100-18-400107 Utilities	0.00	0.00	0.00	2,407.85	0.00%
100-18-400120 Travel/Training	0.00	0.00	0.00	0.00	0.00%
100-18-400130 Professional Services Non Legal	0.00	0.00	0.00	3,500.00	0.00%
100-18-400140 Administrative Overhead	1,095.25	3,285.73	13,143.00	9,857.19	25.00%
100-18-400166 Bldg. Maintenance	41.67	0.00	500.00	1,550.00	(210.00%)
100-18-400260 Property Taxes	0.00	0.00	0.00	0.00	0.00%
100-18-400281 WAC State Grant	116,666.67	0.00	1,400,000.00	5,282.50	99.62%
100-99-400018 Municipal Court Judge	0.00	0.00	0.00	0.00	0.00%
100-99-400101 Materials/Supplies	0.00	0.00	0.00	0.00	0.00%
100-99-400104 Telephone	0.00	0.00	0.00	0.00	0.00%
100-99-400107 Utilities	0.00	0.00	0.00	0.00	0.00%
100-99-400120 Travel/Training	18.75	0.00	225.00	375.00	(66.67%)
100-99-400131 Municipal Court Judge-Contract	1,741.67	1,695.42	20,900.00	13,563.36	35.10%
100-99-400140 Administrative Overhead	833.33	2,500.00	10,000.00	7,500.00	25.00%
100-99-400213 State Court Fees	450.00	0.00	5,400.00	647.91	88.00%
100-99-400214 Lane County Court Fees	0.00	0.00	0.00	0.00	0.00%
100-99-400215 Court Expenses	166.67	0.00	2,000.00	7,200.00	(260.00%)
Total Materials & Services Expenditures	187,198.08	65,727.40	2,460,877.00	788,220.44	67.97%
Capital Outlay Expenditures					
100-11-400300 New Equipment - Capital	0.00	0.00	0.00	877.76	0.00%
100-11-400309 Capital Outlay - Building	0.00	0.00	114,500.00	0.00	100.00%
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	1,500.00	0.00	18,000.00	3,442.94	80.87%
100-13-400301 Dispatch Communications	0.00	0.00	0.00	0.00	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%
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	0.00	0.00	0.00	0.00%
100-17-400777 Park Improvement	4,166.67	79.64	50,000.00	6,159.72	87.68%
100-18-400164 Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
Total Capital Outlay Expenditures	5,666.67	79.64	182,500.00	10,480.42	94.26%
Fund Transfers Expenditures					
100-00-401006 Transfer To Street Dept.	0.00	0.00	0.00	737.65	0.00%
100-00-401008 Transfer to Wastewater	0.00	0.00	0.00	0.00	0.00%
100-00-401014 Transfer To Water	0.00	0.00	0.00	0.00	0.00%
100-00-401016 Transfer Emergency Services	38,394.67	310,490.64	460,736.00	310,490.64	32.61%
100-00-401020 Transfer to OIP	0.00	0.00	0.00	0.00	0.00%
100-00-401021 Transfer of PSF to Emergency Servi	10,000.00	0.00	120,000.00	0.00	100.00%
100-00-401024 Transfer Unemployment	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 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
100-00-401081 Transfer of Public Safety Fee Funds	0.00	0.00	0.00	67,792.80	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'
Total Fund Transfers Expenditures	48,394.67	310,490.64	580,736.00	379,021.09	34.73'
Debt Service Expenditures					
100-00-401600 Repay Waste water Loans	0.00	0.00	0.00	0.00	0.00'
100-00-401601 Repay OIP Loan	0.00	0.00	0.00	0.00	0.00'
100-00-401605 Repay Water Loans	0.00	0.00	0.00	0.00	0.00'
Total Debt Service Expenditures	0.00	0.00	0.00	0.00	0.00'
Contingency/Uapp Ending Fund Balance Expendit					
100-00-401026 Contingency	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00'
100-11-401026 Contingency	0.00	0.00	0.00	0.00	0.00'
100-13-499991 Reserved for Future Expenditure	0.00	0.00	0.00	0.00	0.00'
Total Contingency/Uapp Ending Fund Balance Ex	0.00	0.00	0.00	0.00	0.00'
Special Payments Expenditures					
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'
100-17-400127 Park Rental Refunds	0.00	0.00	0.00	500.00	0.00'
Total Special Payments Expenditures	0.00	0.00	0.00	500.00	0.00'
Other Financing Sources (uses) Expenditures					
100-00-400253 Cash Over/Under	0.00	0.00	0.00	0.00	0.00'
Total Other Financing Sources (uses) Expenditure	0.00	0.00	0.00	0.00	0.00'
Total GENERAL FUND Expenditures	\$ 353,858.58	\$ 376,845.52	\$ 4,575,303.01	\$ 1,813,522.46	60.36%
GENERAL FUND Excess of Revenues Over Expenditure	\$ (117,862.15)	\$ (198,419.51)	\$ (1,132,167.00)	1,038,107.50	191.69%

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget
For STREET FUND (230)

For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
230-00-500001 Beginning Fund Balance	\$ 8,872.50	\$ 0.00	\$ 106,470.00	\$ 0.00	100.00%
230-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
Total Beginning Fund Balances Revenues	8,872.50	0.00	106,470.00	0.00	100.00%
Franchise Fees Revenues					
230-00-520500 Lane Electric Franchise	0.00	0.00	0.00	0.00	0.00%
Total Franchise Fees Revenues	0.00	0.00	0.00	0.00	0.00%
Licenses, Permits, Misc. Taxes Revenues					
230-00-503200 ODOT Apportionments	20,000.00	0.00	240,000.00	173,364.23	27.76%
230-00-504300 Fuel Dealer's License Fee	6,666.67	0.00	80,000.00	51,528.93	35.59%
Total Licenses, Permits, Misc. Taxes Revenues	26,666.67	0.00	320,000.00	224,893.16	29.72%
Intergovernmental Revenues Revenues					
230-00-520600 Greenwaters/Rest Area	375.00	120.00	4,500.00	8,520.00	(89.33%)
230-00-520700 State Highway Rest Area	0.00	0.00	0.00	0.00	0.00%
230-00-520800 ODOT Small city Allotment	20,833.33	0.00	250,000.00	0.00	100.00%
Total Intergovernmental Revenues Revenues	21,208.33	120.00	254,500.00	8,520.00	96.65%
Interest Revenues					
230-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
Total Interest Revenues	0.00	0.00	0.00	0.00	0.00%
Miscellaneous Revenues					
230-00-599900 Miscellaneous Income	83.33	7,197.97	1,000.00	7,197.97	(619.80%)
Total Miscellaneous Revenues	83.33	7,197.97	1,000.00	7,197.97	(619.80%)
Charges for Services Revenues					
230-00-599905 Public Works Personnel Allocations	875.00	0.00	10,500.00	0.00	100.00%
Total Charges for Services Revenues	875.00	0.00	10,500.00	0.00	100.00%
Other Financing Sources (uses) Revenues					
230-00-520900 LID#19 Rainbow Rd Assessment	0.00	0.00	0.00	10,000.00	0.00%
230-00-521000 LID#20 2nd St. Assessment	266.67	0.00	3,200.00	0.00	100.00%
230-00-521200 LID#17 Union St. Assessment	0.00	0.00	0.00	0.00	0.00%
230-00-521325 LID #21 N. Ash Street Assessment	100.00	0.00	1,200.00	0.00	100.00%
230-00-532427 Loan from Water Fund	0.00	0.00	0.00	0.00	0.00%
230-00-532428 Loan from General Fund	0.00	0.00	0.00	0.00	0.00%
230-00-570000 Capital Loan from other fund	0.00	0.00	0.00	0.00	0.00%
Total Other Financing Sources (uses) Revenues	366.67	0.00	4,400.00	10,000.00	(127.27%)
Transfers Revenues					
230-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
230-00-530600 Transfer From Water	0.00	0.00	0.00	0.00	0.00%
Total Transfers Revenues	0.00	0.00	0.00	0.00	0.00%

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For STREET FUND (230)
For the Fiscal Period 2023-9 Ending March 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Total STREET FUND Revenues	\$ 58,072.50	\$ 7,317.97	\$ 696,870.00	\$ 250,611.13	64.04

Expenditures

Personal Services Expenditures

230-00-400001 Health Care Coverage	\$ 1,441.67	\$ 0.00	\$ 17,300.00	\$ 8,838.41	48.91
230-00-400002 PERS	1,583.33	0.00	19,000.00	11,441.50	39.78
230-00-400003 Workers Compensation	325.00	0.00	3,900.00	180.59	95.37
230-00-400004 Payroll Taxes	375.00	0.00	4,500.00	2,398.43	46.70
230-00-400005 Overtime	333.33	0.00	4,000.00	1,978.11	50.55
230-00-400006 Standby	133.33	0.00	1,600.00	1,310.66	18.08
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	0.00	0.00	0.00
230-00-400041 Utility Worker 2	583.33	0.00	7,000.00	4,074.40	41.79
230-00-400042 Utility Worker 3	0.00	0.00	0.00	0.00	0.00
230-00-400043 Public Works Crew Leader	0.00	0.00	0.00	21,279.74	0.00
230-00-400045 Utility Worker I	1,302.33	0.00	15,628.00	9,248.68	40.82
230-00-400047 Utility Worker 1B	0.00	0.00	0.00	8,629.54	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	0.00	0.00
230-00-400068 Floating Holiday 1	0.00	0.00	0.00	54.35	0.00
230-00-400069 Floating Holiday 2	0.00	0.00	0.00	0.00	0.00
230-00-400081 VEBA Contributions	187.50	0.00	2,250.00	0.00	100.00
230-00-400082 Life/LTD Insurance	4.17	0.00	50.00	16.59	66.82
Total Personal Services Expenditures	6,269.00	0.00	75,228.00	69,451.00	7.68

Materials & Services Expenditures

230-00-400101 Materials/Supplies	2,083.33	781.91	25,000.00	10,051.19	59.80
230-00-400103 Seasonal/Temp Workers	91.67	0.00	22,000.00	29,763.48	(35.29)
230-00-400104 Telephone	0.00	0.00	1,100.00	1,306.02	(18.73)
230-00-400107 Utilities	0.00	268.18	0.00	2,230.19	0.00
230-00-400110 Utilities	583.33	44.40	7,000.00	3,759.45	46.29
230-00-400120 Travel/Training	83.33	0.00	1,000.00	198.34	80.17
230-00-400130 Professional Services Misc.	1,250.00	0.00	15,000.00	5,887.38	60.75
230-00-400137 Dispatch Services LCSO	0.00	0.00	0.00	0.00	0.00
230-00-400140 Administrative Overhead	2,916.67	8,750.00	35,000.00	26,250.00	25.00
230-00-400146 Uniform Allowance	83.33	0.00	1,000.00	375.71	62.43
230-00-400160 Equipment Maintenance/Repairs	1,666.67	0.00	20,000.00	7,760.40	61.20
230-00-400170 Vehicle Lease	208.33	0.00	2,500.00	1,770.00	29.20
230-00-400172 Fuel	1,333.33	0.00	16,000.00	6,418.60	59.88
230-00-400173 New Equipment (less than \$5,000)	833.33	0.00	10,000.00	57.39	99.43
230-00-400180 Rest Area	750.00	242.30	9,000.00	7,292.87	18.97
230-00-400194 Street Repair	2,916.67	0.00	35,000.00	0.00	100.00
230-00-400198 Street Lights	5,250.00	0.00	63,000.00	32,606.62	48.24
Total Materials & Services Expenditures	20,050.00	10,086.79	262,600.00	135,727.64	48.31

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For STREET FUND (230)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
230-00-400300 New Equipment - Capital	4,166.67	0.00	50,000.00	0.00	100.00%
230-00-400453 Bldg. Improvements	0.00	0.00	0.00	0.00	0.00%
230-00-400666 Street Improvements	20,833.33	0.00	250,000.00	6,300.00	97.48%
Total Capital Outlay Expenditures	25,000.00	0.00	300,000.00	6,300.00	97.90%
Fund Transfers Expenditures					
230-00-401056 Transfer Reserve-Bike Path	0.00	0.00	0.00	0.00	0.00%
Total Fund Transfers Expenditures	0.00	0.00	0.00	0.00	0.00%
Contingency/Uapp Ending Fund Balance Expendit					
230-00-401026 Contingency	2,722.33	0.00	32,668.00	0.00	100.00%
230-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
Total Contingency/Uapp Ending Fund Balance Ex	2,722.33	0.00	32,668.00	0.00	100.00%
Total STREET FUND Expenditures	\$ 54,041.33	\$ 10,086.79	\$ 670,496.00	\$ 211,478.64	68.46%
STREET FUND Excess of Revenues Over Expenditures	\$ 4,031.17	\$ (2,768.82)	\$ 26,374.00	\$ 39,132.49	(48.38%)

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Revenues					
Beginning Fund Balances Revenues					
232-00-500001 Beginning Fund Balance	\$ 8,333.33	\$ 0.00	\$ 100,000.00	\$ 0.00	100.00
232-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balances Revenues	8,333.33	0.00	100,000.00	0.00	100.00
Intergovernmental Revenues Revenues					
232-00-502800 Hazeldell Fire Contract	5,435.83	0.00	65,230.00	32,615.00	50.00
232-00-502810 Fire Contracts - Westfir	1,400.00	0.00	16,800.00	17,595.50	(4.74)
232-00-502815 Hazeldell - Vol Prog	1,291.67	0.00	15,500.00	0.00	100.00
Total Intergovernmental Revenues Revenues	8,127.50	0.00	97,530.00	50,210.50	48.52
Interest Revenues					
232-00-500200 Interest	0.00	0.00	0.00	133.99	0.00
232-00-502851 SAFER Interest	0.00	0.00	0.00	0.00	0.00
Total Interest Revenues	0.00	0.00	0.00	133.99	0.00
Grants & Donations Revenues					
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
232-00-502864 EMS HERO Award	0.00	0.00	0.00	0.00	0.00
Total Grants & Donations Revenues	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues					
232-00-599900 Miscellaneous Income	166.67	0.00	2,000.00	3,688.00	(84.40)
Total Miscellaneous Revenues	166.67	0.00	2,000.00	3,688.00	(84.40)
Charges for Services Revenues					
232-00-502700 Fire Med	1,666.67	0.00	20,000.00	12,820.70	35.90
232-00-540200 Service Charge	33,333.33	0.00	400,000.00	379,764.74	5.06
232-00-540400 Ground Emergency Medical Transp	4,166.67	0.00	50,000.00	1,132.00	97.74
232-00-540600 Fees For Services	0.00	0.00	0.00	0.00	0.00
Total Charges for Services Revenues	39,166.67	0.00	470,000.00	393,717.44	16.23
Other Financing Sources (uses) Revenues					
232-00-532425 Loan from OIP	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (uses) Revenues	0.00	0.00	0.00	0.00	0.00
Transfers Revenues					
232-00-530500 Transfer From General	38,811.33	310,490.64	465,736.00	310,490.64	33.33
232-00-532100 Transfer from Fourth Parametic Fun	0.00	0.00	0.00	0.00	0.00
232-00-532101 Transfer From Public Safety Fees	0.00	0.00	0.00	67,792.80	0.00

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For EMERGENCY SERVICES FUND (232)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
232-00-532200 Transfer From Equipment Reserve	0.00	0.00	0.00	0.00	0.00%
Total Transfers Revenues	38,811.33	310,490.64	465,736.00	378,283.44	18.78%
Total EMERGENCY SERVICES FUND Revenues	\$ 94,605.50	\$ 310,490.64	\$ 1,135,266.00	\$ 826,033.37	27.24%

Expenditures

Personal Services Expenditures

232-00-400000 Draw	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,500.00	0.00%
232-00-400001 Health Care Coverage	8,375.00	0.00	100,500.00	43,153.32	57.06%
232-00-400002 PERS	13,241.67	0.00	158,900.00	83,344.59	47.55%
232-00-400003 Workers Compensation	1,250.00	0.00	15,000.00	1,152.36	92.32%
232-00-400004 Payroll Taxes	3,166.67	0.00	38,000.00	21,592.77	43.18%
232-00-400005 Overtime	5,833.33	0.00	70,000.00	87,453.56	(24.93%)
232-00-400006 Standby	0.00	0.00	0.00	0.00	0.00%
232-00-400009 Volunteer Life Ins.	16.67	0.00	200.00	0.00	100.00%
232-00-400010 Unemployment/Personnel Emergen	0.00	0.00	0.00	0.00	0.00%
232-00-400016 Employee Allowance	41.67	0.00	500.00	0.00	100.00%
232-00-400024 Dispatchers	0.00	0.00	0.00	0.00	0.00%
232-00-400032 Deferred Comp OSGP	0.00	0.00	0.00	0.00	0.00%
232-00-400050 Fire Chief	7,341.33	0.00	88,096.00	49,614.54	43.68%
232-00-400051 Volunteers	3,916.67	0.00	47,000.00	13,116.97	72.09%
232-00-400052 EMS Captain	0.00	0.00	0.00	34,869.89	0.00%
232-00-400053 Fire Captain	0.00	0.00	0.00	0.00	0.00%
232-00-400054 EMT-Firefighter	4,708.33	0.00	56,500.00	0.00	100.00%
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	0.00	0.00	0.00%
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	0.00	0.00%
232-00-400068 Floating Holiday 1	0.00	0.00	0.00	0.00	0.00%
232-00-400069 Floating Holiday 2	0.00	0.00	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	5,958.33	0.00	89,891.00	50,521.65	43.80%
232-00-400072 Lieutenant-1	0.00	0.00	0.00	6,731.27	0.00%
232-00-400073 Lieutenant-2	5,937.50	0.00	71,250.00	47,361.16	33.53%
232-00-400074 Lieutenant-3	0.00	0.00	0.00	0.00	0.00%
232-00-400081 VEBA Contributions	750.00	0.00	9,000.00	0.00	100.00%
232-00-400082 Life/LTD Insurance	25.00	0.00	300.00	129.64	56.79%
232-00-400083 OSFM Seasonal Worker Grant	0.00	0.00	35,000.00	35,000.00	0.00%
Total Personal Services Expenditures	60,562.17	0.00	780,137.00	488,541.72	37.38%

Materials & Services Expenditures

232-00-400075 SAFER Grant Expenses	0.00	0.00	0.00	0.00	0.00%
232-00-400076 Grant Expenses	0.00	0.00	0.00	0.00	0.00%
232-00-400101 Materials/Supplies	750.00	1,196.77	9,000.00	2,008.29	77.69%
232-00-400103 Seasonal/Temp Workers	10,000.00	4,651.93	120,000.00	149,063.81	(24.22%)
232-00-400104 Telephone	0.00	0.00	0.00	1,309.23	0.00%

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
232-00-400105 Banking/Financial Fees	0.00	0.00	0.00	13.20	0.00
232-00-400110 Utilities	1,250.00	140.98	15,000.00	9,912.95	33.91
232-00-400111 EMS Supplies	2,000.00	612.22	24,000.00	19,500.04	18.75
232-00-400113 Fire Fighting Supplies	333.33	422.79	4,000.00	939.78	76.51
232-00-400117 Membership/Dues/Subscriptions	258.33	120.00	3,100.00	552.00	82.19
232-00-400120 Travel/Training	416.67	1,366.75	7,500.00	5,404.22	27.94
232-00-400126 Postage/Mailing	0.00	0.00	0.00	0.00	0.00
232-00-400130 Professional Services Misc.	687.50	0.00	17,250.00	5,283.66	69.37
232-00-400137 Dispatch Services LCSO	4,343.33	0.00	52,120.00	23,700.86	54.53
232-00-400139 Dispatch Phone Lines	65.00	0.00	780.00	0.00	100.00
232-00-400140 Administrative Overhead	6,833.33	20,500.00	82,000.00	61,500.00	25.00
232-00-400146 Uniform Allowance	125.00	609.88	1,500.00	657.88	56.14
232-00-400147 Small Equipment Maint & Minor Rep	125.00	26.24	1,500.00	1,547.91	(3.19)
232-00-400149 Annual Testing	0.00	0.00	0.00	0.00	0.00
232-00-400151 Health & Wellness	83.33	0.00	1,000.00	1,589.00	(58.90)
232-00-400153 Protective Clothing	83.33	0.00	1,000.00	608.16	39.18
232-00-400155 Pagers Repair/Replace	108.33	0.00	1,300.00	0.00	100.00
232-00-400156 Computer Equip/Supplies/Support	0.00	0.00	0.00	1,694.98	0.00
232-00-400160 Equipment Maintenance/Repairs	0.00	0.00	0.00	141.66	0.00
232-00-400161 Vehical Maint & Minor Repairs	1,208.33	262.33	14,500.00	7,787.11	46.30
232-00-400162 Radio Maintenance/Repairs	83.33	0.00	1,000.00	373.90	62.61
232-00-400163 Building/Grounds Maintenance	858.33	353.47	10,300.00	4,130.02	59.90
232-00-400166 Bldg. Maintenance	83.33	46.78	1,000.00	277.93	72.21
232-00-400172 Fuel	2,583.33	1,578.57	31,000.00	13,689.41	55.84
232-00-400232 Fire Med Promotion	62.50	0.00	750.00	509.00	32.13
232-00-400234 Fire Prevention	0.00	0.00	0.00	0.00	0.00
232-00-400252 Billing Charge	1,350.00	0.00	16,200.00	4,607.82	71.56
232-00-400255 GEMT Expenditures	0.00	0.00	0.00	18,888.60	0.00
232-00-400262 Volunteers	25.00	0.00	300.00	0.00	100.00
232-00-401052 Radios Debt Service	0.00	0.00	0.00	2,324.47	0.00
232-00-401205 Dead Mtn. Tower Lease	0.00	0.00	0.00	2,873.02	0.00
232-00-499900 Miscellaneous Expense	0.00	0.00	0.00	1,324.92	0.00
Total Materials & Services Expenditures	33,716.67	31,888.71	416,100.00	342,213.83	17.76
Capital Outlay Expenditures					
232-00-400091 AFG 5% Match	0.00	0.00	0.00	0.00	0.00
232-00-400207 HMA FEMA Generators Grant	0.00	0.00	0.00	33,606.00	0.00
232-00-400271 CMAC Matching Funds	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	0.00	0.00	0.00
232-00-400307 Mintor Radios VI Pagers (24)	0.00	0.00	0.00	0.00	0.00
232-00-401053 LED Fire Hall Sign Project	0.00	0.00	0.00	18,989.50	0.00
Total Capital Outlay Expenditures	0.00	0.00	0.00	52,595.50	0.00
Fund Transfers Expenditures					
232-00-401017 Loan Prepayment to OIP	0.00	0.00	0.00	0.00	0.00
Total Fund Transfers Expenditures	0.00	0.00	0.00	0.00	0.00

City of Oakridge

Statement of Revenue and Expenditures

3/10/2023 2:22pm

Revised Budget
 For EMERGENCY SERVICES FUND (232)
 For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Contingency/Uapp Ending Fund Balance Expendit					
232-00-401026 Contingency	8,333.33	3,008.97	100,000.00	3,008.97	96.99%
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%
232-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
Total Contingency/Uapp Ending Fund Balance Ex	8,333.33	3,008.97	100,000.00	3,008.97	96.99%
Special Payments Expenditures					
232-00-407051 Spec Pmt - Litigation	0.00	0.00	0.00	0.00	0.00%
Total Special Payments Expenditures	0.00	0.00	0.00	0.00	0.00%
Total EMERGENCY SERVICES FUND Expenditures	\$ 102,612.17	\$ 34,897.68	\$ 1,296,237.00	\$ 886,360.02	31.62%
EMERGENCY SERVICES FUND Excess of Revenues Ov \$	(8,006.67) \$	275,592.96 \$	(160,971.00) \$	(60,326.65)	62.52%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For Water Fund - Capital Reserve Fund (245)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Revenues					
Beginning Fund Balances Revenues					
245-00-500001 Beginning Fund Balance	\$ 4,503.33	\$ 0.00	\$ 54,040.00	\$ 0.00	100.00
Total Beginning Fund Balances Revenues	4,503.33	0.00	54,040.00	0.00	100.00
Transfers Revenues					
245-00-530600 Transfer From Water	2,083.33	0.00	25,000.00	0.00	100.00
Total Transfers Revenues	2,083.33	0.00	25,000.00	0.00	100.00
Total Water Fund - Capital Reserve Fund Revenues	\$ 6,586.67	\$ 0.00	\$ 79,040.00	\$ 0.00	100.00
Expenditures					
Contingency/Uapp Ending Fund Balance Expendit					
245-00-499991 Reserved for Future Expenditure	\$ 6,586.67	\$ 0.00	\$ 79,040.00	\$ 0.00	100.00
Total Contingency/Uapp Ending Fund Balance Ex	6,586.67	0.00	79,040.00	0.00	100.00
Total Water Fund - Capital Reserve Fund Expenditure	\$ 6,586.67	\$ 0.00	\$ 79,040.00	\$ 0.00	100.00
Water Fund - Capital Reserve Fund Excess of Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

City of Oakridge

Statement of Revenue and Expenditures

3/10/2023 2:22pm

Revised Budget
 For WATER BOND RESERVE FUND (321)
 For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
321-00-500001 Beginning Fund Balance	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	10,056.92	0.00	120,683.00	0.00	100.00%
Interest Revenues					
321-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
Total Interest Revenues	0.00	0.00	0.00	0.00	0.00%
Total WATER BOND RESERVE FUND Revenues	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
Expenditures					
Contingency/Uapp Ending Fund Balance Expendit					
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	0.00	0.00	0.00%
Total Contingency/Uapp Ending Fund Balance Ex	0.00	0.00	0.00	0.00	0.00%
Total WATER BOND RESERVE FUND Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
WATER BOND RESERVE FUND Excess of Revenues Ov	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Revenues					
Beginning Fund Balances Revenues					
390-00-500001 Beginning Fund Balance	\$ 26,371.67	\$ 0.00	\$ 316,460.00	\$ 0.00	100.00
390-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balances Revenues	26,371.67	0.00	316,460.00	0.00	100.00
Intergovernmental Revenues Revenues					
390-00-507200 LRAPA Grant OIP Improvements	0.00	0.00	0.00	0.00	0.00
Total Intergovernmental Revenues Revenues	0.00	0.00	0.00	0.00	0.00
Interest Revenues					
390-00-500200 Interest	91.67	0.00	1,100.00	0.00	100.00
Total Interest Revenues	91.67	0.00	1,100.00	0.00	100.00
Grants & Donations Revenues					
390-00-509500 Main Street Grant	0.00	0.00	0.00	0.00	0.00
390-00-511002 Biomass Utilization Campus 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
Total Grants & Donations Revenues	0.00	0.00	0.00	0.00	0.00
Rentals and Leases Revenues					
390-00-501100 Rental Income	6,416.67	6,782.51	77,000.00	66,087.48	14.17%
Total Rentals and Leases Revenues	6,416.67	6,782.51	77,000.00	66,087.48	14.17%
Miscellaneous Revenues					
390-00-521650 Land Sale Revenue	0.00	0.00	0.00	0.00	0.00%
390-00-599900 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
Total Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00%
Other Financing Sources (uses) Revenues					
390-00-500600 Laon receivable - Tanner	0.00	0.00	0.00	0.00	0.00%
390-00-500900 Sale of Property	0.00	125.00	0.00	1,125.00	0.00%
390-00-500950 Sale of Telecommunication Lease	0.00	0.00	0.00	0.00	0.00%
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%
Total Other Financing Sources (uses) Revenues	0.00	125.00	0.00	1,125.00	0.00%
Transfers Revenues					
390-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
Total Transfers Revenues	0.00	0.00	0.00	0.00	0.00%
Total INDUSTRIAL PARK FUND Revenues	\$ 32,880.00	\$ 6,907.51	\$ 394,560.00	\$ 67,212.48	82.97%

Expenditures

Personal Services Expenditures

390-00-400001 Health Care Coverage	\$ 237.50	\$ 0.00	\$ 2,850.00	\$ 1,450.68	49.10%
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City of Oakridge

Statement of Revenue and Expenditures

Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-400002	PERS	266.67	0.00	3,200.00	1,950.99	39.03%
390-00-400003	Workers Compensation	60.42	0.00	725.00	0.00	100.00%
390-00-400004	Payroll Taxes	60.42	0.00	725.00	405.98	44.00%
390-00-400005	Overtime	70.83	0.00	850.00	420.95	50.48%
390-00-400006	Standby	25.00	0.00	300.00	208.25	30.58%
390-00-400041	Utility Worker 2	241.67	0.00	2,900.00	1,298.03	55.24%
390-00-400042	Utility Worker 3	0.00	0.00	0.00	0.00	0.00%
390-00-400043	Public Works Crew Leader	183.33	0.00	2,200.00	1,295.32	41.12%
390-00-400045	Utility Worker IA	229.17	0.00	2,750.00	1,703.72	38.05%
390-00-400047	Utility Worker 1B	191.67	0.00	2,300.00	403.52	82.46%
390-00-400066	Vacation Buy-Out	0.00	0.00	0.00	0.00	0.00%
390-00-400068	Floating Holiday 1	0.00	0.00	0.00	17.31	0.00%
390-00-400069	Floating Holiday 2	0.00	0.00	0.00	0.00	0.00%
390-00-400081	VEBA Contributions	33.33	0.00	400.00	0.00	100.00%
390-00-400082	Life/LTD Insurance	0.00	0.00	0.00	3.64	0.00%
Total Personal Services Expenditures		1,600.00	0.00	19,200.00	9,158.39	52.30%
Materials & Services Expenditures						
390-00-400101	Materials/Supplies	458.33	12.50	5,500.00	2,266.97	58.78%
390-00-400103	Seasonal/Temp Workers	0.00	0.00	0.00	0.00	0.00%
390-00-400104	Telephone	0.00	0.00	0.00	0.00	0.00%
390-00-400107	Utilities	0.00	0.00	0.00	0.00	0.00%
390-00-400110	Utilities	833.33	32.75	10,000.00	7,046.88	29.53%
390-00-400116	Marketing-City	250.00	0.00	3,000.00	0.00	100.00%
390-00-400117	Membership/Dues/Subscriptions	50.00	0.00	600.00	0.00	100.00%
390-00-400120	Travel/Training	0.00	0.00	0.00	0.00	0.00%
390-00-400130	Professional Services Misc.	1,250.00	0.00	15,000.00	9,246.50	38.36%
390-00-400140	Administrative Overhead	2,916.67	8,750.00	35,000.00	26,250.00	25.00%
390-00-400156	Computer Support IT	0.00	0.00	0.00	170.99	0.00%
390-00-400201	NWP #38 Site Mitigation	0.00	0.00	0.00	0.00	0.00%
390-00-400260	Property Taxes	958.33	0.00	11,500.00	10,497.78	8.71%
390-00-400308	Biomass Utilization Campus	0.00	0.00	0.00	0.00	0.00%
390-00-499900	Miscellaneous Expense	58.33	0.00	700.00	120.00	82.86%
Total Materials & Services Expenditures		6,775.00	8,795.25	81,300.00	55,599.12	31.61%
Capital Outlay Expenditures						
390-00-400300	New Equipment	0.00	0.00	0.00	0.00	0.00%
390-00-400500	OIP DEQ Grant	0.00	0.00	0.00	0.00	0.00%
390-00-400501	Kokanee Way Utility Improvements	0.00	0.00	0.00	0.00	0.00%
390-00-400920	OIP Building	250.00	0.00	3,000.00	637.40	78.75%
Total Capital Outlay Expenditures		250.00	0.00	3,000.00	637.40	78.75%
Fund Transfers Expenditures						
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%
Total Fund Transfers Expenditures		0.00	0.00	0.00	0.00	0.00%
Debt Service Expenditures						
390-00-401068	Repay DEQ Loan - Principal	0.00	0.00	0.00	0.00	0.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Total Debt Service Expenditures	0.00	0.00	0.00	0.00	0.00
Contingency/Uapp Ending Fund Balance Expendit					
390-00-401026 Contingency	12,536.33	0.00	150,436.00	9,718.50	93.54
390-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00
390-00-499991 Reserved for Future Expenditure	0.00	0.00	0.00	0.00	0.00
Total Contingency/Uapp Ending Fund Balance Ex	12,536.33	0.00	150,436.00	9,718.50	93.54
Other Financing Sources (uses) Expenditures					
390-00-402001 Loans to General Fund	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (uses) Expenditure	0.00	0.00	0.00	0.00	0.00
Total INDUSTRIAL PARK FUND Expenditures	\$ 21,161.33	\$ 8,795.25	\$ 253,936.00	\$ 75,113.41	70.42
INDUSTRIAL PARK FUND Excess of Revenues Over Ex	\$ 11,718.67	\$ (1,887.74)	\$ 140,624.00	\$ (7,900.93)	105.62

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For WATER FUND (620)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
620-00-500001 Beginning Fund Balance	\$ 35,833.33	\$ 0.00	\$ 430,000.00	\$ 0.00	100.00%
620-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
Total Beginning Fund Balances Revenues	35,833.33	0.00	430,000.00	0.00	100.00%
Interest Revenues					
620-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
Total Interest Revenues	0.00	0.00	0.00	0.00	0.00%
Grants & Donations Revenues					
620-00-502859 Grant - Tank 7	0.00	0.00	0.00	0.00	0.00%
620-00-502867 Well 2 Grant Reimbursement	20,833.33	0.00	250,000.00	0.00	100.00%
Total Grants & Donations Revenues	20,833.33	0.00	250,000.00	0.00	100.00%
Rentals and Leases Revenues					
620-00-501100 Rental Income	0.00	450.00	0.00	4,050.00	0.00%
Total Rentals and Leases Revenues	0.00	450.00	0.00	4,050.00	0.00%
Miscellaneous Revenues					
620-00-599900 Miscellaneous Income	208.33	15.00	2,500.00	1,337.25	46.51%
Total Miscellaneous Revenues	208.33	15.00	2,500.00	1,337.25	46.51%
Charges for Services Revenues					
620-00-540000 Water Service	92,418.00	83,561.37	1,109,016.00	903,962.14	18.49%
620-00-540100 Connection Charge	250.00	0.00	3,000.00	3,261.31	(8.71%)
620-00-540200 Service Charge	16.67	200.00	200.00	850.00	(325.00%)
620-00-599905 Public Works Personnel Allocations	1,583.33	0.00	19,000.00	0.00	100.00%
Total Charges for Services Revenues	94,268.00	83,761.37	1,131,216.00	908,073.45	19.73%
Other Financing Sources (uses) Revenues					
620-00-500700 Loan Proceeds - Tank 7	0.00	0.00	0.00	0.00	0.00%
620-00-521810 Loan Repayment from General Fun	0.00	0.00	0.00	0.00	0.00%
620-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
Total Other Financing Sources (uses) Revenues	0.00	0.00	0.00	0.00	0.00%
Transfers Revenues					
620-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
Total Transfers Revenues	0.00	0.00	0.00	0.00	0.00%
Total WATER FUND Revenues	\$ 151,143.00	\$ 84,226.37	\$ 1,813,716.00	\$ 913,460.70	49.64%

Expenditures

Personal Services Expenditures

620-00-400000 Draw	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
620-00-400001 Health Care Coverage	3,416.67	0.00	41,000.00	20,907.25	49.01%
620-00-400002 PERS	3,500.00	0.00	42,000.00	24,996.47	40.48%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For WATER FUND (620)
 For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget
620-00-400003 Workers Compensation	366.67	0.00	4,400.00	440.60	89.99
620-00-400004 Payroll Taxes	708.33	0.00	8,500.00	5,187.47	38.97
620-00-400005 Overtime	833.33	0.00	10,000.00	4,454.24	55.46
620-00-400006 Standby	333.33	0.00	4,000.00	2,099.62	47.51
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
620-00-400032 Deferred Comp OSGP	0.00	100.00	0.00	100.00	0.00
620-00-400040 Public Works Foreman	0.00	0.00	0.00	0.00	0.00
620-00-400041 Utility Worker 2	2,083.33	0.00	25,000.00	12,495.71	50.02
620-00-400042 Utility Worker 3	0.00	0.00	0.00	0.00	0.00
620-00-400043 Public Works Crew Leader	2,600.00	0.00	31,200.00	16,184.18	48.13
620-00-400045 Utility Worker I	2,033.33	0.00	24,400.00	12,413.45	49.13
620-00-400046 Assistant Planner	0.00	0.00	0.00	0.00	0.00
620-00-400047 Utility Worker 1B	1,920.83	0.00	23,050.00	11,070.81	51.97
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	0.00	0.00
620-00-400068 Floating Holiday 1	0.00	0.00	0.00	193.83	0.00
620-00-400069 Floating Holiday 2	0.00	0.00	0.00	0.00	0.00
620-00-400081 VEBA Contributions	375.00	0.00	4,500.00	0.00	100.00
620-00-400082 Life/LTD Insurance	8.75	0.00	105.00	38.64	63.20
Total Personal Services Expenditures	18,179.58	100.00	218,155.00	110,582.27	49.31
Materials & Services Expenditures					
620-00-400101 Materials/Supplies	3,250.00	2,286.55	39,000.00	15,455.44	60.37
620-00-400103 Seasonal/Temp Workers	2,083.33	294.01	25,000.00	9,481.00	62.08
620-00-400104 Telephone	0.00	0.00	0.00	1,625.69	0.00
620-00-400106 Office Expenses	83.33	0.00	1,000.00	5.49	99.45
620-00-400107 Utilities	6,250.00	312.56	75,000.00	41,465.25	44.71
620-00-400108 Insurance	0.00	0.00	0.00	0.00	0.00
620-00-400120 Travel/Training	208.33	0.00	2,500.00	1,269.48	49.22
620-00-400126 Postage/Mailing	0.00	0.00	0.00	0.00	0.00
620-00-400130 Professional Services Misc.	1,666.67	612.00	20,000.00	14,306.93	28.47
620-00-400133 Professional Services/Legal Fees	416.67	0.00	5,000.00	0.00	100.00
620-00-400137 Dispatch Services LCSD	266.67	0.00	3,200.00	2,333.42	27.08
620-00-400140 Administrative Overhead	12,617.83	37,853.50	151,414.00	113,560.50	25.00
620-00-400146 Uniform Allowance	166.67	0.00	2,000.00	559.26	72.04
620-00-400156 Computer Equip/Supplies/Support	166.67	46.01	2,000.00	1,288.70	35.57
620-00-400157 Equipment Rental	0.00	0.00	0.00	0.00	0.00
620-00-400160 Equipment Maintenance/Repairs	2,083.33	0.00	25,000.00	8,914.97	64.34
620-00-400170 Vehicle Lease	208.33	0.00	2,500.00	1,770.00	29.20
620-00-400172 Fuel	2,166.67	0.00	26,000.00	9,224.56	64.52
620-00-400173 New Equipment (less than \$5,000)	833.33	0.00	10,000.00	344.33	96.56
620-00-400177 Building Maintenance(non-capital)	416.67	0.00	5,000.00	0.00	100.00
620-00-400192 Meter Replacement	1,250.00	0.00	15,000.00	3,412.80	77.25
620-00-400240 Payment in Lieu of Franchise	0.00	0.00	0.00	0.00	0.00
620-00-401205 Dead Mtn. Tower Lease	0.00	0.00	0.00	0.00	0.00
620-00-499900 Miscellaneous Expense	83.33	0.00	1,000.00	2,635.00	(163.50)

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For WATER FUND (620)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Materials & Services Expenditures	34,217.83	41,404.63	410,614.00	227,652.82	44.56%
Capital Outlay Expenditures					
620-00-400300 New Equipment - Capital	0.00	0.00	0.00	0.00	0.00%
620-00-400410 Tank 7	0.00	0.00	0.00	0.00	0.00%
620-00-400411 Tank 2	0.00	0.00	0.00	2,390.00	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	0.00	0.00	0.00	0.00%
620-00-400900 Distribution Improvements	0.00	0.00	0.00	0.00	0.00%
Total Capital Outlay Expenditures	0.00	0.00	0.00	2,390.00	0.00%
Fund Transfers Expenditures					
620-00-401000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00%
620-00-401045 Transfer to Wate Fund Reserve	2,083.33	0.00	25,000.00	0.00	100.00%
Total Fund Transfers Expenditures	2,083.33	0.00	25,000.00	0.00	100.00%
Debt Service Expenditures					
620-00-401030 Debt Service - Interest Loan S05002	1,779.17	0.00	21,350.00	19,287.19	9.66%
620-00-401031 Debt Service - Principal Loan S0500	8,500.00	0.00	102,000.00	103,009.95	(0.99%)
620-00-401032 Bond Payment - Interest	858.33	4,665.00	10,300.00	9,330.00	9.42%
620-00-401034 Bond Payment - Principal	625.00	10,000.00	7,500.00	20,000.00	(166.67%)
620-00-401036 New Public Works Bldg.	0.00	0.00	0.00	0.00	0.00%
620-00-401037 Safe Drinking Water Program	0.00	0.00	0.00	0.00	0.00%
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 Loan	3,500.00	0.00	42,000.00	66,009.21	(57.16%)
620-00-401041 Water Loan - Tank 7 Interest Loan S	0.00	0.00	0.00	21,208.16	0.00%
620-00-401043 Debt Service - V19009 - Interest	0.00	0.00	0.00	128.65	0.00%
620-00-401047 Debt Service - V19009 - Principal	0.00	0.00	0.00	1,264.05	0.00%
620-00-401069 Loan to OPD	0.00	0.00	0.00	0.00	0.00%
Total Debt Service Expenditures	15,262.50	14,665.00	183,150.00	240,237.21	(31.17%)
Contingency/Uapp Ending Fund Balance Expendit					
620-00-401026 Contingency	13,893.25	0.00	166,719.00	2,031.00	98.78%
620-00-401027 Water Pro Test - Future Expense	0.00	0.00	0.00	0.00	0.00%
620-00-401079 Future Requirment - 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	15,512.50	0.00	186,150.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	29,405.75	0.00	352,869.00	2,031.00	99.42%
Other Financing Sources (uses) Expenditures					
620-00-402001 Loans to General Fund	0.00	0.00	0.00	0.00	0.00%
620-00-402003 Capital Loan to other fund	0.00	0.00	0.00	0.00	0.00%
Total Other Financing Sources (uses) Expenditure	0.00	0.00	0.00	0.00	0.00%
Total WATER FUND Expenditures	\$ 99,149.00	\$ 56,169.63	\$ 1,189,788.00	\$ 582,893.30	51.01%
WATER FUND Excess of Revenues Over Expenditures	\$ 51,994.00	\$ 28,056.74	\$ 623,928.00	\$ 330,567.40	47.02%

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2023-9 Ending March 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Revenues					
Beginning Fund Balances Revenues					
622-00-500001 Beginning Fund Balance	\$ 33,833.33	\$ 0.00	\$ 406,000.00	\$ 0.00	100.00%
622-00-500005 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00%
Total Beginning Fund Balances Revenues	33,833.33	0.00	406,000.00	0.00	100.00%
Interest Revenues					
622-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
Total Interest Revenues	0.00	0.00	0.00	0.00	0.00%
Miscellaneous Revenues					
622-00-599900 Miscellaneous Income	208.33	0.00	2,500.00	692.50	72.30%
Total Miscellaneous Revenues	208.33	0.00	2,500.00	692.50	72.30%
Charges for Services Revenues					
622-00-540100 Connection Charge	116.67	0.00	1,400.00	2,000.00	(42.86)%
622-00-540300 Sewer Service	63,651.67	62,155.05	763,820.00	565,512.98	25.96%
622-00-599905 Public Works Personnel Allocations	1,222.25	0.00	14,667.00	0.00	100.00%
Total Charges for Services Revenues	64,990.58	62,155.05	779,887.00	567,512.98	27.23%
Other Financing Sources (uses) Revenues					
622-00-521810 Loan Repayment from General Fun	0.00	0.00	0.00	0.00	0.00%
622-00-530410 OPD Loan Repayment	0.00	0.00	0.00	0.00	0.00%
Total Other Financing Sources (uses) Revenues	0.00	0.00	0.00	0.00	0.00%
Transfers Revenues					
622-00-530000 Transfer from Other Funds	0.00	0.00	0.00	0.00	0.00%
622-00-530500 Transfer From General	0.00	0.00	0.00	0.00	0.00%
Total Transfers Revenues	0.00	0.00	0.00	0.00	0.00%
Total WASTEWATER FUND Revenues	\$ 99,032.25	\$ 62,155.05	\$ 1,188,387.00	\$ 568,205.48	52.19%

Expenditures

Personal Services Expenditures

622-00-400000 Draw	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
622-00-400001 Health Care Coverage	5,750.00	0.00	69,000.00	27,614.94	59.98%
622-00-400002 PERS	4,750.00	0.00	57,000.00	29,786.18	47.74%
622-00-400003 Workers Compensation	366.67	0.00	4,400.00	130.95	97.02%
622-00-400004 Payroll Taxes	1,041.67	0.00	12,500.00	6,381.69	48.95%
622-00-400005 Overtime	833.33	0.00	10,000.00	7,185.29	28.15%
622-00-400006 Standby	583.33	0.00	7,000.00	3,904.17	44.23%
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	2,308.33	0.00	27,700.00	13,891.03	49.85%
622-00-400042 Utility Worker 3	2,833.33	0.00	34,000.00	16,610.07	51.15%

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For WASTEWATER FUND (622)

For the Fiscal Period 2023-9 Ending March 31, 2023

3/10/2023 2:22pm

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
622-00-400043	Public Works Crew Leader	2,145.83	0.00	25,750.00	13,393.86	47.99%
622-00-400044	Utility Worker 1C	0.00	0.00	0.00	0.00	0.00%
622-00-400045	Utility Worker I	716.67	0.00	8,600.00	18,329.76	(113.14%)
622-00-400046	Assistant Planner	0.00	0.00	0.00	0.00	0.00%
622-00-400047	Utility Worker 1B	1,993.50	0.00	23,922.00	11,496.63	51.94%
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	0.00	0.00%
622-00-400068	Floating Holiday 1	0.00	0.00	0.00	215.47	0.00%
622-00-400069	Floating Holiday 2	0.00	0.00	0.00	0.00	0.00%
622-00-400081	VEBA Contributions	468.75	0.00	5,625.00	0.00	100.00%
622-00-400082	Life/LTD Insurance	27.08	0.00	325.00	145.02	55.38%
622-00-400090	Severance Benefits	0.00	0.00	0.00	0.00	0.00%
622-00-401057	TMDL Stormwater Research	0.00	0.00	0.00	1,485.00	0.00%
Total Personal Services Expenditures		23,818.50	0.00	285,822.00	150,570.06	47.32%
Materials & Services Expenditures						
622-00-400101	Materials/Supplies	2,500.00	612.64	30,000.00	12,048.62	59.84%
622-00-400103	Seasonal/Temp Workers	1,666.67	294.02	20,000.00	9,481.01	52.59%
622-00-400104	Telephone	0.00	86.36	0.00	6,274.70	0.00%
622-00-400106	Office Expenses	166.67	0.00	2,000.00	5.49	99.73%
622-00-400107	Utilities	4,166.67	603.49	50,000.00	22,484.15	55.03%
622-00-400120	Travel/Training	333.33	0.00	4,000.00	1,651.92	58.70%
622-00-400130	Professional Services Misc.	1,750.00	615.32	21,000.00	11,156.30	46.87%
622-00-400136	Asset Management	0.00	0.00	0.00	0.00	0.00%
622-00-400137	Dispatch Services LCSD	258.33	0.00	3,100.00	2,333.40	24.73%
622-00-400140	Administrative Overhead	8,163.17	24,489.50	97,958.00	73,468.50	25.00%
622-00-400146	Uniform Allowance	125.00	0.00	1,500.00	1,138.78	24.08%
622-00-400156	Computer Equip/Supplies/Support	233.33	46.02	2,800.00	223.56	92.02%
622-00-400157	Equipment Rental	0.00	0.00	0.00	0.00	0.00%
622-00-400160	Equipment Maintenance/Repairs	1,416.67	0.00	17,000.00	10,224.01	39.86%
622-00-400170	Vehicle Lease	208.33	0.00	2,500.00	1,770.00	29.20%
622-00-400172	Fuel	1,666.67	0.00	20,000.00	9,224.57	53.88%
622-00-400173	New Equipment (less than \$5,000)	1,250.00	0.00	15,000.00	5,644.05	62.37%
622-00-400177	Building Maintenance(non-capital)	333.33	0.00	4,000.00	777.38	80.57%
622-00-400178	Sludge Program	0.00	0.00	0.00	2,900.34	0.00%
622-00-400240	Payment in Lieu of Franchise	0.00	0.00	0.00	0.00	0.00%
622-00-499900	Miscellaneous Expense	216.67	0.00	2,600.00	0.00	100.00%
Total Materials & Services Expenditures		24,454.83	26,747.35	293,458.00	170,806.78	41.80%
Capital Outlay Expenditures						
622-00-400300	New Equipment - Capital	0.00	0.00	0.00	44,705.75	0.00%
622-00-400452	Bldg. Maintenance (>\$5,000)	416.67	0.00	5,000.00	0.00	100.00%
622-00-400555	Plant Improvements	0.00	0.00	0.00	13,002.00	0.00%
622-00-400903	Collection System	0.00	0.00	0.00	(683.83)	0.00%
622-00-400905	Inflow and Infiltration	8,333.33	0.00	100,000.00	66,945.00	33.05%
Total Capital Outlay Expenditures		8,750.00	0.00	105,000.00	123,968.92	(18.07%)

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaini Budget
Fund Transfers Expenditures					
622-00-401044 Transfer to Water Bond Reserve	0.00	0.00	0.00	0.00	0.00
Total Fund Transfers Expenditures	0.00	0.00	0.00	0.00	0.00
Debt Service Expenditures					
622-00-401032 Bond Payment - Interest	416.67	4,665.00	5,000.00	9,330.00	(86.60)
622-00-401034 Bond Payment - Principal	833.33	10,000.00	10,000.00	20,000.00	(100.00)
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
Total Debt Service Expenditures	1,250.00	14,665.00	15,000.00	29,330.00	(95.53)
Contingency/Uapp Ending Fund Balance Expendit					
622-00-401026 Contingency	28,521.42	0.00	342,257.00	0.00	100.00
622-00-499991 Reserved for Future Expenditure	5,391.67	0.00	64,700.00	0.00	100.00
Total Contingency/Uapp Ending Fund Balance Ex	33,913.08	0.00	406,957.00	0.00	100.00
Other Financing Sources (uses) Expenditures					
622-00-402001 Loans to General Fund	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (uses) Expenditure	0.00	0.00	0.00	0.00	0.00
Total WASTEWATER FUND Expenditures	\$ 92,186.42	\$ 41,412.35	\$ 1,106,237.00	\$ 474,675.76	57.09
WASTEWATER FUND Excess of Revenues Over Expend	\$ 6,845.83	\$ 20,742.70	\$ 82,150.00	\$ 93,529.72	(13.85)

City of Oakridge

Statement of Revenue and Expenditures

3/10/2023 2:22pm

Revised Budget
For STORMWATER FUND (696)
For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
696-00-500001 Beginning Fund Balance	\$ 5,283.00	\$ 0.00	\$ 63,396.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	5,283.00	0.00	63,396.00	0.00	100.00%
Interest Revenues					
696-00-500200 Interest	0.00	0.00	0.00	0.00	0.00%
Total Interest Revenues	0.00	0.00	0.00	0.00	0.00%
Charges for Services Revenues					
696-00-540500 Storm Water Service	4,054.00	3,874.63	48,648.00	33,696.78	30.73%
696-00-599905 Public Works Personnel Allocations	0.00	0.00	0.00	0.00	0.00%
Total Charges for Services Revenues	4,054.00	3,874.63	48,648.00	33,696.78	30.73%
Total STORMWATER FUND Revenues	\$ 9,337.00	\$ 3,874.63	\$ 112,044.00	\$ 33,696.78	69.93%
Expenditures					
Personal Services Expenditures					
696-00-400066 Vacation Buy-Out	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
696-00-400068 Floating Holiday 1	0.00	0.00	0.00	0.00	0.00%
696-00-400069 Floating Holiday 2	0.00	0.00	0.00	0.00	0.00%
Total Personal Services Expenditures	0.00	0.00	0.00	0.00	0.00%
Materials & Services Expenditures					
696-00-400101 Materials/Supplies	83.33	0.00	1,000.00	200.00	80.00%
696-00-400104 Telephone	0.00	0.00	0.00	0.00	0.00%
696-00-400130 Professional Services Non Legal	0.00	0.00	0.00	0.00	0.00%
696-00-400136 Asset Management	83.33	0.00	1,000.00	0.00	100.00%
696-00-400140 Administrative Overhead	833.33	2,500.00	10,000.00	7,500.00	25.00%
696-00-400160 Equipment Maintenance/Repairs	166.67	0.00	2,000.00	0.00	100.00%
696-00-400173 New Equipment (less than \$5,000)	0.00	0.00	0.00	344.33	0.00%
Total Materials & Services Expenditures	1,166.67	2,500.00	14,000.00	8,044.33	42.54%
Capital Outlay Expenditures					
696-00-400300 New Equipment	0.00	0.00	0.00	0.00	0.00%
696-00-400556 New Construction	0.00	0.00	0.00	0.00	0.00%
Total Capital Outlay Expenditures	0.00	0.00	0.00	0.00	0.00%
Contingency/Uapp Ending Fund Balance Expendit					
696-00-401026 Contingency	4,641.17	0.00	55,694.00	0.00	100.00%
696-00-499990 Unappropriated Ending Fund Balanc	0.00	0.00	0.00	0.00	0.00%
Total Contingency/Uapp Ending Fund Balance Ex	4,641.17	0.00	55,694.00	0.00	100.00%
Total STORMWATER FUND Expenditures	\$ 5,807.83	\$ 2,500.00	\$ 69,694.00	\$ 8,044.33	88.46%
STORMWATER FUND Excess of Revenues Over Expend \$	3,529.17	\$ 1,374.63	\$ 42,350.00	\$ 25,652.45	39.43%

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2023-9 Ending March 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remain Budge
Total Revenues	\$ 697,710.26	\$ 653,398.18	\$ 8,983,702.00	\$ 5,510,849.90	38.6
Total Expenditures	\$ 735,403.33	\$ 530,707.22	\$ 9,240,731.00	\$ 4,052,087.92	56.1
Total Excess of Revenues Over Expenditures	\$ (37,693.07)	\$ 122,690.96	\$ (257,029.00)	\$ 1,458,761.98	667.5

RTMP

100-00-515300 100-00-400220

Year	Revenue	Expense	Balance
2019	\$ 18,112.00	\$ 37,780.02	
2020	\$ 18,850.00	\$ 6,040.85	
2021	\$ 18,775.00	\$ 5,528.98	
2022	\$ 18,743.00	\$ 9,943.50	
	\$ 74,480.00	\$ 59,293.35	\$ 15,186.65
2023	\$ 15,186.65	Beginning Year Balance	
2023	\$ 19,207.00	Revenue this year	
	\$ 7,014.80	Expenses this year	
	\$ (2,000.00)	Oakridge Golf Tournament	
	\$ (1,500.00)	Concerts in the Park	
	\$ (2,500.00)	Bus Fair	
	\$ (2,000.00)	Tripple summit	
	\$ 33,408.45	Balance	

TRT TAX

	100-00-503500	100-00-400228	
Year	Revenue	Expense	Balance
2019	\$ 28,871.63	\$	11,635.66
2020	\$ 24,702.56	\$	14,131.51
2021	\$ 17,746.45	\$	11,845.25
2022	\$ 24,953.29	\$	21,840.32
	\$ 96,273.93	\$	59,452.74
			\$ 36,821.19 FY23 Beginning Balance
2023	\$ 36,821.19	Beginning Year Balance	
	15,157.46	Revenue this year	
	-16,151.43	Expenses This year	
7/21/2022	\$ (1,000.00)	Park Waiver for Back to school Jam	
1/19/2023	-10,000	Bus Fair in July 23	
	-5,900	Bus Fair in July 23	
	\$ 18,927.22		

47470.59
189882.4



POLICE DEPARTMENT
Chief of Police, Kevin Martin
76435 Ash Street, Oakridge, OR 97463
PO Box 385, Oakridge, OR 97463
Voice: 541-782-4232 TDD: 541-782-4232
Fax: 541-782-2285
Email: kevinmartin@ci.oakridge.or.us
Website: ci.oakridge.or.us

OAKRIDGE POLICE DEPARTMENT FEBRUARY 2023 STAFF REPORT

FEBRUARY 2023 Statistics

EMR Training – Ongoing

Total Major Cases - 20
Total Incident Reports - 258

Oakridge

23 Major Cases
273 Incident Reports

Westfir

3 Major Case
24 Incident Reports
28.5 Contract Hours

Lowell

0 Major Cases
17 Incident Reports
42.5 Contract Hours

EMR Training for Full-time staff.

Chief Martin, Res. LT Ritz, Officer Miller went to ODOT Traffic Safety Training and Conference



Emergency Services
Scott Hollett Fire Chief
47592 Hwy 58, Oakridge, OR 97463
PO Box 1410, Oakridge, OR 97463
Phone 541-782-2416 Ext 302
Fax: 541-782-2414
Email: scotthollett@ci.oakridge.or.us
Website: oakridgefire.us



Emergency Services Department

February 2023

Training

4 Fire/EMS Drills

Jim attended the Jefferson EMS Conference to attend the Mobile Integrated Health consortium and is now on the State Committee for MIH.

Scott is going to the Oregon Fire Chiefs Association Conference in April (applied for scholarship).

New Members

5 new Volunteer Applications
1 new Part-Time staff

Misc.

We will be working with Orchid Health to form a partnership to look at implementing MIH in Oakridge. Scott met with a representative for Trillium to look at a \$200,000 grant opportunity for MIH.

In closing January we had 50 transports!

Installed new VoiP (internet) phone system. After initial expense for equipment the monthly fee is \$20. We are provisioning our current phone numbers to transfer over to the new system. Our prior system was unreliable and equipment was 24 years old.

We have installed a communication dashboard (FirstArriving) in the day room at the station. It allows us to get information out to on duty crews and staff in real time. It also displays when an emergency call goes out with the address, nature of the call and a map of the location. Purchased with ARPA funds.

Grants

Waiting on award notification for; OSFM apparatus grant, OSFM staffing grant, and OSFM Fuels mitigation grant.



Emergency Services
Scott Hollett Fire Chief
 47592 Hwy 58, Oakridge, OR 97463
 PO Box 1410, Oakridge, OR 97463
 Phone 541-782-2416 Ext 302
 Fax: 541-782-2414
 Email: scotthollett@ci.oakridge.or.us
 Website: oakridgefire.us



Screen Shots from FirstArriving

APARTMENT FIRE
3533 77TH AVENUE
 Caller reports explosion and people on third floor balconies needing rescue
 Due: Engine 1, Ambulance 8 & Medic 11

00:50:02

FRI, FEB 7 11:35 **CREW 3** **Rescue Squad NY**
C SHIFT Cloudy 61° 160° 129°
 REGIONAL ALERT 1 (MUTUAL AID PLAN)

TURNOUT TIME COMBO
 All Stations: 29% (71 / 245)
 Station 1122: 63%

EPCRS
 All Stations: 125 (Expected) 0 (Missing)
 Station 1122: 4 (Expected) 0 (Missing)

Area Hospitals	Enroute	Arrived	Average	Maximum
Rampart General Hospital	0	0	59:36	00:57
All Saints Hospital	0	0		
Coenly General	0	0		
Continental Medical Center	1	1	50:58	07:53
Lennox Hill Hospital	0	0		
Northside Urgis Emergency	0	0	42:30	50:57
Mercy Medical Center	1	0	41:15	41:18
Seattle Grace Hospital	0	0	50:09	50:09
Ashland Rapid ER	0	0		
Regional Trauma Center	0	0		
Springfield General	0	0		
Angels Memorial	1	1	49:10	49:10
Sacred Heart ER	0	0		
Children's Medical Center	1	1	88:05	88:05
St. Luke's Burn Center	0	0		
James River Hospital	0	0		
Downsview Family Clinic	0	1	50:00	50:00
Children's Trauma	0	0		

FireProcurer: let they were caught on camera and by a witness fighting each other on duty - 2/7/2020 - 10:22
 Wheels fall off RI fire truck days after union calls for action on aging fleet

Communications on Limited EMS Resource Plan 13:00 2/10/2020 - 0:00 Wildfire Alert Status is SEVERE 9:30 2/10/2020 - 0:00 First Arriving



Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

Fire Department Activity report for 2023

2023	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
January	65	2	7	15	2	91
February	58	4	5	15	0	82
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Grand Total:	123	6	12	30	2	173

Fire Department Historical January – February

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
2018	133	11	11	17	1	173
2019	128	10	5	32	2	181
2020	118	10	3	8	1	140
2021	115	16	7	16	2	156
2022	146	7	16	20	4	193
2023 YTD	123	6	12	30	2	173

Historical Data of Stipend Coverage



City of Oakridge
48318 E. 1st Street – PO Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX 541-782-1081

Public Works

Reporting Month: February, 2023

Water Distributed: 15 Million Gallons

Waste Water Treated: 13.8 Million Gallons

Service orders: 18

Locates: 12

Waste water repairs: 0

Water leaks: 2- Service line Hwy 58. 1.5 inch main Elm Street.

Other tasks performed: Crews performed pothole repairs street sweeping and shoulder work. Read water meters and performed maintenance on meters and meter replacements. Drainage work and hillside drainage maintenance. Building maintenance OIP office. Equipment maintenance and repairs. Park maintenance. Received first of the 2 generators for the FEMA grant for Salmon creek sewer lift station. Fire department generator still in transit.


Robert Chrisman, Maintenance Supervisor

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: OEDAC Resolution 03-2023
(1st Reading)

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 13.1

Exhibits:

Resolution 03-2023 (2 versions)
Resolution 16-2020 and ODEAC Operating
Guidelines

Author: CA and Admin Committee

ISSUE: In December 2022, Council requested that the Admin Committee review the Oakridge Economic Development Advisory Committee's ("OEDAC") Operating Guidelines and Resolution 16-2020 (the existing OEDAC Resolution).

The Admin Committee met on 2/9/23 and 2/16/23 and determined that the Operating Guidelines, which were developed in 2019 but were never adopted by the OEDAC, were unnecessary and also conflicted with some of the provisions in the OEDAC Resolution 16-2020. It was decided that the more efficient course of action would be to simply create a *new* OEDAC Resolution, which would include some of the language from the draft Operating Guidelines not already in Resolution 16-2020, and therefore there would be no need for the Operating Guidelines after the new OEDAC Resolution is adopted.

2 versions of the proposed new OEDAC Resolution (#03-2023) have been drafted for Council's consideration for adoption. The only difference between the two versions is in Section 1:
In Version 1, *all committee members must reside within Oakridge city limits.*
In Version 2, *up to 2 committee members may reside outside city limits, but must live within the 97463 or 97492 zip codes.*

City staff (not the Admin Committee, as they did not take a position on the residency requirement issue) recommends adopting **Version 2** to be more inclusive of citizens who live outside city limits but are still part of our business community and our community as a whole.

FISCAL IMPACT: None

OPTIONS:

1. Approve version 1 *or* 2 of the revised OEDAC Resolution 03-2023
2. Approve one of the versions with modifications
3. Send it back to the Admin Committee for further evaluation*

**May not be an option because the Admin Committee does no longer has quorum*

RECOMMENDATION: Approve Version 2

RECOMMENDED MOTION: "I move to approve and adopt Version ____ (1 or 2) of the revised OEDAC Resolution 03-2023."

STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

CITY OF OAKRIDGE

RES. 16-2020 A RESOLUTION REPEALING AND REPLACING RES. 11-2018 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee resolutions; and

WHEREAS, the purpose of the Oakridge Economic Development Advisory Committee is an advisory body to the City Council and the City staff by providing input concerning economic development within the City of Oakridge or the Oakridge Industrial Park;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Services Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
2. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.
3. Other activities, within the scope of the committee, as assigned by City Council.
4. Keep records of minutes for each meeting per ORS 192.650
5. Annual reports will be completed in the fourth-quarter of the calendar year.
6. Reports or recommendations of the Economic Development Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.
7. OEDAC shall operate in accordance to operating guidelines that may be revised by the public body as needed.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 15th **DAY OF** OCTOBER

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____ **DAY OF** _____.

Signed: Kerry Haberer, Mayor

ATTEST:
Signed: J. Johnson, City Recorder

Ayes: 6
Nays: 0

OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (OEDAC) OPERATING GUIDELINES

ARTICLE I

PURPOSE, and SCOPE

Section 1.1 **Purpose:** The purpose of OEDAC is to provide recommendations to the Oakridge City Council and the City Administrator for economic development, recruitment, retention, and corporate/business vetting to improve the Oakridge economy.

Section 1.2 **Scope:** OEDAC has no direct authority but will provide recommendations for economic development and oversight of the Oakridge Industrial Park and the City of Oakridge.

ARTICLE II

MEMBERS

Section 2.1 **OEDAC Members:** All members are expected to attend meetings regularly, support OEDAC when requested, and abide by the City of Oakridge Rules of Conduct and OEDAC's and these Operating Guidelines.

Section 2.2 **EX OFFICIO Members:** EX OFFICIO members are afforded the same rights as all other MEMBERS except the right to vote.

Section 2.3 **Recommendation for Removal:** The committee may recommend removal of a member to the Council by majority vote. Before a vote by the committee, notice stating the cause for removal must be provided to the MEMBER three days prior to the date of the meeting to vote.

Section 2.4 **Vacancy:** Any MEMBER appointed to fill a vacancy shall satisfy the requirements set forth in the resolution 11-2018 to serve for the unexpired term of the predecessor.

ARTICLE III

OFFICERS AND THEIR DUTIES

Section 3.1 **Officers:** The officers of OEDAC shall consist of a Chairperson, Vice-Chairperson, and other officers or assistant officers as deemed necessary.

Section 3.2 **Chairperson and Vice-Chairperson:** In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

Section 3.2.1 Duties of the Chairperson:

1. Schedule and preside over regular and special meetings.
2. Present all meeting minutes for committee approval.
3. Relay all information received from the City Administrator to all members of the Committee.
4. Share for review to the City Administrator all summaries of reports, findings, and decisions of the Committee.
5. Vote on matters that come before the Committee.
6. Chairperson will maintain meeting order

Section 3.2.2 Duties of the Vice-Chairperson:

1. Preside over regular and special meetings in the absence of the Chairperson.
2. Vote on matters that come before the Committee.
3. Perform such duties to assist the Chairperson as may be necessary.

Section 3.3 Secretary: The Chairperson shall assign a Secretary to record and transcribe all meeting minutes to the Committee and City Administrator. The Secretary will maintain and all OEDAC correspondence confidentially, as appropriate. Subcommittees will forward all correspondence to the Secretary for inclusion in official OEDAC records.

ARTICLE IV

MEETINGS OF THE COMMITTEE

Section 4.1 Meetings: Regular meetings of the COMMITTEE, monthly. Special meetings may be called by the Chairperson with appropriate notice. No Committee business will take place outside of the COMMITTEE without the prior approval of the COMMITTEE.

Section 4.2 Conference Call Meetings: With prior arrangements, MEMBERS of the COMMITTEE may participate in a meeting by means of a conference telephone or similar communications equipment, provided that all persons participating in the meeting can hear each other at the same time. Such a meeting shall be considered a duly held meeting and participation by such means shall constitute presence in person at the meeting. MEMBERS attending via conference call will be reflected in meeting minutes.

Section 4.3 Quorum: A majority of the COMMITTEE MEMBERS shall constitute a quorum.

Section 4.4 Proxy Voting: Proxy Voting is allowed when made by prior arrangements with an attending voting MEMBER and verified by email.

Section 4.5 Confidentiality: Executive session deliberations of the COMMITTEE requires confidentiality of all issues addressed. In accordance with Oregon public meeting rules, the City shall publicly announce OEDAC meetings. MEMBERS and EX OFFICIO

MEMBERS shall sign a non-disclosure agreement at the beginning of their term or appointment.

Section 4.6 **Minutes:** Minutes of all meetings of the COMMITTEE will be made available to the COMMITTEE MEMBERS and the City Administrator. (see Sec. 3.3)

Section 4.7 **Ethics:** COMMITTEE MEMBERS and EX OFFICIO members shall adhere to the City of Oakridge code of ethics. (*Resolution 18.2015*)

Section 4.8 **Process of OEDAC Meetings:** The Committee Chairperson shall call meetings to order and adjourn them as appropriate. A list of agenda items shall be disseminated to those in attendance.

- Meetings will be conducted in accordance to (*Resolution 18.2015*)
- Robert's Rules of Order are to be used as a guideline.
- Committee members may request agenda be items added to the agenda at the beginning of a meeting
- The City Administrator will be asked to update existing projects and leads.

Section 4.9 **Vetting:** When requested by the City Administrator, the Committee will assist in the vetting process of specific projects and leads. The Chairperson shall assign portions of the vetting requirements to members of the committee when necessary.

ARTICLE V

SUBCOMMITTEES OF THE COMMITTEE

Section 5.1 **Subcommittees:** The COMMITTEE Chairperson can designate subcommittees for each project or area of interest the COMMITTEE undertakes and exercise such authority over the subcommittee. Each subcommittee will have its own guidelines.

Section 5.1.1 **Subcommittee Meetings:** Except as otherwise prescribed by the COMMITTEE, meetings of subcommittees may be called by their respective subcommittee chairperson.

Section 5.4 **Term and Removal:** Term and removal will be outlined in subcommittee guidelines.

ARTICLE VI

AMENDMENTS

Section 6.1 **Amendments:** The COMMITTEE may amend the language of the Operating Guidelines at a regular meeting of the COMMITTEE with a majority vote.

These guidelines were adopted at a meeting of the Members of Oakridge Economic Development Advisory Committee on _____, 2019.

_____	Title
Name	
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

CITY OF OAKRIDGE

RES. 03-2023 A RESOLUTION REPEALING AND REPLACING RES. 16-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolutions; the previous OEDAC Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee ("OEDAC") is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Development Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
3. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with

which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 03-2023 A RESOLUTION REPEALING AND REPLACING RES. 16-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolutions; the previous OEDAC Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee ("OEDAC") is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (*all of whom must reside within Oakridge city limits*), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Development Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
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prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Administration Advisory Committee Resolution 04-2023 (1st Reading)

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 13.2

Exhibits:

Resolution 04-2023 (2 versions)

Resolution 20-2020 (old/existing Resolution)

Author: CA

ISSUE: During the last Administration Advisory Committee meeting last week, it became known that one of the current Committee members (Amy Kelley) recently moved outside city limits. As per Section 1 of the existing Resolution (#20-2020), all 7 of the voting members of this committee must be “citizens” living inside the city limits of the City of Oakridge.

I have drafted 2 versions of a new Administration Advisory Committee Resolution 04-2023 for Council’s consideration for adoption. Resolution 04-2023 would repeal and replace Resolution 20-2020. The only difference between the two is in Section 1:

In Version 1, *all committee members must reside within Oakridge city limits (same as now).*

In Version 2, *up to 2 committee members may reside outside city limits, but must live within the 97463 or 97492 zip codes.*

In drafting the new Resolution, I also removed the requirement in Section 1 of the existing Resolution (#20-2020) that the City Recorder also serve on the committee as a non-voting member. This change was made in *both* versions of the new Resolution.

City staff recommends adopting **Version 2**, to be more inclusive of citizens who live outside city limits but are still part of our community, *and* to increase the chances people might apply for this Committee, which *currently does not have enough members for quorum to meet.*

FISCAL IMPACT: None

- OPTIONS:**
1. Approve version 1 *or* 2 of the revised Administration Advisory Committee Resolution 04-2023 (1st Reading).
 2. Approve one of the versions with modifications
 3. Send it back to the Admin Committee for further evaluation*

**May not be an option because the Admin Committee does no longer has quorum*

RECOMMENDATION: Approve Version 2

RECOMMENDED MOTION: “I move to approve and adopt Version ____ (1 or 2) of the revised Administration Advisory Committee Resolution 04-2023, which will repeal and replace Resolution 20-2020.”

CITY OF OAKRIDGE

RES. 20-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator and City Recorder. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the

- City for council approval for council approval.
2. Other activities, within the scope of the committee, as assigned by City Council.
 3. Keep records of minutes for each meeting per ORS. 192.650
 4. Annual reports will be completed in the fourth-quarter of the calendar year.
 5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21,
DAY OF Sept. 20

Signed: [Signature], Mayor

ATTEST:

Signed: [Signature], City Recorder

Ayes: 5

Nays: 1

CITY OF OAKRIDGE

RES. 04-2023 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (*all of whom must reside within Oakridge city limits*), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

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Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

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Seat 7: Councilor Elected Term

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1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.
3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 04-2023 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

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Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

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Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.
3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature,

and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

Business of the City Council

City of Oakridge, Oregon

March 16, 2023

Agenda Title: Committee Appointments

Agenda Item No: 15.1 – 15.5

Proposed Council Action: A motion from the floor to approve

Exhibits: (1) Applicants' Application Materials
(2) Committees spreadsheet

Author: CA

ISSUES:

- (1) Consider applicants for Committee/Commission/Board appointments.
- (2) Appoint a City Council member to the OEDAC.

The Council Rules of Procedure, chapter 7.II.A. states: "Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.

FISCAL IMPACT: None

OPTIONS: Approve or deny the appointments listed below

RECOMMENDATION: Approve

RECOMMENDED MOTIONS:

15.1 I move we appoint **Lynda Kamerrer** to Seat **3** of the **Budget Committee** for a term expiring in December **2025**.

15.2 I move we appoint **Marty Scott** to Seat **6** of the **Public Safety Committee** for a term expiring in December **2025**.

15.3 I move we appoint **Marietta Thompson** to Seat **3** of the **Public Safety Committee** for a term expiring in December **2025**.

15.5 I move we appoint **Councilor _____** to the **Oakridge Economic Development Committee*** as the City Council representative.

****The 1st meeting of the OEDAC will be on Wednesday March 29th at 6pm at City Hall***

15.4 I move we appoint _____ (*see below*) to Seat **3** of the **Library Board** for a term expiring in December **2025**.

The last person Council appointed to the Library Board quit for personal reasons.

There are now 4 applicants for the position:

Lisa Samuelson

Robert Woodson

Laurie Patty

Fynn Dill

All 4 candidates were emailed notices about tonight's meeting on 3/8/23.

The Library Board is meeting on the evening of Tuesday 3/14/23 and will be submitting their recommendation to Council on Wednesday 3/15/23, which I will forward to Councilors as soon as it is received.



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: BUDGET

Name: LYND A KAMERER

Address: 48175 E 1st St

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 541.915.1212

Employer/Occupation: RETIRED

E-mail Address: info@oakridge-lodge.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:

SMALL BUSINESS OWNER
SERVED ON BOARDS & COMMITTEES IN OAKRIDGE

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

Date of Birth:

Place of Birth:

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): LYND A KAMERER

Participant Signature:

A handwritten signature in blue ink, appearing to read "Lynda Kamerer", written over a horizontal line.

Date:

2/27/33



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

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.

HELP THE COMMITTEE BUILD A REALISTIC BUDGET.

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
(APPLYING)

Audit Committee

Administration Committee

Library Board

Parks & Community Services Committee
(current)

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

WAC Subcommittee



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:

Name: Marty Scott

Address: 76428 Beech St.

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 541-870-4904

Employer/Occupation: Retired

E-mail Address: K9yuba@yahoo.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:

Retired EMT, 911 Dispatcher, Search and Rescue K9 Handler

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

Date of Birth: Place of Birth:

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): Marty Scott

Participant Signature: *Marty Scott*

Date: 3/7/23



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 have lived in Oakridge for 3 years and would like to be more involved in my community

I believe my previous experience working in public safety for a small town lends itself well to this committee.

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 Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

WAC Subcommittee



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: Public Safety Committee

Name: Marietta Thompson

Address: 47947 Commercial St.

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation: Retired DV Advocate

E-mail Address: mettarose49@hotmail.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:

DV advocate 27 yrs. - resource knowledge -
Warming center volunteer - see needs for homeless + Mental Health
ARC - community mtg - + collaboration Mtgs attendee support services

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

Date of Birth: / / Place of Birth: -

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): Marietta Thompson

Participant Signature: Marietta Thompson

Date: 1-27-2023

RECEIVED
1/30/23



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 have been involved with some of the neediest persons in our community for 18 yrs. 14 yrs as DV advocate here in Oakridge. Retired and volunteering with the warming Center and see the need for more servias needed here for the homeless and mentally challenged. I've seen services depleting and want to see us bring more services to support the needs and safety of all of our citizens and neighbors.

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

Wac Subcommittee

already on

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

REC-100



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: Library board

Name: Robert E Woodson

Address: 45700 Westfir Oakridge Road, Westfir, OR 97492

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation: Retired Engineer

E-mail Address: robertewoodson1943@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:

No

** Returning Board Member*

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

Date of Birth:

Place of Birth:

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): Robert E Woodson

Participant Signature:

Date: 1/14/2023



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.

The Library is our number one asset

Returning Board Member

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 | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Wac Subcommittee | <input type="checkbox"/> |
| Administration Committee | <input type="checkbox"/> | Library Board | <input checked="" type="checkbox"/> | Parks & Community Services Committee | <input type="checkbox"/> |
| Public Safety Committee | <input type="checkbox"/> | Economic Development Advisory Committee | <input type="checkbox"/> | Rural Tourism & Marketing | <input type="checkbox"/> |



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: Library board

Name: Fynn Dill

Address: 4889 E 1st, Oakridge OR 97463

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 541-524-8102

Employer/Occupation: Owner Sugar Nook bakery

E-mail Address: dillgriffin@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 was a library aide in high school and have been a volunteer with multiple organizations. I am a hard worker and have been a manager and own my own business. Also obtaining a degree in library sciences.

Date of Birth:

Place of Birth:

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): Fynn Dill

Participant Signature: Gryffin Dill

Date: 1/18/23

RECEIVED
1/19/23



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 am applying for library board because of a love of learning and serving my community. I have a business and family up here and want to be a part of what makes for a supportive and integrative community. My husband is also a volunteer fireman here and I am looking for a place of my own to make a difference. I am a library science major and think I can make a positive impact.

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

Wac Subcommittee

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing



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:

Name: Laurie Patty

Address:

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 541-914-9317

Employer/Occupation: Retired/Pharmacist/Pharmacy Owner

E-mail Address: lgpatty1@mac.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: Public Service, healthcare = caring about all people, working in healthcare professional with computer skills, Business owner with a working understanding of work ethic and employee retention.

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

Date of Birth:

Place of Birth:

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): Laurie A. Patty

Participant Signature:

Date: 12-02-2022



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 Love People
Books,
and Community Service.
I want to work towards a collaboration
among committees and boards and therefore
working toward a healthy community.
thank you
lp

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

Wac Subcommittee

Administration Committee

Library Board

Parks Services Community Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism Marketing



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: **LIBRARY**

Name: **LISA E. SAMUELSON**

Address: **76370 GARDEN ROAD, OAKRIDGE, OR 97463 P.O. BOX 885**

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: **541-654-3653 OR 208-731-5472**

Employer/Occupation: **SCHOOL BUS DRIVERS**

E-mail Address: **catwoman6LS@yahoo.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 LOVE BOOKS & HELPING CHILDREN

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

Date of Birth: _____

Place of Birth: _____

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): **LISA E. SAMUELSON**

Participant Signature: *[Handwritten Signature]*

Date: **08-18-2022**

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

RECEIVED 8/18/22



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 love books and helping children" (see side 1)

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 | <input type="checkbox"/> | ↳ Budget Committee
↳ Already ON | <input checked="" type="checkbox"/> | Audit Committee | <input type="checkbox"/> |
| Administration Advisory Committee | <input type="checkbox"/> | ↳ Library Board
↳ Applying For | <input checked="" type="checkbox"/> | Public Parks & Community Services | <input type="checkbox"/> |
| Public Safety Committee | <input type="checkbox"/> | Economic Development Advisory Committee | <input type="checkbox"/> | Rural Tourism & Marketing Committee | <input type="checkbox"/> |



The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural

COMMITTEES - As of 3/9/2023

Resolution:	20-2020	17-2020	18-2020	06_2022	N/A	state law	15-2020	07_2022	Ord. 751	16-2020	N/A	
	Admin.	Parks & Community Services	Public Safety	Audit	Charter Review (Sub-C)	Budget	Library Board	RTMP & TRT	Planning Commission	OEDAC	WAC (Sub-C)	Special Fire District
Staff:	CA, Recorder	Comm. Serv. Dir. (CSD)	PD & FD Chiefs, CSD, HRFD, Westfir, School,	Finance Director (ex officio)		CA, Dept Heads	Library Coordinator	Finance Dir & CA (non-voting)	CA, CSD	CA, CSD	CA	
Meeting Dates:	3rd Wednesday at 6pm	2nd Monday at 5:30pm	4th Tuesday at 6pm	4th Monday at 5pm	2nd Wednesday at 6pm	Varies	5:15 Tues every other month	1st Wednesday at 6pm	3rd Tuesday at 7pm	4th Wednesday at 6pm?	1st Monday at 5:30	4th Thursday at 6:30 at FD
Councilor	Kinyon	Tarman	Coker	Bjarnson & Kinyon	Kinyon	ALL	Hooker	Kinyon	N/A	?	Hooker	Hooker
Chair:	Kinyon	Tarman	Karin Thompson	Kinyon	McNatt	Mayor	Georgi Samuelson (Librarian)	?	Gobelman	?	Hollett	Hollett
TERMS:	3 year terms	3 year terms	3 year terms	2 year terms	N/A	3 year terms	3 year terms	3 year terms	4 year terms	4 year terms	N/A	N/A
Seat 1 2024, 2027	Trudy Hammond (VC)	Kevin Gobelman	David Ackland	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Julia Yoder	OPEN	OPEN	Kevin Gobelman	Sheri Kendall	OPEN
2024, 2027	OPEN	Leo Robb	Karin Thompson	X	Altemus-Pope	Benjamin Sachdeva	Jessica Atkins	Douglas Leander	Kevin Gobelman	Rustie Ackland	Bobbie Whitney	David Ackland
2022, 2025,	OPEN	Lynda Kamerrer	Marietta Thompson*	X	Jan Christensen	Lynda Kamerrer*	OPEN	OPEN	OPEN	Sarah Altemus-Pope	Bev McCulley	OPEN
2022, 2025,	OPEN	Heather Buley	Norine "Tink" Marquardt	X	Sue Cathcart	OPEN	Jeannie Cabello-Penn	Su Stella	Stan Barenboim	Kelly Wynant	Lloyd-Parks	OPEN
2023, 2026,	Jeri Reed	Jason Nehme	VC - Trudy Hammond	X	Chris Winchester	Jan Christensen	Annie Brown	OPEN	John McClelland	Mary River	Lauri O'Neill	OPEN
2023, 2026,	Amy Kelley**	Barbara Council-Burney	Marty Scott*	X	Jeri Reed	Brenna Chrisman	Terry DeLoach	OPEN	JT Flowers	Marietta Thompson		OPEN
Seat 7 2025			OPEN - Hazeldell Rep		Kathy Holston	Linda Dunham			Donald Grant	Michelle Emmons Chamber Rep	Linda Dunham	OPEN (up to 15)
Seat 8			OPEN - Westfir Rep		OPEN (up to 15)					*Applicant	Trudy Hammond	

LANE ACT

Mayor

LANE ACT

LANE ACT

LANE AC1

LANE ACT

<p>SVDP RHRP Policy Committee</p>	<p>Chamber of Commerce/Oakridge/Westfir Tourism Alliance-</p>	<p>Lane Council of Governments</p>	<p>Middle Fork Willamette Watershed Council-</p>	<p>LRAPA-</p>	<p>LRAPA Budget</p>	<p>Tree Planting Committee-</p>	<p>Southern Willamette Forest Collaborative</p>	<p>LCOG - Executive Board</p>	<p>Lane Economic Executive Committee</p>
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LANE ACT

2017 Council Appointments by	
Administration Committee – Councilor Holston and Councilor Carl	from minutes 2017, February
Community Services Committee/Parks, Trails and Trees Board –Councilor McMillin- Chair	
Public Safety Committee-Councilor Carl and Councilor McMillin	
Audit Committee –Councilor Rowf	
Lane Council of Governments-Ma	
Chamber of Commerce/Oakridge/Westfir Tourism Alliance- Mayor Coey	
Middle Fork Willamette Watershed Council-Councilor Holston and Councilor Taylor	
LRAPA-Mayor Coey and Council	
Tree Planting Committee-Councilor Rowland and Councilor Forcum	
Library Board-Councilor Rowland and Councilor Forcum	
Poverty and Homeless Board- Mayor Coey and Councilor Holston	
Lane Economic Executive Committee- John Milandin and Louis is an alternate	
Lane ACT- Mayor Coey and Councilor Holston (alternate)	
OEDAC- Councilor Holston	
Regional Fiber Consortium- Louis	
RTMP/TRT	no council assignment
Planning	cant have council assignment
Budget	all council on committee

