

October 19, 2023 at 6pm  
City Council Meeting  
Audio/Video Teleconference  
Oakridge City Hall & Zoom  
48318 E. 1<sup>st</sup> 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 presiding officer, provide their name and city of residence, and are allowed up to 3 minutes to speak. The Council will not engage in lengthy discussion or make any decisions during public comment. The 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: **10/5/23**

**9. Appointments**

9.1 Laurie Patty - Library Board Application

**10. Executive Session under ORS 192.660(2)(e) - To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

10.1 Towerpoint offer to purchase interest in OIP lease(s)

**11. Business from the City Council**

11.1 WAC Community Survey results (Trisha Maxfield)

11.2 Oakridge Trails Alliance OIP lease proposal

11.3 Warming Center fee waiver request (Kathy Holston)

11.4 Union Pacific Railroad issues (from the Parks & Community Services Committee)

11.5 TV Butte discussion

11.6 Holiday Light Parade fee waiver request

**12. Business from the City Administrator**

12.1 Holiday party discussion

12.2 Other city business updates

**13. Items removed from the Consent Agenda**

**14. Ordinances and Resolutions (with Public Comment)**

14.1 Ordinance 942 (a new Parades Ordinance to repeal & replace Ordinance 75) - **REMOVED**

14.2 Ordinance 943 (Non-Criminal Administrative Warrants & Abatement Ordinances – Muni Code 93.18-93.22)

**15. Public Hearings (if not already included in Ordinances & Resolutions)**

**16. Department/Staff or Board/Committee/Commission Reports**

16.1 Finance Report (Colleen Shirley)

16.2 Police Report (Chief Kevin Martin)

16.3 Fire/EMS Report (Chief Scott Hollett)

16.4 Public Works Report (Robeart Chrisman or Rick Zylstra)

**17. Other Business**

**18. Public Comment**

**19. Adjourn**

**Citizens have four ways of attending and/or commenting at this City Council meeting:**

- 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](mailto: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.**

Videos of all City Council meetings can be found on YouTube at [www.youtube.com/@cityfoakridgecouncilcommi8088](https://www.youtube.com/@cityfoakridgecouncilcommi8088)

***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.



October 5, 2023 @ 6:00 p.m.  
Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## MINUTES

### 1. Call Meeting to Order- 6:00 pm

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Melissa Bjarnson, Michelle Coker, Kelly Brewer and Chrissy Hollett.

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

### 2. Pledge of Allegiance

### 3. Roll Call-all present

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

### 5. Public Comment

Joe Felty, Oakridge-his water meter is not reading right, he did not use as much water as it shows. He believes the meter is broken and would like someone to come and look and for it to be replaced.

Rick-he was out there today, he and public works will go back out and test the meter and replace it if necessary.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-the Library's silent auction will be on October 21, 2023, proceeds will go towards children's educational activities, books and DVD's.

### 7. Councilor Comments / Announcements

Councilor Kinyon- she was not present at the last meeting, but she did see an email that was sent out to Brock Butterfield on behalf of the City, was that email appropriate? She disagrees that he was being grilled at the meeting when he gave his Bus Fair update.

### 8. Consent Agenda

8.1 Minutes from previous City Council meeting 9/21/2023

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

Ayes-7  
Nays-0

### 9. Appointments

9.1 Laurie Patty Library Board Application- was not present.

## 9.2 Cyma Lovell-Beers Library Board Application

James-read the issue.

**Motion:** Councilor Kinyon moved to appoint Cyma Lovell-Beers to seat 2 of the Library Board for a term expiring in December 2025. Councilor Coker seconded the motion.

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

## 9.3 Meagan Metcalf Planning Commission Application

James-read the issue.

**Motion:** Councilor Tarman moved to appoint Meagan Metcalf to seat 3 of the Planning Commission for a term expiring in December 2026. Councilor Kinyon seconded the motion.

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

## 10. Business from the City Council

### 10.1 Change Order for Cherry Street Project

**Motion:** Councilor Kinyon moved to allow the CA to sign Change Order #1 for Cherry Street. Councilor Tarman seconded the motion.

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

### 10.2 Library Silent Auction Alcohol Permit for Saturday October 21<sup>st</sup> at 6pm

**Motion:** Councilor Tarman moved to approve the Library's alcohol permit for their silent auction on October 21, 2023. Councilor Brewer seconded the motion.

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

### 10.3 Designation of Agent Form for FEMA Hazard Mitigation Grant Program

**Motion:** Councilor Kinyon moved to approve and allow the Mayor to sign the FEMA "Designation of Agent" Form, certifying that City Administrator James Cleavenger is the City's Agent, authorized to execute all forms and documents for the purpose of applying for and obtaining financial assistance through FEMA Grants. Councilor Brewer seconded the motion.

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

### 10.4 Greenwaters Park Banner Bank Amphitheater Remodeling Bid Award

Councilor Brewer -recused herself from voting, she is the owner of On Top Construction and Design.

James-read the issue.

Councilor Brewer- asked Rick a few questions regarding the change order, she wanted to make sure Wildish isn't double dipping.

**Motion:** Councilor Kinyon moved to award the contract, up to \$20,000, for the Banner Bank Amphitheater in Greenwaters Park re-siding project to the lowest bidder, On Top Construction and Design. Councilor Coker seconded the motion.

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

### 10.5 Boy Scouts Fee Waiver/Reimbursement Request for Greenwaters Park

James-read the issue.

**Motion:** Councilor Kinyon moved to approve a full fee waiver for up to 3 rentals of the Greenwaters park community building for the Boy Scouts. Councilor Bjarnson seconded the motion.

Tarman (nay), Brewer (aye), Coker (aye), Hollett (aye), Bjarnson (aye), Kinyon (aye), Mayor Cutchen (nay). Motion passed 5-2

10.6 Dogs of Valor Fee Waiver Request for Greenwaters Park

James-read the issue.

**Motion:** Councilor Kinyon moved to waive 5 rentals fees for the Dogs of Valor programs at Greenwaters Park on October 26<sup>th</sup>, December 1-3, and/or December 15<sup>th</sup>, alternate days if necessary. Councilor Bjarnson seconded the motion.

Hollett (aye), Tarman (nay), Coker (aye), Brewer (aye), Mayor Cutchen (nay), Bjarnson (aye), Kinyon (aye). Motion passed 5-2

**11. Business from the City Administrator**

11.1 Fire Update

James-gave an update.

11.2 Other city business updates

James-attended an infrastructure summit, had a tour of the OIP.

**12. Items removed from the Consent Agenda**-none

**13. Ordinances and Resolutions (with public comment)**-none

**14. Public Hearings**-none

**15. Staff and Board/Committee/Commission Reports**

15.1 Parks & Community Services Committee

Rick-gave the report.

15.2 Public Safety Committee

No report.

15.3 Charter Review Subcommittee

Councilor Kinyon-gave the report.

15.4 Library Board

Councilor Kinyon-gave the report.

15.5 OEDAC

James-gave the report. The meeting dates have changed, they will be the 2<sup>nd</sup> Wednesday of each month at 5:00 pm.

15.6 Admin Committee

James-gave the report.

15.7 WAC Subcommittee

Councilor Hollett-gave the report.

15.8 WAC Funding Committee

Mayor Cutchen-gave the report.

**16. Other Business**

Councilor Kinyon-there is a lot of training coming up through LOC in December.

**17. Public Comment**

Paul Scott-asked if the council will ever not waive a park rental fee? We are in bad shape financially.

Jeanne Cabello-Penn-agrees with Mr. Scott.

Cyma Lovell-Beers- we could have them pay half, we should take care of our kids here.

Keith Robinson- sees Greenwaters Park as an asset, he doesn't think it is appropriate to waive all of the fees.

**18. Adjourn 7:10 pm**

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

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

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Committee Appointments

**Agenda Item No:** 9.1

**Proposed Council Action:** Approve  
committee appointments

**Exhibit:** (1) Application  
(2) Committees spreadsheet

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**ISSUE:**

(1) Consider applicants for Committee/Commission/Board appointments.

**FISCAL IMPACT:** None

**OPTIONS:** (1) Approve the appointments below.

(2) Do not approve one or more of the appointments below.

**RECOMMENDATION:** Approve the appointments.

**RECOMMENDED MOTIONS:**

9.1 I move we appoint **Laurie Patty** to Seat 3 of the **Library Board** for a term expiring in December of 2025.

# COMMITTEES - As of 10/8/2023

Resolution	04_2023	17-2020	18-2020	06_2022	N/A	state law	15-2020	07_2022	Ord 32&751	16_2023	N/A
	<b>Admin.</b>	<b>Parks &amp; Community Services</b>	<b>Public Safety</b>	<b>Audit</b>	<b>Charter Review (Sub-C)</b>	<b>Budget</b>	<b>Library Board</b>	<b>RTMP &amp; TRT</b>	<b>Planning Commission</b>	<b>OEDAC</b>	<b>WAC (Sub-C)</b>
Staff:	CA (s)	Comm. Serv. Dir. (CSD)	PD & FD Chiefs, CSD, HRPD, 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 & 4th Thursdays at 6pm	Varies	2nd Tues every other month at 5:15	1st Tuesday at 7pm	3rd Tuesday at 7pm	2nd Wednesday at 5pm	1st Monday at 5:30
Councilor	<b>Kinyon</b>	<b>Tarman</b>	<b>Coker</b>	<b>Bjarnson &amp; Kinyon</b>	<b>Kinyon</b>	<b>ALL</b>	?	<b>Kinyon (S)</b>	<b>N/A</b>	?	<b>Hollett</b>
Chair:	<b>Kinyon</b>	<b>Tarman</b>	<b>Trudy Hammond</b>	<b>Kinyon</b>	<b>McNatt</b>	<b>Coker</b>	<b>Georgi Samuelson (Librarian)</b>	<b>Metcalf</b>	<b>Gobelman</b>	<b>Ackland</b>	<b>Hollett</b>
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	3 year terms	N/A
Seat 1 2024, 2027	Trudy Hammond (VC)	Kevin Gobelman	David Ackland (VC)	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Julia Yoder	James Winkelman	James Winkelman	Kevin Gobelman	Sheri Kendall
2024, 2027	Cyma Lovell-Beers	Leo Robb	<b>OPEN</b>	X	Altemus-Pope	<b>OPEN</b>	Cyma Lovell-Beers	Mike Leander(VC)	Kevin Gobelman	Rustie Ackland	Bobbie Whitney
2022, 2025,	<b>OPEN</b>	Lynda Kamerrer	Marietta Thompson	X	Jan Christensen	Lynda Kamerrer	<b>Laurie Patty*</b>	Meagan Metcalf	Meagan Metcalf	Sarah Altemus-Pope	Bev McCulley
2022, 2025,	<b>OPEN</b>	Heather Buley	"Tink" Marquardt	X	Sue Cathcart	Cyma Lovell-Beers	Jeannie Cabello-Penn	Kelly Wynant	Stan Barenboim	sec- Kelly Wynant	Lloyd-Parks
2023, 2026,	Jeri Reed	vc- Jason Nehmer	Trudy Hammond	X	Chris Winchester	Jan Christensen	Annie Brown	<b>OPEN</b>	John McClelland	Mary Rivera	Lauri O'Neill
2023, 2026,	Chris Winchester	Barbara Council-Burney	Marty Scott	X	Jeri Reed	vc-Brenna Chrisman	Terry DeLoach	<b>OPEN</b>	<b>OPEN</b>	vc- JT Flowers	Marietta Thompson
Seat 7 2025			<b>Hazeldell Rep</b>		Kathy Holston	Linda Dunham			Donald Grant	Michelle Emmons Chamberlain	Jeff Reed
Seat 8			Mayor Williams		<b>OPEN (up to 15)</b>						"Tink" Marquardt
Seat 9			Dave McGrath -				<b>*Applicant</b>				
Seat 10									term ends 2024		





**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: (Library Board) Laurie Patty  
Address: 48339 7th St  
Oakridge, OR 97463  
Is your residence in the City of Oakridge: YES  NO   
Telephone where you can be reached: 541-914-9317  
Employer/Occupation: Retired  
E-mail Address: lpatty1@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:

I have been a library volunteer for most of 2022 and enjoy the people and learning how libraries work and serve our community. As a retired retail business owner, helping people will always be in my wheelhouse.

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

Date of Birth:

Place of Birth: Sunbury, PA

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:

12/07/2022



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:

N/A

Date:

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

I Love books and people. I began volunteering at my hometown library as a child and realize the value to the community goes beyond books on the shelves.

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

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** WAC Community Survey results

**Agenda Item No:** 11.1

**Proposed Council Action:** N/A  
(Information Only)

**Exhibits:** WAC Community Survey Report

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### ISSUE:

Trisha Maxfield and Kimi Sloop of Consor Consulting will be presenting the results of the WAC Community Survey to City Council via Zoom. A copy of the final report is attached as an exhibit. The report was also presented to the WAC Advisory Committee on October 2<sup>nd</sup>.

**OPTIONS:** N/A (Information Only)

**STAFF RECOMMENDATION:** N/A (Information Only)

**RECOMMENDED MOTION:** N/A (Information Only)

### 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 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 #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

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





SUMMARY REPORT

# Willamette Activity Center Community Priorities

October 19, 2023

PREPARED FOR:  
City of Oakridge

PREPARED BY:

Conсор

Trisha Maxfield, MS  
Kimi Sloop, MPA



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# Introduction

## Background

The City of Oakridge (City) is in the process of restoring the Willamette Activity Center (WAC). The building was originally constructed in 1952 as a school and was later converted into a hub for social services and community activities. The WAC closed to the public in 2021 due to the deteriorating condition of the building. Recently the City secured funding to conduct an assessment of the building. The next phase of the project will focus on restoring the integrity of the structure and identifying potential tenants.

In order to capture input on the desired future services and uses of the WAC, The City partnered with South Willamette Solutions to contract with Consor to administer a community survey. Input was sought from the Oakridge-Westfir area residents, resulting in more than 440 people completing the survey. The feedback will be considered as the City identifies future programming and uses for the WAC.

## City Strategic Goals

For the WAC Community Priorities Survey campaign, Consor worked with the City’s WAC Committee (Committee) to develop a promotion plan and conduct survey outreach. The community survey outreach aligns with the City’s goals identified in the 2020-2025 strategic plan. These strategic goals, established in 2020, will be prioritized while renovating the WAC.

Theme	Strategic Goal
<b>Responsive Government</b>	In an open and transparent manner, effectively deliver services that citizens need, want, and support.
<b>Community Livability</b>	Seek opportunities to revitalize the City’s business corridors and neighborhoods to provide safe and beautiful places to live and work.
<b>Safe Community</b>	Create a safe community by partnering to protect people, property and the environment.
<b>Responsive Government</b>	Provide facilities and infrastructure that support current and future needs.
<b>Safe Community</b>	Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.
<b>Community Livability</b>	Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

## High-Level Summary

- > The community survey was available from July 1–July 31, 2023
- > There are 442 total survey responses
  - 183 print survey responses
  - 259 online survey responses
- > In general, there is widespread demographic representation by respondents in the following categories:
  - Zones where people live
  - Age
  - Disabled
  - Veteran
  - Race / Ethnicity
- > In rank order, the combined results for “Important” and “Very Important” by service category are:
  - Community / Social Activities (79%)
  - Emergency / Disaster Response (76%)
  - Human / Social Care (73%)
  - Health / Medical Care (72%)
  - Early Childhood Education / Child Care (69%)
  - Business / Education Center (62%)
  - Vital / Basic Care (59%)

Additional details can be found in the body of the report.

# Survey Promotion

In collaboration with the Committee, Consor developed an outreach strategy to inform the community about the history of the WAC, the initiative to renovate the building, and to promote the community survey. The outreach strategy included community outreach goals, key audiences, and tools and activities to promote the survey.

## Community Outreach Goals

- > Improve community inclusion in planning and decision-making
- > Seek input from a wide range of community members
- > Educate the community about the needs and anticipated costs to reopen the WAC
- > Inform the community about the process to renovate the WAC
- > Create excitement about the WAC as a community resource

## Key Audiences

While the survey was intended to reach all residents in the Oakridge-Westfir area, the promotion campaign focused on tools and activities to reach the following key audiences:

- > Disabled
- > Families
- > Low-income
- > Senior
- > Unhoused

## Tools and Activities

The following tools and activities were used to inform the community about the initiative to renovate the WAC and point community members toward taking the community survey online or in-person.

- > **Blue Boxes:** Signature City of Oakridge branded “Blue Boxes” were created for the campaign to create brand and campaign recognition for the community. They included the City logo, information about the campaign, and how to learn more about the project. The blue boxes were used at community events, intercept surveying (opportunities to intercept people at events/key destinations and ask them to fill out the survey), and survey stations around the community where people could drop off completed surveys.
- > **Event Tabling & Intercept Surveying:** WAC Committee members staffed tables at events and conducted intercept surveying to catch community members who may not be engaged through other channels. Intercept surveying and event tabling were conducted at the following locations:
  - 4<sup>th</sup> of July Celebration
  - Farmers Market / First Friday
  - Food Pantry
  - Ray’s Food Place
  - Wildfire Safety Night
- > **Fact Sheet:** A one-page fact sheet was used as an easy way to share about the history of the WAC and high-level information about renovating the WAC. The fact sheet was available at survey stations, tabling events, and during intercept surveying.
- > **Fliers:** Fliers were distributed throughout the community at the following locations:
  - Diamond Express
  - Dinks
  - Dollar General
  - Post Office
  - Ray’s Food Place
  - St. Vincent De Paul



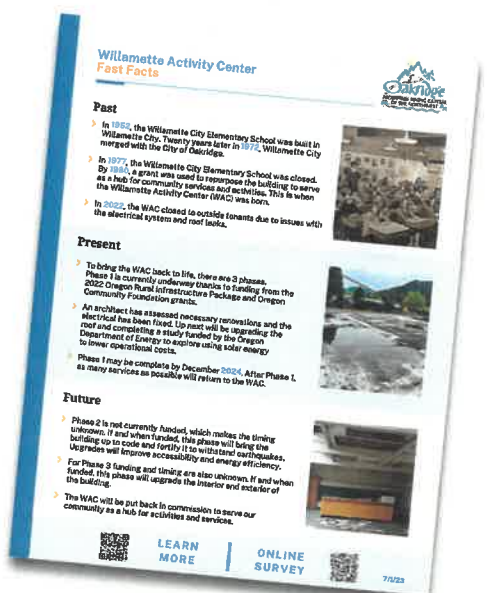
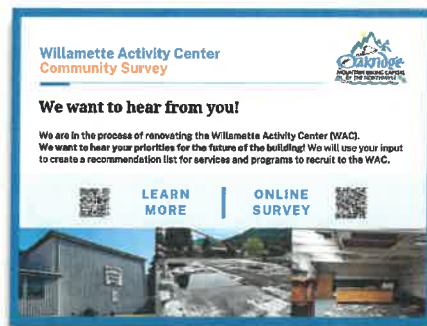
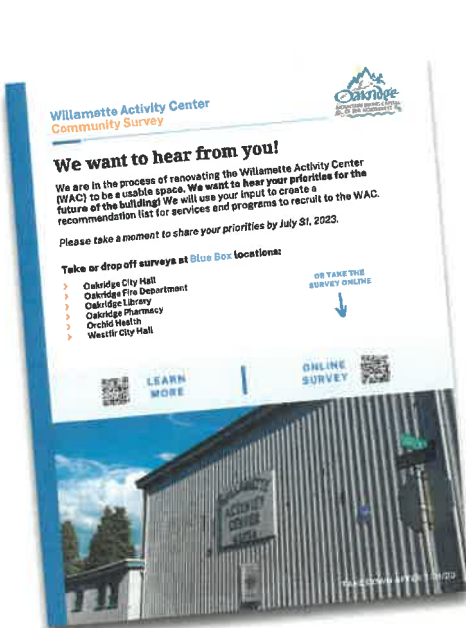
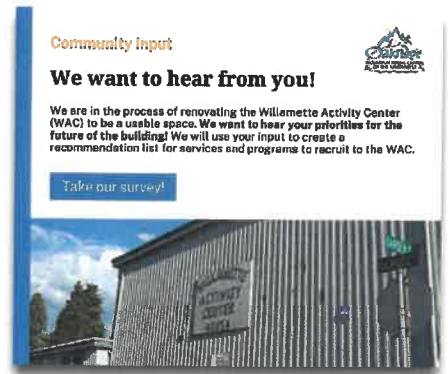


- > **News Releases:** Two news releases were issued during the campaign. The first shared facts about the WAC and informed the community on how to take the survey. The second news release invited community members to take a virtual tour of the WAC and promoted taking the survey.
- > **Partner Email:** An email was sent to community partners to ask if they would be willing to help promote the survey within their networks. It included an email template they could use to spread the word.
- > **Social Media Posts:** Two social media posts were posted to the City of Oakridge Facebook page. The first social media post shared facts about the WAC and informed the community about how to take the survey. The second social media post invited community members to take a virtual tour of the WAC and promoted taking the survey. Committee members were encouraged to reshare the post.
- > **Survey Stations:** Blue Boxes, print surveys, and fact sheets were left at key locations around the community to give community members several in-person locations where they could take the print survey.

The following locations hosted survey stations:

- Oakridge City Hall
- Oakridge Library
- Oakridge Pharmacy
- Orchid Health
- Westfir City Hall

- > **Water Bill Insert:** An insert promoting the survey was delivered to Oakridge residents inside of the July water bill.
- > **Web Page:** A dedicated WAC web page was developed on the City's website. The web page includes more detailed information about the project, including FAQs and a link to the Virtual Tour. During the campaign a link to the survey was provided. The web page can be viewed here: [www.ci.oakridge.or.us/community/page/willamette-activity-center](http://www.ci.oakridge.or.us/community/page/willamette-activity-center)
- > **Virtual Tour:** A walk-through video of the interior of the WAC was developed to give community members an opportunity to observe the interior condition of the WAC. The video can be viewed here: [www.youtube.com/watch?v=b2kg3pDcRF8](http://www.youtube.com/watch?v=b2kg3pDcRF8)



# Survey Responses

## Overview

The survey campaign started July 1, 2023 and closed July 31, 2023. The campaign resulted in 442 survey responses from Oakridge, Westfir and surrounding area residents. Of the 442 survey responses, 183 were collected through written response on print surveys, the other 259 were completed online through Survey Monkey. Demographic information provided voluntarily by survey respondents suggests the campaign was effective at reaching a wide range of area residents.

## Results

Survey respondents were asked to identify the services they believe are most important to provide at the WAC. Between the open-ended responses and the combined “Important” and “Very Important” ranking, responses indicate Community / Social Activities are the most important services to provide. The following pages share the top four service categories ranked by “Very Important” followed by combined “Important” and “Very Important” rankings. A follow-up survey could be conducted to identify specific services and activities preferred by the community for the top-ranking services categories.

Responses were analyzed by each key audience to determine if the priorities vary by group. With the exception of the Families subgroup, Emergency / Disaster Response is identified as the top “Very Important” service category. For Families, the top category is Community / Social Activities. The following pages share priorities specific to each key audience: Disabled, Families (households with children), Low-income, and Seniors. The Unhoused subgroup sample size was too small (n=2) and therefore not included. The table at the end of the key audience results (p. 7) compares all of the “Very Important” and combined “Important” and “Very Important” rankings across all groups.

### All (n=442): How important is each service to our community?

**Very Important:** (1) Emergency / Disaster Response (61%), (2) Community / Social Activities (57%), (3) Health / Medical Care (52%), and (4) Human / Social Care (50%).

**Important / Very Important:** (1) Community / Social Activities (79%), (2) Emergency / Disaster Response (76%), (3) Human / Social care (73%), and (4) Health / Medical Care (72%).

Category	Very Unimportant	Unimportant	Neutral	Important	Very Important	Did Not Answer
Emergency / Disaster Response	7%	5%	12%	15%	<b>61%</b>	0%
Community / Social Activities	7%	2%	10%	<b>22%</b>	<b>57%</b>	1%
Health / Medical Care	8%	4%	15%	20%	52%	1%
Human / Social Care	7%	4%	13%	23%	50%	2%
Early Childhood Education / Child Care	9%	3%	17%	21%	48%	1%
Vital / Basic Care	10%	7%	21%	19%	40%	1%
Business / Education Center	6%	6%	25%	25%	37%	1%



*I can see it being used as a place that enriches community members by providing classes like art, physical fitness (soccer), and a centralized location for natural disasters."*

**Survey Respondent**

*Data shown in percentages has been rounded to the nearest whole number.*

**Disabled (n=74): How important is each service to our community?**

**Very Important:** (1) Emergency / Disaster Response (66%), (2) Human / Social Care (55%), (3) Community / Social Activities (54%), and (4) Health / Medical Care (49%).

**Important / Very Important:** (1) Emergency / Disaster Response (78%), (2) Human / Social Care (77%), (3) Community / Social Activities (74%), and (4) Health / Medical Care (73%).

Category	Very Unimportant	Unimportant	Neutral	Important	Very Important	Did Not Answer
Emergency / Disaster Response	5%	5%	11%	<b>12%</b>	<b>66%</b>	0%
Human / Social Care	11%	3%	8%	22%	55%	1%
Community / Social Activities	8%	3%	15%	20%	54%	0%
Health / Medical Care	9%	3%	15%	24%	49%	0%
Early Childhood Education / Child Care	7%	3%	23%	19%	47%	0%
Vital / Basic Care	11%	5%	14%	24%	46%	0%
Business / Education Center	9%	4%	26%	18%	43%	0%

**Families (n=118): How important is each service to our community?**

**Very Important:** (1) Community / Social Activities (69%), (2) Early Childhood Education / Child Care (59%), (3) Emergency / Disaster Response (54%), and (4) Human / Social Care (43%) and Health / Medical Care (43%).

**Important / Very Important:** (1) Community / Social Activities (87%), (2) Early Childhood Education / Child Care (74%), (3) Emergency / Disaster Response (68%), and (4) Business / Education Center (65%).

Category	Very Unimportant	Unimportant	Neutral	Important	Very Important	Did Not Answer
Community / Social Activities	10%	2%	2%	<b>18%</b>	<b>69%</b>	0%
Early Childhood Education / Child Care	6%	3%	17%	15%	59%	0%
Emergency / Disaster Response	8%	8%	16%	14%	54%	0%
Human / Social Care	8%	8%	19%	20%	43%	0%
Health / Medical Care	9%	3%	24%	20%	43%	0%
Business / Education Center	8%	2%	25%	29%	36%	0%
Vital / Basic Care	14%	14%	22%	14%	36%	0%

Data shown in percentages has been rounded to the nearest whole number.

### Senior (n=167): How important is each service to our community?

**Very Important:** (1) Emergency / Disaster Response (69%), (2) Human / Social Care (59%), (3) Health / Medical Care (51%), and (4) Community / Social Activities (54%).

**Important / Very Important:** (1) Emergency / Disaster Response (83%), (2) Human / Social Care (81%), (3) Community / Social Activities (80%), and (4) Health / Medical Care (76%).

Category	Very Unimportant	Unimportant	Neutral	Important	Very Important	Did Not Answer
Emergency / Disaster Response	7%	4%	6%	14%	69%	0%
Human / Social Care	7%	2%	8%	22%	59%	2%
Health / Medical Care	7%	4%	11%	20%	56%	2%
Community / Social Activities	4%	2%	11%	26%	54%	2%
Early Childhood Education / Child Care	8%	2%	15%	24%	50%	2%
Vital / Basic Care	8%	5%	16%	26%	43%	3%
Business / Education Center	4%	7%	21%	28%	39%	2%

### Low-Income (n=102): How important is each service to our community?

**Very Important:** (1) Emergency / Disaster Response (66%), (2) Human / Social Care (60%), (3) Community / Social Activities (53%), and (4) Health / Medical Care (51%).

**Important / Very Important:** (1) Human / Social Care (81%), (2) Emergency / Disaster Response (76%), (3) Health / Medical Care (76%), and (4) Community / Social Activities (74%).

Category	Very Unimportant	Unimportant	Neutral	Important	Very Important	Did Not Answer
Emergency / Disaster Response	8%	4%	13%	10%	66%	0%
Human / Social Care	9%	1%	7%	21%	60%	3%
Community / Social Activities	10%	1%	13%	21%	53%	3%
Health / Medical Care	9%	1%	12%	25%	51%	2%
Early Childhood Education / Child Care	13%	2%	14%	21%	50%	1%
Vital / Basic Care	10%	4%	15%	23%	47%	2%
Business / Education Center	8%	8%	22%	22%	40%	1%

Data shown in percentages has been rounded to the nearest whole number.

### Ranking of “Very Important” Service Categories by Group

The priorities of each key audience, compared to all responses, are noted on the following tables. The noticeable difference in ranking is for the “Families” subgroup, as they tend to prioritize Community / Social Activities and Early Childhood Education / Child Care over other priorities.

Category	All Responses	Disabled	Families	Seniors	Low Income
Emergency / Disaster Response	1	1	3	1	1
Community / Social Activities	2	3	1	4	3
Health / Medical Care	3	4	4*	3	4
Human / Social Care	4	2	4*	2	2
Early Childhood Education / Child Care	5	5	2	5	5
Vital / Basic Care	6	6	5*	6	6
Business / Education Center	7	7	5*	7	7

### Ranking of Combined “Important” and “Very Important” Service Categories by Group

Category	All Responses	Disabled	Families	Seniors	Low Income
Community / Social Activities	1	3	1	3	4
Emergency / Disaster Response	2	1	3	1	2
Human / Social Care	3	2	5*	2	1
Health / Medical Care	4	4	5*	4	3
Early Childhood Education / Child Care	5	6	2	5	5
Business / Education Center	6	7	4	7	7
Vital / Basic Care	7	5	6	6	6



Asterisk (\*) represents a tie.

**Name 1-3 services that would most help you and the people you care about.**

When asked to write in specific services that would most benefit people, Community / Social Activities received the most mentions (238 mentions) followed by Human / Social Care (205 mentions).

Category	1st Response	2nd Response	3rd Response	Total
Community / Social Activities	86	72	80	<b>238</b>
Human / Social Care	90	58	57	<b>205</b>
Health / Medical Care	78	75	42	<b>195</b>
Emergency / Disaster Response	29	33	19	81
Business / Education Center	25	24	17	66
Early Childhood Education / Child Care	22	26	16	64
Vital / Basic Care	16	10	16	42
Other	13	14	14	41

**In the last 2 weeks, what are 3 things you went to Eugene/Springfield for?**

Four major categories emerged from respondents. Of the 390 people who responded to this question 334 (85%) noted they go to Eugene/Springfield for Grocery Shopping. Respondents noted Health / Medical reasons (62%), other general shopping related trips (31%), and for Activities / Entertainment (27%). Several other smaller categories emerged, but are not listed here for brevity. A full list of responses can be found in the appendix (p. 22).

Category	Mentions
Grocery Shopping	334
Health / Medical	243
General Shopping	121
Activities / Entertainment	107
Other Reasons (Not Categorized)	247

**Is there anything else you'd like to share with us about the future use of the WAC?**

Many respondents offer supportive comments about the future of the WAC. Several are visionary, noting the importance of a multi-functional hub where community members can come together to socialize and be in community with one another, while also noting the need for a core place to receive key community services.

*"Thank you for revitalizing a community center. Oakridge needs one."*

*"Core services that support the community should be prioritized over activities that only support a few (such as a private business or community club or group)."*

*"I fully support any and all efforts to restore and improve the WAC."*

*"It would be nice to have a community center that would be multifunctional."*

*"Keep going. Don't get discouraged..."*

## Collectors

At the outset of the campaign, separate collector codes were established to track how respondents were arriving to the online survey through Survey Monkey. Similarly, print surveys were tracked by the location/event they were collected at. The table below shows how many surveys were collected per collector. The print survey received 183 responses, while the online survey received 259 responses.

The most effective tools to encourage people to complete the survey were: **(1)** Social Media (35%), **(2)** Event Tabling (15%), **(3)** Blue Box Stations (14%), and **(4)** Intercept Surveying (13%).

Collector	Count	Online	Print
Social Media	35%	✓	
Event Tabling	15%		✓
Blue Box Station	14%		✓
Intercept Surveying	13%		✓
Partner Email	7%	✓	
Website	6%	✓	
News Release	5%	✓	
Water Bill Insert	4%		✓
Handout	2%	✓	
Flier	1%	✓	

The table below shows how target audiences completed the survey by collector. The top three collectors per target audience are shown in bold, with the exception of “Families”, as the bulk of responses were from social media. The top four collectors to reach these target audiences are: **(1)** Social Media, **(2)** Intercept Surveying, **(3)** Blue Box Stations, and **(4)** Event Tabling.

Collector	Disabled	Families	Low Income	Senior
Blue Box Station	<b>18%</b>	8%	<b>19%</b>	14%
Event Tabling	16%	8%	14%	<b>19%</b>
Flier	0%	1%	0%	0%
Handout	3%	1%	1%	1%
Intercept Surveying	<b>19%</b>	6%	<b>25%</b>	<b>17%</b>
News Release	4%	4%	4%	4%
Partner Email	5%	8%	3%	7%
Social Media	<b>23%</b>	<b>55%</b>	<b>25%</b>	<b>28%</b>
Water Bill Insert	5%	2%	3%	6%
Website	7%	8%	6%	3%



*It's a resourceful building that we need."*

**Survey Respondent**

*Data shown in percentages has been rounded to the nearest whole number.*

## Demographics

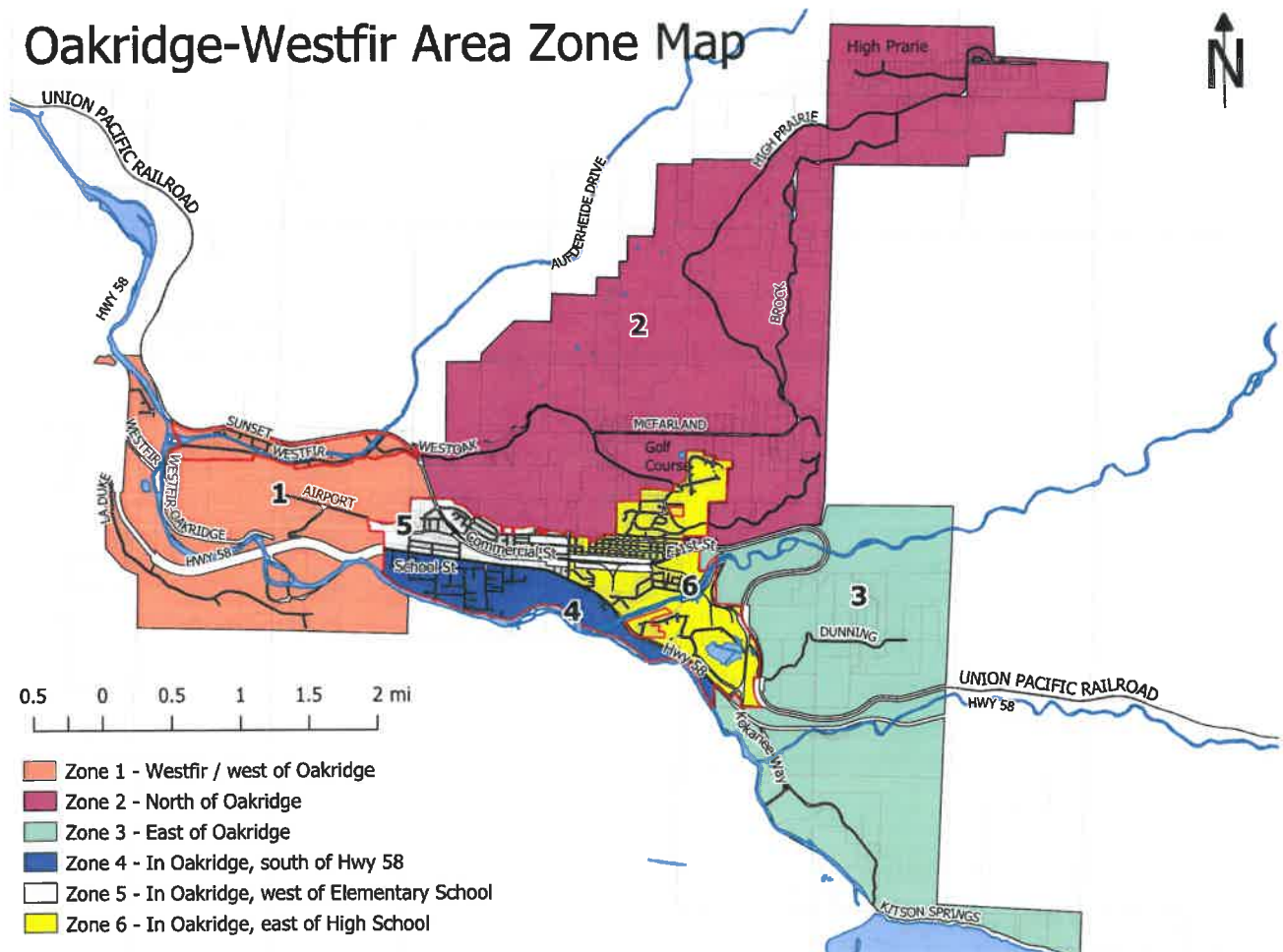
The community survey included questions to collect demographic data from survey respondents. This information is collected to assess the demographic groups taking the survey, and allows the project team to identify any demographic gaps in responses. Additionally, the survey data can be used to write grants for services geared toward assisting specific demographic groups. Responding to the demographic questions was optional.

### What zone do you live in?

Of the three zones located in Oakridge (the most populated area), responses were well distributed. The largest percentage of responses were from residents who live near the WAC (Zone 4) and residents who live east of the High School (Zone 6).

Zone 1 - Westfir / west of Oakridge	13%
Zone 2 - North of Oakridge	13%
Zone 3 - East of Oakridge	5%
Zone 4 - In Oakridge, south of Hwy 58	23%
Zone 5 - In Oakridge, west of Elementary School	19%
Zone 6 - In Oakridge, east of High School	23%
Unhoused / live in multiple zones	1%
Did not answer	3%

## Oakridge-Westfir Area Zone Map



Data shown in percentages has been rounded to the nearest whole number.





**Do you work in the Oakridge-Westfir Area?**

The largest category is “Retired,” accounting for 38% of the respondents. The next most common response is “Yes (includes remote)” at 37%, indicating a substantial portion of respondents either work in the Oakridge-Westfir area or work remotely. The 17% of respondents who do not work in the area likely obtain services as part of their trip to and from work outside of Oakridge.

Yes (includes remote)	<b>37%</b>
No	17%
Unemployed	5%
Retired	<b>38%</b>
Student	1%
Did not answer	2%

**How many people (including yourself) live in your household?**

1	18%
2	<b>32%</b>
3	12%
4	11%
5+	8%
Did not answer	19%

**What is your age?**

Responses are well dispersed by age group, with the exception of the “Under 18” category. The City could elect to conduct a targeted survey through partnership with the Oakridge School District to assess priorities for the “Under 18” category. The “Over 65” age category garnered the most responses (38%).

	Survey	Census
Under 18	1%	20%
18-44	26%	31%
45-65	32%	26%
Over 65	<b>38%</b>	24%
Did not answer	3%	N/A

*Data shown in percentages has been rounded to the nearest whole number. Most current Census data is from 2021.*

### What is your annual household income?

Responses are well distributed across annual household income brackets. The highest number of respondents (27%) fell within the \$30K-\$60K annual income range. More effort should be made to engage with households making “Under \$30K”, as they make up 45% of the population according to the Census.

	Survey	Census
Under \$30K	23%	45%
\$30K-\$60K	<b>27%</b>	26%
\$60K-\$100K	24%	22%
Over \$100K	14%	7%
Unsure	4%	N/A
Did not answer	9%	N/A

### Are you disabled?

	Survey	Census
Yes	17%	20%
No	78%	75%
Did not answer	5%	N/A

### Are you a veteran?

	Survey	Census
Yes	12%	11%
No	78%	79%
Did not answer	10%	N/A

### What is your race / ethnicity? (Check all that apply)

When it comes to race / ethnicity, respondents predominantly self-identify as white (85%). The overwhelming representation of this demographic aligns with 2021 Census data.

	Survey	Census
African American	3%	Insufficient data
Asian	0%	Insufficient data
Latino / Hispanic	2%	1%
Native American	4%	1%
Pacific Islander	0%	Insufficient data
White	85%	97%
Other*	2%	1%
Did not answer	10%	N/A

\*Cuban, German Jew, Mixed, Multicultural, Scottish



*I'd like to see it become a community hub. It would be nice to have a place where people come together for various workshops or social gatherings...*

**Survey Respondent**

Data shown in percentages has been rounded to the nearest whole number. Most current Census data is from 2021.

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Oakridge Trails Alliance OIP lease proposal

**Agenda Item No:** 11.2

**Proposed Council Action:** Approve or Deny the request

**Exhibits:** Expired GOATS Lease

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### ISSUE:

Earlier this year, the Greater Oakridge Area Trail Stewards (“GOATS”) dissolved and was taken over by the Oakridge Trails Alliance (“OTA”). As part of that takeover, OTA took over the **\$600 per month** GOATS lease (now expired – copy attached) in the OIP Flex Building.

The OTA is a non-profit trails stewardship organization (as was GOATS). Their mission is to preserve and protect trails throughout the Willamette National Forest for future generations, and educate future trail stewards on sustainable trail building and maintenance. A member of the OTA will be at the council meeting to answer any questions. For more information on OTA:

[www.facebook.com/oakridgetrailsalliance/](http://www.facebook.com/oakridgetrailsalliance/)

<https://cascadecreampuff.com/pages/alpinetrailcrew>

[www.oakridgetrailsalliance.org/](http://www.oakridgetrailsalliance.org/) (website under construction)

As with most non-profits, the OTA operates on a very small budget and has proposed that their rent be reduced from \$600 per month to **\$500 per month**, but in exchange for the reduced rent, they would reestablish and maintain the OIP trails (mostly around the OIP ponds) and assist with weed abatement around the OIP Flex Building. All other terms would remain the same.

This proposal was reviewed and discussed during the October 11<sup>th</sup> Oakridge Economic Development Advisory Committee (“OEDAC”) meeting, and they voted unanimously to recommend that City Council approve it. The CA, Public Works, and Community Development Director Rick Zylstra are also in favor of this, as these trails are supported by the 2008 Trails Plan, the 2011 Parks Master Plan, and the 2019 Mill Park Concept Plan, and would help attract development & tourism at the OIP. Having the OTA reestablish and maintain the trails would save Public Works hundreds of hours of staff time.

**FISCAL IMPACTS:** \$500 per month lease (\$100 less than previous lease\*)

*\*Ben Beamer, who had been using some space inside the GOATS building, is now paying the city \$100/month to rent vacant land in the OIP for a connex storage container.*

**OPTIONS:** Approve, Deny, or Modify the proposal.

**STAFF (CA, the OEDAC, and Public Works) RECOMMENDATIONS:** Approve

**RECOMMENDED MOTION:** *“I move to allow the CA to draft a new lease with the Oakridge Trails Alliance for \$500 per month, in exchange for the OTA agreeing to reestablish and maintain the OIP trails.”*

**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 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.

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.



City of Oakridge  
 48318 E. 1st Street – PO Box 1410  
 Oakridge, Oregon 97463  
 Phone: 541-782-2258 FAX 541-782-1081



**COMMERCIAL LEASE AGREEMENT**

This Commercial Lease Agreement ("Lease") is made and effective 1-1-19 [Date], by and between City of Oakridge and Greater Oakridge Area Trail Stewards aka. GOATS

Landlord is the owner of land and improvements commonly known and numbered as Flexible Manufacturing Building, 76248 Industrial Parkway Unit 2 and legally described as follows (the "Building"): 76248 Industrial Parkway Unit 2 Oakridge Oregon 97463 to include the shared area known as the West Pen.

Landlord makes available for lease a portion of the Building designated as Unit 2 and shared area known as the west pen.

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental price and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

**1. Term.**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning January 1, 2019 and ending June 30, 2020. A 90 day no cause termination may be executed by Tenant or Landlord at any time of lease. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.

B. Tenant may renew the Lease for one extended term of 18 months. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord as soon as 180 days and not less than ninety (90) days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

**2. Rental.**

A. Tenant shall pay to Landlord during the Initial Term rental of \$10,800.00 per 18-month lease, payable in installments of \$600.00 per month. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at PO Box 1410 48318 E 1st ST, Oakridge OR 97463 or at such other place designated by written notice from Landlord or Tenant. Any partial calendar months included in the lease term shall be charged at a full month.

B. The rental for any renewal lease term, if created as permitted under this Lease, shall be negotiated as soon as 180 days and no less than 90 days prior to ending of that terms current lease.

**3. Use**

Notwithstanding the forgoing, Tenant shall not use the Leased Building for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

*Handwritten notes:*  
 \$500 -  
 Re-establish + maintain OXP Park Trails + week Abatement at the Flex Building  
 \$29/hh. = Federal Volunteer Rate  
 \$31.80 =

#### **4. Sublease and Assignment.**

Tenant shall have the right with Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent.

#### **5. Repairs.**

A. During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the leased Premises damaged or worn through normal occupancy, except for major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease.

B. A walk through of said Premises to assess conditions at commencement of lease is to be attached hereto as exhibit "A"

#### **6. Alterations and Improvements.**

Tenant, at Tenant's expense, shall have the right following Landlord's consent to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall make every reasonable effort to perform such work so as to minimize the disturbance or disruption of other tenants within the building. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense. Tenant shall, upon vacating premises after termination of lease, restore leased premises to that condition at time of commencement of lease.

Upgrading of existing lighting shall be shared cost to be negotiated between Landlord and Tennant with Landlord retaining said lighting.

#### **7. Property Taxes.**

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

#### **8. Insurance.**

A. If the Leased Premises or any other party of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its

expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenants, Subleases and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance Evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

#### **8. Utilities.**

A Landlord shall pay all charges for water and sewer arranged by the Landlord and used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord. Tenant acknowledges that the Leased Premises are designed to provide standard office use electrical facilities, standard office lighting and Industrial Lighting. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants. Tenant may, at their own expense, install additional electrical outlets and lighting.

B. Tenants shall arrange for a separate electrical service feed and meter. Upon this event, all costs will be at the tenant's expense for installation and monthly charges for said electricity.

#### **9. Signs.**

Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.

#### **10. Entry.**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

#### **11. Parking.**

During the term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, other tenants of the Building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the Building or in reasonable proximity thereto, for Tenant and Tenant's agents and employees.

#### **12. Building Rules.**

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will

be sent by Landlord to Tenant in writing. The initial rules for the Building are attached hereto as Exhibit "B" and incorporated herein for all purposes.

### **13. Damage and Destruction.**

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

The provisions of this paragraph do not extend to instances of short duration such as temporary loss of electrical power due power outages beyond the control of the Landlord.

### **14. Default.**

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

### **15. Quiet Possession.**

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

### **16. Condemnation.**

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

### **17. Subordination.**

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any



renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

**18. Notice.**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

*If to Landlord to:*

*If to Tenant to:*

\_\_\_\_\_  
[Landlord]

\_\_\_\_\_  
[Tenant]

\_\_\_\_\_  
[Landlord's Address]

\_\_\_\_\_  
[Tenant's Address]

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**19. Brokers.**

Tenant represents that Tenant was not shown the Premises by any real estate broker or agent and that Tenant has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

**20. Waiver.**

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**21. Memorandum of Lease.**

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to

be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

**22. Headings.**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

**23. Successors.**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

**26. Consent.**

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

**27. Performance.**

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lesser of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

**28. Compliance with Law.**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**29. Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**30. Governing Law.**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Oregon.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

  
[Landlord Signature]

  
[Tenant Signature]

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Warming Center at Greenwaters Community Building Fee Waiver Request

**Agenda Item No:** 11.3

**Exhibit(s):** Written proposal letter by Kathy Holston-Nichols

**Proposed Council Action:** Approve or Deny the request

### ISSUE:

Kathy Holston-Nichols and her fellow volunteers would like to request fee waivers and permission to use the Greenwaters Park Community Building as a Warming Center, primarily for transient individuals, from **November through March (5 months)**, from **6pm to 7am (13 hours)**, on nights when it is forecasted to be below freezing (32 degrees). The Warming Center would be staffed by at least 2 volunteers at all times. Further details about the proposal are available in the attached letter written by Kathy Holston-Nichols, who will also be in attendance.

Last year (which was a particularly harsh winter), the center was open 50 nights. Like last year, it will also cost the city **\$400.00 per month** (\$2,000 total for 5 months) to insure the building for use as a Warming Center. As of right now, there are only a few reservations for the building that could conflict, but it is common for it to be rented last minute.

**FISCAL IMPACTS:** Possible loss of rental revenue (\$80 per day) + increased insurance cost of **\$400/month** (\$2,000.00 total for 5 months November-March)

**OPTIONS:** Approve, Deny, or Modify the proposal.

**STAFF RECOMMENDATION:** Approve but modify in 3 ways:

1. Change the opening time to **8pm** (instead of 6pm), to allow more time for possible rentals. This would also place less of a burden on volunteers by reducing the operating hours.
2. Change the duration to **December** through March to save \$400 in insurance costs.
3. Only operate when it is forecasted to be below freezing for **4 or more hours**.

**RECOMMENDED MOTION:** "I move to allow the Greenwaters Park Community Building to be used and fees waived for the Warming Center this winter from \_\_\_\_\_ [November or December] through March, from \_\_\_pm [6pm or 8pm] to 7am, on nights when it is not already reserved and it is forecasted to be \_\_\_\_\_ [below freezing or below freezing for 4 or more hours]."

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community) Goal #1: Ensure a safe community to protect people, property and 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 #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.



October 11, 2023

REQUEST TO OAKRIDGE CITY COUNCIL

FROM: Oakridge Warming Center Steering Committee

Mayor and Council,

The Oakridge Warming Center provides a place for people in our community to be sheltered from the elements when the temperatures are 32 or below. It is an unfortunate but real need. Volunteers in the Oakridge community and the City of Oakridge have for many years provided a warm meal and a dry place to sleep for the unhoused. We hope to continue that tradition and embrace the responsibility we have to one another in time of need.

The City of Oakridge has in the past generously provided a place for that service. **The OWC is again asking the City of Oakridge to provide a sheltered and warm location between November 1 and March 31 to operate our warming center.**

As you remember, last season Oakridge experienced harsher and colder winter weather over an extended season. We operated a warming center @ 50 days last season between Dec 1st and March 15th.

Because the severity of the weather is an unknown, we would like to be prepared to open in November if temps are below 32 and continue operating as needed through March 31. We propose to operate the same hours this season - open at 6 pm and close at 7 am. We run three shifts of two volunteers throughout the period. Last year we had a solid group of volunteers and are excited to again work with returning and new volunteers in our community to provide this important service.

Last season OWC worked closely with the city and when the building was needed for others made sure to have our materials either removed or reduced and neatly stored so as not to be in conflict with the needs of other users. Additionally, OWC swept and mopped and emptied trash, cleaned appliances and counters each time the building was used.

The school district last year built and donated a storage shed for the warming center that currently is in place at Greenwaters Park. Having this in place this season will allow us to store our materials in the shed rather than in the community room itself.

We are requesting to again be allowed to use the Greenwaters Community Building. The feedback we received both from our clients and the volunteers was very positive. The small kitchen was perfect for serving the meals that the community so generously provided. Although we were concerned that there was only one large room, it worked very well allowing clients and volunteers to sit together around a table for meals, play games, work puzzles or just converse with one another before 10:00 pm lights out.

The OWC receives donations of blankets, clothing and meals from the community. We also have received monetary donations and are grateful for those as it allows us to keep supplied with items such as paper plates, coffee, cocoa, creamer, instant oatmeal, plastic storage bags drinking cups and lids, cleaning supplies plus more.

Members of the steering committee for the warming center are here tonight and are eager to answer any questions that the council may have as you make this decision.

Thank you.

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Union Pacific Railroad issues  
(from the Parks & Community Services  
Committee)

**Proposed Council Action:** Motion to  
acquire Union Pacific Policies and  
procedure regarding idling trains

**Agenda Item No:** 11.4

**Exhibit(s):** Info Sheet from Union Pacific & US  
Department of Transportation

**Agenda Bill Author:** Rick Zylstra

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**ISSUE:** Noise and emissions from trains along Commercial Street is an issue that has been discussed recently during a few Parks and Community Services Committee (P&CSC) meetings. After discussion at the October 9<sup>th</sup> meeting the Committee by motion decided to make a recommendation to council for further review. The motion made by Kevin Gobelman and seconded by Barbara Council-Burney was to *“Have attorney request protocols and procedures for city review on idling trains, quiet zones and emissions within an urban environment”*. The motion largely has two parts in which staff does not agree with in total.

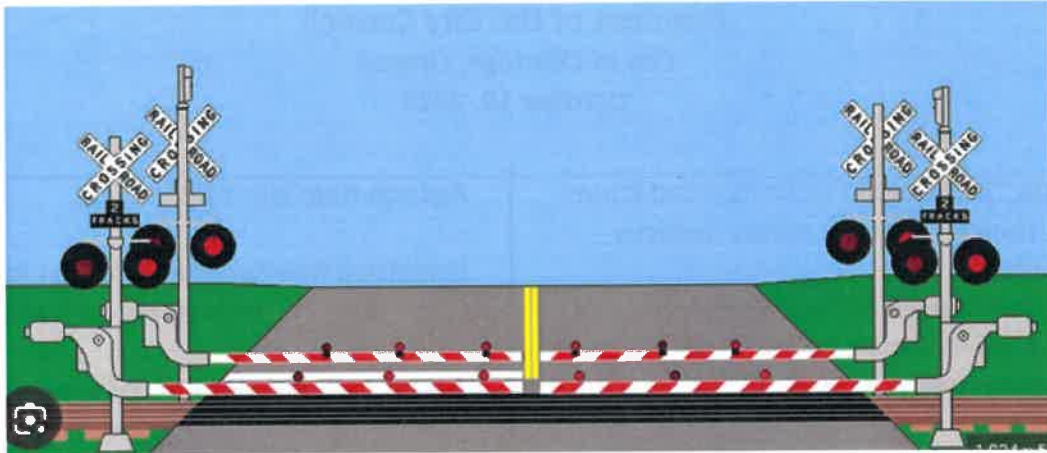
### **Part 1) Idling Trains**

*Staff does agree* with this portion of the motion sent to council. The cost to the city for either staff or attorney to request protocols and procedures for idling trains would be minimal. This would provide us the tools needed to ensure the railroad follows their own set of rules. While the idling trains do produce unnecessary noise, they also produce PM2.5 emissions that ultimately contribute to the poor winter time air quality.

### **Part 2) Quiet Zones (no sounding of train horns)**

*Staff does not agree nor recommends* a quiet zone due to the return of investment of tax payers money spent to achieve a quiet zone would be not successful, nor would it be a good use of the city's limited funds,

- **Quiet zone success,** There are four crossings that can be heard when a train travels through Oakridge, 1) Hills Street, 2) Roger's Lane, 3) Fish Hatchery Road, and 4) Dunning Road. Of those four railroad crossings, the city has jurisdiction at Hills Street only. If the city was successful in stopping the train horn at the Hills Street crossing the train may still be required to again sound its horn no less  $\frac{1}{4}$  mile<sup>i</sup> of Rogers Lane, approximately 500ft east of Hills St. making the quiet zone practically useless.
- **Quiet Zone Cost,** The first step to a quiet zone would be a study of the needed safety equipment. This study is in the city's Transportation System Plan (TSP) as project RL-2 which has a cost estimate of \$25,000<sup>ii</sup>. Once the study identifies the needed safety improvements the city would then be responsible for reimbursement of the identified improvements. The recommended improvement would most likely at least a Four-Quadrant Gate System (see image below) with an estimated cost of \$300,000 to \$500,000, and the addition of a Basic Active Warning System at an additional cost of \$185,000 to \$400,000. <sup>iii</sup>



Four Quadrant Gate System

**FISCAL IMPACT Part 1)** Idling Trains Procedures and Protocols only: Staff and or Attorney time.  
**FISCAL IMPACT Part 2)** Quiet Zone: Estimated \$510,000 - \$925,000 (Union Pacific Estimates)

- OPTIONS:**
- 1) Approve P&CSC motion to have attorney request protocols and procedures for city review on idling trains only.
  - 2) Approve P&CSC motion to have attorney request protocols and procedures for city review on idling trains and quiet zones.
  - 3) Do not approve P&CSC motion to have attorney request protocols and procedures for city review on idling trains or quiet zones

**RECOMMENDATION:** Staff recommends option #1, to direct staff to have attorney request protocols and procedures for city review on idling trains only.

**RECOMMENDED MOTION: (Idling Trains only)** *I move we have attorney request protocols and procedures for city review on idling trains within an urban environment*

**OR**

**RECOMMENDED MOTION: (Idling Trains and Quiet Zone)** *Have attorney request protocols and procedures for city review on idling trains, quiet zones and emissions within an urban environment*

**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 #3:** Manage finances in a fiscally responsible manner ensuring long term financial stability.

**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 #1:** Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

<sup>i</sup> Federal Railroad Administration Locomotive Horn Sounding and Quiet Zone Establishment Fact Sheet, February 2013

<sup>ii</sup> City Of Oakridge Transportation System Plan, August 2020 Pg. 66

<sup>iii</sup> Federal Railroad Administration's Train Horn & Quiet Zone Rule





## **Federal Railroad Administration Locomotive Horn Sounding and Quiet Zone Establishment Fact Sheet**

### **Why Do Locomotives Need to Sound Their Horns?**

Since their inception, railroads have sounded locomotive horns or whistles in advance of grade crossings and under other circumstances as a universal safety precaution. During the 20th century, nearly every state in the nation enacted laws requiring railroads to do so. Some states allowed local communities to create “whistle bans” where the train horn was not routinely sounded.

In accordance with a statutory mandate, FRA issued regulations which took effect in 2005 that require locomotive horns be sounded in advance of all public highway-rail crossings, and provide local communities the option of silencing them by establishing quiet zones. Under the Federal regulation, locomotive engineers must sound train horns for a minimum of 15 seconds, and a maximum of 20 seconds, in advance of all public grade crossings, except:

- If a train is traveling faster than 45mph, engineers do not have to sound the horn until it is within ¼ mile of the crossing, even if the advance warning is less than 15 seconds.
- If a train stops in close proximity to a crossing, the horn does not have to be sounded when the train begins to move again.
- A “good faith” exception at locations where engineers can’t precisely estimate their arrival at a crossing.

Wherever feasible, train horns must be sounded in a standardized pattern of 2 long, 1 short and 1 long and the horn must continue to sound until the lead locomotive or train car occupies the grade crossing. The minimum volume level for locomotive horns is 96 decibels and the maximum volume level is 110 decibels.

### **Establishing a Quiet Zone**

Only local governments or public agencies may establish a quiet zone, which must be at least ½ mile in length, and have at least one public highway-rail grade crossing. Every public grade crossing in a quiet zone must be equipped at minimum with the standard or conventional automatic warning devices (i.e. flashing lights and gates). Communities have the option to establish partial quiet zones restricting locomotive horn sounding during overnight hours between 10:00 P.M. to 7:00 A.M.

Local governments must work in cooperation with the railroad that owns the track, and the appropriate state transportation authority to convene a diagnostic team to assess the risk of collision at each grade crossing where they wish to silence the horn. An objective determination is made about where and what type of additional safety engineering improvements are necessary to effectively reduce the risk associated with silencing the horns based on localized conditions such as highway traffic volumes, train traffic volumes, the accident history and physical characteristics of the crossing, including existing safety measures.

Examples of additional safety engineering improvements that may be necessary to reduce the risk of collisions include: medians on one or both sides of the tracks to prevent a motorist from driving around a lowered gate; a four-quadrant gate system to block all lanes of highway traffic; converting a two-way street into a one-way street; permanent closure of the crossing to highway traffic; or approved variations of these treatments.

As an alternative to quiet zones, communities may also choose to silence locomotive horns through the installation of wayside horns at each crossing (train-activated stationary acoustical devices directed at highway traffic), as a one for one substitute for train horns.

Once all necessary safety engineering improvements are made, the local community must certify to FRA that the required level of risk reduction has been achieved. A quiet zone may only take effect after all necessary safety measures are installed and operational.

Notably, in a quiet zone engineers have no legal duty to sound the horn, but may exercise discretion during emergency situations (i.e. the presence of a vehicle or a person on the track). Under federal regulations, engineers must sound the horn to warn railroad maintenance employees or contractors working on the tracks. If a railroad or individual engineer fails to sound the locomotive horn as required or is unnecessarily sounding the horn in an established quiet zone, they are subject to enforcement action by FRA.

**Pre-Rule Quiet Zones** In some locations, communities had legacy “whistle bans,” which were established by local ordinance or through agreements with railroads in accordance with state laws, or through informal agreements honored or abided by a railroad. Whistle ban communities were required by law and FRA’s regulations to affirmatively state their intention to preserve them by submitting specific paperwork converting the ban to a “pre-rule quiet zone.” Those that failed to do so lost their special status and railroads resumed routine sounding of horns. Pre-rule quiet zone communities that completed the required paperwork were granted an extended grace period (from 5 to 8 years) to achieve compliance with certain rule requirements.

Additional information can be found at: <http://www.fra.dot.gov/Page/P0104>

**FRA Office of Public Affairs**  
**(202) 493-6024**  
**[www.fra.dot.gov](http://www.fra.dot.gov)**  
February 2013



BUILDING AMERICA®

# Federal Railroad Administration's Train Horn & Quiet Zone Rule

Operating a safe and efficient railroad is Union Pacific's top priority. Maintaining the safety of our employees, our customers and the general public is at the core of everything we do. For everyone's safety, federal regulation requires locomotive horns be sounded for 15-20 seconds before entering all public grade crossings, but not more than one-quarter mile in advance. This federal requirement preempts any state or local laws regarding the use of train horns at public crossings.

The Federal Railroad Administration (FRA) required pattern for blowing the horn is two long, one short, and one long sounding horn, repeated as necessary until the locomotive clears the crossing. Locomotive engineers retain the authority to vary this pattern as necessary for crossings in close proximity and are allowed to sound the horn in emergency situations.

The federal regulation concerning train horns is officially known as the FRA's Final Rule on the Use of Locomotive Horns at Highway/Rail Grade Crossings and became effective June 24, 2005.

## Quiet Zones

Union Pacific believes quiet zones compromise the safety of railroad employees, customers, and the general public. While the railroad does not endorse quiet zones, it does comply with provisions outlined in the federal law.

Federal regulations provide public authorities the option to maintain and/or establish quiet zones provided certain supplemental or alternative safety measures are in place and the crossing accident rate meets FRA standards. There are six types of quiet zones:

- › A Pre-Rule Quiet Zone (Full or Partial) is a quiet zone that was established before October 9, 1996, and in place as of December 18, 2003.
- › An Intermediate Quiet Zone is a quiet zone that was established after October 9, 1996, but before December 18, 2003.
- › New Quiet Zones are those that do not meet the criteria for Pre-Rule or Intermediate Quiet Zones.
- › Partial Quiet Zones are quiet zones where the horn is silenced for only a portion of the day, typically between the hours of 10 p.m. and 7 a.m.
- › Full Quiet Zones are zones where the horn is silenced 24 hours per day.

In line with federal regulations, public authorities wanting to maintain Pre-Rule or Intermediate Quiet Zones were required to submit a Notice of Continuation in accordance with the rule by June 3, 2005. Failure to comply with this requirement will result in the sounding of the train horn beginning Friday, June 24, 2005, and continuing for 21 days from the date the Notice of Continuation is properly filed.

Quiet Zones in the six-county Chicago, Illinois Region (Cook, DuPage, Lake, Kane, McHenry and Will Counties) which were in existence as of December 18, 2003, are currently exempted by the Final Rule.

Public authorities wishing to establish New Quiet Zones must submit Notices of Intent and Establishment in accordance with the rule. Public authorities should refer to the Final Rule for specific guidelines on the quiet zone establishment process. The Final Rule and FRA explanatory materials can be found on the FRA's website.

## Union Pacific's Involvement in the Quiet Zone Establishment Process

In order to maintain high public safety standards, it is critical and beneficial to have the perspective gained

from the railroad's experience and expertise concerning quiet zones. Union Pacific representatives will participate in diagnostic meetings and provide the necessary railroad information for quiet zone projects on Union Pacific lines, as required in the Final Rule.

The Final Rule outlines two types of safety improvement options for upgrading a quiet zone to meet FRA safety standards:

- › Supplemental Safety Measures (SSMs) or
- › Alternative Safety Measures (ASMs).

Supplemental Safety Measures include the following:

- › Four-Quadrant Gate Systems
- › Medians or Channelization Devices
- › One-Way Streets with Gates
- › Permanent Closure

Alternative Safety Measures include:

- › Modified SSMs (i.e. Non-Complying Medians, Three-Quadrant Gates, etc.)
- › Engineered ASMs (i.e. Geometric Improvements)
- › Non-Engineered ASMs (i.e. Programmed Enforcement, Photo Enforcement, Education, etc.)

Union Pacific encourages the use of Engineered SSMs, but suggests that communities postpone taking any costly or irreversible action until it has been determined which additional safety measures are warranted.

## General Costs of Safety Measures

Establishing quiet zones not only creates a public safety risk but also is a potential cost burden to taxpayers. Public authorities are responsible for the cost of preliminary engineering, construction, maintenance and replacement of active warning devices or their components, including wayside horn systems installed at crossings to meet quiet zone standards.

Public authorities are required to execute a preliminary engineering agreement with Union Pacific to reimburse the railroad for all costs related to quiet zone meetings, diagnostics and notice reviews. If it is determined that railroad work is required, public authorities are required to enter into a separate construction and maintenance agreement to guarantee reimbursement to the railroad for all actual costs associated with the installation and maintenance of the railroad improvements.

Examples of railroad improvement costs as estimated by Union Pacific:

- › Four-Quadrant Gate Systems - \$300,000 to \$500,000
- › Basic Active Warning System\* - \$185,000 to \$400,000  
(\*Includes Flashing Lights and Gates, Constant Warning Time, Power Out Indicator and Cabin.)
- › Basic Inter-Connect - \$5,000 to \$15,000
- › Annual Maintenance - \$4,000 to \$10,000

## Contact Information

Notices of Intent, Notices of Establishment or other general communication related to quiet zones should be sent to:

Union Pacific Railroad  
Engineering-Public Projects  
Attn: Quiet Zone Establishment  
1400 Douglas Street, MS 910  
Omaha, NE 68179-0910

**Table 7-1. Rail Plan Elements**

Proj. ID**	Proj. Name	Project Description	Cost Estimate*	Expected City Contribution	Funding Partner
<b>High Priority Projects</b>					
RL-3	Conduct an Amtrak passenger rail study	Conduct a feasibility study to identify the demand, desire, and funding needed to provide an Amtrak passenger rail stop in Oakridge	\$50,000	\$50,000	None
<b>Medium Priority Projects</b>					
RL-4	Rogers Lane crossing upgrade study	Conduct a feasibility study to determine what is needed to upgrade Rogers Lane to a public crossing. This will require coordination with Union Pacific and may require signalization. (This would be an alternative to project RL-5.)	\$50,000	\$50,000	None
Medium Priority City Contribution Cost Total				\$50,000	
<b>Low Priority Projects</b>					
RL-2	Conduct a railroad noise feasibility study	Conduct a noise study for the railroad to identify measures to reduce noise.	\$25,000	\$25,000	None
RL-5	Swank Lane roadway upgrade	Construct Swank Lane as an alternative route to Rogers Lane for accessing the property between the rail line and Salmon Creek. This would serve as an alternative to upgrading the Rogers Lane crossing (RL-4).	\$970,000	\$970,000	None
Low Priority City Contribution Cost Total				\$995,000	

\*Planning level cost estimates do not include right-of-way costs.

\*\*RL-1, described and evaluated in Technical Memorandum 5: Proposed Transportation System Improvements (TSP Volume II, Appendix E), was removed based on comments received by the PAC. Therefore, project numbers start at RL-2.

**Table 7-2. Rail Plan City Cost Summary**

High Priority	Medium Priority	Low Priority	Total
\$50,000	\$50,000	\$995,000	\$1,095,000



## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** TV Butte Quarry Discussion

**Agenda Item No:** 11.5

**Proposed Council Action:** Approve or Deny the request

**Exhibit(s):** 4/30/2021 City Council Letter in Opposition of TV Butte Quarry, 4/29/21 City Council Minutes, 2021 Letter from Michelle Emmons to City Council, and 3 "Be a Hero Project" Flyers

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### ISSUE:

Multiple City Councilors have requested that the Council discuss the new proposed development of TV Butte as a rock quarry and consider selecting a Subcommittee of up to 3 City Councilors to draft a new letter of opposition for Council's future consideration.

On 4/29/2021, City Council held a special session to discuss this issue when the development of TV Butte by Ed King was initially proposed to the Lane County Board of Commissioners. That 2021 Council voted *unanimously* to write a letter to the Lane County Board of Commissioners in opposition of the proposed development. Multiple environmental and outdoor recreation & tourism organizations also oppose the development. The 2021 proposal failed at the County level by a 3-2 vote, but it has now been brought back for consideration.

A copy of the 4/29/21 Minutes, the 4/30/21 opposition letter from City Council to the Lane County Board of Commissioners, a 2021 letter from Michelle Emmons to City Council (which was also considered during the 4/29/2021 council meeting), and three flyers recently produced by the "Be A Hero Project" are included as exhibits.

**FISCAL IMPACTS:** Unknown

**OPTIONS:** Approve, Deny, or Modify the request

**STAFF RECOMMENDATION:** No position taken at this time

**RECOMMENDED MOTION:** *"I move to appoint Councilors \_\_\_\_\_ [up to 3] to draft a new letter of opposition to the development of TV Butte as a rock quarry for Council's future consideration."*

### STRATEGIC THEMES/GOALS INVOLVED:

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

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

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**  
48318 E 1<sup>st</sup> Street - PO Box 1410  
Oakridge, Oregon 97463  
Phone 541-782-2258 Fax 541-782-1081

April 30, 2021

**TO: Lane County Board of Commissioners**

**FROM: Oakridge City Council**

**RE: Hazeldell Quarry – Planning File 509-PA20-05535 – Ordinance No PA 1385**

(for the May 4, 2021 meeting)

Commissioners,

The Oakridge City Council, by unanimous vote, and in response to the strong feelings of our citizens, are writing to voice our strong opposition to the proposed land use changes requested. (Old Hazeldell Quarry).

The Council has an ethical and legal responsibility to ensure that our citizens receive an adequate supply of safe drinking water free from contaminants, clean air free from silica dust, acceptable noise levels, suitable livability, and safety on our roads. We believe that we have a community to protect. Allowing a quarry will negatively impact Oakridge. We value the lifestyle afforded us by our location within the forest that surrounds us. We have capitalized on this and become the Mountain Biking Capital of the Northwest, a brand created and promoted by Lane County tourism. Lane County has committed hundreds of thousands of dollars in helping Oakridge market tourism and economic development.

With the recent development of air quality mitigation strategies, Oakridge has been heading in a positive direction toward improving the health and quality of life for our residents. Prior year's measurements of AQI in Oakridge saw us at levels of pm 10. Lane Regional Air Protection Agency (LRAPA) is managing an EPA targeted air shed Grant of \$4.9 million for Oakridge to attain an AQI of pm2.5. Here are the partners who have been working with us to achieve attainment level for many years. Lane Electric Co-Op, Oregon Regional Solutions, Homes for Good, Oregon Housing and Community Services, St. Vincent DePaul, Lane County Public Health, Orchid Health, Lane County Economic Development, U.S. Forest Service, Oregon Dept. of Environmental Quality, Senator Prozanski, Sustainable Northwest and the Oakridge School District to name a few.

Oakridge City Council  
Hazeldell quarry

Page 2

Consider all that the County and these partners have invested into Oakridge, and with one vote you will be choosing to reverse or to PROTECT all of these efforts.

Research shows that Quarry and Mining Operations create multiple Health Hazards, in spite of regulatory efforts. Oakridge residents are already struggling with barriers relating to Poverty, Access to Medical Care, and Chronic Disease. Further compromising our Air and Water Quality would only increase the Health Risks in our community.

While we understand that you are being directed to make a decision on the remanded points, we are also asking you, our elected commissioners, to courageously make a statement and stand with the citizens of our community and your County.

Lane County is focused on green solutions to solve our challenges. It makes no sense to approve this land use change giving the go-ahead to a quarry that will; pollute our air with silica dust; contaminate our water, threaten our rivers with run off, impact our aquifer and threaten our wildlife inventory.

The City of Oakridge is unanimously opposed to the Old Hazedell Quarry

Respectfully,

Mayor

Kathy Holston

City Councilors

Christina Hollett

Melissa Bjarnson

Michelle Coker

Dawn Kinyon

Audy Spliethof

Bobbie Whitney

**TO: Oakridge City Council**

**RE: Save TV Butte – Request for Oakridge City Council to oppose the Old Hazeldell Quarry Proposal**

April 28, 2021

Dear Esteemed Oakridge Mayor and City Councilors,

It has been called to many community members' attention that the Oakridge City Council has called a special session this Thursday, April 29<sup>th</sup>, to discuss the Council position on the proposed gravel mine on TV Butte. This is an issue that will affect disproportionately affect local residents for the next 50 years or more. The Council's letter in 2015 does not reflect the current position of the community. While the fate of this decision on May 4th rests in the hands of our County commissioners, a new position letter submitted in opposition of the quarry for public record by the current Oakridge City Council, will carry influence and demonstrate that we are a united community in opposition to this project.

For your information, here are a few points of consideration:

**--GROUNDWATER SUPPLY CONTAMINATION**

The quality of our citywide water supply could be jeopardized. Underneath the proposed gravel mine is an old landfill. It will be necessary to drill through this toxic material to obtain water to operate the mine.

**--AIR QUALITY**

Oakridge air quality has regularly been at hazard levels during fire season for several years running. Adding silica dust that will linger in the air above our city and further pollute the air will affect our air quality. Pending millions of dollars by LRAPA to support clean air initiatives in our community, it doesn't make sense that the County would also recommend a project like this, effectively nullifying their investment in the future of our community's air quality standards!

**--BIG GAME INVENTORY HABITAT**

Based on my recent interview with ODFW wildlife biologist, Christopher Yee, there are several considerations to be pondered regarding the effects of rezoning TV Butte from F1/F2 to accommodate a quarry mine, most critically, the disturbance of prime habitat for our resident elk herd's survival rate. Based on my understanding,

- No big game inventory has been done in this area because elk are considered non-migratory species, therefore, anything zoned F1/F2 is already considered big game habitat by Lane County, and does not require an official inventory be made. ODFW records elk in the area through aerial survey results.
- The area around Dunning Road and TV Butte is sited regularly for elk habitat. Deer habitat is synonymous with elk habitat, and provides a food source for apex predators. ODFW aerial elk surveys are conducted in February to account for elk populations post hunting season. Winter is also a critical time period for survival, with only a 47% survival rate to spring due to lack of food.
- The smaller the mass of the elk, the lower the probability of its surviving winter. For this reason, preserving home range habitat, as F1/F2 zoning provides – allows for a greater chance of elk survival.

- Disturbance during the winter is extremely harmful, especially if they are vacating an area they frequent for feeding or they run away due to fear; this cuts into foraging time to attain the mass for survival.
- Impacts to calving grounds from the quarry proposal will be significant – calving areas are at a premium – due to the rate of logging, National Forests do not offer premium habitat conditions for big game, including apex predators. For this reason, home range habitats in F1/F2 areas must be protected and preserved to continue supporting viable populations of elk and deer, and other game dependent upon elk and deer populations as a food source.
- Impact from the quarry in terms of ground blasting and silica air pollution will create significant impacts to migratory birds, reptiles and amphibians, as well as fish, due to aerosolized particles blown into the creek.

#### **--CONGESTION & HIGHWAY SAFETY**

Traffic on Highway 58 is near intolerable now with recent safety concerns cited during the City's opposition with ODOT in an attempt to put our community on a "road diet". Adding 10-30 gravel trucks driving through Oakridge only exacerbates this issue further.

#### **--NOT ALL GRAVEL QUARRIES ARE EQUAL**

This type of mine is different than other area gravel mines in that it relies on regular ground blasting which will cause rising silica dust and particulate matter to enter the air stream, while an additional water supply will be needed in order to water down trucks to keep the dust down while traveling through town. The additional water supply may be tapped from drilling a well into an aquifer affecting our local residents flow rates and summer rations, and furthermore, decrease the amount of water used to provide wildfire protection for our community. It is worth noting that the Hazeldell Fire District has already provide written public record in opposition to this project for this very reason.

#### **--NON-COMPLIANT REGULATION, MONITORING AND ENFORCEMENT STANDARDS**

The City of Oakridge and its taxpayers will end up picking up the tab for any issues (including water table mitigation or toxic contamination) caused by the quarry mine. The quarry proposal also cites self regulation and monitoring reporting required for only a year into its operation, and there are no penalties in place for non-compliance! In other words, after approval they can do anything they want without reprisal because no one – not the County, not the City, not the State, is going to pay for continued monitoring or compliance enforcement.

For all these reasons, and as a volunteer member of the Save TV Butte effort, I strongly oppose the Old Hazeldell Quarry, and hope that our community's elected officials will step up to the plate and support our residents with a resounding "NOT IN OUR BACKYARD" letter of opposition to this disastrous proposal.

Sincerely,

Michelle M. Emmons  
76707 High Prairie Road  
Oakridge, OR 974673  
541-913-4318



# BE A HERO PROJECT



## Stop TV Butte Destruction

**Locals & Tourists If you love the natural beauty of Oakridge**

**PLEASE CALL ALL NUMBERS**

**Ask our Commissioners and Ed King to Be a HERO!**

**Email- Call- Write- Share on Social Media Daily. Thanks.**

### *KING WINERY ESTATE Brags about*

#### STEWARDSHIP OF THE LAND

**WE HAVE MADE A COMMITMENT TO SUSTAINABLE AGRICULTURE PRACTICES THAT FEW WINERIES EVEN ATTEMPT. FROM ITS INCEPTION, KING ESTATE HELD STEWARDSHIP OF THE LAND AS A GUIDING PRINCIPLE — EMBRACING OUR OBLIGATION TO FUTURE GENERATIONS.**

#### RENEWABLE ENERGY

**A SOLAR ARRAY WAS COMPLETED IN LATE 2011. WITH 4,144 SOLAR PANELS ON FOUR ACRES, KING ESTATE PRODUCES ENOUGH POWER TO MEET THE NEEDS OF 100 HOMES A YEAR — THE EQUIVALENT OF ELIMINATING MORE THAN 38 MILLION POUNDS OF CARBON DIOXIDE OVER THE NEXT 25 YEARS.**

### *KING GRAVEL PIT is planned for Oakridge !*

**King Estates has filed an application with the Lane County Commissioners to destroy TV BUTTE with a planned 50 year mountain removal, gravel pit mining project. Where is the Stewardship of the land with rock dust raining down on us?**

**Call every Lane County Commissioner every week and tell them to "Be a Hero" and vote against a quarry.**

**Politely ask Ed King of the award winning King Winery to be a hero, and save our elk breeding ground. Ask him to respect our land, our raptors, our bears and bees and... create the King Butte Sanctuary. A Safe Forever Habitat.**



PHONE, EMAIL OR VISIT TO  
ENJOY A GLASS OF WINE AND THE VIEW!

**KING WINERY (541) 685-5189**

**80854 Territorial Hwy, Eugene, OR 97405**

**Website KingEstate.com**

**Be a HERO**

**Lane County Commissioners**

**541-682-4203**

**Press 3 for main number then press #**

- 1 Ryan Ceniga District 1 West Lane.**
- 2 David Loveall District 2 Springfield.**
- 3 Laurie Trierger District 3 South Eugene.**
- 4 Pat Farr District 4 North Eugene.**
- 5 Heather Buch District 5 East Lane.**

**Tell them NO ROCK QUARRY near Oakridge. Tell them if you VOTE! Share you kids ages & 1st names.**

**Call or email each commissioner every week! We only have until early December!**

## OAKRIDGE- WESTFIR

# Stop TV Butte Destruction

## *KING WINERY Philosophy ?*

*Founded in 1991 by the King family with a deep commitment to sustainable farming, King Estate is the largest Biodynamic® certified vineyard in North America. Discover how our uniquely integrated ecosystem, located in Oregon's prestigious Willamette Valley, is ideal for making remarkable wines.*

*Photo King Winery in Eugene... We are happy for his prestigious pristine philosophy yet he wants to destroy a small town of 3300 people.*



## King's Plan for Oakridge

King Estates has filed an application with the Lane County Commissioners to destroy TV BUTTE with a planned 50 year mountain removal, gravel pit mining project. King wants 80 to 100 slow noisy gravel trucks clogging Highway 58 daily.



## Oakridge Future???

- Noise Pollution
- Air Pollution-Lung Issues
- Hwy 58 Traffic Delays
- Elk Habitat Destroyed
- Ground Water Ruined
- Ruined Fish Hatchery
- TOURISTS GONE
- NOTHING POSITIVE FOR US!

## Lane County Commissioners

541-682-4203

Press 3 for main number then press

1 Ryan Ceniga Press

2 David Loveall

3 Laurie Trieger

4 Pat Farr

5 Heather Buch

Tell them **NO ROCK QUARRY** near

Oakridge. Tell them if you **VOTE!**

Share you kids ages & 1st names.

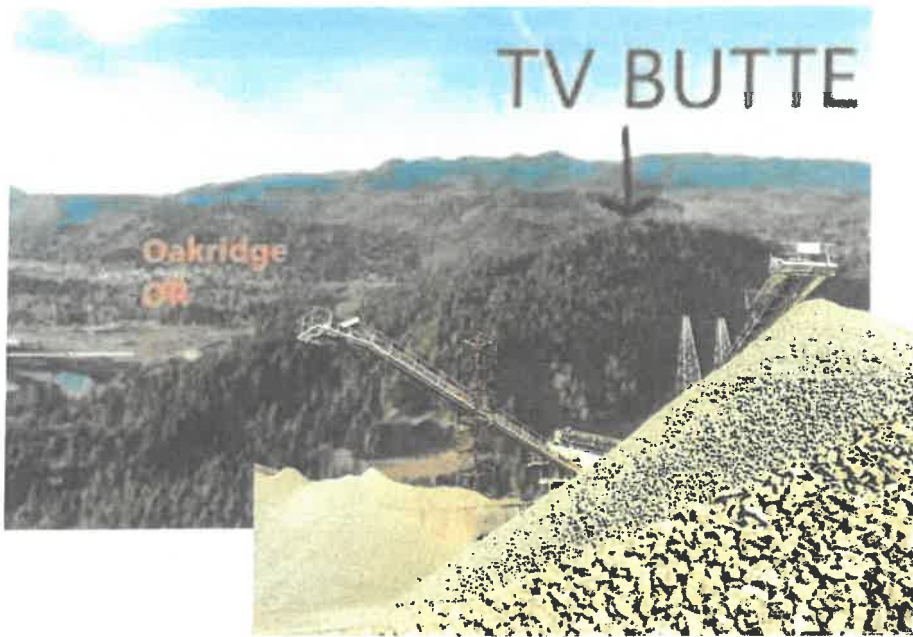
Call or email each commissioner every week!

We only have until early December!

## **TOURISTS CAN HELP TOO! CALL NOW!**

If you come to Oakridge to hike, ride, bike and enjoy our town.

Call the commissioners and tell them that you spend money because of the beauty here.



# OAKRIDGE- WESTFIR

## Stop TV Butte Destruction

*The Fish Hatchery Area  
is going to be ruined!*

**King Estates has filed an application with the Lane County Commissioners to destroy TV BUTTE with a planned 50 year mountain removal, gravel pit mining project. King wants 80 to 100 slow noisy gravel trucks clogging Highway 58 daily.**

### **Is it unhealthy to live near a quarry?**

**Rock quarries create invisible dust particles proven to cause silicosis—a progressive, incurable lung disease. Long-term exposure to particulate matter is strongly associated with heart disease, stroke, infertility, and pregnancy complications.**

#### ***Oakridge Future???***

- Noise Pollution
- Air Pollution
- Hwy 58 Traffic Delays
- Elk Habitat Destroyed
- Ground Water Ruined
- Ruined Fish Hatchery
- TOURISTS GONE
- NOTHING POSITIVE FOR US!

**Lane County Commissioners  
541-682-4203**

**Press 3 for main number  
Then call each commissioner**

**Ryan Ceniga Press 1**

**David Loveall 2**

**Laurie Trieger 3**

**Pat Farr 4**

**Heather Buch 5**

**Tell them NO ROCK QUARRY near  
Oakridge. Tell them if you VOTE!**

***TOURISTS CAN HELP TOO! CALL NOW!***

**If you come to Oakridge to hike, ride, bike and enjoy our town.  
Call the commissioners and tell them that you spend money because of the beauty here.**







April 29, 2021

Special Session City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
5:00 p.m.

## MINUTES

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**1. CALL MEETING TO ORDER- 6:00 pm**

**Council Present:** Mayor Kathy Holston, Councilors, Dawn Kinyon, Michele Coker, Audy Spliethof

**Staff Present:** City Administrator Bryan Cutchen, City Recorder Jackie Sims

**2. Pledge of Allegiance**

**3. Roll Call – all present**

**4. Business from the City Council**

**4.1 City position on Lane County Remand Hearing of 05/04/2021**

Mayor Holston-she invited Linda McMahon to the meeting to answer questions from Council. In the past the City took a neutral position and she wants to know if we want to keep this position.

Councilor Kinyon-thanked the citizens who reached out to her.

Councilor Spliethof-agrees, we have had a lot of citizen comments come in.

Councilor Kinyon-asked if we could have the attorney review the contract, we don't want the city to be liable if something happens. Has LRAPA been asked about what this will do to the air quality in Oakridge?

Linda McMahon-yes, they did weigh in and said it would exceed the levels in the air quality.

**Motion:** Councilor Kinyon moved to form a subcommittee to draft a letter for signature by the council to present to the Lane County of Commissioners that is not in support of the land use change of the Hazeldell Quarry. Councilor Spliethof seconded the motion.

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

Comments need to be in by Tuesday the 4<sup>th</sup> at noon.

Mayor Holston-asked if they will take public testimony?

Linda-yes they will.

Councilor Whitney- she believes the tank is on an easement, she doesn't recall anything about them getting water from us. They are on an old dump site and there could be toxic waste from that.

Councilor Hollett- suggested the subcommittee members be Mayor Holston, Councilor Hollett and Councilor Kinyon.

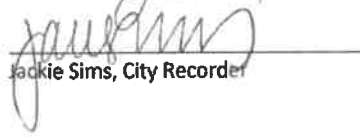
6. Public Comment-None

7. Adjourn 5:51 p.m.

Signed:

  
Kathy Holston, Mayor

Signed:

  
Jackie Sims, City Recorder

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Holiday Light Parade Event  
& Fee Waiver Requests

**Agenda Item No:** 11.6

**Proposed Council Action:** Approve or Deny  
the request

**Exhibit(s):** Event/Parade Permit Form, Rental  
Application Form

**Author:** CA

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### ISSUE:

The annual holiday Light Parade is scheduled for the evening of Saturday December 9<sup>th</sup>. Councilor Hollett and the Oakridge Fire Department have again volunteered to help organize the event, which is currently planned to end at Greenwaters Park. They are requesting a fee waiver to use the Greenwaters Park Amphitheater and Community Building (normal rental costs \$580 total). They are not requesting any actual funding for the event, but will be soliciting donations from the public to purchase cookies and hot non-alcoholic beverages for the event, which is free and open to the public. Copies of the event/parade permit application form and rental application form are included as Exhibits.

**FISCAL IMPACTS:** \$580 (fee waiver request)

**OPTIONS:** Approve, Deny, or Modify the request

**STAFF RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to approve the fee waiver request for the annual holiday Light Parade."*

### STRATEGIC THEMES/GOALS INVOLVED:

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

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 #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.





# City of Oakridge

## Property Rental Application

Event: Lighted Holiday Parade - Landing at GWP

Small event <99

Large event >100

Name: Chrissy Hollett on Behalf of the Fire Dept Vols

Date(s) requested: Saturday December 9th

Hours: 5

Open at: 5pm

Contact address: 47592 Highway 58, Oakridge Oregon, 97463

Contact phone: 541-953-4624

### Facility:

### Rent:

- |  |         |
|--|---------|
| <input type="checkbox"/> Greenwaters Picnic Shelter                | \$40    |
| <input checked="" type="checkbox"/> Greenwaters Community Building | \$80    |
| <input checked="" type="checkbox"/> Greenwaters Amphitheater       | \$500   |
| <input type="checkbox"/> Greenwaters Whole Park                    | \$1,000 |
| <input type="checkbox"/> WAC Classroom                             | \$25    |
| <input type="checkbox"/> WAC Gym                                   | \$100   |
| <input type="checkbox"/> WAC Senior Lounge                         | \$25    |
| <input type="checkbox"/> OFD Community Room                        | \$25    |
| <input type="checkbox"/> Old Public Works Bldg                     | \$200   |
| <input type="checkbox"/> Osprey Park                               | \$100   |
| <input type="checkbox"/> Salmon Creek Park                         | \$100   |
| <input type="checkbox"/> Diamond View Park                         | \$100   |
| <input type="checkbox"/> OIP Park                                  | \$300   |
| <input type="checkbox"/> OIP Overflow Parking                      | \$200   |

Total Fees: \$580

### Requires Council Approval

Street closure location: None

Alcohol permit:  Yes  No

Noise permit: N/A

Nature of noise: Low Noise

Estimated distance noise will be plainly audible:

Is a variance required:  Yes  No

Variance subject to event rules (see reverse)

Attach a list of all residences/businesses within 500 feet

Applicant signature: \_\_\_\_\_

Date: 10-10-2023

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

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

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

**ALL EVENTS**

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

**Groups Over 100**

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

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

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

October 10th, 2023

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

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

Sanctions may be appealed to the City Council.

## Business of the City Council

City of Oakridge, Oregon

October 19, 2023

**Agenda Title:** Ordinance 943 (Non-Criminal Administrative Warrants & Abatement Ordinances – Muni Code 93.18-93.22)

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

**Agenda Item No:** 14.2

**Exhibits:**

Draft Ordinance 943

Ordinance 75 (old/existing Ord)

**Author:** CA & City Attorney Matt Dahlstrom

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**ISSUE:** City Attorney Matt Dahlstrom has drafted City Ordinance 943 (see Exhibit), which would add sections 93.18–93.22 to the Oakridge Municipal Code and allow the city’s Municipal Court Judge to issue non-criminal Administrative Inspection & Administrative Abatement Warrants, to allow city employees to legally enter private property to inspect and abate public nuisances (code violations). Copies of the new draft Ordinance 943 and draft Administrative Inspection & Administrative Abatement Warrants are included as Exhibits.

**FISCAL IMPACT:** Unknown increased revenue

- OPTIONS:**
1. Approve Ordinance 943 (1<sup>st</sup> Reading)
  2. Approve with modifications
  3. Reject the Ordinance
  4. Refer the issue back to the CA & City Attorney for follow-up

**STAFF RECOMMENDATION:** Option 1 (Approve)

**RECOMMENDED MOTION 1:** *“I move to approve the 1<sup>st</sup> Reading of Ordinance 943, adding sections 93.18–93.22 to the Oakridge Municipal Code.”*

**RECOMMENDED MOTION 2 (only if 1<sup>st</sup> vote is unanimous):** *“I move to approve and adopt Ordinance 943, adding sections 93.18–93.22 to the Oakridge Municipal Code, after a 2<sup>nd</sup> reading.”*

**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 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.





**ORDINANCE NO. 943**

**AN ORDINANCE ADDING SECTIONS 93.18 – 93.22 TO CHAPTER 93 OF TITLE IX: GENERAL REGULATIONS OF THE OAKRIDGE MUNICIPAL CODE AND ADOPTING A SEVERABILITY CLAUSE**

**WHEREAS**, Oakridge Municipal Code section 93.17 provides the City Administrator or designee to obtain compliance with certain city ordinances through inspection, notification, and where appropriate, citation for civil infractions, or abatement, with the intent of protecting the health, safety, and welfare of the citizenry;

**WHEREAS**, City Code enforcement officials regularly enter onto private property with consent to inspect for compliance with city ordinances; and,

**WHEREAS**, the City Administrator occasionally has reasonable cause to believe violations of certain city ordinances are occurring on private property that jeopardize public health and safety, but the owner or occupant of said property is unable or unwilling to give consent to an administrative inspection; and,

**WHEREAS**, officials of the City of Oakridge cannot constitutionally enter onto private property to conduct administrative inspection or abatement without consent unless in an emergency, under exigent circumstances, or pursuant to a judicially-authorized administrative inspection/abatement warrant supported by reasonable cause; and,

**WHEREAS**, it is in the public interest of the City of Oakridge to authorize the City Administrator or designee to obtain an administrative inspection/abatement warrants to enter onto private property to inspect or abate without consent of the property owner to protect the health, safety and welfare of the citizenry; and,

**NOW, THEREFORE, the City of Oakridge ordains as follows:**

**Section I.** Chapter 93 of the Oakridge Municipal Code is hereby amended to add Section 93.18 through 93.22 establishing the City Administrator's authority to obtain administrative inspection/abatement warrants and providing a procedure and establishing standards for issuing and executing such warrants when consent to conduct a search or to abate is denied or cannot be obtained, as more particularly described and set forth in Exhibit 1 attached hereto and incorporated herein by reference.

**Section II.** Except as provided herein Chapter 93 shall continue in full force and effect.

**Section III. Severability Clause.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

**Section IV. Effective date of Ordinance.** This Ordinance shall take effect 30 days after its adoption by the Council and approval by the Mayor.

**READ, PASSED AND ADOPTED** by a vote of the Oakridge City Council this \_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED AND SIGNED BY THE MAYOR** of the City of Oakridge this \_\_\_ day of \_\_\_\_\_, 2023.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

**Ayes:**

**Nays:**

**Abstain:**

## **93.18 Access to Property for Inspections and Abatements—Administrative Warrants.**

(1) The enforcing officer may enter any property, including interior of structures, at all reasonable times with permission of the property owner or person in possession of property, whenever an inspection is necessary to effectuate the purposes and public benefits of this code or the Oakridge Development Code; whenever the enforcing officer has reasonable cause to believe that there exists in any structure or upon any property any condition which constitutes a violation of a statute, ordinance, regulation, rule, standard or order; or to effectuate an administrative abatement as provided in section 93.17 of this code.

(2) When permission is not given by the property owner or person in possession of the property under subsection (1) of this section, the enforcing officer is authorized to obtain an administrative inspection warrant and/or an administrative abatement warrant in accordance with sections 93.18 through 93.22 of this code.

(3) An “administrative inspection warrant” is an order authorizing the enforcing officer to conduct an inspection or investigation at a designated building or property.

(4) An “administrative abatement warrant” is an order authorizing the enforcing officer to abate a public nuisance at a designated building or property, in accordance with section 93.17 of this code. [Section 93.18 added by Ordinance No. 943, enacted October \_\_\_\_, 2023.]

## **93.19 Grounds for Issuing an Administrative Warrant.**

(1) Affidavit. An administrative inspection or abatement warrant shall be issued only upon cause, supported by affidavit, particularly describing:

- (a) The applicant’s status in applying for the warrant;
- (b) The ordinance or regulation requiring or authorizing the inspection or investigation, or authorizing the removal and abatement of a nuisance;
- (c) The building or property to be inspected, investigated, or abated;

(d) In the case of an administrative inspection warrant, the purpose for which the inspection or investigation is to be made including the basis upon which cause exists to inspect;

(e) In the case of an abatement warrant, a statement of the conditions to be abated and the general types and estimated quantity of the items to be removed and sold, recycled, or discarded; and

(f) A statement that entry has been sought and refused, or in the case of an administrative inspection warrant only, facts or circumstances reasonably showing that the purposes of the inspection or investigation might be frustrated if entry were sought without an inspection warrant.

(2) Cause for an Administrative Inspection Warrant. Cause to inspect or investigate shall be deemed to exist if the enforcing officer has complied with the applicable reasonable legislative or administrative standards for conducting a routine, periodic, or area inspection of the particular building or property; or if there is probable cause to believe that a condition of nonconformity with a health or safety statute, ordinance, regulation, rule, standard or order exists with respect to the particular building or property.

(3) Cause for an Abatement Warrant. Cause shall be deemed to exist if there is probable cause to believe that a nuisance violation exists with respect to the designated property, that the person responsible for the property has been given notice and an opportunity to abate the violation in accordance with sections 93.16 through 93.17 of this code, and the nuisance has not been abated. [Section 93.19 added by Ordinance No. 943, enacted October \_\_\_\_ 2023.]

## **93.20 Procedure for Issuing an Administrative Warrant.**

(1) Examination. Before issuing an administrative inspection or abatement warrant, the judge shall review the affidavit and any attached material, and may examine the applicant, affiant, and any other witness under oath and shall be satisfied of the existence of grounds for granting such application.

(2) Issuance. If the judge is satisfied that cause for the inspection, investigation, or abatement exists and that the requirements for granting the application are satisfied, the judge shall issue the warrant. The warrant shall particularly describe the person or persons authorized to execute the warrant and the

building or property to be entered. In the case of an administrative inspection warrant, the warrant shall describe the purpose of the inspection or investigation. In the case of an abatement warrant, the warrant shall describe the conditions to be abated and the general types and estimated quantity of items to be removed and sold, recycled, or discarded. The warrant shall contain a direction that it be executed on any day of the week between the hours of 8:00 a.m. and 6:00 p.m., or where the judge has specially determined upon a showing that it cannot be effectively executed between those hours, that it be executed at any additional or other time of the day or night. [Section 93.20 added by Ordinance No. 943, enacted October \_\_\_\_, 2023.]

## **93.21 Execution of an Administrative Warrant.**

(1) Except as provided in subsection (2) of this section, in executing an administrative inspection or abatement warrant, the person authorized to execute the warrant shall, before entry, make a reasonable effort to present the person's credentials, authority, and purpose to an occupant or person in possession of the building or property designated in the warrant and present the warrant or a copy thereof.

(2) In executing an administrative inspection or abatement warrant, the person authorized to execute the warrant need not inform anyone of the person's authority and purpose, as prescribed in subsection (1) of this section, but may promptly enter the designated building or property if it is at the time unoccupied or not in the possession of any person, or at the time reasonably believed to be in such condition. In such case, a copy of the warrant shall be conspicuously posted on the property.

(3) A peace officer, as defined in ORS 161.015(4), may be requested to assist in the execution of the warrant.

(4) An administrative inspection or abatement warrant must be executed within 14 days of its issue and returned to the judge by whom it was issued within 14 days from its date of execution, unless before the expiration of such time, the judge by order extends the time for up to five days. After the expiration of the time prescribed by this subsection, the warrant is void unless executed. [Section 93.21 added by Ordinance No. 943, enacted October \_\_\_\_, 2023.]

## **93.22 Emergency Inspection or Abatement without Warrant.**

Nothing in Oakridge Municipal Code sections 93.18 through 93.21 prohibits the city from conducting an inspection or abatement without a warrant, when an emergency or exigent circumstances exist that make the inspection or abatement immediately necessary to protect public health, safety, or welfare.

[Section 93.22 added by Ordinance No. 943, enacted October \_\_\_\_, 2023.]

IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel )  
James Cleavenger, City Administrator )  
 ) Affidavit of \_\_\_\_\_  
In the Matter of the Application for an ) in Support of Request for an  
Administrative Inspection Warrant ) Administrative Inspection Warrant

STATE OF OREGON )  
 ) ss.  
County of Lane )

I, (name), being first duly sworn, depose and say:

1. I am employed by the City of Oakridge as a (job title).
  2. In my capacity as (title), I am authorized by Oakridge Municipal Code (SMC) 93.18 to conduct inspections to ascertain compliance with the City's (nuisance, illicit discharge, building, land use code, etc.), Municipal Code.
  3. On (date), in my capacity as (title), (I received a complaint, or other method of notification) of violation of OMC (number) relating to (describe violation, i.e. illicit discharge of pollution into the municipal stormwater system, or garbage and debris, or storage of abandoned vehicles, etc.), on property located at (address or other identifier), which is within the limits of the City of Oakridge.
  4. On (date), I checked City records and Lane County records and deeds and determined that (name) is the (owner of, or in possession of) the property located at (address).
  5. On (date), I conducted an inspection of the property located at (address) by standing on the public right of way and observed the following conditions:
  6. Based upon the complaint received on (date) and the visual inspection from the right of way conducted on (date), (and based on other facts, if any, that establishes reasonable cause), I have reasonable cause to believe the following violations exist: (list the violations of the City code, building code, etc.).
  7. On (date), I sought entry and permission to inspect the property located at (address) at approximately (time, AM/PM). I was denied entry without a permit by (name and status as occupant or owner).
- [OR] The purpose of the inspection may be jeopardized if entry and permission to inspect were sought without a warrant for the following reasons (state circumstances that would frustrate purpose of inspection if advance permission sought).

8. WHEREFORE, the City of Oakridge appears and requests that the court issue an administrative inspection warrant for the purpose of inspecting (describe the building or property to be searched) described above to ascertain compliance with (describe the suspected violations and code provisions).

By: \_\_\_\_\_  
(name)  
(title)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

DRAFT



IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel )  
James Cleavenger, City Administrator )  
 ) ADMINISTRATIVE INSPECTION  
In the Matter of the Application for an ) WARRANT  
Administrative Inspection Warrant )

TO: The City Administrator of the City of Oakridge or any of his lawfully designated representatives

RE: (Address or location of the property to be searched)

WHEREAS, the City of Oakridge City Administrator or designee is authorized by Oakridge Municipal Code 93.18 to enter the above-described real property for the purpose of conducting an investigation to ascertain compliance with the Oakridge Municipal Code, Oakridge Development Code, or any other statute, ordinance, regulation, rule, standard or order;

WHEREAS, the applicant named on the accompanying affidavit, which is hereby incorporated by reference, being duly sworn, has stated to me that there is a condition, object, activity, or circumstance legally justifying an inspection of the property described in that affidavit; and

WHEREAS, I have reviewed the accompanying affidavit and (only if applicable) have examined the applicant under oath or affirmation and have verified the accuracy of the matters in the affidavit establishing the legal grounds for this Warrant;

NOW THEREFORE, YOU ARE HEREBY AUTHORIZED to inspect the property described in the accompanying affidavit to investigate or reveal the conditions, objectives, activities, or circumstances indicated in the accompanying affidavit. This Warrant must be personally presented to the occupant or person in possession of the property designated in the affidavit. If you have made reasonable but unsuccessful efforts to locate an occupant or possessor, or you otherwise reasonably believe the property to be unoccupied and not in the possession of any person, you may instead serve this Warrant by affixing a copy to the property in a conspicuous location. You are authorized to obtain the assistance of the Oakridge Police Department to gain access to the property, if necessary.

YOU ARE FURTHER DIRECTED that this warrant may be executed only between the hours of 8:00 a.m. and 6:00 p.m. and within 14 days after issue. It must be returned to the Oakridge Municipal Court within 14 days after it was issued.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Oakridge Municipal Judge

IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel )  
James Cleavenger, City Administrator )  
 ) Return of Administrative Inspection  
In the Matter of the Application for an ) Warrant  
Administrative Inspection Warrant )

I, (name), (title), an authorized representative of the City Administrator of the City of Oakridge, certify that I received the original and true copy of the administrative inspection warrant issued for entry onto property located at (address), Oakridge, Lane County, Oregon, for the purpose of investigating (nature of violation being investigated). I served a copy of the administrative inspection warrant at (time AM/PM) on (date), by (delivering a copy of the warrant to the name of person who was served with warrant and their status, i.e. the owner or the occupant of the above-described property, OR by posting the warrant on or about the door at the above-described property).

The above-described property was entered on the above-stated date and inspected for the purpose described above. I hereby return the original administrative inspection warrant.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Inspecting Official

**CLERK'S ACCEPTANCE**

This WARRANT has been returned to this office on the date and time shown below.

\_\_\_\_\_  
Date of Return

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time of Return    AM    PM

\_\_\_\_\_  
Clerk of the Court

IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel )  
James Cleavenger, City Administrator )  
 )  
In the Matter of the Application for an ) Affidavit of \_\_\_\_\_  
Administrative Abatement Warrant ) in Support of Request for an  
Administrative Abatement Warrant

STATE OF OREGON )  
 ) ss.  
County of Lane )

I, (name), being first duly sworn, depose and say:

1. I am employed by the City of Oakridge as a (job title).
2. In my capacity as (title), I am authorized by Oakridge Municipal Code (OMC) 93.17 to abate public nuisances in compliance with the Administrative Abatement code, OMC 93.18 through 93.22.
3. On (date), in my capacity as (title), (I received a complaint, or other method of notification) of violation of OMC (number) relating to (describe violation, i.e. illicit discharge of pollution into the municipal stormwater system, or garbage and debris, or storage of abandoned vehicles, etc.), on property located at (address or other identifier), which is within the limits of the City of Oakridge.
4. On (date), I checked City records and Lane County records and deeds and determined that (name) is the (owner of, or in possession of) the property located at (address).
5. On (date), I conducted an inspection of the property located at (address) by standing on the public right of way and observed the following conditions:
6. Based upon the complaint received on (date) and the visual inspection from the right of way conducted on (date), (and based on other facts, if any, that establishes reasonable cause), I have reasonable cause to believe the following violations exist: (list the violations of the City code, building code, etc.).
7. On (date), an abatement notice was served on (person responsible) by (method of service) in compliance with OMC. A copy of said notice is attached hereto. The abatement notice provided (person responsible) with an opportunity to abate the nuisance by describing the steps required to correct the violations. The abatement notice also advised (person responsible) of his right to file a written protest and have an appeal hearing before the Oakridge City Council. As of the date of this affidavit, (Person responsible) has not filed a

written protest, requested an appeal hearing, or taken action to abate the conditions. (if any of these actions have occurred, describe)

8. On (date), I sought entry and permission to inspect the property located at (address) at approximately (time, AM/PM). I was denied entry by (name and status as occupant or owner).

[OR] The purpose of the inspection may be jeopardized if entry and permission to inspect were sought without a warrant for the following reasons (state circumstances that would frustrate purpose of inspection if advance permission sought).

9. WHEREFORE, the City of Oakridge appears and requests that the court issue an administrative abatement warrant for the property described above, for the purpose of abating (describe the conditions to abated), including the authority to remove (describe the general types and estimated quantity of any items to be removed, and specify if they will be sold, recycled or discarded).

By: \_\_\_\_\_  
(name)  
(title)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel )  
James Cleavenger, City Administrator )  
 ) ADMINISTRATIVE ABATEMENT  
In the Matter of the Application for an ) WARRANT  
Administrative Abatement Warrant )

TO: The City Administrator of the City of Oakridge or any of his lawfully designated representatives

RE: (Address or location of the property to be searched)

WHEREAS, the City of Oakridge City Administrator or designee is authorized by Oakridge Municipal Code 93.18 to enter real property for the purpose of abating a public nuisance;

WHEREAS, (name applicant), being duly sworn, has stated to me that there is a condition, object, activity, or circumstance legally justifying abatement of the above-described property, to wit: (describe conditions to be abated and section of OMC violated); and

WHEREAS, I have reviewed the accompanying affidavit, which is hereby incorporated by reference, and (check box if applicable)  I have examined the applicant under oath or affirmation and have verified the accuracy of the matters in the affidavit establishing the legal grounds for this Warrant; and

WHEREAS, I find probable cause under OMC 93.19(3) that a nuisance violation exists with respect to the above-described real property, and that the person responsible for the property has been given notice and an opportunity to abate the violation in accordance with OMC 93.17. I further find that as of the date of this warrant, the nuisance has not been abated.

NOW THEREFORE, YOU ARE HEREBY AUTHORIZED to enter (describe real-property) to abate the conditions causing a public nuisance. Said abatement shall be conducted in a safe, lawful, and reasonable manner for the purpose of ensuring compliance with all applicable laws and shall include the removal of (describe the general types and estimated quantity of items to be removed and sold, recycled, or discarded) necessary to abate the conditions described above.

This Warrant must be personally presented to the occupant or person in possession of the property designated in the affidavit. If you have made reasonable but unsuccessful efforts to locate an occupant or possessor, or you otherwise reasonably believe the property to be unoccupied and not in the possession of any person, you may instead serve this Warrant by affixing a copy to the property in a conspicuous location. You are authorized to obtain the assistance of the Oakridge Police Department to gain access to the property, if necessary.

YOU ARE FURTHER DIRECTED that this warrant may be executed only between the hours of 8:00 a.m. and 6:00 p.m. and within 14 days after issue. It must be returned to the Oakridge Municipal Court within 14 days after it was issued unless an extension is granted by the Court.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Oakridge Municipal Judge

IN THE MUNICIPAL COURT OF THE CITY OF OAKRIDGE  
LANE COUNTY, OREGON

CITY OF OAKRIDGE, ex rel	)	
James Cleavenger, City Administrator	)	
	)	Return of Administrative Abatement
In the Matter of the Application for an	)	Warrant
Administrative Abatement Warrant	)	

I, (name), (title), an authorized representative of the City Administrator of the City of Oakridge, certify that I received the original and true copy of the administrative abatement warrant issued for entry onto property located at (address), Oakridge, Lane County, Oregon, for the purpose of abating a public nuisance consisting of (nature of nuisance being abated). I served a copy of the administrative abatement warrant at (time AM/PM) on (date), by (delivering a copy of the warrant to the name of person who was served with warrant and their status, i.e. the owner or the occupant of the above-described property, OR by posting the warrant on or about the door at the above-described property).

The above-described property was entered on the above-stated date and the abatement was conducted on the dates of (state timeframe during which abatement conducted). I hereby return the original administrative abatement warrant.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Inspecting Official

**CLERK'S ACCEPTANCE**

This WARRANT has been returned to this office on the date and time shown below.

\_\_\_\_\_  
Date of Return

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time of Return    AM    PM

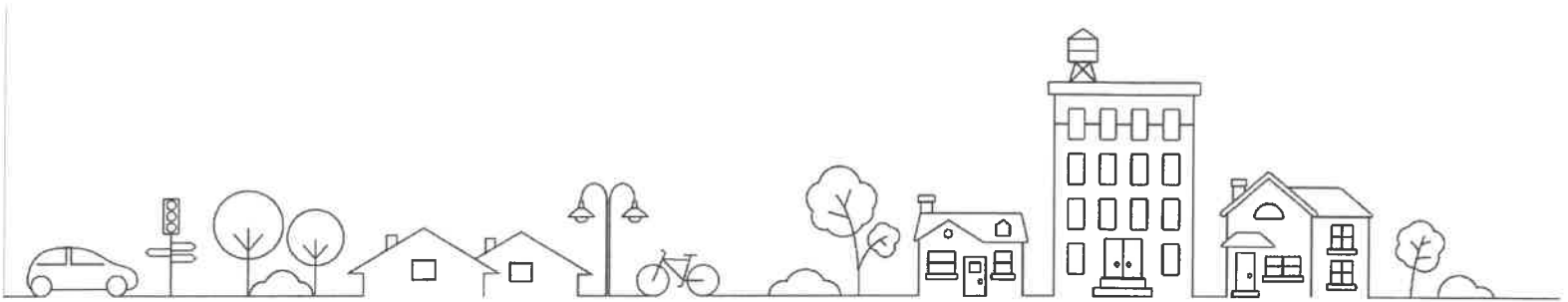
\_\_\_\_\_  
Clerk of the Court





# — Oregon Municipal Handbook —

## **CHAPTER 29: CODE ENFORCEMENT**



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# Chapter 29: Code Enforcement

Code enforcement is the enforcement of local government ordinances and state laws that are designed to protect the public’s health, safety, and welfare. “Code enforcement” is a general term that describes the processes and tools that local governments use to gain compliance with property maintenance, housing, building, and zoning codes.

This chapter will discuss the applicable laws and legal issues for gaining compliance. The legal issues discussed below include: (i) the benefits of code enforcement; (ii) the regulation authority of local governments; (iii) types of code enforcement ordinances; and (iv) enforcement methods such as court action taking control of problem properties. Lastly, this chapter will provide tips to achieve successful outcomes.

## I. WHY CODE ENFORCEMENT?

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*“One unrepaired broken window is a signal that no one cares, and so breaking more windows costs nothing.”<sup>1</sup>*

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The purpose of code enforcement could best be described as based on the broken window theory.<sup>2</sup> The broken window theory asserts that if a damaged window or graffiti is quickly repaired or removed, the neighborhood maintains its appearance of order and care.<sup>3</sup> On the other hand, if damage is not repaired, more graffiti, vandalism, and damage may result due to the seeming apathy.<sup>4</sup> In other words, the theory is that you can change the social norms by repairing damage and increase the feeling of safety, value of property, quality of life and prevent further decline.<sup>5</sup> This theory as applied to law enforcement is controversial, but largely remains unstudied as applied to code enforcement.<sup>6</sup>

Code enforcement often serves as communities’ first line of defense for addressing deteriorating homes, substandard housing conditions, vacant properties, and neighborhood decline.<sup>7</sup> As discussed below, complaint and strategic code enforcement programs organize critical assets, resources, and actions into a dynamic and adaptive system.<sup>8</sup>

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<sup>1</sup> George L. Kelling & James Q. Wilson, *Broken Windows*, VANITY FAIR (1982).

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

<sup>5</sup> *Id.*

<sup>6</sup> Bernard E. Harcourt & Jens Ludwig, *Broken Windows: New Evidence from New York City and a Five-City Social Experiment*, 73 U. CHI. L. REV. 271, 73 (2006) (finding that a program that rehoused inner-city project tenants in New York into more-orderly neighborhoods did not reduce crime).

<sup>7</sup> Joe Schilling, *Stabilizing Neighborhoods through Strategic Code Enforcement*, HOUSING MATTERS (March. 13, 2019), available at: <https://housingmatters.urban.org/articles/stabilizing-neighborhoods-through-strategic-code-enforcement> (last accessed August 31, 2023).

<sup>8</sup> *Id.*

For many cities, dedicated code enforcement employees investigate and work with property owners and tenants to obtain voluntary compliance with state and local codes.<sup>9</sup> These informal efforts in notice, negotiation, and community education can take a substantial amount of time and resources, but they serve as the primary methods for gaining compliance.<sup>10</sup>

When dealing with specific properties, the most important question is to ask is, “What is the cause of the blight?” A structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.<sup>11</sup> Determining the cause of the blight on a specific property or neighborhood can be the most effective tool to identify the tool to use in obtaining compliance. As discussed below, some of the potential tools include:

- Implementation of cross-functional teams to work toward common goals in areas where the community has become blind to code compliance issues;
- Creation of “land banks” to acquire and clean up land for development;
- Seeking court-ordered receivership for bank-foreclosed properties where the banks have little incentive to improve and sell properties;
- Adoption of the International Property Maintenance Code as a housing standard to improve substandard housing; and
- Requiring vacant properties to register with cities to allow cities to track and monitor vacant properties.

In addition to blight issues, code enforcement can be used to enforce land use or business regulations. Property used or developed without the proper local government approvals often presents health and safety issues. Code enforcement can be a tool to investigate and obtain compliance with land use and business regulation ordinances. This chapter focuses on blight, however, many of the tools discussed below may be applied to land use and business regulation enforcement. More information about business regulations can be found in this Handbook – Chapter 23: Licensing and Regulation. Information about land use can be found in Chapter 25: Land Use and Development.

## II. CODE ENFORCEMENT LAW

### A. Police Power

If a local government has identified that it wishes to enact an ordinance to deal with an issue impacting its community, the local government should review its own authority to enact the regulation. The source of the authority for local governments to enact laws for the public health,

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<sup>9</sup> See, e.g., City of Tualatin, <https://www.tualatinoregon.gov/building/code-compliance-and-enforcement>; (last accessed August 31, 2023).

<sup>10</sup> *Id.*

<sup>11</sup> <https://www.govinfo.gov/content/pkg/FR-2010-10-19/pdf/2010-26292.pdf> Federal Register vol. 75, No. 201 (10/19/2010) p.64325.

safety and welfare of its citizens, is known as “police powers.”<sup>12</sup> Per the U.S. Constitution, the states are reserved the police powers.<sup>13</sup>

For cities in Oregon, the police power is contained in the Oregon Constitution.<sup>14</sup> In addition, the Oregon Legislature has delegated to the cities to define their own public nuisances by ordinance.<sup>15</sup> The exception to this delegation of police power is when the state has expressly or impliedly preempted the local government’s authority to regulate.<sup>16</sup>

Local governments may also be limited by the U.S. and Oregon Constitutions. One example of this limitation is the U.S. Constitution’s Eighth Amendment. In *Martin v. City of Boise*, the Ninth Circuit Court of Appeals held that it was a violation of the U.S. Constitution’s Eighth Amendment of cruel and unusual punishment to enforce criminal penalties for sitting, sleeping, or lying outside on public property for individuals who cannot obtain shelter.<sup>17</sup>

More information about police powers and Oregon’s home rule can be found in this Handbook – Chapter 2: Home Rule and Its Limits.

## **B. Types of Local Ordinances**

Cities have the authority to regulate conduct impacting the safety and welfare of their citizens unless preempted by state law and may choose whether to enact administrative or court enforcement procedures. As discussed below, a city may choose to adopt model codes published by commercial enterprises or enact its own ordinances.

### **i. International Property Maintenance Code**

The International Code Council (“ICC”), a commercial enterprise, publishes the International Property Maintenance Code (“IMPC”) as model code for local governments.<sup>18</sup> The IMPC is intended to establish the “minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety” in existing buildings.<sup>19</sup> The code provides administrative procedures for enforcement, as well as general requirements for maintenance.<sup>20</sup> It

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<sup>12</sup> See US Const, Amend X states that “[t]he powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.”

<sup>13</sup> *Id.*

<sup>14</sup> See Or Const, Article XI, § 2, and Article IV, § 1(5).

<sup>15</sup> ORS 221.915; See *Lincoln Loan Co. v. City of Portland*, 317 Or 192 (1993).

<sup>16</sup> See *City of La Grande v. Public Emp. Retirement Bd.*, 281 Or 137, 140 (1978); *Thunderbird Mobile Club, LLC v. City of Wilsonville*, 234 Or App 457, 474 (2010); LEAGUE OF OR. CITIES, LEGAL GUIDE TO OREGON’S STATUTORY PREEMPTIONS OF HOME RULE (2020), [https://www.orcities.org/download\\_file/385/0](https://www.orcities.org/download_file/385/0) (last accessed April 27, 2023)

<sup>17</sup> 920 F3d 584, 616 (9th Cir 2019); See also *Johnson v. Grants Pass*, the Ninth Circuit extended *Martin* to tents, cars and civil citations when the homeless person engages in conduct to protect themselves from the elements when there is no shelter space is available. 50 F4th 787 (9th Cir 2002); See also ORS 195.530 prohibiting regulations for enforcement.

<sup>18</sup> See INTERNATIONAL PROPERTY MAINTENANCE CODE, PREFACE (2021) available at [https://codes.iccsafe.org/content/IPMC2021P1/preface#IPMC2021P1\\_FmPREFACE\\_FMSecAdoption](https://codes.iccsafe.org/content/IPMC2021P1/preface#IPMC2021P1_FmPREFACE_FMSecAdoption) (last accessed on August 31, 2023).

<sup>19</sup> *Id.*

<sup>20</sup> *Id.*

is a copyrighted code, and the ICC prohibits local governments from distributing the model code, including but not limited to publishing the code on its website as part of its ordinances.<sup>21</sup> Rather, the ICC makes the IPMC available for free in a non-downloadable form on the ICC’s website.<sup>22</sup> If a local government is concerned about public access to the IPMC, the local government can choose to adopt its own ordinances.<sup>23</sup>

## ii. Enacting Own Ordinances

If a local government wishes to adopt its own ordinances, in lieu of or in addition to the IPMC, the local government generally adopts an ordinance that punishes the offense by municipal court or circuit court. When the city chooses a court enforcement procedure, state law provides the procedures for enforcement of an ordinance in court.<sup>24</sup> Local governments wishing to adopt their own ordinances generally adopt ordinances addressing blight in the following areas:

### Exterior

- Broken windows
- Broken doors
- Loud noise
- Junk vehicles
- Trash and debris
- High grass or weeds
- Peeling paint
- Sagging roof
- Deteriorated porch
- Couches on porch

- Boarded Property<sup>25</sup>

### Interior

- Broken windows
- Fire alarms
- Mold
- Sewage backup
- No heat
- No water
- Bug infestation
- Lead paint hazards

When drafting code enforcement ordinances, a city should consider the following:

- Who will be subject to the ordinance?
- What is the purpose?
- How will you enforce the ordinance?
- What is the recommended penalty?

### *Example ordinance*

No person shall park or allow to park a vehicle in the front or side yard of a residential property, except on a driveway or other approved surface. Violation of this section is a Class C violation.

<sup>21</sup> See INTERNATIONAL PROPERTY MAINTENANCE CODE, COPYRIGHT (2021) available at <https://codes.iccsafe.org/content/IPMC2021P1/copyright> (last accessed on August 31, 2023).

<sup>22</sup> *Id.*

<sup>23</sup> *Id.*

<sup>24</sup> ORS 153.010 to 153.121.

<sup>25</sup> Some cities have not only required that all windows and doors are securable, but that in the case of windows, that a type of unbreakable plexiglass is used. See Jessica Dupnack & Amber Ainsworth, *Detroit adds plexiglass instead of boards to windows of vacant homes that can be saved*, DETROIT FOX NEWS, Sept. 16, 2021, available at <https://www.fox2detroit.com/news/detroit-adds-plexiglass-instead-of-boards-to-windows-of-vacant-homes-that-can-be-saved> (last accessed August 31, 2023).

Although cities may specify what acts create an offense, the penalty and procedure to prosecute the violation follow ORS chapter 153. Cities may specify the class of the offense such as a Class A, B, C, D or E violation, or specify the amount of the fine.<sup>26</sup> However, the specified maximum fine must in an amount less in amount that the maximum fine for the offense by the statute, or if a specified class, that is lower than the statutory classification for the offense.<sup>27</sup> Excellent examples of code enforcement ordinances can be found online.<sup>28</sup>

### iii. Vacant Property Registration

Vacant property registration is a tool intended to address abandoned or vacant properties.<sup>29</sup> Properties which have been abandoned, and where structures are left open and unsecured, not only have a negative impact on community value, but also create conditions that invite criminal activity and foster an environment that is unsafe and unhealthy.<sup>30</sup>

The purpose of vacant residential property registration programs is to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of vacant properties.<sup>31</sup> With registration, cities can better track, monitor and address issues associated with abandoned and foreclosed properties.<sup>32</sup> Most Oregon cities do not require a fee to register, but property owners are required to provide and maintain current contact information.<sup>33</sup> Some cities require regular inspections and to post contact information in the event of an emergency.<sup>34</sup>

Not all vacant properties are due to blight; some vacant properties are caused by seasonal housing and demand for vacation rentals.<sup>35</sup> Cities may wish to weigh how a vacant property registration requirement coordinates with business regulations on short-term rental housing.

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<sup>26</sup> ORS 153.025.

<sup>27</sup> *Id.*

<sup>28</sup> *See, e.g.*, city of Salem, Salem Revised Code § 50.100 *et seq.*, [https://library.municode.com/or/salem/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TITIVHESA\\_CH50PRMA\\_S50.265ABJUMOVE](https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=PTIICOOR_TITIVHESA_CH50PRMA_S50.265ABJUMOVE) (last accessed August 31, 2023); *See, e.g.*, City of Bend, Bend Code §13.10 *et seq.* <https://bend.municipal.codes/BC/13> (last accessed August 31, 2023).

<sup>29</sup> *See* Symposium, *New Data on Local Vacant Property Registration Ordinances*, 15 CITYSCAPE: A JOURNAL OF POLICY DEVELOPMENT AND RESEARCH CITYSCAPE 289 (2013).

<sup>30</sup> Michele Steinberg & Meghan Housewright, *Addressing Vacant Property in the Wildland Urban Interface*, 55 IDAHO L. REV. 59 (2019).

<sup>31</sup> Benton C. Martin, *Vacant Property Registration Ordinances*, 39 REAL ESTATE LAW JOURNAL 6 (2010).

<sup>32</sup> *See, e.g.*, city of Medford, Vacant Residential Property Registration Ordinance of the City of Medford, Medford Code § 7.950 *et seq.*, <https://medford.municipal.codes/Code/VRPR> (last accessed August 31, 2023).

<sup>33</sup> *See, e.g.*, city of Sweet Home, <https://www.sweethomeor.gov/ced/webform/vacant-building-registration> (last accessed August 31, 2023).

<sup>34</sup> *Id.*

<sup>35</sup> Tim Henderson, *The Nation's Vacant Homes Present an Opportunity — and a Problem* (Nov. 22, 2022) available at: <https://stateline.org/2022/11/22/the-nations-vacant-homes-present-an-opportunity-and-a-problem/> (last accessed August 31, 2023).

#### iv. Chronic Nuisance Ordinances

Chronic nuisance ordinances, also known as “excessive police calls for service” ordinances, have been adopted by many cities to respond to properties that regularly demand attention from local government for less serious, but regular, offenses.<sup>36</sup>

Such ordinances require a specific number of calls within a period of time for specific calls such as disorderly conduct, theft, prostitution or controlled substances. The city tracks the number of violations and can issue penalties to the property owner. If the enforcement mechanism is administrative, rather than enforced in court, it is important to provide due process (written notice and right to be heard) to the property owner.<sup>37</sup>

Critics of chronic nuisance ordinances criticize enforcement of chronic nuisance ordinances as a potential violation of the First Amendment or discrimination of people of color, domestic violence survivors or those with disabilities.<sup>38</sup> Cities should be cautious about enforcement of chronic nuisance ordinances to ensure that enforcement, as applied to the property, do not violate the business or resident’s constitutional rights.

### III. ENFORCEMENT METHODS

Code enforcement relies on several tools to remedy blight in our communities. When the property poses serious threats to public safety and/or the responsible parties refuse to comply, cities can issue citations, take cases to court, and in some cases, directly abate these public nuisances and recover the costs against the property owner.

#### A. Voluntary Compliance

The first goal for code enforcement is voluntary compliance.<sup>39</sup> Voluntary compliance involves notifying the responsible party of a violation and educating the person on the code requirements. The “responsible party” is often identified by cities as the property owner and/or

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<sup>36</sup> Kathleen Gallagher, *Chronic Nuisance Ordinances*, Local Initiatives Support Corporation, available at: [https://www.lisc.org/media/filer\\_public/16/04/16046c59-6f06-45f7-89f9-274da3430edf/chronic\\_nuisance\\_ordinances.pdf](https://www.lisc.org/media/filer_public/16/04/16046c59-6f06-45f7-89f9-274da3430edf/chronic_nuisance_ordinances.pdf) (last accessed August 31, 2023).

<sup>37</sup> See, e.g., city of Portland, *Chronic Nuisance Property*, Portland Code Chapter 14B.60, available at: <https://www.portland.gov/code/14/b60> (last accessed August 31, 2023).

<sup>38</sup> Jarwala, Alisha and Singh, Sejal, *When Disability Is a 'Nuisance': How Chronic Nuisance Ordinances Push Residents with Disabilities Out of Their Homes*, 54 HARV. C.R.- C. L. L. REV. 875 (2019), available at: <https://ssrn.com/abstract=3415952> (last accessed August 31, 2023).

<sup>39</sup> See, e.g., city of Tualatin, available at <https://www.tualatinoregon.gov/building/code-compliance-and-enforcement> (last accessed August 31, 2023); See, e.g., city of Newberg available at <https://www.newbergoregon.gov/police/page/code-compliance> (last accessed August 31, 2023).

the person responsible for the control, use and condition of the property.<sup>40</sup> If the person fixes the issue, this is voluntary compliance. This is the most effective way to solve the problem.

These informal efforts including notice, negotiation, and community education can take a substantial amount of time and resources but avoid costly court actions and abatement. If a city pursues an action in court or a hearings officer, it may be important to demonstrate that the city gave many opportunities to the responsible party to allow voluntary compliance and to educate them.

## **B. Inspection Warrants**

Inspection warrants are a useful way to determine whether someone has violated the ordinance. If the code enforcement officer is denied entry to the property, an inspection warrant is an order, in the name of the court, directing an inspection of a property.<sup>41</sup> An inspection warrant can be by administrative order issued by a hearings officer as well.<sup>42</sup>

Regardless of whether the inspection warrant is obtained in municipal court or through an administrative hearings officer, it is best practice to adopt an ordinance that allows for application for an inspection warrant. To apply for an inspection warrant, the court requires probable cause (a substantial objective basis for believing that, more likely than not, an offense has been committed) to believe that there is a violation of the ordinance.<sup>43</sup> The affidavit applying for such a warrant should demonstrate that it is likely that there is a code enforcement violation.<sup>44</sup>

## **C. Municipal Court**

If a city's efforts to obtain voluntary compliance are ineffective, the city may prosecute code enforcement violations in municipal court.<sup>45</sup> A violation is an offense created by a "county, city, district or other political subdivision of the state" by enacting an ordinance that declares an act to be an offense"<sup>46</sup> Specific types of code offenses created by ordinance are discussed above.

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<sup>40</sup> See, e.g., city of Creswell, Creswell Municipal Code § 2.70.020, available at <https://www.codepublishing.com/OR/Creswell/html/Creswell02/Creswell0270.html> (last accessed August 31, 2023).

<sup>41</sup> See *Parks v. City of Klamath Falls*, 82 Or App 579 (1987) (inspection warrant not a violation of the Fourth Amendment and Article I, Section 9); see also *Accident Prevention Division v. Hogan*, 37 Or App 251 (1978) (holding that when cause is demonstrated that inspection warrants do not violate the Fourth Amendment).

<sup>42</sup> "We have upheld the constitutionality of administrative searches at a time when Article I, section 9, was construed the same as the Fourth Amendment. *State ex rel. Accident Prev. Div. v. Foster*, 31 Or App 291 (1977)." *Parks v. City of Klamath Falls*, 82 Or App 576 (1987).

<sup>43</sup> *Camara v. Municipal Court*, 387 US 523, 87 SCt 1727, 18 LEd2d 930 (1967) (probable cause required for housing inspection warrant); *State v. Bridewell*, 306 Or 231 (1988).

<sup>44</sup> *Id.*

<sup>45</sup> ORS 221.339.

<sup>46</sup> ORS 153.008(1)(c).



Complaints for code enforcement violations must contain the name of the court, the name of the city, the name of defendant, a statement of the violation “that can be readily understood by a person making a reasonable effort to do so,” the date time and place of the alleged violation and signed by the enforcement officer.<sup>47</sup> Often, code enforcement complaints use the uniform citation form adopted by the Oregon Supreme Court because it meets the statutory requirements. Such uniform citation forms include a summons that meets state law for the time and place at which the person cited is to appear in court.<sup>48</sup>

Service of the complaint is accomplished by delivery to the person cited.<sup>49</sup> Many cities adopt ordinances specifying the methods of how service may be accomplished; for example, many cities state that service may be done by mail or by personal service.<sup>50</sup>

The defendant must appear by the time indicated by the summons, which accompanies delivery of the complaint.<sup>51</sup> The defendant can either request a trial or plead no contest.<sup>52</sup> The city attorney will not represent the city unless counsel for the defendant appears.<sup>53</sup> However, the code enforcement officer or official issuing the citation may present evidence, examine and cross examine witnesses and make arguments.<sup>54</sup> Trials are bench trials without a jury.<sup>55</sup> In addition, the pretrial discovery rules in ORS 135.805 to 135.873 apply.<sup>56</sup> The Oregon Supreme Court may adopt rules for the conduct of violation proceedings, but at the time of this publication, no such violation-specific rules exist.<sup>57</sup> The defendant is not entitled to a defense counsel provided at public expense if only violations are included.<sup>58</sup>

In lieu of a trial, a municipal court may establish a violations bureau, which may specify certain violations that, in the opinion of the violations bureau, result in the reduction of a fine or dismissal of the ticket if the offense is fixed (also known as a “fix it” ticket).<sup>59</sup> Such violations include violations of state law that may include traffic offense, wildlife law violations and boating laws.<sup>60</sup>

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<sup>47</sup> ORS 153.048.

<sup>48</sup> ORS 153.051.

<sup>49</sup> ORS 153.054.

<sup>50</sup> *See, e.g.*, Lincoln City, Municipal Code § 1.16.060, available at <https://www.codepublishing.com/OR/LincolnCity/> (last accessed August 31, 2023).

<sup>51</sup> ORS 153.061.

<sup>52</sup> *Id.*

<sup>53</sup> ORS 153.076.

<sup>54</sup> ORS 153.083.

<sup>55</sup> ORS 153.076; *but see State v. Benoit*, 354 Or 302 (2013) (where defendant was arrested and charged with a crime, but prosecutor elects to treat offense as a violation, defendant is entitled to a jury trial).

<sup>56</sup> *Id.*

<sup>57</sup> ORS 153.033.

<sup>58</sup> ORS 153.076.

<sup>59</sup> ORS 153.800.

<sup>60</sup> *See, e.g.*, Presiding Judge Order No. 22-007 for the Counties of Umatilla and Morrow, available at [https://www.courts.oregon.gov/rules/Documents/UMA\\_PJO\\_22-007\\_ViolationsBureauReauthorized.pdf](https://www.courts.oregon.gov/rules/Documents/UMA_PJO_22-007_ViolationsBureauReauthorized.pdf) (last accessed August 31, 2023).

If the court finds the defendant guilty, the court can impose a fine, costs allowed by law and any other provision authorized by law.<sup>61</sup> The court retains a large amount of discretion. For example, a court could impose the following:

- Up to the maximum fine authorized by ordinance;
- A daily fine amount until the offense is remedied if authorized by ordinance;
- Award of costs to the city for work done to abate the violation; or
- Work to be completed by a certain date, or the imposition of fines.

Appeals from municipal court judgments depend on whether the court is a court of record. If the municipal court is not a court of record, the appeal is made to the circuit court.<sup>62</sup> If the municipal court is a court of record, the appeal is made to the court of appeals.<sup>63</sup> The state of Oregon maintains a registry of the courts of record available at: <https://www.courts.oregon.gov/courts/Pages/other-courts.aspx>

Once a municipal court enters its judgment and all appeals have been resolved, the city may enforce the court's judgment. For a detailed discussion on how to enforce municipal court judgments, see Chapter 6, Municipal Courts.

## **D. Circuit Court**

### **i. Local Ordinance Violations**

If a city does not have a municipal court, the city may prosecute code enforcement offenses in circuit court. Circuit court has concurrent jurisdiction with municipal court for ordinance violations.<sup>64</sup> A city with a population of 300,000 or less may enter into an agreement with the state to provide municipal court services with "all judicial jurisdiction, authority, powers, functions and duties of the municipal court."<sup>65</sup> Prosecution of violations in circuit court shall be by the city attorney and in the name of the city.<sup>66</sup>

The prosecution of code ordinance violations in circuit court follows ORS chapter 153 like municipal court, as discussed above. However, since circuit courts primarily adjudicate criminal and civil cases, many local governments choose to utilize their own municipal courts to ensure that the code enforcement cases are given sufficient attention.

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<sup>61</sup> ORS 153.090.

<sup>62</sup> ORS 138.057.

<sup>63</sup> ORS 138.057.

<sup>64</sup> ORS 221.339.

<sup>65</sup> ORS 221.357.

<sup>66</sup> ORS 221.315.

## ii. Civil Causes of Action

In addition to ordinance violations, a circuit court has jurisdiction over civil causes of actions such as public nuisance, injunctions, and restraining orders.<sup>67</sup> A local government may wish to pursue these causes of action if it does not have a municipal or justice court, or it wishes to have a circuit court order finding that a defendant is responsible for its actions. Such civil actions are used for the worst offenders.<sup>68</sup>

## iii. Public Nuisance

A public nuisance is interference with an interest or right common to the general public, by action of another, when the action is such that the law attaches responsibility for the action.<sup>69</sup> Types of acts to which the law attaches responsibility are culpable conduct including negligent, reckless or intentional invasions of public interests, or the operation of an abnormally dangerous activity.<sup>70</sup> Specific elements of a public nuisance are the following: (1) substantial interference with right or interest common to general public; (2) interference is unreasonable; (3) culpable conduct, and (4) causation.<sup>71</sup>

Interference with interest or rights common to the general public generally consists of interference with public health, public safety, public peace, the public comfort or public convenience.<sup>72</sup> A plaintiff in a nuisance case may recover compensatory damages (damages for incurred losses such as injuries) and, in appropriate cases, punitive damages.<sup>73</sup>

## iv. Injunctions and restraining orders

Pursuant to ORS 30.315, a city may bring an action to enjoin a person or property from violating its ordinances for the public morals, health, or safety.<sup>74</sup> If a court enjoins a person from further violating its ordinances and if a person violates the court order, the defendant risks contempt of court.

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<sup>67</sup> Or Const, Art VII (Original), § 9 (circuit courts have all judicial authority and jurisdiction not vested in another court).

<sup>68</sup> See Kyle Iboshi, 'Our worst nightmare': Squatters turn farmland into junkyard near Sandy, KGW8, June 6, 2018, available at: <https://www.kgw.com/article/news/investigations/our-worst-nightmare-squatters-trash-property-near-sandy/283-561758141> (last accessed August 31, 2023).

<sup>69</sup> RESTATEMENT (SECOND) OF TORTS § 821B; *Stroda v. State*, 22 Or App 403 (1975).

<sup>70</sup> *Id.*

<sup>71</sup> See e.g., *Jewett v. Deerhorn Enterprises, Inc.*, 281 Or 469, 473 (1978); *Carvalho v. Wolfe*, 207 Or App 175, 181-182 (2006); *Gronn v. Rogers Constr., Inc.*, 221 Or 226, 239 (1960).

<sup>72</sup> RESTATEMENT (SECOND) OF TORTS § 821B.

<sup>73</sup> *McElwain v. Georgia-Pacific Corp.*, 245 Or 247, 249(1966).

<sup>74</sup> ORS 30.315 states that a city may bring action, "against any person or property to enforce requirements or prohibitions of its ordinances or resolutions when it seeks: \* \* \* [t]o require or enjoin the performance of an act affecting real property; (d) [t]o enjoin continuance of a violation that has existed for 10 days or more; or (e) [t]o enjoin further commission of a violation that otherwise may result in additional violations of the same or related penal provisions affecting the public morals, health, or safety."

Temporary restraining orders and preliminary injunctions are available after a city files either a public nuisance action as described above or an action pursuant to ORS 30.315. To obtain the injunction or restraining order, the city must demonstrate a likelihood of success on the merits of the nuisance case and that continuation of the nuisance will cause irreparable harm.<sup>75</sup>

A city that chooses to undertake an injunction can be very effective because noncompliance results in a contempt proceeding. However, obtaining a judgment or injunction in circuit court may be time consuming and expensive.

### **E. Administrative Action**

Another type of enforcement is to utilize administrative action. Administrative action does not require a court; rather, the decision to impose a penalty is made by either the city or a hearings officer.

The Oregon Administrative Procedures Act (APA) does not apply to the decisions of local governments; rather, the APA deals exclusively with the administrative operation of Oregon agencies in the executive branch of state government.<sup>76</sup> The procedures to take administrative action are created by a city's ordinances.<sup>77</sup>

For example, cities use administrative actions for specific items such as abating a nuisance or utilizing the administrative process instead of a court process. The administrative process is best suited to non-serious, non-emergency violations. Administration enforcement may include fines and hearings.

Since the administrative process can be more informal, it can be faster and more cost effective than a court process. However, an administrative order does not carry the same weight as a court order and therefore, defendants may not heed the order.

A common administrative action is abatement of code enforcement violations by the city, with the city taking a lien for the out-of-pocket costs and a penalty to encourage prompt payment to the city. To take administrative action in such a case, the city needs to provide due process to the responsible party.<sup>78</sup> Due process is necessary to avoid liability for violating the property owner's constitutional rights.<sup>79</sup> Due process is obtained by giving written notice to the responsible party and providing an opportunity to be heard.<sup>80</sup>

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<sup>75</sup> ORCP 79.

<sup>76</sup> See ORS 183.310(1).

<sup>77</sup> See *Oregon Administrative Law* § 1.53 to 1.56 (Oregon CLE 2010 & Supp 2016).

<sup>78</sup> *State v. Koenig*, 238 Or App 297 (2010) (finding that "lawfully directed" for purposes of proving criminal trespass in the second degree required due process to be administratively excluded from the county offices).

<sup>79</sup> *Id.*

<sup>80</sup> See US Const, Amend XIV states that no state shall "deprive any person of life, liberty, or property without due process of law."

## F. Code Enforcement Liens

Code enforcement liens, also known as “municipal liens” are a method for recovering either the costs for abatement of code violations or penalties.<sup>81</sup> A lien is a fee or fine attached to a property that is out of compliance with city’s building, property maintenance and/or zoning codes.<sup>82</sup>

As discussed above, many cities use administrative actions such as abatement to address code violations. As part of the ordinance authorizing that action, cities may establish that such abatement action is a lien and immediately payable to the city. Failure to pay the municipal lien in a timely manner can result in increasing penalties or foreclosure of the lien, as discussed below. If a property has a lien on it, it may be difficult to sell, refinance or borrow against it.

Such liens are filed in a city’s lien docket, but that lien docket is not recorded with the county clerk.<sup>83</sup> Further, cities can use an electronic lien record if the city records in the county clerk’s real property records a notification giving constructive notice that all such municipal liens are maintained as electronic lien records with the city.<sup>84</sup> To determine whether there is a municipal lien, a property owner must contact the city in question.

Municipal liens are usually paid off when the property is sold. Although code enforcement liens can be an effective way of recover out-of-pocket costs, if those costs and/or monetary penalties are not reasonable, cities may never recover out-of-pocket costs because the responsible party will not pay.

## III. TAKING CONTROL OF PROBLEM PROPERTIES

For cities encountering difficult code enforcement properties, taking control of problem properties is the last resort. As discussed below, cities can take control of problem properties through land banks, receivership, or foreclosure of code enforcement liens.

### A. Land Banks

Land banks are local governments or non-profit organizations created to acquire unproductive, vacant, and developable property to be “banked” for development. Banked properties can be tax foreclosed, vacant or distressed properties. Land banks hold, manage, and redevelop property in order to return these properties to productive use to meet community goals, such as increasing affordable housing or stabilizing property values.<sup>85</sup> For example, vacant

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<sup>81</sup> ORS 93.643

<sup>82</sup> *Id.*

<sup>83</sup> *Id.*

<sup>84</sup> See ORS 93.643(1)(b) (stating that a “city may give constructive notice of a governmental lien by maintaining a record of the lien in an electronic medium that is accessible online during the regular business hours of the city.”)

<sup>85</sup> See Local Housing Solutions, available at: <https://localhousingsolutions.org/housing-policy-library/land-banks/> (last accessed August 31, 2023).

properties that are too small to be developed can be acquired by land banks to combine with an adjacent property for development.<sup>86</sup> Or a land bank may acquire a distressed residence to redevelop it for affordable housing.<sup>87</sup>

No specific statute allows cities to operate residential land banks because it is within the general powers of the city to acquire and sell property.<sup>88</sup>

For brownfield properties, or properties that may have environmental contamination, cities were reluctant to acquire brownfield sites because of liability to share in the cost of cleanup due to ownership.<sup>89</sup> In response, the Oregon Legislature enacted ORS 465.600 to 465.621 to allow a public authority to acquire, hold, manage and transfer property to new owners without any environmental liability.<sup>90</sup>

Land banks are used by some of the nation's biggest cities such as Detroit and Dallas. In Oregon, the city of Eugene has a land bank program for "future affordable housing development."<sup>91</sup> Effective use of land banks requires a plan for acquisition and for development strategies.

## B. Receivership

The Oregon Housing Receivership Act authorizes local governments to apply to a circuit court to appoint a receiver for a problem property.<sup>92</sup> The appointed receiver secures the property, pays all expenses such as utilities, repair, and insurance costs, and cleans up the property.<sup>93</sup> Once the work is complete, the court reviews the costs. Costs awarded include an administrative fee and reimbursement for the work necessary to cure code violations, and the work to return the property to a "previous good state," as long as the expenditures were reasonable and necessary.<sup>94</sup> If the responsible party fails to pay the costs within 60 days, the receiver can file a lien and that lien is superior to all other liens except taxes.<sup>95</sup>

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<sup>86</sup> See Center for Community Progress, Land Bank Frequently Asked Questions, available <https://communityprogress.org/resources/land-banks/lb-faq/> (last accessed August 31, 2023).

<sup>87</sup> *Id.*

<sup>88</sup> See ORS 223.005.

<sup>89</sup> 42 USC § 9601 *et seq.* (Comprehensive Environmental Response, Compensation, and Liability Act of 1980 holds the owner or operator of a contaminated property could be held responsible for the property's cleanup, based solely on their current ownership of the property).

<sup>90</sup> For an excellent discussion on ORS 465.600 to 465.621, see Kelsey Zlor, *Lots of Opportunity: Using Oregon's Land Banking Legislation to Spur Brownfield Redevelopment*, available at: [https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/19955/Zlevor\\_final\\_project\\_2016.pdf?sequence=4&isAllowed=y](https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/19955/Zlevor_final_project_2016.pdf?sequence=4&isAllowed=y) (last accessed August 31, 2023).

<sup>91</sup> See, e.g., city of Eugene, available at [Housing Development Incentives | Eugene, OR Website \(eugene-or.gov\)](https://www.eugene-or.gov/housing-development-incentives) (last accessed August 31, 2023).

<sup>92</sup> ORS 105.420 to 105.455.

<sup>93</sup> ORS 105.435.

<sup>94</sup> ORS 105.435; See *City of Portland v. Ristick*, 150 Or App 1 (1997)

<sup>95</sup> ORS 105.445.

If a city wishes to utilize the Oregon Housing Receivership Act, it must serve a notice on all interested parties and apply for receivership with the circuit court.<sup>96</sup> Although the city does not need to be the receiver, the court may appreciate if the city identifies persons or entities willing to operate as a receiver.<sup>97</sup>

Since a receivership lien has a higher priority than all other liens, the Oregon Housing Receivership Act is a powerful tool to motivate reluctant impacted lienholders take responsibility to repair and cure code violations.

## **C. Foreclosure**

In general, foreclosure is a legal procedure to seize a property after the property owner fails to repay their debts secured by liens. Holders of liens will initiate foreclosure and may purchase the property for the amount of the lien. For cities, they can initiate foreclosure for municipal liens.

Why do foreclosure? Cities can collect some or all of their unpaid municipal liens. Further, foreclosure activity may spur resolution on many other properties. Lastly, for some properties, it may be difficult for the city to determine who is the owner and who is the person(s) responsible for the code violations.

In Oregon, cities may use the summary foreclosure or the judicial foreclosure process. Regardless of the path chosen, there is not much case law or precedent on foreclosure of municipal liens. This uncertainty causes many elected officials to pause before undertaking a foreclosure action. If foreclosure is chosen, the public may perceive that the city is taking citizen's homes. Contrast that with the perception that the city is doing something to resolve the problem. Cities considering a foreclosure process should consider who will be responsible for the program and who will communicate with the citizens. Cities should also consider their proposed foreclosure properties carefully so that their actions reflect the public sentiment on foreclosure.

### **i. Summary Foreclosure**

Any local government is authorized to use the summary foreclosure process, also known as non-judicial foreclosure.<sup>98</sup> Although the statutes provide a procedure for summary foreclosure, the local government may adopt its own procedures.<sup>99</sup>

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<sup>96</sup> ORS 105.430.

<sup>97</sup> ORS 105.430(7) (stating that a receiver may be a "housing authority", "urban renewal agency", a "private not-for-profit corporation, the primary purpose of which is the improvement of housing conditions", or a city agency designated as responsible for the rehabilitation of property).

<sup>98</sup> ORS 223.505 to 223.595.

<sup>99</sup> ORS 223.510.

A local government may foreclose a municipal lien one year from creation of the lien, assessment or installment becomes due and payable.<sup>100</sup> If the lien, assessment or installment is bonded, the local government may foreclose the lien 60 days after it is entered into lien docket.<sup>101</sup> After the lien is delinquent, the recorder may transmit to the treasurer a list describing each lien and the property description.<sup>102</sup> Upon receipt of the list, the treasurer shall try to collect the liens by advertising and selling the property upon which the municipal lien is filed.<sup>103</sup> The treasurer shall notice the sale of the property once a week for four successive weeks in a daily or weekly newspaper of general circulation in the county.<sup>104</sup> The published notice shall include the name and owner of the property, the amount unpaid on the lien and the date, time, and place of the sale.<sup>105</sup> In addition to the publication, notice is mailed to the owner of the real property at the last known address and the occupant or the property, if any.<sup>106</sup> Any interested person requesting notice under ORS 86.806 or any other person have a lien or any interest shall be sent the notice via registered or certified mail at least 60 days prior to the sale.<sup>107</sup> Like the judicial foreclosure process, when a city does not provide lienholder with notice of its foreclosure sale, as required by ORS 223.523(2), the lien is not foreclosed.<sup>108</sup>

After the sale of the property, the local government conveys a certificate of sale to the purchaser, subject to a one-year period of redemption.<sup>109</sup> The owner, legal representative, successor in interest or any other person having a lien on the property can redeem property for the foreclosure purchase price, interest and a penalty.<sup>110</sup> If no redemption is made within the year, the local government delivers a deed to the purchaser.<sup>111</sup> The deed is a fee simple title and shall grant immediate possession of the real property to the grantee.<sup>112</sup>

If no bid is received for the property, the local government may purchase the property for the amount of the lien and the cost of advertising and sale.<sup>113</sup> Or, alternatively, in the discretion of the recorder may again be offered for sale no sooner than three months after the sale, except for assessments for streets may be undertaken immediately.<sup>114</sup>

As a result, the summary foreclosure is non-judicial and therefore, a faster and more certain process. The foreclosure may require the administrative infrastructure to ensure that the proper procedures are followed, like providing notice. Cities like Portland have developed their

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<sup>100</sup> ORS 223.510.

<sup>101</sup> *Id.*

<sup>102</sup> ORS 223.515.

<sup>103</sup> ORS 223.520.

<sup>104</sup> ORS 223.523(1)

<sup>105</sup> *Id.*

<sup>106</sup> ORS 223.523(2).

<sup>107</sup> *Id.*

<sup>108</sup> *See State By and Through Director of Veterans Affairs v. Myers*, 114 Or App 291 (1992).

<sup>109</sup> ORS 223.530, ORS 223.535; ORS 223.550.

<sup>110</sup> ORS 223.656; ORS 223.593.

<sup>111</sup> ORS 223.570; Upheld in *State Const. Corp. v. Scoggins*, 259 Or 371 (1971), but see dissenting opinions.

<sup>112</sup> ORS 223.575; ORS 223.580.

<sup>113</sup> ORS 223.545.

<sup>114</sup> ORS 223.560.



own infrastructure and adopted procedures to ensure that the rights of the public and property owners are balanced.<sup>115</sup>

## ii. Judicial Foreclosure

In addition to the summary foreclosure process, local governments may foreclose liens through the courts.<sup>116</sup> Judicial foreclosure is the traditional manner of foreclosing a delinquent debt secured by any lien or mortgage. Foreclosure follows the procedure in ORS 88.010 to 88.100.<sup>117</sup>

In addition to the rights granted to the local government in ORS chapter 88 as a lienholder, the prevailing local government may be awarded reasonable attorney fees.<sup>118</sup> Further, the local government foreclosing the lien may bid at the execution sale an amount not exceeding the court judgment of the amount of the lien, along with the interest, costs, penalties and attorney fees.<sup>119</sup> Local governments are not entitled to deficiency judgments against the successful purchaser.<sup>120</sup>

The judicial foreclosure takes longer than the summary foreclosure because it requires judicial action. Similar to the discussion above, a judicial foreclosure may have more weight than a summary foreclosure. Local governments are encouraged to review both foreclosure methods for particular properties to determine if foreclosure may help it accomplish its compliance goals.

## IV. SUCCESSFUL CODE ENFORCEMENT

As discussed above, a successful code enforcement program relies on the following factors: (1) strong ordinances and laws; (2) strong code enforcement cases; and (3) taking control of problem properties. In addition to the legal factors, below are some best practices to supplement the factors creating a successful code enforcement.

### A. Code Enforcement Officers<sup>121</sup>

Effective code enforcement officers lead a city's efforts in code enforcement programs and build strong relationships with key stakeholders in the community. Hiring officers that can

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<sup>115</sup>See city of Portland, Foreclosure Administrative Rules LIC § 14.05 available at <https://www.portland.gov/policies/licensing-and-income-taxes/assessments-liens/lic-1405-foreclosure-administrative-rules> (last accessed August 31, 2023).

<sup>116</sup> ORS 223.610.

<sup>117</sup> ORS 223.620.

<sup>118</sup> ORS 223.615.

<sup>119</sup> ORS 223.645.

<sup>120</sup> ORS 223.650.

<sup>121</sup> This discussion on code enforcement officers is courtesy of League of Oregon Cities, *Successful Code Enforcement Considerations*, LOCAL FOCUS (2023), available at: <https://www.orcities.org/application/files/9116/7814/3966/Q12023LF.pdf> (last accessed April 31, 2023).

strike the balance between properly enforcing a city's codes and providing good customer service to its constituents is no easy task. A successful code enforcement officer excels in these areas:

**1. Knowing their code.** Successful code enforcement officers are experts on their city's codes. They are extremely proficient at knowing what the code regulates and what it does not. The best code enforcement officers can point to relevant sections of their city's code when questioned by superiors and members of the public.

**2. Reviewing their city's code annually.** Code enforcement officers likely work with their city's codes more than any other city employee. It is often the code enforcement officer who finds the code's flaws or the proverbial loopholes. Successful code enforcement officers annually review their city's code so that, when necessary, appropriate amendments can be submitted to their city council.

**3. Believing in interdepartmental cooperation.** An exemplary code enforcement officer works cooperatively with employees from various city departments. Code enforcement officers regularly interact with problem properties that necessitate the involvement of numerous city departments. Knowing which employees in the various departments need to be involved in resolving the issues at a property is a unique and ideal skill.

**4. Participating in successful community outreach.** A quality code enforcement officer not only knows their city's code, they also educate property owners and community members about the code's requirements. Code enforcement officers with high rates of success are those who frequent neighborhood association meetings, engage with the chamber of commerce, and have regular contact with key stakeholders in the community. Making sure the community knows the code as well as they do is the mark of a successful code enforcement officer. To accomplish this, code enforcement officers may need to communicate code changes to residents in ways such as putting information in utility bills or publishing updates in a city newsletter.

**5. Engaging with citizens who are in violation of the city code.** Notifying property owners that they are in violation of the city's code is never a fun task. While it can be easier to try and deal with code violations via written notices, emails, and phone calls, effective code enforcement officers know that sometimes face-to-face contact is the most efficient way to remedy a violation. Meeting with a person whose property is in violation of the city code allows the code enforcement officer the opportunity to fully explain the violation, listen to the reasons behind the violation, and engage with the property owner in how to successfully and most expeditiously achieve compliance.

**6. Enforcing the city's code consistently and equally.** Successful code enforcement officers are fair code enforcement officers. A fair code enforcement officer is one that enforces the city's code equally against all property owners, regardless of their position in the community or the location of the property.

## B. Methodology

Most cities practice only complaint-driven code enforcement, largely for cost reasons.<sup>122</sup> Complaints result in an inspection and a warning letter to the violator, followed by a notice of citation if action to correct the violation have not been taken by the property owner.<sup>123</sup> However, complaint-driven code enforcement will only result in addressing properties that have result in a complaint and may not address wide-spread issues.

The opposite approach, called systematic code enforcement, most typically is employed when a local community determines that a particular area needs a concentrated maintenance effort to remain vital.<sup>124</sup> A building code is methodical because inspections during new construction occur when certain items are complete and prior to their being enclosed by future phases of construction.<sup>125</sup> Systematic code enforcement could be used to address a large number of complaints in a particular geographic area or if a neighborhood contains a high percentage of rental properties and landlords can be forced to reinvest in their properties.<sup>126</sup>

For these reasons, cities should consider using systematic code enforcement, in addition to complaint-driven methods, in circumstances where a large number of properties in a neighborhood require investigation and review.<sup>127</sup>

## C. Effective Court Hearings

As discussed above, the purpose of code enforcement is to gain voluntary compliance through education. However, if the responsible party has not corrected the violation, it is best to prepare for a case in front of a judge or hearings officer. The following tips assist the code enforcement officer prepare for the officer's presentation of the case in chief to the judge:

**(1) Ensure legality.** It is crucial to avoid issues of trespass. Code enforcement officers should either get written consent to inspect a property, or as discussed above, obtain an

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<sup>122</sup> See Municipal Research and Services Center of Washington (MSRC), Code Enforcement, available at: <https://mrsc.org/explore-topics/legal/regulation/nuisances-regulation-and-abatement/code-enforcement#:~:text=Most%20code%20enforcement%20programs%20are%20complaint-driven.%20Complaints%20result.have%20not%20been%20taken%20by%20the%20property%20owner.> (last accessed May 31, 2023).

<sup>123</sup> *Id.*

<sup>124</sup> See Useful Community Development, How to Make Code Enforcement Work for Your Neighborhood, available at: [How to Make Code Enforcement Work for Your Neighborhood \(useful-community-development.org\)](https://useful-community-development.org/how-to-make-code-enforcement-work-for-your-neighborhood/) (last accessed May 31, 2023).

<sup>125</sup> *Id.*

<sup>126</sup> *Id.*

<sup>127</sup> For additional tips, please see: Steven E. Barlow, Daniel M. Schaffzin, and Brittany J. Williams, *Ten Years of Fighting Blighted Property in Memphis: How Innovative Litigation Inspired Systems Change and a Local Culture of Collaboration to Resolve Vacant and Abandoned Properties*, 25 A.B.A. J. of Affordable Housing 347 (2017), available at: [https://www.americanbar.org/content/dam/aba/publications/journal\\_of\\_affordable\\_housing/volume\\_25\\_no\\_3/ah-25-3-07-barlow.pdf](https://www.americanbar.org/content/dam/aba/publications/journal_of_affordable_housing/volume_25_no_3/ah-25-3-07-barlow.pdf) (last accessed May 31, 2023).

inspection warrant. Consult with your city attorney to determine where the officer may legally be to avoid claims of trespass.

**(2) Pictures of the violations.** During the inspection, officers should take sufficient pictures. Pictures are more effective than words in describing code violations. Multiple pictures should be taken, starting from the sidewalk, and approaching the violation to demonstrate what the code enforcement officer is observing.

**(3) Sufficient notice.** It is often important to the hearings officer or judge to demonstrate that the city educated the defendant on the code violation and attempted to resolve the issue without resorting to a citation. Officers should be prepared to prove in court that they spoke to the responsible party and gave at least one opportunity to cure the violation.

**(4) Trial scripts.** Unlike police officers, code enforcement officers are often not experienced in testifying in court. If the defendant is not represented in counsel, the code enforcement officer is also responsible for not only presenting the case in chief, but also cross examining the defendant. For these reasons, a simple script about how to introduce evidence into the record and the information to present to the judge will often make the code enforcement officer more comfortable with trial preparation. Consult with your city attorney to prepare such a script or to get additional advice about trial preparation.

## Accounts Payable Check Register Report - General-44002262

For The Date Range From 9/1/2023 To 9/30/2023

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37702	C	9/5/2023	2361	Dan Phillips	\$450.00	O
37703	C	9/5/2023	2298	Renee Edmunds	\$180.00	O
37704	C	9/5/2023	2362	Rachel Murray	\$1,210.85	O
37705	C	9/7/2023	14	All Seasons Equipment	\$98.35	O
37706	C	9/7/2023	65	Analytical Laboratory & Consultants, Inc.	\$989.00	O
37707	C	9/7/2023	20	Backflow Management, Inc.	\$505.00	O
37708	C	9/7/2023	665	Baker Shoe's and Clothing	\$819.90	O
37709	C	9/7/2023	132	Battery Pros	\$247.65	O
37710	C	9/7/2023	526	Bio-Med Testing Service Inc.	\$55.00	O
37711	C	9/7/2023	67	Buck's Sanitary Service	\$379.80	O
37712	C	9/7/2023	2355	Canopy	\$22.05	O
37713	C	9/7/2023	38	CenturyLink Communications, LLC	\$488.94	O
37714	C	9/7/2023	824	CIS Trust	\$2,855.49	O
37715	C	9/7/2023	513	Ferguson Waterworks	\$3,342.04	O
37716	C	9/7/2023	457	Lane Professional Firefighters	\$261.60	O
37717	C	9/7/2023	33	Industrial Source	\$39.27	O
37718	C	9/7/2023	814	J and K Auto Repair, Inc.	\$2,255.32	O
37719	C	9/7/2023	478	Kathy Ariosa	\$200.00	O
37720	C	9/7/2023	301	Lane County Public Works Dept	\$3,993.83	O
37721	C	9/7/2023	900	Leahy, Van Vactor & Cox, LLP	\$1,000.00	O
37722	C	9/7/2023	2334	Mary Swetland	\$253.93	O
37723	C	9/7/2023	516	Motorola Solutions, Inc.	\$15,322.02	O
37724	C	9/7/2023	478	Nancy Goyer	\$763.00	O
37725	C	9/7/2023	27	Oakridge Tire Center	\$1,680.72	O
37726	C	9/7/2023	977	Orchid Oakridge Clinic PC	\$271.10	O
37727	C	9/7/2023	1163	PeopleReady Inc.	\$14,774.02	O
37728	C	9/7/2023	2388	Prairie Road Automotive	\$1,855.79	O
37729	C	9/7/2023	2362	Rachel Murray	\$55.00	O
37730	C	9/7/2023	896	Segarra Law LLC	\$1,746.28	O
37731	C	9/7/2023	1171	Staples Advantage	\$65.42	O
37732	C	9/7/2023	2387	Steve Abel & Associates, LLC	\$9,000.00	O
37733	C	9/7/2023	1063	Sunset Auto Parts	\$2.30	O
37734	C	9/7/2023	690	The Automation Group, Inc.	\$712.79	O
37735	C	9/7/2023	1169	Weco /Carson	\$3,281.14	O
37736	C	9/7/2023	2284	Wells Fargo Financial Leasing	\$545.00	O

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For The Date Range From 9/1/2023 To 9/30/2023

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37737	C	9/7/2023	397	CNA Surety	\$525.00	O
37738	C	9/12/2023	72	A-1 Coupling	\$123.74	O
37739	C	9/12/2023	65	Analytical Laboratory & Consultants, Inc.	\$172.00	O
37740	C	9/12/2023	392	Comfort Flow Heating Company	\$73.75	O
37741	C	9/12/2023	804	Curran-McLeod, Inc.	\$2,420.00	O
37742	C	9/12/2023	2344	Eugene Lawn Rescue	\$500.00	O
37743	C	9/12/2023	886	Eugene Lock & Safe Co.	\$24.00	O
37744	C	9/12/2023	513	Ferguson Waterworks	\$573.88	O
37745	C	9/12/2023	2316	Henry Schein	\$210.77	O
37746	C	9/12/2023	457	Lane Professional Firefighters	\$261.60	O
37747	C	9/12/2023	309	L.N. Curtis & Sons	\$226.03	O
37748	C	9/12/2023	794	Lane County Sheriffs Office	\$11,450.18	O
37749	C	9/12/2023	2389	netDuty	\$1,706.76	O
37750	C	9/12/2023	1143	Oakridge Hardware	\$485.51	O
37751	C	9/12/2023	79	Oakridge Sani-Haul, Inc.	\$803.85	O
37752	C	9/12/2023	81	One Call Concepts, Inc.	\$28.39	O
37753	C	9/12/2023	1163	PeopleReady Inc.	\$2,484.88	O
37754	C	9/12/2023	1201	RAD Vehicle Service and Repair	\$761.17	O
37755	C	9/12/2023	178	Roberts Supply Company	\$159.38	O
37756	C	9/12/2023	2289	Spectrum	\$152.96	O
37757	C	9/12/2023	1171	Staples Advantage	\$7.85	O
37758	C	9/12/2023	1169	Weco /Carson	\$6,613.03	O
37759	C	9/12/2023	2284	Wells Fargo Financial Leasing	\$244.00	O
37760	C	9/13/2023	1177	Lexipol, LLC	\$3,589.86	O
37761	C	9/21/2023	2	A-1 Fire Protection	\$229.45	O
37762	C	9/21/2023	459	Deborah McClelland	\$30.82	O
37763	C	9/21/2023	900	Leahy, Van Vactor & Cox, LLP	\$900.00	O
37764	C	9/21/2023	467	Life Flight Network	\$455.00	O
37765	C	9/21/2023	459	Nancy Henry	\$44.00	O
37766	C	9/21/2023	79	Oakridge Sani-Haul, Inc.	\$106.20	O
37767	C	9/21/2023	884	Oregon Health Authority	\$125.00	O
37768	C	9/21/2023	955	Orkin	\$552.00	O
37769	C	9/21/2023	878	Pacific Office Automation	\$210.00	O
37770	C	9/21/2023	1163	PeopleReady Inc.	\$6,361.44	O
37771	C	9/21/2023	478	Regence BCBS of Oregon	\$3,049.50	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37772	C	9/21/2023	459	Ross White	\$46.03	O
37773	C	9/21/2023	459	Sandra Thomas	\$64.66	O
37774	C	9/21/2023	1171	Staples Advantage	\$38.79	O
37775	C	9/21/2023	113	Verizon Wireless	\$333.47	O
37776	C	9/21/2023	478	William Dugas	\$100.00	O
37777	C	9/21/2023	478	Wyatt Bruckner	\$290.00	O
37778	C	9/21/2023	2379	Yoder, Julia	\$200.00	O
37779	C	9/26/2023	478	2nd Chance PC	\$162.45	O
37780	C	9/26/2023	820	911 Supply	\$574.23	O
37781	C	9/26/2023	65	Analytical Laboratory & Consultants, Inc.	\$56.00	O
37782	C	9/26/2023	20	Backflow Management, Inc.	\$500.00	O
37783	C	9/26/2023	619	Brenntag Pacific, Inc.	\$1,865.32	O
37784	C	9/26/2023	70	C & K Market, Inc.	\$39.27	O
37785	C	9/26/2023	2355	Canopy	\$22.05	O
37786	C	9/26/2023	478	Care Oregon	\$67.50	O
37787	C	9/26/2023	38	CenturyLink Communications, LLC	\$62.67	O
37788	C	9/26/2023	38	CenturyLink Communications, LLC	\$55.04	O
37789	C	9/26/2023	38	CenturyLink Communications, LLC	\$44.01	O
37790	C	9/26/2023	38	CenturyLink Communications, LLC	\$88.25	O
37791	C	9/26/2023	38	CenturyLink Communications, LLC	\$1,976.22	O
37792	C	9/26/2023	458	Coyote Steel	\$50.00	O
37793	C	9/26/2023	46	DCBS - Fiscal Services	\$1,434.60	O
37794	C	9/26/2023	962	Extreme Products	\$130.00	O
37795	C	9/26/2023	2316	Henry Schein	\$107.06	O
37796	C	9/26/2023	704	Home Comfort Heating & Air Conditioning	\$1,201.03	O
37797	C	9/26/2023	33	Industrial Source	\$39.27	O
37798	C	9/26/2023	2319	J&K Electrical LLC	\$12,959.38	O
37799	C	9/26/2023	1172	Lawson Products	\$259.20	O
37800	C	9/26/2023	516	Motorola Solutions, Inc.	\$2,921.06	O
37801	C	9/26/2023	508	National Business Solutions	\$373.14	O
37802	C	9/26/2023	68	Northwest Code Professionals	\$4,586.51	O
37803	C	9/26/2023	478	OAKRIDGE POLICE RESERVES	\$2,369.52	O
37804	C	9/26/2023	27	Oakridge Tire Center	\$95.69	O
37805	C	9/26/2023	551	Oregon Corrections Enterprises	\$1,377.63	O
37806	C	9/26/2023	2340	Oregon Rifleworks	\$1,071.00	O

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For The Date Range From 9/1/2023 To 9/30/2023

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37807	C	9/26/2023	478	ORRCO	\$225.00	O
37808	C	9/26/2023	1163	PeopleReady Inc.	\$15,092.74	O
37809	C	9/26/2023	2384	RJM Equipment Sales, Inc.	\$1,186.00	O
37810	C	9/26/2023	1171	Staples Advantage	\$161.84	O
37811	C	9/26/2023	1162	Systems Design West	\$1,058.20	O
37812	C	9/26/2023	690	The Automation Group, Inc.	\$17,124.03	O
37813	C	9/26/2023	95	Wildish Sand & Gravel Co.	\$1,517.60	O
1198	E	9/5/2023	2364	Christina A Hollett	\$910.10	O
1199	E	9/5/2023	2360	Jessica Sager	\$886.25	O
1200	E	9/5/2023	2359	Nathan Sager	\$63.70	O
1201	E	9/5/2023	2297	Curt Smith	\$225.00	O
1202	E	9/7/2023	2369	Edward Cole	\$399.96	O
1203	E	9/7/2023	2330	SuperTech Consulting	\$1,250.37	O
1204	E	9/12/2023	2349	Colleen Shirley	\$53.70	O
1205	E	9/18/2023	298	Lane Electric Cooperative	\$252.80	O
1206	E	9/18/2023	298	Lane Electric Cooperative	\$361.62	O
1207	E	9/18/2023	298	Lane Electric Cooperative	\$54.57	O
1208	E	9/18/2023	298	Lane Electric Cooperative	\$2,621.39	O
1209	E	9/18/2023	298	Lane Electric Cooperative	\$54.64	O
1210	E	9/18/2023	298	Lane Electric Cooperative	\$347.65	O
1211	E	9/18/2023	298	Lane Electric Cooperative	\$54.64	O
1212	E	9/18/2023	298	Lane Electric Cooperative	\$54.57	O
1213	E	9/18/2023	298	Lane Electric Cooperative	\$181.22	O
1214	E	9/18/2023	298	Lane Electric Cooperative	\$1,719.21	O
1215	E	9/18/2023	298	Lane Electric Cooperative	\$502.35	O
1216	E	9/18/2023	298	Lane Electric Cooperative	\$244.80	O
1217	E	9/18/2023	298	Lane Electric Cooperative	\$575.28	O
1218	E	9/18/2023	298	Lane Electric Cooperative	\$711.45	O
1219	E	9/18/2023	298	Lane Electric Cooperative	\$399.48	O
1220	E	9/18/2023	298	Lane Electric Cooperative	\$1,881.56	O
1221	E	9/18/2023	298	Lane Electric Cooperative	\$53.04	O
1222	E	9/18/2023	298	Lane Electric Cooperative	\$129.25	O
1223	E	9/18/2023	298	Lane Electric Cooperative	\$132.86	O
1224	E	9/18/2023	298	Lane Electric Cooperative	\$144.50	O
1225	E	9/18/2023	298	Lane Electric Cooperative	\$3,109.76	O



## Accounts Payable Check Register Report - General-44002262

For The Date Range From 9/1/2023 To 9/30/2023

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1226	E	9/18/2023	298	Lane Electric Cooperative	\$54.57	O
1227	E	9/18/2023	298	Lane Electric Cooperative	\$29.58	O
1228	E	9/18/2023	298	Lane Electric Cooperative	\$452.91	O
1229	E	9/18/2023	298	Lane Electric Cooperative	\$92.21	O
1230	E	9/18/2023	298	Lane Electric Cooperative	\$167.36	O
1231	E	9/18/2023	298	Lane Electric Cooperative	\$108.48	O
1232	E	9/18/2023	298	Lane Electric Cooperative	\$8.50	O
1233	E	9/18/2023	298	Lane Electric Cooperative	\$57.50	O
1234	E	9/18/2023	298	Lane Electric Cooperative	\$62.87	O
1235	E	9/18/2023	298	Lane Electric Cooperative	\$69.00	O
1236	E	9/18/2023	298	Lane Electric Cooperative	\$54.57	O
1237	E	9/18/2023	298	Lane Electric Cooperative	\$693.33	O
1238	E	9/18/2023	298	Lane Electric Cooperative	\$66.63	O
1239	E	9/18/2023	298	Lane Electric Cooperative	\$325.51	O
1240	E	9/18/2023	298	Lane Electric Cooperative	\$64.26	O
1241	E	9/18/2023	298	Lane Electric Cooperative	\$102.34	O
1242	E	9/18/2023	298	Lane Electric Cooperative	\$108.79	O
1243	E	9/18/2023	298	Lane Electric Cooperative	\$57.89	O
1244	E	9/18/2023	298	Lane Electric Cooperative	\$17.34	O
1245	E	9/18/2023	298	Lane Electric Cooperative	\$72.76	O
1246	E	9/18/2023	298	Lane Electric Cooperative	\$54.57	O
1247	E	9/18/2023	298	Lane Electric Cooperative	\$56.71	O
1248	E	9/18/2023	298	Lane Electric Cooperative	\$54.77	O
1249	E	9/18/2023	298	Lane Electric Cooperative	\$55.26	O
1250	E	9/18/2023	298	Lane Electric Cooperative	\$19.38	O
1251	E	9/26/2023	569	Jackie Taylor	\$20.00	O
1252	E	9/26/2023	1185	Georgeanne Samuelson	\$443.84	O
Aramark ( Aus West Lockbox)	E	9/7/2023	1179	Aramark ( Aus West Lockbox)	\$273.62	O
Aramark ( Aus West Lockbox)	E	9/21/2023	1179	Aramark ( Aus West Lockbox)	\$273.62	O
Banner Bank	E	9/19/2023	52	Banner Bank	\$1,546.72	O
Banner Bank	E	9/19/2023	52	Banner Bank	\$503.63	O
Banner Bank	E	9/28/2023	52	Banner Bank	\$10,798.75	O
Oregon AFSCME Council 75	E	9/18/2023	235	Oregon AFSCME Council 75	\$532.02	O
Wex Bank	E	9/18/2023	2313	Wex Bank	\$927.88	O

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

*For The Date Range From 9/1/2023 To 9/30/2023*

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
					Cleared	\$0.00
					Outstanding	\$222,913.95
					Void	\$0.00

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For GENERAL FUND (100)  
 For the Fiscal Period 2024-4 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
100-00-500001 Beginning Fund Balance	\$ 19,132.92	\$ 0.00	\$ 122,271.00	\$ (37,435.36)	130.62%
100-18-500001 Beginning Fund Balance	124,559.79	0.00	1,494,717.00	0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>143,692.71</b>	<b>0.00</b>	<b>1,616,988.00</b>	<b>(37,435.36)</b>	<b>102.32%</b>
<b>Property Taxes Revenues</b>					
100-00-503400 Property Tax Revenues - Prior Levie	1,250.00	0.00	15,000.00	2,774.49	81.50%
100-00-599100 Property Tax Revenues - Current Le	108,412.50	0.00	1,300,950.00	0.00	100.00%
<b>Total Property Taxes Revenues</b>	<b>109,662.50</b>	<b>0.00</b>	<b>1,315,950.00</b>	<b>2,774.49</b>	<b>99.79%</b>
<b>Franchise Fees Revenues</b>					
100-00-504005 Franchise Fees	17,500.00	101.29	210,000.00	111,035.08	47.13%
<b>Total Franchise Fees Revenues</b>	<b>17,500.00</b>	<b>101.29</b>	<b>210,000.00</b>	<b>111,035.08</b>	<b>47.13%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
100-00-503100 State Liquor Tax	5,083.33	2,998.57	61,000.00	17,150.19	71.88%
100-00-503150 State Marijuana Tax	1,100.00	0.00	13,200.00	7,192.07	45.51%
100-00-503250 Local Marijuana Tax	833.33	0.00	10,000.00	0.00	100.00%
100-00-503300 Cigarette Tax	237.92	0.00	2,855.00	801.25	71.94%
100-00-503450 Heavy Eqp Rental Tax	83.33	0.00	1,000.00	0.00	100.00%
100-00-504000 Telecommunications License Fee	1,250.00	124.36	15,000.00	1,188.86	92.07%
100-00-504100 Licenses & Permits Fees	7,000.00	970.44	84,000.00	15,166.21	81.94%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>15,587.92</b>	<b>4,093.37</b>	<b>187,055.00</b>	<b>41,498.58</b>	<b>77.81%</b>
<b>Intergovernmental Revenues Revenues</b>					
100-00-502400 Westfir Police Services Contract	5,000.00	24,250.00	60,000.00	48,500.00	19.17%
100-00-507000 State Revenue Sharing	3,916.67	0.00	47,000.00	9,310.17	80.19%
100-00-507100 LRAPA Code Enforcement	4,833.00	38,666.80	57,996.00	38,666.80	33.33%
100-00-508500 Lowell Police Serv. Contract	2,907.42	3,029.67	34,889.00	12,118.68	65.27%
<b>Total Intergovernmental Revenues Revenues</b>	<b>16,657.08</b>	<b>65,946.47</b>	<b>199,885.00</b>	<b>108,595.65</b>	<b>45.67%</b>
<b>Planning Fees and Reimbursements Revenues</b>					
100-00-501500 Planning	166.67	0.00	2,000.00	15.00	99.25%
<b>Total Planning Fees and Reimbursements Revenu</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>15.00</b>	<b>99.25%</b>
<b>Fines &amp; Forfeitures Revenues</b>					
100-00-500500 Fines & Foreitures	2,916.67	0.00	35,000.00	11,047.49	68.44%
100-00-508600 Lowell Muni Court Fines	0.00	0.00	0.00	582.83	0.00%
<b>Total Fines &amp; Forfeitures Revenues</b>	<b>2,916.67</b>	<b>0.00</b>	<b>35,000.00</b>	<b>11,630.32</b>	<b>66.77%</b>
<b>Interest Revenues</b>					
100-00-500200 Interest	833.33	0.00	10,000.00	13,867.62	(38.68%)
100-00-500205 Interest on Property Taxes	0.00	0.00	0.00	24.92	0.00%
<b>Total Interest Revenues</b>	<b>833.33</b>	<b>0.00</b>	<b>10,000.00</b>	<b>13,892.54</b>	<b>(38.93%)</b>
<b>Grants &amp; Donations Revenues</b>					
100-00-502863 American Rescue Plan Grant	12,641.83	0.00	151,702.00	7,902.00	94.79%

## City of Oakridge Statement of Revenue and Expenditures

**Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-505510 Misc Library Grants	250.00	0.00	3,000.00	0.00	100.00%
100-00-506000 Library Revenues	133.33	194.07	1,600.00	10,564.71	(560.29%)
100-00-506500 Library SRP-Cards 4 Kids	83.33	0.00	1,000.00	0.00	100.00%
100-00-513700 Parks Grants/Donations	66.67	0.00	800.00	85.00	89.38%
100-00-599800 Parks Revenues	716.67	0.00	8,600.00	0.00	100.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>13,891.83</b>	<b>194.07</b>	<b>166,702.00</b>	<b>18,551.71</b>	<b>88.87%</b>
<b>Rentals and Leases Revenues</b>					
100-00-599700 Dead Mountain Tower Rent	725.00	600.00	8,700.00	2,850.00	67.24%
100-00-599701 Building Rent	450.00	0.00	5,400.00	0.00	100.00%
<b>Total Rentals and Leases Revenues</b>	<b>1,175.00</b>	<b>600.00</b>	<b>14,100.00</b>	<b>2,850.00</b>	<b>79.79%</b>
<b>Miscellaneous Revenues</b>					
100-00-500300 Dividends	566.67	0.00	6,800.00	0.00	100.00%
100-00-505500 Library Revenue	83.33	0.00	1,000.00	239.77	76.02%
100-00-599900 Miscellaneous Income	416.67	0.00	5,000.00	1,435.64	71.29%
100-00-599920 Misc Police Revenue	375.00	40.00	4,500.00	285.00	93.67%
<b>Total Miscellaneous Revenues</b>	<b>1,441.67</b>	<b>40.00</b>	<b>17,300.00</b>	<b>1,960.41</b>	<b>88.67%</b>
<b>Charges for Services Revenues</b>					
100-00-504010 Imposed Public Safety Fee	21,666.67	28,688.00	260,000.00	114,412.00	56.00%
100-00-520100 Administrative Overhead	52,846.67	0.00	634,160.00	158,540.00	75.00%
<b>Total Charges for Services Revenues</b>	<b>74,513.33</b>	<b>28,688.00</b>	<b>894,160.00</b>	<b>272,952.00</b>	<b>69.47%</b>
<b>Other Financing Sources (uses) Revenues</b>					
100-00-500900 Sale of Property	0.00	0.00	0.00	20,510.00	0.00%
100-00-500910 Sale of Equipment	166.67	0.00	2,000.00	0.00	100.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>20,510.00</b>	<b>(925.50%)</b>
<b>Transfers Revenues</b>					
100-00-599801 Transfer to Parks RTMP	666.67	0.00	8,000.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>666.67</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 398,872.04</b>	<b>\$ 99,663.20</b>	<b>\$ 4,679,140.00</b>	<b>\$ 568,830.42</b>	<b>87.84%</b>

**Expenditures**

**Personal Services Expenditures**

100-11-400001 Health Insurance	\$ 8,450.50	\$ 0.00	\$ 101,406.00	\$ 9,424.92	90.71%
100-11-400002 PERS	9,578.67	0.00	114,944.00	16,825.41	85.36%
100-11-400003 Workers Compensation	111.75	0.00	1,341.00	145.89	89.12%
100-11-400004 Payroll Taxes	2,003.92	0.00	24,047.00	4,314.15	82.06%
100-11-400032 Deferred Comp OSGP	0.00	0.00	0.00	200.00	0.00%
100-11-400039 Wages	31,966.75	0.00	383,601.00	53,155.61	86.14%
100-11-400081 VEBA Contributions	200.00	0.00	2,400.00	0.00	100.00%
100-11-400082 Life/LTD Insurance	0.00	0.00	0.00	77.21	0.00%
100-12-400001 Personnel Insurance	0.00	0.00	0.00	4,626.38	0.00%
100-12-400002 PERS	0.00	0.00	0.00	3,650.64	0.00%
100-12-400004 Payroll Taxes	0.00	0.00	0.00	918.58	0.00%

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

*Revised Budget*  
**For GENERAL FUND (100)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
100-12-400039 Wages	0.00	0.00	0.00	11,316.26	0.00%
100-12-400082 Life/LTD Insurance	0.00	0.00	0.00	24.92	0.00%
100-13-400001 Health Insurance	15,643.67	0.00	187,724.00	22,192.64	88.18%
100-13-400002 PERS	13,019.75	0.00	156,237.00	25,083.10	83.95%
100-13-400003 Workers Compensation	1,016.67	0.00	12,200.00	1,068.15	91.24%
100-13-400004 Payroll Taxes	3,125.00	0.00	37,500.00	6,284.42	83.24%
100-13-400032 Deferred Comp OSGP	0.00	0.00	0.00	634.00	0.00%
100-13-400039 Wages	0.00	0.00	494,970.00	77,753.01	84.29%
100-13-400081 VEBA Contributions	100.00	0.00	1,200.00	0.00	100.00%
100-13-400082 Life/LTD Insurance	0.00	0.00	0.00	124.80	0.00%
100-16-400004 Payroll Taxes	92.17	0.00	1,106.00	222.72	79.86%
100-16-400039 Wages	0.00	0.00	0.00	2,727.36	0.00%
100-99-400001 Health Care Coverage	950.75	0.00	11,409.00	1,501.78	86.84%
100-99-400002 PERS	669.17	0.00	8,030.00	1,307.52	83.72%
100-99-400004 Payroll Taxes	0.00	0.00	0.00	318.25	0.00%
100-99-400019 Municipal Court Clerk	2,244.75	0.00	0.00	0.00	0.00%
100-99-400039 Wages	0.00	0.00	26,937.00	4,053.09	84.95%
100-99-400082 Life/LTD Insurance	0.00	0.00	0.00	14.55	0.00%
<b>Total Personal Services Expenditures</b>	<b>89,173.50</b>	<b>0.00</b>	<b>1,565,052.00</b>	<b>247,965.36</b>	<b>84.16%</b>
<b>Materials &amp; Services Expenditures</b>					
100-11-400078 ARPA Expenses	9,166.67	154.99	110,000.00	19,782.50	82.02%
100-11-400101 Materials/Supplies	1,333.33	1,618.91	16,000.00	4,281.60	73.24%
100-11-400104 Telephone	500.00	0.00	6,000.00	1,125.63	81.24%
100-11-400105 Banking/Financial Fees	8.33	0.00	100.00	0.05	99.95%
100-11-400106 Office Equipment	0.00	0.00	0.00	1,061.01	0.00%
100-11-400107 Utilities	833.33	106.20	10,000.00	3,515.18	64.85%
100-11-400108 Insurance	14,711.42	44,074.26	176,537.00	48,023.85	72.80%
100-11-400114 Advertising	75.00	0.00	900.00	0.00	100.00%
100-11-400115 Internet	83.33	169.95	1,000.00	679.80	32.02%
100-11-400117 Membership/Dues/Subscriptions	1,166.67	2,104.34	14,000.00	8,739.16	37.58%
100-11-400120 Travel/Training	233.33	865.90	2,800.00	1,053.20	62.39%
100-11-400122 Travel/Training City Council	41.67	0.00	500.00	0.00	100.00%
100-11-400130 Professional Services Non Legal	833.33	835.52	10,000.00	2,213.52	77.86%
100-11-400132 Accounting/Audit Services	1,250.00	0.00	15,000.00	0.00	100.00%
100-11-400133 Professional Services Legal	1,250.00	0.00	15,000.00	697.50	95.35%
100-11-400150 Awards/Recognitions	104.17	0.00	1,250.00	0.00	100.00%
100-11-400152 Election Expense	208.33	0.00	2,500.00	0.00	100.00%
100-11-400156 Computer Support IT	875.00	306.00	10,500.00	559.00	94.68%
100-11-400158 Miscellaneous Expense	625.00	149.17	7,500.00	149.17	98.01%
100-11-400166 Bldg. Maintenance	416.67	0.00	5,000.00	926.00	81.48%
100-11-400222 Community Projects	833.33	0.00	10,000.00	10,000.00	0.00%
100-11-400242 Lane Transit District	1,000.00	0.00	12,000.00	3,000.00	75.00%
100-11-401052 Radios Debt Service	0.00	0.00	0.00	1,824.40	0.00%
100-11-401205 Dead Mtn. Tower Lease	250.00	0.00	3,000.00	0.00	100.00%
100-12-400130 Professional Services Non Legal	4,166.67	1,402.50	50,000.00	6,353.14	87.29%
100-12-400133 Professional Services Legal	0.00	0.00	0.00	157.50	0.00%
100-12-400138 Planning Services	137.50	0.00	1,650.00	0.00	100.00%
100-12-400140 Administrative Overhead	3,057.17	0.00	36,686.00	9,171.50	75.00%

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-13-400029 Reserve Officers	0.00	0.00	0.00	1.08	0.00%
100-13-400101 Materials/Supplies	833.33	137.34	10,000.00	1,022.57	89.77%
100-13-400104 Telephone	1,116.67	0.00	13,400.00	299.40	97.77%
100-13-400107 Utilities	500.00	0.00	6,000.00	364.12	93.93%
100-13-400115 Internet	29.17	0.00	350.00	0.00	100.00%
100-13-400117 Membership/Dues/Subscriptions	191.67	0.00	2,300.00	0.00	100.00%
100-13-400120 Travel/Training	958.33	969.53	11,500.00	2,771.92	75.90%
100-13-400121 Accreditation	133.33	0.00	1,600.00	0.00	100.00%
100-13-400130 Professional Services Non Legal	333.33	0.00	4,000.00	474.81	88.13%
100-13-400133 Professional Services Legal	0.00	0.00	0.00	337.50	0.00%
100-13-400137 Dispatch Services	4,681.67	0.00	56,180.00	12,595.20	77.58%
100-13-400140 Administrative Overhead	6,960.67	0.00	83,528.00	20,882.00	75.00%
100-13-400145 Uniforms	416.67	0.00	5,000.00	250.00	95.00%
100-13-400146 Uniform Allowance	866.67	3,606.42	10,400.00	3,764.45	63.80%
100-13-400156 Computer Support IT	416.67	0.00	5,000.00	625.38	87.49%
100-13-400160 Equipment Maintenance/Repairs	583.33	144.70	7,000.00	1,413.74	79.80%
100-13-400162 Radio Maintenance/Repairs	291.67	0.00	3,500.00	0.00	100.00%
100-13-400166 Bldg. Maintenance	0.00	0.00	0.00	63.00	0.00%
100-13-400168 Vehicle Maintenance-Repairs	500.00	416.00	6,000.00	1,458.82	75.69%
100-13-400172 Fuel	2,500.00	619.09	30,000.00	4,750.42	84.17%
100-13-400173 New Equipment	0.00	2,374.75	0.00	2,374.75	0.00%
100-13-400218 Fall Fun Night	241.67	0.00	2,900.00	0.00	100.00%
100-13-400305 Public Safety Assessment	416.67	204.80	5,000.00	1,291.00	74.18%
100-13-401052 Radios Debt Service	516.67	0.00	6,200.00	6,200.00	0.00%
100-13-401200 Photo Supplies	75.00	0.00	900.00	0.00	100.00%
100-13-401201 Ammunition	408.33	0.00	4,900.00	0.00	100.00%
100-13-401202 Investigations	166.67	0.00	2,000.00	70.00	96.50%
100-13-401204 Jail Expense	166.67	0.00	2,000.00	0.00	100.00%
100-13-401206 PPE Supplies	250.00	0.00	3,000.00	224.00	92.53%
100-16-400101 Materials/Supplies	408.33	83.93	4,900.00	546.76	88.84%
100-16-400104 Telephone	25.00	0.00	300.00	42.00	86.00%
100-16-400107 Utilities	58.33	0.00	700.00	0.00	100.00%
100-16-400120 Travel/Training	41.67	0.00	500.00	263.92	47.22%
100-16-400140 Administrative Overhead	416.67	0.00	5,000.00	1,250.00	75.00%
100-16-400156 Computer Support IT	114.75	0.00	1,377.00	68.00	95.06%
100-16-400158 Miscellaneous Expense	250.00	0.00	3,000.00	956.63	68.11%
100-16-400224 Summer Reading Program	83.33	0.00	1,000.00	450.00	55.00%
100-16-400226 SRP-Cards 4 Kids	41.67	0.00	500.00	594.12	(18.82%)
100-16-400243 Acquisitions and Books	166.67	39.96	2,000.00	373.77	81.31%
100-16-400246 SIRSI System	358.33	0.00	4,300.00	0.00	100.00%
100-16-400248 OCLC Cataloging	0.00	0.00	0.00	360.22	0.00%
100-17-400101 Materials/Supplies	708.33	0.00	8,500.00	2,523.44	70.31%
100-17-400104 Telephone	0.00	0.00	0.00	17.96	0.00%
100-17-400107 Utilities	0.00	513.00	12,000.00	1,026.00	91.45%
100-17-400110 Utilities-Duplicate DO NOT USE	1,000.00	0.00	0.00	0.00	0.00%
100-17-400140 Administrative Overhead	1,966.42	0.00	23,597.00	5,899.25	75.00%
100-17-400166 Bldg. Maintenance	625.00	8,164.55	7,500.00	8,659.65	(15.46%)
100-17-400173 New Equipment	0.00	0.00	0.00	912.20	0.00%
100-17-400177 Building Maintenance(non-capital)	0.00	0.00	0.00	528.20	0.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For GENERAL FUND (100)  
 For the Fiscal Period 2024-4 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-18-400101 Materials/Supplies	125.00	0.00	1,500.00	273.92	81.74%
100-18-400104 Telephone	0.00	0.00	0.00	188.36	0.00%
100-18-400107 Utilities	1,083.33	0.00	13,000.00	3,058.90	76.47%
100-18-400140 Administrative Overhead	1,128.08	0.00	13,537.00	3,384.25	75.00%
100-18-400166 Bldg. Maintenance	83.33	0.00	1,000.00	0.00	100.00%
100-18-400281 WAC State Grant	122,140.08	0.00	1,465,681.00	273.95	99.98%
100-99-400131 Municipal Court Judge-Contract	1,793.92	1,746.28	21,527.00	6,985.12	67.55%
100-99-400140 Administrative Overhead	1,000.00	0.00	12,000.00	3,000.00	75.00%
100-99-400213 State Court Fees	450.00	0.00	5,400.00	(1,788.00)	133.11%
100-99-400215 Court Expenses	208.33	1,428.73	2,500.00	2,805.69	(12.23%)
<b>Total Materials &amp; Services Expenditures</b>	<b>200,991.67</b>	<b>72,236.82</b>	<b>2,411,900.00</b>	<b>227,202.18</b>	<b>90.58%</b>
<b>Capital Outlay Expenditures</b>					
100-13-400300 New Equipment - Capital	4,083.33	0.00	49,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>4,083.33</b>	<b>0.00</b>	<b>49,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund Transfers Expenditures</b>					
100-00-401016 Transfer Emergency Services	38,833.33	0.00	466,000.00	116,500.00	75.00%
100-00-401081 Transfer of Public Safety Fee Funds	0.00	0.00	0.00	31,254.61	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>38,833.33</b>	<b>0.00</b>	<b>466,000.00</b>	<b>147,754.61</b>	<b>68.29%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
100-00-499990 Unappropriated Ending Fund Balanc	4,282.08	0.00	51,385.00	0.00	100.00%
100-00-499991 Reserved for Future Expenditure	1,843.50	0.00	22,122.00	0.00	100.00%
100-13-499991 Reserved for Future Expenditure	2,543.92	0.00	30,527.00	0.00	100.00%
100-17-499991 Reserved for Future Expenditure	1,475.00	0.00	17,700.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>10,144.50</b>	<b>0.00</b>	<b>121,734.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Special Payments Expenditures</b>					
100-17-400127 Park Rental Refunds	0.00	200.00	0.00	200.00	0.00%
<b>Total Special Payments Expenditures</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 343,226.33</b>	<b>\$ 72,436.82</b>	<b>\$ 4,613,686.00</b>	<b>\$ 623,122.15</b>	<b>86.49%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure</b>	<b>\$ 55,645.71</b>	<b>\$ 27,226.38</b>	<b>\$ 65,454.00</b>	<b>\$ (54,291.73)</b>	<b>182.95%</b>

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

*Revised Budget*  
**For TRT Transient Room Tax (101)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
101-00-500001 Beginning Fund Balance	\$ 2,730.83	\$ 0.00	\$ 32,770.00	\$ 34,940.46	(6.62%)
<b>Total Beginning Fund Balances Revenues</b>	<b>2,730.83</b>	<b>0.00</b>	<b>32,770.00</b>	<b>34,940.46</b>	<b>(6.62%)</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
101-00-503500 Transient Room Tax	3,060.00	0.00	36,720.00	2,602.19	92.91%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>3,060.00</b>	<b>0.00</b>	<b>36,720.00</b>	<b>2,602.19</b>	<b>92.91%</b>
<b>Total TRT Transient Room Tax Revenues</b>	<b>\$ 5,790.83</b>	<b>\$ 0.00</b>	<b>\$ 69,490.00</b>	<b>\$ 37,542.65</b>	<b>45.97%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
101-00-400228 Transient Income Projects-Current Y	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00%</b>
<b>Total TRT Transient Room Tax Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>0.00%</b>
<b>TRT Transient Room Tax Excess of Revenues Over Exp</b>	<b>\$ 5,790.83</b>	<b>\$ 0.00</b>	<b>\$ 69,490.00</b>	<b>\$ 27,542.65</b>	<b>60.36%</b>



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

*Revised Budget  
 For RTMP (102)  
 For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 0.00	\$ 14,443.00	\$ 2,494.90	82.73%
<b>Total Beginning Fund Balances Revenues</b>	<b>1,203.58</b>	<b>0.00</b>	<b>14,443.00</b>	<b>2,494.90</b>	<b>82.73%</b>
<b>Intergovernmental Revenues Revenues</b>					
102-00-515300 RTMP Funds	1,583.33	0.00	19,000.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>1,583.33</b>	<b>0.00</b>	<b>19,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total RTMP Revenues</b>	<b>\$ 2,786.92</b>	<b>\$ 0.00</b>	<b>\$ 33,443.00</b>	<b>\$ 2,494.90</b>	<b>92.54%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
102-00-400220 RTMP Fund Projects_Current Year	\$ 0.00	\$ 2,494.90	\$ 0.00	\$ 5,994.90	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>2,494.90</b>	<b>0.00</b>	<b>5,994.90</b>	<b>0.00%</b>
<b>Total RTMP Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 2,494.90</b>	<b>\$ 0.00</b>	<b>\$ 5,994.90</b>	<b>0.00%</b>
<b>RTMP Excess of Revenues Over Expenditures</b>	<b>\$ 2,786.92</b>	<b>\$ (2,494.90)</b>	<b>\$ 33,443.00</b>	<b>\$ (3,500.00)</b>	<b>110.47%</b>

City of Oakridge

Statement of Revenue and Expenditures

10/13/2023 3:47pm

Revised Budget  
For STREET FUND (230)

For the Fiscal Period 2024-4 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
230-00-500001 Beginning Fund Balance	\$ 24,928.75	\$ 0.00	\$ 598,290.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>24,928.75</b>	<b>0.00</b>	<b>598,290.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
230-00-503200 ODOT Apportionments	0.00	0.00	261,331.00	45,838.52	82.46%
230-00-504300 Fuel Dealer's License Fee	5,908.75	0.00	70,905.00	21,148.38	70.17%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>5,908.75</b>	<b>0.00</b>	<b>332,236.00</b>	<b>66,986.90</b>	<b>79.84%</b>
<b>Intergovernmental Revenues Revenues</b>					
230-00-520600 Greenwaters/Rest Area	833.33	80.00	10,000.00	15,918.00	(59.18%)
230-00-520800 ODOT Small city Allotment	20,833.33	0.00	250,000.00	14,181.77	94.33%
230-00-520801 ODOT Apportionments	21,777.58	0.00	0.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>43,444.25</b>	<b>80.00</b>	<b>260,000.00</b>	<b>30,099.77</b>	<b>88.42%</b>
<b>Miscellaneous Revenues</b>					
230-00-599900 Miscellaneous Income	747.25	0.00	8,967.00	2,470.86	72.44%
<b>Total Miscellaneous Revenues</b>	<b>747.25</b>	<b>0.00</b>	<b>8,967.00</b>	<b>2,470.86</b>	<b>72.44%</b>
<b>Other Financing Sources (uses) Revenues</b>					
230-00-521000 LID#20 2nd St. Assessment	263.50	0.00	3,162.00	0.00	100.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>263.50</b>	<b>0.00</b>	<b>3,162.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STREET FUND Revenues</b>	<b>\$ 75,292.50</b>	<b>\$ 80.00</b>	<b>\$ 1,202,655.00</b>	<b>\$ 99,557.53</b>	<b>91.72%</b>

Expenditures

Personal Services Expenditures

230-00-400001 Health Care Coverage	\$ 1,602.67	\$ 0.00	\$ 19,232.00	\$ 2,398.78	87.53%
230-00-400002 PERS	1,512.67	0.00	18,152.00	3,467.28	80.90%
230-00-400003 Workers Compensation	334.75	0.00	4,017.00	399.89	90.05%
230-00-400004 Payroll Taxes	326.83	0.00	3,922.00	837.62	78.64%
230-00-400032 Deferred Comp OSGP	0.00	0.00	0.00	46.00	0.00%
230-00-400039 Wages	4,686.67	0.00	56,240.00	10,299.90	81.69%
230-00-400081 VEBA Contributions	193.17	0.00	2,318.00	0.00	100.00%
230-00-400082 Life/LTD Insurance	4.17	0.00	50.00	13.21	73.58%
<b>Total Personal Services Expenditures</b>	<b>8,660.92</b>	<b>0.00</b>	<b>103,931.00</b>	<b>17,462.68</b>	<b>83.20%</b>

Materials & Services Expenditures

230-00-400101 Materials/Supplies	2,500.00	0.00	30,000.00	9,793.18	67.36%
230-00-400103 Seasonal/Temp Workers	1,833.33	670.08	22,000.00	10,819.81	50.82%
230-00-400104 Telephone	100.00	0.00	1,200.00	548.43	54.30%
230-00-400107 Utilities	0.00	495.10	0.00	965.94	0.00%
230-00-400110 Utilities	583.33	83.34	7,000.00	1,190.54	82.99%
230-00-400120 Travel/Training	83.33	0.00	1,000.00	19.18	98.08%
230-00-400130 Professional Services Misc.	1,666.67	68.12	20,000.00	11,092.18	44.54%
230-00-400140 Administrative Overhead	4,023.33	0.00	48,280.00	12,070.00	75.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For STREET FUND (230)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
230-00-400146 Uniform Allowance	83.33	0.00	1,000.00	585.55	41.44%
230-00-400160 Equipment Maintenance/Repairs	2,083.33	156.50	25,000.00	4,607.48	81.57%
230-00-400172 Fuel	1,333.33	0.00	16,000.00	3,412.55	78.67%
230-00-400173 New Equipment (less than \$5,000)	0.00	0.00	0.00	3,218.87	0.00%
230-00-400180 Rest Area	833.33	160.00	10,000.00	1,169.96	88.30%
230-00-400194 Street Repair	2,916.67	0.00	35,000.00	7,997.28	77.15%
230-00-400198 Street Lights	5,250.00	0.00	63,000.00	8,972.71	85.76%
<b>Total Materials &amp; Services Expenditures</b>	<b>23,290.00</b>	<b>1,633.14</b>	<b>279,480.00</b>	<b>76,463.66</b>	<b>72.64%</b>
<b>Capital Outlay Expenditures</b>					
230-00-400300 New Equipment - Capital	833.33	0.00	10,000.00	0.00	100.00%
230-00-400666 Street Improvements	0.00	4,500.00	0.00	6,600.00	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>833.33</b>	<b>4,500.00</b>	<b>10,000.00</b>	<b>6,600.00</b>	<b>34.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
230-00-401026 Contingency	2,412.33	0.00	28,948.00	0.00	100.00%
230-00-499990 Unappropriated Ending Fund Balanc	2,993.17	0.00	35,918.00	0.00	100.00%
230-00-499991 Reserved for Future Expenditure	16,269.42	0.00	195,233.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>21,674.92</b>	<b>0.00</b>	<b>260,099.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STREET FUND Expenditures</b>	<b>\$ 54,459.17</b>	<b>\$ 6,133.14</b>	<b>\$ 653,510.00</b>	<b>\$ 100,526.34</b>	<b>84.62%</b>
<b>STREET FUND Excess of Revenues Over Expenditures</b>	<b>\$ 20,833.33</b>	<b>\$ (6,053.14)</b>	<b>\$ 549,145.00</b>	<b>\$ (968.81)</b>	<b>100.18%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For EMERGENCY SERVICES FUND (232)  
For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
232-00-500001 Beginning Fund Balance	\$ 18,462.50	\$ 0.00	\$ 443,100.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>18,462.50</b>	<b>0.00</b>	<b>443,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Intergovernmental Revenues Revenues</b>					
232-00-502800 Hazeldell Fire Contract	5,598.92	0.00	67,187.00	32,615.00	51.46%
232-00-502810 Fire Contracts - Westfir	3,083.33	0.00	37,000.00	0.00	100.00%
232-00-502815 Hazeldell - Vol Prog	1,291.67	0.00	15,500.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>9,973.92</b>	<b>0.00</b>	<b>119,687.00</b>	<b>32,615.00</b>	<b>72.75%</b>
<b>Interest Revenues</b>					
232-00-500200 Interest	166.67	0.00	2,000.00	4,916.65	(145.83%)
<b>Total Interest Revenues</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>4,916.65</b>	<b>(145.83%)</b>
<b>Miscellaneous Revenues</b>					
232-00-599900 Miscellaneous Income	333.33	0.00	4,000.00	234.10	94.15%
<b>Total Miscellaneous Revenues</b>	<b>333.33</b>	<b>0.00</b>	<b>4,000.00</b>	<b>234.10</b>	<b>94.15%</b>
<b>Charges for Services Revenues</b>					
232-00-502700 Fire Med	2,250.00	160.00	27,000.00	7,870.00	70.85%
232-00-540400 Ground Emergency Medical Transp	41,666.67	0.00	500,000.00	134,350.45	73.13%
<b>Total Charges for Services Revenues</b>	<b>43,916.67</b>	<b>160.00</b>	<b>527,000.00</b>	<b>142,220.45</b>	<b>73.01%</b>
<b>Transfers Revenues</b>					
232-00-530500 Transfer From General	38,833.33	0.00	466,000.00	116,500.00	75.00%
232-00-532101 Transfer From Public Safety Fees	10,833.33	0.00	130,000.00	31,254.61	75.96%
<b>Total Transfers Revenues</b>	<b>49,666.67</b>	<b>0.00</b>	<b>596,000.00</b>	<b>147,754.61</b>	<b>75.21%</b>
<b>Total EMERGENCY SERVICES FUND Revenues</b>	<b>\$ 122,519.75</b>	<b>\$ 160.00</b>	<b>\$ 1,691,787.00</b>	<b>\$ 327,740.81</b>	<b>80.63%</b>

**Expenditures**

**Personal Services Expenditures**

232-00-400001 Health Care Coverage	\$ 10,583.33	\$ 0.00	\$ 127,000.00	\$ 16,819.98	86.76%
232-00-400002 PERS	13,375.00	0.00	160,500.00	25,349.55	84.21%
232-00-400003 Workers Compensation	1,016.67	0.00	12,200.00	1,834.91	84.96%
232-00-400004 Payroll Taxes	3,125.00	0.00	37,500.00	5,577.43	85.13%
232-00-400009 Volunteer Life Ins.	0.00	0.00	0.00	10.80	0.00%
232-00-400016 Employee Allowance	41.67	0.00	500.00	0.00	100.00%
232-00-400039 Wages	33,318.42	0.00	399,821.00	68,755.39	82.80%
232-00-400051 Volunteer Stipends	5,475.00	0.00	0.00	0.00	0.00%
232-00-400081 VEBA Contributions	100.00	0.00	1,200.00	0.00	100.00%
232-00-400082 Life/LTD Insurance	75.00	0.00	900.00	121.84	86.46%
232-00-400083 OSFM Seasonal Worker Grant	0.00	3,967.43	0.00	23,786.14	0.00%
<b>Total Personal Services Expenditures</b>	<b>67,110.08</b>	<b>3,967.43</b>	<b>739,621.00</b>	<b>142,256.04</b>	<b>80.77%</b>

## City of Oakridge Statement of Revenue and Expenditures

**Revised Budget**  
**For EMERGENCY SERVICES FUND (232)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Materials &amp; Services Expenditures</b>					
232-00-400078 ARPA Expenses	0.00	0.00	0.00	4,205.32	0.00%
232-00-400101 Materials/Supplies	1,585.17	489.65	19,022.00	2,425.44	87.25%
232-00-400103 Seasonal/Temp Workers	14,583.33	11,760.64	175,000.00	64,352.95	63.23%
232-00-400104 Telephone	0.00	244.47	0.00	744.66	0.00%
232-00-400105 Banking/Financial Fees	12.50	0.00	150.00	0.00	100.00%
232-00-400110 Utilities	1,625.00	106.20	19,500.00	2,460.56	87.38%
232-00-400111 EMS Supplies	2,500.00	2,977.59	30,000.00	11,244.02	62.52%
232-00-400113 Fire Fighting Supplies	625.00	0.00	7,500.00	3,398.07	54.69%
232-00-400117 Membership/Dues/Subscriptions	1,091.67	0.00	13,100.00	2,885.75	77.97%
232-00-400120 Travel/Training	833.33	0.00	10,000.00	1,442.98	85.57%
232-00-400121 Accreditation	666.67	0.00	8,000.00	0.00	100.00%
232-00-400130 Professional Services Misc.	0.00	0.00	0.00	267.75	0.00%
232-00-400133 Professional Services/Legal Fees	0.00	0.00	0.00	135.00	0.00%
232-00-400137 Dispatch Services LCSD	3,100.00	0.00	37,200.00	8,702.14	76.61%
232-00-400140 Administrative Overhead	7,083.33	0.00	85,000.00	21,250.00	75.00%
232-00-400145 Uniform	333.33	0.00	4,000.00	1,711.71	57.21%
232-00-400146 Uniform Allowance	0.00	592.70	0.00	0.00	0.00%
232-00-400147 Small Equipment Maint & Minor Rep	541.67	0.00	6,500.00	0.00	100.00%
232-00-400151 Health & Wellness	358.33	0.00	4,300.00	0.00	100.00%
232-00-400153 Protective Clothing	583.33	0.00	7,000.00	0.00	100.00%
232-00-400155 Pagers Repair/Replace	125.00	0.00	1,500.00	0.00	100.00%
232-00-400156 Computer Equip/Supplies/Support	0.00	151.00	0.00	151.00	0.00%
232-00-400160 Equipment Maintenance/Repairs	0.00	211.93	0.00	741.42	0.00%
232-00-400161 Vehical Maint & Minor Repairs	1,250.00	0.00	15,000.00	9,972.31	33.52%
232-00-400162 Radio Maintenance/Repairs	0.00	0.00	0.00	138.60	0.00%
232-00-400166 Bldg. Maintenance	1,041.67	0.00	12,500.00	2,416.52	80.67%
232-00-400172 Fuel	2,500.00	979.02	30,000.00	6,719.42	77.60%
232-00-400232 Fire Med Promotion	150.00	0.00	1,800.00	455.00	74.72%
232-00-400234 Fire Prevention	250.00	0.00	3,000.00	151.30	94.96%
232-00-400252 Billing Charge	1,416.67	0.00	17,000.00	6,608.74	61.13%
232-00-400262 Volunteer Expenses	250.00	2,907.95	69,000.00	10,328.05	85.03%
232-00-400881 Fuel Mitigation Grant Expenses	0.00	0.00	0.00	162.00	0.00%
232-00-401052 Radios Debt Service	0.00	0.00	0.00	1,824.40	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>42,506.00</b>	<b>20,421.15</b>	<b>576,072.00</b>	<b>164,895.11</b>	<b>71.38%</b>
<b>Capital Outlay Expenditures</b>					
232-00-400207 HMA FEMA Generators Grant	0.00	0.00	0.00	1,449.30	0.00%
232-00-400300 New Equipment - Capital	2,708.33	0.00	32,500.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>2,708.33</b>	<b>0.00</b>	<b>32,500.00</b>	<b>1,449.30</b>	<b>95.54%</b>
<b>Fund Transfers Expenditures</b>					
232-00-401082 Transfer to Ambulance Fund (LGIP)	7,695.33	0.00	92,344.00	0.00	100.00%
<b>Total Fund Transfers Expenditures</b>	<b>7,695.33</b>	<b>0.00</b>	<b>92,344.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
232-00-401026 Contingency	2,500.00	0.00	30,000.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>2,500.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For EMERGENCY SERVICES FUND (232)**  
*For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total EMERGENCY SERVICES FUND Expenditures</b>	<b>\$ 122,519.75</b>	<b>\$ 24,388.58</b>	<b>\$ 1,470,537.00</b>	<b>\$ 308,600.45</b>	<b>79.01%</b>
<b>EMERGENCY SERVICES FUND Excess of Revenues Ov</b>	<b>\$ 0.00</b>	<b>\$ (24,228.58)</b>	<b>\$ 221,250.00</b>	<b>\$ 19,140.36</b>	<b>91.35%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Water Fund - Capital Reserve Fund (245)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
245-00-500001 Beginning Fund Balance	\$ 6,586.67	\$ 0.00	\$ 158,080.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>6,586.67</b>	<b>0.00</b>	<b>158,080.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Transfers Revenues</b>					
245-00-530600 Transfer From Water	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>2,083.33</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Water Fund - Capital Reserve Fund Revenues</b>	<b>\$ 8,670.00</b>	<b>\$ 0.00</b>	<b>\$ 183,080.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Water Fund - Capital Reserve Fund Excess of Revenues</b>	<b>\$ 8,670.00</b>	<b>\$ 0.00</b>	<b>\$ 183,080.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For WATER BOND RESERVE FUND (321)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
321-00-500001 Beginning Fund Balance	\$ 10,056.92	\$ 0.00	\$ 241,366.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>10,056.92</b>	<b>0.00</b>	<b>241,366.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER BOND RESERVE FUND Revenues</b>	<b>\$ 10,056.92</b>	<b>\$ 0.00</b>	<b>\$ 241,366.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>WATER BOND RESERVE FUND Excess of Revenues Ov</b>	<b>\$ 10,056.92</b>	<b>\$ 0.00</b>	<b>\$ 241,366.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>



**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For INDUSTRIAL PARK FUND (390)  
 For the Fiscal Period 2024-4 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
390-00-500001 Beginning Fund Balance	\$ 54,068.83	\$ 0.00	\$ 1,297,652.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>54,068.83</b>	<b>0.00</b>	<b>1,297,652.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Interest Revenues</b>					
390-00-500200 Interest	105.25	0.00	1,263.00	210.18	83.36%
<b>Total Interest Revenues</b>	<b>105.25</b>	<b>0.00</b>	<b>1,263.00</b>	<b>210.18</b>	<b>83.36%</b>
<b>Rentals and Leases Revenues</b>					
390-00-501100 Rental Income	6,416.67	6,833.34	77,000.00	26,573.62	65.49%
<b>Total Rentals and Leases Revenues</b>	<b>6,416.67</b>	<b>6,833.34</b>	<b>77,000.00</b>	<b>26,573.62</b>	<b>65.49%</b>
<b>Other Financing Sources (uses) Revenues</b>					
390-00-500900 Sale of Property	0.00	125.00	0.00	526.42	0.00%
390-00-500950 Sale of Telecommunication Lease	0.00	0.00	0.00	128.74	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>	<b>655.16</b>	<b>0.00%</b>
<b>Total INDUSTRIAL PARK FUND Revenues</b>	<b>\$ 60,590.75</b>	<b>\$ 6,958.34</b>	<b>\$ 1,375,915.00</b>	<b>\$ 27,438.96</b>	<b>98.01%</b>
<b>Expenditures</b>					
<b>Personal Services Expenditures</b>					
390-00-400001 Health Care Coverage	\$ 275.83	\$ 0.00	\$ 3,310.00	\$ 337.57	89.80%
390-00-400002 PERS	202.00	0.00	2,424.00	521.39	78.49%
390-00-400004 Payroll Taxes	0.00	0.00	0.00	135.25	0.00%
390-00-400032 Deferred Comp OSGP	0.00	0.00	0.00	5.60	0.00%
390-00-400039 Wages	1,125.25	0.00	13,503.00	1,661.65	87.69%
390-00-400082 Life/LTD Insurance	0.00	0.00	0.00	2.14	0.00%
<b>Total Personal Services Expenditures</b>	<b>1,603.08</b>	<b>0.00</b>	<b>19,237.00</b>	<b>2,663.60</b>	<b>86.15%</b>
<b>Materials &amp; Services Expenditures</b>					
390-00-400101 Materials/Supplies	500.00	0.00	6,000.00	980.96	83.65%
390-00-400103 Seasonal/Temp Workers	833.33	0.00	10,000.00	0.00	100.00%
390-00-400107 Utilities	0.00	165.95	0.00	165.95	0.00%
390-00-400110 Utilities	1,333.33	0.00	16,000.00	1,610.42	89.93%
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%
390-00-400130 Professional Services Misc.	1,250.00	178.35	15,000.00	1,448.57	90.34%
390-00-400140 Administrative Overhead	3,091.67	0.00	37,100.00	9,275.00	75.00%
390-00-400260 Property Taxes	958.33	0.00	11,500.00	0.00	100.00%
390-00-499900 Miscellaneous Expense	83.33	0.00	1,000.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>8,350.00</b>	<b>344.30</b>	<b>100,200.00</b>	<b>13,480.90</b>	<b>86.55%</b>
<b>Capital Outlay Expenditures</b>					
390-00-400501 Kokanee Way Utility Improvements	10,569.50	0.00	126,834.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>10,569.50</b>	<b>0.00</b>	<b>126,834.00</b>	<b>0.00</b>	<b>100.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For INDUSTRIAL PARK FUND (390)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
390-00-401026 Contingency	835.00	0.00	10,020.00	0.00	100.00%
390-00-499990 Unappropriated Ending Fund Balanc	908.75	0.00	10,905.00	0.00	100.00%
390-00-499991 Reserved for Future Expenditure	38,324.42	0.00	459,893.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>40,068.17</b>	<b>0.00</b>	<b>480,818.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total INDUSTRIAL PARK FUND Expenditures</b>	<b>\$ 60,590.75</b>	<b>\$ 344.30</b>	<b>\$ 727,089.00</b>	<b>\$ 16,144.50</b>	<b>97.78%</b>
<b>INDUSTRIAL PARK FUND Excess of Revenues Over Ex</b>	<b>\$ 0.00</b>	<b>\$ 6,614.04</b>	<b>\$ 648,826.00</b>	<b>\$ 11,294.46</b>	<b>98.26%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For WATER FUND (620)  
For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
620-00-500001 Beginning Fund Balance	\$ 72,486.75	\$ 0.00	\$ 1,739,682.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>72,486.75</b>	<b>0.00</b>	<b>1,739,682.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Rentals and Leases Revenues</b>					
620-00-501100 Rental Income	0.00	0.00	0.00	610.00	0.00%
<b>Total Rentals and Leases Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>610.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
620-00-599900 Miscellaneous Income	210.92	225.09	2,531.00	752.59	70.27%
<b>Total Miscellaneous Revenues</b>	<b>210.92</b>	<b>225.09</b>	<b>2,531.00</b>	<b>752.59</b>	<b>70.27%</b>
<b>Charges for Services Revenues</b>					
620-00-540000 Water Service	98,147.92	118,740.72	1,177,775.00	501,836.11	57.39%
620-00-540100 Connection Charge	258.33	0.00	3,100.00	0.00	100.00%
620-00-540200 Service Charge	91.67	0.00	1,100.00	425.00	61.36%
<b>Total Charges for Services Revenues</b>	<b>98,497.92</b>	<b>118,740.72</b>	<b>1,181,975.00</b>	<b>502,261.11</b>	<b>57.51%</b>
<b>Total WATER FUND Revenues</b>	<b>\$ 171,195.58</b>	<b>\$ 118,965.81</b>	<b>\$ 2,924,188.00</b>	<b>\$ 503,623.70</b>	<b>82.78%</b>

**Expenditures**

**Personal Services Expenditures**

620-00-400001 Health Care Coverage	\$ 4,043.83	\$ 0.00	\$ 48,526.00	\$ 8,996.00	81.46%
620-00-400002 PERS	3,064.00	0.00	36,768.00	6,928.07	81.16%
620-00-400003 Workers Compensation	0.00	0.00	0.00	578.99	0.00%
620-00-400004 Payroll Taxes	0.00	0.00	0.00	2,625.60	0.00%
620-00-400032 Deferred Comp OSGP	0.00	0.00	0.00	81.20	0.00%
620-00-400039 Wages	11,655.42	0.00	139,865.00	31,504.50	77.48%
620-00-400082 Life/LTD Insurance	0.00	0.00	0.00	27.80	0.00%
<b>Total Personal Services Expenditures</b>	<b>18,763.25</b>	<b>0.00</b>	<b>225,159.00</b>	<b>50,742.16</b>	<b>77.46%</b>

**Materials & Services Expenditures**

620-00-400101 Materials/Supplies	3,250.00	135.17	39,000.00	14,535.10	62.73%
620-00-400103 Seasonal/Temp Workers	2,291.67	3,797.12	27,500.00	13,945.64	49.29%
620-00-400104 Telephone	0.00	0.00	0.00	712.81	0.00%
620-00-400106 Office Expenses	83.33	0.00	1,000.00	0.00	100.00%
620-00-400107 Utilities	6,458.33	83.35	77,500.00	10,249.76	86.77%
620-00-400120 Travel/Training	208.33	0.00	2,500.00	0.00	100.00%
620-00-400130 Professional Services Misc.	2,166.67	337.01	26,000.00	11,039.12	57.54%
620-00-400137 Dispatch Services LCSO	0.00	0.00	0.00	801.52	0.00%
620-00-400140 Administrative Overhead	13,374.83	0.00	160,498.00	40,124.50	75.00%
620-00-400146 Uniform Allowance	166.67	0.00	2,000.00	585.55	70.72%
620-00-400156 Computer Equip/Supplies/Support	166.67	0.00	2,000.00	17.00	99.15%
620-00-400160 Equipment Maintenance/Repairs	2,166.67	156.50	26,000.00	1,775.29	93.17%
620-00-400172 Fuel	2,166.67	0.00	26,000.00	3,281.57	87.38%
620-00-400173 New Equipment (less than \$5,000)	833.33	0.00	10,000.00	6,442.05	35.58%

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

*Revised Budget*  
**For WATER FUND (620)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-400177 Building Maintenance(non-capital)	416.67	0.00	5,000.00	141.57	97.17%
620-00-400192 Meter Replacement	1,250.00	0.00	15,000.00	0.00	100.00%
620-00-499900 Miscellaneous Expense	137.50	0.00	1,650.00	4,534.00	(174.79%)
<b>Total Materials &amp; Services Expenditures</b>	<b>35,137.33</b>	<b>4,509.15</b>	<b>421,648.00</b>	<b>108,185.48</b>	<b>74.34%</b>
<b>Capital Outlay Expenditures</b>					
620-00-400411 Tank 2	20,833.33	0.00	250,000.00	4,937.50	98.02%
<b>Total Capital Outlay Expenditures</b>	<b>20,833.33</b>	<b>0.00</b>	<b>250,000.00</b>	<b>4,937.50</b>	<b>98.02%</b>
<b>Fund Transfers Expenditures</b>					
620-00-401045 Transfer to Wate Fund Reserve	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Fund Transfers Expenditures</b>	<b>2,083.33</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Debt Service Expenditures</b>					
620-00-401030 Debt Service - Interest Loan S05002	1,521.50	0.00	18,258.00	0.00	100.00%
620-00-401031 Debt Service - Principal Loan S0500	8,670.08	0.00	104,041.00	0.00	100.00%
620-00-401032 Bond Payment - Interest	730.83	0.00	8,770.00	0.00	100.00%
620-00-401034 Bond Payment - Principal	2,397.50	0.00	28,770.00	0.00	100.00%
620-00-401038 New Public Works Bldg. - Interest	1,833.33	0.00	22,000.00	0.00	100.00%
620-00-401039 Water Loan - Tank 7 Principal Loan	5,509.17	0.00	66,110.00	0.00	100.00%
620-00-401043 Debt Service - V19009 - Interest	10.83	0.00	130.00	0.00	100.00%
620-00-401047 Debt Service - V19009 - Principal	108.33	0.00	1,300.00	0.00	100.00%
<b>Total Debt Service Expenditures</b>	<b>20,781.58</b>	<b>0.00</b>	<b>249,379.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
620-00-401026 Contingency	3,513.75	0.00	42,165.00	0.00	100.00%
620-00-499990 Unappropriated Ending Fund Balanc	6,818.42	0.00	81,821.00	0.00	100.00%
620-00-499991 Reserved for Future Expenditure	63,264.58	0.00	759,175.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>73,596.75</b>	<b>0.00</b>	<b>883,161.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER FUND Expenditures</b>	<b>\$ 171,195.58</b>	<b>\$ 4,509.15</b>	<b>\$ 2,054,347.00</b>	<b>\$ 163,865.14</b>	<b>92.02%</b>
<b>WATER FUND Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 114,456.66</b>	<b>\$ 869,841.00</b>	<b>\$ 339,758.56</b>	<b>60.94%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget*  
**For WASTEWATER FUND (622)**  
*For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
622-00-500001 Beginning Fund Balance	\$ 38,198.92	\$ 0.00	\$ 916,774.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>38,198.92</b>	<b>0.00</b>	<b>916,774.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Miscellaneous Revenues</b>					
622-00-599900 Miscellaneous Income	416.67	60.00	5,000.00	442.50	91.15%
<b>Total Miscellaneous Revenues</b>	<b>416.67</b>	<b>60.00</b>	<b>5,000.00</b>	<b>442.50</b>	<b>91.15%</b>
<b>Charges for Services Revenues</b>					
622-00-540100 Connection Charge	225.00	0.00	2,700.00	0.00	100.00%
622-00-540300 Sewer Service	67,598.08	69,505.53	811,177.00	270,674.53	66.63%
<b>Total Charges for Services Revenues</b>	<b>67,823.08</b>	<b>69,505.53</b>	<b>813,877.00</b>	<b>270,674.53</b>	<b>66.74%</b>
<b>Total WASTEWATER FUND Revenues</b>	<b>\$ 106,438.67</b>	<b>\$ 69,565.53</b>	<b>\$ 1,735,651.00</b>	<b>\$ 271,117.03</b>	<b>84.38%</b>

**Expenditures**

**Personal Services Expenditures**

622-00-400001 Health Care Coverage	\$ 5,924.92	\$ 0.00	\$ 71,099.00	\$ 8,554.45	87.97%
622-00-400002 PERS	4,110.83	0.00	49,330.00	7,404.85	84.99%
622-00-400003 Workers Compensation	0.00	0.00	0.00	228.74	0.00%
622-00-400004 Payroll Taxes	0.00	0.00	0.00	1,903.26	0.00%
622-00-400032 Deferred Comp OSGP	0.00	0.00	0.00	67.20	0.00%
622-00-400039 Wages	0.00	0.00	0.00	23,568.07	0.00%
622-00-400041 Utility Worker 2	13,356.00	0.00	160,272.00	0.00	100.00%
622-00-400082 Life/LTD Insurance	0.00	0.00	0.00	37.89	0.00%
<b>Total Personal Services Expenditures</b>	<b>23,391.75</b>	<b>0.00</b>	<b>280,701.00</b>	<b>41,764.46</b>	<b>85.12%</b>

**Materials & Services Expenditures**

622-00-400101 Materials/Supplies	2,500.00	157.06	30,000.00	3,446.85	88.51%
622-00-400103 Seasonal/Temp Workers	2,083.33	670.08	25,000.00	10,818.59	56.73%
622-00-400104 Telephone	833.33	0.00	10,000.00	1,206.73	87.93%
622-00-400106 Office Expenses	166.67	0.00	2,000.00	0.00	100.00%
622-00-400107 Utilities	3,333.33	189.55	40,000.00	7,930.95	80.17%
622-00-400120 Travel/Training	333.33	0.00	4,000.00	0.00	100.00%
622-00-400130 Professional Services Misc.	1,666.67	68.13	20,000.00	3,861.24	80.69%
622-00-400137 Dispatch Services LCSO	0.00	0.00	0.00	801.50	0.00%
622-00-400140 Administrative Overhead	8,972.25	0.00	107,667.00	26,916.75	75.00%
622-00-400146 Uniform Allowance	125.00	0.00	1,500.00	585.55	60.96%
622-00-400156 Computer Equip/Supplies/Support	233.33	0.00	2,800.00	357.00	87.25%
622-00-400160 Equipment Maintenance/Repairs	1,500.00	156.50	18,000.00	7,881.77	56.21%
622-00-400172 Fuel	1,666.67	0.00	20,000.00	3,281.56	83.59%
622-00-400173 New Equipment (less than \$5,000)	1,250.00	0.00	15,000.00	3,218.87	78.54%
622-00-400177 Building Maintenance(non-capital)	0.00	141.57	0.00	1,087.42	0.00%
622-00-499900 Miscellaneous Expense	300.00	0.00	3,600.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>24,963.92</b>	<b>1,382.89</b>	<b>299,567.00</b>	<b>71,394.78</b>	<b>76.17%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For WASTEWATER FUND (622)**  
**For the Fiscal Period 2024-4 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Capital Outlay Expenditures</b>					
622-00-400452 Bldg. Maintenance (>\$5,000)	416.67	0.00	5,000.00	0.00	100.00%
622-00-400905 Inflow and Infiltration	0.00	232.50	0.00	232.50	0.00%
<b>Total Capital Outlay Expenditures</b>	<b>416.67</b>	<b>232.50</b>	<b>5,000.00</b>	<b>232.50</b>	<b>95.35%</b>
<b>Debt Service Expenditures</b>					
622-00-401032 Bond Payment - Interest	971.92	0.00	11,663.00	0.00	100.00%
622-00-401034 Bond Payment - Principal	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Debt Service Expenditures</b>	<b>3,055.25</b>	<b>0.00</b>	<b>36,663.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
622-00-401026 Contingency	2,538.08	0.00	30,457.00	0.00	100.00%
622-00-499990 Unappropriated Ending Fund Balanc	4,731.83	0.00	56,782.00	0.00	100.00%
622-00-499991 Reserved for Future Expenditure	47,341.17	0.00	568,094.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>54,611.08</b>	<b>0.00</b>	<b>655,333.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WASTEWATER FUND Expenditures</b>	<b>\$ 106,438.67</b>	<b>\$ 1,615.39</b>	<b>\$ 1,277,264.00</b>	<b>\$ 113,391.74</b>	<b>91.12%</b>
<b>WASTEWATER FUND Excess of Revenues Over Expend</b>	<b>\$ 0.00</b>	<b>\$ 67,950.14</b>	<b>\$ 458,387.00</b>	<b>\$ 157,725.29</b>	<b>65.59%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For STORMWATER FUND (696)  
 For the Fiscal Period 2024-4 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
696-00-500001 Beginning Fund Balance	\$ 5,283.00	\$ 0.00	\$ 126,792.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>5,283.00</b>	<b>0.00</b>	<b>126,792.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Charges for Services Revenues</b>					
696-00-540500 Storm Water Service	4,054.00	4,141.23	48,648.00	16,416.79	66.25%
<b>Total Charges for Services Revenues</b>	<b>4,054.00</b>	<b>4,141.23</b>	<b>48,648.00</b>	<b>16,416.79</b>	<b>66.25%</b>
<b>Total STORMWATER FUND Revenues</b>	<b>\$ 9,337.00</b>	<b>\$ 4,141.23</b>	<b>\$ 175,440.00</b>	<b>\$ 16,416.79</b>	<b>90.64%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
696-00-400101 Materials/Supplies	\$ 866.67	\$ 0.00	\$ 10,400.00	\$ 0.00	100.00%
696-00-400130 Professional Services Non Legal	833.33	0.00	10,000.00	0.00	100.00%
696-00-400140 Administrative Overhead	1,772.25	0.00	21,267.00	5,316.75	75.00%
696-00-400173 New Equipment (less than \$5,000)	0.00	0.00	0.00	912.20	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>3,472.25</b>	<b>0.00</b>	<b>41,667.00</b>	<b>6,228.95</b>	<b>85.05%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
696-00-401026 Contingency	290.42	0.00	3,485.00	0.00	100.00%
696-00-499990 Unappropriated Ending Fund Balanc	317.00	0.00	3,804.00	0.00	100.00%
696-00-499991 Reserved for Future Expenditure	8,025.33	0.00	96,304.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>8,632.75</b>	<b>0.00</b>	<b>103,593.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STORMWATER FUND Expenditures</b>	<b>\$ 12,105.00</b>	<b>\$ 0.00</b>	<b>\$ 145,260.00</b>	<b>\$ 6,228.95</b>	<b>95.71%</b>
<b>STORMWATER FUND Excess of Revenues Over Expend</b>	<b>\$ (2,768.00)</b>	<b>\$ 4,141.23</b>	<b>\$ 30,180.00</b>	<b>\$ 10,187.84</b>	<b>66.24%</b>

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

*For the Fiscal Period 2024-4 Ending October 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Revenues</b>	\$ 971,550.96	\$ 299,534.11	\$ 14,312,155.00	\$ 1,854,762.79	87.04%
<b>Total Expenditures</b>	\$ 870,535.25	\$ 111,922.28	\$ 10,941,693.00	\$ 1,347,874.17	87.68%
<b>Total Excess of Revenues Over Expenditures</b>	\$ 101,015.71	\$ 187,611.83	\$ 3,370,462.00	\$ 506,888.62	84.96%



Month	Bill #	Billed out	Received	FY2024 Public Safety Fees
Jul	4554	28,945.00	21,520.00	
Aug	4586	28,798.00	21,070.50	
Sep	4608	<u>28,820.00</u>	<u>19,918.72</u>	
Q1		86,563.00	62,509.22	31,254.61 Transferred to EMS
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				





**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 SEPTEMBER 2023 STAFF REPORT**

### **September 2023 Police Calls for Service\*:**

**Total Case Reports – 24**

**Total Incident Reports – 258**

**Arrests – 7**

**Ordinance 873 Violations – 3**

**Police Officer Hold – 1**

#### **Oakridge**

Case Reports - 22

Incident Reports - 226

#### **Westfir**

Case Reports - 2

Incident Reports - 14

Contract Hours – 20

#### **Lowell**

Case Reports - 0

Incident Reports - 18

Contract Hours – 36.25

### **Court Fines:**

**Oakridge Municipal - \$7,033**

**Lowell Municipal - \$1,640**

**Lane County Circuit Court - \$440**

Officer Miller and Officer Baeuerlen attended Smoke School

**Community Policing** - Officer Baeuerlen open gym, OHS

*See the attached "September 2023 Police Calls For Service" for more details on calls*



<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/1/2023	0803	Loc/Berry St. Report of dispute
9/1/2023	2130	Loc/Rainbow Rd. Report of dispute
9/1/2023	1407	Loc/Berry St. Report of dog at large
9/1/2023	1453	Loc/Jasper Dr. Request for welfare check
9/1/2023	1502	***
9/1/2023	1713	Loc/Berry St. Request for welfare check
9/1/2023	1841	Loc/Garden Rd. Report of dispute
9/2/2023	1204	Loc/High Leah Report of unlawful entry into motor vehicle
9/2/2023	1207	Loc/Westoak Rd. Citizen assist
9/2/2023	1808	Loc/Hwy 58 Agency Assist - OSP
9/2/2023	2007	Loc/Hwy 58 Traffic for speed 50/35
9/3/2023	1200	***
9/3/2023	1205	Loc/Hwy 58 Report of dog at large
9/3/2023	1305	Loc/Hwy 58 Report of trespass
9/3/2023	1538	Loc/Hwy 58 Agency Assist - LCSO
9/3/2023	1601	Loc/1st St. Report of suspicious conditions
9/3/2023	1711	Loc/Commercial St. Citizen contact
9/3/2023	1742	Loc/Hwy 58 Report of suspicious conditions
9/3/2023	1920	Loc/Hwy 58 Report of unlawful entry into motor vehicle

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/3/2023	2345	Loc/Hwy 58 Report of suspicious person
9/4/2023	0251	Loc/1st St. Arrest/Assault: Lane, Dominique
9/4/2023	0700	***
9/4/2023	0800	***
9/4/2023	0830	***
9/4/2023	1000	***
9/4/2023	1144	Loc/Union St. Request for welfare check
9/4/2023	1430	***
9/4/2023	1519	Loc/Hwy 58 Report of lost property
9/4/2023	1910	Loc/Hwy 58 Report of suspicious conditions
9/4/2023	2215	Loc/Hwy 58 Report of incomplete 9-1-1
9/4/2023	1950	Loc/Hwy 58 Traffic for Speed 53/35
9/5/2023	0950	Loc/School St. Report of dispute
9/5/2023	1000	Loc/Hwy 58 Report of suspicious conditions
9/5/2023	1000	Loc/Ash St. Citizen contact
9/5/2023	0915	Loc/Ash St. Citizen assist
9/5/2023	1120	Loc/Ash St. Agency Assist - University of Oregon
9/5/2023	1000	***
9/5/2023	1115	***

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/5/2023	1400	***
9/5/2023	1216	Loc/Meadow Way Report of animal complaint
9/5/2023	1243	Loc/Spot St. Report of hit & run
9/5/2023	1830	Loc/Willow St. Report of harassment
9/5/2023	2221	Loc/Oakridge area Report of intoxicated driver
9/6/2023	0950	Loc/Hwy 58 Report of trespass
9/6/2023	0800	***
9/6/2023	0807	Loc/Ash St. Citizen Assist
9/6/2023	0812	Loc/Ash St. Citizen Assist
9/6/2023	0838	Loc/Ash St. Citizen Assist
9/6/2023	0901	Loc/Ash St. Citizen Assist
9/6/2023	0915	Loc/Ash St. Citizen Assist
9/3/2023	0238	Loc/Sunset Report of harassment
9/6/2023	1619	Loc/Spot St. Request for welfare check
9/6/2023	1807	Loc/Berry St. Report of harassment
9/6/2023	2049	Loc/Berry St. Report of dispute
9/7/2023	0750	Loc/Ash St. Report of harassment
9/7/2023	0907	Loc/Ash St. Citizen contact
9/7/2023	0959	Loc/Willamette Way Report of code complaint

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/7/2023	1028	Loc/Hwy 58 Citizen Assist
9/7/2023	1118	Loc/Ash St. Report of fraud
9/7/2023	1700	Loc/2nd St., Westfir Report of disorderly conduct
9/7/2023	2211	Loc/Westoak Rd. Report of harassment
9/8/2023	1200	***
9/8/2023	1900	***
9/8/2023	1845	***
9/9/2023	1200	***
9/9/2023	1205	Loc/Hwy 58 Report of burglary
9/9/2023	1328	Loc/Hwy 58 Report of criminal mischief
9/9/2023	1500	Loc/Sunset Ave. Report of suspicious conditions
9/9/2023	2036	Loc/Hwy 58 Report of illegal burn
9/10/2023	0130	Loc/Willamette Way Report of dispute
9/10/2023	1205	Loc/Hwy 58 Report of criminal mischief
9/10/2023	1315	Loc/Hwy 58 Report of stolen vehicle
9/10/2023	1845	Loc/Hwy 58 Report of driving complaint
9/10/2023	1928	Loc/River Rd. Report of dog at large
9/10/2023	2046	***
9/11/2023	0910	Loc/Ash St. Citizen Assist



<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/11/2023	0939	Loc/Ash St. Agency Assist - Teton County Sheriffs Office
9/11/2023	1113	Loc/Berry St. Report of suspicious conditions
9/11/2023	1133	Loc/1st St. Report of suspicious conditions
9/11/2023	1205	Loc/Hwy 58 Report of attempted burglary
9/11/2023	1240	Loc/Ash St. Citizen contact
9/11/2023	1453	Loc/Hills St. Report of code complaint - illegal parking
9/11/2023	1513	Loc/Commercial St. Citizen contact
9/11/2023	1609	Loc/Ash St. Citizen contact
9/12/2023	0955	Loc/Hwy 58 Report of driving complaint
9/12/2023	1012	Loc/Ash St. Citizen Assist
9/12/2023	1059	Loc/Ash St. Agency Assist - DHS
9/13/2023	0730	***
9/6/2023	0807	Loc/Pioneer St. Traffic for Speed 34/20
9/6/2023	0830	Loc/Pioneer St. Traffic for Speed 39/20
9/6/2023	0930	Loc/Pioneer St. Traffic for Speed 39/20
9/6/2023	1532	Loc/Pioneer St. Traffic for Speed 29/20, Fail to carry proof of insurance
9/6/2023	1915	***
9/8/2023	1715	***
9/8/2023	1715	***

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/8/2023	1810	***
9/12/2023	1930	***
9/13/2023	0929	Loc/Cline St. Report of fraud
9/13/2023	0954	Loc/Ash St. Agency Assist - DHS
9/13/2023	1115	Loc/Ash St. Citizen Assist
9/13/2023	1143	Loc/Ash St. Report of dog at large
9/08/2023	2112	Loc/Fir St. Report of dispute
9/07/2023	1300	Loc/Ash St. Citizen contact
9/09/2023	0317	Loc/Hwy 58 Agency Assist - OFD
9/09/2023	0000	***
9/14/2023	128	Loc/Sunset Ave Report of suspicious conditions
9/14/2023	0500	Loc/Hwy 58 Agency Assist - OSP
9/13/2023	1200	Loc/Berry St. Report of suspicious conditions
9/14/2023	1617	Loc/Rainbow Rd. Arrest/Assault: Knouse, Branden
9/13/2023	1915	Loc/Walker St. Report of trespass
9/13/2023	2155	Loc/Hwy 58 Report of trespass
9/14/2023	2000	Loc/Berry St. Report of suspicious conditions
9/14/2023	1230	Loc/Willamette Way Citizen contact
9/14/2023	1620	Loc/Elder St. Report of code complaint - garbage accumulation, barking dogs

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/16/2023	1629	Loc/Hills St. Report of code complaint - illegal parking
9/16/2023	1640	Loc/Fairy Glen Dr. Report of suspicious conditions
9/15/2023	1700	Loc/Hwy 58 Report of harassment
9/13/2023	1800	***
9/16/2023	1730	***
9/14/2023	1742	Loc/Teller Rd. Report of illegal parking
9/14/2023	2009	Loc/Hwy 58 Report of dispute
9/14/2023	2115	Loc/Fairy Glen Dr. Report of dispute
9/14/2023	2145	Loc/Maple St. Report of gun shots
9/15/2023	1220	***
9/14/2023	2030	Loc/Hwy 58 Report of theft
9/15/2023		***
9/16/2023	0451	Loc/Y Dr. Report of fire
9/16/2023	2003	Loc/Birch St. Report of harassment
9/18/2023	0825	Loc/Hwy 58 Report of theft
9/18/2023	0833	Loc/1st St. Report of juvenile problem
9/18/2023	0926	Loc/Hwy 58 Report of fraud
9/18/2023		***
9/18/2023	0939	Loc/Ash St. Citizen contact

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/18/2023	0942	Loc/Ash St. Citizen contact
9/18/2023	0944	Loc/Westoak Rd. Report of driving complaint
9/18/2023	1052	Loc/Rainbow Ct. Citizen contact
9/18/2023	1110	Loc/Osprey Park Report of illegal camping
9/18/2023	1139	Loc/Hwy 58 Report of theft
9/18/2023	1154	Loc/Ash St. Citizen contact
9/18/2023	1323	Loc/Ash St. Citizen Assist
9/18/2023	1420	Loc/Winfrey Rd. Report of trespass
9/18/2023	1422	Loc/Rainbow Rd. Report of driving complaint
9/18/2023	1424	Loc/Y Drive Report of fire
9/18/2023	1508	Loc/Railroad Ave. Report of suspicious conditions
9/18/2023	1650	Loc/Commercial St. Report of theft
9/19/2023	0910	Loc/1st St. Citizen contact
9/20/2023	1117	Loc/Fairy Glen Dr. Report of code complaint - illegal parking
9/19/2023	1124	Loc/School St. Report of animal complaint
9/19/2023	1136	Loc/Ash St. Citizen Assist
9/19/2023	1159	Loc/Hansen St. Report of animal complaint
9/20/2023	0931	Loc/Roaring Rapids Way Report of suspicious conditions
9/20/2023	0942	***

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/20/2023	1027	Loc/1st St. Report of suspicious conditions
9/11/2023	1338	Loc/Hwy 58 Traffic for Fail to Yield
9/11/2023	1644	Loc/Hwy 58 Traffic for Speed 46/35
9/11/2023	1736	Loc/Hwy 58 Report of dispute
9/20/2023	1648	Loc/Berry St. Report of harassment
9/11/2023	1828	Loc/Berry St. Report of suspicious conditions
9/11/2023	1955	Loc/Hwy 58 Report of suspicious conditions
9/11/2023	2005	Loc/Hwy 58 Report of trespass
9/11/2023	2157	Loc/Rainbow Rd. Report of assault
9/12/2023		Loc/Westfir area Report of harassment
9/12/2023	1015	***
9/12/2023	1251	Loc/Riverview St. Report of trespass
9/12/2023		Loc/Oakridge Westfir Rd. Report of suspicious vehicle
9/12/2023	1751	Loc/Rainbow Rd. Report of dispute
9/12/2023	1853	Loc/Commerical St. Report of stolen vehicle recovery
9/12/2023	2216	Loc/School St. Report of suspicious conditions
9/13/2023	0315	Loc/Sunset Ave. Report of reckless endangering
9/20/2023	2021	Loc/Berry St. Request for civil standby
9/20/2023	2203	Loc/Osprey park Report of trespass

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/21/2023	0929	Loc/Hwy 58 Report of disorderly conduct
9/18/2023	1319	Loc/Hansen St. Report of burglary
9/18/2023		Loc/Sunset Citizen contact
9/19/2023	0955	Loc/School St. Report of disorderly conduct
9/19/2023	1430	Loc/Fairy Glen Dr. Report of alarm
9/20/2023		***
9/20/2023		***
9/20/2023		***
9/21/2023	1200	***
9/21/2023	1540	Loc/1st St. Traffic for speed 36/20
9/21/2023	1805	Loc/Berry St. Report of burglary
9/21/2023	1905	***
9/21/2023	1915	Loc/Rainbow Rd. Report of suicidal subject
9/21/2023	1725	Loc/River Rd. Traffic for Fail to obey traffic control device
9/21/2023	2120	Loc/Hwy 58 Report of hit and run
9/22/2023	1156	Loc/Hwy 58 Report of criminal mischief
9/22/2023	1334	Loc/1st St. Report of suspicious conditions
9/22/2023	1506	Loc/Ash St. Report of found property
9/22/2023	1715	Loc/Crestview St. Report of criminal mischief

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/22/2023	1728	Loc/Hills St. Report of suspicious conditions
9/22/2023	2134	Loc/Sanford St. Report of civil complaint
9/22/2023	2215	Loc/Ash St. Citizen contact
9/22/2023	2300	Loc/1st St. Report of suspicious conditions
9/23/2023	1215	Loc/Ash St. Citizen Assist
9/23/2023	1205	Loc/Hwy 58 Report of criminal mischief
9/23/2023	1450	Loc/Hwy 58 Traffic for Speed 58/35
9/23/2023	1835	Loc/Oakridge Westfir Rd. Agency Assist - OFD
9/24/2023	1400	***
9/24/2023	1407	Loc/Westfir Portal Report of criminal mischief
9/24/2023	1524	Loc/2nd St. Agency Assist - Eugene PD
9/24/2023	1541	Loc/Jones Rd. Report of code complaint - illegal parking, junk accumulation
9/24/2023	1830	***
9/24/2023	1945	Loc/Hwy 58 Report of illegal burn
9/25/2023	0745	Loc/Ash St. Citizen Assist
9/25/2023	0846	Loc/Dunning Rd. Citizen Assist
9/25/2023	0905	Loc/Ash St. Citizen Assist
9/25/2023	1120	Loc/Hwy 58 Report of trespass
9/25/2023	1135	Loc/Ash St. Citizen contact

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/25/2023	1201	Loc/Elder St. Report of code complaint
9/25/2023	1247	Loc/Ash St. Citizen Assist
9/25/2023	1403	Loc/Hwy 58 Report of suspicious conditions
9/25/2023	1518	Loc/Ash St. Found Property
9/20/2023	2248	Loc/Hwy 58 Traffic for speed 45/35
9/25/2023	1617	***
9/17/2023	2330	***
9/19/2023	0330	***
9/26/2023	0955	Loc/Jones Rd. Citizen contact
9/26/2023	1004	Loc/1st St. Requesting civil standby
9/26/2023	1057	Loc/1st St. Report of suspicious conditions
9/26/2023	1149	Loc/Ash St. Citizen assist
9/21/2023	0929	Loc/Hwy 58 Report of disorderly conduct
9/26/2023	1401	Loc/Berry St. Request for welfare check
9/25/2023	2311	Loc/1st St. Report of assault
9/26/2023	0030	Loc/Berry St. Report of dispute
9/25/2023	2230	***
9/26/2023	1911	Loc/1st St. Arrest/Assault IV, Menacing, Felon in Possession: Sayre, James
9/26/2023	2115	Loc/Locust St. Report of rotection order violation



<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/26/2023	2115	Loc/Commerical St. Report of missing person
9/27/2023	1400	***
9/27/2023	1420	***
9/28/2023		***
9/27/2023	1530	Loc/Ash St. Report of burglary
9/27/2023	1646	***
9/27/2023	2018	Loc/Hwy 58 Report of motor vehicle accident
9/27/2023	2056	Loc/Fairy Glen Dr. Request for welfare check
9/27/2023	2120	Loc/Hwy 58 Report of disorderly subject
9/28/2023	0908	Loc/Ash St. Citizen contact
9/28/2023	0933	Loc/Ash St. Report of driving complaint
9/28/2023	1011	Loc/Ash St. Citizen contact
9/29/2023	0750	Loc/Ash St. Citizen Assist
9/28/2023	1430	Loc/1st St. Request for welfare check
9/28/2023	1525	Loc/Hwy 58 Traffic for Speed 55/35
9/28/2023	1640	Loc/Commercial St. Traffic for Speed 38/25
9/28/2023	2011	Loc/Hwy 58 Report of suspicious conditions
9/28/2023	2119	Loc/Hwy 58 Report of theft
9/28/2023	2225	Loc/Westoak Rd. Arrest/Protection Order Violation: Coker, Kelsey

<b>Date</b>	<b>Time In</b>	<b>Media</b>
9/29/2023	1220	Loc/Ash St. Citizen contact
9/29/2023	1222	Loc/Ash St. Citizen contact
9/29/2023	1239	Loc/Ash St. Citizen contact
9/29/2023	1718	Loc/1st St. Report of criminal mischief
9/29/2023	1800	Loc/Commercial St. Report of code violation - garbage
9/30/2023	1353	Loc/1st St. Report of alarm
9/30/2023	1420	Loc/Hansen St. Report of dog at large
9/30/2023	1512	Loc/Hills St. Traffic for driving while suspended
9/28/2023		Loc/Garden Rd. Report of disorderly conduct
9/28/2023	1302	Loc/Berry St. Citizen assist
9/28/2023		Loc/Ash St. Citizen Assist



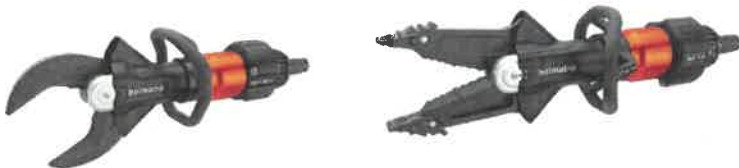
OF&EMS

SEPTEMBER 2023 MONTHLY REPORT

### New Extrication Tools

Oakridge Firefighters received technical rescue training in the event of a motor vehicle crash. Chris Mills from Fire Rescue Equipment NW, LLC, presented a lesson on vehicle extrication and familiarization with our new extrication tools. The training was well-received and one of the best classes on extrication I have attended.

Thank You Chris!





## Oakridge Fire & EMS

47592 Hwy 58  
P.O. Box 1410  
Oakridge, Or 97463  
(541) 782-2416

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### Monthly Report for September 2023

#### **Training**

Fire/EMS Volunteers completed a total of **88 hours of classroom or practical training**. Training consisted of NFPA 1670 - Technical Rescue: Vehicle Extrication, vehicle stabilization, EMS Case Reviews with Dr. Phillips, and Firefighter evolutions. We also had a drill night to get feedback from personnel on how we can provide a better training experience for our members. From that we will be adding training opportunities at different times for those that cannot make drill nights, changing our start time 30 minutes earlier and limiting it to two hours so everyone can be home at a reasonable time for family. EMS Coordinator Jim Cole has taken over EMS training so Captain Higdon can focus on fire training and special projects (currently working on data collection for the Medicare study).

#### **Vehicle Repair & Maintenance:**

- Nothing to report from a major repair or maintenance issue.

Ambulance	Miles in September	Total Miles
Medic 1 2017 Ford F-450	1,135	175,998
Medic 2 2012 Ford F-450	1,615	216,099

#### **Fire Prevention/Community Involvement:**

- CPR/First Aid training for Oakridge School District
- Provided medical standby for varsity football games.

#### **Miscellaneous Things Involving Our Department:**

- We renewed our waiver from OHA to be able to staff our ambulances with a non-EMT driver/EMR and a Paramedic. The normal requirement is a minimum of an EMT and Paramedic on the medic unit. This will allow us to have two ambulances available more frequently.

**Fire Chief Hollett**



# Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

## Fire Department Activity report for September 2023 (updated 10-12-23)

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	M	Y
<b>Emerg. Med.</b>	<b>62</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>2</b>	<b>82</b>	<b>723</b>
Trans. to RBH	18	5	3	2	0	28	228
Trans. to MWH	9	0	0	0	0	9	116
Trans. to UDH	0	0	0	0	0	0	15
Trans. to LZ	0	0	0	0	0	0	2
Trans. to Other	0	0	0	0	0	0	0
<b>Total Transports</b>	<b>27</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>37</b>	<b>361</b>
<b>Trans. % Rate</b>	<b>44%</b>	<b>83%</b>	<b>60%</b>	<b>29%</b>	<b>0%</b>	<b>45%</b>	<b>50%</b>
<b>Fires</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>29</b>
<b>Good Intent</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>37</b>
<b>Haz. Condition</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>10</b>
<b>Other Situation or False Call</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>
<b>Service Call</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>22</b>
<b>Total Calls</b>	<b>70</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>2</b>		
<b>Overall Total Calls for response Area:</b>						<b>93</b>	<b>833</b>

2<sup>nd</sup> Out Calls – 11      3<sup>rd</sup> Out Call – 0      4<sup>th</sup> Out Call – 0      For the month.

### Calls by Day of Week & Time of Day

Time	Su	Mo	Tu	We	Th	Fr	Sa	M	Y
0000-0359	1	1	0	0	2	1	5	10	65
0400-0759	0	1	0	2	1	0	2	6	65
0800-1159	1	5	1	3	1	3	3	17	142
1200-1559	3	1	4	3	4	3	1	19	180
1600-1959	5	3	3	2	2	5	2	22	183
2000-2359	1	1	2	2	2	6	5	19	198
<b>Total:</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>18</b>	<b>18</b>	<b>93</b>	<b>833</b>

**Volunteer Hours for:**

	July	August	September
Stipend EMT Coverage:	156 Hours	396 Hours	360 Hours
Stipend Driver Coverage:	120 Hours	217.5 Hours	84 Hours
Trainee Coverage:	24 Hours	159 Hours	39 Hours
Drill Attendance:	31.5 Hours	45 Hours	42.5 Hours
Projects:	20 Hours	17.5 Hours	16 Hours
Weekend Training	102 Hours	0 Hours	45.5 Hours
All Other:	75 Hours	3.5 Hours	2.5 Hours
<b>Total Hours by Volunteers:</b>	<b>528.5 Hours</b>	<b>838.5 Hours</b>	<b>589.5 Hours</b>



# Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

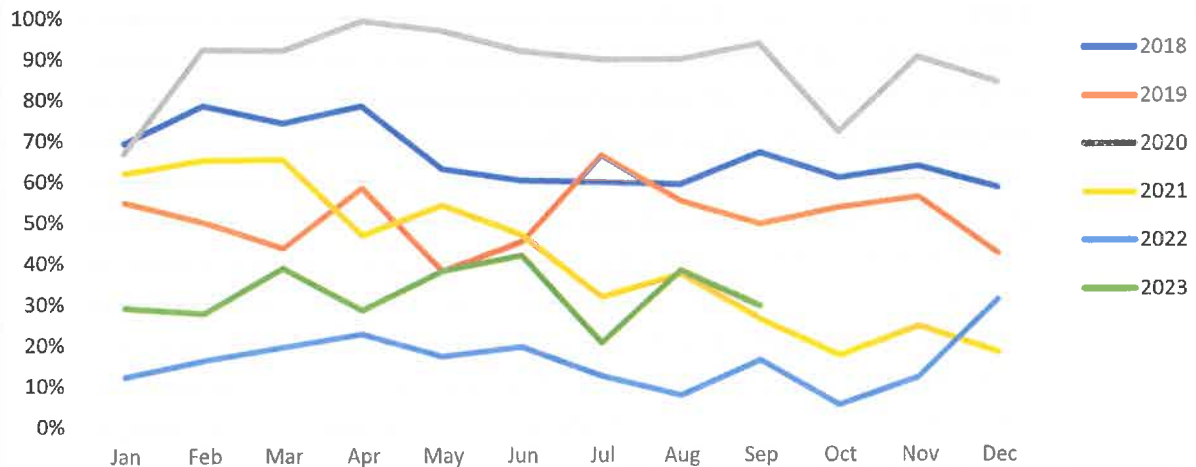
## Fire Department Activity report for 2023

2023	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
January	65	2	7	15	2	91
February	58	4	5	15	0	82
March	81	5	5	10	3	104
April	66	8	5	12	1	92
May	60	4	6	3	1	74
June	60	4	13	6	5	88
July	78	7	14	5	5	109
August	81	3	4	5	7	100
September	70	6	6	9	2	93
October						
November						
December						
<b>Grand Total:</b>	<b>619</b>	<b>43</b>	<b>65</b>	<b>80</b>	<b>26</b>	<b>833</b>

## Fire Department Historical January – September

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
2018	566	40	38	100	18	762
2019	615	45	25	90	22	797
2020	556	51	41	60	25	733
2021	601	64	31	83	41	820
2022	631	40	38	77	19	805
2023 YTD	619	43	65	80	26	833

## Historical Data of Stipend Coverage





City of Oakridge  
48318 E. 1<sup>st</sup> Street – PO Box 1410  
Oakridge, Oregon 97463  
Phone: 541-782-2258 FAX 541-782-1081

## Public Works

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**Reporting Month: September, 2023**

**Water Distributed: 1.8 MG**

**Waste Water Treated: 6.1 MG**

**Service orders: 42**

**Locates: 16**

**Waste water repairs: 0**

**Water leaks: 2, 6 inch main feeding Greenwaters and 2 inch feeding rest area.**

**Other tasks performed: Crosswalk and curb painting still have a couple odds and ends to finish with paint. Performed a sewer tap for new construction on High Leah. Did a few pothole repairs and some street sweeping also replaced street sign on Spot street. Read water meters and dealt with non payment accounts. Weed and brush abatement city properties and right of ways as well as parks.**

**Robeart Chrisman, Maintenance Supervisor**





The Oakridge Public Library Board presents.....

# LIBRARY AFTER DARK

Featuring a **Silent Auction**

With friends and library lovers

Guest starring...

Good conversation  
Beer  
and  
Fine Wine  
will be served




**Saturday**

**October 21, 2023**

**6:00pm**

Proceeds will go to the purchase of  
Children's Educational Activities,  
DVDs, and Books.



ALL ARE INVITED!

# UPTOWN OAKRIDGE TRUNK OR TREAT

EAST 1ST FROM THE  
MUSEUM TO THE PUB

TUESDAY, OCT 31, 4-6PM

ENJOY AN AFTERNOON OF TRICK OR  
TREATING FUN WITH LOCAL BUSINESSES,  
NEIGHBORS, TEENS, TEACHERS AND  
MORE! ALL ARE WELCOME TO JOIN US TO  
GIVE OR GET TREATS AND  
SHOW OFF COSTIMES!

WANT TO JOIN US WITH YOUR VEHICLE?  
JUST DECORATE IT AND BRING CANDY OR  
TREATS AND PRIZES! PLEASE PARK WITH  
YOUR "TRUNK" FACING THE SIDEWALK!  
COSTUMES HIGHLY ENCOURAGED!

HAUNTED JAIL WITH OPD 6-8 PM

# Free Thanksgiving Dinner

Thursday, November 23

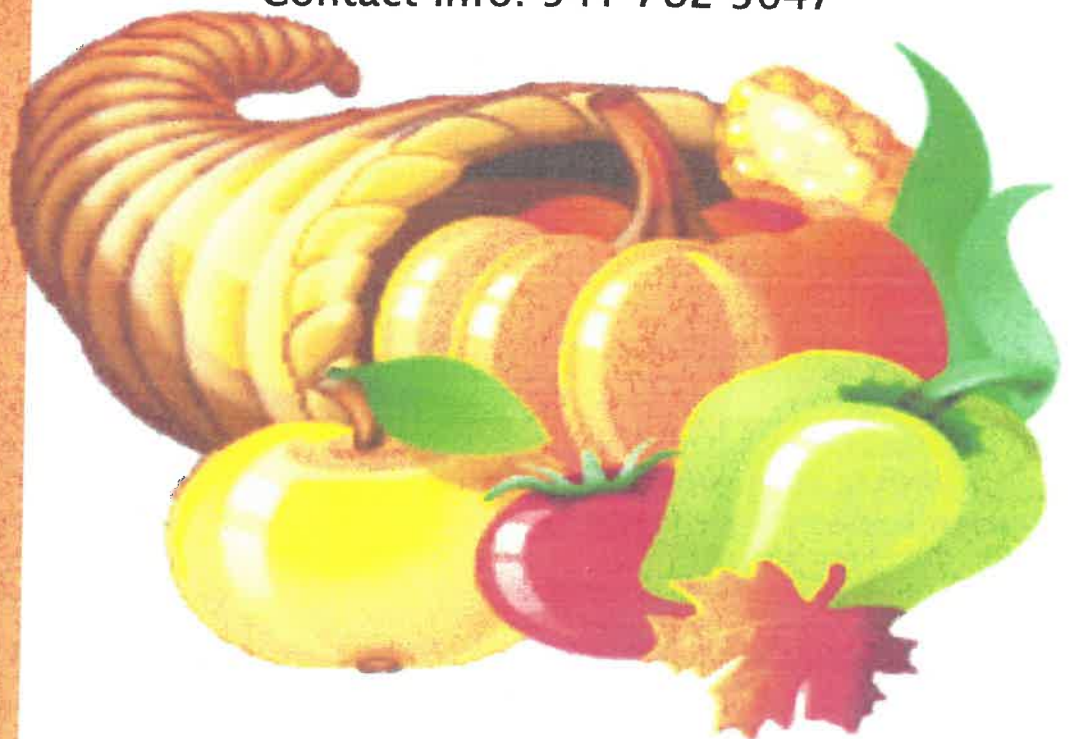
11 p.m. until 1 p.m.

Everyone welcome

Oakridge Methodist Church

First and Laurel

Contact Info: 541-782-3647



Oakridge United Methodist Church  
PO Box 405  
Oakridge, Oregon 97463  
Ross Spencer, Pastor

November, 2023

Greetings!

As we have for many years, the Oakridge United Methodist Church will be serving free Thanksgiving Dinner. The dinner is open to all. We do not expect payment for any meals.

Please help us by advertising the meal to your members, friends, relatives, family or clients. Dinner will be served from 11am to 1pm at the church on Thanksgiving Day, November 23.

This effort is completely supported by donations and volunteers.

Please join us if you are able in whatever capacity you choose. If you have questions, please call 541-782-3647. If you can't reach anybody in the church office, call Cathy Spencer at 541-921-7798.

Sincerely,

*The People of the United Methodist Church*

Thanksgiving Dinner Committee