

November 2, 2023 at 6pm
City Council Meeting
Audio/Video Teleconference
Oakridge City Hall & Zoom
48318 E. 1st Street
Oakridge OR, 97463
REGULAR MEETING



1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment

Individual speakers must be recognized by the 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.

5.1 Trudy Hammond letter for public comment

6. Mayor Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

8.1 Minutes from previous City Council meeting(s) on: 10/19/23

9. Appointments

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 cell tower lease

10.2 Offer to purchase OIP Lot 22

10.3 Sale of 47899 Highway 58 (old Public Works building)

11. Business from the City Council

11.1 Change Order #1 for Greenwaters Park Amphitheater Remodeling

11.2 Committee Resolutions Recommendations from Admin Committee

11.3 Warming Center fee waiver request (Kathy Holston)

11.4 Strategic Plan Scorecard

11.5 TV Butte draft letter of opposition – Will be tabled

11.6 Holiday Light Parade fee waiver & TRT funding requests (Councilor Hollett)

12. Business from the City Administrator

12.1 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)

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

15. Public Hearings

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

16.1 Parks & Community Services Committee (Tarman or Rick Zylstra)

16.2 Public Safety Committee (CA for Coker)

16.3 Charter Review Sub-Committee (Kinyon)

16.4 OEDAC (Vacant – CA will report)

16.5 Admin Committee (Kinyon)

16.6 Library Board (Vacant)

16.7 WAC Sub-Committee (Hollett)

16.8 WAC Funding Committee (Mayor Cutchen or CA)

17. Other Business

Citizens have four ways of attending and commenting at a City Council meeting:

- 1. Via Zoom on your computer or smartphone at: <https://us02web.zoom.us/j/3664311610>**
- 2. Via phone by dialing: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm the day of the meeting.**
- 4. Attend in-person at Oakridge 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

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.*



MOUNTAIN RESPITE & MISSION RESCUE SAFETY ANIMAL CENTER, INC.
DBA: SAFETY ANIMAL CENTER
Safetyanimalcenter.com Oakridge OR. 97463 541-214-5821

To Oakridge City Council, Mayor, fellow Committee Members, and Citizens,

First, I would like to say I have given my time and energy to Oakridge citizens in hopes of building a better future, to improve our functioning city, and assist structuring of local government so that all people, tax payers or non taxpayers, might receive equality in community membership. I am presenting this letter of resignation from all current positions on each committee I am seated upon, Public Safety- Chair, Administration- Vice Chair, and the Subcharter committee membership.

Second, I have served on a total of five committees since my return to Oakridge in December of 2013. I also applied for vacant city council seats by solicitation. The methods in which city councilors are solicited to apply has embedded a great concern for the future in council members. I am in control of how I can better serve the citizens of Oakridge independently. I will continue to support and protest issues that are before us as a community.

Finally, I have attempted to bring forth new services for the city of Oakridge at little or no cost to the city. I have been undermined, unappreciated, and my safety blatantly neglected. I am sad to announce that due to specific character defects within our past and current council, unprofessionalism among our past and current council, and lack of accountability within our past and current council, my resignation is to take effect immediately.

Trudy L Hammond 10/24/2023

See attachments: Publication on my facebook group 2023
Public Comment of July 2022 (mic turned off during this public comment)
Public Comment of January 2021 (mic "muted" during in record of this zoom meeting)
Sub Charter Document; GUIDELINES

This is a document copy submitted with a complaint filed online and ZERO city staff or Council or Mayor addressed! An attorney did state I had a lawsuit if I wanted. It is for taxpayers that chose NOT to sue.
PUBLIC COMMENT JULY , 2022

Mayor, City Council, and Citizens

On July 31, 2020 an Oakridge Police Department case was created. I had provided services on a voluntary basis because it was an animal abuse case. Unfortunately the accused was acquitted. I believe the City of Oakridge should be aware that the order in fact should have come from the State of Oregon for the return of seized property. I believe the Deputy District Attorney from Lane County District Attorney's Office prepared for and performed very poorly since he did not fight the motion to return Moose or point out the jurisdictional issue (according to the case records read by Moose's attorney).

I was intimidated by OPD on June 29, 2022 just after 4:00pm with the threat of being arrested and receiving criminal charges, violating my civil rights as well as removing my program's leverage for a foreclosure lien. I had informed OPD of my intended compliance. I stated before the order was delivered to OPD, I needed time to consult with Moose's attorney on Friday July 1, 2022. I believe OPD's compliance with the local issued court order was a matter of convenience with disregard to the best interest of the animal, myself as a volunteer providing animal services to OPD and staff. It is at this time that I am announcing, I and/or Mountain Respite & Mission Rescue Safety Animal Center, Inc. will no longer be providing free animal services to Oakridge Police Department.

The Judge who had no power to implement an order for the return of the property aka Moose from the OPD. What was detrimental is the refusal of OPD to allow my policy and exit procedure, obtaining paperwork signed by the owner receiving Moose, denying my program record of closure for program case 7312020. To present a profile jacket and provide the dog's owner with extremely valuable information to foster lessened risk of abuse to Moose, due to the longevity of separation and Moose's anxiety issues. A proper reintroduction was denied by forcing me to surrender Moose upon the demand of the accused who had pressured OPD to immediately return Moose.

Though having Moose would be my ideal goal, I knew from the beginning and accepted Moose may have a chance of being returned as he is "seized property" and I was aware my only gain would be monetarily which is why I had a document signed by the owner. OPD/Pro Tem City Administration cost me over \$4,000 in boarding fees that I was allowed by Oregon State Law. My negotiating Moose in lieu of the money has been weakened significantly if not abolished.

Thank you for your time and attention.

While I am addressing conduct as well as being challenged with conduct, I would like to bring to the attention to the public and City of Oakridge that I understand reformation and construction of our City website, with the work being a continuum. Therefore I am informing you all there are missing recorded Minutes according to our calendar in violation per ORS 192.650 (1) for OPSC. Understandably due to covid and missing notices in our 2020 Calendar for this committee's scheduled meetings whether canceled or conducted, they should be documented. Also, January of 2020 has the recorded minutes for December 2019 and none for January 2020. In the month of October of 2020 these committee meetings have picked up inclusion to our city calendar. The actual commencing of December 10, 2020 meeting of recording/minutes is not available and not attached under the OPSC city's committee website location at the time of drafting this public comment.

I also hold myself and the Oakridge Public Safety Committee accountable for the Annual report for 2020. I took the initiative to complete the Annual Report for OPSC. This report includes the goals and objectives of the ByLaws in my draft and addresses the heart of OPSC's goals and objectives. With objection to this report's draft by another committee member demonstrated in the missing video, the draft was accepted in its form. I have not received an edited version.

THANK YOU FOR YOUR TIME.

This serves as an example an exhibit of my diligent Communicative efforts. It is now 2023 and progress is slow but HAPPENING!

PUBLIC COMMENT JANUARY 7, 2021 THURSDAY CITY COUNCIL MEETING

In the month of January in 2020 I completed an application to become an Oakridge Public Safety Committee member. I was appointed on April 2, 2020. My reply to question number five is included in this comment to READ:

5. Describe your understanding of the role of the Council versus the role of Staff in a local government...

- a. Breaking down responsibilities is to follow the Charter, use Robert's Rules of Order in local government guidance, and a certain dependency of staff to know their job description does not depend on an understanding of political structures but I am impressed at our staff's knowledge. Both require degrees of organizational skills, spoken communication skills, etc. The difference navigates to authority levels with decision making and policies of the city as a whole. There is a hierarchy to follow: the City Council, Mayor, is a legislative body. City staff is a body directed by the City Manager or City Administrator who is, as needed, directed by the City Council.

After spending several months as an active member I must thank our Oakridge Public Safety Committee for the compassion I received when my daughter died April 30, 2020 a mere 28 days after appointment to the committee. I am offended that I have via email received this comment :

"In all communities there will be conflict. I believe we must compassionately and sensibly work through our differences".

To suggest I have not an understanding of compassion and its need in conflict resolution is completely separate to my issue at hand. I believe I need NOT have compassion for an individual serving on the same committee who has undertaken with consistency of overt actions to attack my character and community service. Names will not be disclosed in this public comment. Also, :

"Removal of a member of a committee is by recommendation of the Mayor and approval of the council" IS NOT ACCORDING TO Oakridge Public Safety Committee Resolution. A decision is made by The Council regarding the removal of a committee member at the advisory of that committee's members per vote. Yes our City of Oakridge Mayor is a member of our City Council and seats second to our City Council as an entity in hierarchy. Our OPSC Resolution 20-2020 states...

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or nonperformance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible. Passed September 21, 2020

This has been posted in my Facebook group, for public knowledge including local city government.

2023!

Hello. This Trudy at Mountain Respite & Mission Rescue Safety Animal Center, Inc. We are here to assist our community with Lost and Found Pets as well as provide other services! We are animal care volunteers within our community collaborating to reunite pets with their families. Our assisting commitment to our community includes free microchip scanning. Safe housing for dogs and, at times little critters such as birds, reptile surrenders, injured squirrels to relocate with squirrel rehab folks.

Note: Our pages and website will be managed 24/7 with sporadic viewing, updates, and replies to comments will be addressed as time allows. Text messages are welcome for faster replies but phone calls are best answered in late evenings after 8:00pm.

This message is intended to assist in finding owners for stray animals brought to the safety animal center or request my attention to assist. If you have lost or found an animal, please call the center at (541) 214-5821 to file a lost or found report. I can then build a profile jacket of the pet. Send pictures if possible. If you can not keep the animal at least 24 hrs then Greenhill is your best result. I have limited space and continually am organizing as a daily chore... I will need to make safe space with every arrival.

Please respect each other and speak kindly in comments of all Mountain Respite & Mission Rescue Safety Animal Center, Inc.'s posts. Negative or derogatory comments will not be tolerated. Remember, finding and losing a pet is a very emotional experience. Animals posted may vary in appearance. Which does not sustain an abuse case. I will follow up appropriately with enforcement of our policies, city ordinances and laws. An unclaimed pet may be surrendered to medical professionals in cases of neglect and/or abuse so please limit comments to the subject of owners that are not providing reuniting information or additional information of animals at large. Also, please call and make a report to Oakridge Police Department (541-782-4232) prior to bringing a rescued dog to the safety animal center and inform them if the suspected animal victim is at our center for the duration of their investigation, should they choose to follow through with an investigation. We will inform Greenhill and/or LCAS (Isabelle M.) of all suspected abused animals. Keep in mind LCAS has a shortage of animal control officers.

Contact Lane County Animal Services (LCAS) 541-682- 3645/ LCAS@lanecountyor.gov to report any eyewitness testimony, email photos or file complaints. Second hand reporting to LCAS through our safety animal center is only hearsay and denied.

By law, all found animals must be reported to their local county agency...Greenhill,(GH) is contracted specifically to manage lost and found animals in Lane County and maintains the largest database. Posting to their page is not the same as filing an official report. If you have found a cat, dog, or other domesticated pet, outside of Oakridge city limits please call (541) 689-1503, make the report and inform the location of the dog if you hold the animal or bring the animal to the safety center here in Oakridge. REPORTING is the law to protect animals from being rehomed too soon.

After an animal is reported as found, a finder can either choose to bring the animal to the Greenhill Humane Soc. or Safety Animal Center in Oakridge, or hold the animal themselves. As a contracted agency, Greenhill Humane Society is required to hold animals for 3-5 business days (depending on identification found on the animal) before making them available for adoption.

We are an incorporated nonprofit 501c3 public charity and follow public holding requirements of the public, as a receiver of public finders can hold an animal for 45 days if they are in unincorporated areas of Lane County (outside city limits of Eugene). An Oakridge resident inside city limits can hold for 3 days if no identification and 7 days if microchipped, tagged, or is otherwise identified of ownership. It is illegal to relocate, rehome or alter (including spay/neuter, microchipping, grooming etc.) a found animal within the time periods. The only exception to this is for free-roaming cats who can legally be spayed and neutered. Our safety animal center offers resource information for feline trap & release programs and low cost medical care with surrounding area resources. At this time 2023, WE DO NOT HOUSE CATS or kittens.

Animals brought to the safety animal center will receive vaccinations, microchipping, spay & neuter, and flea control as needed after holding period releases legal ownership to Mountain Respite & Mission Rescue Safety Animal Center. Upon intake in order to protect them and the animals currently in our care, a quarantined time frame is implemented. Each animal is examined by professionally trained medical professions at clinic/hospital locations in Eugene/Springfield areas and may choose to not vaccinate due to health risks.

For dogs: All dogs must have proof of current rabies vaccine before release of the dog. The owner will be held financially accountable to provide the rabies vaccination cost, fuel reimbursement, and time of assistance with the dog at the vet of our choice. Upon return to owner, the dog will receive a rabies tag and a copy of the rabies certificate and an invoice. They will also need to purchase a dog license based on our local jurisdiction, available at City Hall (541-782-2258) if they do not already have a **current** one.

There are certain scenarios where bringing a found animal to safety is in everyone's best interest.

It is highly important that the animal be brought to the safety animal center or if we have no space, be taken to Greenhill, if you are unable to hold onto an animal while an owner is being located, if an owner has come forward and the finder is uncomfortable returning the animal to them, or the animal is in need of medical attention or if you suspect abuse or neglect. If you are unsure of how to proceed, please call the GH humane society or LCAS as we have no local animal control agency. Animals with microchips where you are not able to locate the owner, can also be taken to the our safety animal center so we can follow up in more detail and so we can send a notice or other communicative processing of a located pet waiting to be claimed.

THANK YOU FOR READING THIS VALUABLE OPERATION CONTENT!!!

Our community demonstrates compassionate unity with lost, found, dumped and neglected/abused and mistreated animals. United we stand, divided they die.

I suggested "guidelines" for any committee to have as a chair pers after a city Councilor challenged me as the Public Safety Committee chair pers and the reply I received was "don't want to place too much power with city councilors".

City of Oakridge

Charter Review Subcommittee: Operating Guidelines

Established: The Charter Review Subcommittee was established as a Subcommittee of the Administration Advisory Committee by the Oakridge City Council on May 20, 2021

Mission: To review the Oakridge City Charter, and create section and paragraph recommendations for change that will go to the ballot for voter consideration.

Authority and Responsibilities: The Charter is a guiding document that establishes the City Government's system and structure, and should be comprised by the citizens of Oakridge in accordance with the law. The City Council may not change the language proposed by the subcommittee for the ballot without sending their recommendations back to the subcommittee for approval.

The City Council will determine if the language proposed by the subcommittee needs to go to the City Attorney for review prior to ballot submission. Alternatively the City Council may determine that any Attorneys on this subcommittee have reviewed and prepared the language adequately. Once the language is agreeable to the subcommittee, it shall be submitted to the county to be placed on the ballot.

Membership: Up to 15 registered voters from the city shall make up the voting members. Ex-officio members include one City Councilor from the Administration Committee and the City Administrator. Initial voting members were appointed by the Administration Committee by selecting all qualified applicants. Open seats shall continue to be filled by the subcommittee with qualified citizens of Oakridge until the subcommittee determines and sets a cut off date. At its first meeting, the subcommittee selected a chair, vice chair and secretary who shall remain for the duration of this subcommittee, unless there is a resignation, at which time the subcommittee will select a replacement from its current members.

Meetings: One or more meetings will be held monthly as this subcommittee determines is necessary. Meetings shall be open to the public and available (recorded) on the city zoom account. Notice is required for all meetings according to public meetings law.

Work product is being stored on the city shared google drive, and is available for public inspection upon request at any time.

This committee shall establish at least two opportunities for public review and comment prior to sending final draft recommendations to the council.

* My final straw!



October 19, 2023 @ 6:00 p.m.
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

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

Staff Present: City Administrator James Cleavenger, City Recorder Jackie Taylor, and Community Development Director Rick Zylstra

2. Pledge of Allegiance

3. **Roll Call**-Councilor Bjarnson logged in late at 7:24 pm, this was pre-approved.

4. Additions, Corrections or Adjustments to the Agenda

James-removed item 14.1 because it is not ready.

5. Public Comment-

Vincent LaRochelle- spoke against TV Butte development.

Jeanne Cabello-Penn - spoke against TV Butte development.

Trudy Hammond- spoke against TV Butte development, and asked the Council why a City Councilor has still not been appointed to the OEDAC.

Anna Jane May- spoke against TV Butte development.

6. Mayor Comments / Announcements / Proclamations

The Library After Dark event is this Saturday at the Library.

Trunk or Treat will be held uptown on October 31, from 4-6pm, and the haunted jail cell will be from 6-8pm at the police department.

7. Councilor Comments / Announcements - None

8. Consent Agenda

8.1 Minutes from previous City Council meeting on 10/5/2023

Councilor Brewer-pointed out 2 minor corrections that needed to be made.

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

Ayes: 6

Nays: 0

9. Appointments

9.1 Laurie Patty- Library Board Application-applicant was not available so the issue was tabled.

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

In Executive Session: 6:11 pm

Back in Regular Session: 6:51 pm

10.1 Towerpoint offer to purchase interest in OIP lease

Motion: Councilor Kinyon moved to direct the CA to continue negotiations with Towerpoint. Councilor Coker seconded the motion.

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

11. Business from the City Council

11.1 WAC Community Survey results

James-read the issue.

Councilor Hollett-presented the survey results.

Trisha Maxfield-answered questions from the council.

Mayor Cutchen-thanked Trisha for all of her hard work on the survey.

11.2 Oakridge Trails Alliance OIP lease proposal

James-read the issue.

Motion: Councilor Kinyon moved to allow the CA to draft a new lease with the Oakridge Trails Alliance for \$500 per month in exchange for OTA agreeing to reestablish and maintain the OIP trails. Councilor Hollett seconded the motion.

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

11.3 Warming Center fee waiver request

James-read the issue.

Motion: Councilor Kinyon moved to approve the use of the Greenwaters Park Community Building and waive fees for the warming center this winter from December through March from 6 pm to 7am, on nights when it is not already reserved and it is forecasted to be below freezing. Councilor Tarman seconded the motion.

Kathy Holston-she volunteers to coordinate volunteers for the warming center. They will work with the city when the building is rented out. She would like to be able to have it open at 6pm because they provide a full dinner for the homeless, and if they have to wait until 8 pm the homeless are usually already bedded down for the night.

There was discussion on the warming center volunteers and why they fill out the city volunteer forms.

Councilor Kinyon-withdrew her motion.

Motion: Councilor Kinyon moved to table this discussion until the November 2, 2023 meeting. Councilor Coker seconded the motion.

Tarman (nay), Coker (aye), Brewer (aye), Mayor Cutchen (nay), Kinyon (aye), Hollett (aye). Motion passed 4-2

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

Councilor Tarman-presented the issue.

Rick-talked about the quiet zones and the cost to have a study done.

Motion: Councilor Brewer moved that we have attorney request protocols and procedures for city review on idling only within an urban environment. Councilor Hollett seconded the motion.

Tarman (aye), Kinyon (nay), Coker (nay), Mayor Cutchen (aye), Brewer (aye), Bjarnson (nay), Hollett (aye). Motion passed 4-3

11.5 TV Butte Discussion

James-read the issue.

Motion: Councilor Brewer moved to appoint councilors Hollett, Brewer and Bjarnson to draft a new letter of opposition to the development of TV Butte as a rock quarry for council's future consideration to include the previous letter. Councilor Coker seconded the motion.

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

11.6 Holiday Light Parade fee waiver request

James-read the issue.

Councilor Hollett-explained the changes they have made to the parade this year.

Motion: Councilor Kinyon moved to table this agenda item to the November 2 meeting. Councilor Brewer seconded the motion.

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

12. Business from the City Administrator

12.1 Holiday Party discussion

James-read the issue.

There was discussion on business awards and how the Chamber is going to determine which businesses will qualify for the awards and how many people are being invited to the holiday party. All city staff and all city volunteers and committee members will be invited. The Chamber and RAIN will be paying for all the awards.

Councilor Kinyon- would like to be a part of making sure that everyone who volunteers in the community is invited.

Motion: Councilor Brewer moved to allow the CA to have an awards ceremony at the holiday party. Councilor Tarman seconded the motion.

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

12.2 Other City Business updates

We will have a special session on Tuesday, October 24th for a change order for the Amphitheater project. *(This meeting was later canceled.)*

13. Items removed from the Consent Agenda-none.

14. Ordinances and Resolutions

14.1 Ordinance 942-removed from the agenda

14.2 Ordinance 943-ran out of time, so the issue was tabled.

15. Public Hearings-none

16. Staff and Board/Committee/Commission Reports

Ran out of time, the council has the written reports in the Council Packet.

15.1 Finance Report

15.2 Police Report

15.3 Fire Report

15.4 Public Works Report

17. Other Business

None

18. Public Comment

Kathy Holston-addressed Councilor Brewer's statement that she read aloud during the warming center discussion.

Dan Barclay-spoke about councilor conduct and complimented Councilor Brewer.

Trudy Hammond-asked again why Councilors have not appointed a Councilor the OEDAC and requested that each Councilor answer the question directly.

Mayor Cutchen-told Trudy that she could ask the CA about this, but they weren't having back and forth during public comment.

19. Adjourn 8:17 pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Business of the City Council

City of Oakridge, Oregon

November 2, 2023

**Agenda Title Change Order #1 for
Greenwaters Park Amphitheater
Remodeling**

**Proposed Council: Approve/Deny change
Order**

Agenda Item No: 11.1

Exhibit: Invoice, TRT Request,

Agenda Bill Author: Rick Zylstra

ISSUE: On Top Construction has issued a change order in the way of a new invoice. The new invoice attached with this agenda bill covers the repair of the dry rot and removal and installation of the Electrical Panel for a total of \$41,465, with \$8032.50 already being paid leaving \$33,432.50 remaining.

Banner Bank was gracious enough to contribute (via reimbursement) \$20,000 for the reside, the city would need to cover the remaining \$21,465.

Currently the Parks budget has \$17,700 in the Reserved for Future Expenditures but due to budgeting laws we cannot access those funds until next fiscal year. (ORS 294.371, & OAR 294.371) The Parks Budget did budget \$7,500 for Building Maintenance with approximately \$7,000 remaining for this year with half of the \$7,000 being proposed for this use.

At this time, we are requesting to use \$17,965 from TRT along with half of the remaining Building Maintenance budget at \$3,500 to complete the needed \$21,465

FISCAL IMPACT: \$21,465

**OPTIONS: 1) Approve the change order
2) Do not approve the change order**

RECOMMENDATION: Staff recommends approving the change order #1.

RECOMMENDED MOTION: I move we direct staff approve change order #1 for the Greenwaters Amphitheater and approve the \$17,965 request from TRT funds.

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.

TRT PROJECT BUDGET

Project: Greenwaters Amphitheater Reside

Property Owner: City of Oakridge

Project Address & Mailing Address: Project Address -48248 Hwy 58
Mailing Address - PO Box 1410, Oakridge OR, 97463

Contact Person: Rick Zylstra

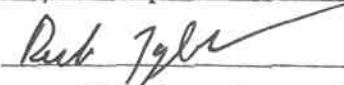
Phone: 541-782-2258 **Email address** rickzylstra@ci.oakridge.or.us

Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Persomel	\$	\$
Equipment/Supplies	\$	\$
Other	\$ \$21,465	\$ \$17,965
Total	\$	\$
Funds Requested	\$ \$21,465	\$ \$17,965

Prepared by: Rick Zylstra

Title: Community Development Director

Signature of Point of Contact: 

Title: Community Development Director

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



On Top Construction and Design
 P.O Box 441
 Oakridge, OR 97463
 541-852-0474
 Kelly@OnTopConstructionanddesign.com
 OnTopConstructionAndDesign.com

Invoice 1316

BILL TO

City of Oakridge
 48362 hwy 58
 Oakridge, OR 97463

DATE
 10/14/2023

PLEASE PAY
 \$33,432.50

DUE DATE
 11/13/2023

DESCRIPTION

AMOUNT

Reside entire exterior of Amphitheater. This includes removal of all belly band, two barn sliding doors and all existing siding. Replace with hardy 7" siding with all new corners, inside and out. This also includes framing in of existing opening left from door removal to accommodate new siding.	16,065.00
This estimate does not include any dryrot repair. Any dry rot repair needed will be billed as time and material cost This estimate does not include paint.	0.00
Remove tongue and groove and belly band on inside of amphitheater for the entirety of the East and West wall to the top to expose the rotten posts that are to be replaced. Replace siding on inside of both East and West wall with matching hardy siding for the entirety of the wall approx. 840 sqft.	6,000.00
Remove and replace all lower sheeting on exterior of amphitheater. Remove 70% of the pressure treated sill plate and 2' of vast majority of the studs around the exterior of building	8,000.00
The main posts of the north side of the building are rotten as well. We propose to replace the entire post, as well as the west side inner support post, as they are the main support of the entire structure.	2,000.00
Replace 46' of gutter with one downspout on south wall above the back door. Current gutter leaks in 4 spots creating dry rot above the door as well as in 3 other locations on back wall.	500.00
This includes removal and disposal of all demo material	0.00

Payments are: 50% due upon signing and 50% due upon completion.

*Credit /debit card payments will be charged a 4.5% processing fee. This fee will be added to the total invoice prior to the payment processing

DESCRIPTION

AMOUNT

The SW corner of building where the electrical panels are mounted are water damaged. Lane electric will need to disconnect both services and GMD Electric will need to come out and remove both boxes so we can complete work.

8,900.00

Electrical: -GMD to provide and install all labor and materials to complete the following scope of work at the Oakridge Amphitheater in Greenwater's Park:

-Remove existing service to facilitate the replacement of dry rotted framing and siding.

-GMD to store service equipment until contracted work is finished.

-Install a new service rated 400-amp I-Line MLO 3R Single Phase Panel.

-Will re-use all existing service and feeder conductors, (3) 200-amp breakers, CT cabinet, and Meter Base.

-Grounding and Bonding as per NEC 250.

-Permit provided by City of Oakridge.

Please note that if the Electrical Inspector deems that there was No Access when attempting to complete a scheduled inspection, there will be a \$200.00 fee.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above with and completed in a substantial workmanlike manner.

Due to the fluctuating construction material prices, we can no longer guarantee estimates' material prices. In the event that there is a material cost increase, On Top Construction will discuss the details before moving forward.

PAYMENT

8,032.50

TOTAL DUE

\$33,432.50

THANK YOU.

Payments are: 50% due upon signing and 50% due upon completion.

*Credit /debit card payments will be charged a 4.5% processing fee. This fee will be added to the total invoice prior to the payment processing.

Greenwater's Park Amphitheater		
Quantity	Material	Cost
56	2x6x8 KD DF 2 & BTR	\$404.77
10	5-1/2X7-1/2 ARCH GLB X BEAM V4 1-10	\$245.70
16	2X6X10 2&BTR PRESSURE TREATED	\$269.36
16	2X6X10 KD DF 2 7 BTR	\$150.80
20	1/2X4X8 PT CDX PLYWOOD	\$1,406.08
2	5-1/2X8" LVL	\$1,141.14
125	Piece HARDY SIDING	\$2,128.75
2	5-1/4X6X20' TRIM	\$135.20
16	Piece 4X8 CDX PLYWOOD	\$1,072.50
2	MASTER SEAL NP150 CAULKING	\$222.30
	FREIGHT	\$190.00
	TOTAL:	\$7,366.60

General operating contingency

An estimate for **general operating contingency** may be included in any operating fund. The estimate is based on the assumption that operations may necessitate spending during the year on items that cannot be specifically identified at the time the budget is being prepared. The contingency is not a separate fund. It is a line item within an operating fund, separate from any of the other major object classifications. Its purpose and proper use are explained in Oregon Administrative Rule 150-294.352(8).

Each operating fund (each fund from which operating expenses are paid) is allowed one appropriation for a general operating contingency. A non-operating fund cannot have an appropriation for a contingency. The expenditures in non-operating funds can usually be accurately estimated and are not subject to unexpected variations arising from operations. A debt service fund is an example of a non-operating fund that cannot contain an operating contingency.

The contingency estimate must be reasonable, based on past experience, and consistent with the purpose of the particular fund involved. It cannot be made in place of an estimate for expenditures which are known to be necessary and can be anticipated. It must not be used to cover up improper or loose budgeting practices. It must not be used as a "savings account" in which to sequester excess revenues.

During the fiscal year, money budgeted and appropriated as contingency must be transferred to another appropriation category before it can be expended. A resolution or ordinance or a supplemental budget must be passed before any of the contingency can be transferred. If the expenditure is to be made from another existing appropriation category, a resolution or ordinance may often be used to authorize the transfer and expenditure. The operating contingency then is reduced and the receiving appropriation category increased by the same amount so the fund remains in balance. If there is no existing appropriation category suitable for the expenditure, then a supplemental budget is required to create the appropriation category and transfer the resources from contingency.

There is no statutory limit on the amount which may be budgeted and appropriated for general operating contingency. However, the amount which may be transferred from contingency by resolution over the course of a year is limited to 15 percent of the amount originally appropriated in the fund [ORS 294.463(2), renumbered from 294.450(2)]. Transfers which in total exceed 15 percent of the original appropriation may be made only after adopting a supplemental budget for that purpose.

For example, if the total appropriation in a fund is \$100,000, including \$20,000 for the general operating contingency, only 15 percent, or \$15,000, of the appropriation may be transferred from the contingency appropriation by resolution or ordinance. The remaining \$5,000 can be transferred only through a supplemental budget.

Unappropriated ending fund balance

Budgeted requirements may include an **unappropriated ending fund balance**. The purpose of an unappropriated ending fund balance is to provide the local government with a cash or working capital balance with which to begin the fiscal year following the one for which this budget is being prepared (ORS 294.371 and OAR 150-294.398, renumbered from 294.371).

When calculating the amount of an unappropriated ending fund balance, determine your cash requirements between July 1 of the fiscal year following the one for which you are budgeting, and the time sufficient revenues will become available from other sources to meet cash flow needs. The maximum amount that should be budgeted in an unappropriated ending fund balance is the difference between the cash requirements and the other resources available during that period. Do not use an unappropriated ending fund balance as a "savings account" in which to sequester large amounts of excess funds.

Do not include an unappropriated ending fund balance in the resolution or ordinance making appropriations. No expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted. The only exception to this is in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed to replace the damaged property, it may be appropriated with a resolution or ordinance or through a supplemental budget after that event occurs (ORS 294.481, renumbered from 294.455).

Toward the end of the fiscal year in which an unappropriated ending fund balance is budgeted, the budget

may have to be reduced to have sufficient cash in the unappropriated ending fund balance. If expenses cannot be reduced, then the actual amount in the unappropriated ending fund balance may be less than planned. This is allowed as long as expenditures remain within the fund's budgeted appropriation authority and there has been a revenue shortfall.

Reserved for future expenditure

An amount "reserved for future expenditure" may be included in a reserve fund or in another fund when specifically allowed by statute. A reserve for future expenditure is a line item requirement which identifies funds to be "saved" for use in future fiscal years.

Since the initial intent when the budget is adopted is not to spend the amount reserved for future expenditure, do not include it in the resolution or ordinance making appropriations. If the need arises during the fiscal year to spend this money, a supplemental budget may be adopted to appropriate the expenditure.

An exception to this is in an emergency situation created when property is destroyed by involuntary conversion, civil disturbance or natural disaster. ORS 294.481, renumbered from 294.455, describes when and how any available moneys, including reserved amounts, can be used to make such expenditures.

Debt service reserves

A debt service fund can include a line item for a debt service reserve if one is required by the bond sales agreement. Alternatively, a separate reserve fund can be created for such debt service reserves. A debt service reserve cannot be funded by a property tax levy that is excluded from the Measure 5 limitations. If a reserve is held in such a debt service fund, it must be funded with a portion of the bond proceeds, a transfer from the general fund or another fund, or some other source of revenue.

An exception is if the bonded indebtedness qualifies as a "tax credit bond" or other bond that bears interest that is includable in gross income under the Internal Revenue Code. In that case, the debt service fund may include a reserve that is dedicated to pay the bonded indebtedness and this reserve may be funded by a property tax levy that is excluded from the Measure 5 limits [ORS 294.368(3)(b), renumbered from 381(3)(b)].

Interfund loan repayment

During a fiscal year the governing body may loan money from one fund to another.

Operating loans must be repaid no later than the fiscal year following the year in which they were made. If the loan is an operating loan and it is not repaid in the fiscal year in which it was made, the repayment must be budgeted as an expenditure in the upcoming fiscal year. An operating loan is any interfund loan, or portion thereof, that is not a capital loan, and that is made for the purpose of paying operating expenses.

A capital loan is any interfund loan, or portion thereof, made for the purpose of financing the design, acquisition, construction, installation, or improvement of real or personal property and not for the purpose of paying operating expenses. If a loan is a capital loan, it must be repaid in full over a term not to exceed 10 years. The resolution or ordinance that authorizes the loan must state a schedule for repayment and a rate of interest (ORS 294.468, renumbered from 294.460). The interest rate can be any rate that the governing body determines, including zero.

If an interfund loan is repaid in a subsequent year, in the year the loan is repaid, budget the repayment as a resource in the fund that made the loan. In the fund that received the loan, budget the repayment as a debt service requirement.

Advance refunding bonds

Local governments may sell new bonds to retire an older bond issue before the right to call or otherwise retire the old bond issue arises (ORS 287A.360). This is known as current or advance refunding.

The proceeds of the advance refunding bond sale are sometimes used to buy low-risk government securities to place in escrow to secure the old bonds. If a tax could be levied to pay the old bonds, a tax may be levied to pay the principal and interest on the advance refunding bonds (ORS 287A.380). The public body is prohibited from levying a tax to pay on the old bonds after the amount owed on the old bonds is secured by the advance refunding bond proceeds.

Business of the City Council

City of Oakridge, Oregon

November 2, 2023

Agenda Title: Committee Resolutions
Recommendations from Admin Committee

Agenda Item No: 11.2

Proposed Council Action: A motion from
the floor to approve

Exhibit(s): All current committee Resolutions

ISSUE:

The Administration Advisory Committee met several times and has made the following recommendations (by *unanimous* vote of the committee) for changes to *all* the current committee Resolutions (does not include the Budget Committee or Planning Commission since they are governed by Ordinance and state law):

1. Remove the voting power from the Council Representative (except for the Audit Committee), even in the case of a tie vote by the citizen members.
2. Reduce the number of voting citizen members on each committee (except the Audit committee) from 6 to 5, but allow any citizen members who are currently serving on committees that are full (only the OEDAC, Parks & Community Services, and *maybe* the Library Board are currently full) to remain voting members on the committee until a committee member quits or their term expires, at which point the seat will not be filled.
3. Reduce quorum to 3 voting members.
4. Change the voting requirement to take action to: "A simple majority vote from the voting members *in attendance* at a meeting."
5. Allow up to 2 of the 5 citizen members to reside outside city limits (but still in the 97463 or 97492 zip codes).
6. Add "Any committee member may add an item to the meeting agenda at any time" to the "Quorum and Rules" section.
7. Update the "Conduct" Section of the Audit & TRT/RTMP Committees to match the other committees.
8. Renumber and reword the "Responsibilities" Sections for uniformity.
9. Add "Members of the committee cannot vote on RTMP or TRT funding applications from organizations or groups they are members of." to the "Quorum & Rules" Section of the RTMP/TRT Committee.
10. Remove the "Public Works Director" as a required non-voting member of the Public Safety Committee.
11. Correct minor scrivener's-errors/typos (such as changing *Community Services* Director to *Community Development* Director).

Once these recommendations are approved by Council, in whole or in part, the CA & Admin Committee will draft new committee Resolutions for Council's consideration. Copies of all the current committee Resolutions are included as an exhibit

FISCAL IMPACTS: None

OPTIONS: Approve, Deny, or Modify the requests

STAFF RECOMMENDATION: Approve *all* recommendations

RECOMMENDED MOTION: *"I move to approve recommendations _____ [1-11 if all approved, or by numbers listed above] made by the Administration Advisory Committee, and direct the CA to draft new committee resolutions for Council's consideration."*

STRATEGIC THEMES/GOALS INVOLVED:

All

Current

CITY OF OAKRIDGE

RES. 20-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator and City Recorder. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the

- City for council approval for council approval.
2. Other activities, within the scope of the committee, as assigned by City Council.
 3. Keep records of minutes for each meeting per ORS. 192.650
 4. Annual reports will be completed in the fourth-quarter of the calendar year.
 5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____,
DAY OF Sept.**

Signed: _____, Mayor

ATTEST:

Signed: [Signature], City Recorder

Ayes: 5

Nays: 1

DRAFT – Recommended by the Admin Committee, but not yet passed by Council

CITY OF OAKRIDGE

**RES. 04-2023 A RESOLUTION REPEALING AND REPLACING RES. 20-2020
THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE**

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council

4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 17-2020 A RESOLUTION REPEALING AND REPLACING RES. 12-2017 THE CITY OF OAKRIDGE ~~PARKS AND COMMUNITY SERVICES COMMITTEE~~

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Parks and Community Services Committee resolutions; and

WHEREAS, the purpose of the Parks and Community Services Committee is to be an advisory body to the council and aid staff by providing input on City Streets, Water, Wastewater, Stormwater Systems, Parks, Trails, and Outdoor Spaces;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Parks and Community Services Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) 97463 and 97492 citizens at large with at least four (4) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Community Services Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Parks and Community Services Committee shall be as follows:

1. Providing oversight for the Comprehensive Plan, Transportation System Plan, Stormwater Plan, Community Trails Plan, Parks Master Plan.
2. Other activities, within the scope of the committee, as assigned by City Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Parks and Community Services Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS ²⁰¹⁷ ~~2016~~ DAY OF _____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____ DAY OF _____.

Signed: [Signature], Mayor

ATTEST:
Signed: [Signature], City Recorder

Ayes: 5
Nays: 1

CITY OF OAKRIDGE

RES. 18-2020 A RESOLUTION REPEALING AND REPLACING RES. 06-2019 THE CITY OF OAKRIDGE PUBLIC SAFETY ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Public Safety Advisory Committee resolution; and

WHEREAS, the purpose of the Public Safety Advisory Committee is to advise and make recommendations to City Council regarding public safety issues to the Council and to aid City staff by providing input to aid in the development of public safety policies and procedures;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Public Safety Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: (6) citizens within the emergency response area, with at least three (3) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Chief of Police or designee, Fire Chief or designee, Hazeldell Rural Fire Protection District designated by their board, City of Westfir designated by their board, Oakridge School District designated by the Superintendent, Public Works Director or designee. The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Public Safety Advisory Committee shall be as follows:

1. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
2. To advise Council on educating the community about public safety and health issues, concerns and programs.
3. To review and recommend public safety and health policies and plans.
4. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
5. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services
 - v. Police services
 - vi. Public safety at city facilities
 - vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
 - b. Identify public safety and health needs in Oakridge.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.
6. Other activities, within the scope of the committee, as assigned by City Council.
7. Keep records of minutes for each meeting per ORS. 192.650
8. Annual reports will be completed in the fourth-quarter of the calendar year.
9. Reports or recommendations of the Public Safety Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 17th, DAY OF sep.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21
DAY OF April 20

Signed: Kathy Holsten, Mayor

ATTEST:
Signed: Jill [unclear], City Recorder

Ayes: 5
Nays: 1

CITY OF OAKRIDGE

RES. 16-2020 A RESOLUTION REPEALING AND REPLACING RES. 13-2015 THE CITY OF OAKRIDGE LIBRARY BOARD

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Library Board resolution; and

WHEREAS, the purpose of the Library Board is to be an advisory body to the Council and to aid City staff by providing oversight and assisting in the preparation of policies and rules for the Library for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Library Board is hereby established. The board shall consist of seven (7) voting members: six (6) 97463 and 97492 citizens at large with at least four (4) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Library Coordinator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Library Board shall be as follows:

1. Formulating recommended rules and policies for the governance of the library for council approval. Oversight of recruitment, training, and retention of volunteers.

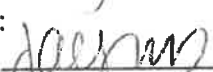
2. All requests for expenditures of Library funds requested by the board will be presented to the Library Coordinator for transmission to the proper authority. Expenditures will be made in accordance with the procedures that are in place at the time of the request. All requests that are not budgeted regardless of amount will be reviewed by the City Administrator prior to expenditure. Any request for expenditures beyond the City Administrators authority will be forwarded to the City Council for approval of fund expenditures.
3. Oversight of programs, fundraisers and other activities that will utilize the Library.
4. Other activities, within the scope of the committee, as assigned by City Council.
5. Keep records of minutes for each meeting per ORS. 192.650
6. Providing recommendations to the City Council of long term goals and objectives for the library. Pursuant to ORS 357.520, each public library shall make an annual report to the State Library and to the governing body on a form supplied to the State Library. Annual reports will be completed in the fourth-quarter of the calendar year.
7. Reports or recommendations of the Library Board shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 17th, DAY OF Sept.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21,
DAY OF Sept 20

Signed: , Mayor

ATTEST:
Signed: , City Recorder

Ayes: 5
Nays: 1

CITY OF OAKRIDGE

RES. 07-2022 A RESOLUTION REPEALING AND REPLACING RES. 1-2016 THE CITY OF OAKRIDGE RURAL TOURISM MARKETING PROGRAM (RTMP) & TRANSIENT ROOM TAX (TRT) ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Rural Tourism Marketing Program Advisory Committee resolutions; and

WHEREAS, the purpose of the Rural Tourism Marketing Program & Transient Room Tax Advisory Committee is to be an advisory body to the Council and to aid City staff by providing assistance in the preparation of policies and rules for the Rural Tourism Marketing Program and Transient Room Tax Advisory Committee for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge RTMP & TRT Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor and six (6) citizens at large. Ex officio member(s): City Administrator and City Finance Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the Committee shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. Members of the Rural Tourism Marketing Program Advisory Committee cannot apply for funds.

SECTION 4: RESPONSIBILITIES: The responsibilities of the RTMP & TRT Advisory Committee shall be as follows:

1. Reviewing, prioritizing and submitting all requests for RTMP & TRT funds to the City Council for approval.
2. Other activities assigned by the Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the RTMP & TRT Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 27, DAY OF December, 2022 (Date of Enactment).

**Ayes: 7
Nays: 0**

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 29, DAY OF December, 2022

Signed: , Mayor

ATTEST:
Signed: , City Recorder

Effective Date: Thirty (30) days after the date of enactment.

Current

CITY OF OAKRIDGE

RES. 03-2023 A RESOLUTION REPEALING AND REPLACING RES. 16-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolutions; the previous OEDAC Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee ("OEDAC") is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Development Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
3. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which

which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.


4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.


This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 20, DAY OF April, 2023.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 20, DAY OF April, 2023.

Signed:  _____, Mayor

ATTEST:

Signed:  _____, City Recorder

Ayes: 7

Nays: 0

DRAFT – Recommended by the OEDAC, but not yet passed by Council

CITY OF OAKRIDGE

RES. 16-2023 A RESOLUTION REPEALING AND REPLACING RES. 03-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolution & Operating Guidelines (Res. 03-2023), and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee (“OEDAC”) is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and a member appointed by and from the Oakridge-Westfir Chamber of Commerce Board of Directors. *Non-voting members:* One (1) City Councilor, the City Administrator, and the Community Development Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The Oakridge-Westfir Chamber of Commerce Board of Directors member/representative shall serve at the discretion of the Chamber Board. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Appointed by and from the Oakridge-Westfir Chamber of Commerce Board of Directors

SECTION 3: QUORUM: A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no

3. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.
4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 2023.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 2023.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 06-2022 A RESOLUTION REPEALING AND REPLACING RES. 15-2013 and 2-2012 THE CITY OF OAKRIDGE ~~AUDIT COMMITTEE~~

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Audit Committee resolutions; and

WHEREAS, the purpose of the Audit Committee will be to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Audit Committee is hereby established. The committee shall consist of three (3) voting members: two (2) City Councilors and one (1) Oakridge Budget Committee member. Ex officio member(s): City Finance Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen Budget Committee member of the Committee shall be appointed for a two (2) year term. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Two (2) voting members of the Committee shall constitute a quorum. The vote of two (2) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Audit Committee shall be as follows:

1. Review with the Finance Department and/or staff those firms or individuals proposed for appointment as City Auditors in succeeding years.
2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss, as necessary, with the City auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the Communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices Recommendation(s) (if any) with the Finance Department and/or staff. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council.
5. Other activities assigned by the council.

6. Keep records of minutes for each meeting per ORS. 192.650
7. Annual reports will be completed in the fourth-quarter of the calendar year.
8. Reports or recommendations of the Audit Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5 DAY OF January 2023 (Date of Enactment).

Ayes: 6
Nays: 0

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 5 DAY OF January, 2023.

EFFECTIVE DATE: Thirty (30) days after Date of Enactment.

Signed:  , Mayor

ATTEST:
Signed:  , City Recorder

COMMITTEES - As of 10/25/2023

04 2023	17-2020	18-2020	06 2022	N/A	state law	15-2020	07 2022	Ord 32&751	16 2023	N/A
Admin.	Parks & Community Services	Public Safety	Audit	Charter Review (Sub-C)	Budget	Library Board	RTMP & TRT	Planning Commission	OEDAC	WAC (Sub-C)
CA (s)	Comm. Serv. Dir. (CSD)	PD & FD Chiefs, CSD, HRFD, Westfir, School,	Finance Director (ex officio)		CA, Dept Heads	Library Coordinator	Finance Dir & CA (non-voting)	CA, CSD	CA, CSD	CA
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
Kinyon	Tarman	Coker	Bjarnson & Kinyon	Kinyon	ALL	?	Kinyon (S)	N/A	?	Hollett
Kinyon	Tarman	OPEN	Kinyon	McNatt	Coker	Georgi Samuelson (Librarian)	Metcalf	Gobelman	Ackland	Hollett
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
OPEN	Kevin Gobelman	David Ackland (VC)	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Julia Yoder	James Winkelman	James Winkelman	Kevin Gobelman	Sheri Kendall
Cyma Lovell-Beers	Leo Robb	OPEN	X	Altemus-Pope	OPEN	Cyma Lovell-Beers	Mike Leander(VC)	Kevin Gobelman	Rustie Ackland	Bobbie Whitney
OPEN	Lynda Kamerrer	Marietta Thompson	X	Jan Christensen	Lynda Kamerrer	Laurie Patty*	Meagan Metcalf	Meagan Metcalf	Sarah Altemus-Pope	Bev McCulley
OPEN	Heather Buley	"Tink" Marquardt	X	Sue Cathcart	Cyma Lovell Beers	Jeannie Cabello-Penn	Kelly Wynant	Stan Barenboim	sec- Kelly Wynant	Lloyd-Parks
Jeri Reed	VC - Jason Nehmer	OPEN	X	Chris Winchester	Jan Christensen	Annie Brown	OPEN	John McClelland	Mary Rivera	Lauri O'Neill
Chris Winchester	Barbara Counsil-Burney	Marty Scott	X	Jeri Reed	vc-Brenna Chrisman	Terry DeLoach	OPEN	VC - JT Flowers	Marietta Thompson	Michelle Emmons
		Hazel Dell Rep		Kathy Holston	Linda Dunham			Donald Grant	Chamber Rep	Jeff Reed
		Mayor Williams		OPEN (up to 15)						"Tink" Marquardt
		Dave McGrath -								
						*Applicant				

terms 2024

Business of the City Council

City of Oakridge, Oregon

November 2, 2023

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

Proposed Council Action: Approve or Deny the request

Agenda Item No: 11.3

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

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.*

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.

**This issue was tabled during the 10/19/23 City Council meeting.*

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)***

**Limited County funding may be available at a later date – CA will explain at the meeting.*

OPTIONS: Approve, Deny, or Modify the request.

STAFF RECOMMENDATION: Approve

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

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

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

November 2, 2023

Agenda Title: Strategic Plan Scorecard

Agenda Item No: 11.4

Proposed Council Action: A motion from the floor to approve

Exhibit(s): 2020-2025 Strategic Plan, Draft Strategic Plan Scorecard

Author: CA

ISSUE:

The City of Oakridge Strategic Plan 2020-2025 (attached as an exhibit) was approved by City Council in 2020. Pages 17-21 of the Strategic Plan describe the Strategic Plan Scorecard as follows:

The City of Oakridge plan to track progress is captured in a "scorecard." This scorecard is an online spreadsheet that lists out the goals and objectives that the City developed and modified with input from Oakridge residents. Under each objective, specific tasks are identified. Each task includes a task description, a responsible party or parties for doing the task, a timeline for completing the task, and a metric that shows progress toward completion. The scorecard is intended to be a living document that city staff will keep up-to-date. The city administrator will provide progress reports based on the scorecard at city council meetings on a quarterly basis at minimum. While the scorecard is a tool for the city administrator, it is also a tool for the council as it makes decisions, i.e., does this decision advance us toward our goals?

Attached is a draft version of the Scorecard, prepared by Mayor Cutchen. City staff is requesting that Council approve the format of the Scorecard and to direct the CA to direct City Staff (most likely Community Development Director Rick Zylstra or City Recorder Jackie Taylor) to update it, then keep it updated and present the updates to City Council on a quarterly basis, as per the Strategic Plan. A City Council Work Session could also be scheduled to further discuss the Scorecard.

FISCAL IMPACTS: N/A

OPTIONS: Approve, Deny, or Modify the format of the draft Strategic Plan Scorecard

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve the format of the draft Strategic Plan Scorecard and direct the CA to direct City staff to keep it updated."*

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

City of Oakridge Strategic Plan 2020-2025



Photo by Trisha Maxfield



Prepared for the City of Oakridge by
South Willamette Solutions

Table of Contents

About Oakridge.....	3
What is a Strategic Plan?	7
2020 Planning Process.....	9
Community Survey	11
Council Goals	14
Implementation - Scorecard.....	17
Safe Community	18
Responsive Government	19
Strong Economy	20
Community Livability.....	21
Additional Resources.....	22

About Oakridge

The City of Oakridge, Oregon is located in the western slopes of the Cascade mountain range, surrounded by the Willamette National Forest. The community sits at 1,200 feet elevation, above the fog of the Willamette Valley, and below the winter mountain snow line in the Upper Willamette Watershed. Oakridge is located on lands that are part of the ancestral homeland of the Kalapuya and Molalla tribes. Today



3,334 people live in the City of Oakridge and approximately 4,000 people total live in the greater Oakridge area. Over 5000 travelers pass through the city each day on Highway 58, one of Oregon's major east-west state travel routes. In the 1990's Oakridge branded itself as the Center of Oregon Outdoor Recreation and in the 2000's as the Mountain Biking Capital of the Northwest.

Today, Oakridge is known as a destination recreation area for downhill mountain biking and many other outdoor forest recreation activities. 500 miles of single track trail are accessible from town. Within 30 miles are hundreds of pristine high mountain lakes, including Waldo Lake, and easy access to three wilderness areas. East of town is Salt Creek Falls, Oregon's second highest drop waterfall, and Willamette Pass ski area. Oakridge offers easy access to many additional recreation opportunities such as hiking, camping, boating, motor sports, hunting and fishing.

History

Oakridge was first known under a different name in 1888 when a post office was established and the town was named Hazeldell. In 1912, the Southern Pacific Railroad opened a new railway station and the City officially changed its name to Oakridge. The town grew as a railroad town along the heavily used Southern Pacific Cascade line. Oakridge experienced a second growth period after the Pope and Talbot Timber Company opened a sawmill in the community in 1948. The combined economic base of the railroad and sawmills accounted for

the population growth of the 1960s and 1970s, when the community of Willamette City was consolidated into Oakridge. By the 1980's, mills closed and the decline of the timber industry led to a significant economic transition as many family wage jobs ended and the population decreased.

Demographics

2020 Oregon Prospector data identified the population as 84.98% White, 1.5% Black, 1.5% American Indian, 0.97% Asian, 0.03% from other races, and 4.27% from two or more races. Hispanic or Latino of any race were 6.75% of the population. The median age in the city was about 50 years. Nineteen and a half percent of residents were under the age of 20; about 8.69% were between the ages of 20 and 29; about 9.16% were from 30 to 39; 11.78% were from 40 to 49; 13.2% were from 50-59, 7.98% were from 60-64, and about 29.54% were 65 years of age or older. The gender makeup of the city was 50.37% male and 49.63% female.

According to the Environmental Protection Agency's EJSCREEN tool (Environmental Protection Agency, 2019), Oakridge-Westfir ranks in the 84th percentile compared to the state average of low-income populations. The demographic indicators show that 66% of the population is low income, and 16% of the residents are over 64 years old. 70% of the population in the 97463 zip code reside in owner-occupied housing units.

Workforce

Approximately 76.3% of Oakridge residents have attained a high school diploma or higher education: 23.68% are without a high school diploma, 31.42% with a high school diploma or equivalent; 30.69% have some college or an associate's degree; 8.97% have a bachelor's degree; and 5.24% have a graduate or professional degree.

There are 617 people employed in Oakridge, and the labor force is 1,177. Census data from 2010 showed that 62% of the people who have jobs in Oakridge live in the area while 38% of the people who work here commute in from the valley (primarily to work for the largest employers: the USDA Forest Service and Oakridge School District).

Governance

The City has a council-manager form of government adopted in 1972. Oakridge is a full service city providing street, water, wastewater, and park utilities; police, fire, and ambulance services; library, economic development, planning/zoning, and administrative services. The City is funded by property taxes, franchise and other fees. Special projects are funded through grants and loans. The City has an annual budget of approximately \$8.9 million.



The City employs a staff of 20 full time equivalent (FTE). This workforce broken out by department is as follows:

- Administration: 4.5 FTE
- Police: 6.0 FTE
- Fire/EMS: 4.0 FTE
- Public Works: 5.5 FTE

The City also uses temporary staffing and contracted services for peak periods and specific functions.

Mission

The City of Oakridge is committed to the delivery of effective, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a work force that values and reflects the diversity of the Oakridge community.

Vision

Oakridge, a safe close-knit town nestled in the beautiful Cascade foothills, surrounded by trails, where community isn't just a word but a way of life.

Approved and Adopted

This strategic plan was adopted and approved by the Oakridge City Council on December 3, 2020.

Kathy Holston, Mayor

Paul Forcum

Chrissy Hollett

Dawn Kinyon

Trisha Maxfield

John McClelland

Bobbie Whitney

What is a Strategic Plan?

Definitions

Strategic planning is a process that many cities and organizations undertake on a regular basis. It is a way to set priorities and guide the work of the city, and the planning process allows the city to think through the opportunities and challenges for those priorities. The process creates an opportunity for the city to think about where it wants to be in the future and how to get there. A strategic plan details the goals and objectives of the city and how the goals will be advanced by meeting the objectives.

Goals

These are the specific purposes identified in the plan and the reasons why action is being taken.

Objectives

Objectives: These are the steps to be undertaken to achieve the goals.

Metrics

These are the concrete, measurable criteria that will be used to determine if objectives are being met.

Context

After 25 years without one, in 2013 Oakridge published a five-year strategic plan. Guided by the plan, the city council, staff, and citizens achieved a number of its stated goals, most notably improved access to healthcare facilities, water system improvements, and installing a pedestrian activated crosswalk across OR-58. But there is more work to do, and by building on the successes of the 2013 plan, the City can get beyond the “tipping point” on its road to becoming a thriving, vibrant community. This current plan will also function for a five-year period beginning in late 2020 and ending in late 2025. Many of the priorities identified for the 2020-2025 plan reflect ongoing priorities that appeared in the previous plan and will likely continue into future plans. The goals and objectives identified for the 2020-2025 plan are

intended to move those priorities forward. The plan creates a bridge between the current state of the community and where it can be in five years by taking the steps outlined in the plan.

Plan Overview

This document is divided into four main themes that encompass the goals of the city. These themes are *Safe Community*, *Responsive Government*, *Strong Economy*, and *Community Livability*. Each theme includes two to three goals that outline specific elements of the theme that the city can work toward in the next five years. Each goal then has one or more objectives that detail how the city will achieve its goal. For example, Goal One in the theme of Safe Community is “Ensure a safe community by partnering to protect people, property, and the environment.” The objectives below the goal outline the steps the city will take in order to achieve the goal and uphold the theme of Safe Community. Objectives are further broken down into tasks as described in the section Implementation - Scorecard on page 17.

Internal and External Themes

The theme areas for the Oakridge strategic plan fall into two categories: internal and external. The internal themes, Safe Community and Responsive Government, are within the scope of the city’s jurisdiction and budgetary authority. The external themes, Strong Economy and Community Livability, depend upon partnerships between the City and other entities. The City’s tasks for external themes focus on communication and development with partners, but these objectives cannot be accomplished by the City alone.

2020 Planning Process

This process has been guided by the Oakridge City Council, staff, and the mayor with the help of South Willamette Solutions (SWS) to design and develop the plan. The City of Oakridge hired SWS, a local community-based organization (CBO) with expertise in facilitation, to assist in the strategic planning process. The contract with SWS was made possible by a grant from The Ford Family Foundation.

Council Work Sessions

City Council convened in July 2020¹ for two initial four-hour work sessions facilitated by SWS to identify goals and objectives for the strategic plan. These work sessions were broadcast live on Facebook, and accommodations were made to allow residents to observe the sessions while maintaining social distancing protocols at City facilities. The first session focused on reviewing the previous strategic plan and brainstorming topics that would be important to include in the new plan. During the second session, council narrowed down their goals and objectives (see Council Goals, page 14).

In August 2020, the City of Oakridge distributed a community survey in both electronic and paper formats asking residents to weigh in on the identified goals and objectives (see Community Survey section on page 11). SWS compiled the responses and facilitated a third work session with the council in September 2020.

Committee Work Sessions

In addition to discussion of community feedback, the city council approved the formation of an ad hoc committee by the City Administrator at the September 2020 meeting. The purpose of this committee was to carry forward the completion of this strategic plan by identifying tasks to achieve the strategic plan goals and objectives.

¹ The 2020 strategic planning process took place amid the global COVID-19 pandemic. Meetings were held

The committee met via Zoom on October 16, October 26, and November 4, 2020. After the first two meetings, the committee completed take-home tasks associated with building out the scorecard. During the meetings, the committee brought forward their ideas for partnerships, priorities, and supplemental materials to support the strategic plan. At the meeting on November 4, the committee agreed to a timeline for reviewing a draft of the strategic plan in mid-November before final adoption by the city council in early December.

The City Administrator invited a group of seven individuals who were active in relevant aspects of the Oakridge community to participate in this committee. Membership included a former mayor, two city councilors, the president of the Oakridge-Westfir chamber of commerce, director of the Lane Electric Cooperative, and two local business people.

Committee Members:

James Coey, City Council 2013-2015, City of Oakridge Mayor 2015-2018

Lynda Kamerrer, President, Oakridge-Westfir Chamber of Commerce

Joy Kingsbury, Real Estate Agent

Dawn Kinyon, City Council 2019 to 2020

Susan Knudsen-Obermeyer, Board Chair, Lane Electric Cooperative

John McClelland, City Council 2020 to 2020

Kerri VandenBerg, Willamette Mountain Mercantile/ Oakridge Bike Shop

Community Survey

The public's participation in this process has been of the utmost importance in order to ensure the plan addresses the needs and desires of its citizens. The community survey was a major element of public involvement in creating the 2020 Strategic Plan. Paper survey forms were mailed out to all Oakridge water bill recipients with additional paper forms made available at City Hall. The online version was made available on the City's website and advertised on the City Facebook page.

Prior to the September 2020 council work session, all councilors reviewed the compiled public comments. Public input was used to assess the community's thoughts about whether or not the identified goals and objectives were community priorities on a 1-5 ranking (see chart below).

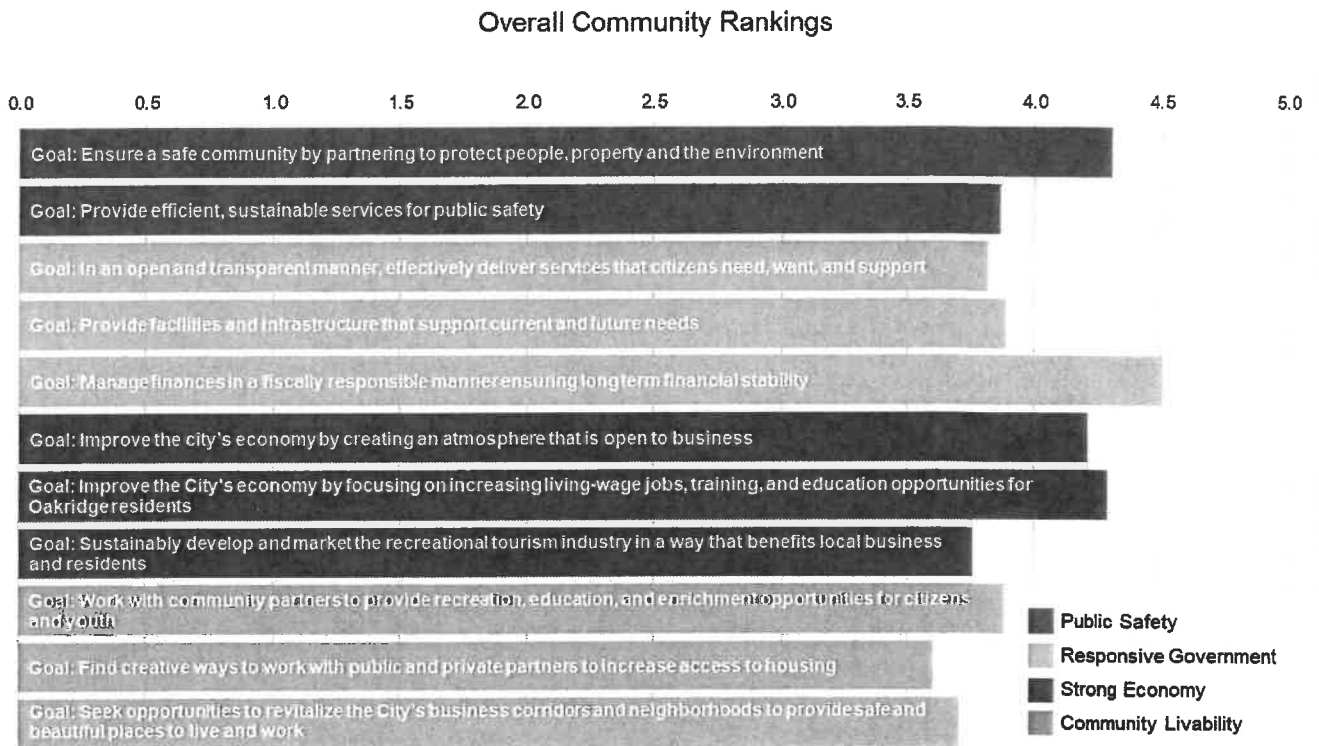


Figure 1: Community Survey Rankings

A total of 166 responses were returned to the city, with 133 paper forms completed and 33 done online. Overall rankings ranged from 3.6 to 4.5. The Community Livability goals had slightly lower rankings than the other goals, although written comments suggest that these topics are very much on the minds of residents.

Overall Comments

Written comments were used to inform tasks and to make revisions to wording of certain goals and objectives. Feedback from the community included many topics and attitudes that spanned the four theme areas, while others were specific to individual themes. The broad comments included concerns about:

- Highway 58
- Public Safety
 - Speeding
 - Drugs
- Jobs
- City beautification
 - Code enforcement
- Cost of utilities



Safe Community

Some of the major topics that emerged in the comments for the Safe Community theme were concerns about road safety on Highway 58 as well as other streets, drug enforcement, and mental health resources.

- Ensure a safe community by partnering to protect people, property and the environment
 - Score: 4.31
- Provide efficient, sustainable services for public safety
 - Score: 3.87

Responsive Government

Written comments for this section focused more on wording of goals and general concerns about city management. More responses were blank, and the responsible fiscal management goal had the highest rating of all goals across all theme areas.

- In an open and transparent manner, effectively deliver services that citizens need, want, and support
 - Score: 3.82
- Provide facilities and infrastructure that support current and future needs

- ▮ Score: 3.91
- Manage finances in a fiscally responsible manner ensuring long term financial stability
 - ▮ Score: 4.51

Strong Economy

The written comments for Strong Economy showed a division on tourism, with more responses suggesting putting less emphasis on tourism than promoting tourism. City beautification and making sure the City does not try to take on tasks that are outside of its responsibilities also came up in the comments.

- Improve the city's economy by creating an atmosphere that is open to business
 - ▮ Score: 4.21
- Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents
 - ▮ Score: 4.29
- Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents
 - ▮ Score: 3.76

Community Livability

Comments for Community Livability focused mostly on beautification and suggestions for recreational venues.

- Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth
 - ▮ Score: 3.88
- Find creative ways to work with public and private partners to increase access to housing
 - ▮ Score: 3.60
- Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work
 - ▮ Score: 3.70

Council Goals

Prior to the start of the July 2020 work sessions, SWS sent a brief survey to councilors. The survey asked councilors to briefly describe their vision for Oakridge and identify 1-2 year goals, 3-5 year goals, and 5+ year goals. SWS reviewed responses to find thematic topics, which eventually formed the internal and external theme areas for the strategic plan goals (see page 8). The word cloud below shows the items that came up most in the council's responses, with larger words showing more mentions.



Figure 2: Concepts listed in pre-survey responses

The survey responses included twelve items related to Safe Community, seven for Responsive Government, twelve for Strong Economy, and eight for Community Livability. These responses provided a baseline for starting the discussion at the first work session to identify specific goals and objectives.

The council's process led to the creation of the following goals and objectives at the end of the September work session:

Safe Community

- Goal #1: Ensure a safe community by partnering to protect people, property and the environment
- Goal #2: Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.

Responsive Government

- Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.
- Goal #2: Provide facilities and infrastructure that support current and future needs.
- Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.

Strong Economy

- Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.
- Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.
- Goal #3: Improve the city's economy by creating an atmosphere that is open to business.

Community Livability

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

- **Goal #2: Find creative ways to work with public and private partners to increase access to housing.**
- **Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.**

Implementation - Scorecard

Successful strategic planning includes a plan for implementation. The City of Oakridge plan to track progress is captured in a “scorecard.” This scorecard is an online spreadsheet that lists out the goals and objectives that the City developed and modified with input from Oakridge residents. Under each objective, specific tasks are identified. Each task includes a task description, a responsible party or parties for doing the task, a timeline for completing the task, and a metric that shows progress toward completion.



The scorecard is intended to be a living document that city staff will keep up-to-date. The city administrator will provide progress reports based on the scorecard at city council meetings on a quarterly basis at minimum. These meetings are open to the public, and residents of Oakridge are encouraged to attend. While the scorecard is a tool for the city administrator, it is also a tool for the council as it makes decisions, i.e., does this decision advance us toward our goals?

Safe Community

The Safe Community theme focuses on services provided by the City of Oakridge that benefit the security and well-being of Oakridge residents. These include tasks related to public health, emergency services, and street safety. It is an internal theme, and these goals can be addressed through the authority granted to the City.

Oakridge Strategic Plan Scorecard

STRATEGIC THEME AREA: SAFE COMMUNITY

Goal #1: Ensure a safe community by partnering to protect people, property and the environment

- 1 Educate and involve community in efforts to improve community safety and reduce crime
- 2 Increase access to medical, mental health and social services
- 3 Become a model community for emergency preparedness, wildfire, and smoke risk reduction

Goal #2: Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.

- 1 Improve street safety
- 2 Expand transportation services within the community and for commuters
- 3 Recruit volunteers for emergency services

Responsive Government

This theme relates to accountability, transparency, and communication between the City of Oakridge and the Oakridge community. The goals for this theme also address the work environment and interaction between the city council and staff. It is an internal theme, and these goals can be addressed through the authority granted to the City.

Oakridge Strategic Plan Scorecard

STRATEGIC THEME AREA: RESPONSIVE GOVERNMENT

Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support

- 1 **Improve consistency and reliability of City communications**
- 2 **City council work to promote a positive work environment for City staff**
- 3 **Leverage volunteer time wisely**
- 4 **Review and update City guiding documents, policies and procedures**

Goal #2: Provide facilities and infrastructure that support current and future needs

- 1 **Invest in City infrastructure where needed**

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

- 1 **Stabilize funding for emergency services**
- 2 **Operate within a Balanced budget**
- 3 **Develop a reserve fund for future expenditures**

Strong Economy

The Strong Economy theme is an area that depends on partnerships with agencies and organizations outside of the city government. These include the Oakridge-Westfir Chamber of Commerce as well as statewide entities that can support the local economy through grants and other programs. The goals in this theme area are intended to support living-wage job creation, improve the business climate, and provide necessary services for maintaining the workforce in Oakridge.

Oakridge Strategic Plan Scorecard

STRATEGIC THEME AREA: STRONG ECONOMY

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

- 1 **Grow existing businesses and recruit new businesses**
- 2 **Fill the OIP with businesses that provide living wage jobs**

Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents

- 1 **Develop tourist amenities and services in collaboration with businesses and partners**
- 2 **Work with recreation businesses and partners to extend the tourism season**

Goal #3: Improve the city's economy by creating an atmosphere that is open to business

- 1 **Provide an atmosphere that is open and welcoming to business/economic growth**
- 2 **Improve the city's economy by focusing on ways to increase and support new businesses**
- 3 **Increase the quality and quantity of housing in Oakridge**

Community Livability

This theme area centers around improving the quality of life in Oakridge for residents of all ages. City beautification and enrichment opportunities are key aspects of this theme. In order to reach these goals, the City will need support from public, nonprofit, and private organizations both within and outside of Oakridge.

Oakridge Strategic Plan Scorecard

STRATEGIC THEME AREA: COMMUNITY LIVABILITY

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

- 1 **Maintain and improve infrastructure and facilities that enhance quality of life for residents**
- 2 **Support efforts to increase quality childcare and before and after school programs**
- 3 **Foster positive conversations and culture within Oakridge**

Goal #2: Find creative ways to work with public and private partners to increase access to housing

- 1 **Explore options for workforce housing**
- 2 **Work with community members, agencies and nonprofits to increase options for affordable housing for vulnerable residents**
- 3 **Review housing inventory for current and future needs**

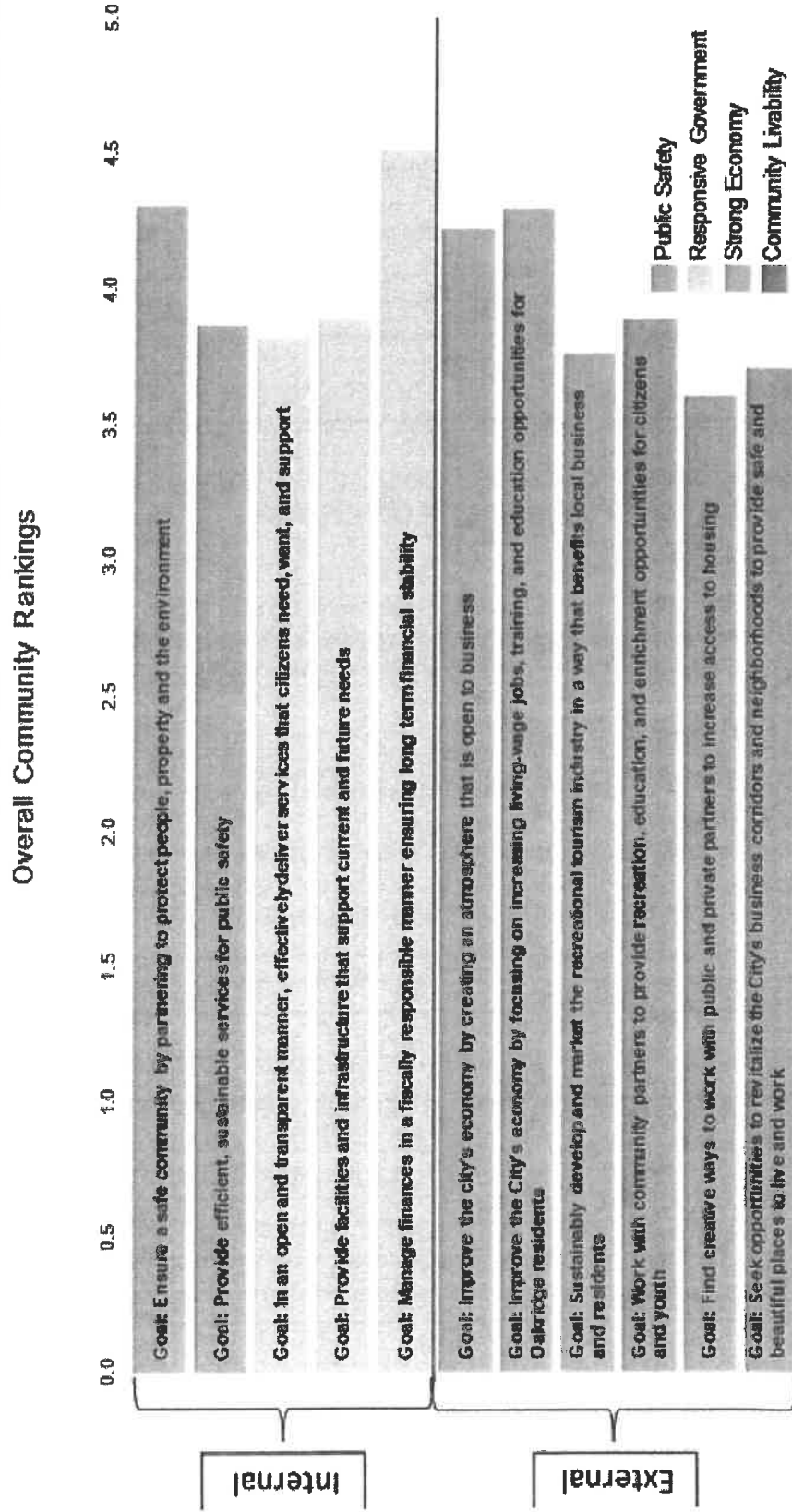
Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work

- 1 **Revitalize and beautify business corridors**
- 2 **Continue to improve and market City parks**
- 3 **Utilize vacant properties**

Additional Resources

- A. Community Survey
- B. Survey Results
- C. Council Pre-Survey Summary
- D. Scorecard with Tasks
- E. Shared Resources Folder Map

2020 Strategic Plan Community Survey Report



Resource B: Survey Results

Safe Community

Goal 1: Ensure a safe community by partnering to protect people, property and the environment.

Goal 2: Provide efficient, sustainable services for public safety

Themes:

- Highway 58 (12) - not reducing lanes, improving ped/bike safety, speed enforcement
- [redacted] (10)
- Non-highway street improvements (7) - repairs, speed enforcement
- Finances/funding (6)
- Amtrak (4)
- Mental Health (3)
- [redacted] (3)
- Comments on wording/survey design (2)
- No privatization of services (2)

Written responses:

1. Keep the four lanes of traffic through town
2. We need local access to children's mental health providers - bring in South Lane Mental Health Services!
3. I would like to see [redacted] on Hwy 58, people all drive too fast. I never see them out there that alone would slow them down.
4. There is probably not much you can do, financially speaking, in the present recession and what comes next
5. Improve some back streets
6. Please do not reduce lanes on [redacted] to accomplish it will not improve safety.
7. Get 911 services up here. It took over 10 minutes talking to out of Oakridge 911 operator to figure out where we were.

Source B: Survey Results

- i. Safety of people & property is more important than transportation needs. (Someone answering the phone at PD).
- i. This is a ridiculous notion. Day late and a dollar short.
0. Forget about lane reduction on Hwy 58. Bad idea! Apply more resources to maintaining and upgrading City streets. We have many in disrepair and hazardous. Some are tort claims waiting to happen... tripping hazards for peds.
1. Winter wood smoke reduction would be greatly appreciated. Control speeding on residential streets as well as Hwy 58 - get our "speed trap" designation back. More code enforcement.
2. Get Amtrak platform.
3. Urgent care clinic.
4. More radar patrol on Hills St. to slow traffic down.
5. More fire station, police stations, emergency medical support and [redacted] and control prosecution.
6. More police officers and assignments of those police officers to be out there in the community. [redacted] traffic much closer. Amtrak stop in Oakridge.
7. Are you talking about ensuring we keep our police in these crazy times? Please clarify. Improving street safety would require more consequences for unsafe drivers... as in police handing out tickets. Was the avoidance of the word police intentional in the public safety area? Police presence reduces crime. Duh!
8. Bring a judge for court here instead of habitual criminals going to Eugene to get a slap on the hand and released often beating the police back to Oakridge. Lock them up. Make us safer.
9. For me #5 on improving street safety
0. I would like to see Amtrak also running to Eugene and back from Oakridge.
1. Street safety could be achieved with much street repair. Many residential streets are in VERY POOR condition and hard to drive on.
2. The community as a whole would benefit from encouraging an inclusive approach to these things with support from the city.
3. I suggest "efficient, sustainable and *equitable* services"
4. Partners in these objectives should be law enforcement, Forest service, fish and game and groups that check on the welfare of our citizens.
5. I would like to see progress in Oakridge; any type of progress would be wonderful. Letting residents who have little vision for this community dictate the do nothing approach to improve this community is getting depressing.
6. Do not privatize ambulance service! Do not contract PD! Keep our Dept services intact. That is to this community.
7. It really does not matter how important these goals mean to people with a budget that will not foster implementation without additional service cost increases, new taxes or a community that believes there are personal agendas. What goal is going to build trust?
8. Clean up the [redacted] houses and activity. It will lower crime rate and child abuse

SOURCE B: Survey Results

9. Need more Bus times, or utilize Amtrak w a light rail & Train station in Oakridge. Improving the commute options will boost our economy & increase Real Estate Value. Can we manage to put in a bike lane on [redacted] without narrowing the road ???
10. Be able to show how [redacted] for services (i.e. water protects the community rather than just serves the city's needs.
11. work to resolve [redacted] so we can keep local public safety services.
12. I am in favor of implementing the neighborhood watch or a similar community oriented policing program. Once [redacted] adequate funding is in place for a fully staffed police patrol unit, then I would like to see codes [redacted] uniformly. Utilizing the Cahoots model for [redacted] mental health services would be another great addition to the community and take the load off of police officers.
13. No
14. [redacted] existing laws and codes. Get the police chief to stop stalling and do his job. No hiding behind, " We need to change this and tweak that".
15. To open a conversation with the police and city re: support for social service related calls ([redacted] mental health issues, homelessness, [redacted] etc) Are there nonprofits in these fields that could expand services to Oakridge?
16. The [redacted] word safety should be left out! It just means more laws. Where is Joe Alpio when this town need to stop the revolving door of justice.
17. You need to [redacted] properly fund the FD
18. Strengthen your approach to environmental health and safety.
19. Need tood coordination of volunteers that support city needs in time of emergencies i.e. winter of 2018 had volunteers but pretty poor
10. Do NOT pursue private AMBULANCE service companies.
1. DO NOT NARROW HWY 58
12. improve preparedness for fire defense standards (voluntary) for care of fire sources.
3. leave Hwy 58 as is
14. How about something remotely resembling traffic [redacted] on the [word unlegible] [redacted] freeway through what is the principle business section of town? I am surprised there hasn't been more accidents already.
15. Hire a full time experienced fire chief! Increase aggressive [redacted] on [redacted] Hwy 58
16. More ways to help pedestrians safely cross [redacted] are needed - crosswalks? Traffic lights?
7. Commercial street is a mess under the overpass speeding is a problem on this street. Sidewalks need to be replaced.
8. [redacted] Underage tagger could still be required to pay for and repair/ repaint tagged areas.
9. How much what is current crime rate. Increase access to medical/ mental service - how much? How to judge success?
0. [redacted] speed limit on [redacted] Hwy 58!

Responsive Government

- | 1: In an open and transparent manner, effectively deliver services that citizens need, want, and support
- | 2: Provide facilities and infrastructure that support current and future needs
- | 3: Manage finances in a fiscally responsible manner ensuring long term financial stability

nes:

- Comments on wording/survey design (6)
- [redacted] (5)
- Highway 58 (3)
- [redacted] (2)
- Non-highway street improvements (1)
- No privatization of services (1)

ten responses:

- Improve budget capabilities and planning goals.
- Keep budget in check, [redacted] run wild.
- When communicating with Citizens remember not everyone is on facebook. Please use multiple communication tools.
- Do NOT lose community based fire and emergency services
- [Manage finances in a fiscally responsible manner] This should already be top priority.
- [the goal to provide facilities and infrastructure that support current and future needs] [redacted] and of vagabond
- Too bad City government is [redacted] and are commonly known as crooks and embezzlers

Source B: Survey Results

1. The City's finances need to be cared for/ over by [redacted]. Not just 1 or 2 people. Our City's money has disappeared too many times. Why is this City always broke and having to raise water rates to the citizens?
 1. Stop collecting permit fees through an outside agency.
 0. [redacted] who really cares about the community and are not trying to better themselves. Take an honest look at reality and focus on the betterment of the City.
 1. [redacted] would like a clear definition of the word modernize as used here. What specifically would be changed and how?
 2. [redacted] to the awful traffic speeding through our town it would sure add a lot of \$\$ to support more officers.
 3. As far as "modernizing City governing documents" perhaps "simplifying" would be a better choice.
 4. Please don't raise water bill any higher.
 5. Start patrolling [redacted] Hwy 58. It is ridiculous how fast people drive on the Highway. It is not LOCALS either.
 6. [redacted] need, want and support" is an odd combination. Why not just "need".
 7. Important and costly goals should be discussed and voted on by the entire city.
 8. Infrastructure subject to include narrowing [redacted] highway 58 leaves little desire to rate this as . We can Institute facilities with abatement ordinances being perused, holding commercial property owners accountable including bank owned residential.
 9. We need a larger [redacted] on 58. No new taxes.
 0. [redacted], create more avenues for community members to have a voice, focus on development in BOTH West & East side of town
1. educate us on how and why you are spending.
 2. Some of these areas have improved remarkably in the past year, but the burden of past problems with finances continues to impact what can be done to move the community forward. Has any thought been given to using Telemed technology to reduce ambulance trips or other costly services from EMS?
 3. No
 4. Don't spend money on new stuff. Fix the streets we have.
 5. Consider implementing an excise tax or visitor recreation tax. Currently revenue is not sustainable.
 6. [provide facilities and infrastructure] [redacted] could not specific enough
 7. Don't spend money on things that are not critical.
 8. Work with the Dead Mt. Echo to increase level of news coverage and meaningful sharing of local events/ happenings. Missed opportunities here.

9. [redacted] What does "modernize" look like? What does "widely" look like? Too vague. There is no such thing as a free lunch.

Strong Economy

- 1: Improve the city's economy by creating an atmosphere that is open to business
- 2: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for ridge residents
- 3: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents

nes:

- No tourism emphasis (9)
- Yes tourism emphasis (4)
- Beautification (3)
- Restaurants (2)
- Highway 58 (2)
- Comments on wording/survey design (2)
- Non-highway street improvements (1)
- Entertainment (1)

responses:

- Provide youth activity programs and facilities! Lets not focus on the tourists - we need to focus on our youth that are bored and restless
- Take care of your business of running a city and let private industry take care of itself.
- Promote fishing, hunting, boating, skiing, snowmobiling, camping.
- Leave Hwy 58 four lanes as is

Resource B: Survey Results

5. Allow things to open so that the City can have a chance to thrive.
6. Clean up Oakridge, [redacted] fines for dirty properties
7. Working on economic development is essential to a livable community. Please focus on multiple-pronged business model - not just recreation.
8. Provide lucrative tax incentives to attract year round businesses for living wage jobs. Less focus on seasonal and temporary jobs.
9. [redacted] We have enough tourists as it is. Too much traffic! Support the town support the citizens of Oakridge first! take care of your people first. We don't care about tourism. The Oakridge citizens need to support our town, look into that.
10. The City government is NOT open to businesses due to the fact this would entail more observances and audits. The City is called "Brokeridge" for a reason. We would like to see that "all" businesses be taxed on local tourism not just a select few.
11. Again clean air.
12. Make business loans easy to get for Oakridge citizens. Give permit fee reduction to business owners who live in Oakridge.
13. Places to eat.
14. We have 2 reservoirs near that 20 years ago was used a lot and now there use is way down. Nered to figure out why and fix!
15. [redacted] Focus more on living wage jobs than the tourism. City government work to eliminate empty and or [redacted] ran down buildings most likely not owned by local persons.
16. [redacted] [Develop recreational tourism] No thank you! I am a homeowner. I live next to the salmon creek trails and the tourist season is when I can't/ won't use them due to [redacted] trash, loose aggressive dogs and human feces everywhere around these campsites that are everywhere, clean it up/ find this before you invite more people in please.
17. Provide living wage job #1 period.
18. Encourage recreational tourism and lodging in the area!
19. We need recreational tourism to survive financially and this needs to be communicated to the community at large as without it we have no resources.
20. I get that these goals are deliberately broad, but "creating an atmosphere that is open to business" is [redacted]. Repeating "atmosphere" in the objective shows that the goal needs better articulation.
21. less talk, more action
22. Struggling existing businesses could benefit by providing them with business assessors and counselors.
23. [redacted] Tourism is not citizens top priority. This survey is very leading to that and doesn't allow a true opinion if citizens do not agree with prioritizing tourism.

Source B: Survey Results

4. The economic sustainability of Oakridge will come as focus is put forward on our city street repairs, up lift of our community members with respecting every member has "skin in the game"!
5. Tourism isn't the only answer. Sadly the industrial park hadn't delivered. Twenty years of work and volunteering could not replace the logging jobs. Our town is slowly dying.
6. How about an LLC satellite campus with classes , job training, and a space for other events???
7. The business of tourism does not enhance the quality of life in Oakridge for most local residents. Those who move here gung ho on building tourism have very little respect for those who've lived here for years. How that works for mutual benefit is difficult to determine.
8. Keep Hwy58 4 lanes
9. sell excess properties
10. The city is certainly capable and in control of creating an atmosphere that is open and welcoming to business development. The private sector has the power to set wages and select workers that meet their needs. It is not the city's responsibility to provide training and education, but rather to create relationships with educational institutions and assist with problem solving to make those services accessible for all. Citizens have to play a role in taking the initiative to start businesses, come up with innovations that make a successful product or service, and work in tandem with the city to create a thriving business environment. Recreational tourism seems to be sustaining on its own. Market forces during the Covid pandemic are instructive. Outdoor recreation gear sales are up 400% and RV sales and rentals are up 650% according to Travel Oregon. If Oakridge is selling what they are buying between May and October then businesses will benefit. In the winter months locals don't go out as much and neither do visitors. There is no easy solution to year round sustainable tourism in Oakridge, but there needs to be more of a draw before businesses can afford to be open in the low season.
11. Oakridge needs jobs!!
12. No
13. I would love for Oakridge to really work out a plan that puts locals first. Tourism based economies can be degrading. <https://www.thecut.com/2019/02/who-killed-tulum.html>
14. Need something other than what is here. There are natural resources that are not being used. Timber, water, hunting fishing to name a few. Timber is rotting and people are worrying about fires. When the forests were shout down, the big fires started. Loggers and the Forest service us to keep the fires smaller by initial attacks. The spotted owl was a big lie set up by the environmentalist to break small towns like Oakridge.
15. There is no true industry or way to generate funds. Without that everything else is a dream.
16. Engage with community partners and stakeholders to improve services for struggling families, and businesses.

Resource B: Survey Results

37. Need to support the businesses that are here. Be more aware of needs - both current and future - and make more responsible choices - i.e. the pot growing businesses of past few years were a real bomb and scam.
38. Hopefully covid-19 will be gone by this time - **we don't want tourists during the pandemic**
39. More art/ more theme shopping to attract more than the "hit and run" tourist. Example - Joseph, OR (bronze factory)
40. Oakridge does nto make a very positive first impression on people - **it looks junky.**
41. Focus on Oakridge as a mecca for outdoor activities & recreation - **biking, hiking, river rafting, etc.** Focus on the small town quality of life and the superb access to the outdoors when appealing to new businesses and residents. Focus on sustainability and environmental stewardship. It would be very important that the businesses or industries recruited be environmentally friendly. 2) The rest area and kiosk at Greenwaters Park could be a great asset to let the travelers know what Oakridge offers. A volunteer or at least literature at the kiosk would be great.
42. So few **family restaurants** are left here. There are no more activity venues for teens or families. No swimming places some years.
43. City of Leavenworth, WA didn't happen overnight.
44. **What does atmosphere mean?** ? good goal. How much. How do we know if you are succeeding? 1% increase, 10% increase, 100% increase?

Community Livability

- 1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.
- 2: Find creative ways to work with public and private partners to increase access to housing.
- 3: Seek opportunities to revitalize the city's business corridors and neighborhoods to provide safe and beautiful places to and work.

nes:

- Recreation venues (e.g., bowling, skating, arcade, dog park) (8)
- Beautification (8)
- Enrichment (3)
- Restaurants (2)
- Highway 58 (1)
- Comments on walking/survey design (1)
- Non-highway street improvements (1)

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

: Find creative ways to work with public and private partners to increase access to housing

: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work

Oakridge Strategic Plan Score

OBJECTIVE

TASK

STRATEGIC TH

Goal #1: Ensure a safe community by partnering to protect people

1 Educate and involve community in efforts to improve community safety and reduce crime

Create a neighborhood watch program
Create a citizen speed gun program

2 Increase access to medical, mental health and social services

Establish a Monthly Mental Health Clinic
Apply for grant funding for a new community center

3 Become a model community for emergency preparedness, wildfire, and smoke risk reduction

Work with state, local and federal partners to implement
Finalize and exercise Oakridge Emergency Response Plan

STRATEGIC TH

Goal #2: Provide efficient, sustainable services for public safety

1 Improve street safety

Reduce speeding through enforcement
Add sidewalks and bike lanes
Install speed advisory signs

2 Expand transportation services within the community and for commuters

Explore CMAC funding options
Coordinate with LTD to produce a mutual improvement plan
Establish a plan to create a passenger rail stop in Oakridge

3 Recruit volunteers for emergency services

Improve advertising plan
Revise the OFD training program

COMPLETED

mission. The City of Oakridge is committed to the delivery of efficient, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a workforce that values and reflects the diversity of the Oakridge community.



WHO	STATUS	PRIORITY	START DATE	END DATE
EME AREA: SAFE COMMUNITY				

People, property and the environment

	In Progress	Medium	11/10/20	1/2/24
Safety Committee, OPD	In Progress	Medium	11/10/20	8/1/21
OPD, Safety Committee	In Progress	Low	10/15/20	1/2/25
	In Progress	High	11/9/20	11/20/24
CA	Not Yet Started	Medium	10/20/20	11/1/24
CA, Volunteer, P&CS Committee	In Progress	Medium	7/1/21	11/1/24
	In Progress	Medium	11/12/20	11/20/25
Admin, Contractor	In Progress	High	11/9/20	11/10/24
CA, Safety Committee	In Progress	Medium	10/1/19	12/31/25

EME AREA: SAFE COMMUNITY				
---------------------------------	--	--	--	--

y

	In Progress	High	11/1/20	11/10/20
OPD	In Progress	Medium	11/10/20	11/14/25
CA, P&CS Committee	In Progress	Medium	11/11/20	11/20/25
PW & OPD	In Progress	High	7/1/20	3/31/21
	In Progress	Medium	11/12/20	11/20/20
CA	In Progress	Medium	11/9/20	6/30/21
CA	On Hold	Medium	3/1/20	1/2/22
	In Progress	Low	7/15/2019	12/31/2025
	In Progress	Low	11/10/20	11/14/20
CA, OFD, OPD	In Progress	Medium	11/9/20	10/31/21
OFD	In Progress	Medium	9/12/20	10/31/21



VISION: Oakridge, a safe close knit town nestled in the beautiful Cascade foothills, surround community isn't just a word but a way of life.

METRIC	TARGET	% DONE	FIXED COST	ESTIMATED HOURS
DELIVERABLES				COST/HOURS
		40.83%	\$19,800,000	734
	100%	10%	\$0	0
1 active neighborhood	100%	10%	\$0	40
4 days per month	100%	10%	\$0	4
	100%	25%	\$5,000,000	0
1 clinic per month	100%	0%	\$0	15
Progress toward obtaining	100%	50%	\$5,000,000	500
	100%	88%	\$4,900,000	0
All programs operating	100%	100%	\$4,900,000	100
Have a current and tested plan	100%	75%	\$0	75
DELIVERABLES				COST/HOURS
		41.14%	\$2,006,000	125
	100%	62%	\$0	0
Citations issued per month above	100%	50%	\$0	0
Number of projects initiated	100%	40%	\$0	0
Progress towards two	100%	95%	\$6,000	75
	100%	23%	\$0	0
Number of CMAC funded	100%	35%	\$0	50
Changes made to improve	100%	25%	\$0	0
Progress on concept, funding	100%	10%	\$2,000,000	
	100%	38%	\$0	0
Number of qualified	100%	50%	\$0	0
Progress towards	100%	25%	\$0	0
DELIVERABLES				COST/HOURS

led by trails, where

ACTUAL HOURS
321
0
2
1
0
3
165
0
100
50
35
0
0
0
25
0
10
0
0
50
40

STATUS KEY

On Hold

Not Yet Started

In Progress

Complete

PRIORITY KEY

Low

Medium

High

Oakridge Strategic Plan Score

OBJECTIVE

TASK

STRATEGIC THEME AREA

Goal #1: In an open and transparent manner, effectively deliver se

1	Improve consistency and reliability of City communications	<p><i>Improve the City website to better serve citizens and inform the public</i></p> <p><i>Develop strategic communications plan/policy including identification of</i></p> <p><i>Speak with one voice accross multiple modes and platforms for both regular</i></p>
2	City council work to promote a positive work environment for City staff	<p><i>Provide staff the tools they need to do their jobs adequately and efficiently</i></p> <p><i>City Council will provide clear policy direction through resolutions and</i></p> <p><i>Recognize staff publically for the valuable services they provide the community</i></p>
3	Leverage volunteer time wisely	<p><i>Better coordinate across multiple volunteer groups and efforts</i></p>
4	Modernize City guiding documents, policies and procedures	<p><i>Measure and evaluate performance and progress</i></p> <p><i>Continue to move documents to the cloud and website</i></p> <p><i>Revise City Charter</i></p>

STRATEGIC THEME AREA

Goal #2: Provide facilities and infrastructure that support current

1	Invest in City infrastructure where needed	<p><i>Water and waste water improvements</i></p> <p><i>Street repairs</i></p> <p><i>Work with service providers to develop affordable, accessible fiber optic</i></p> <p><i>Develop Council approved capital investment priority list</i></p>
---	---	---

STRATEGIC THEME AREA

Goal #3: Manage finances in a fiscally responsible manner ensuri

1	Stabilize funding for emergency services	<p><i>Review funding and coverage area for fire and EMS</i></p> <p><i>Conduct in-depth feasibility study for districting</i></p> <p><i>Review funding and coverage area for police services</i></p>
---	---	---

card

mission. The City of Oakridge is committed to the delivery of effective, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a workforce that values and reflects the diversity of the Oakridge community.

WHO	STATUS	PRIORITY	START DATE	END DATE
A: RESPONSIVE GOVERNMENT				

services that citizens need, want, and support

	In Progress	High	11/9/20	11/10/21
CA, Admin Committee	In Progress	Medium	11/10/20	11/14/21
CA, Econ Dev, Admin Committee, CC	In Progress	Medium	11/11/20	11/20/21
City Council, CA	In Progress	Medium	11/12/20	11/20/21
	In Progress	High	11/9/20	11/10/22
City Council, CA	In Progress	High	7/15/19	11/20/25
City Council, Committees	In Progress	High	7/15/19	12/1/25
City Council, CA, Department Heads	Not Yet Started	Low		
	In Progress	Medium	11/20/20	11/20/21
City Council, CA	In Progress	Medium	11/12/20	11/20/21
	In Progress	Medium	7/15/19	11/1/25
CA	In Progress	Medium	12/31/20	12/1/22
CA, EDC	In Progress	Medium	7/15/2020	12/1/25
Admin Committee, City Council, CA	In Progress	High	11/19/20	11/30/22

A: RESPONSIVE GOVERNMENT				
---------------------------------	--	--	--	--

and future needs

	In Progress	High	11/9/20	11/10/20
CA, Engineer, PW, CC	In Progress	High	11/10/20	11/14/24
CA, Engineer, PW, CC	In Progress	High	11/11/20	11/20/21
CA, Engineer, PW, CC	In Progress	Low	11/12/20	11/20/23
CA, CC, All Departments	In Progress	Medium	11/10/20	6/30/21

A: RESPONSIVE GOVERNMENT				
---------------------------------	--	--	--	--

ng long term financial stability

	In Progress	High	11/9/20	11/10/20
CA	Complete	High	11/10/20	6/30/21
CA, contractor	In Progress	Medium	11/11/20	11/20/23
CA, Police Chief	Complete	Medium	11/12/20	6/30/21

VISION: Oakridge, a safe close knit town nestled in the beautiful Cascade foothills, surrounded by community isn't just a word but a way of life.

METRIC	TARGET	% DONE	FIXED COST	ESTIMATED HOURS
DELIVERABLES				COST/HOURS
		55.00%	200,000	2,800
	100%	45%	\$0.00	650
Beneficial changes implemented	100%	75%	\$0.00	200
Progress toward a completed plan	100%	40%	\$0.00	400
Compliance with the above stratcom plan	100%	20%	\$0.00	50
	100%	65%	\$100,000.00	1,000
Number of systems in need of update or	100%	75%	\$100,000.00	500
Processed resolutions and ordinances	100%	70%	\$0.00	450
Establish awards system	100%	50%	\$0.00	50
	100%	50%	\$0.00	40
Create a volunteer webpage	100%	50%	\$0.00	40
	100%	48%		600
Percent of timely quarterly scorecard	100%	50%	\$0.00	50
Percentage of department critical	100%	45%	\$0.00	100
Progress towards charter revision being	100%	50%	\$0.00	450
DELIVERABLES				COST/HOURS
		53.75%	4,400,000	980
	100%	54%	\$2,200,000	490
Obtain funding and schedule	50%	35%	\$2,000,000	400
Obtain funding and scheduled street	100%	80%	\$200,000	70
Percentage of the community with	100%	50%	\$0	0
Sharing and approval of staff list in the	100%	50%	\$0	20
DELIVERABLES				COST/HOURS
		73.43%	4,620,000	1,200
	100%	93%	\$2,310,000	500
Provide options to budget committee	100%	100%	\$1,300,000	150
Contract study	100%	80%	\$10,000	50
Conduct review	100%	100%	\$1,000,000	300

ounded by trails,

ACTUAL HOURS
690
100
75
15
10
290
200
75
15
10
10
140
15
75
50
540
270
200
60
0
10
1,040
365
75
40
250

STATUS KEY

On Hold

Not Yet Started

In Progress

Complete

PRIORITY KEY

Low

Medium

High

Ensure revenues = expenditures

3 Develop a reserve fund for future expenditures

*Establish and fund a capital contingency
line item.*

COMPLETED

CA, FD, Budget Committee. CC	In Progress	High	2/1/20	6/30/22
	In Progress	Medium	11/11/20	11/20/20
CA, FD, Budget Committee. CC	In Progress	Medium	11/12/20	11/20/25
[REDACTED]				

Zero deficit spending	100%	50%	\$0	0
	100%	50%	\$100,000	0
Regular contributions to contingency line	100%	50%	\$100,000	0
	DELIVERABLES		COST/HOURS	

80

20

20



Oakridge Strategic Plan Score

OBJECTIVE

TASK

STRATEGIC THE

Goal #1: Improve the City's economy by focusing on increasing living-w

- 1 **Grow existing businesses and recruit new businesses**

Fund and connect RAIN to entrepreneurs

Support Chamber of Commerce

Utilize OEDAC to implement City economic development priorities

- 2 **Fill the OIP with businesses that provide living wage jobs**

Increase the number of shovel ready lots

Explore options to add leasable buildings

STRATEGIC THE

Goal #2: Sustainably develop and market the recreational tourism

- 1 **Develop tourist amenities and services in collaboration with businesses and partners**

Support efforts to expand and add businesses that serve the recreation
Work with economic development partners to identify funding and investors

- 2 **Work with recreation businesses and partners to extend the tourism season**

Support Chamber and Travel Lane to market tourism across all seasons and
Participate in the SWFC Recreation committee to work with the Forest Service
Work with businesses to improve feasibility of year-round operations

STRATEGIC THE

Goal #3: Improve the city's economy by creating an atmosphere th

- 1 **Provide an atmosphere that is open and welcoming to business/economic growth**

Work with agency partners such as Lane County Economic Development and Travel
Review of design standards for the highway commercial district and uptown

- 2 **Improve the city's economy by focusing on ways to increase and support new businesses**

Staff Economic Development Coordinator
work with the Chamber of Commerce to

- 3 **Market the Oakridge Industrial Park**

Hire a commercial realtor to list and advertise OIP properties.
List properties in the Oregon Prospector and similar publications in region.



mission. The City of Oakridge is committed to the delivery of effective, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a workforce that values and reflects the diversity of the Oakridge community.

WHO	STATUS	PRIORITY	START DATE	END DATE
ME AREA: STRONG ECONOMY				

average jobs, training, and education opportunities for Oakridge residents

	In Progress	High	11/9/20	11/10/25
City Council, CA, RARE position	Complete	Low	7/15/19	6/30/22
City Council, CA, RARE position	Complete	High	11/11/20	11/20/25
OEDAC	In Progress	Medium	11/12/20	3/20/21
	In Progress	High	11/9/20	11/10/22
OEDAC, CA, Public Works	In Progress	High	7/1/20	6/30/22
OEDAC, CA, Engineer	Not Yet Started	Medium	7/1/21	6/30/22

ME AREA: STRONG ECONOMY				
--------------------------------	--	--	--	--

industry in a way that benefits local business and residents

	In Progress	Medium	11/9/20	11/10/25
Chamber of Commerce, CA, RARE position	In Progress	Medium	11/10/20	11/14/25
CA, RARE position, Chamber of	In Progress	High	11/11/20	11/20/25
	In Progress	Medium	11/12/20	11/20/25
CA, RARE position	In Progress	High	11/9/20	11/10/25
RARE position, City Council representative	In Progress	Low	11/10/20	11/14/25
RARE position, Chamber of	In Progress	Medium	11/11/20	11/20/22

ME AREA: STRONG ECONOMY				
--------------------------------	--	--	--	--

what is open to business

	In Progress	High	11/9/20	11/10/21
OEDAC, RARE position, City Council, Chamber	In Progress	Medium	11/10/20	11/14/21
Planning Commission, City Council	In Progress	Medium	11/11/20	11/20/21
	In Progress	High	11/9/20	11/10/21
City Staff, Chamber, OEDAC	Not Yet Started	Low	11/10/20	7/30/21
	In Progress	Medium	11/11/20	11/20/21
CA, OEDAC, RARE position	In Progress	Medium	5/12/21	9/20/21
RARE position	In Progress	Medium	11/20/20	3/20/21

VISION: Oakridge, a safe close knit town nestled in the beautiful Cascade foothills, surrounded by trails, where community isn't just a word but a way of life.

METRIC	TARGET	% DONE	FIXED COST	ESTIMATED HOURS	ACTUAL HOURS
DELIVERABLES			COST/HOURS		
		64.29%	\$254,000	0	120
	100%	75%	\$7,000	0	10
Number of participants in BOD	100%	100%	\$0	0	0
City Council adopted list of	100%	100%	\$7,000	0	0
	100%	25%	\$0	0	10
Number of lots with services	100%	50%	\$120,000	0	50
Progress towards building	100%	50%	\$120,000		50

DELIVERABLES			COST/HOURS		
		36.43%	200,000	0	165
	100%	45%	\$100,000.00	0	50
Increase in tourism	100%	35%	\$0.00	0	10
Obtain funding and support	100%	55%	\$100,000.00	0	40
	100%	30%	\$0.00	0	40
Increase in off-season tourism	100%	40%	\$0.00	0	10
Increase in overall tourism	100%	35%	\$0.00	0	15
Increase in number of	100%	15%	\$0.00	0	15

DELIVERABLES			COST/HOURS		
		59.29%	0	360	240
	100%	68%	\$0.00	140	110
City Council adoption of an	100%	60%	\$0.00	100	50
Progress toward a reaffirmed or	100%	75%	\$0.00	40	60
	100%	25%	\$0.00	40	10
Progress toward a published plan	100%	25%	\$0.00	40	10
	100%	63%	\$0.00	50	60
Realtor of Record onboard.	100%	100%	\$0.00	50	50
Number of listings.	100%	25%	\$0.00	0	10

STATUS KEY

PRIORITY KEY

On Hold

Low

Not Yet Started

Medium

In Progress

High

Complete

Oakridge Strategic Plan Score

OBJECTIVE

TASK

STRATEGIC THEME

Goal #1: Work with community partners to provide recreation, edu

- | | | |
|---|--|--|
| 1 | Maintain and improve infrastructure and facilities that enhance quality of life for | <i>Review opportunities for community center (services & events)</i> |
| 2 | Support efforts to increase quality childcare and before and after school programs | <i>Support efforts to improve childcare</i> |
| 3 | Foster positive conversations and culture within Oakridge | <i>Continue to offer community forums at the Oakridge Library
Continue to offer Art in Public Spaces</i> |

STRATEGIC THEME

Goal #2: Find creative ways to work with public and private partne

- | | | |
|---|--|---|
| 1 | Explore options for workforce housing | <i>Identify city owned properties that can be used/ converted to residential use
Short term housing policy
Explore incentives for property owners to become landlords</i> |
| 2 | Work with community members, agencies and nonprofits to increase options for affordable | <i>Partner with organizations such as H4H, homes for good
Fostering relationships with service and housing agencies</i> |
| 3 | Review housing inventory for current and future needs | <i>Identify properties that need to be brought to code so that they are livable
Work with property owners and bank owned properties to find alternative uses</i> |

STRATEGIC THEME

Goal #3: Seek opportunities to revitalize the City's business corrid

- | | | |
|---|---|--|
| 1 | Revitalize and beautify business corridors | <i>Work with property owners and bank owned properties to find business uses
Work with partners/ agencies to assist business owners to do improvements</i> |
| 2 | Continue to improve and market City parks | <i>Implement the OIP parks plan
Leverage community partners to seek grant opportunities</i> |
| 3 | Utilize vacant properties | |



mission. The City of Oakridge is committed to the delivery of effective, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a workforce that values and reflects the diversity of the Oakridge community.

WHO	STATUS	PRIORITY	START DATE	END DATE
-----	--------	----------	------------	----------

AREA: COMMUNITY LIVABILITY

Education, and enrichment opportunities for citizens and youth

	In Progress	Medium	11/9/20	11/10/25
P&CS Committee, CA	In Progress	Low	11/10/20	11/14/25
	In Progress	High	11/9/20	11/10/24
P&CS Committee, OSD	In Progress	Medium	1/1/02	12/31/24
	In Progress	Medium	11/12/20	11/12/25
Librarian, Library Board	On Hold	High	11/20/20	11/20/25
Arts Council, Volunteers	In Progress	Medium	11/20/20	11/20/25

AREA: COMMUNITY LIVABILITY

Efforts to increase access to housing

	In Progress	High	11/9/20	11/10/22
Planning Commission, CC, CA, EDC	In Progress	Low	11/10/20	11/14/21
Planning Commission, CC, EDC	In Progress	High	11/11/20	11/20/21
CC, OEDAC, EDC	In Progress	Medium	11/12/20	11/20/22
	In Progress	High	11/9/20	11/10/24
CA, EDC, Chamber	In Progress	Low	11/10/20	11/14/22
CA, EDC, Planning Commission	In Progress	Medium	11/9/20	11/20/24
	In Progress	Medium	11/12/20	11/20/23
CA, Code	In Progress	High	11/12/20	11/12/21
CA, EDC, Recorder	Not Yet Started	Medium	11/12/20	11/22/24

AREA: COMMUNITY LIVABILITY

Efforts and neighborhoods to provide safe and beautiful places to live and work

	In Progress	High	11/9/20	11/10/24
OEDAC, Chamber of Commerce	In Progress	Low	11/10/20	11/14/24
Chamber, OEDAC, CA	In Progress	High	11/11/20	11/20/22
	In Progress	High	11/9/20	11/10/24
P&CS Committee, CC, CA	In Progress	Medium	11/10/20	11/14/24
P&CS Committee	In Progress	Medium	11/11/20	11/20/24

VISION: Oakridge, a safe close knit town nestled in the beautiful Cascade foothills, surrounded by trails, where community isn't just a word but a way of life.

METRIC	TARGET	% DONE	FIXED COST	ESTIMATED HOURS	ACTUAL HOURS
DELIVERABLES				COST/HOURS	
		30.00%	0	0	0
	100%	10%	\$0.00	0	0
Progress toward a funded project	25%	10%	\$0.00	0	0
	100%	25%	\$0.00	0	0
Measurable improvements	100%	25%	\$0.00	0	0
	100%	70%	\$0.00	40	100
Number of forums and Expansion of locations	100%	40%	\$0.00	20	0
	100%	100%	\$0.00	20	100
DELIVERABLES				COST/HOURS	
		52.81%	0	470	405
	100%	60%	\$0.00	85	140
List promulgated and declared Ordinance	100%	100%	\$0.00	20	100
adopted and in Council Work Session. Policy	100%	40%	\$0.00	15	40
	100%	40%	\$0.00	50	0
	100%	50%	\$0.00	200	100
Mutual projects initiated	100%	25%	\$0.00	100	25
Assistance provided by	100%	75%	\$0.00	100	75
	100%	33%	\$0.00	2	2
List promulgated and code Reduction in the number of	100%	45%	\$0.00	0	10
	100%	20%	\$0.00	0	0
DELIVERABLES				COST/HOURS	
ork		39.29%	0	3,300	350
	100%	25%	\$0.00	150	30
Reduction in the amount of	50%	10%	\$0.00	150	20
Increase in the appearance of	100%	40%	\$0.00	0	10
	100%	60%	\$0.00	1500	170
Percent of plan complete	100%	60%	\$0.00	1500	120
Number of grants received	100%	60%	\$0.00	0	50
	100%	20%	\$0.00	300	0

STATUS KEY

PRIORITY KEY

On Hold

Low

Not Yet Started

Medium

In Progress

High

Complete

*Work with property owners and bank
owned properties to find alternative uses*

COMPLETED

CA, EDC

Not Yet Started Low

11/10/20

11/14/24



100%

0%

\$0.00

300

0

DELIVERABLES

COST/HOURS

OBJECTIVE	STATUS	PRIORITY	START DATE
STRATEGIC THEME AREA: SAFE COMMUNITY			
Create a neighborhood watch program	In Progress	Medium	11/10/20
Create a citizen speed gun program	In Progress	Low	10/15/20
Establish a Monthly Mental Health Clinic	Not Yet Started	Medium	10/20/20
Apply for grant funding for a new community center	In Progress	Medium	7/1/21
Work with state, local and federal partners to implement the Oakridge Air program	In Progress	High	11/9/20
Finalize and exercise Oakridge Emergency Response Plan	In Progress	Medium	10/1/19
STRATEGIC THEME AREA: RESPONSIVE GOVERNMENT			
Improve the City website to better serve citizens and inform the public	In Progress	Medium	11/10/20
Develop strategic communications plan/policy including identification of online and community communication venues	In Progress	Medium	11/11/20
Speak with one voice across multiple modes and platforms for both regular business and special projects	In Progress	Medium	11/12/20
Provide staff the tools they need to do their jobs adequately and efficiently	In Progress	High	7/15/19
City Council will provide clear policy direction through resolutions and ordinances	In Progress	High	7/15/19
Recognize staff publically for the valuable services they provide the community	Not Yet Started	Low	12/30/99
Better coordinate across multiple volunteer groups and efforts	In Progress	Medium	11/12/20
Measure and evaluate performance and progress	In Progress	Medium	12/31/20
Continue to move documents to the cloud and website	In Progress	Medium	7/15/20
Revise City Charter	In Progress	High	11/19/20
STRATEGIC THEME AREA: STRONG ECONOMY			
Fund and connect RAIN to entrepreneurs	Complete	Low	7/15/19
Support Chamber of Commerce	Complete	High	11/11/20
Utilize OEDAC to implement City economic development priorities	In Progress	Medium	11/12/20
Increase the number of shovel ready lots	In Progress	High	7/1/20
Explore options to add leasable buildings	Not Yet Started	Medium	7/1/21
Support efforts to expand and add businesses that serve the recreation tourism industry	In Progress	Medium	11/10/20
Work with economic development partners to identify funding and investors to develop the tourism infrastructure	In Progress	High	11/11/20

			Reviewed	Comments
END DATE	TARGET	% DONE	3/18/2021	
8/1/21	100%	10%		
1/2/25	100%	10%		COVID, Speed gun underway
11/1/24	100%	0%		White Bird non-responsive
11/1/24	100%	50%		
11/10/24	100%	100%		
12/31/25	100%	75%		COVID
11/14/21	100%	75%		Website improvements, no stratcom plan
11/20/21	100%	40%		
11/20/21	100%	20%		No webpage yet
11/20/25	100%	75%		
12/1/25	100%	70%		
12/30/99	100%	50%		Funding limited, no awards program yet
11/20/21	100%	50%		On track
12/1/22	100%	50%		
12/1/25	100%	45%		
11/30/22	100%	50%		
6/30/22	100%	100%		
11/20/25	100%	100%		
3/20/21	100%	25%		On track, OEDAC quorum
6/30/22	100%	50%		
6/30/22	100%	50%		
11/14/25	100%	35%		
11/20/25	100%	55%		

Reviewed

Comments

Reviewed

Comments

10/1/2021

10/19/2023

OSD Program

Volunteer Program
established

Participate in the SWFC Recreation committee to work with the Forest Service to find ways to strengthen the local recreation economy	In Progress	Low	11/10/20
---	-------------	-----	----------

Work with businesses to improve feasibility of year-round operations	In Progress	Medium	11/11/20
---	-------------	--------	----------

STRATEGIC THEME AREA: COMMUNITY LIVABILITY

Review opportunities for community center (services & events)	In Progress	Low	11/10/20
--	-------------	-----	----------

Support efforts to improve childcare	In Progress	Medium	1/1/02
---	-------------	--------	--------

Continue to offer community forums at the Oakridge Library	On Hold	High	11/20/20
---	---------	------	----------

Continue to offer Art in Public Spaces	In Progress	Medium	11/20/20
---	-------------	--------	----------

Identify city owned properties that can be used/ converted to residential use	In Progress	Low	11/10/20
--	-------------	-----	----------

Short term housing policy	In Progress	High	11/11/20
----------------------------------	-------------	------	----------

Explore incentives for property owners to become landlords	In Progress	Medium	11/12/20
---	-------------	--------	----------

Partner with organizations such as H4H, homes for good	In Progress	Low	11/10/20
---	-------------	-----	----------

Fostering relationships with service and housing agencies	In Progress	Medium	11/9/20
--	-------------	--------	---------

Identify properties that need to be brought to code so that they are livable	In Progress	High	11/12/20
---	-------------	------	----------

Work with property owners and bank owned properties to find alternative uses	Not Yet Started	Medium	11/12/20
---	-----------------	--------	----------

Work with partners/ agencies to assist business owners to do improvements	In Progress	High	11/11/20
--	-------------	------	----------

Implement the OIP parks plan	In Progress	Medium	11/10/20
-------------------------------------	-------------	--------	----------

Leverage community partners to seek grant opportunities	In Progress	Medium	11/11/20
--	-------------	--------	----------

Identify derelict properties and proactively work with owners to rehab or develop	In Progress	Medium	11/10/20
--	-------------	--------	----------

11/14/25	100%	35%
11/20/22	100%	15%
11/14/25	100%	10%
12/31/24	100%	25%
11/20/25	100%	40%
11/20/25	100%	100%
11/14/21	100%	100%
11/20/21	100%	40%
11/20/22	100%	40%
11/14/22	100%	25%
11/20/24	100%	75%
11/12/21	100%	45%
11/22/24	100%	20%
11/20/22	100%	40%
11/14/24	100%	60%
11/20/24	100%	60%
11/14/24	100%	40%

Relationships initiated



Business of the City Council

City of Oakridge, Oregon

November 2, 2023

Agenda Title: Holiday Light Parade Fee Waiver & TRT Funding Requests

Proposed Council Action: Approve or Deny the request

Agenda Item No: 11.6

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

Author: CA

ISSUE:

The annual holiday Light Parade is scheduled for the evening of Saturday **December 9th**. 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 funding for the event itself, 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. They are however asking for **up to \$500 in TRT funds** to purchase permanent lighting for the Amphitheater, which can be used for *all* future events at the park. Copies of the event/parade permit application form and rental application form are included as Exhibits.

FISCAL IMPACTS: \$580 (fee waiver request value) and up to \$500 in TRT funds for lighting.

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 and up to \$500 in TRT funds for lights for the amphitheater."*

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 Vois

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 X 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.

Signature: _____ Date: October 10th, 2023

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

November 2, 2023

Agenda Title: Ordinance 942 (a new
Parades Ord to replace Ord 75)

Agenda Item No: 14.1

Proposed Council Action: A motion from
the floor to approve

Exhibits:

Draft Ordinance 942 (new)
Ordinance 75 (old/existing Ord)

Author: CA

ISSUE: On 7/19/23, the Admin Committee met and voted *unanimously* to recommend that City Council approve and adopt Oakridge City **Ordinance 942**, which would repeal and replace the existing City Ordinance (Ord. 75) pertaining to Parades & Processions. The Admin Committee and the CA drafted the new ordinance (Ord. 942) in response to the need to update it to address safety concerns, outdated rules, etc. Input from OPD, city staff, and parade organizers including Vanessa Tharp, who has run the Tree Planting Festival parade for the last 2 years, was included in drafting the proposed new Ordinance.

Copies of the new draft Ordinance 942 and the existing/old Ordinance 75 are attached as exhibits.

FISCAL IMPACT: None

OPTIONS:

1. Approve Ordinance 942 (1st Reading)
2. Approve with modifications
3. Send it back to the Admin Committee for further evaluation

STAFF RECOMMENDATION: Option 1 (Approve)

RECOMMENDED MOTION 1: *"I move to approve the 1st Reading of Ordinance 942, to repeal and replace Ordinance 75."*

RECOMMENDED MOTION 2 (only if 1st vote is unanimous): *"I move to approve and adopt Ordinance 942, to repeal and replace Ordinance 75, after the 2nd 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 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and

CHAPTER 75: PARADES AND PROCESSIONS

Section

- 75.01 Prohibited activity
- 75.02 Permit required
- 75.03 Appeal to Council
- 75.04 Offenses against parades
- 75.05 Revocation of permit
- 75.06 Funeral processions

(3) The desired route, including assembling points;

(4) The number of persons, vehicles and animals that will be participating in the parade; and

(5) The proposed starting and ending time.

§ 75.01 PROHIBITED ACTIVITY.

No person shall organize or participate in a parade on a public street without obtaining a permit. A permit shall always be required of a procession of people using the public right-of-way and consisting of 100 or more persons or ten or more vehicles.

(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99) Penalty, see § 70.99

(C) The application shall be signed by the person designated as the Chairperson.

(D) The Police Chief shall issue a parade permit conditioned on the applicant's written agreement to comply with the terms of the permit unless the Chief finds that:

(1) The time, route, and size of the parade will unreasonably disrupt the movement of other traffic;

(2) The parade is of a size or nature that requires the diversion of so great a number of police officers to properly police the line of movement and contiguous areas that allowing the parade would deny reasonable police protection to the city;

(3) The parade will interfere with another parade for which a permit has already been issued;

(4) Information contained in the application is found to be false or a material detail is omitted; and/or

(5) The applicant refuses to agree to abide by or comply with all conditions of the permit.

§ 75.02 PERMIT REQUIRED.

(A) Application for parade permits shall be made to the Police Chief at least seven days prior to the intended date of the parade, unless the time is waived by the Chief.

(B) Applications shall include the following information:

(1) The name and address of the person responsible for the proposed parade;

(2) The date of the proposed parade;

PCL XL error
Error: IllegalOperatorSequence
Operator: ReadImage
Position: 3639

ORDINANCE NO. 942

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 75 OF THE
OAKRIDGE MUNICIPAL CODE - PARADES AND PROCESSIONS**

WHEREAS, pursuant to Article IX, Section 2 of the Oregon Constitution and the Oakridge Charter, the City of Oakridge is a home rule municipality with all the powers that the constitutions, statutes, and common law of the United States and the State of Oregon expressly or impliedly grant or allow the City; and

WHEREAS, the City of Oakridge desires to update its Parades and Processions Ordinance to address safety concerns, in order to protect the health, safety, and welfare of the citizenry; and

WHEREAS, the City of Oakridge desires to repeal the existing Parades & Processions Ordinance found in Chapter 75 of the Oakridge Municipal Code and replace it with a revised Chapter 75, as set forth in Exhibit 1 attached to Ordinance 942; and

NOW, THEREFORE, THE CITY OF OAKRIDGE ORDAINS AS FOLLOWS:

Section I. Chapter 75 of the Oakridge Municipal Code is hereby repealed and replaced with a revised Chapter 75, as set forth in Exhibit 1 attached hereto and incorporated herein by reference.

Section II. 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 III. Effective date of Ordinance. This Ordinance is necessary for the protection of public health, public safety, and public property and is effective immediately upon adoption.

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:

Oakridge Mayor

Oakridge City Recorder

Ayes:

Nays:

Abstain:

CHAPTER 75: PARADES AND PROCESSIONS - DRAFT

(Exhibit 1 of Ordinance 942, Enacted November 2, 2023)

Section

75.01	Prohibited Activity
75.02	Permit Required
75.03	Appeal to City Council
75.04	Offenses Against Parades
75.05	Revocation of Permit
75.06	Funeral Processions

75.01 PROHIBITED ACTIVITY.

No person shall organize or participate in a parade on a public street without obtaining authorization from the Oakridge City Council for street closures and an Event Permit from the Oakridge Police Chief. An Event Permit shall always be required of a parade or procession of people or vehicles using the public right-of-way, unless exempted as a "Funeral Procession" as outlined in Section 75.06. (Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord 835, passed 6-17-1999). Penalty, see Chapter 70.99.

75.02 PERMIT REQUIRED.

(A) An application for a parade Event Permit shall be submitted to the Oakridge Police Chief at least 30 days prior to the intended date of the parade, unless the time requirement is waived by the Police Chief or City Council.

(B) Permit applications shall include the following information:

- (1) Name, address, and phone number of the "Parade Chairperson" responsible for the parade;
- (2) The date and start & end times of the proposed parade;
- (3) A detailed map of the desired parade route, including assembling and ending points;
- (4) An estimate of the approximate number of vehicles, participants, and animals in the parade;
- (4) An estimate of the approximate number of spectators expected to attend;
- (5) Proof of insurance for the event (required for all events over 100 people).

(C) The Event Permit application shall be signed by the Parade Chairperson.

(D) The Police Chief shall issue an Event Permit for a parade, conditioned on the applicant's written agreement to comply with the terms of the Event Permit, unless the Police Chief finds that:

- (1) The time, route, or size of the parade will unreasonably disrupt the movement of other traffic;
- (2) The parade is of a size or nature that requires the diversion of so great a number of police officers to properly control traffic and/or the parade, that allowing it would pose too great of a risk to public safety;
- (3) The parade would interfere or conflict with another parade or event for which an Event Permit has already been issued;
- (4) Information contained in the Event Permit application is found to be false or material details were omitted; and/or
- (5) The applicant refuses to agree to abide by or comply with all the conditions of the Event Permit.

(E) If one or more of the conditions listed in section D above exists, the Police Chief or City Council may impose reasonable conditions in the permit, including but not limited to:

- (1) Requiring an alternate date and/or time for the parade;
- (2) Requiring an alternate parade route;
- (3) Limiting the number and/or types of vehicles in the parade;
- (4) Limiting the number of participants in the parade;
- (5) Requiring additional insurance;
- (6) Requiring event organizers to distribute informational flyers to all residents affected by street closures for the parade; and/or
- (7) Any other safety measures or conditions deemed necessary to ensure public safety, at the expense of the parade organizers.

(F) The Police Chief shall notify the applicant of the decision within 5 business days after receipt of the Event Permit application.

(G) If the Police Chief proposes alternatives or refuses to issue an Event Permit for the parade, the applicant shall have the right to appeal the Chief's decision to the City Council, as outlined in Chapter 75.03 below. (Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord 835, passed 6-17-1999).

75.03 APPEAL TO COUNCIL.

(A) An applicant may appeal the decision of the Police Chief by filing a written request of appeal to the City Council within 3 business days after the Police Chief has refused to issue or revoked an Event Permit.

(B) The Council shall schedule a hearing date, which shall not be later than 3 business days following the filing of the written appeal with the City Council, and shall notify the applicant of the date and time of the hearing so that they may appear in person or by a representative. (Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am. Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord.835, passed 6-17-1999).

75.04 OFFENSES AGAINST PARADES.

(A) No person shall unreasonably interfere with a parade or parade participant.

(B) No person shall operate a vehicle that is not part of the parade between the vehicles or participants in the parade.

(C) No person shall operate a vehicle that is not part of the parade on any part of the closed parade route.

(D) No items, including candy, may be thrown from vehicles in the parade.

(E) All parade participants and vehicles may not deviate from the authorized parade route and must finish the entire authorized parade route.

(F) All parades must be led (first vehicle in the parade) and followed (last vehicle in the parade) by Oakridge Police patrol vehicles, at the expense of event organizers, unless this expense is waived by the Police Chief or City Council.

(Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am. Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord.835, passed 6-17-1999). Penalty, see Chapter 70.99.

75.05 REVOCATION OF PERMIT.

The Oakridge Police Chief or City Council may revoke a parade Event Permit, or cancel or cease a parade, at any time, if circumstances clearly show that the parade cannot be conducted or continue safely. (Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am. Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord.835, passed 6-17-1999).

75.06 FUNERAL PROCESSIONS.

(A) No permit is required for a funeral procession.

(B) A funeral procession shall proceed to the place of interment by the most direct route that is legal, safe, and practical.

(C) The procession shall be accompanied by adequate escort vehicles for safety and traffic control.

(D) All motor vehicles in the funeral procession shall be operated with their lights on.

(E) No person shall unreasonably interfere with a funeral procession.

(F) No person shall operate a motor vehicle that is not a part of the procession between the vehicles of a funeral procession.

(G) Each driver in the funeral procession shall follow the vehicle ahead of them as closely as is practical and safe. (Ord. 941, passed 11-2-2023; Ord. 711, passed 3-20-1986; Am. Ord. 800, passed 12-15-1994; Am. Ord. 808, passed 9-21-1995; Am. Ord.835, passed 6-17-1999). Penalty, see Chapter 70.99.

[Chapter 75 was revised by Ordinance No. 942, enacted November 2, 2023.]

Business of the City Council

City of Oakridge, Oregon

November 2, 2023

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

Agenda Item No: 14.2

Exhibits:

Draft Ordinance 943

Ordinance 75 (old/existing Ord)

Proposed Council Action: A motion from the floor to approve

Author: CA & City Attorney Matt Dahlstrom

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 (1st 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 1st Reading of Ordinance 943, adding sections 93.18–93.22 to the Oakridge Municipal Code.”*

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

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 Abatement Warrant)	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)
In the Matter of the Application for an) Return of Administrative Abatement
Administrative Abatement Warrant) 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

Business of the City Council

City of Oakridge, Oregon

November 2, 2023

Agenda Title: Ordinance 942 (a new
Parades Ord to replace Ord 75)

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 14.1

Exhibits:

Draft Ordinance 942 (new)
Ordinance 75 (old/existing Ord)

Author: CA

ISSUE: On 7/19/23, the Admin Committee met and voted *unanimously* to recommend that City Council approve and adopt Oakridge City **Ordinance 942**, which would repeal and replace the existing City Ordinance (Ord. 75) pertaining to Parades & Processions. The Admin Committee and the CA drafted the new ordinance (Ord. 942) in response to the need to update it to address safety concerns, outdated rules, etc. Input from OPD, city staff, and parade organizers including Vanessa Tharp, who has run the Tree Planting Festival parade for the last 2 years, was included in drafting the proposed new Ordinance.

Copies of the new draft Ordinance 942 and the existing/old Ordinance 75 are attached as exhibits.

FISCAL IMPACT: None

OPTIONS:

1. Approve Ordinance 942 (1st Reading)
2. Approve with modifications
3. Send it back to the Admin Committee for further evaluation

STAFF RECOMMENDATION: Option 1 (Approve)

RECOMMENDED MOTION 1: *"I move to approve the 1st Reading of Ordinance 942, to repeal and replace Ordinance 75."*

RECOMMENDED MOTION 2 (only if 1st vote is unanimous): *"I move to approve and adopt Ordinance 942, to repeal and replace Ordinance 75, after the 2nd 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 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and

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 Inspection Warrant) in Support of Request for an
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: _____

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

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 November ____, 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 November ____ 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 November ____, 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 November ____, 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 November ___, 2023.]

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:

Business of the City Council

City of Oakridge, Oregon

November 2, 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

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 (1st 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 1st Reading of Ordinance 943, adding sections 93.18–93.22 to the Oakridge Municipal Code.”*

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

STRATEGIC THEMES/GOALS INVOLVED:

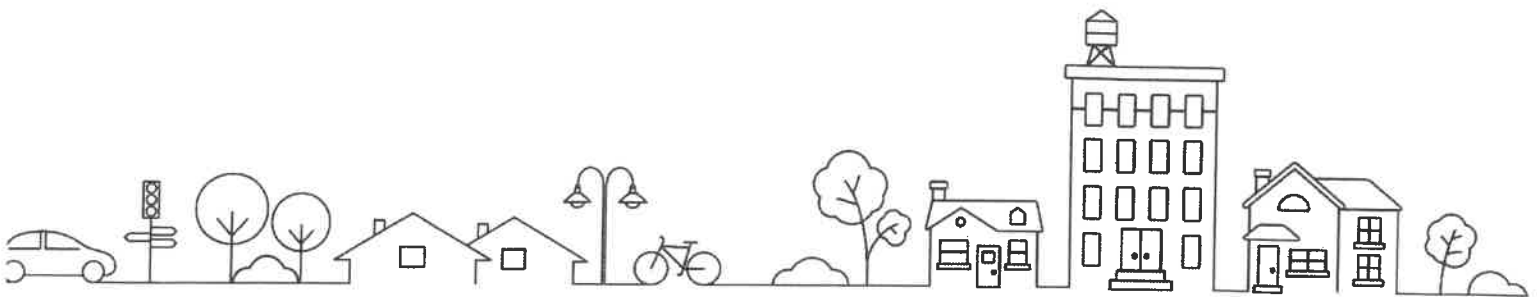
Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

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

— Oregon Municipal Handbook —

CHAPTER 29: CODE ENFORCEMENT



Published by the League of Oregon Cities

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?

*"One unrepaired broken window is a signal that no one cares, and so breaking more windows costs nothing."*¹

The purpose of code enforcement could best be described as based on the broken window theory.² 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.³ On the other hand, if damage is not repaired, more graffiti, vandalism, and damage may result due to the seeming apathy.⁴ 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.⁵ This theory as applied to law enforcement is controversial, but largely remains unstudied as applied to code enforcement.⁶

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

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

² *Id.*

³ *Id.*

⁴ *Id.*

⁵ *Id.*

⁶ 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).

⁷ 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).

⁸ *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.⁹ 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.¹⁰

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.¹¹ 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,

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

¹⁰ *Id.*

¹¹ <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.”¹² Per the U.S. Constitution, the states are reserved the police powers.¹³

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

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.¹⁷

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.¹⁸ The IMPC is intended to establish the “minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety” in existing buildings.¹⁹ The code provides administrative procedures for enforcement, as well as general requirements for maintenance.²⁰ It

¹² 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.”

¹³ *Id.*

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

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

¹⁶ 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 (last accessed April 27, 2023)

¹⁷ 920 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.

¹⁸ See INTERNATIONAL PROPERTY MAINTENANCE CODE, PREFACE (2021) available at https://codes.iccsafe.org/content/IPMC2021P1/preface#IPMC2021P1_FmPREFACE_FMSecAdoption (last accessed on August 31, 2023).

¹⁹ *Id.*

²⁰ *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.²¹ Rather, the ICC makes the IPMC available for free in a non-downloadable form on the ICC's website.²² If a local government is concerned about public access to the IPMC, the local government can choose to adopt its own ordinances.²³

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.²⁴ 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 Property²⁵

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.

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

²² *Id.*

²³ *Id.*

²⁴ ORS 153.010 to 153.121.

²⁵ 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.²⁶ 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.²⁷ Excellent examples of code enforcement ordinances can be found online.²⁸

iii. Vacant Property Registration

Vacant property registration is a tool intended to address abandoned or vacant properties.²⁹ 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.³⁰

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.³¹ With registration, cities can better track, monitor and address issues associated with abandoned and foreclosed properties.³² Most Oregon cities do not require a fee to register, but property owners are required to provide and maintain current contact information.³³ Some cities require regular inspections and to post contact information in the event of an emergency.³⁴

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

²⁶ ORS 153.025.

²⁷ *Id.*

²⁸ *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 (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).

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

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

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

³² *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).

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

³⁴ *Id.*

³⁵ 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.³⁶

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.³⁷

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.³⁸ 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.³⁹ 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

³⁶ 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 (last accessed August 31, 2023).

³⁷ 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).

³⁸ 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).

³⁹ 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.⁴⁰ 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.⁴¹ An inspection warrant can be by administrative order issued by a hearings officer as well.⁴²

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.⁴³ The affidavit applying for such a warrant should demonstrate that it is likely that there is a code enforcement violation.⁴⁴

C. Municipal Court

If a city's efforts to obtain voluntary compliance are ineffective, the city may prosecute code enforcement violations in municipal court.⁴⁵ 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"⁴⁶ Specific types of code offenses created by ordinance are discussed above.

⁴⁰ 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).

⁴¹ 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).

⁴² "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).

⁴³ *Camara v. Municipal Court*, 387 US 523, 87 S Ct 1727, 18 L Ed2d 930 (1967) (probable cause required for housing inspection warrant); *State v. Bridewell*, 306 Or 231 (1988).

⁴⁴ *Id.*

⁴⁵ ORS 221.339.

⁴⁶ 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.⁴⁷ 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.⁴⁸

Service of the complaint is accomplished by delivery to the person cited.⁴⁹ 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.⁵⁰

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

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).⁵⁹ Such violations include violations of state law that may include traffic offense, wildlife law violations and boating laws.⁶⁰

⁴⁷ ORS 153.048.

⁴⁸ ORS 153.051.

⁴⁹ ORS 153.054

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

⁵¹ ORS 153.061.

⁵² *Id.*

⁵³ ORS 153.076.

⁵⁴ ORS 153.083.

⁵⁵ 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).

⁵⁶ *Id.*

⁵⁷ ORS 153.033.

⁵⁸ ORS 153.076.

⁵⁹ ORS 153.800.

⁶⁰ 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 (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.⁶¹ 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.⁶² If the municipal court is a court of record, the appeal is made to the court of appeals.⁶³ 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.⁶⁴ 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."⁶⁵ Prosecution of violations in circuit court shall be by the city attorney and in the name of the city.⁶⁶

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.

⁶¹ ORS 153.090.

⁶² ORS 138.057.

⁶³ ORS 138.057.

⁶⁴ ORS 221.339.

⁶⁵ ORS 221.357.

⁶⁶ 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.⁶⁷ 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.⁶⁸

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.⁶⁹ 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.⁷⁰ 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.⁷¹

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.⁷² A plaintiff in a nuisance case may recover compensatory damages (damages for incurred losses such as injuries) and, in appropriate cases, punitive damages.⁷³

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.⁷⁴ 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.

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

⁶⁸ 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).

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

⁷⁰ *Id.*

⁷¹ 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).

⁷² RESTATEMENT (SECOND) OF TORTS § 821B.

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

⁷⁴ 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.⁷⁵

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.⁷⁶ The procedures to take administrative action are created by a city's ordinances.⁷⁷

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.⁷⁸ Due process is necessary to avoid liability for violating the property owner's constitutional rights.⁷⁹ Due process is obtained by giving written notice to the responsible party and providing an opportunity to be heard.⁸⁰

⁷⁵ ORCP 79.

⁷⁶ See ORS 183.310(1).

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

⁷⁸ *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).

⁷⁹ *Id.*

⁸⁰ 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.⁸¹ 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.⁸²

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.⁸³ 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.⁸⁴ 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.⁸⁵ For example, vacant

⁸¹ ORS 93.643

⁸² *Id.*

⁸³ *Id.*

⁸⁴ 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.”)

⁸⁵ See Local Housing Solutions, available at: <https://localhousingolutions.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.⁸⁶ Or a land bank may acquire a distressed residence to redevelop it for affordable housing.⁸⁷

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.⁸⁸

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.⁸⁹ 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.⁹⁰

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."⁹¹ 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.⁹² The appointed receiver secures the property, pays all expenses such as utilities, repair, and insurance costs, and cleans up the property.⁹³ 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.⁹⁴ 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.⁹⁵

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

⁸⁷ *Id.*

⁸⁸ See ORS 223.005.

⁸⁹ 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).

⁹⁰ 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 (last accessed August 31, 2023).

⁹¹ See, e.g., city of Eugene, available at [Housing Development Incentives | Eugene, OR Website \(eugene-or.gov\)](#) (last accessed August 31, 2023).

⁹² ORS 105.420 to 105.455.

⁹³ ORS 105.435.

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

⁹⁵ 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.⁹⁶ 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.⁹⁷

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.⁹⁸ Although the statutes provide a procedure for summary foreclosure, the local government may adopt its own procedures.⁹⁹

⁹⁶ ORS 105.430.

⁹⁷ 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).

⁹⁸ ORS 223.505 to 223.595.

⁹⁹ 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.¹⁰⁰ If the lien, assessment or installment is bonded, the local government may foreclose the lien 60 days after it is entered into lien docket.¹⁰¹ After the lien is delinquent, the recorder may transmit to the treasurer a list describing each lien and the property description.¹⁰² 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.¹⁰³ 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.¹⁰⁴ 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.¹⁰⁵ 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.¹⁰⁶ 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.¹⁰⁷ 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.¹⁰⁸

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.¹⁰⁹ 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.¹¹⁰ If no redemption is made within the year, the local government delivers a deed to the purchaser.¹¹¹ The deed is a fee simple title and shall grant immediate possession of the real property to the grantee.¹¹²

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.¹¹³ 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.¹¹⁴

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

¹⁰⁰ ORS 223.510.

¹⁰¹ *Id.*

¹⁰² ORS 223.515.

¹⁰³ ORS 223.520.

¹⁰⁴ ORS 223.523(1)

¹⁰⁵ *Id.*

¹⁰⁶ ORS 223.523(2).

¹⁰⁷ *Id.*

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

¹⁰⁹ ORS 223.530, ORS 223.535; ORS 223.550.

¹¹⁰ ORS 223.656; ORS 223.593.

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

¹¹² ORS 223.575; ORS 223.580.

¹¹³ ORS 223.545.

¹¹⁴ ORS 223.560.

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

ii. Judicial Foreclosure

In addition to the summary foreclosure process, local governments may foreclose liens through the courts.¹¹⁶ 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 88.100.¹¹⁷

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.¹¹⁸ 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.¹¹⁹ Local governments are not entitled to deficiency judgments against the successful purchaser.¹²⁰

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 Officers¹²¹

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

¹¹⁵See 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).

¹¹⁶ ORS 223.610.

¹¹⁷ ORS 223.620.

¹¹⁸ ORS 223.615.

¹¹⁹ ORS 223.645.

¹²⁰ ORS 223.650.

¹²¹ 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.¹²² 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.¹²³ 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.¹²⁴ 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.¹²⁵ 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.¹²⁶

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.¹²⁷

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

¹²² 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).

¹²³ *Id.*

¹²⁴ 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) (last accessed May 31, 2023).

¹²⁵ *Id.*

¹²⁶ *Id.*

¹²⁷ 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 (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.