

July 20, 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.

6. Mayor Comments / Announcements / Proclamations

6.1 Trail Builder Magazine article on MBO 2023: www.trailbuildermag.com/articles/mountain-bike-oregon-is-a-symbol-of-hope-for-oakridge-and-other-rural-communities

6.2 Concerts in the Park #2 - this Saturday July 22nd from noon-9pm at Greenwaters Park

7. Council Comments / Announcements

8. Consent Agenda

9. Appointments

9.1 Chris Winchester – Administration Advisory Committee

10. Business from the City Council

10.1 Oakridge Keg & Cask Festival RTMP Funding Request

10.2 Parks Committee TRT Funding Request for Banner Park Kiosk Sign

10.3 Raising the TRT Block Grant program maximum to \$1,000 and include murals

10.4 City Rummage Sale at the WAC gym

10.5 WeRSharp Cooling Station Proposal

10.6 Revised Council Rules of Procedure *(with Public Comment)*

10.7 Housing Needs Analysis Final Report

10.8 Letter of Support for USFS Dispersed Campsite Closures Order to prevent RV Dumping

11. Business from the City Administrator

11.1 OIP Office 8 Rental to Stellar J Construction

11.2 Response to Questions Regarding Volunteer Firefighter/EMS Stipends

11.3 Update on Surplus Property Sales

11.4 St. Vincent DePaul RHRP Program

12. Items removed from the Consent Agenda

13. Ordinances and Resolutions (with Public Comment)

14. Public Hearings

15. Staff and Board/Committee/Commission Reports

15.1 Finance Report (Colleen Shirley)

15.2 Police (Chief Kevin Martin) – *Including Council-requested report on dog shooting case*

15.3 Fire/EMS (Chief Scott Hollett)

15.4 Public Works (Robeart Chrisman)

15.5 RAIN 3 Year Impact Report 2020-2023

16. Other Business

17. Public Comment

18. Adjourn

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

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Attend in person at City Hall (48318 E. 1st Street, Oakridge, OR).**

4. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm the day of the meeting.

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.*

Articles Magazine Issues
Contributors Shop

TRAIL BUILDER
MAGAZINE



Mountain Bike Oregon is a Symbol of Hope for Oakridge and Other Rural Communities

Jun 30 | Written By Sean Benesh



It must've been obvious when I walked into the store in Oakridge (Oregon) that I was not a local. After exchanging a few pleasantries with the clerk behind the counter, he asked me, "So you're in town for the festival?" How did he know? How did he know I was visiting from Portland to attend Mountain Bike Oregon (MBO)? Do I look like a mountain biker? What does a mountain biker even look like? However, in a small town, you can easily tell who's a local, a visitor, or someone passing through.





I grew up in a small. It was smaller than Oakridge. I know first-hand the impact of a town with a struggling economy, as 60% of my town's workforce had to drive out of the county daily for work. That daily routine included my parents for most of my life growing up. The story of Oakridge has been told repeatedly in the mountain biking world. Logging town turned mountain bike destination. I've read countless articles, watched short films, and pored over academic research exploring the economic benefit of mountain biking in a community. Everything happening on the grounds at

MBO and out on the trails reaffirmed this transition. However, a drive around town painted a different picture.





I went back and forth about how I wanted to cover the event the whole time at MBO last weekend. Sure, there was a part where I simply wanted to keep hyping this amazing event because it truly is special—the community, the fun, the new friendships, and the memories. Oh yeah, and the poison oak I brought home was another reminder of time spent on the trails. Don't worry; I will talk about all of that. Yet at the same time, I have been following the storyline of communities dependent on resource extraction dotted all over the West, pushing their chips into the center of the table for new trails and adventure tourism. The question everyone wants to know is, is it working?

Obviously, the answer to that question is layered, as not all communities are equal. You have the Aspens, Whistlers, and Jacksons out there with soul-crushing housing costs where people have 2nd, 3rd, and 4th homes, but not so much in Okaridge. It's not a Moab or a Sedona in terms of wide appeal. A drive through Sedona today reveals a landscape filled with expensive homes with expansive views and ever-increasing car traffic. The few times I drove through Oakridge's little downtown, I rarely saw anyone out and about. Most of the homes I saw reminded me of the types of homes in my town growing up. But the good news is, the story of Oakridge is not done being written.

As I chatted with the clerk, I was curious about what he thought of events like MBO and mountain bikers descending on Okaridge. "I love it!" He excitedly shared. "It's great to meet new people," he added. While Oakridge hasn't hit the rarified status of a Crested Butte or Hood River, it continues slowly moving the flywheel of change.

Between rides, eating, and taking photos, I tried to talk to any locals I could find. The burning question within me was, "How have (or are) trails impacting Oakridge?" (For conversation's sake, there are actually two communities ... Oakridge and Westfir. MBO technically takes place in Westfir.) These are the kinds of questions being asked all over. That's the hope that trail advocates are lobbying for. Put in trails, and people will flock to your community, bringing their discretionary income with them. That rang true during MBO. I saw vans and SUVs with bike racks at local eateries and motels.

Whenever I visit places like Oakridge to ride, I have my own policy called, "Always stop for a burrito." Meaning spending money in town.

Ray's Food Place

GMD Electric



D & T Construction
Oakridge Tire Center

Oakridge Concerts In The Park Presents

Rock The Park Concert Series

DUBIOUS RUBES



SATURDAY
12PM

22ND
* JULY *
2023

Oakridge Pharmacy

Center Market

Oakridge Pet Supplies

Cutchen Consulting & Communication

SATORI BOB

Greenwaters Park
Amphitheatre
Oakridge, OR



Hop Valley Brewing



Weldon Oliver Galleries

Oakshire Brewing



LIVE



Summer Family Fun
Vendors ~ Bubbles ~ Beer & Wine Garden



SIMPLE

Food ~ Music ~



Oakridge Liquor Store

Oakridge Dairy Queen

Want To Volunteer?
Contact Us At

oakridgeconcertsinthepark@gmail.com

<https://oakridgeconcerts.com>
[@oakridgeconcertsinthepark](https://twitter.com/oakridgeconcertsinthepark)

Oakridge Concerts In The Park is funded in part by The Oakridge Rural Tourism Program
Debra J. Kivige Shuffel

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Committee Appointment(s)

Agenda Item No: 9.1

Proposed Council Action: Approve
committee appointment(s)

Exhibits: (1) Applicant Application Materials
(2) Committees spreadsheet

ISSUES:

Ms. Chris Winchester has applied to serve on the Administration Committee. Her application is attached as an exhibit. She currently also serves on the Charter Review and her appointment to the Administration Committee is recommended by the City Administrator. Ms. Winchester will be in attendance at the meeting to answer any questions the Council may have.

FISCAL IMPACT: None

OPTIONS: Approve or deny the appointment(s) listed below

RECOMMENDATION: Approve/Appoint

RECOMMENDED MOTION(S):

"I move we appoint **Chris Winchester** to Seat **6** of the **Administration Committee** for a term expiring in December of **2026**."



City of Oakridge form for Individual Volunteer Activity

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

Committee or type of volunteer work you are interested in: ADMINISTRATIVE

Name: CHRIS WINCHESTER

Address: 76373 RIVER RD

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation: Retired school administrator

E-mail Address: chriskwinchester49@yahoo.com

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

I have an English degree
past experience writing grants

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

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): Chris Winchester

Participant Signature: Chris Winchester

Date: 07/11/23



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

AFTER several years with Indivisible, I wanted to do something to help in my own community. I moved to Oakridge as Covid shut everything down so was unable to meet many folks. This work would hopefully allow me to meet more folks and learn how Oakridge works.

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

Planning Commission

Budget Committee

Wac Subcommittee

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

Charter Review Subcommittee (or currently)

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Oakridge Keg & Cask Festival
RTMP Funding Request

Proposed Council: A motion from the floor
to approve

Agenda Item No: 10.1

Exhibit(s): RTMP Funding Request Application

Agenda Bill Author: CA

ISSUE: The 2023 Oakridge Keg & Cask Festival, now in its 15th year, is scheduled for **Saturday August 12th**, from 3-11pm. Organizers including Festival Chair Amy Kelley, who will be in attendance at the City Council meeting to answer questions, requested \$6,500.00 in RTMP funds.

On 7/11/23, the RTMP/TRT Committee met and reviewed the application (see exhibit). They voted unanimously to recommend that City Council award **\$2,494.90** in RTMP funds. \$2,494.90 was chosen because that is *all* we have left in RTMP funds, which will not be replenished (around \$19,000 is expected) until November.

The Keg & Cask Festival has received financial support from the city for many years. The exact number of years is unknown but is certainly more than the 5 years normally allowed for non-profits, so this is a “special funding request” (for events that cannot be sustained without the city’s financial support). In 2022 they received \$3,383.03. In 2021 they received \$1,750. In 2020 they received \$2,000. Data prior to 2020 was not readily available.

FISCAL IMPACT: Up to \$2,494.90 (RTMP funds)

OPTIONS: Approve, deny, or modify the request

RECOMMENDATION (from RTMP/TRT Committee): Approve \$2,494.90 in RTMP funds

RECOMMENDED MOTION: *“I move we approve \$2,494.90 in RTMP funds to the 2023 Oakridge Keg & Cask Festival.”*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

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

RTMP QUESTIONNAIRE

Event Name: Oakridge Keg & Cask Festival
 Contact Person(s): Amy Kelley Phone: 541-537-0851
 Address: 48187 McFarland Rd, Oakridge, OR 97463
 Email: oakridgekegcaskgeneral@gmail.com
 Date of Event: 8/12/2023 Event Location: E 1st St (From Oak to Alder)

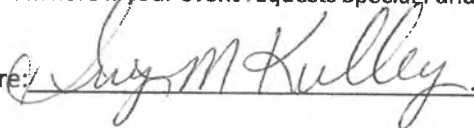
Please answer the following questions regarding your event/project by circling Y or N.

| | | | Points |
|---|---------------------------------------|---------------------------------------|--------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | <input checked="" type="checkbox"/> Y | N | 10 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | Y | <input checked="" type="checkbox"/> N | |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | <input checked="" type="checkbox"/> Y | N | 10 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | <input checked="" type="checkbox"/> Y | N | 5 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | <input checked="" type="checkbox"/> Y | N | 5 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | <input checked="" type="checkbox"/> Y | N | 10 |
| 7. Is this a group travel tour or package? | Y | <input checked="" type="checkbox"/> N | |
| 8. Are you working with Travel Lane County? | <input checked="" type="checkbox"/> Y | N | 10 |
| 9. Do you offer incentives to promote return visits? | <input checked="" type="checkbox"/> Y | N | 10 |
| <i>Total:</i> | | | 60 |

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

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

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

Signature:  Date: 6-13-2023

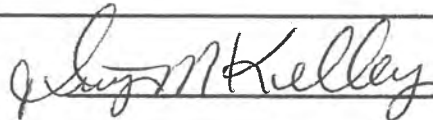
**REQUEST
FOR
FUNDING**

| Budget Category | Expenses | Funding Requested |
|---|------------------|--------------------------|
| <i>Personnel</i> | 300.00 | 0 |
| <i>Equipment</i> | 3600.00 | 0 |
| <i>Travel/Conferences/ Training</i> | 200.00 | 150.00 |
| <i>Supplies</i> | 800.00 | 0 |
| <i>Advertising</i> | 5000.00 | 4300.00 |
| <i>Rent/Utilities</i> | 700.00 | 0 |
| <i>Administrative Costs</i> INSURANCE | | |
| <i>Other</i> | | |
| MISC / ROOMS | 700.00 | 350.00 |
| <i>Other</i> | | Type text here |
| MUSIC | 4000.00 | 1700.00 |
| Total | 16,000.00 | 6500.00 |

Prepared by: Title:

Amy Kelley, Chairperson

Signature of Program
Contact:



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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

Website: oaksidgekegcasek.com

Flyers & Brochures - See attached 2022 Flyer

Radio & Newspaper Ads

www.Facebook.com/Keg Casek Festival

Travel Oregon & Travel Lane County will promote as well

Banners & Posters

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

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

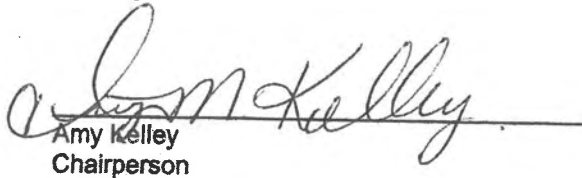
The Oakridge Keg & Cask Festival is now in its 15th year raising funds and supporting the Oakridge Food Box, a program run by the Upper Willamette Community Development Corporation.

The Keg & Cask Festival has grown year after year and is now the largest single fundraising event in Oakridge for the Food Box. We will again be advertising throughout Oregon via magazines, highway banners, radio spots, posters and newsletters. Our Website and Facebook page are even far more reaching. As this event is held in the summer, we strenuously promote the event with mountain bike enthusiasts. Travel Oregon and Travel Lane County will be supporting the event as well.

The Festival is becoming well known by persons outside of Oakridge who also comment on how much they love our City. Our music acts are not only by their quality but also by their following, whom we hope to attract to the event as well. Many of these have resulted in hotel stays. The event is always held on First Street, so we can show off our City. We train our ticket sales personnel and drink servers the importance of making the attendees feel welcome.

Food and non-food vendors, music all day, beer, wine sampling, all under cross street lighting, will make for another banner year with the support of RTMP funds.

Thank you


Amy Kelley
Chairperson

Proudly Sponsored By:

CRESCENT LAKE REALTY, LLC
LANE ELECTRIC
A Kingsburg Company

OAKRIDGE PHARMACY

Ray's FOOD PLACE
 EMPLOYEE OWNED - COMMUNITY VALUES

J. Davidson & Sons
 Banner Bank
 Oakridge Sani-Haul
 N. Joy Kingsbury, Inc
 Bigfoot's Real Estate

THE LEGGED FRAME

Alpine Stream Construction LLC
 Licensed Bonded Insured
 General Contractor
 541-852-9832 511 857-0275

Art Works
 (541) 948-1111

OAKRIDGE TIRE CENTER

Saxon Insurance

the Uptown

Rockin Music, Great Food, Awesome Brews

OAKRIDGE, OREGON

KEG COASK festival

 **orchid health**
 oakridge clinic

August 13th, 2022

3 until 11 pm

East 1st St. between Oak and Alder Streets

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Parks Committee TRT
Funding Request for Banner Park Kiosk/Sign

Proposed Council: A motion from the floor
to approve

Agenda Item No: 10.2

Exhibit(s): TRT Funding Request Application

Agenda Bill Author: CA

ISSUE: The Parks Committee has requested *up to \$5,050.00* in TRT funds for construction of the Banner Park Kiosk/sign. The total cost of the kiosk/sign is estimated (through contractor estimates) to be around \$8,150. \$3,100 in donations from citizens for the project were raised during a fundraiser at the new park last year. If the project ends up costing less than the anticipated \$8,150, and remaining TRT funds will be returned to the city. City Council previously authorized \$5,000 in TRT funding for building the new park itself (Phase I of this project).

On 7/11/23, the RTMP/TRT Committee met and reviewed the application. They voted unanimously to recommend that City Council award the full \$5,050.00 requested. *Not* counting this request, there is \$34,940.46 remaining in the TRT account. Additional TRT funds (exact amount is dependent on funding from hotel stays in Lane County) are received on a quarterly basis.

See the attached TRT Funding Request Application written by Lynda Kamerrer on behalf of and approved by the Parks Committee for more information. Kamerrer and/or other Parks Committee members will be in attendance at the City Council meeting to answer questions.

FISCAL IMPACT: *Up to \$5,050.00* (TRT funds)

OPTIONS: Approve, deny, or modify the funding request

RECOMMENDATION (from RTMP/TRT Committee): Approve

RECOMMENDED MOTION: *"I move we approve up to \$_____ (\$5,050.00 requested) in TRT funds for construction of the Banner Park kiosk sign."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

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

July 5, 2023

To: James Cleavenger, City Administrator

Re: TRT Request for Matching Funds – Banner Park Kiosk, Phase 2

Fr: Lynda Kamerrer on behalf of the Parks & Community Services Advisory Committee

Please see the attached TRT Project Budget form with a TRT request for \$5,050 to match existing funds from a Lane County Economic Development Grant and community donations from individuals and businesses, (8/23/22 Chamber After Hours Event at Banner Park). Adding a kiosk is in the original proposal with the provision, 'when funds become available.' Completed construction activities and expenditures during Phase 1 of the project to improve Banner Park follow.

The current request qualifies for TRT funding under the provision of economic development and wayfinding. Businesses throughout the Oakridge and Westfir area will be identified on the kiosk and several links to web sites with detailed information about events, attractions, and services are planned. Among the expected results from establishing an information kiosk are: Leveraging the revitalization underway in the Uptown neighborhood, visitors will be able to easily find and explore the food, lodging, retail, and recreational assets in our community, and the kiosk information will answer typical visitor questions of 'where is everything & what is here.' By providing cultural and natural history information the kiosk will prepare the visitor for a small-town experience and establish a sense of place. The design for this C2 kiosk follows the city council adopted Signage and Wayfinding Plan, Mayer/Reed, 2014.

| Completed Project Components | Project Expenses & Budget |
|---|--|
| Gravel and debris removal and repurpose on city property, grading, refine pathways, fuel reimbursement. | \$50.00 |
| Delivery and placement of soil; installation of edging blocks and creation of pathways; and delivery and distribution of mulch from the OIP | \$1826.09 Delivery of 60 cu yds of loam |
| Planting of large trees, shrubs, perennials, and first year ornamental plants | \$626.95 Purchase and delivery of trees |
| Installation of pavers along pathways, a temporary compost bin, two new benches, housing for new hose bib, irrigation system and controller | \$1135.70 Pavers and delivery fee |
| Remainder of \$5,000 TRT Grant was used for native plants and landscape design in Fall 2022 | \$1,361.26 |
| Total expenses (excluding donated materials, labor, equipment) | \$5,000 |
| Funds Raised for Phase 2 Park Development | \$3,100 |
| Funds Requested to Complete Kiosk | \$5,050 |
| Phase 2 Total Cost | \$8,150 |

TRT PROJECT BUDGET

Project: Information Kiosk at Banner Park

Property Owner: City of Oakridge

Project Address & 48267 East First St, Oakridge, OR 97463

Mailing Address:

PO Box 1410
OAKRIDGE, OR 97463

Contact Person: Lynda Kamerrer ~~1050~~

Phone: 541-915-1212 **Email address:** info@oakridge-lodge.com

Fax Number:

| Budget Category | Expenses | Dollar Amount Reimbursement Requested |
|------------------------|----------------|---------------------------------------|
| Personnel | \$ 1050 | \$ 1,050. ⁰⁰ |
| Equipment/Supplies | \$ 4,000 | \$ 4,000. ⁰⁰ |
| Other | \$ 2500 | \$ 0 |
| Other | 500 | \$ 0 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$ 8050 | \$ |
| Funds Requested | \$ 5050 | \$ 5,050.⁰⁰ |

Prepared by: Lynda Kamerrer

Title: Volunteer

Signature of Point of Contact:



Title: Volunteer

Transit Room Tax Use Guidelines

Definition:

Transient Room Tax (here after referred to as TRT) is a tax paid on temporary lodging at hotels, motels, inns, hostels and similar places.

Goal:

To use the TRT funds for the promotion and development of tourism in the Oakridge area through city beautification and development of recreational and tourist facilities to increase Oakridge as a tourist destination.

Objective:

1. To continue to support the block grant program already established.
2. To attract tourism to the Oakridge area.
3. Encourage development of recreational facilities.
4. Encourage development of tourism facilities.
5. Promote beautification of the Oakridge community.
6. Increase return tourist visits to the Oakridge area.

Fund Use Criteria:

1. Development of recreational and tourism facilities which promote tour groups and overnight stays.
2. Increase the number of tourist visits to Oakridge and the surrounding area through the beautification of the public facilities, businesses, and the community in general.
3. Advertisement and marketing of Oakridge and the surrounding area to attract tourism with emphasis on out of state tourism.

General Fund Information:

1. The TRT funds are to be maintained in an account separate from the general fund.
2. A portion of the funds will be fenced for the TRT Block Grant Program
3. All monies granted from the fund shall be from the previous fiscal years TRT receipts.
4. TRT fund grants shall never exceed the fund balance.
5. TRT funds shall carry over from year to year, thus allowing the city to bank funds to save up for projects that cost more than one year's TRT receipts.
6. TRT funds shall not be used to finance private business activities that are not directly related to the beautification of the business for the direct purposes of increasing tourism.
7. The Oakridge City Council holds complete authority over the use of the funds and can make exceptions to the fund uses when the Council majority deem it to be in the best interests of the city.

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Raising the TRT Block Grant program maximum to \$1,000 and include murals

Proposed Council: A motion from the floor to approve

Agenda Item No: 10.3

Exhibit(s): TRT Block Grant Rules & Application Form

Agenda Bill Author: CA

ISSUE: Currently, the TRT Block Grant Program is limited to a maximum of \$500 of reimbursable matching funds for owners of properties on Hwy 58 or the Uptown Business District who want to beautify the property by repainting, landscaping, remodeling, etc. Due to inflation, \$500 simply does not go very far these days and very few people have applied to the program in the past year.

On 7/11/23, the RTMP/TRT Committee met and voted *unanimously* to recommend that City Council raise the maximum to **\$1,000**. Currently, there is \$34,940.46 remaining in the TRT account. Additional TRT funds (exact amount is dependent on funding from hotel stays in Lane County) are received on a quarterly basis.

I would also like to recommend that murals be allowed as an eligible beautification project, as long as the mural design is *pre-approved* by City Council.

FISCAL IMPACT: TBD

OPTIONS: Approve, deny, or modify the request

RECOMMENDATION (from CA and RTMP/TRT Committee): Approve

RECOMMENDED MOTION: *"I move we raise the TRT Block Grant Program maximum to \$1,000 in matching funds and to include murals as an eligible project if the designs are pre-approved by City Council."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

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

TRT BLOCK GRANT PROGRAM

The Goal is to Beautify our City using Transient Room Tax

TRT program targets all properties in the Up Town & Highway 58 Business Districts.

- Maximum reimbursement is \$500 or 50% of project costs.
- All TRT request for Reimbursements should be submitted upon completion of the project.
- Copy of all receipts along with before and after photos are required for grant consideration.
- Grants are offered on a first come, first serve bases and must be submitted within the same fiscal year (July-July)
- For further details and requirements please contact the City of Oakridge to obtain the project criteria.

Steps for Participating

1. Submit completed TRT application to the City Administrator
2. Take 1 photo of project BEFORE work begins
3. Purchase supplies and complete project
4. Take 1 photo of project AFTER work is complete
5. Submit completed request for reimbursement form to the City Administrator, also email before and after photos along with receipts.
6. Receive reimbursement within 30 days



CITY OF OAKRIDGE
48318 E. 1st Street - PO Box 1410
Oakridge OR 97463
ci.oakridge.or.us
541-782-2258



City of Oakridge
48318 E. 1st Street-P.O. Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX: 541-782-1081
Transient Room Tax Block Grant Program
Project Criteria

GOAL:

To use Transient Room Tax funds to beautify the City, by specifically targeting the properties in the Up Town District (C-2) and the Highway 58 Business District (C-3) requiring assistance for minor renovations, building maintenance, lot maintenance to include striping and landscaping.

OBJECTIVE:

1. Attraction of visitors to rural communities through presentation of well maintained business district properties.
2. Use of the TRT Block Grant program to promote visits and stays.
3. Promote return visits to Oakridge and Lane County communities.

CRITERIA:

1. Increase the number of visits to Oakridge and rural Lane County by improving the attractiveness of the Properties in the Up Town Business District and the Highway 58 Commercial District within the City of Oakridge through beautification.
2. Maximum reimbursement amount is 50% of project cost up to \$500 per project. For example, if the cost of the project is \$100, the business owner can request up to \$50 for reimbursement from the City. If the cost of a project is \$1000, the property owner can request up to \$500 for reimbursement from the City. A TRT Request for Reimbursement form and a copy of receipts should be submitted upon completion of the project in order to receive the funds. All request for reimbursements must be submitted within the same Fiscal Year that the funds were allocated.
3. A property owner can present a project to the City Administrator using the TRT Project Application request form. All requests must be turned into the City on an approved application. Property owners will be advised within ten (10) business days if their requests were approved.
4. The funds for this program will be allocated annually during the City of Oakridge Budget process. The requests will be taken as a first come first serve basis until all funds have been allocated.
5. One (1) picture before and one (1) picture after work is completed. The pictures will be emailed to cityadministrator@ci.oakridge.or.us with TRT Block Grant in the e mail subject line or submitted with the request for reimbursement form.

6. Projects eligible for the program include, but are not limited to, minor exterior renovations, building maintenance, lot maintenance (including striping), and landscaping.
7. Please follow the below listed steps to participate in the City of Oakridge TRT Block Grant Program.

Step 1: Complete TRT Project Application for and submit to the City Administrator or his/her designee.

Step 2: After approval take one (1) photo of the project area before work begins.

Step 3: Purchase supplies and complete project. Save all receipts for reimbursement.

Step 4: Take one (1) photo of the project area after work is complete.

Step 5: Complete TRT request for reimbursement form. Submit to City Administrator or designee with all receipts of funds spent. Also, email before and after photos to the email address above or include them with your reimbursement request.

Step 6: Receive reimbursement check after processing reimbursement documents within 30 days.

I understand that I must abide by these guide lines and the conditions outlined in the TRT Block Grant Application.

TRT PROJECT BUDGET

Project: _____

Property Owner: _____

Project Address &

Mailing Address: _____

Contact Person: _____

Phone: _____

Email address _____

Fax Number: _____

| Budget Category | Expenses | | Dollar Amount Reimbursement Requested |
|------------------------|----------|--|---------------------------------------|
| Personnel | \$ | | \$ |
| Equipment/Supplies | \$ | | \$ |
| Other | \$ | | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | \$ | | \$ |
| Funds Requested | \$ | | \$ |

Prepared by: _____

Title: _____

Signature of Point
of Contact: _____

Title: _____

Note:

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

TRT REQUEST FOR REIMBURSEMENT

Project: _____

Property Owner: _____

Project Address &

Mailing Address: _____

Contact Person: _____

Phone: _____

Email address _____

Fax Number: _____

| Budget Category | Expenses | Documentation Attached? | Reimbursement Requested* |
|--------------------|----------|-------------------------|--------------------------|
| Personnel | | | \$ |
| Equipment/Supplies | \$ | | \$ |
| Other | \$ | | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | \$ | | \$ |
| Funds Requested | \$ | | \$ |

Prepared by: _____

Title: _____

Signature of Point
of Contact: _____

Title: _____

*** Amounts Requested for Reimbursement must have adequate supporting documentation.**

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: City Rummage Sale at the WAC

Proposed Council: A motion from the floor to approve

Agenda Item No: 10.4

Exhibit(s): None

Agenda Bill Author: CA & Councilor Hollett

ISSUE: There are a lot of low-value unused surplus items (office supplies, furniture, electronics, books, etc.) inside the WAC, city hall, public works, the police & fire departments, etc. that could and should be sold, as the items are unused and taking up space in various storage locations, especially in the WAC. As per Article IX.B. of the City's 2020 Policy for Public Contracting & Purchasing, "surplus property which has a value of less than \$500... may be disposed of by any means determined to be cost-effective." This would include by rummage sale.

The WAC gym and parking lot would be an ideal location for a rummage sale. In addition to the proceeds from the sale of surplus property, the City would also charge a small fee (\$20?) to individuals wishing to sell their items at the sale. The date is TBD, but probably in late summer or early fall.

Councilor Hollett has offered to help organize this effort. Additional help would be greatly appreciated.

FISCAL IMPACT: TBD (proceeds from the sale of surplus items and fees to sellers)

OPTIONS: Approve or deny the request

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to allow the CA to plan a rummage sale at the WAC in order to sell low-value surplus items."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

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

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: WeRSharp Cooling Station Proposal

Agenda Item No: 10.5

Proposed Council: A motion from the floor to approve

Exhibit(s): Photo (attached)

Agenda Bill Author: CA

ISSUE: Norine “Tink” Marquardt, the founder of WeRSharp, a volunteer-based charity organization primarily focused on aiding the unhoused and operating in partnership with the Methodist Church, is requesting the City’s permission to operate a “cooling station” on city property for up to 4 hours a day when temperatures are above 85 degrees, and up to 6 hours a day when it is above 95 degrees.

The idea came about after WeRSharp volunteers visited the City of Salem’s cooling station, which consists of a pop-up tent frame with a common garden sprinkler and/or mister mounted upside down at the top of the tent frame. See the attached photo of Salem’s design for an example. It is *not* a shower and *not* intended to only be used by the unhoused. The service is intended to be available for free to *all* Oakridge citizens.

WeRSharp will provide the funding to construct the cooling station (hoses, tent structure, sprinkler, mister, etc.) and be responsible for providing volunteers to set-up, take-down, operate, and manage it. All they are asking from the City is permission to use city property (either in the WAC parking lot or one of the city parks besides Greenwaters) to operate the cooling station and for the water (estimated at less than 10,000 gallons, under \$100 in value).

Public Works Supervisor Robeart Chrisman is supportive of this idea and will work with WeRSharp to identify the best location (WAC parking lot or a city park besides Greenwaters) for the proposed cooling station. Tink and/or other WeRSharp volunteers will be at the Council meeting to answer any questions.

FISCAL IMPACT: Less than \$100 worth of water

OPTIONS: Approve or deny the request

RECOMMENDATION (from CA & Public Works): Approve

RECOMMENDED MOTION: *“I move to allow WeRSharp to build and operate a cooling station on city property when temperatures are above 85 degrees.”*

STRATEGIC THEMES/GOALS INVOLVED:

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

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



Salem's "Cooling Station"

Business of the City Council

City of Oakridge, Oregon

July 20, 2022

Agenda Title: Revised City Council Rules of Procedure

Agenda Item No: 10.6

Proposed Council Action: A motion from the floor to approve

Exhibits: 2020 Council Rules of Procedure (old)
2023 Council Rules (w/ changes highlighted)
2023 Council Rules (w/o highlighting)
ORD 930

ISSUES: On 7/13/2023, City Council met during a Work Session and came to a consensus on multiple amendments/revisions to the 2020 Oakridge City Council Rules of Procedure, which were initially approved by Council on 3/24/2020, as "Attachment A" to Ordinance 930.

As per Council Rules Chapter 11.I.A, any amendments to the Rules of Council Procedure must be, "noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public." The agreed upon rules changes/amendments are codified in the new "2023 Council Rules of Procedure," which will replace the old 2020 rules and attachment A of Ord 930. I have included a copy of the old 2020 Rules, and 2 versions of the new 2023 Rules (one with the changes highlighted in yellow and one "clean" version with no highlighting).

As per Council Rules Chapter 11.I.C., the new amended rules will not go into effect until the next meeting after the amendments are approved. If approved tonight, the new revised rules will be effective during the next City Council meeting on 8/3/2023.

FISCAL IMPACT: None

OPTIONS: Approve, deny, or modify the proposed rule changes

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move that we approve the amendments to the Oakridge City Council Rules of Procedure and adopt the new 2023 version of the Rules, to replace the old 2020 Rules and Attachment A of Ordinance 930, effective August 3rd, 2023."*

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.

**Rules of Procedure
City Council of Oakridge, Oregon
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CHAPTER 1 - General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.¹
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and mayor.² Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
 - 1. Adjourn the meeting.
 - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.³ No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
 - 1. Preserve order;
 - 2. Enforce these Rules of Procedure; and
 - 3. Determine the order of business under these Rules of Procedure.⁴

¹ Oakridge Municipal Code §30.06.

² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ Oakridge City Charter, Section 16.

B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.⁵

C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

IV. Appointed Officers.

A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:

1. The city recorder shall keep the official minutes of the council;
2. Sign orders on the treasury.⁶

B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁷

1. The administrator may sit with the council but may not vote on questions before it.⁸
2. The administrator may take part in all council discussions.⁹
3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.

C. City Attorney. The city attorney may attend any meeting of the council, upon request, give an opinion, either written or oral, on legal questions.

D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.

1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.¹⁰
 - a. Individual appointments shall be approved by council.¹¹

⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

¹¹ Will require a change to City Charter.

2. The council may transfer some or all the functions of the municipal court to an appropriate state court.¹²

V. Agendas. The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least seven (7) days preceding the meeting. Unless exceptional circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.
- B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.
- D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.¹³
- E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- F. A member of the council who wishes to have an item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.

VI. Order of Business. The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:

- Call to order.
- Pledge of Allegiance.
- Roll Call.
- Additions, Corrections or Adjustments to the Agenda.

¹² Oakridge City Charter, Section 20.(7).

¹³ Oakridge City Code§ 30.04.

- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- Business from the City Council.
- Business from the City Administration.
- Reports of Boards, Commissions, and Committees.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Appointments.
- Other Business.
- Public Comment.
- Adjournment.

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.
- B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.
- C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the procedures outlined in Section II {B) of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments to also be considered.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. Persons wishing to speak during public comment must sign the "speaker's roster" with the person's name and address not later than the call to order.
3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearing official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left in the 30- minute period.
5. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserve the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
6. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
7. The council will not engage in any discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
8. The mayor may direct the city administrator to follow up on any comments received.

9. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
 2. Oral reports to the council should generally not exceed 10 minutes in length.

3. The council may ask questions of the presenter upon conclusion of the report being given.

L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.

M. Ordinances and Resolutions - See Cha.12ter 3

N. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person

who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See Chapter 4

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
 - A. Meetings shall begin at 7:00 p.m.¹⁴
 - B. Meetings shall adjourn at 9:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
 - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.¹⁵

- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
 - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

¹⁴ Oakridge City Code § 30.01.

¹⁵ Ibid.

D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

IV. Executive Sessions. Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.

B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.

1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
 - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
 - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
 - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
 - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.

V. Work Sessions. Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at -a work session.
- C. Work sessions are to be scheduled by the city administrator.
- D. The city administrator is to invite any relevant staff to work sessions so that the sessions are.as productive as possible.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.

VII. Location. Council meetings shall be held at the Willamette Activity Center.

- A. In the event the Willamette Activity Center is not available for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
- B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

VIII. Notice. The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.

IX. Attendance. Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for **thirty** (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.¹⁶

¹⁶ Oakridge City Charter, Section 27.

CHAPTER 3 - Ordinances and Resolutions

- I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification.
- B. Preparation and Introduction.
1. All ordinances shall, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances will be reviewed circumstances permitting.
 2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
- C. Calendar of Ordinance.
1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
 2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
 3. A reading of an ordinance may be by title only if:
 - B. No councilor present at the reading requests that the ordinance be read in full; or
 - C. At least one week before the reading a copy of the ordinance is provided to each council member, three copies of the ordinance are available for public inspection in the office of the recorder and notice of ordinance's availability is given by written notice posted at the city hall and two other public places in the city.
 4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so

differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.¹⁷

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.
10. A non-emergency ordinance takes effect on the thirtieth (30th) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.¹⁸
11. The filing of a referendum petition shall suspend the effective date of an ordinance.

II. **Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

¹⁷ Oakridge City Charter, Section 30.

¹⁸ Ibid.

B. Preparation and Introduction.

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
1. Resolutions shall be introduced by a member of the council. Except that, upon the request of the council, a resolution may be introduced by the city administrator or the city attorney, with a member of the council moving further action on such resolution upon completion of the introduction.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution to a second reading;
 - c. Reject the resolution in whole or in part; or
 - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution
6. ~~When a~~ resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.

7. All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.

8. A non-emergency resolution takes effect on the thirtieth (30th) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

CHAPTER 4 - Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
 - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
 - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
 - 2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.

3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
 - a. A list of the applicable criteria;
 - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
 - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
 - a. The council shall adopt findings to support its decision.
 - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.

- c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. **Legislative Land Use Matters.**

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 - Motions, Debate and Voting

- I. **Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 1. If a motion does not receive a second, it dies.
 2. The council will discuss a motion only after the motion has been moved and seconded.
 3. Any motion shall be reduced to writing if requested by a member of the council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. A motion may be withdrawn by the mover at any time without the consent of the council.
 6. Amendments are voted on first, then the main motion if voted on as amended.
 7. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 8. A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 9. A motion that receives a tie vote fails.
 10. The presiding officer, except for motions to accept the consent calendar, shall repeat the motion prior to a vote.
 11. A motion to adjourn cannot be amended.
 - B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
 1. No motion to reconsider shall be made more than once.
 2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

| To Do This | You Say This | May You Interrupt Speaker | Must You Be Seconded | Is the Motion Debatable | What Vote is Required |
|--|--|----------------------------------|-----------------------------|--------------------------------|------------------------------|
| *Adjourn the meeting | "I move that we adjourn" | No | Yes | No | Majority |
| Recess the meeting | "I move that we recess until ..." | No | Yes | No | Majority |
| *Complain about noise, room temp., etc. | "Point of privilege" | Yes | No | No | No vote |
| *Suspend further consideration of something | "I move we table this matter" | No | Yes | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | 2/3 Vote |
| Postpone consideration of something | "I move we postpone this matter until" | No | Yes | No | Majority |
| Have something studied further | "I move we refer this to ..." | No | Yes | Yes | Majority |
| Amend a motion | "I move to amend this motion" | No | Yes | Yes | Majority |
| Introduce business (a primary motion) | "I move that ..." | No | Yes | Yes | Majority |
| *Object to procedure or to personal affront | "Point of order" | Yes | No | No | No vote, Chair decides |
| *Request information | "Point of information" | Yes | No | No | No vote |
| *ask for a vote count to verify a voice vote | "I call for a division of the house" | No | No | No | No vote |
| *Object to considering some matter | "I object to consideration of this" | Yes | No | No | 2/3 vote |
| *Take up a matter previously tabled | "I move to take from the table... " | No | Yes | No | Majority |
| *Reconsider something already disposed of | "I move we reconsider action on... " | Yes | Yes | Yes | Majority |

| | | | | | |
|--|---|-----|-----|-----|----------|
| *Consider something not in scheduled order | "I move we suspend the rules and ... " | No | Yes | No | 2/3 vote |
| *Vote on a ruling by the presiding officer | "I appeal the presiding officer's decision" | Yes | Yes | Yes | Majority |

* = NOT AMENDABLE

II. Debate. The following rules shall govern the debate of any item being discussed by the council.

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.
- G. Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.

- H. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.

- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.

CHAPTER 6 - Minutes

I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The council members and staff present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within five business days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 -Appointments

- I. **Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require a four (4) affirmative votes.
 - A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
 - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
 - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.

- II. **Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
 - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
 - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
 - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.
approval by the council.
 - E. Removals. All appointed persons may be removed by the mayor, subject to

CHAPTER 8 - Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
 - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

CHAPTER 9 - Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- II. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.

- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
 - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.

 - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
 1. Only a sitting council member may initiate proceedings for the censure of one of its members.

 2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
 - a. Initiation shall not require the prior approval of the council.

 - b. The statement of charges shall be given at least ten (10) days prior to the meeting at which the censure motion is proposed to be brought.

 - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.

 - d. A copy of the statement of charges shall be delivered to all other council members.

3. Within seven (7) days after delivering of the statement of charges, the charged councilmember should deliver a written response to the city administrator, which the city administrator will make publicly available. The charged councilmember retains the right to choose to defer releasing their response until the hearing.
- C. **Hearing.** The motion for censure shall be placed on the agenda and considered at the first regular meeting occurring at least ten (10) days following delivery of the statement of charges to the charged councilmember and city administrator.
1. The hearing shall be conducted in an open session by the Mayor unless the Mayor is the party to the action, in which case the Council President or some other member shall conduct the proceedings.
 2. The hearing shall generally proceed by a reading of the charges by the initiating councilmember. The charging councilmember may present witnesses; the charged councilmember may answer in rebuttal; members of the public may speak in favor or opposition to the charge; and the remaining councilmembers may speak to the charges in that order.
 3. Passage of the motion for censure shall require four affirmative votes of the council.
- D. **Failure to Censure.** If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same councilmember for a period of one (1) calendar year from the date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged councilmembers.
- E. **Sanctions.** If the motion for censure does pass, such motion shall be reduced to a resolution that explains the charges, summarizes the testimony of the hearing, and delivers the opinion of the council. The resolution shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public.

III. **Removal.** Section 27 of the city charter allows the city council to remove one of its members from the council under certain conditions.

- i. **Reasons for Removal.** Upon any of the below occurrences, the council may remove a councilmember from office:
 1. The member has died;
 2. The member has become incapacitated;

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
4. The member has established his or her residency outside of the city's limits;
5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.

ii. Vote for Removal. The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.

IV. The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules require an affirmative vote of four (4) council members.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.

- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
 - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
 - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.



Oakridge City Council Rules of Procedure

(Ordinance 930 - Exhibit A)

(Amended 7/20/2023)

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CHAPTER 1 - General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.¹
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and one (1) mayor.² Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
 - 1. Adjourn the meeting.
 - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.³ No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
 - 1. Preserve order;
 - 2. Enforce these Rules of Procedure; and
 - 3. Determine the order of business under these Rules of Procedure.⁴

¹ Oakridge Municipal Code §30.06.

² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ Oakridge City Charter, Section 16.

B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.⁵

C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

IV. **Appointed Officers.**

A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:

1. The city recorder shall keep the official minutes of the council;
2. Sign all orders as required by the City Charter and state law.⁶

B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁷

1. The administrator may sit with the council but may not vote on questions before it.⁸
2. The administrator may take part in all council discussions.⁹
3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.

C. City Attorney. The city attorney may attend any meeting of the council upon request, give an opinion, either written or oral, on legal questions.

D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.

1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.¹⁰
Individual appointments shall be approved by council.¹¹

⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

¹¹ Will require a change to City Charter.

2. The council may transfer some or all the functions of the municipal court to an appropriate state court.¹²

V. Agendas. The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least **six (6) days** preceding the meeting. Unless circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.

B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.

C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.

D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.¹³

E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.

F. A member of the council who wishes to have an **action** item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.

VI. Order of Business. The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:

- Call to order.
- Pledge of Allegiance.
- Roll Call.
- Additions, Corrections or Adjustments to the Agenda.

¹² Oakridge City Charter, Section 20.(7).

¹³ Oakridge City Code§ 30.04.

- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- **Appointments.**
- Business from the City Council.
- Business from the City Administrator.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Reports of Boards, Commissions, and Committees.
- Other Business.
- Public Comment.
- Adjournment.

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.
- B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.
- C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the procedures outlined in Section II (B) of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
3. Speakers are limited to three minutes. Speakers will be called upon by the presiding officer. Speakers shall identify themselves by their names and their **city of residence.**
4. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserves the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
5. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
6. The council will not engage in any **lengthy** discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
7. The mayor may direct the city administrator to follow up on any comments received.

8. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
 2. Oral reports to the council should generally not exceed 10 minutes in length.

3. The council may ask questions of the presenter upon conclusion of the report being given.

L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.

M. Ordinances and Resolutions - See **Chapter 3**

N. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person

who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See **Chapter 4**

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
 - A. Meetings shall begin at 6:00 p.m.¹⁴
 - B. Meetings shall adjourn at 8:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
 - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.¹⁵

- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
 - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

¹⁴ Oakridge City Code § 30.01.

¹⁵ Ibid.

- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

IV. Executive Sessions. Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

- A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.

- B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.

1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
 - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
 - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
 - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
 - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.

V. Work Sessions. Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at -a work session.
- C. Work sessions are to be scheduled by the city administrator.
- D. The city administrator is to invite any relevant staff to work sessions so that the sessions are.as productive as possible.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.

VII. Location. Council meetings shall be held at the City Hall.

- A. In the event the City Hall is not available or adequate for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
- B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

VIII. Notice. The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting laws.

IX. Attendance. Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for thirty (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.¹⁶

¹⁶ Oakridge City Charter, Section 27.

CHAPTER 3 - Ordinances and Resolutions

I. Ordinances. All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all ordinances with a consecutive identification.

B. Preparation and Introduction.

1. All ordinances, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances may be considered without the city attorney's review if necessary.
2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.

C. Calendar of Ordinance.

1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
3. A reading of an ordinance may be by title only if:
 - B. No councilor present at the reading requests that the ordinance be read in full; or
 - C. At least one week before the reading a copy of the ordinance is provided to each council member, copies of the ordinance are available for public inspection at city hall and notice of the proposed ordinance is given by written notice posted at the city hall and at least two other public places in the city.
4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so

differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.¹⁷

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.
10. A non-emergency ordinance takes effect on the thirtieth (30th) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.¹⁸
11. The filing of a referendum petition shall suspend the effective date of an ordinance.

II. **Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

¹⁷ Oakridge City Charter, Section 30.

¹⁸ Ibid.

B. Preparation and Introduction.

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
2. Resolutions may be introduced by a member of the council, the city administrator, or the city attorney.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution to a second reading;
 - c. Reject the resolution in whole or in part; or
 - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution.
6. When a resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.

7. All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.
8. A non-emergency resolution takes effect on the thirtieth (30th) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

CHAPTER 4 - Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
 - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
 - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
 - 2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.

3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
 - a. A list of the applicable criteria;
 - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
 - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
 - a. The council shall adopt findings to support its decision.
 - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.

c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. **Legislative Land Use Matters.**

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 - Motions, Debate and Voting

- I. **Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 1. If a motion does not receive a second, it dies.
 2. The council will discuss a motion only after the motion has been moved and seconded.
 3. Any motion shall be reduced to writing if requested by a member of the council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. A motion may be withdrawn by the mover at any time without the consent of the council.
 6. Amendments are voted on first, then the main motion if voted on as amended.
 7. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 8. A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 9. A motion that receives a tie vote fails.
 10. The presiding officer, except for motions to accept the consent **agenda**, shall repeat the motion prior to a vote.
 11. A motion to adjourn cannot be amended.
 - B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
 1. No motion to reconsider shall be made more than once.
 2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

| To Do This | You Say This | May You Interrupt Speaker | Must You Be Seconded | Is the Motion Debatable | What Vote is Required |
|--|--|----------------------------------|-----------------------------|--------------------------------|------------------------------|
| *Adjourn the meeting | "I move that we adjourn" | No | Yes | No | Majority |
| Recess the meeting | "I move that we recess until ..." | No | Yes | No | Majority |
| *Complain about noise, room temp., etc. | "Point of privilege" | Yes | No | No | No vote |
| *Suspend further consideration of something | "I move we table this matter" | No | Yes | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | 2/3 Vote |
| Postpone consideration of something | "I move we postpone this matter until" | No | Yes | No | Majority |
| Have something studied further | "I move we refer this to ..." | No | Yes | Yes | Majority |
| Amend a motion | "I move to amend this motion" | No | Yes | Yes | Majority |
| Introduce business (a primary motion) | "I move that ..." | No | Yes | Yes | Majority |
| *Object to procedure or to personal affront | "Point of order" | Yes | No | No | No vote, Chair decides |
| *Request information | "Point of information" | Yes | No | No | No vote |
| *ask for a vote count to verify a voice vote | "I call for a division of the house" | No | No | No | No vote |
| *Object to considering some matter | "I object to consideration of this" | Yes | No | No | 2/3 vote |
| *Take up a matter previously tabled | "I move to take from the table... " | No | Yes | No | Majority |
| *Reconsider something already disposed of | "I move we reconsider action on... " | Yes | Yes | Yes | Majority |

| | | | | | |
|--|---|-----|-----|-----|----------|
| *Consider something not in scheduled order | "I move we suspend the rules and ... " | No | Yes | No | 2/3 vote |
| *Vote on a ruling by the presiding officer | "I appeal the presiding officer's decision" | Yes | Yes | Yes | Majority |

* = NOT AMENDABLE

II. Debate. The following rules shall govern the debate of any item being discussed by the council.

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.
- G. Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.

- H. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.

- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.

CHAPTER 6 - Minutes

I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The council members and staff present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within **five business days** of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 -Appointments

- I. Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require four (4) affirmative votes.
- A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
 - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
 - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
 - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
 - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
 - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.
 - E. Removals. All appointed persons may be removed by the mayor, subject to approval by the council.
 - F. All citizens who wish to serve on a board, commission, or committee, must complete an application form prior to being considered for appointment.

CHAPTER 8 - Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
 - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to follow the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

CHAPTER 9 - Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- II. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.

- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
 - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.

 - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
 1. Only a sitting council member may initiate proceedings for the censure of one of its members.

 2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
 - a. Initiation shall not require the prior approval of the council.

 - b. The statement of charges shall be given at least **ten (10)** days prior to the meeting at which the censure motion is proposed to be brought.

 - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.

 - d. A copy of the statement of charges shall be delivered to all other council members.

3. Within **seven (7)** days after delivering of the statement of charges, the charged councilmember should deliver a written response to the city administrator, which the city administrator will make publicly available. The charged councilmember retains the right to choose to defer releasing their response until the hearing.

C. Hearing. The motion for censure shall be placed on the agenda and considered at the first regular meeting occurring at least ten (10) days following delivery of the statement of charges to the charged councilmember and city administrator.

1. The hearing shall be conducted in an open session by the Mayor unless the Mayor is the party to the action, in which case the Council President or some other member shall conduct the proceedings.

2. The hearing shall generally proceed by a reading of the charges by the initiating councilmember. The charging councilmember may present witnesses; the charged councilmember may answer in rebuttal; members of the public may speak in favor or opposition to the charge; and the remaining councilmembers may speak to the charges in that order.

3. Passage of the motion for censure shall require four affirmative votes of the council.

D. Failure to Censure. If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same councilmember for a period of **one (1)** calendar year from the date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged councilmembers.

E. Sanctions. If the motion for censure does pass, such motion shall be reduced to a resolution that explains the charges, summarizes the testimony of the hearing, and delivers the opinion of the council. The resolution shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public.

III. **Removal**. Section 27 of the City Charter allows the city council to remove one of its members from the council under certain conditions.

i. Reasons for Removal. Upon any of the below occurrences, the council may remove a councilmember from office:

1. The member has died;

2. The member has become incapacitated;

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
 4. The member has established his or her residency outside of the city's limits;
 5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
 6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.
- ii. Vote for Removal. The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.
- IV. The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules require an affirmative vote of four (4) council members.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.

- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
 - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
 - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.



Oakridge City Council Rules of Procedure

(Ordinance 930 - Exhibit A)

(Amended 7/20/2023)

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CHAPTER 1 - General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.¹
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and one (1) mayor.² Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
 - 1. Adjourn the meeting.
 - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.³ No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
 - 1. Preserve order;
 - 2. Enforce these Rules of Procedure; and
 - 3. Determine the order of business under these Rules of Procedure.⁴

¹ Oakridge Municipal Code §30.06.

² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ Oakridge City Charter, Section 16.

- B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.⁵
- C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

IV. **Appointed Officers.**

- A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:
 - 1. The city recorder shall keep the official minutes of the council;
 - 2. Sign all orders as required by the City Charter and state law.⁶
- B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁷
 - 1. The administrator may sit with the council but may not vote on questions before it.⁸
 - 2. The administrator may take part in all council discussions.⁹
 - 3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.
- C. City Attorney. The city attorney may attend any meeting of the council upon request, give an opinion, either written or oral, on legal questions.
- D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.
 - 1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.¹⁰ Individual appointments shall be approved by council.¹¹

⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

¹¹ Will require a change to City Charter.

2. The council may transfer some or all the functions of the municipal court to an appropriate state court.¹²

V. Agendas. The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least six (6) days preceding the meeting. Unless circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.
- B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.
- D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.¹³
- E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- F. A member of the council who wishes to have an action item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.

VI. Order of Business. The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:

- Call to order.
- Pledge of Allegiance.
- Roll Call.
- Additions, Corrections or Adjustments to the Agenda.

¹² Oakridge City Charter, Section 20.(7).

¹³ Oakridge City Code§ 30.04.

- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- Appointments.
- Business from the City Council.
- Business from the City Administrator.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Reports of Boards, Commissions, and Committees.
- Other Business.
- Public Comment.
- Adjournment.

A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.

C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.

2. If roll call determines that a quorum is not present, the procedures outlined in Section II (B) of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
3. Speakers are limited to three minutes. Speakers will be called upon by the presiding officer. Speakers shall identify themselves by their names and their city of residence.
4. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserves the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
5. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
6. The council will not engage in any lengthy discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
7. The mayor may direct the city administrator to follow up on any comments received.

8. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
 2. Oral reports to the council should generally not exceed 10 minutes in length.

3. The council may ask questions of the presenter upon conclusion of the report being given.

L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.

M. Ordinances and Resolutions - See **Chapter 3**

N. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person

who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See **Chapter 4**

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
 - A. Meetings shall begin at 6:00 p.m.¹⁴
 - B. Meetings shall adjourn at 8:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
 - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.¹⁵

- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
 - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
 - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

¹⁴ Oakridge City Code § 30.01.

¹⁵ Ibid.

D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

IV. Executive Sessions. Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.

B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.

1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
 - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
 - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
 - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
 - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.

V. Work Sessions. Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at -a work session.
- C. Work sessions are to be scheduled by the city administrator.
- D. The city administrator is to invite any relevant staff to work sessions so that the sessions are.as productive as possible.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.

VII. Location. Council meetings shall be held at the City Hall.

- A. In the event the City Hall is not available or adequate for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
- B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

VIII. Notice. The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting laws.

IX. Attendance. Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for thirty (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.¹⁶

¹⁶ Oakridge City Charter, Section 27.

CHAPTER 3 - Ordinances and Resolutions

I. Ordinances. All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all ordinances with a consecutive identification.

B. Preparation and Introduction.

1. All ordinances, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances may be considered without the city attorney's review if necessary.
2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.

C. Calendar of Ordinance.

1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
3. A reading of an ordinance may be by title only if:
 - B. No councilor present at the reading requests that the ordinance be read in full; or
 - C. At least one week before the reading a copy of the ordinance is provided to each council member, copies of the ordinance are available for public inspection at city hall and notice of the proposed ordinance is given by written notice posted at the city hall and at least two other public places in the city.
4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so

differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.¹⁷

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.
10. A non-emergency ordinance takes effect on the thirtieth (30th) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.¹⁸
11. The filing of a referendum petition shall suspend the effective date of an ordinance.

II. **Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

¹⁷ Oakridge City Charter, Section 30.

¹⁸ Ibid.

B. Preparation and Introduction.

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
2. Resolutions may be introduced by a member of the council, the city administrator, or the city attorney.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution to a second reading;
 - c. Reject the resolution in whole or in part; or
 - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution.
6. ~~When a~~ resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.

7. All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.

8. A non-emergency resolution takes effect on the thirtieth (30th) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

CHAPTER 4 - Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
 - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
 - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
 - 2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.

3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
 - a. A list of the applicable criteria;
 - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
 - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
 - a. The council shall adopt findings to support its decision.
 - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.

- c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. **Legislative Land Use Matters.**

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 - Motions, Debate and Voting

- I. **Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 1. If a motion does not receive a second, it dies.
 2. The council will discuss a motion only after the motion has been moved and seconded.
 3. Any motion shall be reduced to writing if requested by a member of the council.
 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 5. A motion may be withdrawn by the mover at any time without the consent of the council.
 6. Amendments are voted on first, then the main motion if voted on as amended.
 7. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 8. A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 9. A motion that receives a tie vote fails.
 10. The presiding officer, except for motions to accept the consent agenda, shall repeat the motion prior to a vote.
 11. A motion to adjourn cannot be amended.
 - B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
 1. No motion to reconsider shall be made more than once.
 2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

| To Do This | You Say This | May You Interrupt Speaker | Must You Be Seconded | Is the Motion Debatable | What Vote is Required |
|--|--|----------------------------------|-----------------------------|--------------------------------|------------------------------|
| *Adjourn the meeting | "I move that we adjourn" | No | Yes | No | Majority |
| Recess the meeting | "I move that we recess until ..." | No | Yes | No | Majority |
| *Complain about noise, room temp., etc. | "Point of privilege" | Yes | No | No | No vote |
| *Suspend further consideration of something | "I move we table this matter" | No | Yes | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | 2/3 Vote |
| Postpone consideration of something | "I move we postpone this matter until" | No | Yes | No | Majority |
| Have something studied further | "I move we refer this to ..." | No | Yes | Yes | Majority |
| Amend a motion | "I move to amend this motion" | No | Yes | Yes | Majority |
| Introduce business (a primary motion) | "I move that ..." | No | Yes | Yes | Majority |
| *Object to procedure or to personal affront | "Point of order" | Yes | No | No | No vote, Chair decides |
| *Request information | "Point of information" | Yes | No | No | No vote |
| *ask for a vote count to verify a voice vote | "I call for a division of the house" | No | No | No | No vote |
| *Object to considering some matter | "I object to consideration of this" | Yes | No | No | 2/3 vote |
| *Take up a matter previously tabled | "I move to take from the table... " | No | Yes | No | Majority |
| *Reconsider something already disposed of | "I move we reconsider action on... " | Yes | Yes | Yes | Majority |

| | | | | | |
|--|---|-----|-----|-----|----------|
| *Consider something not in scheduled order | "I move we suspend the rules and ... " | No | Yes | No | 2/3 vote |
| *Vote on a ruling by the presiding officer | "I appeal the presiding officer's decision" | Yes | Yes | Yes | Majority |

* = NOT AMENDABLE

II. Debate. The following rules shall govern the debate of any item being discussed by the council.

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.
- G. Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.

- H. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.

- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.

CHAPTER 6 - Minutes

I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The council members and staff present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within five business days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 -Appointments

- I. **Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require four (4) affirmative votes.
 - A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
 - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
 - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.

- II. **Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
 - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
 - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
 - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.
 - E. Removals. All appointed persons may be removed by the mayor, subject to approval by the council.
 - F. All citizens who wish to serve on a board, commission, or committee, must complete an application form prior to being considered for appointment.

CHAPTER 8 - Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
 - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to follow the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

CHAPTER 9 - Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- II. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.

- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
 - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.

 - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
 1. Only a sitting council member may initiate proceedings for the censure of one of its members.

 2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
 - a. Initiation shall not require the prior approval of the council.

 - b. The statement of charges shall be given at least ten (10) days prior to the meeting at which the censure motion is proposed to be brought.

 - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.

 - d. A copy of the statement of charges shall be delivered to all other council members.

3. Within seven (7) days after delivering of the statement of charges, the charged councilmember should deliver a written response to the city administrator, which the city administrator will make publicly available. The charged councilmember retains the right to choose to defer releasing their response until the hearing.

C. Hearing. The motion for censure shall be placed on the agenda and considered at the first regular meeting occurring at least ten (10) days following delivery of the statement of charges to the charged councilmember and city administrator.

1. The hearing shall be conducted in an open session by the Mayor unless the Mayor is the party to the action, in which case the Council President or some other member shall conduct the proceedings.

2. The hearing shall generally proceed by a reading of the charges by the initiating councilmember. The charging councilmember may present witnesses; the charged councilmember may answer in rebuttal; members of the public may speak in favor or opposition to the charge; and the remaining councilmembers may speak to the charges in that order.

3. Passage of the motion for censure shall require four affirmative votes of the council.

D. Failure to Censure. If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same councilmember for a period of one (1) calendar year from the date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged councilmembers.

E. Sanctions. If the motion for censure does pass, such motion shall be reduced to a resolution that explains the charges, summarizes the testimony of the hearing, and delivers the opinion of the council. The resolution shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public.

III. **Removal**. Section 27 of the city charter allows the city council to remove one of its members from the council under certain conditions.

- i. Reasons for Removal. Upon any of the below occurrences, the council may remove a councilmember from office:

1. The member has died;

2. The member has become incapacitated;

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
 4. The member has established his or her residency outside of the city's limits;
 5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
 6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.
- ii. Vote for Removal. The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.
- IV. The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules require an affirmative vote of four (4) council members.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.

- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
 - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
 - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

ORDINANCE NO. 930

**AN ORDINANCE REPEALING AND REPLACING
CHAPTER 30 OF THE OAKRIDGE MUNICIPAL CODE**

WHEREAS, the Oakridge City Council, on October 4, 1994, enacted Ordinance 680 which established certain rules and procedures for the Oakridge City Council; and

WHEREAS, the Oakridge City Council, on November 4, 1998, enacted Ordinance 831, which amended certain rules and procedures for the Oakridge City Council; and

WHEREAS, the rules and procedures adopted by the Oakridge City Council via Ordinance 680 and Ordinance 831 have been codified in Chapter 30 of the Oakridge Municipal Code, with said Chapter being entitled "City Council;" and

WHEREAS, on April 19, 2019 and August 26, 2019, the Oakridge City Council, with the assistance of the Oregon League of Cities, collaboratively worked amongst themselves and with city staff, to develop comprehensive rules of procedures to govern the conduct of the city council and individual councilmembers;

NOW THEREFORE, the City of Oakridge ordains as follows:

Section 1. Repeal and Replace. The entirety of Chapter 30 of the Oakridge Municipal Code, as created by Ordinances 680 and 831, is repealed in its entirety and replaced with the newly revised Oakridge Council Rules of Procedures, a copy of which is attached as Exhibit A and incorporated fully herein.

Section 2. Severability. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance.

Section 3. Correction. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 24th DAY OF MARCH, 2020.

24th APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS DAY OF MARCH, 2020.

ATTEST:  _____, Mayor
 _____, City Recorder

AYES: 7 NAYS: 0 ABSTAIN: _____

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Housing Needs Analysis
("HNA") Final Report

Proposed Council Action: Review

Agenda Item No: 10.7

Exhibit(s): HNA Final Report (with attachments)

Agenda Bill Author: CA

ISSUE: The Housing Needs Analysis ("HNA") Final Report has been received from the consultants (Cascadia Partners) and is available for Council and public review. It will *eventually* be formally adopted through the passage of a resolution by City Council, but there is still more work to be done through the Planning Commission and the TGM Code analysis project, etc. Community Development Director Rick Zylstra will provide more detailed analysis and recommendations at a future Council meeting.

FISCAL IMPACT: TBD

OPTIONS: Review

RECOMMENDATION: TBD at a later date

RECOMMENDED MOTION: *TBD at a later date*

STRATEGIC THEMES/GOALS INVOLVED:

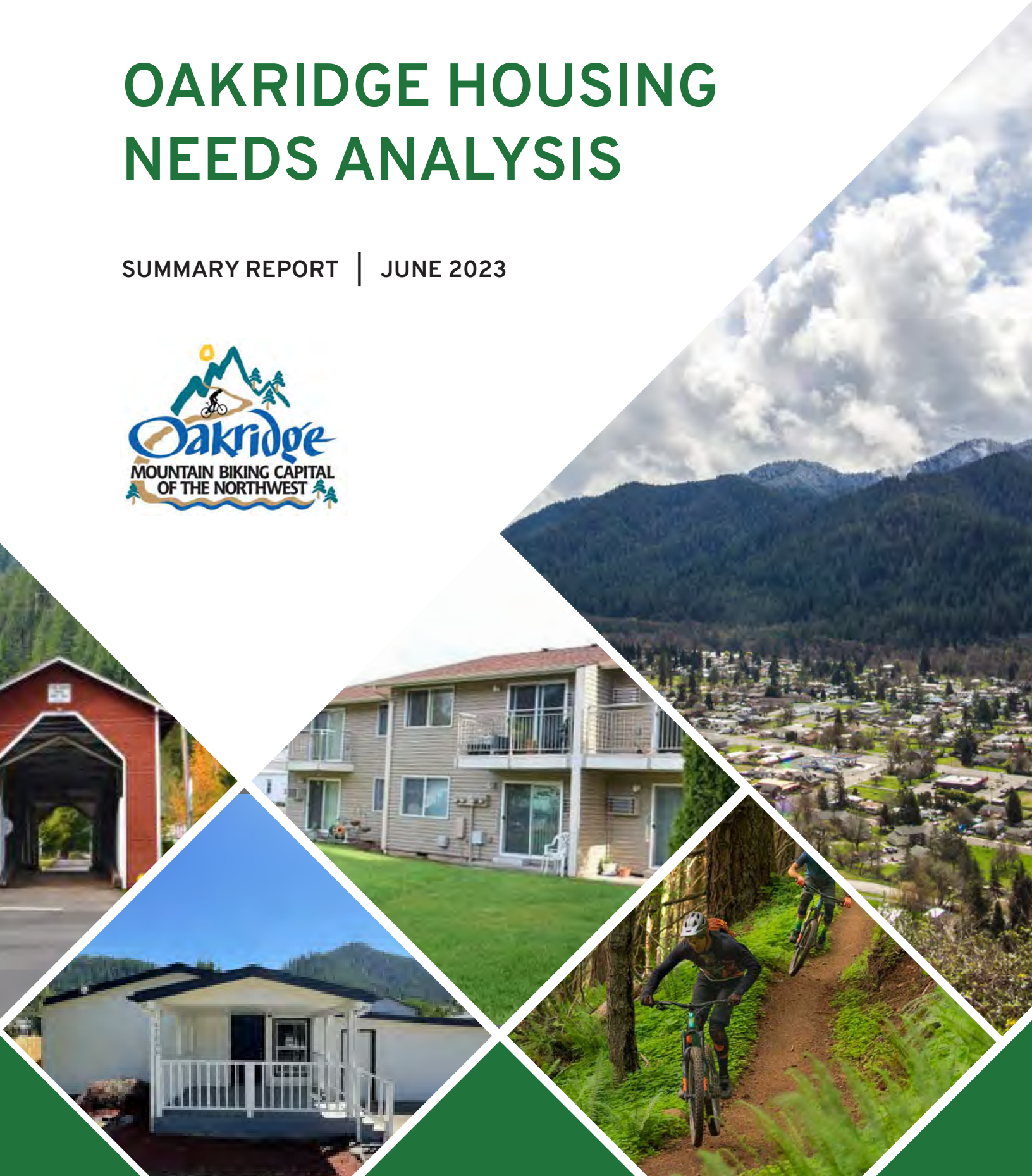
Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

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

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

OAKRIDGE HOUSING NEEDS ANALYSIS

SUMMARY REPORT | JUNE 2023



ACKNOWLEDGMENTS

STAFF

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James M. Cleavenger, City Administrator, City of Oakridge

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Dawn Kinyon, Council President, City of Oakridge

Dirk “Poncho” Tarman, Councilmember, City of Oakridge

Melissa Bjarnson, Councilmember, City of Oakridge

Jan Hooker, Councilmember, City of Oakridge

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| Measures to Accomodate Needed Housing | 16 |
| Recommended Housing Strategies and Tools | 17 |

Appendices

- A: Buildable Land Inventory Memo
- B: Housing Needs Projection Memo
- C: Residential Land Needs Analysis Memo
- D: Measures to Accomodate Needed Housing Memo



INTRODUCTION

Whether you rent or look to purchase a home, housing in Oregon is becoming increasingly scarce and expensive. As housing becomes less available and home prices and rents continue to increase, housing options become limited, especially for low income households that are most vulnerable to rising costs.

The City of Oakridge is no exception to these statewide trends. Currently, there are limited housing options to meet the needs for both existing and future residents of Oakridge. Luckily, the city has more than enough land for future housing and can utilize the housing production strategies contained within this report to facilitate a greater variety of housing types to accommodate future housing needs.

This report will help the City of Oakridge understand its housing demand and existing housing stock, the availability of land for residential uses, and the types of housing that are most needed. The report concludes with a set of key recommendations for strategies the City can adopt to help produce the needed housing.

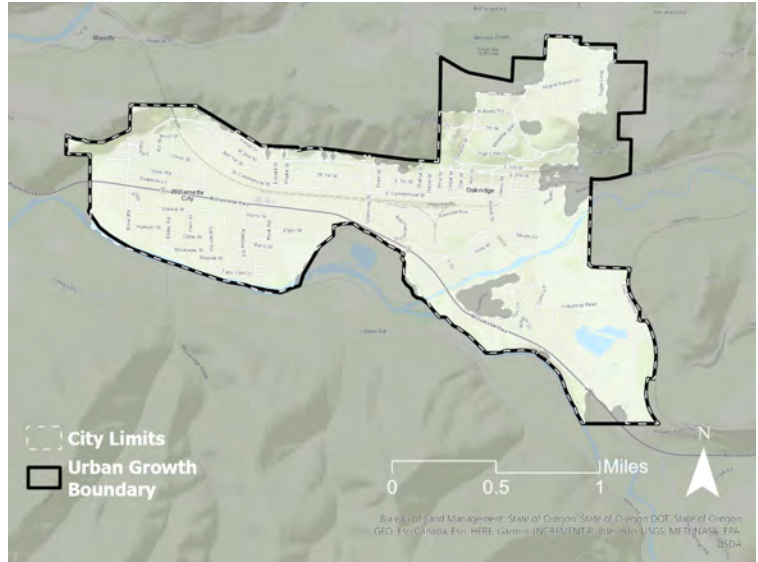
HOUSING NEEDS PROJECTION

How much housing does Oakridge need in the future?

Oakridge needs **368** housing units to accommodate the city’s growth of 755 new residents over the next 20 years.

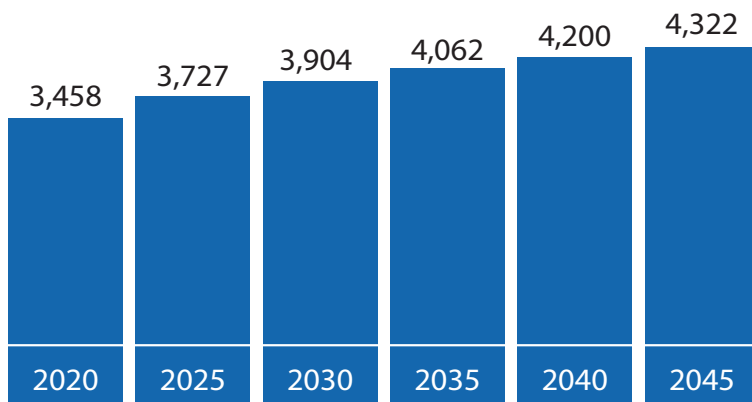
Population growth is a primary factor that influences a city’s housing need and demand. For this reason, population projections are helpful in estimating how much housing Oakridge will need in the next 20 years.

The City of Oakridge reached a record-high population of 3,238 people in 2021. Lane County also attained a new record population of 88,916 with 1,000 new residents added between July 2, 2020 and July 1, 2021. Over the past two decades, Oakridge has grown much slower than Lane County.



Map 1. City of Oakridge Jurisdiction Boundaries

Long-range population forecasts prepared by the Population Research Center at Portland State University project that 755 new residents will be added to the Oakridge Urban Growth Boundary (UGB) over the next 20 years. This equates to an annual average growth rate (AAGR) of 0.57%. Assuming that household sizes stay relatively the same over the next 20 years, Oakridge will need roughly 368 new housing units to house its 755 additional residents.



Oakridge’s Population Forecast

U.S. Census Bureau, 2000 and 2010 Censuses, Population Research Center, Portland State University

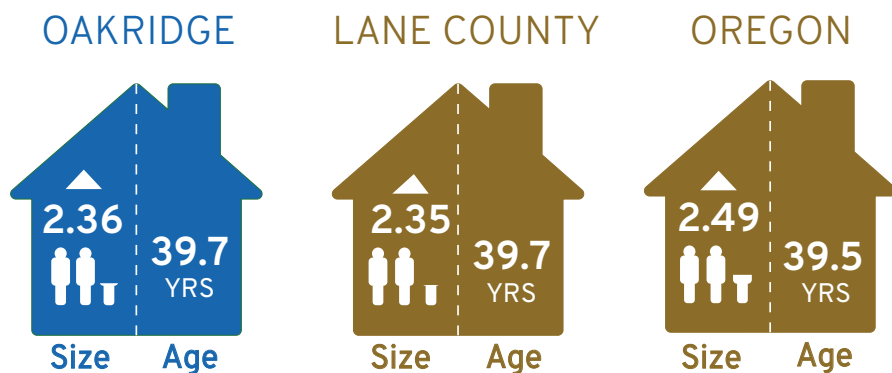
What type of housing does Oakridge need?

Oakridge needs more affordable housing types for middle or lower income households, such as townhomes/plexes, multifamily, and manufactured homes in parks.

While population growth can help determine how much housing is needed, demographic trends and the current housing stock in Oakridge influence the type of housing needed. Housing choice and needs can differ from household to household. For example, a family of four may want to live in a single family home with a yard, while a seasonal worker or young family may just need an affordable rental apartment.

The following demographic and housing trends shed light on the housing choices faced by households in Oakridge. These trends reveal gaps in existing housing stock when it comes to meeting existing housing needs, and they affect what housing types are most needed in Oakridge in the over the next 20 years.

Average age has decreased and household size has increased in the last 10 years, falling in line with state and county averages.

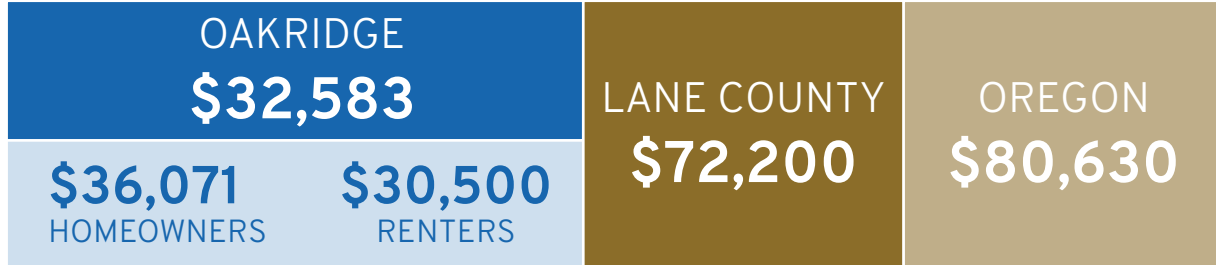


2020 ACS 5-Year Estimates

While the median age of residents in the City of Oakridge is about the same as the state and county averages, it dropped from 48.7 to 39.7 in the last 10 years. Average household size in Oakridge has increased slightly over the last decade, from 2.31 people per dwelling in 2010 to 2.36 in 2020.

The significant drop in median age and slight increase in average household size may indicate that young households are choosing to stay in Oakridge and raise their families and that young people are choosing to move to town. Young people tend to be renters, indicating a potential need for affordable rental apartments. Young families with children also require entry-level ownership housing options, such as smaller single-family houses or townhouses.

Oakridge has a significantly higher share of low income households compared to the county and region.

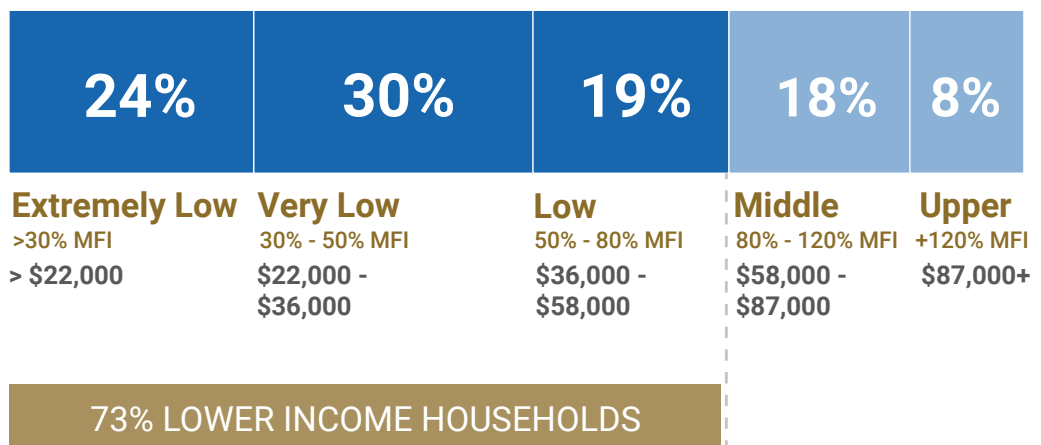


Median Family Income, 2020
2020 ACS 5-Year Estimates

In 2020, the median family income (MFI) in Lane County was \$72,200, compared to \$32,583 in the City of Oakridge. Using the U.S. Housing and Urban Development area median income estimate (\$72,200) as a gauge, today nearly 3 out of 4 households in Oakridge could qualify as “low income” earning less than 80% of the area median income. This indicates that Oakridge will continue to need subsidized housing units for lower income households and lower cost market rate housing of all types, such as manufactured homes in parks and multi-family units.

Nearly 3 out of 4 households in Oakridge could qualify as “low income” earning less than 80% of the area median income.

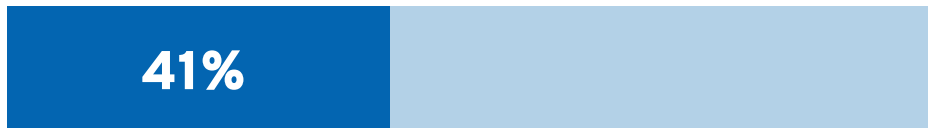
Oakridge + Westfir, Households by Income
2020 ACS 5-Year Estimates



Over 40% of residents spend more than one-third of their income on housing, regardless if they rent or own.

The share of households that are cost burdened (defined as spending more than 30% of your income on housing) is similar for both renters and homeowners. This indicates there is both a lack of affordable rental units and for-sale housing options. For example, young families with children may not be able to find entry-level for-sale housing options and are forced to “trade up” to larger, more expensive homes.

OWNERS EXPERIENCING HOUSING BURDEN



RENTERS EXPERIENCING HOUSING BURDEN



Share of Owners & Renters Experiencing Housing Burden
2020 ACS 5-Year Estimates

Median home values are increasing and current rents and sales prices are out of reach for many middle and lower income households.

As of the time of this report, there were no current for-sale listings that are affordable to households earning between 80% and 120% of MFI, which equates to roughly \$58,000 to \$87,000 annual income. These households could afford a home priced between \$110,000 to \$189,000. The median home value in 2022 was \$264,000, up 18% from 2020. This indicates a need for lower cost for-sale housing to be developed in the future, which could include townhouses or detached houses on smaller lots.

| | 2020 | 2021 | 2022 | Annual % Change |
|--------------------|------------------|------------------|------------------|-----------------|
| Oakridge | \$191,000 | \$217,000 | \$264,000 | 17.6% |
| Westfir | \$218,000 | \$245,000 | \$300,000 | 17.3% |
| Lane County | \$372,700 | \$407,000 | \$487,000 | 14.4% |
| Oregon | \$319,000 | \$354,000 | \$430,700 | 16.3% |

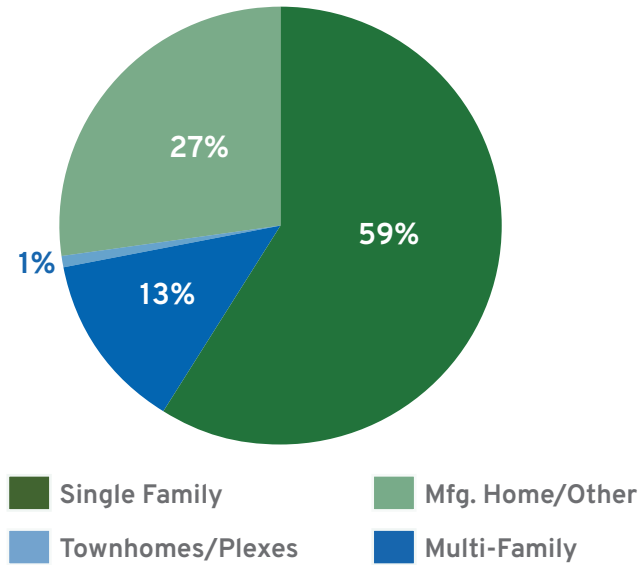
Median Home Values
Zillow; Analysis by FCS Oct 10, 2022

Over 95% of housing built in the last 20 years have been single-family detached units.

Although single-family detached housing is the most prevalent housing type for most Oregon cities, it is often less affordable than multifamily units or townhouses.

About 59% of the existing housing stock in Oakridge is single-family detached. However, 95% of new housing built since 2000 were either site-built single-family detached homes or manufactured homes on individually owned lots. Only 4 townhouses/plex units were built during the same time frame. No multi-family units have been built since 2000.

Existing Mix of Housing Types

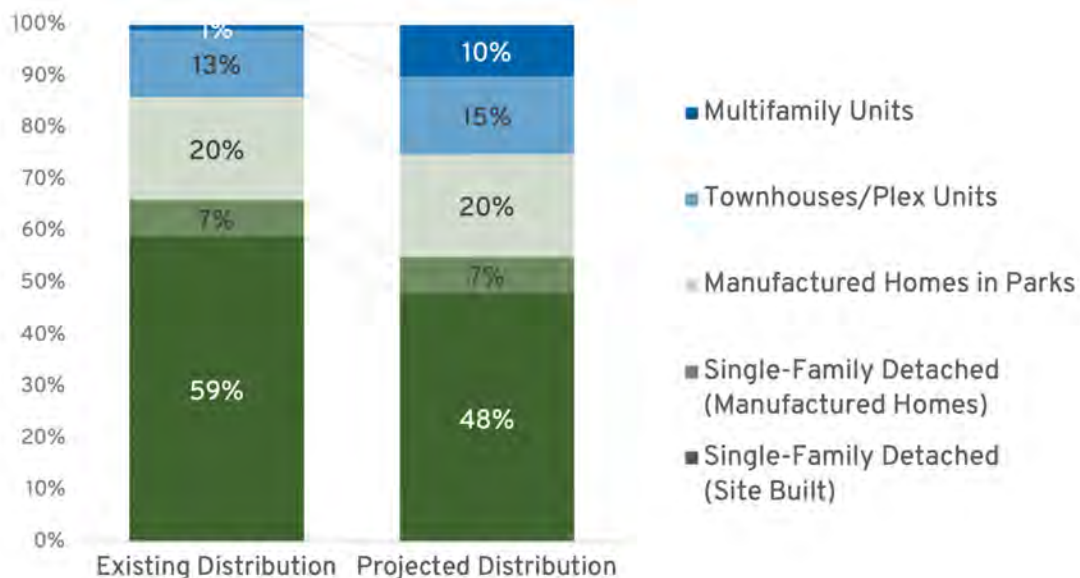


Share of Unit Type by Housing Tenure 2019 ACS 5-Year Estimates

Oakridge must plan for development of wider variety of housing types in order to meet current and future housing needs.

The current housing stock is not aligned with the need for a wider variety of housing types for lower income households, aging households, young families, and other groups. The projected housing need includes a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Projected Housing Need by Type



HOUSING NEED SURVEY RESULTS

Understanding the community's housing needs

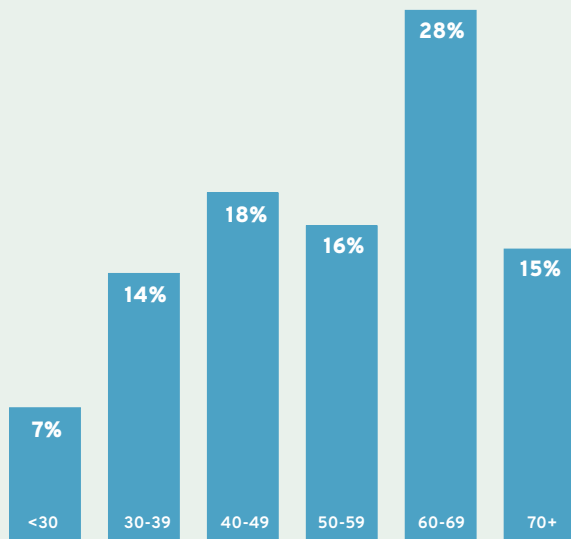
The Housing Needs Community Survey was open for roughly weeks between August 15 through October 2, 2022. The purpose of the online survey was to understand residents' concerns and priorities related to current and future housing needs. The survey was promoted on city-managed social media channels, the survey link was included in all Westfir and Oakridge residents water bills, and was highlighted in the Highway 58 Herald.

The survey received 247 responses from Oakridge and Westfir residents during the roughly six weeks that it was open. The following sections highlight who participated in the survey and their key housing-related concerns.

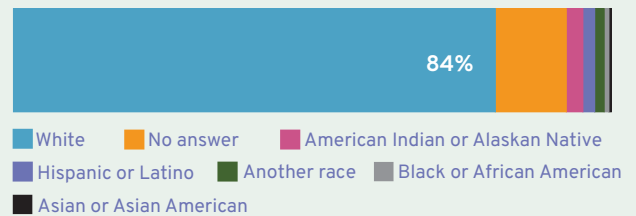


Who did we hear from?

Age



Race and Ethnicity



Housing Tenure



Gender Identity



What did we hear?

Overall, survey respondents were most concerned with the lack of available, affordable places to rent or own. Many expressed concern that the available housing supply was being used for short term rentals (i.e. AirBnBs) rather than to serve current residents.

Some respondents suggested the cities should implement restrictions for short term rentals and/or use them to more effectively generate revenue for the city. Survey respondents also identified the connection between housing and economic development, and the need to bring more jobs and amenities to the area.

TOP THREE MOST IMPORTANT HOUSING-RELATED ISSUES FOR CURRENT RESIDENTS IN OAKRIDGE & WESTFIR:

- 1 Lack of housing that is affordable**
- 2 Lack of choices of housing types and sizes**
- 3 Competing pressures of short-term rentals**

WHAT ARE SOME THINGS THE CITIES OF OAKRIDGE & WESTFIR CAN DO TO HELP MEET HOUSING NEEDS?

Create additional opportunities for middle housing types, such as duplexes, townhomes, and apartments (62%)

Dedicate resources to help subsidize the development of income-restricted affordable housing (53%)

Provide infrastructure (water, sewer, and roads) to create new planned unit developments or single-family subdivisions (38%)

For more information, please see Appendix D for the Community Engagement memo.

BUILDABLE LAND INVENTORY

How much land in Oakridge is available to build new housing?

Oakridge has 246 acres of land available to build new housing.

It is critical that cities have an accurate estimate of the supply of land available for housing development. In accordance with statewide planning goals, a city must accommodate its 20-year housing need within the current limits of the Urban Growth Boundary (UGB). Further, a shortage of land for housing overall or for certain housing types will contribute to underproduction of housing and rising housing costs.

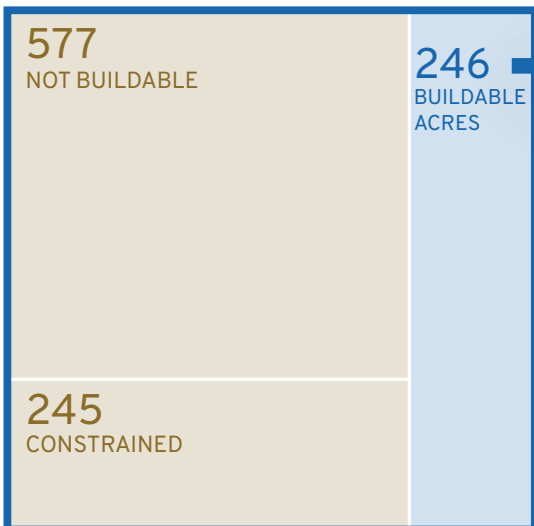
Based on the conditions that qualify land as available for housing, Oakridge has about 246 buildable acres available within the Urban Growth Boundary (UGB) to build new housing. These estimates include only land where housing is allowed to be built under zoning rules and is not already developed, committed to a non-residential use, or constrained by environmental features like wetlands.

About 77% of the total buildable acres are zoned Low-Density Residential (R1), which allows for a limited range of housing types including single family homes, manufactured homes on individual lots, duplexes or triplexes on larger lots or corner lots. The remaining 23% of buildable acres are available across commercial zones, the mixed use zone, or in areas outside the City limits that are planned for housing in the Urban (U) or Rural (R) comprehensive plan designation.

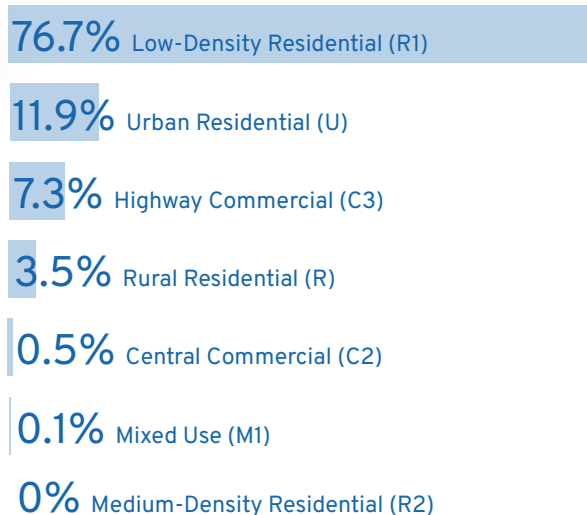
What qualifies land as available for housing?

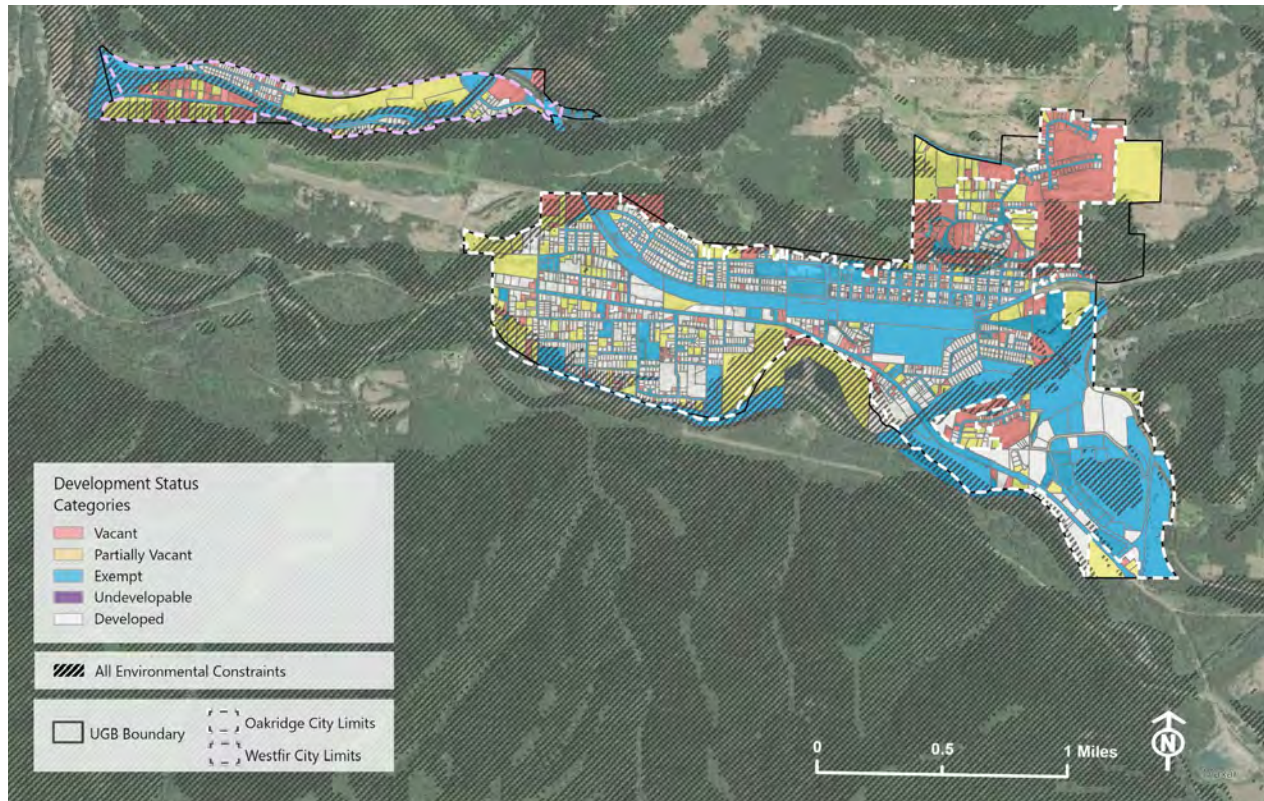
-  Land that is zoned to allow residential development.
-  Land that is vacant and large enough to legally build a residential structure.
-  Land that is not constrained by environmental features and hazards such as steep slopes or flood zones.

1,068 GROSS ACRES



BUILDABLE ACRES BY ZONE





Map 2. Buildable Land Inventory

Classifying Land

To identify land that is vacant and large enough to legally build a residential structure, properties that allow residential uses in Oakridge were classified into different development status categories defined below. Properties that were identified as Vacant and Partially Vacant in this map qualify as available for housing, unless they have environmental constraints preventing development.

Definitions

Vacant. Parcels with no structure or with very low improvement values.

Partially Vacant. Parcels larger than a 1/2 acre that are occupied by an existing structure with an improvement value over \$10,000 but have enough land for new housing.

BUILDABLE ACRES BY DEVELOPMENT STATUS



Undevelopable. Parcels that are not developable because they are too small to build new housing.

Public or exempt. Parcels unlikely to be developed because they are restricted by existing public uses or they are considered exempt from new housing.

Developed. Parcels unlikely to develop additional housing because they possess existing building structures that are unlikely to redevelop in the next 20 years.

For more information, please see Appendix A for the Buildable Lands Inventory memo.

RESIDENTIAL LAND NEEDS ANALYSIS

Does the city of Oakridge have enough available land to build needed housing?

Oakridge has more than enough land to accommodate population growth over the next 20 years; however, zoning changes are necessary to ensure that there is enough land available to support development of a variety of housing types and meet current and future housing needs.

According to the 20-year housing needs projection, Oakridge will need an additional 368 units to accommodate the city’s growth in the next 20 years. The buildable land inventory identified 246 acres of buildable vacant and partially vacant land in Oakridge. It is estimated that 1,230 housing units could be developed on these buildable lands, exceeding the projected need for 368 units. Oakridge does not have a deficit of buildable residential land in total.

Oakridge has a substantial surplus of land for single-family detached housing. There is capacity for approximately 1,100 new single-family detached houses, but there is only a projected need for about 200 houses over the next 20 years.

There is not enough land that is zoned appropriately to support development of multi-family housing. Multi-family housing is only permitted in the R-2 zone, the commercial zones, and the mixed-use zones. There is no buildable land remaining in the R-2 zone and limited buildable land in the commercial and mixed-use zones.

There is no capacity for manufactured homes in new manufactured home parks. Manufactured home parks are only permitted with a conditional use permit in the R-2 and M1 zones, which have little or no buildable

SINGLE FAMILY HOUSES (SITE-BUILT AND MANUFACTURED HOMES ON LOTS)

| | | |
|-----------------|-------------|----------------|
| 1,128 | 202 | 926 |
| Capacity | Need | Surplus |

TOWNHOME/PLEX UNITS

| | | |
|-----------------|-------------|----------------|
| 82 | 55 | 27 |
| Capacity | Need | Surplus |

MULTI-FAMILY UNITS

| | | |
|-----------------|-------------|----------------|
| 24 | 37 | -13 |
| Capacity | Need | Deficit |

MANUFACTURED HOMES IN PARKS

| | | |
|-----------------|-------------|----------------|
| 0 | 74 | -74 |
| Capacity | Need | Deficit |

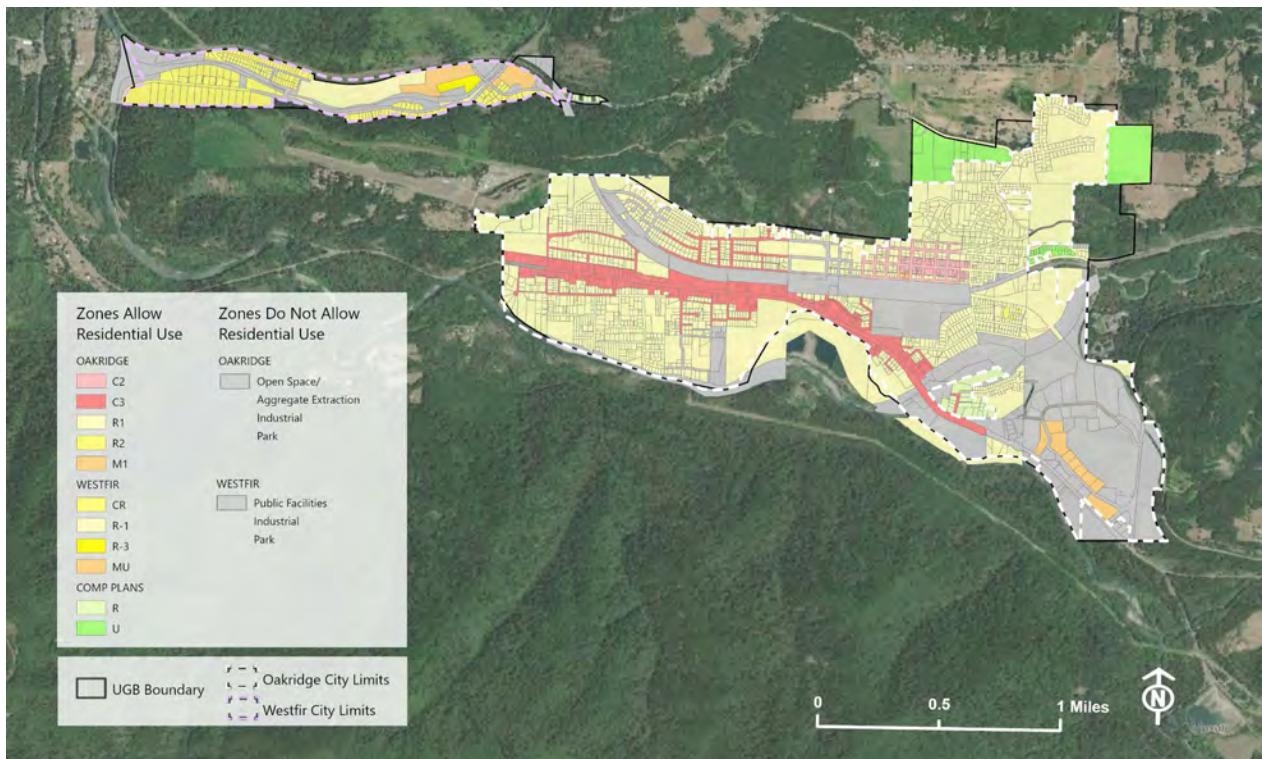
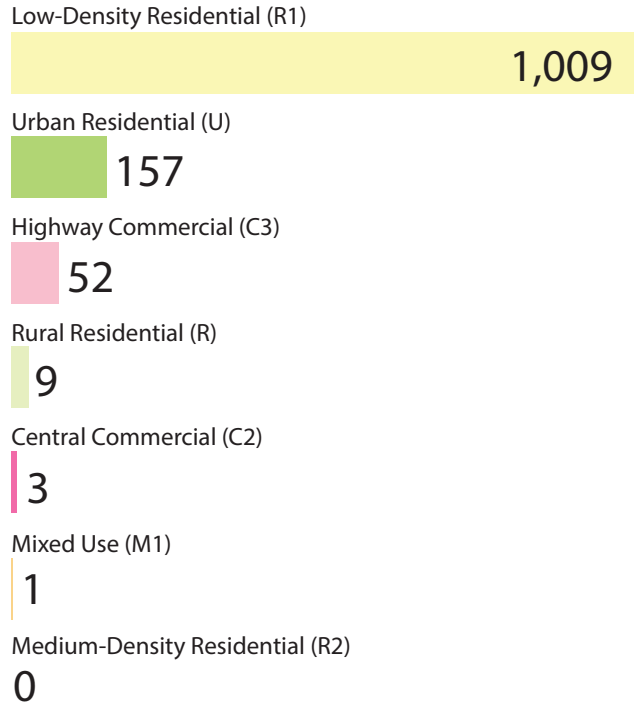
20-year Estimated Capacity vs. Housing Need
Oakridge Housing Needs Projection, 2022

land. There may be some capacity for adding new manufactured homes in existing parks, but data is not readily available on the capacity in existing parks. It is unlikely that the capacity of existing parks would meet the 20-year projected need for approximately 74 manufactured homes in parks.

Unit Capacity by Zone

To evaluate the sufficiency of the supply of residential land, a housing unit capacity was estimated for each zone. The housing unit capacity is based on the amount of buildable land in each zone, the allowed densities and housing types in each zone, and past development trends.

As shown in the chart below, the great majority of the City’s capacity for new housing is in the R1 zone. The U and C3 zones could contribute to meeting a smaller portion of the City’s housing needs in the future, however, neither of these zones has seen new housing built in the last 22 years. This indicates that it is critical that the land zoned R1 is able to be developed with a range of housing types in the future. Please see the next section for additional housing production strategies and approaches.



Map 3. Residential Land Base Map

For more information, please see Appendix C for the Residential Land Needs Analysis memo.

MEASURES TO ACCOMODATE NEEDED HOUSING

What changes must be made to support housing needs?

The City needs to expand capacity for multi-family housing and manufactured home parks within its UGB to meet the 20-year projected housing need for these housing types.

These measures must be implemented prior to, or concurrent with, adoption of the HNA into the City's Comprehensive Plan. These measures are necessary for establishing compliance with ORS 197.296 and OAR Section 660-024-0050(4), which require that the City maintain capacity on buildable lands within the UGB to meet 20-year housing needs.

Four options were identified for code and zoning map amendments. Appendix D presents an analysis of these options to address the capacity deficit for both multi-family housing and manufactured homes in parks. Each option includes a description, a summary of its impact on housing capacity, and considerations for implementation.

The appropriate option will be selected and implemented as part of a future development code update project. Adoption of these code amendment must occur prior to, or concurrent with, adoption of the HNA.

These measures represent potential implementations of Strategy #1 and Strategy #6 in the Recommended Strategies in the following section of the HNA.

These measures are the minimum actions necessary to address the capacity deficits for multi-family housing and manufactured homes in parks. Other variations of those strategies can be implemented in addition to these measures to further expand capacity for needed housing types and remove barriers to housing development.

Options to Address Capacity Deficit for Multi-Family Housing

- 1 Allow Multi-Family Housing Outright in the Old Town Design Subdistrict
- 2 Allow Multi-Family Housing Outright in the C3 Zone
- 3 Rezone 11.5 Acres of Buildable Land From R1 to R2
- 4 Rezone 7.0 Acres of Buildable Land From R1 to R3

Options to Address Capacity Deficit for Manufactured Homes in Parks

- 1 Allow Manufactured Homes in Parks in the R1 Zone
- 2 Rezone 49 Acres of Land From R1 to R2

RECOMMENDED HOUSING STRATEGIES AND TOOLS

What housing strategies can Oakridge implement to build needed housing?

Oakridge has more than enough land to build needed housing. However, despite the City's large surplus of land, past development trends are indicating that Oakridge falls short of producing the more affordable and smaller housing types it needs, such as townhomes and multi-family housing.

This section presents a summary of the housing strategy recommendations that the City could consider to help Oakridge produce the housing its residents need. The following

recommended housing strategies primarily address zoning or regulatory barriers that can stifle housing production.

The City may also consider additional tools and strategies such as financial incentives, infrastructure projects, and partnerships. A selection of these tools are presented following the regulatory strategies.

1. Identify targeted areas to rezone for higher density housing

Strategy: Identify areas for targeted rezoning from Low-Density Residential (R1) to Medium-Density Residential (R2) or another zone that allows higher density housing.

Rationale: There is a significant surplus of land available for single-family detached houses and a relatively smaller surplus of land available for townhouses, and a deficit of land for multi-family housing. The R2 zone allows both these housing types at relatively high densities. Higher density improves development feasibility and potential affordability.

Implementation Considerations:

- Using the Buildable Land Inventory for guidance, identify properties or areas that are vacant or partially vacant and have sufficient access to infrastructure, but currently zoned in R1 or the Urban Residential (U) plan designation.

- Prioritize properties that are close to existing services and amenities and are within a single ownership or a small number of owners.
- The City may legislatively rezone the properties or may adopt a policy stating they would support an application if the property owner applies for a rezone.



2. Reduce minimum lot size standards

Strategy: Reduce minimum lot size standards in one or more of the city’s residential and zones, particularly for townhomes, duplexes, and triplexes.

Rationale: The minimum lot size requirements of the Oakridge Zoning Code are a significant barrier to infill development and encourage inefficient use of land.

Implementation Considerations:

- Do not require a larger lot for a duplex or triplex than what is required for a single-family house. This discourages building smaller, more affordable units because developers must recoup the costs of additional land area needed for each unit.
- Consider reducing the minimum lot size standards for single-family detached houses and townhomes in the R-2 zone.

This would make it more attractive to build smaller, for-sale units.

- Consider how other development standards may need to be adjusted when reducing minimum lot size to ensure sufficient unit sizes and address issues such as lot coverage and building scale.

Minimum Lot Size Standards (sq. ft)

| Housing Type | R-1 | R-2 |
|--|-------|-------|
| Single-Family Detached or Manufactured House | 5,000 | 5,000 |
| Single-Family Attached (Townhouse) | -- | 3,000 |
| Duplex | 7,000 | 6,000 |
| Triplex | 9,000 | 7,000 |
| Multifamily | -- | None |

3. Establish minimum density standards

Strategy: Establish a minimum density standard for each of the city’s residential and commercial zones.

Rationale: A minimum density standard would preserve the remaining buildable land for higher density uses by preventing it from being developed with lower density, single-family detached houses.

Implementation Considerations:

- Minimum density standards should be set to balance allowing for a range of development options and housing types while ensuring an efficient use of land to meet housing needs.

- The minimum density standard can be applied as a minimum number of units per acre or as a maximum number of square feet per unit.
- For example, the City may consider a minimum density of 1 unit per 7,500 square feet in the R-1 zone and 1 unit per 5,000 square feet in the R-2 zone.

4. Identify and remove unnecessary regulatory barriers

Strategy: Audit the zoning code to identify unnecessary barriers to housing development and update the code to remove the barriers and replace with alternative regulations where appropriate.

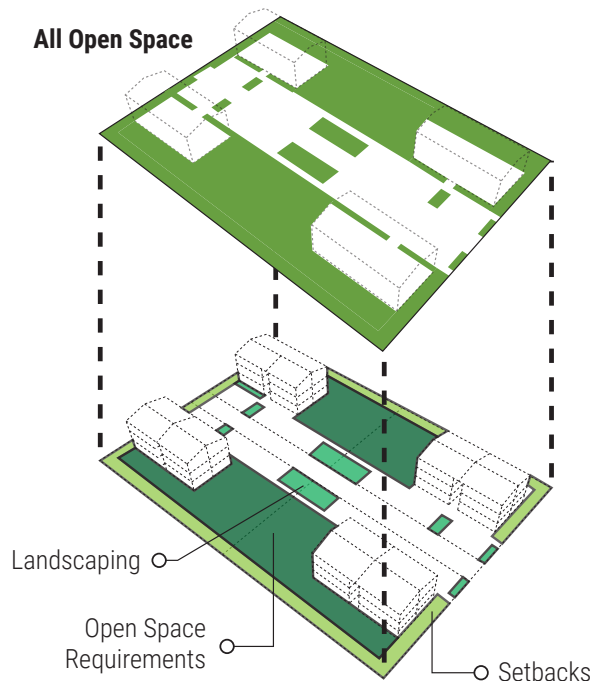
Rationale: An initial review of the zoning code conducted for the HNA found a number of regulations that may present significant barriers to housing development. In some cases, these regulations may be unnecessary and can simply be removed. In other cases, there are alternative approaches that achieve a similar intent while not presenting a barrier to development.

Implementation Considerations:

- The zone code generally requires 1.5-2 off-street parking space per dwelling unit. This may require parking in excess of demand in some cases and may prevent

infill development on smaller lots. Consider reducing requirements, particularly for higher density housing types.

- Housing is generally only permitted on the upper stories of buildings in the commercial zones. While this form of vertical mixed use development is usually ideal in these locations, it is complex and economically challenging to develop. Consider providing more flexibility for housing to be developed in commercial zones.
- The code requires “owner occupancy” on a property where an Accessory Dwelling Unit (ADU) is constructed. This means the owner must live in the main unit or the ADU. There is not a clear rationale for this requirement, it is practically difficult to enforce, and it creates a barrier to financing the construction of an ADU. Consider removing the requirement.



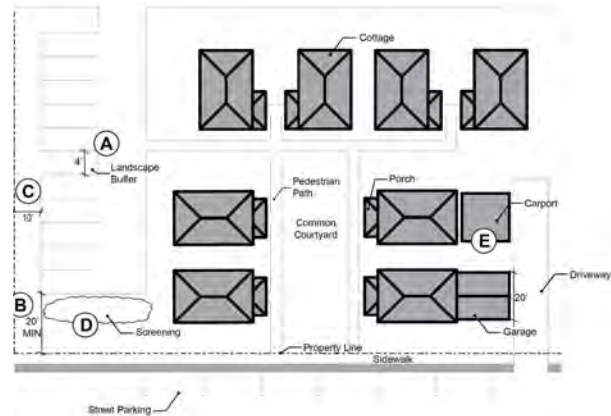
5. Define and allow cottage cluster housing

Strategy: Define and allow cottage cluster housing in all residential zones.

Rationale: Cottage cluster housing is a proven model for providing smaller, lower cost for-sale housing in a detached form that is often more attractive than attached townhouses for some households, particularly on infill sites.

Implementation Considerations:

- Allow this housing type in residential zones that allow single-family dwellings.
- Adopt a maximum floor area cap of 1,000-1,500 square feet in order to encourage smaller, more affordable units. Establish a minimum lot size of 10,000-15,000 square feet to ensure it can be built on infill lots.
- Establish new design and site development standards to ensure projects meet the desired intent of the housing type.



6. Reduce barriers to building new manufactured dwelling parks

Strategy: Implement a set of code changes to make it easier to build new manufactured dwelling parks.

Rationale: Manufactured homes in parks are a critical source of lower cost housing. The code does comply with state rules that stipulate where and how parks must be allowed.

Implementation Considerations:

- If a sufficient area is rezoned to the R2 zone (Strategy 1), which allows manufactured dwelling parks, then the City may comply with state rules that require that zoning must provide opportunity for new manufactured dwelling parks commensurate with the projected need.

- There may be other zones where
- 20 manufactured dwelling parks are an

appropriate use. Consider allowing in other residential, commercial, and mixed use zones.

- Manufactured dwelling parks must also only be subject to clear and objective approval standards. Code amendments may be necessary to comply with this rule.



7. Evaluate the need to limit short-term rentals

Strategy: Study the impacts on the short-term rental market on the housing stock available for long-term rental and on the overall economic development and housing goals for the community.

Rationale: Community members expressed concerns that the number of short-term rentals (STRs) in Oakridge may be negatively impacting the availability of housing for long-term rental or purchase.

Implementation Considerations:

- The scope of this HNA project did not include detailed analysis of the impact of STRs on the housing market. This type of analysis is essential to make informed policy choices about any limits or other regulations of STRs.
- State agencies have been studying this issue in recent years and may provide further guidance on this topic.
- While STRs can negatively impact the long-term housing market in some communities, they also have positive impacts on economic development goals and can even support creation of units that may eventually convert to long-term occupancy.



Additional Strategies and Tools

Calibrate and Reform System Development Charges

Consider scaling development fees so they are proportionate to the impact of a housing unit on public services, therefore reducing fee costs for development of smaller units, which are usually more affordable than larger units. The City may also provide reduced SDC fees or complete exemptions for targeted housing types, such as income-restricted units.

Offer a Property Tax Exemption for Key Housing Needs

Property tax exemptions can be structured to incentivize development of specific needed housing types, such as affordable housing, mixed use housing, and homes targeting first-time homebuyers.

Target Infrastructure Improvements to Support Housing

When planning for improvements, jurisdictions should consider how the improvements will affect housing development opportunities in the area and, where feasible, modify project designs or prioritization to better improve conditions for housing development.

Target Urban Renewal Investments to Support Housing

Urban renewal is a tool for economically revitalizing targeted areas through public investments that stimulate private development. Urban renewal funding, known as Tax Increment Financing (TIF), comes from property tax revenue on new value created in an urban renewal district over the course of its lifetime. Urban renewal funding can be directed toward financial incentives, land acquisition, public infrastructure, or public-private partnerships to build housing.

Establish a Construction Excise Tax (CET)

A Construction Excise Tax is a tax assessed on construction permits issued by a city in order to fund affordable housing programs.

The primary benefit of a CET is that it is a dedicated source of revenue. It also provides the option to create a linkage between new development and investment in housing.

Increase Capacity to Implement Housing Strategies

Cities can increase capacity by adding staff, forming task forces, and taking other steps to share resources. Sufficient staff capacity is critical to unlocking the ability for the City to implement housing strategies effectively.

Utilize Excess Public Land for Housing

Adopt a land disposition policy that states the City will prioritize selling or dedicating any surplus publicly owned land to meet housing needs. Public entities can directly support a reduction of development costs in the form of land and/or low cost land lease.

Assist with Land Acquisition and Banking

Land banks are public authorities or non-profit organizations created to acquire, hold, manage, and sometimes redevelop property to return properties to productive use and/or meet community goals, such as increasing supply of affordable housing or stabilizing property values.

Partner with Land Trusts

Community land trusts are nonprofit, community-based organizations designed to ensure long-term housing affordability. The City could sell or donate excess public land to a land trust, provide funding to assist with administration of a trust, or convene local organizations interested in founding or partnering with an existing trust.

Partner with Institutional Land Owners

Non-profits and faith-based organizations (FBO) may have surplus land that could be sold or donated to be developed for high priority housing needs, including affordable housing.

APPENDICES

APPENDIX A: BUILDABLE LAND INVENTORY (BLI) MEMO

APPENDIX B: HOUSING NEEDS PROJECTION (HNP) MEMO

APPENDIX C: RESIDENTIAL LAND NEEDS ANALYSIS (RLNA) MEMO

APPENDIX D: MEASURES TO ACCOMMODATE NEEDED HOUSING MEMO

APPENDIX A: BUILDABLE LAND INVENTORY (BLI) MEMO



MEMORANDUM

TO: City of Oakridge and Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: June 6th, 2022

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **Buildable Lands Inventory**

This memorandum provides a summary of the 2022 residential Buildable Lands Inventory (BLI) results and methodology for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB).

The objective of the residential BLI is to estimate the number of unconstrained buildable acres for future housing development within Oakridge's and Westfir's UGB. The BLI is a key component of the Residential Land Needs Analysis (RLNA) and will inform planning and policy recommendations that are proposed in the final Housing Needs Analysis (HNA) report.

This BLI analysis was completed in accordance with [OAR 660-008-0005 \(2\)](#) and with guidance provided by Oakridge and Westfir city staff and the Department of Land Conservation and Development (DLCD).

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Summary of Buildable Land Inventory Results

City of Oakridge

Approximately 246 acres of land zoned for residential use are available for residential development in the City of Oakridge’s UGB, described in this memo as buildable acres (see [Table 1](#)). The low- density residential zone R1 and the comprehensive plan designations of U and R make up roughly 92% of the total buildable acres. Zones C2, C3, M1, which are not exclusively zoned for residential, make up the remaining 8%.

Note that there are no buildable acres in the R2 zone because all parcels zoned R2 within Oakridge’s UGB are classified as unavailable for development.

A significant number of parcels are vacant, comprising 63% of the buildable acres. The majority of the remaining buildable acres consist of parcels with existing single-family homes that measure more than half an acre and qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.¹ As a result, land set aside for residential development opportunities in partially vacant parcels comprise over 37% of the total buildable acres.

Table 1. Summary Residential Buildable Lands Inventory, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|--|----------------|-------------------|--------------|------------------------|-----------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 127.0 | 61.9 | 188.9 |
| Medium-Density Residential (R2) | 1.3 | 0 | 0 | 0 | 0 |
| Central Commercial (C2) | 27.0 | 2.0 | 1.2 | -- | 1.2 |
| Highway Commercial (C3) | 129.3 | 1.9 | 10.8 | 7.3 | 18.1 |
| Mixed Use (M1) | 19.5 | 1.2 | 0.2 | -- | 0.2 |
| Urban Residential (U) | 68.1 | 7.2 | 10.6 | 18.8 | 29.4 |
| Rural Residential (R) | 16.8 | 3.6 | 5.0 | 3.5 | 8.5 |
| TOTAL | 1,068.6 | 244.9 | 154.8 | 91.5 | 246.3 |

¹ See [OAR 660-008-0005 \(2.b.B\)](#)

City of Westfir

Approximately 60 acres of land zoned for residential use are available for residential development in the City of Westfir’s UGB, described in this memo as buildable acres (see [4](#)). The low-density residential zones of CR and R-1 make up roughly 64% of the total buildable acres. The remaining 36% is comprised of the high-density residential zone R-3 and mixed-use zone MU. Note that there are no buildable acres in the R plan designation because the parcels with that plan designation and that are not already zoned within Westfir’s UGB were classified as unavailable for development.

One large parcel with minimal existing development and multiple zones accounts for most of the buildable acres in Westfir. Several remaining parcels with existing single-family homes that measure more than half an acre qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.² Combined, land set aside for residential development opportunities in partially vacant parcels comprise over 69% of the total buildable acres. The remaining 31% of buildable acres are vacant parcels.

Table 4. Summary Residential Buildable Lands Inventory, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|--------------|-------------------|--------------|------------------------|-----------------|
| Community Residential (CR) | 84.4 | 40.5 | 11.9 | 3.6 | 15.6 |
| Low-Density Residential (R-1) | 28.1 | 12.2 | -- | 22.8 | 22.8 |
| High-Density Residential (R-3) | 4.8 | 1.3 | -- | 3.5 | 3.5 |
| Mixed Use (MU) | 19.6 | 0.9 | 6.4 | 11.6 | 18.1 |
| Residential Plan Designation (R) | 1.6 | 0.4 | 0 | 0 | 0 |
| TOTAL | 135.4 | 55.3 | 18.3 | 41.5 | 60.0 |

Buildable Land Inventory Maps

The BLI results are presented in the following series of maps:

- Figure 1. Residential Land Base
- Figure 2. Land Classification by Development Status
- Figure 3. Environmental Constraints
- Figure 4. Draft Buildable Land Inventory

² See [OAR 660-008-0005 \(2.b.B\)](#)

Figure 1. Residential Land Base

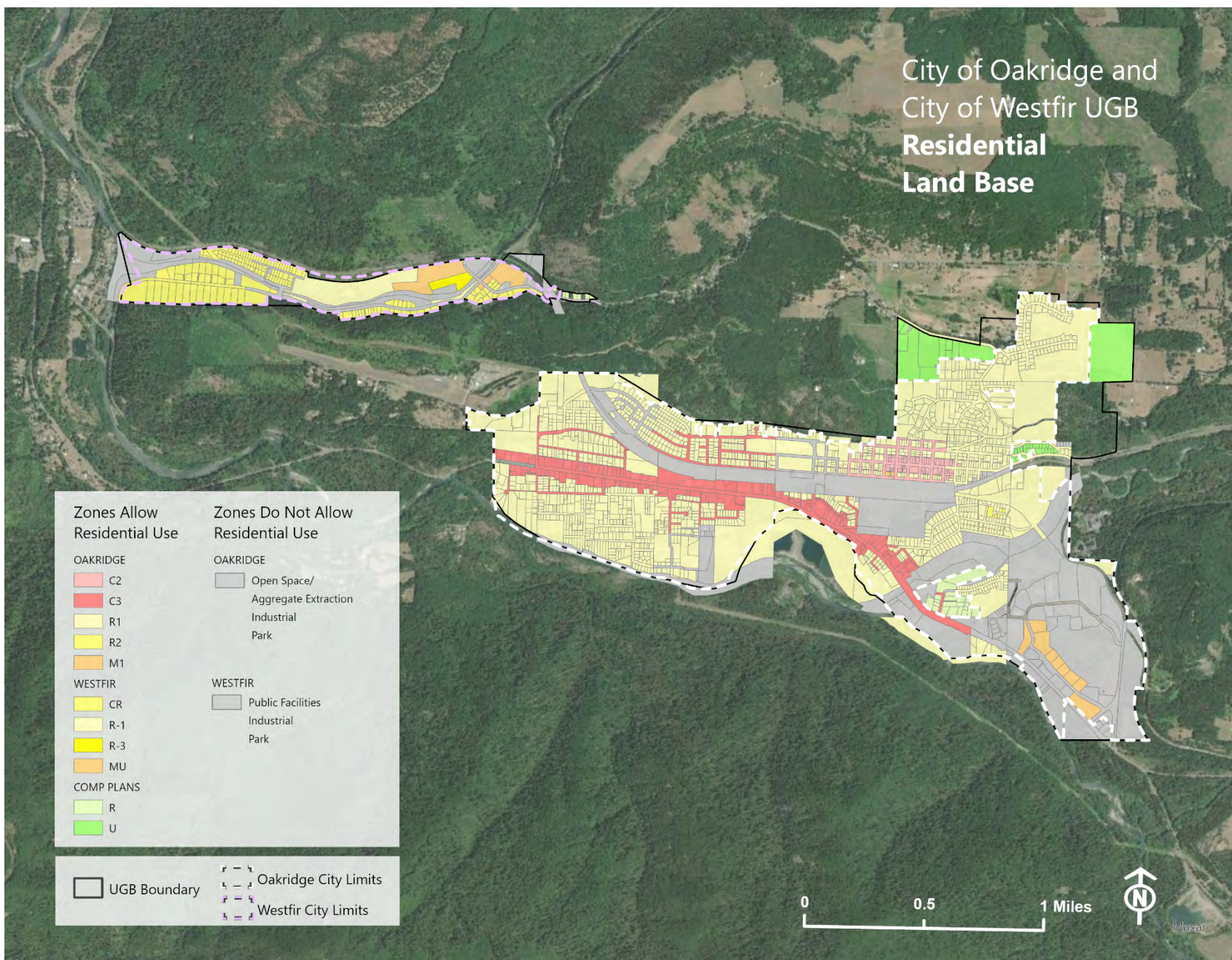


Figure 2. Land Classification by Development Status

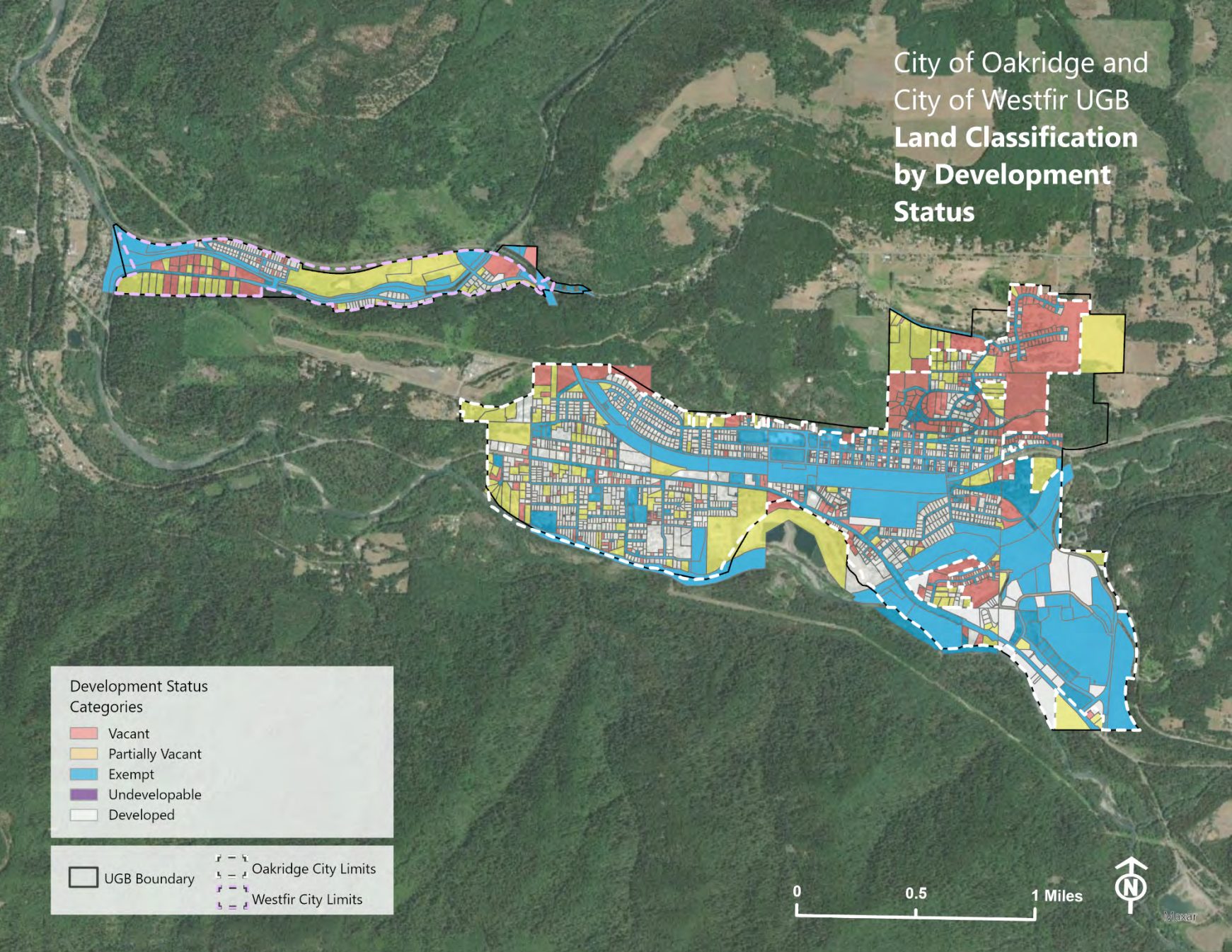


Figure 3. Environmental Constraints

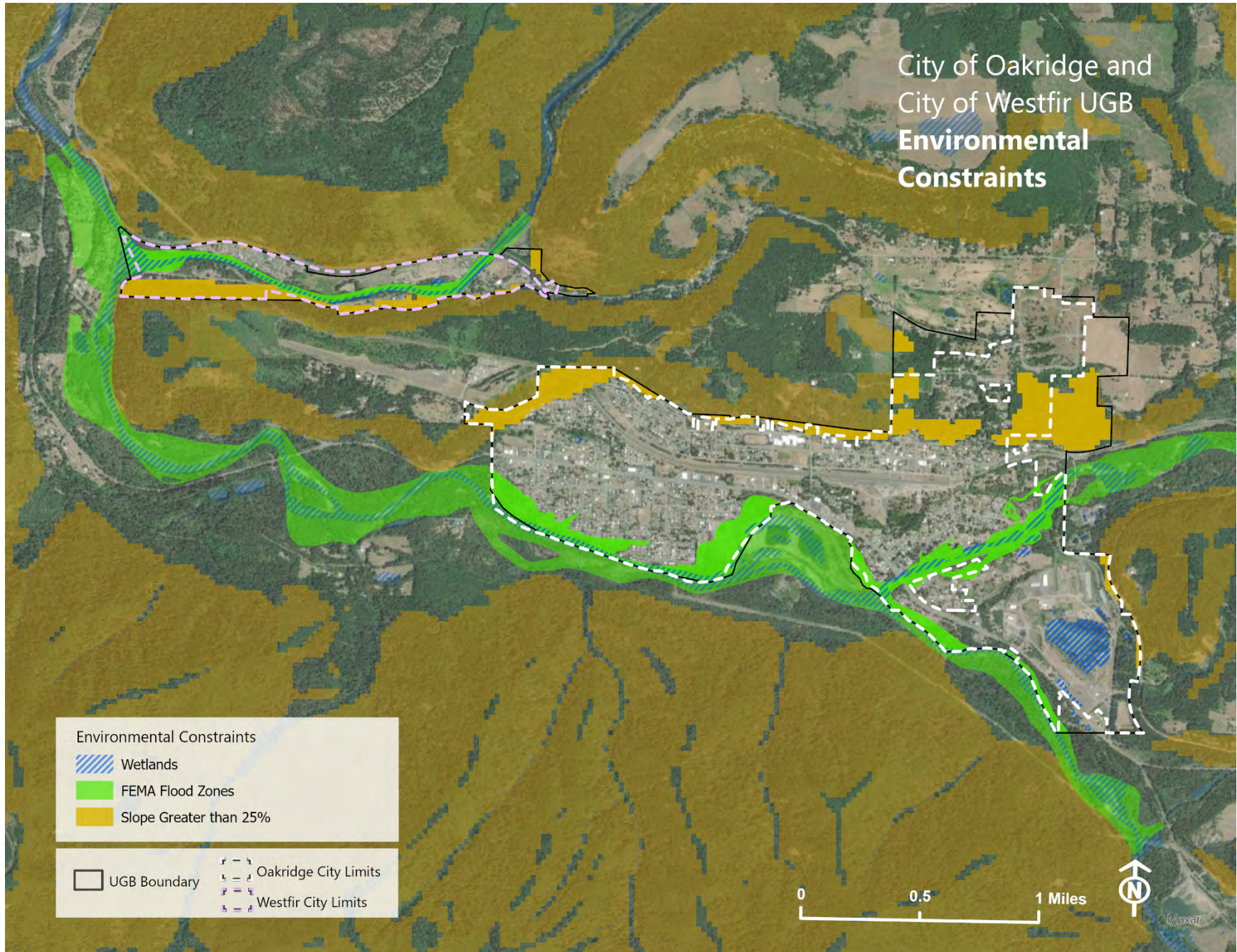
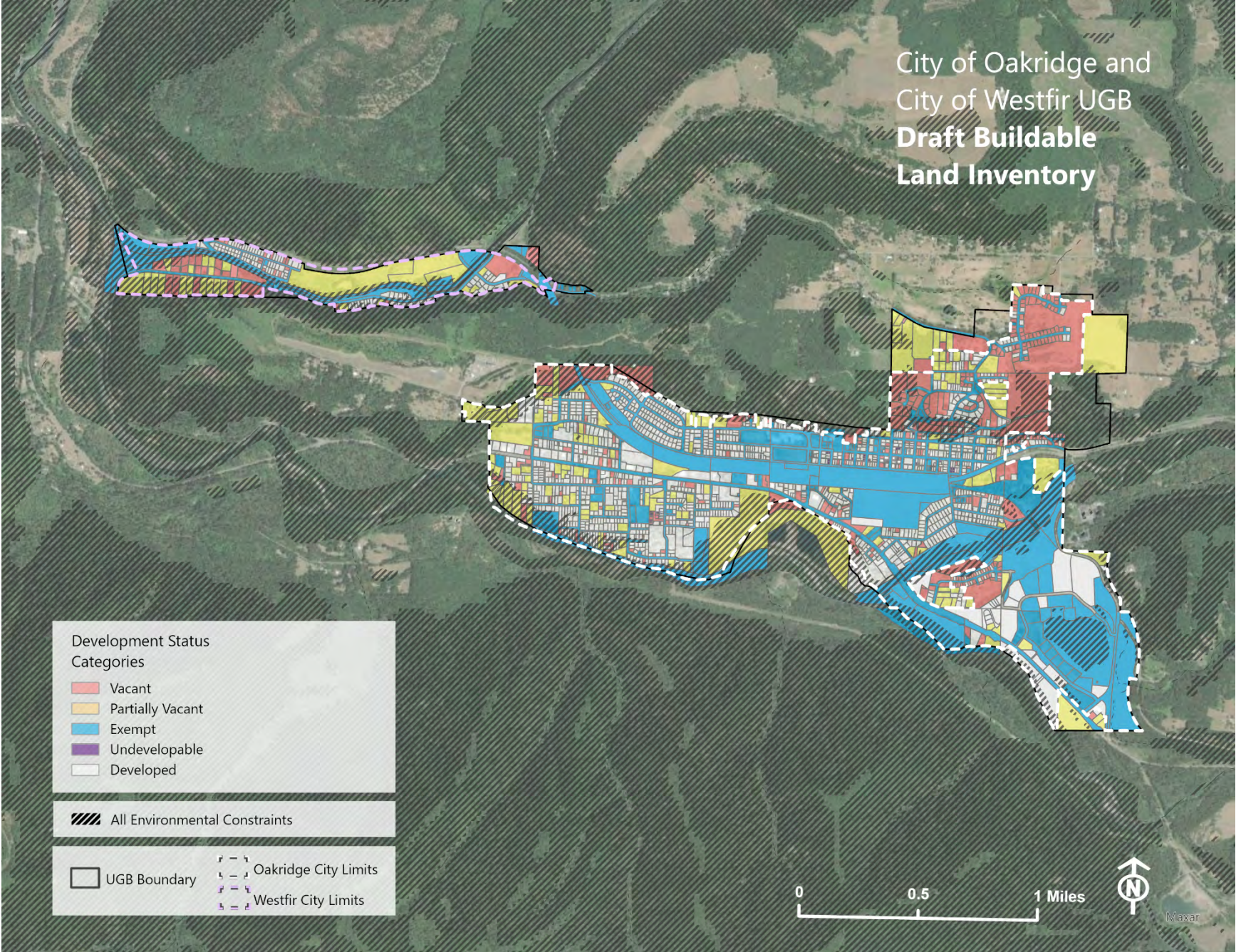


Figure 4. Draft Buildable Land Inventory



Methodology

The steps taken to perform this BLI analysis are as follows:

1. Generate the residential land base by identifying all tax lots (parcels) that are zoned to allow residential development (either permitted outright or as a conditional use).
2. Classify parcels from the residential land base into development status categories that determine parcels as available for development or unavailable for development.
3. Create a unified environmental constraints layer to subtract from the residential land base. The unified environmental constraints layer identifies land that is unsuitable for development due to natural hazards.

1. Residential Land Base

Determining the residential land base is the first step in the BLI analysis. The residential land base is composed of lands that are zoned to allow residential uses by right or as conditional uses.

Oakridge

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Oakridge:

- **Low-Density Residential (R1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 5,000 square feet. Permitted housing types include single family homes, manufactured homes, duplexes on lots measuring at least 7,000 square feet, triplexes on corner or double-frontage lots measuring at least 9,000 square feet, and other residential care and home occupation types.
- **Central Commercial (C2):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Central Commercial allow existing residential uses and new residential uses, except new mobile home parks.
- **Highway Commercial (C3):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Highway Commercial allow existing residential uses and new residential uses, except new mobile home parks. Permitted housing types include mixed-use, manufactured housing, and other residential care and home occupation types.
- **Mixed Use (M1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Mixed Use allow residential uses.

Note that several parcels outside of the Oakridge city limits but within the UGB have plan designations. For this analysis, the Urban Residential (U) plan designation was assumed to convert to Low-Density Residential (R1) and the Rural Residential designation was assumed to convert to a similarly low projected density used by the remaining zones.

All land that is located within the Oakridge UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base. **Table 5** provides a summary of the residential land base by zone district.

Table 5. Gross Acres in Residential Land Base, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Percent |
|-----------------------------------|----------------|-------------|
| Low-Density Residential (R1) | 806.6 | 76% |
| Central Commercial (C2) | 27.0 | 3% |
| Highway Commercial (C3) | 129.3 | 12% |
| Mixed Use (M1) | 19.5 | 2% |
| Urban Residential (U) | 68.1 | 6% |
| Rural Residential (R) | 16.8 | 2% |
| TOTAL | 1,067.3 | 100% |

Westfir

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Westfir:

- **Community Residential (CR):** Under the City of Westfir Land Development Code, parcels zoned Community Residential allow one dwelling unit on a lot measuring at least 6,000 square feet. Permitted housing types include single family homes, manufactured homes, multi-family residences on lots measuring at least 10,000 square feet, and other residential care and home occupation types.
- **Low-Density Residential (R-1):** Under the City of Westfir Land Development Code, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. Permitted housing types include single family homes, manufactured homes, duplexes as a conditional use, and other residential care and home occupation types.
- **High-Density Residential (R-3):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet, five dwelling units per lot measuring a minimum of 8,000 square feet for duplexes and triplexes, and 10 dwelling units per lot measuring a minimum of 17,500 square feet. Permitted housing types include single family

homes, manufactured homes, multi-family, and other residential care and home occupation types.

- **Mixed Use (MU):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. For multi-family use, a maximum of six dwelling units per acres for multi-family use is allowed. Permitted housing types include single family homes, multi-family, and other residential care and home occupation types.

Note that several parcels outside of the Westfir city limits but within the UGB have a plan designation of R; however, these parcels did not yield buildable land according to this analysis.

All land that is located within the Westfir UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base.

Table 6 provides a summary of the residential land base by zone district.

Table 6. Gross Acres in Residential Land Base, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Percent |
|-----------------------------------|--------------|-------------|
| Community Residential (CR) | 84.4 | 62% |
| Low-Density Residential (R-1) | 28.1 | 21% |
| High-Density Residential (R-3) | 4.8 | 3% |
| Mixed Use (MU) | 19.6 | 14% |
| TOTAL | 136.9 | 100% |

2. Land Classification

The second step in the BLI analysis involves identifying which parcels from the residential land base are available or unavailable for residential development. This involves classifying each parcel into their respective development status categories using criteria available through assessor data and undergoing a visual quality control process using aerial imagery. Once classified, all lands unavailable for development are removed from the residential land base.

Land classifications, mapped in [Figure 2](#), were validated using aerial photos, building permit data, and assessor records. Definitions of development status categories and criteria used to classify lands are listed below:

Lands available for development:

- **Vacant land.** Parcels with no structures or with very low improvement values (less than \$10,000) are considered vacant.

- **Partially vacant land.** Parcels larger than a 1/2 acre that are occupied by a use (e.g., a home or building structure with an improvement value over \$10,000) but have enough land to be subdivided without the need for rezoning. Criteria used for identifying partially vacant land are defined under the safe harbor method established in the [OAR 660-008-0005 \(2.b.B\) state statute](#) for cities with populations below 25,000.

Lands unavailable for development:

- **Undevelopable land.** Parcels that are not developable because they measure less than 3,000 square feet and therefore are likely too small for residential development.
- **Public or exempt land.** Parcels unlikely to be developed because they are restricted by existing public uses or they are considered exempt from residential development. These types of land typically include public parks, schools, ballfields, conservation easements, roads, and public right-of-way (ROW), common areas held by Homeowners Associations, cemeteries, and power substations.
- **Developed land.** Parcels unlikely to yield additional residential development because they possess existing building structures at densities that are unlikely to redevelop over the planning period of 2022-2040. Parcels are considered developed if they do not fall within any of the above development status categories.

3. Environmental Constraints

The third step in the BLI analysis involves removing environmental constraints from residential land available for development determined in the previous steps. Land is considered “suitable and available” unless it is severely constrained by natural hazards listed below:

- Land within floodways and flood zones. This includes all lands within the 100-year floodplain area.
- Land with slopes greater than 25%.
- Land within wetlands. This includes areas identified as significant wetlands by the County.

Oakridge

Figure 3 maps all above environmental constraints in Oakridge’s UGB. **Table 7** provides a summary of constrained land by zone district in the residential land base, showing that 23% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 7. Constrained Acres in Residential Land Base, City of Oakridge UGB, 2022


| Plan Designation or Zone District | Gross Acres | Constrained Acres | Percent Constrained |
|-----------------------------------|----------------|-------------------|---------------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 28% |
| Central Commercial (C2) | 27.0 | 2.0 | 7% |
| Highway Commercial (C3) | 129.3 | 1.9 | 1% |
| Mixed Use (M1) | 19.5 | 1.2 | 6% |
| Urban Residential (U) | 68.1 | 7.2 | 11% |
| Rural Residential (R) | 16.8 | 3.6 | 21% |
| TOTAL | 1,067.3 | 244.9 | 23% |

Westfir

[Figure 3](#) maps all the previously mentioned environmental constraints in Westfir’s UGB. [Table 8](#) provides a summary of constrained land by zone district in the residential land base, showing that 40% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 8. Constrained Acres in Residential Land Base, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Percent Constrained |
|-----------------------------------|--------------|-------------------|---------------------|
| Community Residential (CR) | 84.4 | 40.5 | 48% |
| Low-Density Residential (R-1) | 28.1 | 12.2 | 43% |
| High-Density Residential (R-3) | 4.8 | 1.3 | 27% |
| Mixed Use (MU) | 19.6 | 0.9 | 5% |
| TOTAL | 133.8 | 54.9 | 40% |



APPENDIX B: HOUSING NEEDS PROJECTION (HNP) MEMO

To: Cities of Oakridge and Westfir
Date: May 25, 2022
From: Todd Chase & Tim Wood; FCS GROUP
CC: Jamin Kimmell & Ayano Healy, Cascadia Partners
RE: Oakridge/Westfir **Housing Needs Forecast**

INTRODUCTION

This Memorandum provides a housing needs forecast for long-range planning purposes. The housing forecast represents a 20-year projection from 2023 through year 2043. These technical findings are intended to be consistent with State of Oregon requirements for determining housing needs for the Oakridge and Westfir Urban Growth Boundaries (UGBs) per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.296 to 197.314 and 197.475 to 197.490

METHODOLOGY

The methodology for projecting housing needs includes consideration of demographic and socio-economic trends, housing market characteristics and long-range population growth projections.

Regional (Lane County) and local (City or Urban Growth Boundary) population, households, income, and market characteristics are based on most current data provided by the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services (OHCS), Portland State University (PSU) and the Cities of Oakridge and Westfir.

Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2023 estimate) and forecast year (2043 projection). The result of this forecast translates population growth into households and households into housing needs by dwelling type, tenancy (owner vs. renter) and affordability level.

DEMOGRAPHIC AND SOCIO-ECONOMIC OVERVIEW

Population

The City of Oakridge reached a record-high population of 3,238 people in 2021. Westfir has experienced a slight decline in population to 260 residents as of 2021. Lane County also attained a new record population of 88,916 with 1,000 new residents added between July 2, 2020 and July 1, 2021. Over the past two decades, Oakridge and Westfir have grown much slower than Lane County (**Exhibit 1**).

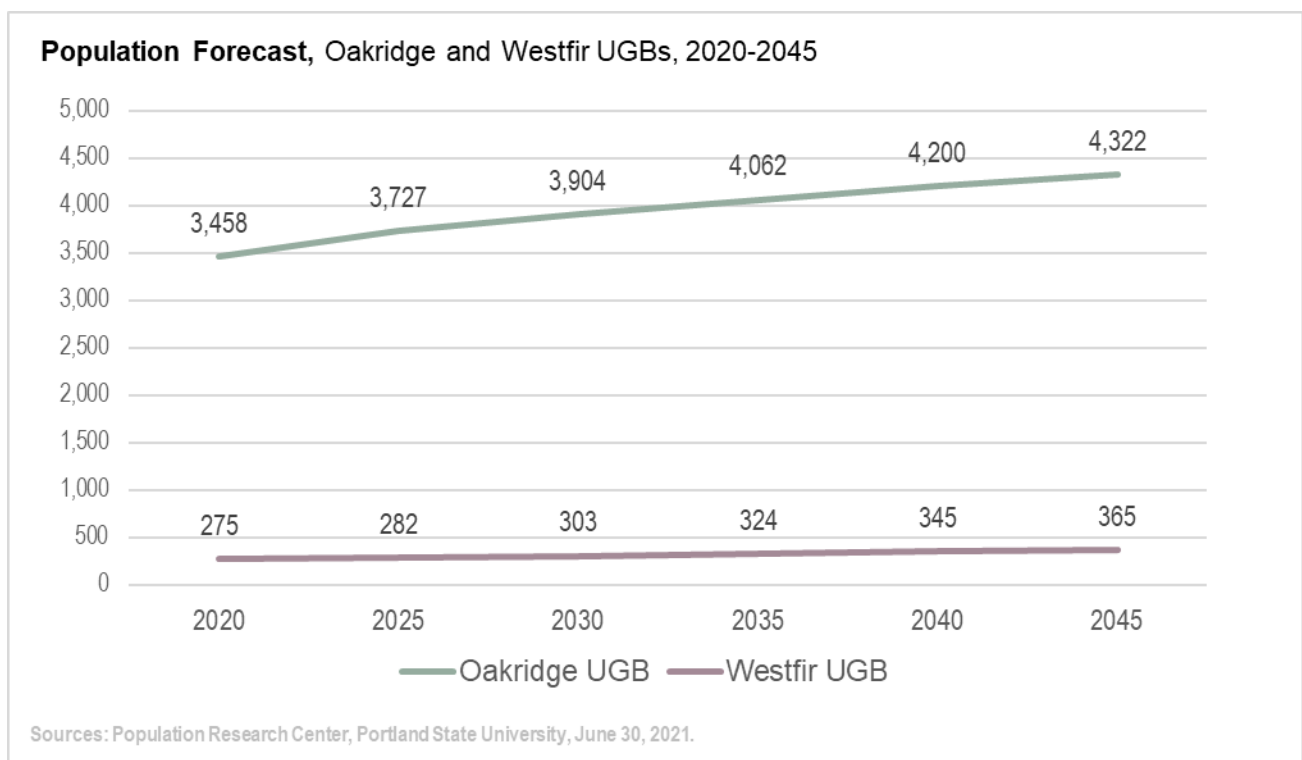
Exhibit 1: Population Trends (2000-2021)

| | 2000 | 2010 | 2020 | 2021 | 2000-2021 AGR |
|-------------|---------|---------|---------|---------|---------------|
| Lane County | 322,959 | 351,715 | 381,365 | 382,647 | 0.81% |
| Oakridge | 3,158 | 3,205 | 3,206 | 3,238 | 0.12% |
| Westfir | 311 | 253 | 259 | 260 | -0.85% |

Sources: Population Research Center, Portland State University, April 15, 2020

Long-range population forecasts prepared by PSU anticipate that 546 new residents will be added to the Oakridge Urban Growth Boundary (UGB) over the next 20 years. During this same timeframe the Westfir UGB is expected to add 76 residents. This equates to a projected annual average growth rate (AGR) of 0.57% for the Oakridge UGB and 1.15% for the Westfir UGB (see **Exhibit 2**).

Exhibit 2: Population Projections (2020-2045)

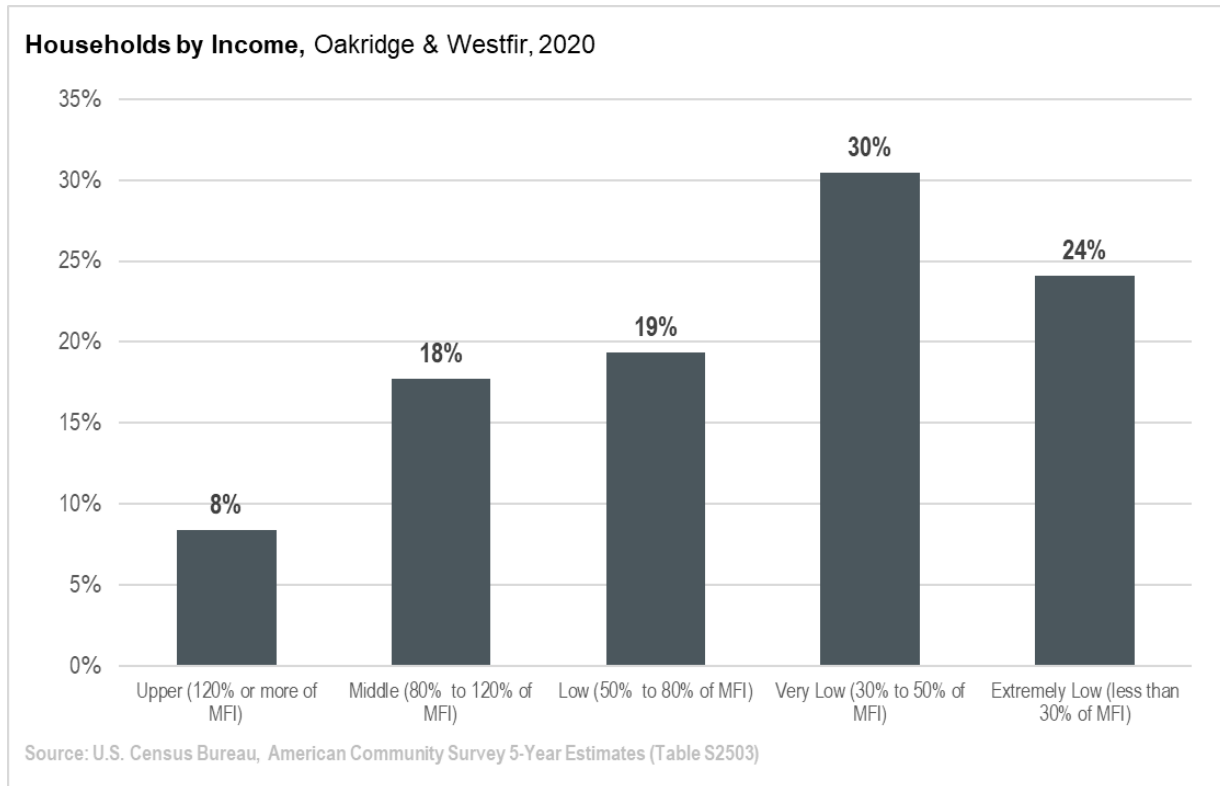


SOCIO-ECONOMIC CHARACTERISTICS

In 2020, the median family income (MFI) in Lane County was \$72,200, compared to \$32,583 in the City of Oakridge and \$44,453 in Westfir.

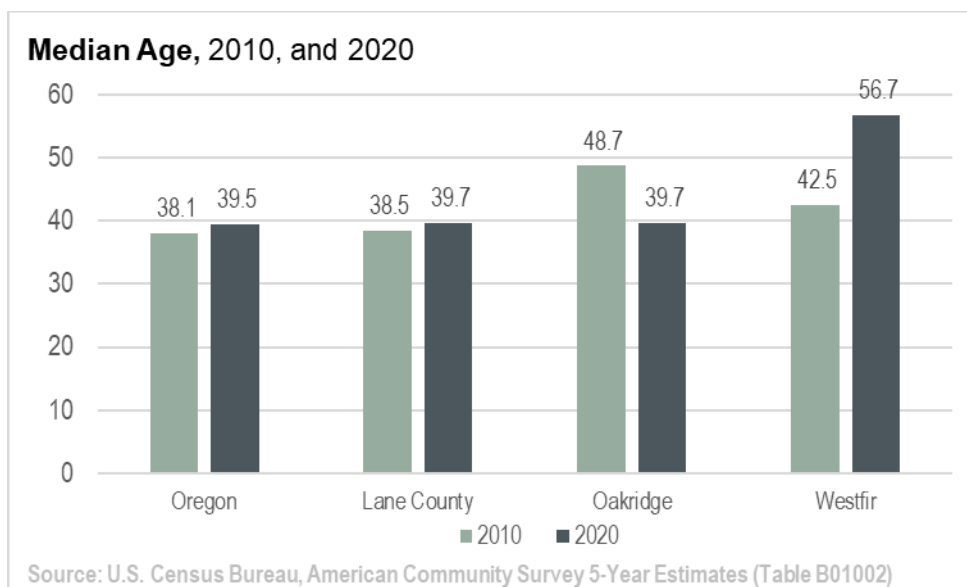
Using the U.S. Housing and Urban Development area median income estimate (\$72,200) as a gauge, today nearly 3 out of 4 households in Oakridge and Westfir could qualify as “low income” earning less than 80% of the area median income. Exhibit 3 depicts the distribution of households by income level

Exhibit 3: Households by Income Level, Cities of Oakridge & Westfir, 2020



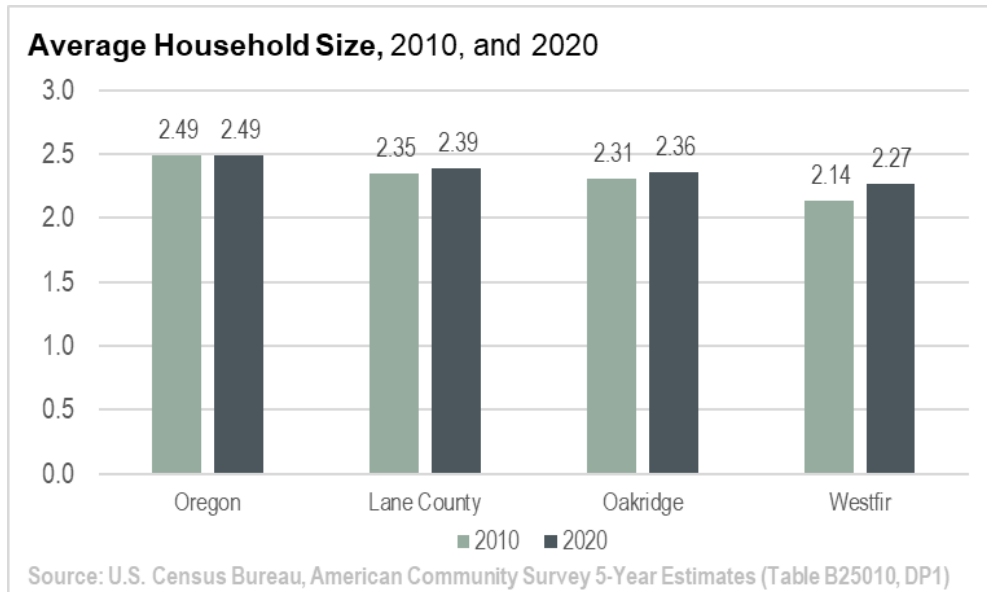
The median age of residents in Oakridge (39.7) is about the same as the state and county averages while the median age of Westfir residents (56.7) is much higher (**Exhibit 4**).

Exhibit 4: Median Age, 2010-2020



Average household size in Oakridge has increased slightly over the last decade, from 2.31 people per dwelling in 2010 to 3.36 in 2020. Westfir also experienced an uptick in average household size moving from 2.14 in 2010 to 2.27 in 2020 (**Exhibit 5**).

Exhibit 5: Average Household Size 2010-2020

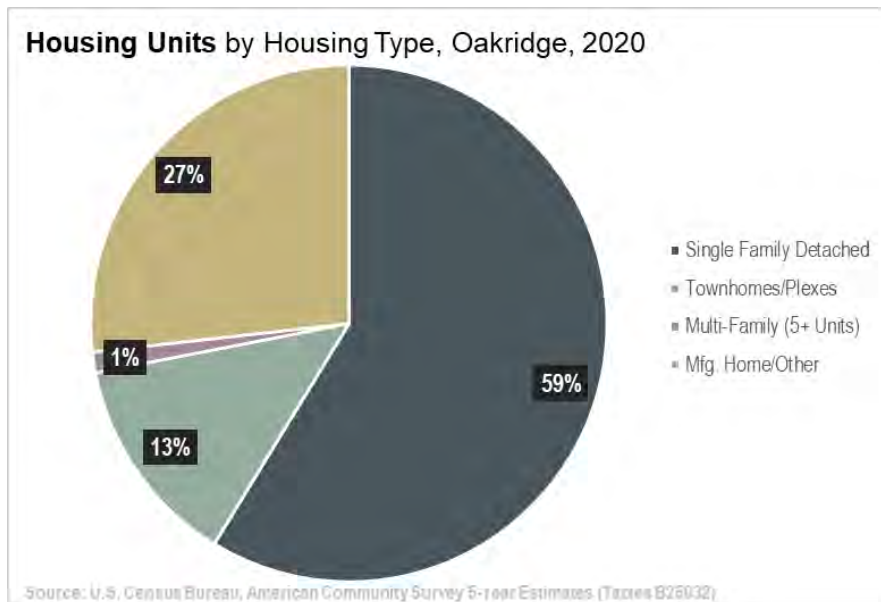


HOUSING INVENTORY AND TENANCY

Local housing inventory and tenancy shed light on housing conditions and market demand preferences. In 2020, there were 1,629 housing units in the City of Oakridge of which 1,414 units were classified as occupied and 215 units were considered vacant or for-sale.

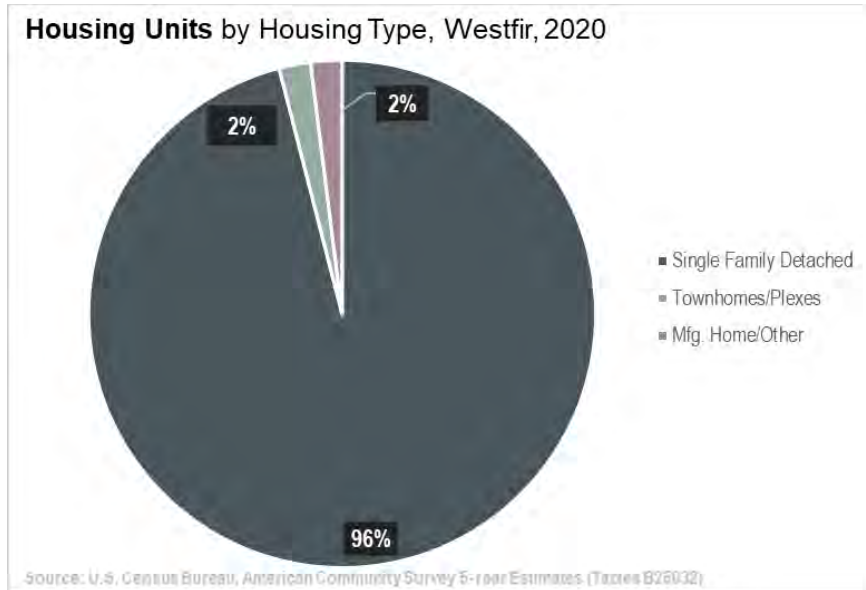
Like most cities in Oregon, single-family detached housing is the most prevalent housing type representing 59% of the local housing stock. The remaining housing inventory in Oakridge includes manufactured homes (27%), townhomes and plexes (13%), and multifamily (1%) as shown in **Exhibit 6**.

Exhibit 6: Existing Housing Inventory, 2020, City Oakridge



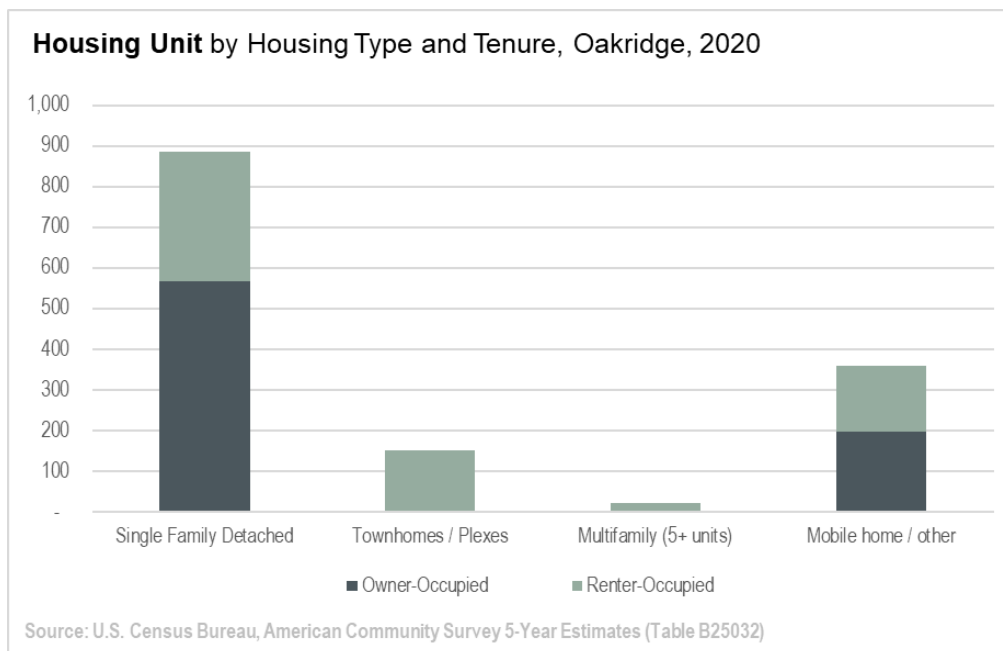
There were 150 housing units in Westfir in 2020 with 139 of those units classified as occupied. Virtually all of the housing inventory in Westfir is single-family detached (96%) with the remaining 4% split evenly between townhomes/plexes and mobile homes/manufactured housing (**Exhibit 7**).

Exhibit 7: Existing Housing Inventory, 2020, City Westfir



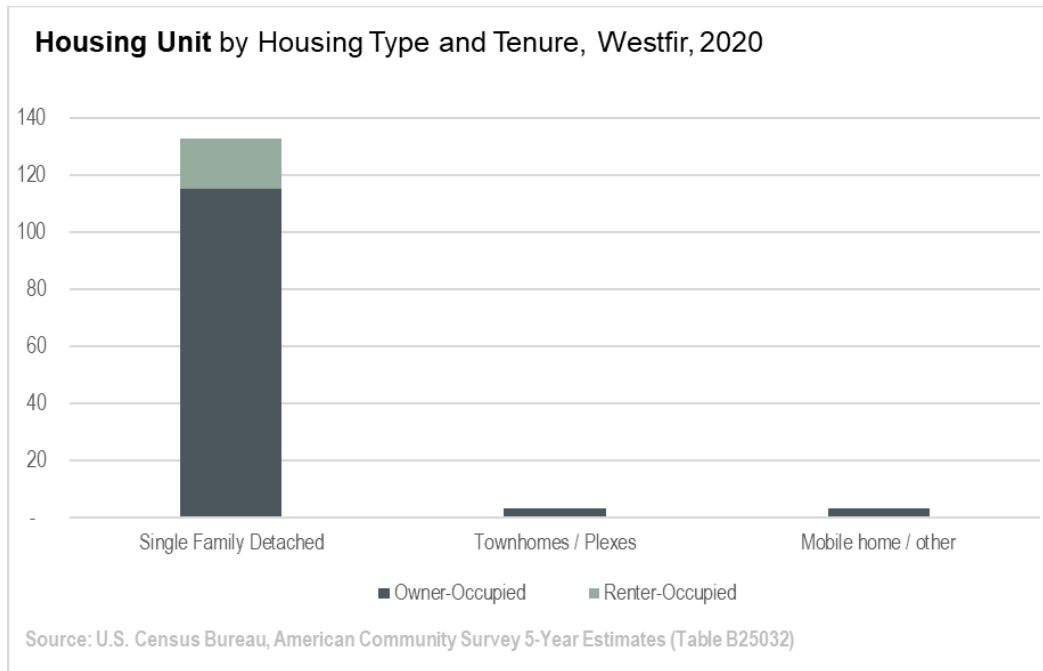
In Oakridge, owner-occupied housing represents 54% of the local occupied-housing inventory, while renter-occupied units account for the other 46% of the occupied-housing inventory (**Exhibit 8**). Ownership is most prevalent among single-family detached and manufactured housing types, while renters are more likely to reside in townhomes, plexes and multi-family units.

Exhibit 8: Existing Housing Tenancy, 2020, City of Oakridge



In Westfir, owner-occupied housing accounts for 87% of the occupied housing inventory, while renters occupy 13% of the housing inventory (**Exhibit 9**).

Exhibit 9: Existing Housing Tenancy, 2020, City of Westfir



HOUSING MARKET CHARACTERISTICS

To help gauge housing attainability in Oakridge and Westfir, FCS GROUP examined current median family income (MFI) levels using U.S. Housing and Urban Development (HUD) guidelines that assume housing attainability is achieved when no more than 30% of income is expended for housing costs. For example, as shown below in **Exhibit 10**, an upper-middle household earning 80% of the area median income level (\$57,760) should be able to afford rents of up to \$ \$1,444.

The rents shown in **Exhibit 10** are considered “attainable” if 30% of household income is allocated to housing and utilities.

Exhibit 10: Oakridge/Westfir Affordable Housing Analysis

| | | |
|---|-----------|-----------|
| Lane County Median Family Income Level (2020)* | \$72,200 | |
| HUD Qualifying Income Level: Renters | Lower-end | Upper-End |
| Upper (120% or more of MFI) | \$86,640 | or more |
| Middle (80% to 120% of MFI) | \$57,760 | \$86,640 |
| Low (50% to 80% of MFI) | \$36,100 | \$57,760 |
| Very Low (30% to 50% of MFI) | \$21,660 | \$36,100 |
| Extremely Low (less than 30% of MFI) | \$21,660 | or less |
| Attainable Monthly Housing Cost: Renters (@30% of income) | Lower-end | Upper-End |
| Upper (120% or more of MFI) | \$2,166 | or more |
| Middle (80% to 120% of MFI) | \$1,444 | \$2,166 |
| Low (50% to 80% of MFI) | \$903 | \$1,444 |
| Very Low (30% to 50% of MFI) | \$542 | \$903 |
| Extremely Low (less than 30% of MFI) | \$542 | or less |

Currently, the HUD fair market rents within Lane County range from \$773 for an efficiency unit to \$1,989 for a four-bedroom unit, as shown below. This is what subsidized housing vouchers are based on and demonstrates the challenge of finding and developing housing at these price points.

Exhibit 11: HUD Fair Market Rent, 2020, Lane County

| HUD Fair Market Rent (FMR) by Unit Type, Lane County, 2020 | | | | |
|--|--------------|----------------|----------------|----------------|
| Source: U.S. Department of Housing and Urban Development | | | | |
| \$773 | \$893 | \$1,176 | \$1,696 | \$1,989 |
| Efficiency | 1-Bedroom | 2-Bedroom | 3-Bedroom | 4-Bedroom |

Home values have increased significantly in recent years. As indicated in **Exhibit 12**, median home values in Oakridge increased to approximately \$264,000 in January 2022, up 17.6% annually over the past two years. Median home values increased to \$300,000 in Westfir in 2022, up 17.3% annually over the past two years. Other cities in the region have experienced similar housing cost increases.

Exhibit 12: Zillow Home Value Price Index in Select Markets

| | Jan-20 | Jan-21 | Jan-22 | Annual Change % |
|---------------|-----------|-----------|-----------|-----------------|
| Oakridge | \$191,000 | \$217,000 | \$264,000 | 17.6% |
| Westfir | \$218,000 | \$245,000 | \$300,000 | 17.3% |
| Creswell | \$326,000 | \$367,000 | \$439,000 | 16.0% |
| Cottage Grove | \$272,000 | \$310,000 | \$374,000 | 17.3% |
| Veneta | \$302,000 | \$341,000 | \$409,000 | 16.4% |

Source: Zillow.com; analysis by FCS 4/09/22

HOUSING NEEDS FORECAST

Summary of Oakridge Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 755 residents in Oakridge requires an estimated 368 new housing units (see **Exhibit 13**). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 13: Oakridge Housing Need Forecast

| | 2023 | 2043 | Change |
|--|-------|-------|--------|
| Oakridge UGB Population | 3,518 | 4,273 | 755 |
| Less Group Quarters (0%) | - | - | - |
| Pop in Households | 3,518 | 4,273 | 755 |
| Avg. Household Size | 2.36 | 2.36 | 2.36 |
| Households (year round) | 1,491 | 1,810 | 320 |
| Vacancy and Seasonal Housing Assumption | 13% | 13% | 49 |
| Growth-related Housing Demand (dwelling units) | 1,717 | 2,086 | 368 |

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Oakridge. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Local policies aimed at incentivizing mixed-use development in the downtown area.
- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types, such as duplexes, townhomes and apartments.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 216 single-family detached homes; 49 townhomes/duplexes; 5 multifamily units (apartments); and 99 manufactured housing units or cottage homes (**Exhibit 14**).

Exhibit 14: Oakridge Housing Need by Tenure & Housing Type

| | Owner-Occupied Dwelling Units | Renter-Occupied Dwelling Units | Vacancy Allowance (Units) | Projected 20-Year Need (Units) |
|---------------------------|----------------------------------|-----------------------------------|------------------------------|-----------------------------------|
| Housing Type Distribution | | | | |
| Single Family Detached | 128 | 72 | 17 | 216 |
| Townhomes / Plexes | - | 34 | 15 | 49 |
| Multi-family (5+ units) | - | 5 | - | 5 |
| Mfg. homes | 45 | 36 | 17 | 99 |
| Total | 173 | 147 | 49 | 368 |

Exhibit 15 identifies that housing products that are consistent with the projected housing need for Oakridge.

Exhibit 15: Projected Housing Demand by Income Level, Oakridge

| Housing Type | Owner-Occupied Dwellings | Renter-Occupied Dwellings | Total Dwelling Units | Attainable Housing Products |
|-----------------------------------|-----------------------------|------------------------------|-------------------------|---------------------------------------|
| Upper (120% or more of MFI) | 100 | 15 | 114 | Standard Homes |
| Upper Middle (80% to 120% of MFI) | 60 | 18 | 78 | Cottage Homes, Townhomes, Apartments |
| Lower Middle (50% to 80% of MFI) | 40 | 25 | 65 | Townhomes, Mfgd. Homes, Plexes, Apts. |
| Low (less than 50% of MFI) | 0 | 66 | 66 | Govt. Assisted Apts. & ADUs |
| Very Low (less than 30% of MFI) | 0 | 45 | 45 | Govt. Assisted Apts. & ADUs |
| Total | 199 | 169 | 368 | |

Note: the values shown above in Exhibits 14 and 15 may not add exactly to totals due to rounding.

Summary of Westfir Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 73 residents in Westfir equates to approximately 35 new housing units (see **Exhibit 16**). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 16: Westfir Housing Need Forecast

| | 2023 | 2043 | Change |
|--|------|------|--------|
| Oakridge UGB Population | 284 | 357 | 73 |
| Less Group Quarters | - | - | - |
| Pop in Households | 284 | 357 | 73 |
| Avg. Household Size | 2.27 | 2.27 | 2.27 |
| Households (year round) | 125 | 157 | 32 |
| Vacancy and Seasonal Housing Assumption | 7% | 7% | 3 |
| Growth-related Housing Demand (dwelling units) | 135 | 170 | 35 |

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Westfir. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types as well as new manufactured home parks.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 21 single-family detached homes; 3 townhomes/duplexes; and 8 manufactured housing units or cottage homes.

Exhibit 17: Westfir Housing Need by Tenure & Housing Type

| | Owner-Occupied Dwelling Units | Renter-Occupied Dwelling Units | Seasonal & Vacancy Allowance (Units) | Total Dwelling Units |
|---------------------------|----------------------------------|-----------------------------------|---|----------------------|
| Housing Type Distribution | | | | |
| Single Family Detached | 12 | 7 | 3 | 21 |
| Townhomes / Plexes | - | 3 | - | 3 |
| Multi-family (5+ units) | - | 0 | - | 0 |
| Mfg. homes | 4 | 3 | - | 8 |
| Total | 16 | 14 | 3 | 33 |

Exhibit 18 identifies that housing types that are consistent with the projected housing need for Westfir.

Exhibit 18: Projected Housing Demand by Income Level, Westfir

| Housing Type | Owner-Occupied Dwellings | Renter-Occupied Dwellings | Total Dwelling Units | Attainable Housing Products |
|-----------------------------------|-----------------------------|------------------------------|-------------------------|---------------------------------------|
| Upper (120% or more of MFI) | 9 | 0 | 9 | Standard Homes |
| Upper Middle (80% to 120% of MFI) | 6 | 0 | 6 | Cottage Homes, Townhomes, Apartments |
| Lower Middle (50% to 80% of MFI) | 4 | 2 | 6 | Townhomes, Mfgd. Homes, Plexes, Apts. |
| Low (less than 50% of MFI) | 0 | 4 | 4 | Govt. Assisted Apts. & ADUs |
| Very Low (less than 30% of MFI) | 0 | 10 | 10 | Govt. Assisted Apts. & ADUs |
| Total | 19 | 16 | 35 | |

Note: the values shown above in Exhibits 17 and 18 may not add exactly to totals due to rounding.

APPENDIX C: RESIDENTIAL LAND NEEDS ANALYSIS (RLNA) MEMO



MEMORANDUM

TO: City of Oakridge and City of Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: March 3, 2023

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **FINAL Residential Land Needs Analysis**

This memorandum provides a summary of the 2022 Residential Land Needs Analysis (RLNA) for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB). This analysis uses findings from Oakridge's and Westfir's buildable land inventories (land supply analysis) and Oakridge's and Westfir's 20-year housing needs projections (housing demand analysis) to conclude whether Oakridge and Westfir have enough buildable land to accommodate its 20-year housing projection for the 2022 – 2042 period.

The results of the RLNA will inform recommended measures and strategies for the Cities to address their housing needs. These measures and strategies will be identified in the final Housing Needs Analysis (HNA) report.

Summary of Residential Land Needs Analysis

City of Oakridge

Oakridge has more than enough land to accommodate population growth over the next 20 years; however, zoning changes are necessary to ensure that there is enough land available to support development of a variety of housing types and meet current and future housing needs.

According to the 20-year housing needs projection, Oakridge will need an additional 368 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 246 acres of buildable vacant and partially vacant land in Oakridge. It is estimated that 1,230 housing units could be developed on these

buildable lands, exceeding the projected need for 368 units. Oakridge does not have a deficit of buildable residential land in total.

Oakridge has a substantial surplus of land for single-family detached housing. There is capacity for approximately 1,100 new single-family detached houses, but there is only a projected need for about 200 houses over the next 20 years.

The capacity for townhome or plex units is slightly above the projected need. This surplus capacity of 27 units is significantly lower than the surplus for single-family detached houses.

There is not enough land that is zoned appropriately to support development of multi-family housing. Multi-family housing is only permitted in the R-2 zone, the commercial zones, and the mixed-use zones. There is no buildable land remaining in the R-2 zone. There is limited buildable land in the commercial and mixed-use zones, but multi-family developments must compete with commercial uses for land in these zones, so the capacity for multi-family development is limited.

There is no capacity for manufactured homes in new manufactured home parks. Manufactured home parks are only permitted with a conditional use permit in the R-2 and M1 (Mixed Use) zones. There is no buildable land in the R2 zone and only about 8,700 square feet (0.2 acres) of buildable land in the M1 zone. There may be some capacity for adding new manufactured homes in existing parks, but data is not readily available on the capacity in existing parks. It is unlikely that the capacity of existing parks would meet the 20-year projected need for approximately 74 manufactured homes in parks.

Table 1. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Oakridge UGB, 2022

| Housing Type | 20-Year Need | Estimated Capacity | Surplus/(Deficit) (Capacity - Need) |
|------------------------------------|--------------|--------------------|--|
| Single Family Detached | 202 | 1,128 | 926 |
| • Site Built | 178 | 993 | 815 |
| • Manufactured Homes | 24 | 135 | 111 |
| Townhouses/Plex | 55 | 82 | 27 |
| Multifamily (3+ units) | 37 | 24 | -13 |
| Manufactured Homes in Parks | 74 | 0 | -74 |
| Total | 368 | 1,234 | 866 |

Although there is no deficit of housing capacity in Oakridge, the city still has a need for more affordable housing types, such as townhomes/plexes, multifamily, and manufactured housing in parks.

Oakridge needs to consider strategies that support the need for a wider range of housing types and more affordable housing types that are needed today and will continue to be needed over the next 20 years. The following strategies would support this goal:

- **Rezone an area of the R-1 zone to the R-2 zone.** This would dedicate additional land for higher density townhomes/plexes, multi-family housing, and manufactured home parks.
- **Prohibit single-family detached housing in one or more of the city’s higher density residential and commercial zones, such as R-2, C-2, or C-3.** This would preserve buildable land in these zones for townhomes/plexes and multi-family housing.
- **Establish a minimum density standard in higher density residential and commercial zones.** This would encourage townhomes/plexes and multi-family units and discourage lower density single-family housing.
- **Reduce minimum lot size standards in one or more of the city’s residential and commercial zones.** This would ensure efficient use of land and increase the capacity for townhomes/plexes and multi-family housing in those zones.
- **Provide more options for new manufactured home parks.** New manufactured home parks are only allowed in the R2 and M1 zones as a conditional use. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre. Manufactured dwelling parks must also only be subject to clear and objective approval standards. Code amendments may be necessary to comply with these state laws.

These strategies and other approaches will be evaluated in more detail in the HNA report.

City of Westfir

Westfir has more than enough land to accommodate population growth over the next 20 years and satisfy the need to develop various housing types according to current demographic and housing trends.

According to the 20-year housing needs projection, Westfir will need an additional 35 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 53.6 acres of buildable vacant and partially vacant land in Westfir. It is estimated that 167 housing units could be developed on these buildable lands, exceeding the projected need for 35 units.

Westfir also has a surplus of land for most housing types, depicted in Table 2. Single-family housing has the largest surplus, followed by multi-family, primarily because of one large lot zoned Mixed Use (MU) and High Density Residential (R-3). However, there is a need for more land zoned to support manufactured home parks.

Table 2. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Westfir UGB, 2022

| Housing Type | 20-Year Need | Estimated Capacity | Surplus/(Deficit) (Capacity - Need) |
|------------------------------------|--------------|--------------------|--|
| Single Family Detached | 28 | 128 | 100 |
| • Site Built | 24 | 123 | 99 |
| • Manufactured Homes | 4 | 6 | 2 |
| Townhouses/Plex | 2 | 19 | 17 |
| Multifamily (3+ units) | 2 | 19 | 17 |
| Manufactured Homes in Parks | 3 | 0 | -3 |
| Total | 35 | 167 | 132 |

No significant zoning changes are necessary to ensure a sufficient supply of residential land in Westfir. However, code amendments may be necessary to provide land for manufactured homes in parks and comply with state laws related to manufactured home parks. Manufactured home parks are not permitted in any zone district in Westfir. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre.

Additionally, the City may consider strategies to remove unnecessary barriers to development of a variety of housing types. Potential strategies will be evaluated in more detail in the draft HNA report.

Methodology

To assess Oakridge’s and Westfir’s supply of residential land, this analysis pulls findings from both the previously completed buildable land inventory and the housing needs projection. The analysis also uses data on historical residential development patterns and zoning standards to make projections about the mix of housing types that are projected to be developed in each zone.

Buildable Land Inventory Findings

City of Oakridge

The buildable land inventory indicates that Oakridge has 246.3 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 3 summarizes the amount of buildable land in each zone district or plan designation.

Table 3. Final Buildable Land Inventory, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|----------------|-------------------|--------------|------------------------|-----------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 127.0 | 61.9 | 188.9 |
| Medium-Density Residential (R2) | 1.3 | -- | -- | -- | -- |
| Central Commercial (C2) | 27.0 | 2.0 | 1.2 | -- | 1.2 |
| Highway Commercial (C3) | 129.3 | 1.9 | 10.8 | 7.3 | 18.1 |
| Mixed Use (M1) | 19.5 | 1.2 | 0.2 | -- | 0.2 |
| Urban Residential (U) | 68.1 | 7.2 | 10.6 | 18.8 | 29.4 |
| Rural Residential (R) | 16.8 | 3.6 | 5.0 | 3.5 | 8.5 |
| TOTAL | 1,068.6 | 244.9 | 154.8 | 91.5 | 246.3 |

City of Westfir

The buildable land inventory indicates that Westfir has 53.6 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 4 summarizes the amount of buildable land in each zone district or plan designation.

Table 4. Final Buildable Land Inventory, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|--------------|-------------------|--------------|------------------------|-----------------|
| Community Residential (CR) | 84.4 | 40.5 | 11.9 | 3.6 | 15.6 |
| Low-Density Residential (R-1) | 28.1 | 12.2 | -- | 22.8 | 22.8 |
| High-Density Residential (R-3) | 4.8 | 1.3 | -- | 3.5 | 3.5 |
| Mixed Use (MU) | 19.6 | 0.9 | 0 | 11.6 | 11.7 |
| Residential Plan Designation (R) | 1.6 | 0.4 | 0 | 0 | 0 |
| TOTAL | 135.4 | 55.3 | 18.3 | 41.5 | 53.6 |

Housing Needs Projection Findings

City of Oakridge

The housing needs projection concludes that Oakridge will need 368 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 368 units was assumed based on Oakridge’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. It was found that the great majority of existing manufactured homes are found in manufactured home parks. Manufactured homes in parks are a distinctly different housing type compared to manufactured homes on individually owned lots. For this reason, the projected need for each type was calculated separately.

The projection assumes that the future need for manufactured homes in parks is similar to the existing stock of manufactured homes. These units account for 20% of the City’s existing housing stock. Based on overall growth in projected housing, this equates to a need for approximately 74 new manufactured homes in parks.

Table 5. Final Housing Need Projection by Housing Type,
City of Oakridge UGB, 2022 – 2042

| Housing Type | Existing Distribution | Projected Distribution | Projected 20-Year Need (Units) |
|------------------------------------|-----------------------|------------------------|--------------------------------|
| Single Family Detached | 66% | 55% | 202 |
| • Site Built | 59% | 48% | 178 |
| • Manufactured Homes | 7% | 7% | 24 |
| Townhouses/Plex | 13% | 15% | 55 |
| Multifamily (3+ units) | 1% | 10% | 37 |
| Manufactured Homes in Parks | 20% | 20% | 74 |
| Total | 100% | 100% | 368 |

City of Westfir

The housing needs projection concludes that Westfir will need 35 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 35 units was assumed based on Westfir’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. While there are very few manufactured homes in parks today in Westfir, demographic trends and income levels support the need for plan for manufactured homes in parks. The projections estimate a need for 10% of all new units to be manufactured homes in parks. This equates to a need for approximately 4 new manufactured homes in parks.

Table 6. Final Housing Need Projection by Housing Type,
City of Westfir UGB, 2022 – 2042

| Housing Type | Existing Distribution | Projected Distribution | Projected 20-Year Need (Units) |
|------------------------------------|-----------------------|------------------------|--------------------------------|
| Single Family Detached | 96% | 80% | 28 |
| • Site Built | 91% | 70% | 24 |
| • Manufactured Homes | 5% | 10% | 4 |
| Townhouses/Plex | 2% | 5% | 2 |
| Multifamily (3+ units) | 0% | 5% | 2 |
| Manufactured Homes in Parks | 2% | 10% | 3 |
| Total | 100% | 100% | 35 |

Residential Land Needs Analysis Findings

Findings from the buildable land inventory and housing needs projection indicate that Oakridge and Westfir have enough land to accommodate future housing need in total. The RLNA also evaluates Oakridge’s and Westfir’s buildable land and estimated unit capacity by housing type. To do so, the analysis assumes a projected housing mix and density by zone based on historical development trends and existing code allowances.

City of Oakridge

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 7 and reflecting development trends in the last 22 years, 98 new dwelling units have been constructed and/or installed since 2000.

- All of the 98 new dwelling units were built in the Low Density Residential (R1) zone. About 26% of these new units are installations of manufactured homes on individual lots, 4% are duplexes, and the remaining 70% are single family homes. Note that no townhomes or other types of plexes were built in the last 22 years.
- No multifamily units have been built since 2000. This housing type is not permitted in R1 zone but is permitted in the R2 zone. However, there are only 1.3 acres zoned R2 and none of it is considered buildable.
- No housing was built in zones where residential is permitted other than zone R1.

These development patterns indicate that property owners and developers primarily pursued the construction of single-family homes and or installation manufactured homes on individual lots since 2000.

Table 7. Housing Built by Housing Type, 2000 - 2022, City of Oakridge UGB

| Housing Type | Number of Units | Percent of Units |
|------------------------------------|-----------------|------------------|
| Single Family Detached | 94 | 96% |
| • Site Built | 69 | 70% |
| • Manufactured Homes | 25 | 26% |
| Townhouses/Plex | 4 | 4% |
| Multifamily (3+ units) | 0 | 0% |
| Manufactured Homes in Parks | 0 | 0% |
| Total | 98 | 100% |

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances. The R1 zone is projected to develop with a similar mix of housing types as has been developed in the last 20 years. Approximately 95% of housing production will be single-family detached units (either site-built or manufactured dwellings on individual lots). Land with Urban Residential (U) plan designation is projected to follow the same housing mix and densities of the predominant residential zone in Oakridge, R1.

The commercial zones are projected to develop with a wider variety of housing types given the use regulations of these zones. However, because there are limitations on where residential uses can be sited in these zones, only 25% of the zone is projected to develop with residential uses. A higher share of residential development is projected in the Mixed Use (M1) zone because it does not have these same limitations.

Table 8. Projected Housing Mix and Capacity by Zone, City of Oakridge UGB

| | Residential (R1) | Commercial (C2) | Commercial (C3) | Mixed Use (M1) | U (Comp. Plan) | R (Comp Plan) |
|-----------------------------------|---------------------|--------------------|--------------------|-------------------|-------------------|------------------|
| Projected Mix (% of Units) | | | | | | |
| Single-Family Detached | 95% | 20% | 20% | 20% | 95% | 100% |
| • Site Built | 84% | 18% | 18% | 18% | 84% | 88% |
| • Manufactured Homes | 11% | 2% | 2% | 2% | 11% | 12% |
| Townhouses/Plex | 5% | 40% | 40% | 30% | 5% | 0% |
| Multi-Family (3+ Units) | 0% | 40% | 40% | 30% | 0% | 0% |
| Manufactured Homes in Parks | 0% | 0% | 0% | 20% | 0% | 0% |
| Projected Density (u/ac) | | | | | | |
| Single-Family Detached | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| • Site Built | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| • Manufactured Homes | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| Townhouses/Plex | 7.5 | 13.6 | 13.6 | 8.7 | 7.5 | -- |
| Multi-Family (3+ Units) | -- | 13.6 | 13.6 | 13.6 | -- | -- |
| Manufactured Homes in Parks | -- | -- | -- | 8.0 | -- | -- |
| Overall Average Density | 5.3 | 13.6 | 11.4 | 9.3 | 5.3 | 1.0 |
| Buildable Acres | 188.9 | 1.2 | 18.1 | 0.2 | 29.4 | 8.5 |
| Percent Residential Use | 100% | 25% | 25% | 100% | 100% | 100% |
| Total Unit Capacity | 1,009 | 4 | 52 | 2 | 157 | 9 |
| Single-Family Detached | 959 | 1 | 10 | 0 | 149 | 9 |
| • Site Built | 844 | 1 | 9 | 0 | 131 | 8 |
| • Manufactured Homes | 115 | 0 | 1 | 0 | 18 | 1 |
| Townhouses/Plex | 50 | 2 | 21 | 1 | 8 | 0 |
| Multi-Family (3+ Units) | 0 | 2 | 21 | 1 | 0 | 0 |
| Manufactured Homes in Parks | 0 | 0 | 0 | 0 | 0 | 0 |

City of Westfir

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 9 and reflecting development trends in the last 22 years, 11 new dwelling units have been constructed and/or installed since 2000.

- All of the 11 new dwelling units the Community Residential (CR) zone. About 36% of these new units are installations of manufactured homes on individual lots and the remaining 64% are single family homes. Note that no townhomes or other types of multifamily were built in the last 22 years.
- No housing was built in other zones.

These development patterns indicate that property owners and developers only pursued the construction or installation of single-family homes and manufactured homes on individual lots.

Table 9. Housing Built by Housing Type, 2000 - 2022, City of Westfir UGB

| Housing Type | Number of Units | Percent of Units |
|-----------------------------|-----------------|------------------|
| Single Family Detached | 7 | 100% |
| • Site Built | 7 | 64% |
| • Manufactured Homes | 4 | 36% |
| Townhouses/Plex | 0 | 0% |
| Multifamily (3+ Units) | 0 | 0% |
| Manufactured Homes in Parks | 0 | 0% |
| Total | 11 | 100% |

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances.

The CR zone is projected to have a wider variety of housing types in the future because this is allowed under the use regulations. Seventy percent of the CR zone's projected unit capacity is estimated to be single family detached housing while the other 30% is projected to be a mix of townhome/plex units, multi-family units, and manufactured homes in parks.

The projected mix for the Low Density Residential (R-1) and Medium Density Residential (R-2) zones were assumed to be predominately single-family detached, given use restrictions. The projected mix and density for the High-Density Residential (R-3) and Mixed Use (MU)

includes a wider mix of housing types, similar to the CR zone, given more flexible use regulations.

Table 10. Projected Housing Mix and Capacity by Zone, City of Westfir UGB

| | Community Residential (CR) | Low Density Residential (R-1) | Medium Density Residential (R-2) | High Density Residential (R-3) | Mixed Use (MU) |
|-----------------------------------|----------------------------|-------------------------------|----------------------------------|--------------------------------|----------------|
| Projected Mix (% of Units) | | | | | |
| Single-Family Detached | 70% | 90% | 90% | 70% | 70% |
| • Site Built | 67% | 86% | 86% | 67% | 67% |
| • Manufactured Homes | 4% | 5% | 5% | 4% | 4% |
| Townhouses/Plex | 15% | 5% | 5% | 15% | 15% |
| Multi-Family (3+ Units) | 15% | 5% | 5% | 15% | 15% |
| Manufactured Homes in Parks | 0% | 0% | 0% | 0% | 0% |
| Projected Density (u/ac) | | | | | |
| Single-Family Detached | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| • Site Built | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| • Manufactured Homes | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| Townhouses/Plex | 7.5 | 5.5 | 3.6 | 3.6 | 4.8 |
| Multi-Family (3+ Units) | 6.0 | -- | -- | 5.4 | 4.8 |
| Manufactured Homes in Parks | -- | -- | -- | -- | -- |
| Overall Average Density | 5.1 | 2.8 | 3.1 | 3.6 | 3.4 |
| Buildable Acres | 15.6 | 22.8 | 0.0 | 3.5 | 11.7 |
| Percent Residential Use | 100% | 100% | 100% | 100% | 25% |
| Total Unit Capacity | 79 | 63 | 0 | 13 | 10 |
| Single-Family Detached | 55 | 57 | 0 | 9 | 7 |
| • Site Built | 53 | 54 | 0 | 9 | 7 |
| • Manufactured Homes | 3 | 3 | 0 | 0 | 0 |
| Townhouses/Plex | 12 | 3 | 0 | 2 | 2 |
| Multi-Family (3+ Units) | 12 | 3 | 0 | 2 | 2 |
| Manufactured Homes in Parks | 0 | 0 | 0 | 0 | 0 |



APPENDIX D: MEASURES TO ACCOMMODATE NEEDED HOUSING MEMO MEMO



MEMORANDUM

TO: City of Oakridge Planning Commission

FROM: Jamin Kimmell, Cascadia Partners

DATE: June 12, 2023

PROJECT: Oakridge Housing Needs Analysis

SUBJECT: **Measures to Accommodate Needed Housing**

Background

The Cities of Oakridge and Westfir held a joint meeting of the Planning Commission and City Council of both cities on April 5, 2023 to review the draft Housing Needs Analysis (HNA). One key finding of the HNA for the City of Oakridge is that the City needs to expand capacity for multi-family housing and manufactured home parks within its Urban Growth Boundary (UGB) to meet the 20-year projected housing need.

These measures must be implemented prior to, or concurrent with, adoption of the HNA into the City's Comprehensive Plan. These measures are necessary for establishing compliance with ORS 197.296 and OAR Section 660-024-0050(4), which require that the City maintain capacity on buildable lands within the UGB to meet 20-year housing needs.

The purpose of this memo is to evaluate preliminary options for code amendments that would address this issue. The memo presents an analysis of multiple options to address the capacity deficit for both multi-family housing and manufactured homes in parks. Each option includes a description, a summary of its impact on housing capacity, and considerations for implementation.

The appropriate option will be selected and implemented as part of a future development code update project. Adoption of these code amendment must occur prior to, or concurrent with, adoption of the HNA.

These measures represent potential implementations of Strategy #1 and Strategy #6 in the Recommended Strategies in the following section of the HNA. These measures are the minimum actions

necessary to address the capacity deficits for multi-family housing and manufactured homes in parks. Other variations of those strategies can be implemented in addition to these measures to further expand capacity for needed housing types and remove barriers to housing development.

Options to Address Capacity Deficit for Multi-Family Housing

- Option 1: Allow Multi-Family Housing Outright in the Old Town Design Subdistrict
- Option 2: Allow Multi-Family Housing Outright in the C3 Zone
- Option 3: Rezone 11.5 Acres of Buildable Land From R1 to R2
- Option 4: Rezone 7.0 Acres of Buildable Land From R1 to R3

Options to Address Capacity Deficit for Manufactured Homes in Parks

- Option 1: Allow Manufactured Homes in Parks in the R1 Zone
- Option 2: Rezone 49 Acres of Land From R1 to R2

Multi-Family Options

Multi-Family Option 1: Allow Multi-Family Housing Outright in the Old Town Design Subdistrict

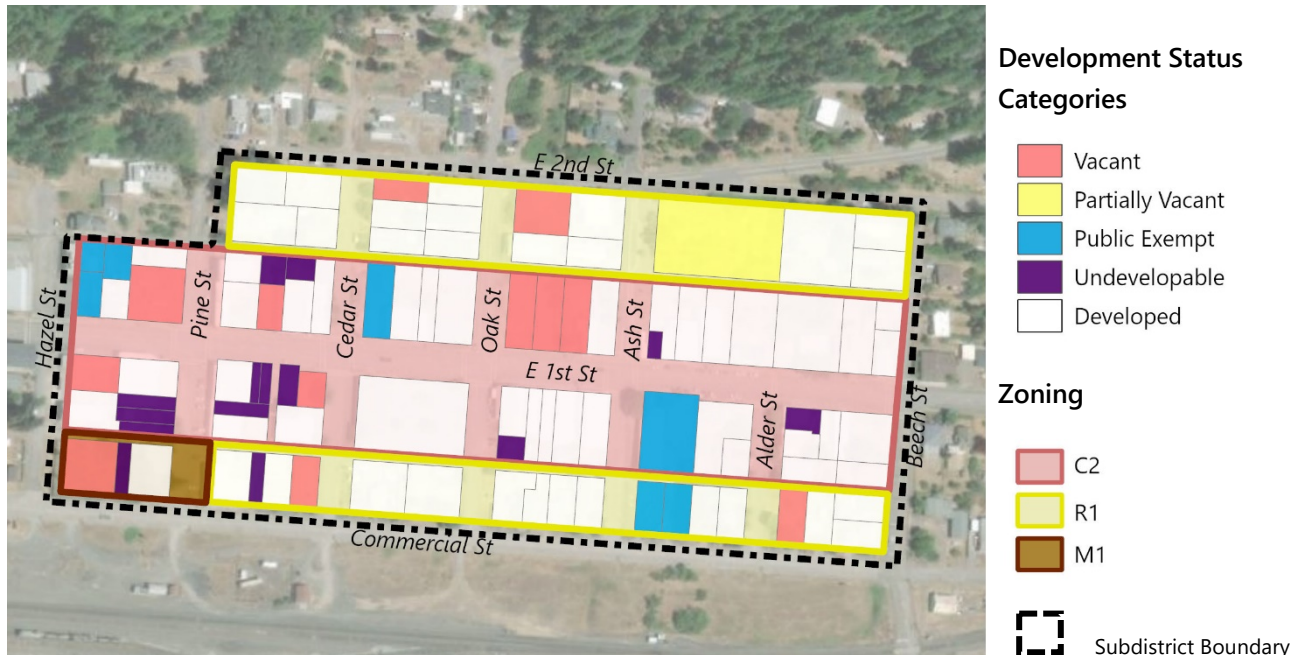
DESCRIPTION OF CODE OR MAP CHANGE

Option 1 allows multi-family housing as an outright permitted use at a maximum density of 20 units per acre in all zones included in the Old Town Design subdistrict (Figure 1). These zones include Low Density Residential (R1), Central Commercial (C2), and Mixed Use (M1).

The R1 zone does not currently allow multi-family housing. The C2 zone allows multi-family housing but not within the front 25 feet of the building's ground floor. This effectively requires vertical mixed-use (commercial on ground floor, residential on upper floors). Under this option, multi-family housing would be allowed as a standalone use in the C2 zone.

Under this option, the assumed housing mix is 80% multi-family and 20% townhouse/plexes and the assumed density is 16 units per acre. Given the removal of limitation on housing in the C2 zone, it is assumed that residential development can be expected on 50% of the buildable land in that zone, which is an increase from the 25% assumed under the existing code.

Figure 1. Buildable Land in Old Town Design Subdistrict



IMPACT ON HOUSING CAPACITY

Option 1 addresses the capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. There is approximately 3 acres of buildable land in this area. Allowing multi-family housing in all zones in the Old Town Design subdistrict and removing the limitation on housing from the C2 zone increases the estimated capacity of multi-family housing by 17 units (Table 1). This option would meet the 20-year need for multi-family housing, with a surplus of 4 units. However, there remains a deficit of 74 units to meet the 20-year need for manufactured homes in parks.

CONSIDERATIONS

- **Benefits:** Adding more housing density in the Old Town Design subdistrict has the potential to bring more residents closer to central services and amenities, which promotes walkability and increases activity in the city’s historic business district.
- **Drawbacks:** Increasing allowed density and removing the limitation on housing in C2 zone may result in residential development in lieu of new commercial spaces on the historic main street, E. 1st Street. However, commercial uses and mixed-use development would remain a permitted use.

Table 1. Housing Capacity, Multi-Family Option 1

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,122 | 920 |
| - Site Built | 178 | 993 | 815 | 987 | 809 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 134 | 110 |
| Townhouses/Plex | 55 | 82 | 27 | 85 | 30 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 41 | 4 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 0 | -74 |

Multi-Family Option 2: Allow Multi-Family Housing Outright in the C3 Zone

DESCRIPTION OF CODE OR MAP CHANGE

Like the C2 zone, the Highway Commercial District (C3) zone allows multi-family housing but not within the front 25 feet of the street frontage. Under this option, multi-family housing would be allowed as a standalone use in the C3 zone.

Under this option, the assumed housing mix is 80% multi-family and 20% townhouse/plexes and the assumed density is 16 units per acre. Given the removal of limitation on housing in the C3 zone, it is assumed that residential development can be expected on 50% of the buildable land, which is an increase from the 25% assumed under the existing code.

IMPACT ON HOUSING CAPACITY

Option 2 addresses the capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. There is 18 acres of buildable land in the C3 zone. Removing the limitation on housing and increasing maximum density in the C3 zone creates capacity for 37 additional multi-family units (Table 2). This option would meet the 20-year need for multi-family housing, with a surplus of 24 units. However, there remains a deficit of 74 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS

- **Benefits:** The C3 zone is generally located near services and amenities. Adding more housing density in this area would allow people to live close to these services. These sites are also likely well-served with existing road, water, and sewer infrastructure.
- **Drawbacks:** This option would encourage more housing near Highway 58, which may not be the ideal location for housing from the standpoint of public health and livability. Areas adjacent to highways tend to be less walkable, subject to more noise pollution from traffic, and potentially have poorer air quality conditions than

properties further from the highway. Further study may be necessary to evaluate if these livability and public health concerns are present on Highway 58, and if there are ways to mitigate these impacts. Removing the commercial requirement from the C3 zone could also result in residential development occurring in lieu of new commercial spaces.

Table 2. Housing Capacity, Multi-Family Option 2

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,118 | 916 |
| - Site Built | 178 | 993 | 815 | 984 | 806 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 134 | 110 |
| Townhouses/Plex | 55 | 82 | 27 | 75 | 20 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 61 | 24 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 0 | -74 |

Multi-Family Option 3: Rezone 11.5 Acres of Land From R1 to R2

DESCRIPTION OF CODE OR MAP CHANGE

Option 3 would rezone 11.5 acres of buildable land from R1 to R2 to increase the buildable land available for multi-family housing and manufactured homes in parks.

IMPACT ON HOUSING CAPACITY

Option 3 addresses the existing capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. Rezoning 11.5 buildable acres of the R1 zone to R2 increases capacity for multi-family housing by 13 units and manufactured homes in parks by 17 units (Table 3). This option would meet the 20-year need for multi-family units, with no surplus of units. However, there remains a deficit of 57 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS:

- Benefits:** This option would allow for the city to target properties for rezoning that are most appropriate for multi-family development. This may include properties that are close to commercial services and amenities but not within commercial zones, sites with good access to infrastructure, larger properties that are more suitable for multi-family housing, or areas where multi-family housing would be more visually compatible with the neighborhood.
- Drawbacks:** It may prove difficult to identify a contiguous area or areas zoned R1 that amount to at least 11.5 acres of buildable land and are appropriate for multi-

family development. For example, larger buildable parcels tend to exist at the edges of city limits where development is more rural in character and infrastructure may not be available. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R2 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 3. Housing Capacity, Multi-Family Option 3

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,113 | 911 |
| - Site Built | 178 | 993 | 815 | 979 | 801 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 133 | 109 |
| Townhouses/Plex | 55 | 82 | 27 | 92 | 37 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 37 | 0 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 17 | -57 |

Multi-Family Option 4: Rezone 7.0 Acres of Land From R1 to R3

DESCRIPTION OF CODE OR MAP CHANGE

Option 4 would add a higher density zone (R3) and rezone 7.0 acres of buildable land from R1 to R3 in order to increase the buildable land available for multi-family housing and manufactured homes in parks.

IMPACT ON HOUSING CAPACITY

Option 4 addresses the existing capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. Rezoning 7.0 buildable acres of the R1 zone to R3 increases capacity for multi-family housing by 13 units and manufactured homes in parks by 17 units (Table 4). This option would meet the 20-year need for multi-family units, with no surplus of units. However, there remains a deficit of 57 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS:

- Benefits:** Similar to option 3, this option would allow for the city to target properties for rezoning that are most appropriate for multi-family development. This may include properties that are close to commercial services and amenities but not within commercial zones, sites with good access to infrastructure, larger properties that are more suitable for multi-family housing, or areas where multi-family housing would be more visually compatible with the neighborhood.

- Drawbacks:** Similar to, but to a lesser degree than option 3, it may prove difficult to identify a contiguous area or areas zoned R1 that amount to at least 7.0 acres of buildable land and are appropriate for multi-family development. For example, larger buildable parcels tend to exist at the edges of city limits where development is more rural in character and infrastructure may not be available. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R3 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 4. Housing Capacity, Multi-Family Option 4

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,134 | 932 |
| - Site Built | 178 | 993 | 815 | 998 | 820 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 136 | 112 |
| Townhouses/Plex | 55 | 82 | 27 | 94 | 39 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 37 | 0 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 17 | -57 |

Manufactured Homes in Parks (MHP)

MHP Option 1: Allow Manufactured Homes in Parks in the R1 Zone

DESCRIPTION OF CODE OR MAP CHANGE

Under option 1, the City would allow manufactured homes in parks as a permitted use in the R1 zone. They are currently prohibited in the R1 zone. The housing mix for the R1 zone under this option assumes 75% single family detached units, 5% townhouse units and 20% manufactured homes in parks, with a projected density of 8 units per acre.

IMPACT ON HOUSING CAPACITY

Option 1 addresses the capacity deficit for manufactured homes in parks but does not address the multi-family unit deficit. The R1 zone has the most buildable land of any zone in the city (188 acres). Allowing manufactured homes in parks in R1 increases the estimated capacity for manufactured homes in parks by 223 units (Table 5). This option would meet the 20-year need for manufactured homes in parks, with a surplus of 149 manufactured homes in parks. However, there remains a deficit of 13 units to meet the 20-year need for multi-family housing.

CONSIDERATIONS:

- **Benefits:** This change is relatively simple to implement and does not require the City to identify specific properties or areas to rezone. This option also provides flexibility for potential development of manufactured homes in parks because they could be located anywhere within the R1 zone.
- **Drawbacks:** The City cannot target specific properties that might be most suitable for manufactured homes in parks within the R1 zone.

Table 5. Housing Capacity, Manufactured Homes in Parks Option 1

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,004 | 802 |
| - Site Built | 178 | 993 | 815 | 884 | 706 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 120 | 96 |
| Townhouses/Plex | 55 | 82 | 27 | 88 | 33 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 24 | -13 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 223 | 149 |

MHP Option 2: Rezone 49 Acres of Buildable Land From R1 to R2

DESCRIPTION OF CODE OR MAP CHANGE

Under Option 2, the city would rezone 49 acres of buildable land from R1 to R2 to increase the buildable land available for manufactured homes in parks and multi-family housing. The R2 zone permits both these housing types but there is not buildable land in the zone.

IMPACT ON HOUSING CAPACITY

Option 2 addresses both the capacity deficit for manufactured homes in parks and multi-family housing. Rezoning 49 buildable acres of the R1 zone to R2 increases the existing estimated capacity of manufactured homes in parks by 74 units and multi-family units by 56 units (Table 6). This option would meet the 20-year need of manufactured homes in parks and multi-family housing, with no surplus for manufactured homes in parks and a surplus of 43 units for multi-family housing.

Considerations:

- **Benefits:** This option would allow for the city to target properties for rezoning that are most appropriate for manufactured homes in parks and multi-family development.

- **Drawbacks:** It may prove difficult to find one or two contiguous buildable areas zoned R1 that amount to 49 acres and to have those areas be appropriate for manufactured home parks. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R2 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 6. Housing Capacity, Manufactured Homes in Parks Option 2

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,064 | 862 |
| - Site Built | 178 | 993 | 815 | 936 | 758 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 127 | 103 |
| Townhouses/Plex | 55 | 82 | 27 | 125 | 70 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 80 | 43 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 74 | 0 |



MEMORANDUM

TO: City of Oakridge and Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: June 6th, 2022

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **Buildable Lands Inventory**

This memorandum provides a summary of the 2022 residential Buildable Lands Inventory (BLI) results and methodology for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB).

The objective of the residential BLI is to estimate the number of unconstrained buildable acres for future housing development within Oakridge's and Westfir's UGB. The BLI is a key component of the Residential Land Needs Analysis (RLNA) and will inform planning and policy recommendations that are proposed in the final Housing Needs Analysis (HNA) report.

This BLI analysis was completed in accordance with [OAR 660-008-0005 \(2\)](#) and with guidance provided by Oakridge and Westfir city staff and the Department of Land Conservation and Development (DLCD).

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Summary of Buildable Land Inventory Results

City of Oakridge

Approximately 246 acres of land zoned for residential use are available for residential development in the City of Oakridge’s UGB, described in this memo as buildable acres (see [Table 1](#)). The low- density residential zone R1 and the comprehensive plan designations of U and R make up roughly 92% of the total buildable acres. Zones C2, C3, M1, which are not exclusively zoned for residential, make up the remaining 8%.

Note that there are no buildable acres in the R2 zone because all parcels zoned R2 within Oakridge’s UGB are classified as unavailable for development.

A significant number of parcels are vacant, comprising 63% of the buildable acres. The majority of the remaining buildable acres consist of parcels with existing single-family homes that measure more than half an acre and qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.¹ As a result, land set aside for residential development opportunities in partially vacant parcels comprise over 37% of the total buildable acres.

Table 1. Summary Residential Buildable Lands Inventory, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|--|----------------|-------------------|--------------|------------------------|-----------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 127.0 | 61.9 | 188.9 |
| Medium-Density Residential (R2) | 1.3 | 0 | 0 | 0 | 0 |
| Central Commercial (C2) | 27.0 | 2.0 | 1.2 | -- | 1.2 |
| Highway Commercial (C3) | 129.3 | 1.9 | 10.8 | 7.3 | 18.1 |
| Mixed Use (M1) | 19.5 | 1.2 | 0.2 | -- | 0.2 |
| Urban Residential (U) | 68.1 | 7.2 | 10.6 | 18.8 | 29.4 |
| Rural Residential (R) | 16.8 | 3.6 | 5.0 | 3.5 | 8.5 |
| TOTAL | 1,068.6 | 244.9 | 154.8 | 91.5 | 246.3 |

¹ See [OAR 660-008-0005 \(2.b.B\)](#)

City of Westfir

Approximately 60 acres of land zoned for residential use are available for residential development in the City of Westfir’s UGB, described in this memo as buildable acres (see [4](#)). The low-density residential zones of CR and R-1 make up roughly 64% of the total buildable acres. The remaining 36% is comprised of the high-density residential zone R-3 and mixed-use zone MU. Note that there are no buildable acres in the R plan designation because the parcels with that plan designation and that are not already zoned within Westfir’s UGB were classified as unavailable for development.

One large parcel with minimal existing development and multiple zones accounts for most of the buildable acres in Westfir. Several remaining parcels with existing single-family homes that measure more than half an acre qualify as partially vacant lands per the safe harbor method of UGB analysis for cities with populations below 25,000.² Combined, land set aside for residential development opportunities in partially vacant parcels comprise over 69% of the total buildable acres. The remaining 31% of buildable acres are vacant parcels.

Table 4. Summary Residential Buildable Lands Inventory, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|--------------|-------------------|--------------|------------------------|-----------------|
| Community Residential (CR) | 84.4 | 40.5 | 11.9 | 3.6 | 15.6 |
| Low-Density Residential (R-1) | 28.1 | 12.2 | -- | 22.8 | 22.8 |
| High-Density Residential (R-3) | 4.8 | 1.3 | -- | 3.5 | 3.5 |
| Mixed Use (MU) | 19.6 | 0.9 | 6.4 | 11.6 | 18.1 |
| Residential Plan Designation (R) | 1.6 | 0.4 | 0 | 0 | 0 |
| TOTAL | 135.4 | 55.3 | 18.3 | 41.5 | 60.0 |

Buildable Land Inventory Maps

The BLI results are presented in the following series of maps:

- Figure 1. Residential Land Base
- Figure 2. Land Classification by Development Status
- Figure 3. Environmental Constraints
- Figure 4. Draft Buildable Land Inventory

² See [OAR 660-008-0005 \(2.b.B\)](#)

Figure 1. Residential Land Base

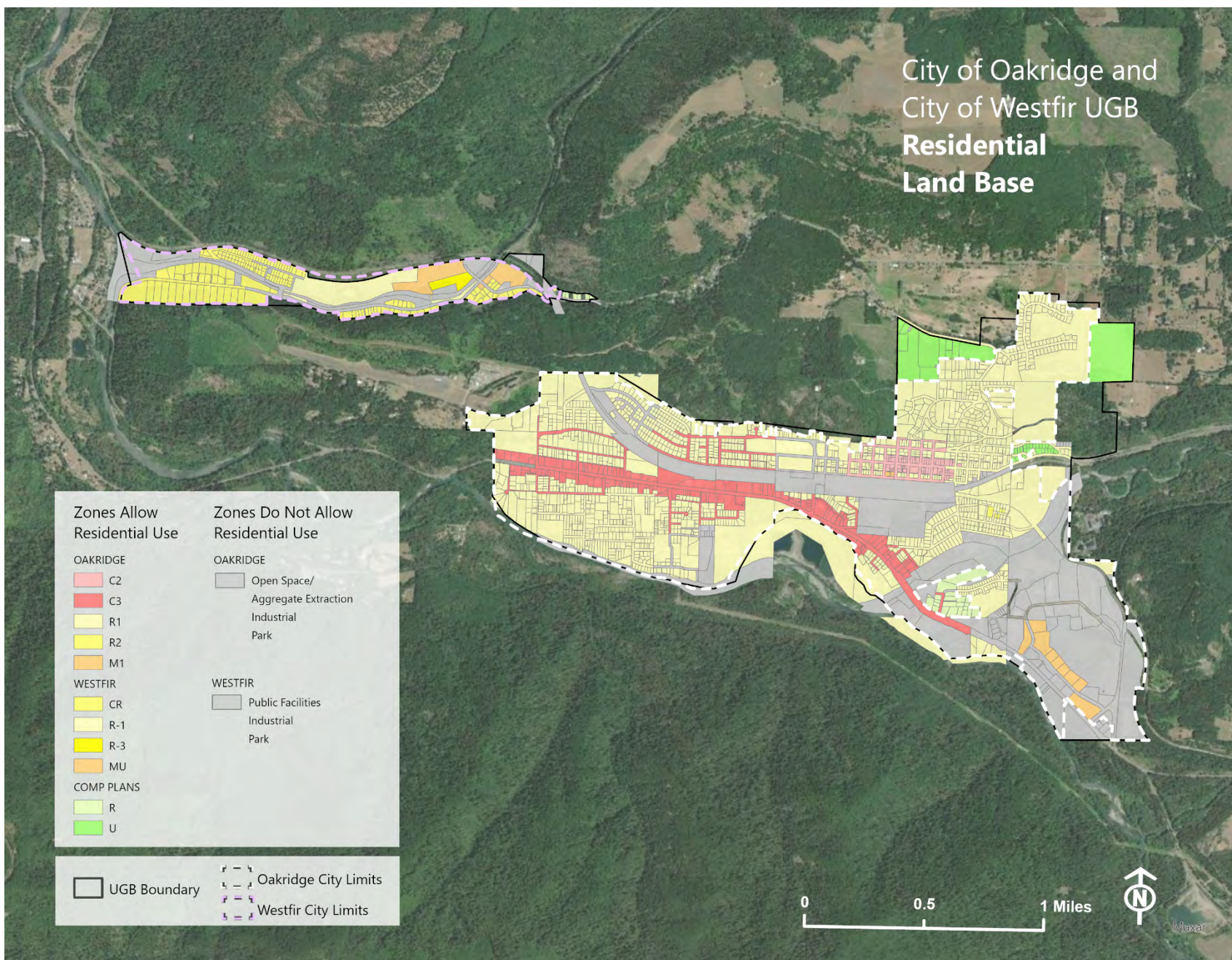


Figure 2. Land Classification by Development Status

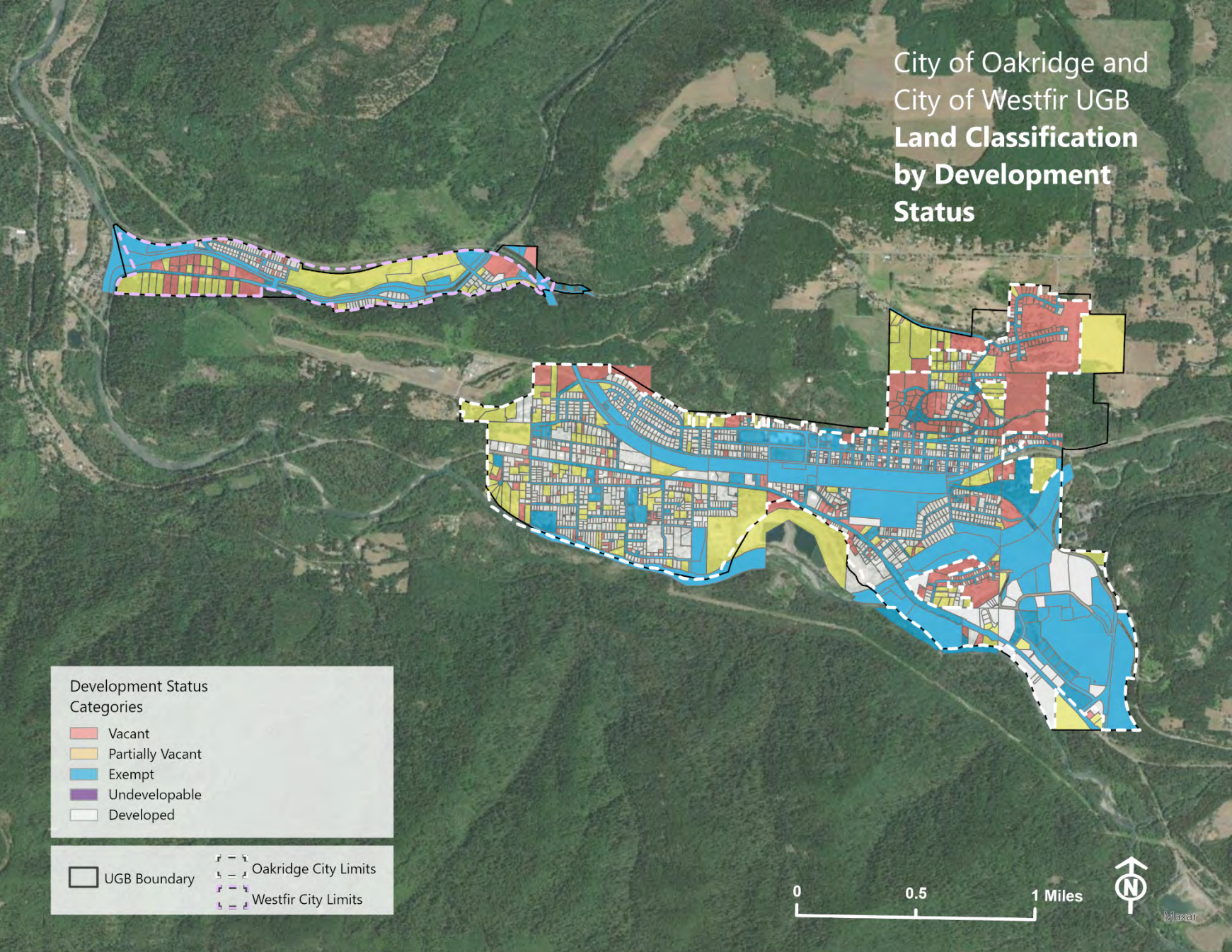


Figure 3. Environmental Constraints

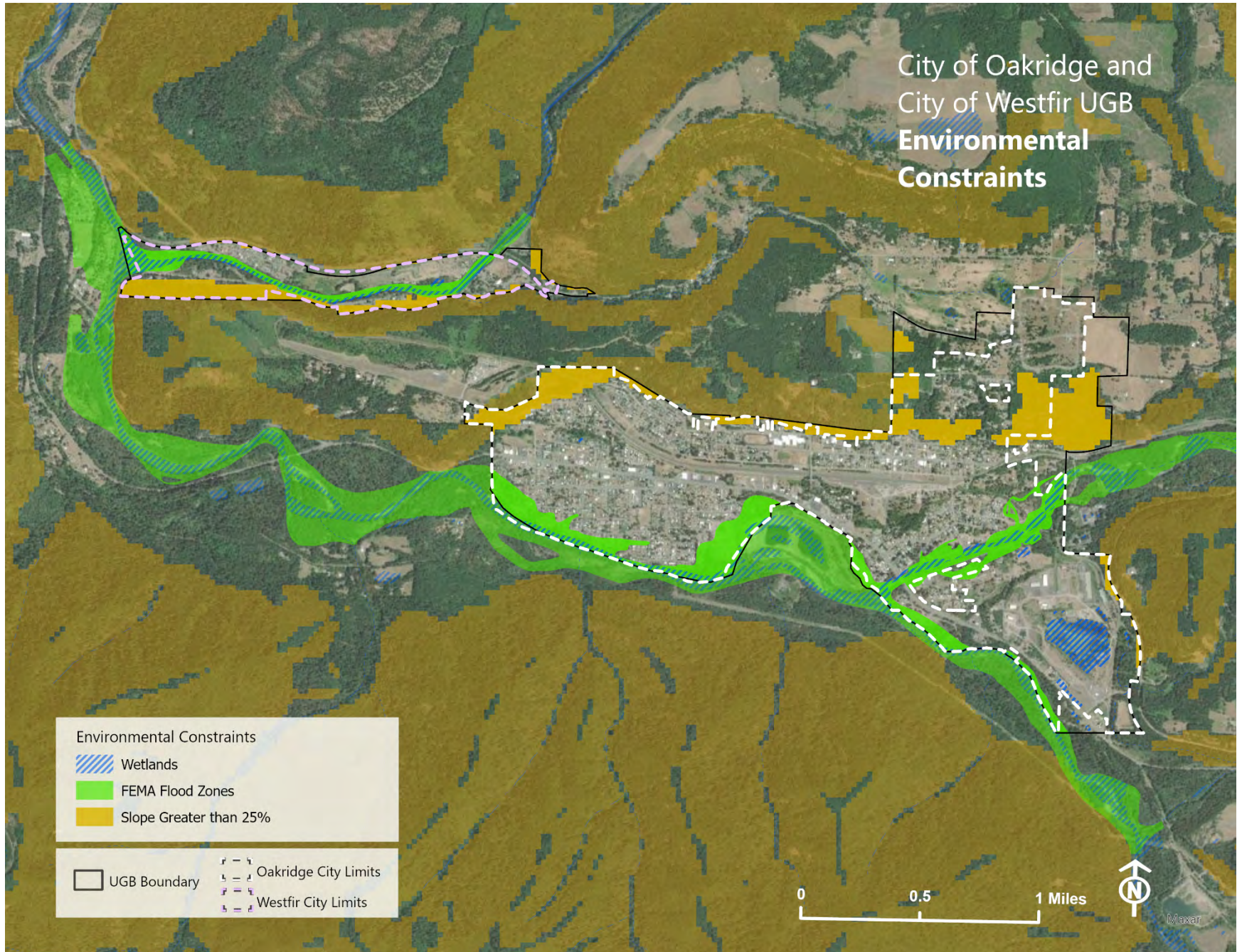
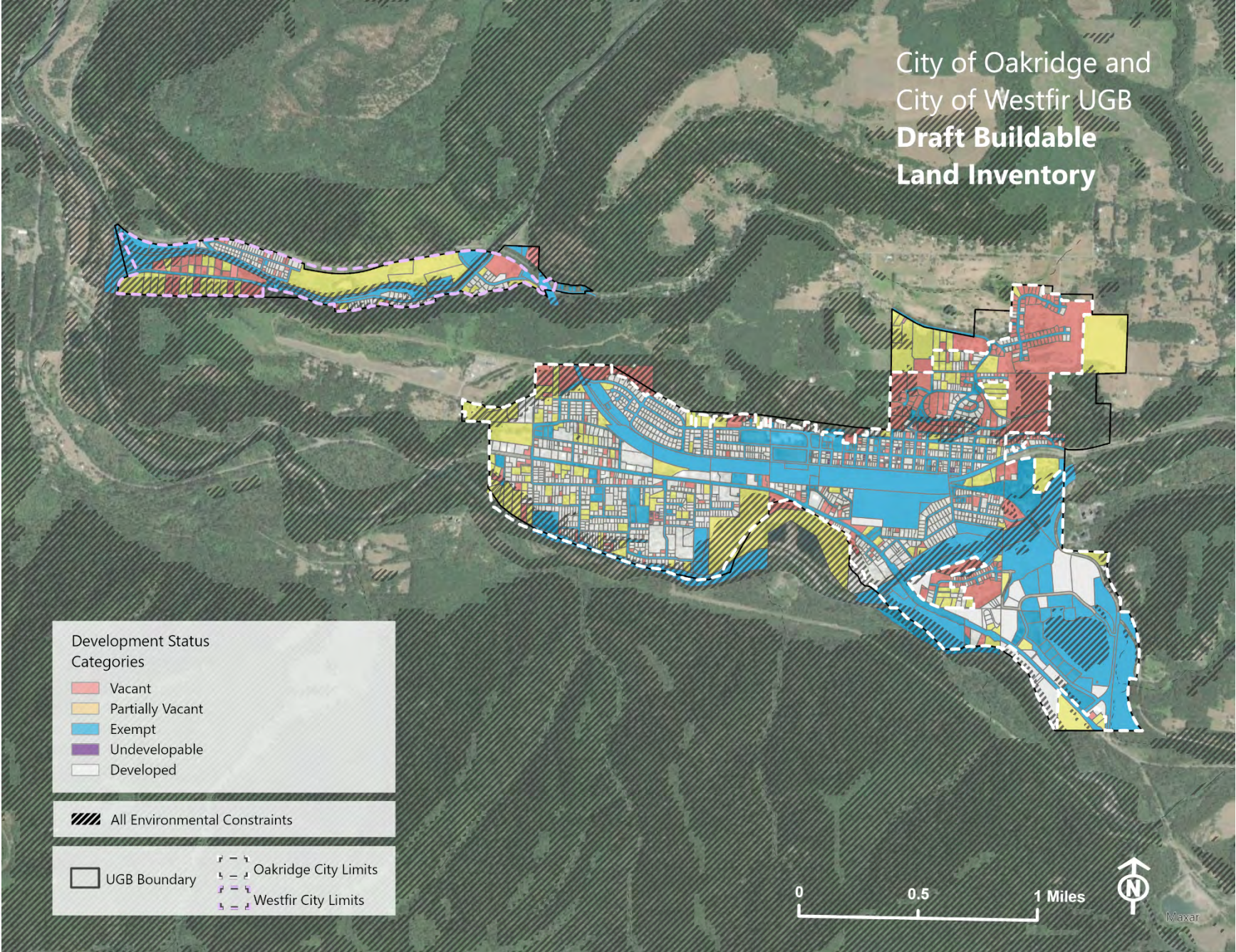


Figure 4. Draft Buildable Land Inventory



Methodology

The steps taken to perform this BLI analysis are as follows:

1. Generate the residential land base by identifying all tax lots (parcels) that are zoned to allow residential development (either permitted outright or as a conditional use).
2. Classify parcels from the residential land base into development status categories that determine parcels as available for development or unavailable for development.
3. Create a unified environmental constraints layer to subtract from the residential land base. The unified environmental constraints layer identifies land that is unsuitable for development due to natural hazards.

1. Residential Land Base

Determining the residential land base is the first step in the BLI analysis. The residential land base is composed of lands that are zoned to allow residential uses by right or as conditional uses.

Oakridge

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Oakridge:

- **Low-Density Residential (R1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 5,000 square feet. Permitted housing types include single family homes, manufactured homes, duplexes on lots measuring at least 7,000 square feet, triplexes on corner or double-frontage lots measuring at least 9,000 square feet, and other residential care and home occupation types.
- **Central Commercial (C2):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Central Commercial allow existing residential uses and new residential uses, except new mobile home parks.
- **Highway Commercial (C3):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Highway Commercial allow existing residential uses and new residential uses, except new mobile home parks. Permitted housing types include mixed-use, manufactured housing, and other residential care and home occupation types.
- **Mixed Use (M1):** Under the City of Oakridge zoning and land development ordinance No. 874, parcels zoned Mixed Use allow residential uses.

Note that several parcels outside of the Oakridge city limits but within the UGB have plan designations. For this analysis, the Urban Residential (U) plan designation was assumed to convert to Low-Density Residential (R1) and the Rural Residential designation was assumed to convert to a similarly low projected density used by the remaining zones.

All land that is located within the Oakridge UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base. **Table 5** provides a summary of the residential land base by zone district.

Table 5. Gross Acres in Residential Land Base, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Percent |
|-----------------------------------|----------------|-------------|
| Low-Density Residential (R1) | 806.6 | 76% |
| Central Commercial (C2) | 27.0 | 3% |
| Highway Commercial (C3) | 129.3 | 12% |
| Mixed Use (M1) | 19.5 | 2% |
| Urban Residential (U) | 68.1 | 6% |
| Rural Residential (R) | 16.8 | 2% |
| TOTAL | 1,067.3 | 100% |

Westfir

The following zoning classifications, mapped in [Figure 1](#), are determined to allow residential uses in Westfir:

- **Community Residential (CR):** Under the City of Westfir Land Development Code, parcels zoned Community Residential allow one dwelling unit on a lot measuring at least 6,000 square feet. Permitted housing types include single family homes, manufactured homes, multi-family residences on lots measuring at least 10,000 square feet, and other residential care and home occupation types.
- **Low-Density Residential (R-1):** Under the City of Westfir Land Development Code, parcels zoned Low-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. Permitted housing types include single family homes, manufactured homes, duplexes as a conditional use, and other residential care and home occupation types.
- **High-Density Residential (R-3):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet, five dwelling units per lot measuring a minimum of 8,000 square feet for duplexes and triplexes, and 10 dwelling units per lot measuring a minimum of 17,500 square feet. Permitted housing types include single family

homes, manufactured homes, multi-family, and other residential care and home occupation types.

- **Mixed Use (MU):** Under the City of Westfir Land Development Code, parcels zoned High-Density Residential allow one dwelling unit on a lot measuring at least 8,000 square feet and require an average minimum lot size of 9,500 square feet after subdivision. For multi-family use, a maximum of six dwelling units per acres for multi-family use is allowed. Permitted housing types include single family homes, multi-family, and other residential care and home occupation types.

Note that several parcels outside of the Westfir city limits but within the UGB have a plan designation of R; however, these parcels did not yield buildable land according to this analysis.

All land that is located within the Westfir UGB is included in the land base. For parcels that extended beyond the UGB, only the portion within the UGB is included in the land base.

Table 6 provides a summary of the residential land base by zone district.

Table 6. Gross Acres in Residential Land Base, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Percent |
|-----------------------------------|--------------|-------------|
| Community Residential (CR) | 84.4 | 62% |
| Low-Density Residential (R-1) | 28.1 | 21% |
| High-Density Residential (R-3) | 4.8 | 3% |
| Mixed Use (MU) | 19.6 | 14% |
| TOTAL | 136.9 | 100% |

2. Land Classification

The second step in the BLI analysis involves identifying which parcels from the residential land base are available or unavailable for residential development. This involves classifying each parcel into their respective development status categories using criteria available through assessor data and undergoing a visual quality control process using aerial imagery. Once classified, all lands unavailable for development are removed from the residential land base.

Land classifications, mapped in [Figure 2](#), were validated using aerial photos, building permit data, and assessor records. Definitions of development status categories and criteria used to classify lands are listed below:

Lands available for development:

- **Vacant land.** Parcels with no structures or with very low improvement values (less than \$10,000) are considered vacant.

- **Partially vacant land.** Parcels larger than a 1/2 acre that are occupied by a use (e.g., a home or building structure with an improvement value over \$10,000) but have enough land to be subdivided without the need for rezoning. Criteria used for identifying partially vacant land are defined under the safe harbor method established in the [OAR 660-008-0005 \(2.b.B\) state statute](#) for cities with populations below 25,000.

Lands unavailable for development:

- **Undevelopable land.** Parcels that are not developable because they measure less than 3,000 square feet and therefore are likely too small for residential development.
- **Public or exempt land.** Parcels unlikely to be developed because they are restricted by existing public uses or they are considered exempt from residential development. These types of land typically include public parks, schools, ballfields, conservation easements, roads, and public right-of-way (ROW), common areas held by Homeowners Associations, cemeteries, and power substations.
- **Developed land.** Parcels unlikely to yield additional residential development because they possess existing building structures at densities that are unlikely to redevelop over the planning period of 2022-2040. Parcels are considered developed if they do not fall within any of the above development status categories.

3. Environmental Constraints

The third step in the BLI analysis involves removing environmental constraints from residential land available for development determined in the previous steps. Land is considered “suitable and available” unless it is severely constrained by natural hazards listed below:

- Land within floodways and flood zones. This includes all lands within the 100-year floodplain area.
- Land with slopes greater than 25%.
- Land within wetlands. This includes areas identified as significant wetlands by the County.

Oakridge

Figure 3 maps all above environmental constraints in Oakridge’s UGB. **Table 7** provides a summary of constrained land by zone district in the residential land base, showing that 23% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 7. Constrained Acres in Residential Land Base, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Percent Constrained |
|-----------------------------------|----------------|-------------------|---------------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 28% |
| Central Commercial (C2) | 27.0 | 2.0 | 7% |
| Highway Commercial (C3) | 129.3 | 1.9 | 1% |
| Mixed Use (M1) | 19.5 | 1.2 | 6% |
| Urban Residential (U) | 68.1 | 7.2 | 11% |
| Rural Residential (R) | 16.8 | 3.6 | 21% |
| TOTAL | 1,067.3 | 244.9 | 23% |

Westfir

[Figure 3](#) maps all the previously mentioned environmental constraints in Westfir’s UGB. [Table 8](#) provides a summary of constrained land by zone district in the residential land base, showing that 40% of the gross acres in the residential land base are constrained and removed from the buildable lands inventory.

Table 8. Constrained Acres in Residential Land Base, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Percent Constrained |
|-----------------------------------|--------------|-------------------|---------------------|
| Community Residential (CR) | 84.4 | 40.5 | 48% |
| Low-Density Residential (R-1) | 28.1 | 12.2 | 43% |
| High-Density Residential (R-3) | 4.8 | 1.3 | 27% |
| Mixed Use (MU) | 19.6 | 0.9 | 5% |
| TOTAL | 133.8 | 54.9 | 40% |

To: Cities of Oakridge and Westfir
Date: May 25, 2022
From: Todd Chase & Tim Wood; FCS GROUP
CC: Jamin Kimmell & Ayano Healy, Cascadia Partners
RE: Oakridge/Westfir **Housing Needs Forecast**

INTRODUCTION

This Memorandum provides a housing needs forecast for long-range planning purposes. The housing forecast represents a 20-year projection from 2023 through year 2043. These technical findings are intended to be consistent with State of Oregon requirements for determining housing needs for the Oakridge and Westfir Urban Growth Boundaries (UGBs) per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.296 to 197.314 and 197.475 to 197.490

METHODOLOGY

The methodology for projecting housing needs includes consideration of demographic and socio-economic trends, housing market characteristics and long-range population growth projections.

Regional (Lane County) and local (City or Urban Growth Boundary) population, households, income, and market characteristics are based on most current data provided by the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services (OHCS), Portland State University (PSU) and the Cities of Oakridge and Westfir.

Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2023 estimate) and forecast year (2043 projection). The result of this forecast translates population growth into households and households into housing needs by dwelling type, tenancy (owner vs. renter) and affordability level.

DEMOGRAPHIC AND SOCIO-ECONOMIC OVERVIEW

Population

The City of Oakridge reached a record-high population of 3,238 people in 2021. Westfir has experienced a slight decline in population to 260 residents as of 2021. Lane County also attained a new record population of 88,916 with 1,000 new residents added between July 2, 2020 and July 1, 2021. Over the past two decades, Oakridge and Westfir have grown much slower than Lane County (**Exhibit 1**).

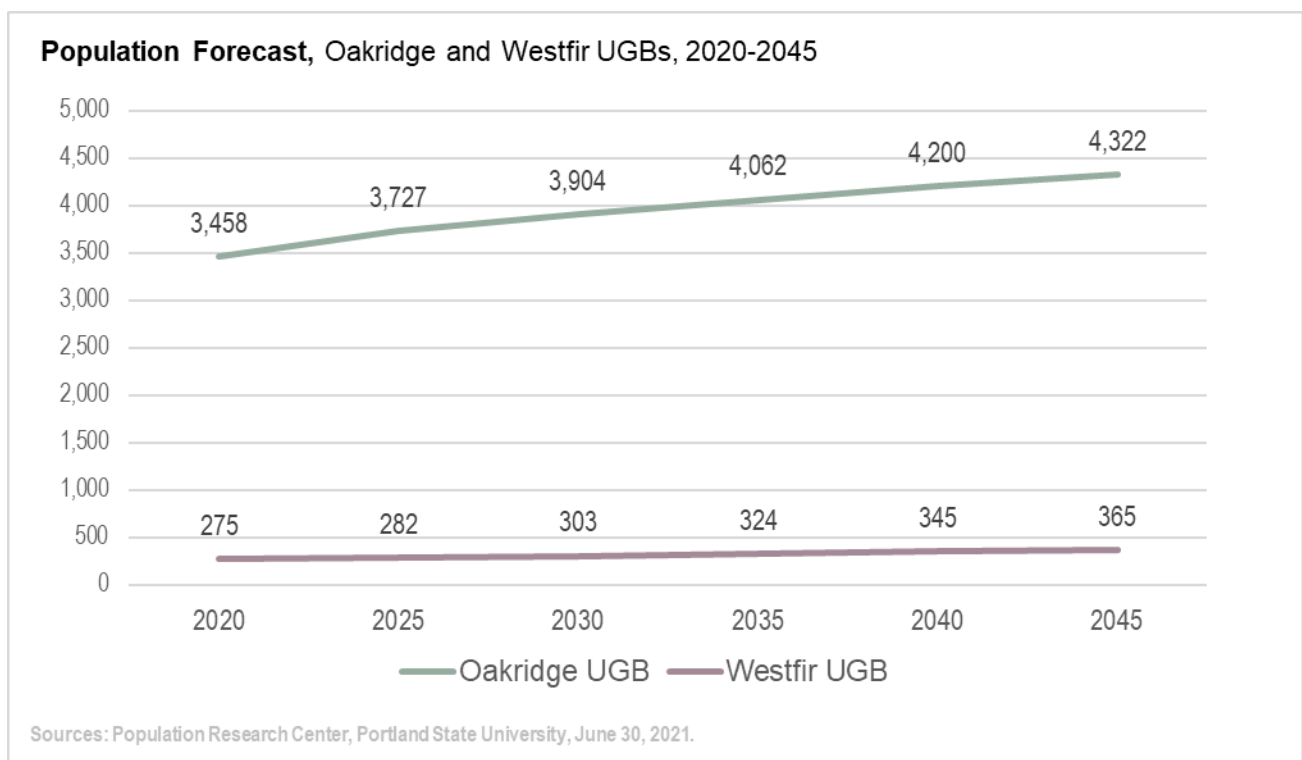
Exhibit 1: Population Trends (2000-2021)

| | 2000 | 2010 | 2020 | 2021 | 2000-2021 AGR |
|-------------|---------|---------|---------|---------|---------------|
| Lane County | 322,959 | 351,715 | 381,365 | 382,647 | 0.81% |
| Oakridge | 3,158 | 3,205 | 3,206 | 3,238 | 0.12% |
| Westfir | 311 | 253 | 259 | 260 | -0.85% |

Sources: Population Research Center, Portland State University, April 15, 2020

Long-range population forecasts prepared by PSU anticipate that 546 new residents will be added to the Oakridge Urban Growth Boundary (UGB) over the next 20 years. During this same timeframe the Westfir UGB is expected to add 76 residents. This equates to a projected annual average growth rate (AGR) of 0.57% for the Oakridge UGB and 1.15% for the Westfir UGB (see **Exhibit 2**).

Exhibit 2: Population Projections (2020-2045)

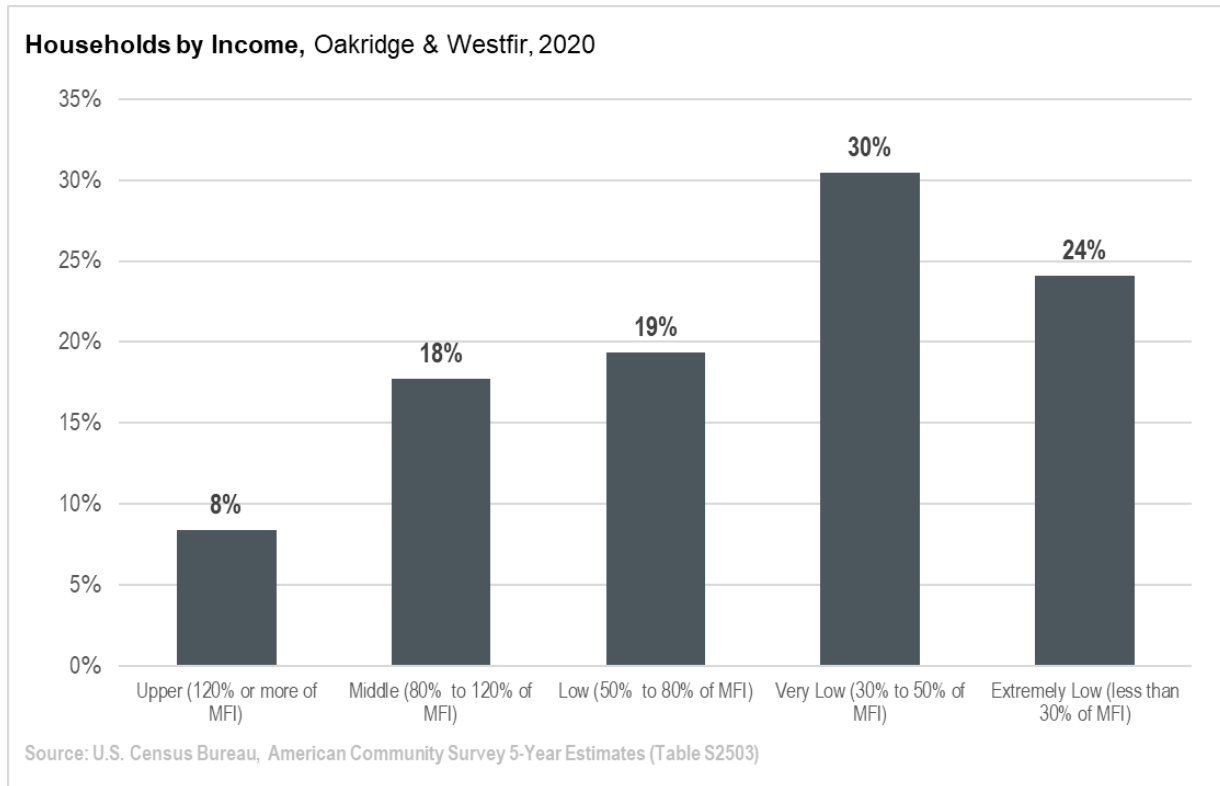


SOCIO-ECONOMIC CHARACTERISTICS

In 2020, the median family income (MFI) in Lane County was \$72,200, compared to \$32,583 in the City of Oakridge and \$44,453 in Westfir.

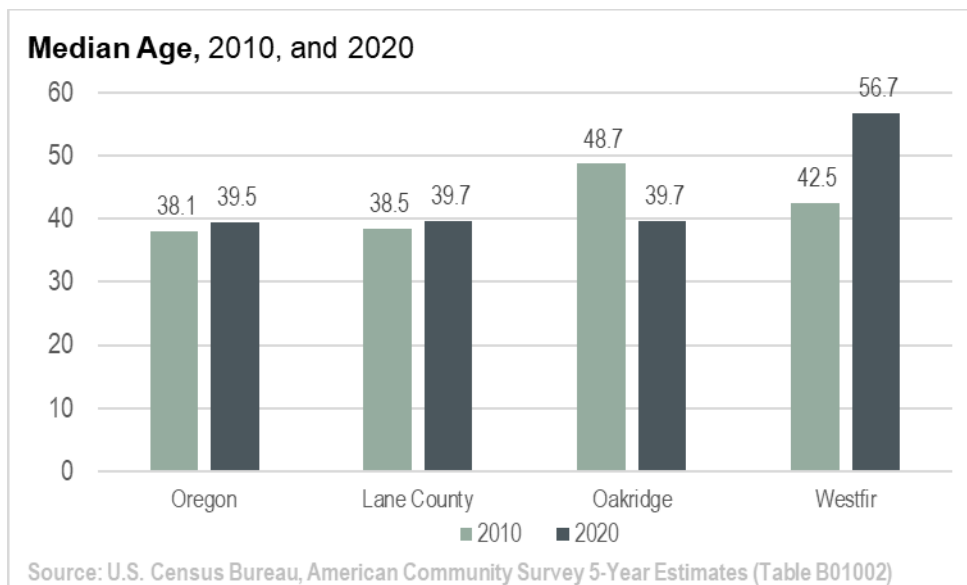
Using the U.S. Housing and Urban Development area median income estimate (\$72,200) as a gauge, today nearly 3 out of 4 households in Oakridge and Westfir could qualify as “low income” earning less than 80% of the area median income. Exhibit 3 depicts the distribution of households by income level

Exhibit 3: Households by Income Level, Cities of Oakridge & Westfir, 2020



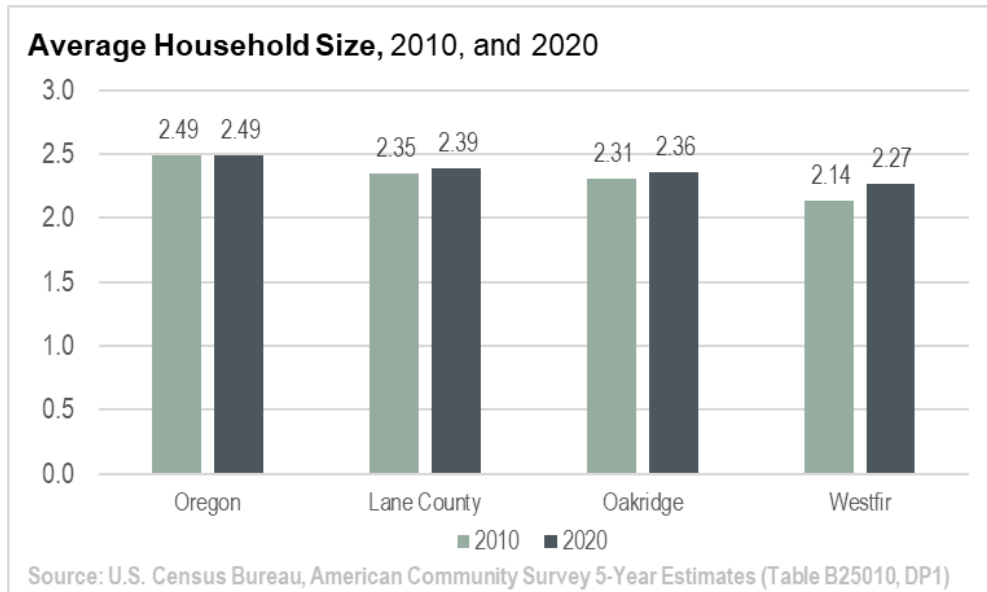
The median age of residents in Oakridge (39.7) is about the same as the state and county averages while the median age of Westfir residents (56.7) is much higher (**Exhibit 4**).

Exhibit 4: Median Age, 2010-2020



Average household size in Oakridge has increased slightly over the last decade, from 2.31 people per dwelling in 2010 to 3.36 in 2020. Westfir also experienced an uptick in average household size moving from 2.14 in 2010 to 2.27 in 2020 (**Exhibit 5**).

Exhibit 5: Average Household Size 2010-2020

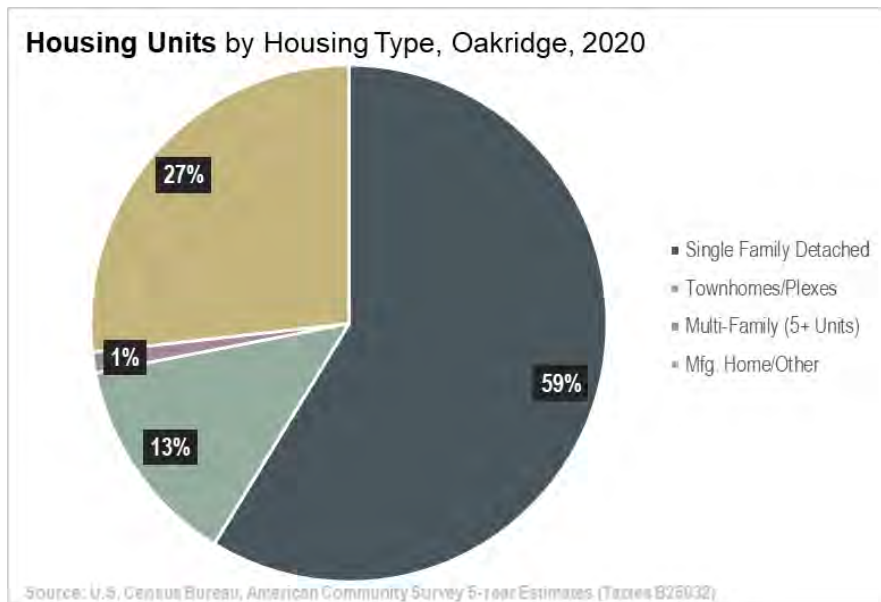


HOUSING INVENTORY AND TENANCY

Local housing inventory and tenancy shed light on housing conditions and market demand preferences. In 2020, there were 1,629 housing units in the City of Oakridge of which 1,414 units were classified as occupied and 215 units were considered vacant or for-sale.

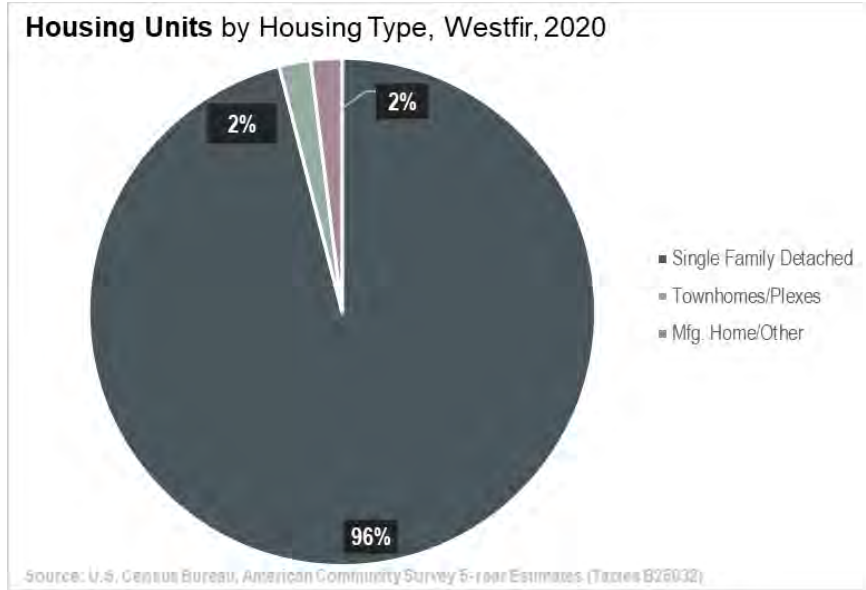
Like most cities in Oregon, single-family detached housing is the most prevalent housing type representing 59% of the local housing stock. The remaining housing inventory in Oakridge includes manufactured homes (27%), townhomes and plexes (13%), and multifamily (1%) as shown in **Exhibit 6**.

Exhibit 6: Existing Housing Inventory, 2020, City Oakridge



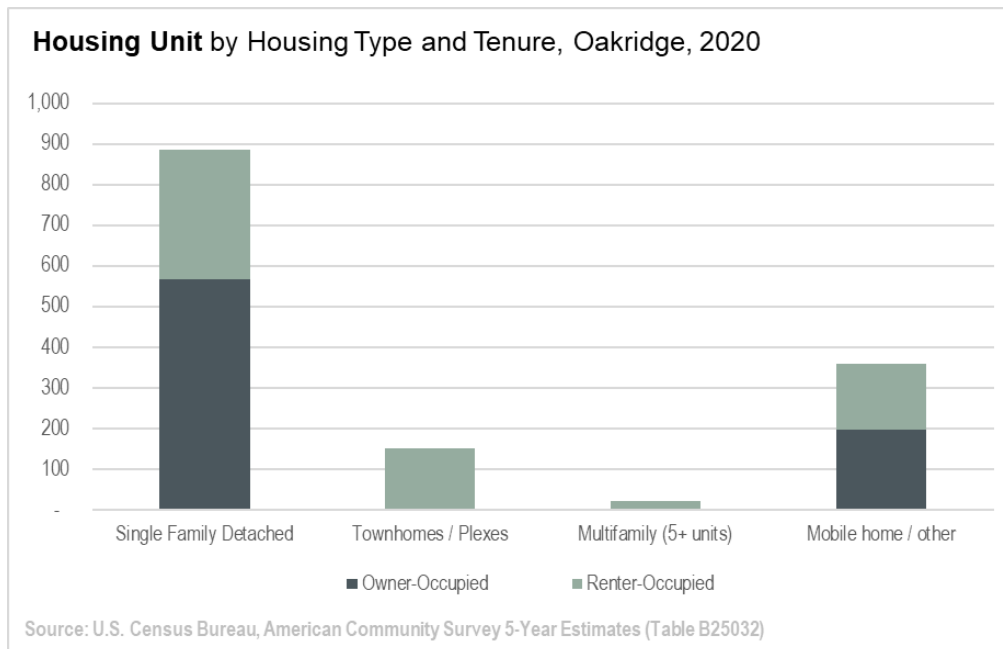
There were 150 housing units in Westfir in 2020 with 139 of those units classified as occupied. Virtually all of the housing inventory in Westfir is single-family detached (96%) with the remaining 4% split evenly between townhomes/plexes and mobile homes/manufactured housing (**Exhibit 7**).

Exhibit 7: Existing Housing Inventory, 2020, City Westfir



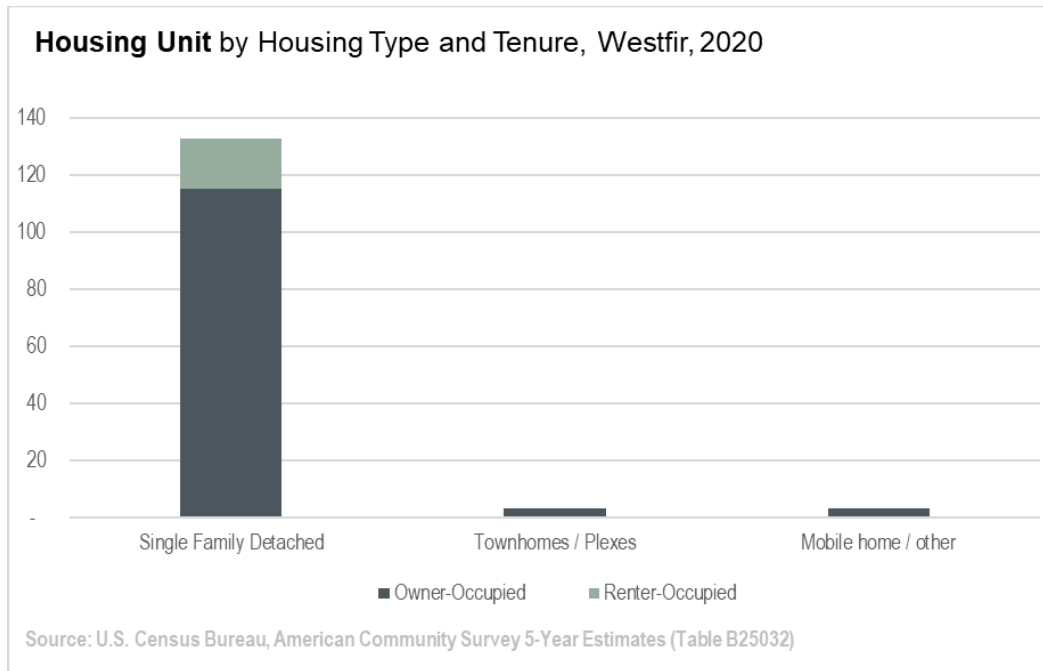
In Oakridge, owner-occupied housing represents 54% of the local occupied-housing inventory, while renter-occupied units account for the other 46% of the occupied-housing inventory (**Exhibit 8**). Ownership is most prevalent among single-family detached and manufactured housing types, while renters are more likely to reside in townhomes, plexes and multi-family units.

Exhibit 8: Existing Housing Tenancy, 2020, City of Oakridge



In Westfir, owner-occupied housing accounts for 87% of the occupied housing inventory, while renters occupy 13% of the housing inventory (**Exhibit 9**).

Exhibit 9: Existing Housing Tenancy, 2020, City of Westfir



HOUSING MARKET CHARACTERISTICS

To help gauge housing attainability in Oakridge and Westfir, FCS GROUP examined current median family income (MFI) levels using U.S. Housing and Urban Development (HUD) guidelines that assume housing attainability is achieved when no more than 30% of income is expended for housing costs. For example, as shown below in **Exhibit 10**, an upper-middle household earning 80% of the area median income level (\$57,760) should be able to afford rents of up to \$ \$1,444.

The rents shown in **Exhibit 10** are considered “attainable” if 30% of household income is allocated to housing and utilities.

Exhibit 10: Oakridge/Westfir Affordable Housing Analysis

| | | |
|---|-----------|-----------|
| Lane County Median Family Income Level (2020)* | \$72,200 | |
| HUD Qualifying Income Level: Renters | Lower-end | Upper-End |
| Upper (120% or more of MFI) | \$86,640 | or more |
| Middle (80% to 120% of MFI) | \$57,760 | \$86,640 |
| Low (50% to 80% of MFI) | \$36,100 | \$57,760 |
| Very Low (30% to 50% of MFI) | \$21,660 | \$36,100 |
| Extremely Low (less than 30% of MFI) | \$21,660 | or less |
| Attainable Monthly Housing Cost: Renters (@30% of income) | Lower-end | Upper-End |
| Upper (120% or more of MFI) | \$2,166 | or more |
| Middle (80% to 120% of MFI) | \$1,444 | \$2,166 |
| Low (50% to 80% of MFI) | \$903 | \$1,444 |
| Very Low (30% to 50% of MFI) | \$542 | \$903 |
| Extremely Low (less than 30% of MFI) | \$542 | or less |

Currently, the HUD fair market rents within Lane County range from \$773 for an efficiency unit to \$1,989 for a four-bedroom unit, as shown below. This is what subsidized housing vouchers are based on and demonstrates the challenge of finding and developing housing at these price points.

Exhibit 11: HUD Fair Market Rent, 2020, Lane County

| HUD Fair Market Rent (FMR) by Unit Type, Lane County, 2020 | | | | |
|--|--------------|----------------|----------------|----------------|
| Source: U.S. Department of Housing and Urban Development | | | | |
| \$773 | \$893 | \$1,176 | \$1,696 | \$1,989 |
| Efficiency | 1-Bedroom | 2-Bedroom | 3-Bedroom | 4-Bedroom |

Home values have increased significantly in recent years. As indicated in **Exhibit 12**, median home values in Oakridge increased to approximately \$264,000 in January 2022, up 17.6% annually over the past two years. Median home values increased to \$300,000 in Westfir in 2022, up 17.3% annually over the past two years. Other cities in the region have experienced similar housing cost increases.

Exhibit 12: Zillow Home Value Price Index in Select Markets

| | Jan-20 | Jan-21 | Jan-22 | Annual Change % |
|---------------|-----------|-----------|-----------|-----------------|
| Oakridge | \$191,000 | \$217,000 | \$264,000 | 17.6% |
| Westfir | \$218,000 | \$245,000 | \$300,000 | 17.3% |
| Creswell | \$326,000 | \$367,000 | \$439,000 | 16.0% |
| Cottage Grove | \$272,000 | \$310,000 | \$374,000 | 17.3% |
| Veneta | \$302,000 | \$341,000 | \$409,000 | 16.4% |

Source: Zillow.com; analysis by FCS 4/09/22

HOUSING NEEDS FORECAST

Summary of Oakridge Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 755 residents in Oakridge requires an estimated 368 new housing units (see **Exhibit 13**). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 13: Oakridge Housing Need Forecast

| | 2023 | 2043 | Change |
|--|-------|-------|--------|
| Oakridge UGB Population | 3,518 | 4,273 | 755 |
| Less Group Quarters (0%) | - | - | - |
| Pop in Households | 3,518 | 4,273 | 755 |
| Avg. Household Size | 2.36 | 2.36 | 2.36 |
| Households (year round) | 1,491 | 1,810 | 320 |
| Vacancy and Seasonal Housing Assumption | 13% | 13% | 49 |
| Growth-related Housing Demand (dwelling units) | 1,717 | 2,086 | 368 |

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Oakridge. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Local policies aimed at incentivizing mixed-use development in the downtown area.
- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types, such as duplexes, townhomes and apartments.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 216 single-family detached homes; 49 townhomes/duplexes; 5 multifamily units (apartments); and 99 manufactured housing units or cottage homes (**Exhibit 14**).

Exhibit 14: Oakridge Housing Need by Tenure & Housing Type

| | Owner-Occupied Dwelling Units | Renter-Occupied Dwelling Units | Vacancy Allowance (Units) | Projected 20-Year Need (Units) |
|---------------------------|----------------------------------|-----------------------------------|------------------------------|-----------------------------------|
| Housing Type Distribution | | | | |
| Single Family Detached | 128 | 72 | 17 | 216 |
| Townhomes / Plexes | - | 34 | 15 | 49 |
| Multi-family (5+ units) | - | 5 | - | 5 |
| Mfg. homes | 45 | 36 | 17 | 99 |
| Total | 173 | 147 | 49 | 368 |

Exhibit 15 identifies that housing products that are consistent with the projected housing need for Oakridge.

Exhibit 15: Projected Housing Demand by Income Level, Oakridge

| Housing Type | Owner-Occupied Dwellings | Renter-Occupied Dwellings | Total Dwelling Units | Attainable Housing Products |
|-----------------------------------|-----------------------------|------------------------------|-------------------------|---------------------------------------|
| Upper (120% or more of MFI) | 100 | 15 | 114 | Standard Homes |
| Upper Middle (80% to 120% of MFI) | 60 | 18 | 78 | Cottage Homes, Townhomes, Apartments |
| Lower Middle (50% to 80% of MFI) | 40 | 25 | 65 | Townhomes, Mfgd. Homes, Plexes, Apts. |
| Low (less than 50% of MFI) | 0 | 66 | 66 | Govt. Assisted Apts. & ADUs |
| Very Low (less than 30% of MFI) | 0 | 45 | 45 | Govt. Assisted Apts. & ADUs |
| Total | 199 | 169 | 368 | |

Note: the values shown above in Exhibits 14 and 15 may not add exactly to totals due to rounding.

Summary of Westfir Housing Needs

Based on the population projections described earlier, the total net new housing units required to accommodate an increase of 73 residents in Westfir equates to approximately 35 new housing units (see **Exhibit 16**). This *baseline housing need forecast* assumes that the current average household size, vacancy rate and group quarters population share (e.g., residents in congregate care facilities and housing shelters) remains constant.

Exhibit 16: Westfir Housing Need Forecast

| | 2023 | 2043 | Change |
|--|------|------|--------|
| Oakridge UGB Population | 284 | 357 | 73 |
| Less Group Quarters | - | - | - |
| Pop in Households | 284 | 357 | 73 |
| Avg. Household Size | 2.27 | 2.27 | 2.27 |
| Households (year round) | 125 | 157 | 32 |
| Vacancy and Seasonal Housing Assumption | 7% | 7% | 3 |
| Growth-related Housing Demand (dwelling units) | 135 | 170 | 35 |

Housing Demand by Dwelling Type and Tenancy

This baseline housing forecast is generally consistent with the observed mix of housing types in Westfir. Additional housing forecast scenarios may be considered during the planning process to anticipate impacts of new policy objectives, such as:

- Ability to provide adequate infrastructure (water, sewer, and road capacity) to create new planned unit developments or single-family subdivisions.
- Changes in land use designations to create additional opportunities for middle-housing types as well as new manufactured home parks.

The baseline housing forecast predicts a range in the demand for housing types to address market preferences. The housing demand forecast includes: 21 single-family detached homes; 3 townhomes/duplexes; and 8 manufactured housing units or cottage homes.

Exhibit 17: Westfir Housing Need by Tenure & Housing Type

| | Owner-Occupied Dwelling Units | Renter-Occupied Dwelling Units | Seasonal & Vacancy Allowance (Units) | Total Dwelling Units |
|---------------------------|----------------------------------|-----------------------------------|---|----------------------|
| Housing Type Distribution | | | | |
| Single Family Detached | 12 | 7 | 3 | 21 |
| Townhomes / Plexes | - | 3 | - | 3 |
| Multi-family (5+ units) | - | 0 | - | 0 |
| Mfg. homes | 4 | 3 | - | 8 |
| Total | 16 | 14 | 3 | 33 |

Exhibit 18 identifies that housing types that are consistent with the projected housing need for Westfir.

Exhibit 18: Projected Housing Demand by Income Level, Westfir

| Housing Type | Owner-Occupied Dwellings | Renter-Occupied Dwellings | Total Dwelling Units | Attainable Housing Products |
|-----------------------------------|-----------------------------|------------------------------|-------------------------|---------------------------------------|
| Upper (120% or more of MFI) | 9 | 0 | 9 | Standard Homes |
| Upper Middle (80% to 120% of MFI) | 6 | 0 | 6 | Cottage Homes, Townhomes, Apartments |
| Lower Middle (50% to 80% of MFI) | 4 | 2 | 6 | Townhomes, Mfgd. Homes, Plexes, Apts. |
| Low (less than 50% of MFI) | 0 | 4 | 4 | Govt. Assisted Apts. & ADUs |
| Very Low (less than 30% of MFI) | 0 | 10 | 10 | Govt. Assisted Apts. & ADUs |
| Total | 19 | 16 | 35 | |

Note: the values shown above in Exhibits 17 and 18 may not add exactly to totals due to rounding.



MEMORANDUM

TO: City of Oakridge and City of Westfir HNA Project Management Team

FROM: Ayano Healy, Sylvia Leon Guerrero, and Jamin Kimmell, Cascadia Partners

DATE: March 3, 2023

PROJECT: Oakridge and Westfir's Housing Needs Analysis

SUBJECT: **FINAL Residential Land Needs Analysis**

This memorandum provides a summary of the 2022 Residential Land Needs Analysis (RLNA) for the City of Oakridge's and the City of Westfir's Urban Growth Boundaries (UGB). This analysis uses findings from Oakridge's and Westfir's buildable land inventories (land supply analysis) and Oakridge's and Westfir's 20-year housing needs projections (housing demand analysis) to conclude whether Oakridge and Westfir have enough buildable land to accommodate its 20-year housing projection for the 2022 – 2042 period.

The results of the RLNA will inform recommended measures and strategies for the Cities to address their housing needs. These measures and strategies will be identified in the final Housing Needs Analysis (HNA) report.

Summary of Residential Land Needs Analysis

City of Oakridge

Oakridge has more than enough land to accommodate population growth over the next 20 years; however, zoning changes are necessary to ensure that there is enough land available to support development of a variety of housing types and meet current and future housing needs.

According to the 20-year housing needs projection, Oakridge will need an additional 368 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 246 acres of buildable vacant and partially vacant land in Oakridge. It is estimated that 1,230 housing units could be developed on these

buildable lands, exceeding the projected need for 368 units. Oakridge does not have a deficit of buildable residential land in total.

Oakridge has a substantial surplus of land for single-family detached housing. There is capacity for approximately 1,100 new single-family detached houses, but there is only a projected need for about 200 houses over the next 20 years.

The capacity for townhome or plex units is slightly above the projected need. This surplus capacity of 27 units is significantly lower than the surplus for single-family detached houses.

There is not enough land that is zoned appropriately to support development of multi-family housing. Multi-family housing is only permitted in the R-2 zone, the commercial zones, and the mixed-use zones. There is no buildable land remaining in the R-2 zone. There is limited buildable land in the commercial and mixed-use zones, but multi-family developments must compete with commercial uses for land in these zones, so the capacity for multi-family development is limited.

There is no capacity for manufactured homes in new manufactured home parks. Manufactured home parks are only permitted with a conditional use permit in the R-2 and M1 (Mixed Use) zones. There is no buildable land in the R2 zone and only about 8,700 square feet (0.2 acres) of buildable land in the M1 zone. There may be some capacity for adding new manufactured homes in existing parks, but data is not readily available on the capacity in existing parks. It is unlikely that the capacity of existing parks would meet the 20-year projected need for approximately 74 manufactured homes in parks.

Table 1. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Oakridge UGB, 2022

| Housing Type | 20-Year Need | Estimated Capacity | Surplus/(Deficit) (Capacity - Need) |
|------------------------------------|--------------|--------------------|--|
| Single Family Detached | 202 | 1,128 | 926 |
| • Site Built | 178 | 993 | 815 |
| • Manufactured Homes | 24 | 135 | 111 |
| Townhouses/Plex | 55 | 82 | 27 |
| Multifamily (3+ units) | 37 | 24 | -13 |
| Manufactured Homes in Parks | 74 | 0 | -74 |
| Total | 368 | 1,234 | 866 |

Although there is no deficit of housing capacity in Oakridge, the city still has a need for more affordable housing types, such as townhomes/plexes, multifamily, and manufactured housing in parks.

Oakridge needs to consider strategies that support the need for a wider range of housing types and more affordable housing types that are needed today and will continue to be needed over the next 20 years. The following strategies would support this goal:

- **Rezone an area of the R-1 zone to the R-2 zone.** This would dedicate additional land for higher density townhomes/plexes, multi-family housing, and manufactured home parks.
- **Prohibit single-family detached housing in one or more of the city’s higher density residential and commercial zones, such as R-2, C-2, or C-3.** This would preserve buildable land in these zones for townhomes/plexes and multi-family housing.
- **Establish a minimum density standard in higher density residential and commercial zones.** This would encourage townhomes/plexes and multi-family units and discourage lower density single-family housing.
- **Reduce minimum lot size standards in one or more of the city’s residential and commercial zones.** This would ensure efficient use of land and increase the capacity for townhomes/plexes and multi-family housing in those zones.
- **Provide more options for new manufactured home parks.** New manufactured home parks are only allowed in the R2 and M1 zones as a conditional use. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre. Manufactured dwelling parks must also only be subject to clear and objective approval standards. Code amendments may be necessary to comply with these state laws.

These strategies and other approaches will be evaluated in more detail in the HNA report.

City of Westfir

Westfir has more than enough land to accommodate population growth over the next 20 years and satisfy the need to develop various housing types according to current demographic and housing trends.

According to the 20-year housing needs projection, Westfir will need an additional 35 units to accommodate the city's growth in the next 20 years. The buildable land inventory identified 53.6 acres of buildable vacant and partially vacant land in Westfir. It is estimated that 167 housing units could be developed on these buildable lands, exceeding the projected need for 35 units.

Westfir also has a surplus of land for most housing types, depicted in Table 2. Single-family housing has the largest surplus, followed by multi-family, primarily because of one large lot zoned Mixed Use (MU) and High Density Residential (R-3). However, there is a need for more land zoned to support manufactured home parks.

Table 2. 20-year Housing Need vs Estimated Unit Capacity by Housing Type, City of Westfir UGB, 2022

| Housing Type | 20-Year Need | Estimated Capacity | Surplus/(Deficit) (Capacity - Need) |
|------------------------------------|--------------|--------------------|--|
| Single Family Detached | 28 | 128 | 100 |
| • Site Built | 24 | 123 | 99 |
| • Manufactured Homes | 4 | 6 | 2 |
| Townhouses/Plex | 2 | 19 | 17 |
| Multifamily (3+ units) | 2 | 19 | 17 |
| Manufactured Homes in Parks | 3 | 0 | -3 |
| Total | 35 | 167 | 132 |

No significant zoning changes are necessary to ensure a sufficient supply of residential land in Westfir. However, code amendments may be necessary to provide land for manufactured homes in parks and comply with state laws related to manufactured home parks. Manufactured home parks are not permitted in any zone district in Westfir. According to ORS 197.480, manufactured dwelling parks are required in any zone that has a density range of 6-12 units per acre.

Additionally, the City may consider strategies to remove unnecessary barriers to development of a variety of housing types. Potential strategies will be evaluated in more detail in the draft HNA report.

Methodology

To assess Oakridge’s and Westfir’s supply of residential land, this analysis pulls findings from both the previously completed buildable land inventory and the housing needs projection. The analysis also uses data on historical residential development patterns and zoning standards to make projections about the mix of housing types that are projected to be developed in each zone.

Buildable Land Inventory Findings

City of Oakridge

The buildable land inventory indicates that Oakridge has 246.3 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 3 summarizes the amount of buildable land in each zone district or plan designation.

Table 3. Final Buildable Land Inventory, City of Oakridge UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|----------------|-------------------|--------------|------------------------|-----------------|
| Low-Density Residential (R1) | 806.6 | 229.0 | 127.0 | 61.9 | 188.9 |
| Medium-Density Residential (R2) | 1.3 | -- | -- | -- | -- |
| Central Commercial (C2) | 27.0 | 2.0 | 1.2 | -- | 1.2 |
| Highway Commercial (C3) | 129.3 | 1.9 | 10.8 | 7.3 | 18.1 |
| Mixed Use (M1) | 19.5 | 1.2 | 0.2 | -- | 0.2 |
| Urban Residential (U) | 68.1 | 7.2 | 10.6 | 18.8 | 29.4 |
| Rural Residential (R) | 16.8 | 3.6 | 5.0 | 3.5 | 8.5 |
| TOTAL | 1,068.6 | 244.9 | 154.8 | 91.5 | 246.3 |

City of Westfir

The buildable land inventory indicates that Westfir has 53.6 acres of unconstrained vacant and partially vacant residential land across all zones that allow residential uses. Table 4 summarizes the amount of buildable land in each zone district or plan designation.

Table 4. Final Buildable Land Inventory, City of Westfir UGB, 2022

| Plan Designation or Zone District | Gross Acres | Constrained Acres | Vacant Acres | Partially Vacant Acres | Buildable Acres |
|-----------------------------------|--------------|-------------------|--------------|------------------------|-----------------|
| Community Residential (CR) | 84.4 | 40.5 | 11.9 | 3.6 | 15.6 |
| Low-Density Residential (R-1) | 28.1 | 12.2 | -- | 22.8 | 22.8 |
| High-Density Residential (R-3) | 4.8 | 1.3 | -- | 3.5 | 3.5 |
| Mixed Use (MU) | 19.6 | 0.9 | 0 | 11.6 | 11.7 |
| Residential Plan Designation (R) | 1.6 | 0.4 | 0 | 0 | 0 |
| TOTAL | 135.4 | 55.3 | 18.3 | 41.5 | 53.6 |

Housing Needs Projection Findings

City of Oakridge

The housing needs projection concludes that Oakridge will need 368 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 368 units was assumed based on Oakridge’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. It was found that the great majority of existing manufactured homes are found in manufactured home parks. Manufactured homes in parks are a distinctly different housing type compared to manufactured homes on individually owned lots. For this reason, the projected need for each type was calculated separately.

The projection assumes that the future need for manufactured homes in parks is similar to the existing stock of manufactured homes. These units account for 20% of the City’s existing housing stock. Based on overall growth in projected housing, this equates to a need for approximately 74 new manufactured homes in parks.

Table 5. Final Housing Need Projection by Housing Type,
City of Oakridge UGB, 2022 – 2042

| Housing Type | Existing Distribution | Projected Distribution | Projected 20-Year Need (Units) |
|------------------------------------|-----------------------|------------------------|--------------------------------|
| Single Family Detached | 66% | 55% | 202 |
| • Site Built | 59% | 48% | 178 |
| • Manufactured Homes | 7% | 7% | 24 |
| Townhouses/Plex | 13% | 15% | 55 |
| Multifamily (3+ units) | 1% | 10% | 37 |
| Manufactured Homes in Parks | 20% | 20% | 74 |
| Total | 100% | 100% | 368 |

City of Westfir

The housing needs projection concludes that Westfir will need 35 additional housing units in the next 20 years to accommodate its population growth. The housing type distribution of these projected 35 units was assumed based on Westfir’s existing distribution and other demographic and housing factors detailed in the housing needs projection memorandum.

Note that the projected distribution/mix of housing types was adjusted from the projection in the housing needs projection memorandum. Through additional discussions with staff and local stakeholders, there was support for projecting and planning for a mix of housing types that included a higher share of townhome/plex units and multi-family units and a lower share of detached single-family homes.

Further, additional research was conducted on the existing supply of manufactured homes in the community. While there are very few manufactured homes in parks today in Westfir, demographic trends and income levels support the need for plan for manufactured homes in parks. The projections estimate a need for 10% of all new units to be manufactured homes in parks. This equates to a need for approximately 4 new manufactured homes in parks.

Table 6. Final Housing Need Projection by Housing Type,
City of Westfir UGB, 2022 – 2042

| Housing Type | Existing Distribution | Projected Distribution | Projected 20-Year Need (Units) |
|------------------------------------|-----------------------|------------------------|--------------------------------|
| Single Family Detached | 96% | 80% | 28 |
| • Site Built | 91% | 70% | 24 |
| • Manufactured Homes | 5% | 10% | 4 |
| Townhouses/Plex | 2% | 5% | 2 |
| Multifamily (3+ units) | 0% | 5% | 2 |
| Manufactured Homes in Parks | 2% | 10% | 3 |
| Total | 100% | 100% | 35 |

Residential Land Needs Analysis Findings

Findings from the buildable land inventory and housing needs projection indicate that Oakridge and Westfir have enough land to accommodate future housing need in total. The RLNA also evaluates Oakridge’s and Westfir’s buildable land and estimated unit capacity by housing type. To do so, the analysis assumes a projected housing mix and density by zone based on historical development trends and existing code allowances.

City of Oakridge

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 7 and reflecting development trends in the last 22 years, 98 new dwelling units have been constructed and/or installed since 2000.

- All of the 98 new dwelling units were built in the Low Density Residential (R1) zone. About 26% of these new units are installations of manufactured homes on individual lots, 4% are duplexes, and the remaining 70% are single family homes. Note that no townhomes or other types of plexes were built in the last 22 years.
- No multifamily units have been built since 2000. This housing type is not permitted in R1 zone but is permitted in the R2 zone. However, there are only 1.3 acres zoned R2 and none of it is considered buildable.
- No housing was built in zones where residential is permitted other than zone R1.

These development patterns indicate that property owners and developers primarily pursued the construction of single-family homes and or installation manufactured homes on individual lots since 2000.

Table 7. Housing Built by Housing Type, 2000 - 2022, City of Oakridge UGB

| Housing Type | Number of Units | Percent of Units |
|------------------------------------|-----------------|------------------|
| Single Family Detached | 94 | 96% |
| • Site Built | 69 | 70% |
| • Manufactured Homes | 25 | 26% |
| Townhouses/Plex | 4 | 4% |
| Multifamily (3+ units) | 0 | 0% |
| Manufactured Homes in Parks | 0 | 0% |
| Total | 98 | 100% |

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances. The R1 zone is projected to develop with a similar mix of housing types as has been developed in the last 20 years. Approximately 95% of housing production will be single-family detached units (either site-built or manufactured dwellings on individual lots). Land with Urban Residential (U) plan designation is projected to follow the same housing mix and densities of the predominant residential zone in Oakridge, R1.

The commercial zones are projected to develop with a wider variety of housing types given the use regulations of these zones. However, because there are limitations on where residential uses can be sited in these zones, only 25% of the zone is projected to develop with residential uses. A higher share of residential development is projected in the Mixed Use (M1) zone because it does not have these same limitations.

Table 8. Projected Housing Mix and Capacity by Zone, City of Oakridge UGB

| | Residential (R1) | Commercial (C2) | Commercial (C3) | Mixed Use (M1) | U (Comp. Plan) | R (Comp Plan) |
|-----------------------------------|---------------------|--------------------|--------------------|-------------------|-------------------|------------------|
| Projected Mix (% of Units) | | | | | | |
| Single-Family Detached | 95% | 20% | 20% | 20% | 95% | 100% |
| • Site Built | 84% | 18% | 18% | 18% | 84% | 88% |
| • Manufactured Homes | 11% | 2% | 2% | 2% | 11% | 12% |
| Townhouses/Plex | 5% | 40% | 40% | 30% | 5% | 0% |
| Multi-Family (3+ Units) | 0% | 40% | 40% | 30% | 0% | 0% |
| Manufactured Homes in Parks | 0% | 0% | 0% | 20% | 0% | 0% |
| Projected Density (u/ac) | | | | | | |
| Single-Family Detached | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| • Site Built | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| • Manufactured Homes | 5.2 | 13.6 | 2.6 | 5.2 | 5.2 | 1.0 |
| Townhouses/Plex | 7.5 | 13.6 | 13.6 | 8.7 | 7.5 | -- |
| Multi-Family (3+ Units) | -- | 13.6 | 13.6 | 13.6 | -- | -- |
| Manufactured Homes in Parks | -- | -- | -- | 8.0 | -- | -- |
| Overall Average Density | 5.3 | 13.6 | 11.4 | 9.3 | 5.3 | 1.0 |
| Buildable Acres | 188.9 | 1.2 | 18.1 | 0.2 | 29.4 | 8.5 |
| Percent Residential Use | 100% | 25% | 25% | 100% | 100% | 100% |
| Total Unit Capacity | 1,009 | 4 | 52 | 2 | 157 | 9 |
| Single-Family Detached | 959 | 1 | 10 | 0 | 149 | 9 |
| • Site Built | 844 | 1 | 9 | 0 | 131 | 8 |
| • Manufactured Homes | 115 | 0 | 1 | 0 | 18 | 1 |
| Townhouses/Plex | 50 | 2 | 21 | 1 | 8 | 0 |
| Multi-Family (3+ Units) | 0 | 2 | 21 | 1 | 0 | 0 |
| Manufactured Homes in Parks | 0 | 0 | 0 | 0 | 0 | 0 |

City of Westfir

HISTORICAL DEVELOPMENT PATTERNS

According to county assessor data, depicted in Table 9 and reflecting development trends in the last 22 years, 11 new dwelling units have been constructed and/or installed since 2000.

- All of the 11 new dwelling units the Community Residential (CR) zone. About 36% of these new units are installations of manufactured homes on individual lots and the remaining 64% are single family homes. Note that no townhomes or other types of multifamily were built in the last 22 years.
- No housing was built in other zones.

These development patterns indicate that property owners and developers only pursued the construction or installation of single-family homes and manufactured homes on individual lots.

Table 9. Housing Built by Housing Type, 2000 - 2022, City of Westfir UGB

| Housing Type | Number of Units | Percent of Units |
|-----------------------------|-----------------|------------------|
| Single Family Detached | 7 | 100% |
| • Site Built | 7 | 64% |
| • Manufactured Homes | 4 | 36% |
| Townhouses/Plex | 0 | 0% |
| Multifamily (3+ Units) | 0 | 0% |
| Manufactured Homes in Parks | 0 | 0% |
| Total | 11 | 100% |

PROJECTED HOUSING MIX AND DENSITY

A projected mix of housing types was estimated using development trends since 2000 as well as the overall mix of housing in the city and zoning allowances.

The CR zone is projected to have a wider variety of housing types in the future because this is allowed under the use regulations. Seventy percent of the CR zone's projected unit capacity is estimated to be single family detached housing while the other 30% is projected to be a mix of townhome/plex units, multi-family units, and manufactured homes in parks.

The projected mix for the Low Density Residential (R-1) and Medium Density Residential (R-2) zones were assumed to be predominately single-family detached, given use restrictions. The projected mix and density for the High-Density Residential (R-3) and Mixed Use (MU)

includes a wider mix of housing types, similar to the CR zone, given more flexible use regulations.

Table 10. Projected Housing Mix and Capacity by Zone, City of Westfir UGB

| | Community Residential (CR) | Low Density Residential (R-1) | Medium Density Residential (R-2) | High Density Residential (R-3) | Mixed Use (MU) |
|-----------------------------------|----------------------------|-------------------------------|----------------------------------|--------------------------------|----------------|
| Projected Mix (% of Units) | | | | | |
| Single-Family Detached | 70% | 90% | 90% | 70% | 70% |
| • Site Built | 67% | 86% | 86% | 67% | 67% |
| • Manufactured Homes | 4% | 5% | 5% | 4% | 4% |
| Townhouses/Plex | 15% | 5% | 5% | 15% | 15% |
| Multi-Family (3+ Units) | 15% | 5% | 5% | 15% | 15% |
| Manufactured Homes in Parks | 0% | 0% | 0% | 0% | 0% |
| Projected Density (u/ac) | | | | | |
| Single-Family Detached | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| • Site Built | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| • Manufactured Homes | 4.4 | 2.8 | 3.3 | 3.3 | 2.8 |
| Townhouses/Plex | 7.5 | 5.5 | 3.6 | 3.6 | 4.8 |
| Multi-Family (3+ Units) | 6.0 | -- | -- | 5.4 | 4.8 |
| Manufactured Homes in Parks | -- | -- | -- | -- | -- |
| Overall Average Density | 5.1 | 2.8 | 3.1 | 3.6 | 3.4 |
| Buildable Acres | 15.6 | 22.8 | 0.0 | 3.5 | 11.7 |
| Percent Residential Use | 100% | 100% | 100% | 100% | 25% |
| Total Unit Capacity | 79 | 63 | 0 | 13 | 10 |
| Single-Family Detached | 55 | 57 | 0 | 9 | 7 |
| • Site Built | 53 | 54 | 0 | 9 | 7 |
| • Manufactured Homes | 3 | 3 | 0 | 0 | 0 |
| Townhouses/Plex | 12 | 3 | 0 | 2 | 2 |
| Multi-Family (3+ Units) | 12 | 3 | 0 | 2 | 2 |
| Manufactured Homes in Parks | 0 | 0 | 0 | 0 | 0 |



MEMORANDUM

TO: City of Oakridge Planning Commission

FROM: Jamin Kimmell, Cascadia Partners

DATE: June 12, 2023

PROJECT: Oakridge Housing Needs Analysis

SUBJECT: **Measures to Accommodate Needed Housing**

Background

The Cities of Oakridge and Westfir held a joint meeting of the Planning Commission and City Council of both cities on April 5, 2023 to review the draft Housing Needs Analysis (HNA). One key finding of the HNA for the City of Oakridge is that the City needs to expand capacity for multi-family housing and manufactured home parks within its Urban Growth Boundary (UGB) to meet the 20-year projected housing need.

These measures must be implemented prior to, or concurrent with, adoption of the HNA into the City's Comprehensive Plan. These measures are necessary for establishing compliance with ORS 197.296 and OAR Section 660-024-0050(4), which require that the City maintain capacity on buildable lands within the UGB to meet 20-year housing needs.

The purpose of this memo is to evaluate preliminary options for code amendments that would address this issue. The memo presents an analysis of multiple options to address the capacity deficit for both multi-family housing and manufactured homes in parks. Each option includes a description, a summary of its impact on housing capacity, and considerations for implementation.

The appropriate option will be selected and implemented as part of a future development code update project. Adoption of these code amendment must occur prior to, or concurrent with, adoption of the HNA.

These measures represent potential implementations of Strategy #1 and Strategy #6 in the Recommended Strategies in the following section of the HNA. These measures are the minimum actions

necessary to address the capacity deficits for multi-family housing and manufactured homes in parks. Other variations of those strategies can be implemented in addition to these measures to further expand capacity for needed housing types and remove barriers to housing development.

Options to Address Capacity Deficit for Multi-Family Housing

- Option 1: Allow Multi-Family Housing Outright in the Old Town Design Subdistrict
- Option 2: Allow Multi-Family Housing Outright in the C3 Zone
- Option 3: Rezone 11.5 Acres of Buildable Land From R1 to R2
- Option 4: Rezone 7.0 Acres of Buildable Land From R1 to R3

Options to Address Capacity Deficit for Manufactured Homes in Parks

- Option 1: Allow Manufactured Homes in Parks in the R1 Zone
- Option 2: Rezone 49 Acres of Land From R1 to R2

Multi-Family Options

Multi-Family Option 1: Allow Multi-Family Housing Outright in the Old Town Design Subdistrict

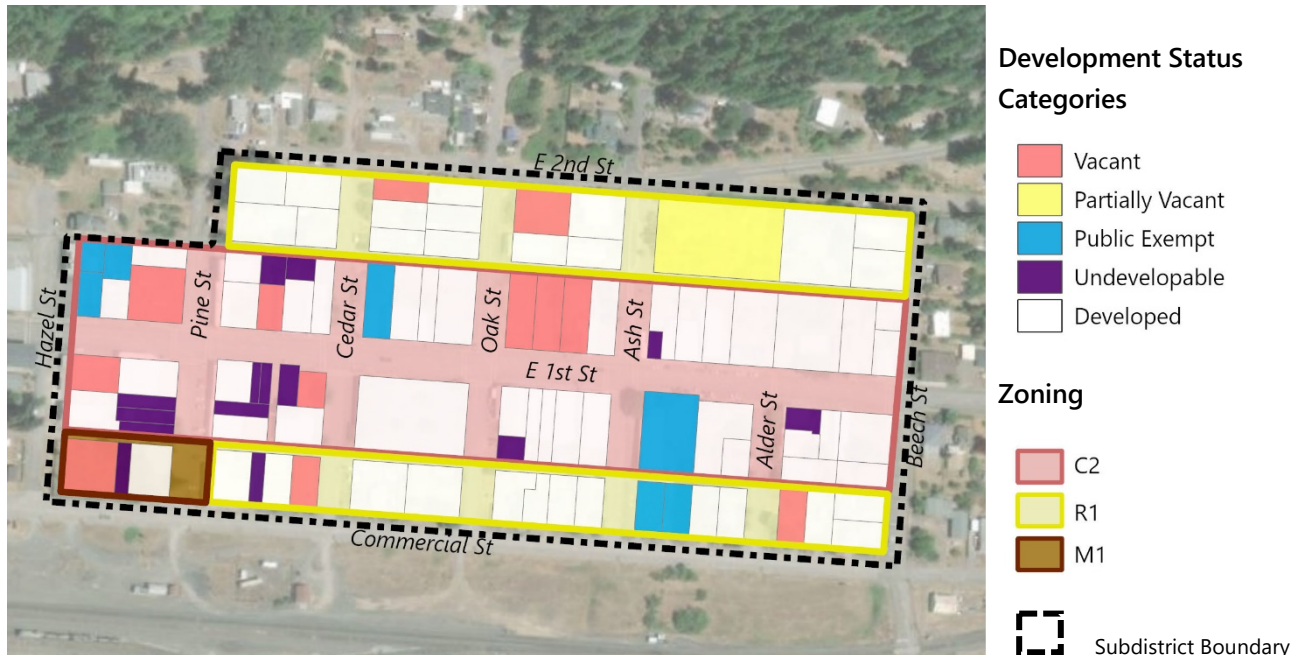
DESCRIPTION OF CODE OR MAP CHANGE

Option 1 allows multi-family housing as an outright permitted use at a maximum density of 20 units per acre in all zones included in the Old Town Design subdistrict (Figure 1). These zones include Low Density Residential (R1), Central Commercial (C2), and Mixed Use (M1).

The R1 zone does not currently allow multi-family housing. The C2 zone allows multi-family housing but not within the front 25 feet of the building's ground floor. This effectively requires vertical mixed-use (commercial on ground floor, residential on upper floors). Under this option, multi-family housing would be allowed as a standalone use in the C2 zone.

Under this option, the assumed housing mix is 80% multi-family and 20% townhouse/plexes and the assumed density is 16 units per acre. Given the removal of limitation on housing in the C2 zone, it is assumed that residential development can be expected on 50% of the buildable land in that zone, which is an increase from the 25% assumed under the existing code.

Figure 1. Buildable Land in Old Town Design Subdistrict



IMPACT ON HOUSING CAPACITY

Option 1 addresses the capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. There is approximately 3 acres of buildable land in this area. Allowing multi-family housing in all zones in the Old Town Design subdistrict and removing the limitation on housing from the C2 zone increases the estimated capacity of multi-family housing by 17 units (Table 1). This option would meet the 20-year need for multi-family housing, with a surplus of 4 units. However, there remains a deficit of 74 units to meet the 20-year need for manufactured homes in parks.

CONSIDERATIONS

- **Benefits:** Adding more housing density in the Old Town Design subdistrict has the potential to bring more residents closer to central services and amenities, which promotes walkability and increases activity in the city’s historic business district.
- **Drawbacks:** Increasing allowed density and removing the limitation on housing in C2 zone may result in residential development in lieu of new commercial spaces on the historic main street, E. 1st Street. However, commercial uses and mixed-use development would remain a permitted use.

Table 1. Housing Capacity, Multi-Family Option 1

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,122 | 920 |
| - Site Built | 178 | 993 | 815 | 987 | 809 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 134 | 110 |
| Townhouses/Plex | 55 | 82 | 27 | 85 | 30 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 41 | 4 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 0 | -74 |

Multi-Family Option 2: Allow Multi-Family Housing Outright in the C3 Zone

DESCRIPTION OF CODE OR MAP CHANGE

Like the C2 zone, the Highway Commercial District (C3) zone allows multi-family housing but not within the front 25 feet of the street frontage. Under this option, multi-family housing would be allowed as a standalone use in the C3 zone.

Under this option, the assumed housing mix is 80% multi-family and 20% townhouse/plexes and the assumed density is 16 units per acre. Given the removal of limitation on housing in the C3 zone, it is assumed that residential development can be expected on 50% of the buildable land, which is an increase from the 25% assumed under the existing code.

IMPACT ON HOUSING CAPACITY

Option 2 addresses the capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. There is 18 acres of buildable land in the C3 zone. Removing the limitation on housing and increasing maximum density in the C3 zone creates capacity for 37 additional multi-family units (Table 2). This option would meet the 20-year need for multi-family housing, with a surplus of 24 units. However, there remains a deficit of 74 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS

- **Benefits:** The C3 zone is generally located near services and amenities. Adding more housing density in this area would allow people to live close to these services. These sites are also likely well-served with existing road, water, and sewer infrastructure.
- **Drawbacks:** This option would encourage more housing near Highway 58, which may not be the ideal location for housing from the standpoint of public health and livability. Areas adjacent to highways tend to be less walkable, subject to more noise pollution from traffic, and potentially have poorer air quality conditions than

properties further from the highway. Further study may be necessary to evaluate if these livability and public health concerns are present on Highway 58, and if there are ways to mitigate these impacts. Removing the commercial requirement from the C3 zone could also result in residential development occurring in lieu of new commercial spaces.

Table 2. Housing Capacity, Multi-Family Option 2

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,118 | 916 |
| - Site Built | 178 | 993 | 815 | 984 | 806 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 134 | 110 |
| Townhouses/Plex | 55 | 82 | 27 | 75 | 20 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 61 | 24 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 0 | -74 |

Multi-Family Option 3: Rezone 11.5 Acres of Land From R1 to R2

DESCRIPTION OF CODE OR MAP CHANGE

Option 3 would rezone 11.5 acres of buildable land from R1 to R2 to increase the buildable land available for multi-family housing and manufactured homes in parks.

IMPACT ON HOUSING CAPACITY

Option 3 addresses the existing capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. Rezoning 11.5 buildable acres of the R1 zone to R2 increases capacity for multi-family housing by 13 units and manufactured homes in parks by 17 units (Table 3). This option would meet the 20-year need for multi-family units, with no surplus of units. However, there remains a deficit of 57 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS:

- Benefits:** This option would allow for the city to target properties for rezoning that are most appropriate for multi-family development. This may include properties that are close to commercial services and amenities but not within commercial zones, sites with good access to infrastructure, larger properties that are more suitable for multi-family housing, or areas where multi-family housing would be more visually compatible with the neighborhood.
- Drawbacks:** It may prove difficult to identify a contiguous area or areas zoned R1 that amount to at least 11.5 acres of buildable land and are appropriate for multi-

family development. For example, larger buildable parcels tend to exist at the edges of city limits where development is more rural in character and infrastructure may not be available. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R2 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 3. Housing Capacity, Multi-Family Option 3

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,113 | 911 |
| - Site Built | 178 | 993 | 815 | 979 | 801 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 133 | 109 |
| Townhouses/Plex | 55 | 82 | 27 | 92 | 37 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 37 | 0 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 17 | -57 |

Multi-Family Option 4: Rezone 7.0 Acres of Land From R1 to R3

DESCRIPTION OF CODE OR MAP CHANGE

Option 4 would add a higher density zone (R3) and rezone 7.0 acres of buildable land from R1 to R3 in order to increase the buildable land available for multi-family housing and manufactured homes in parks.

IMPACT ON HOUSING CAPACITY

Option 4 addresses the existing capacity deficit for multi-family housing but does not address the manufactured homes in parks deficit. Rezoning 7.0 buildable acres of the R1 zone to R3 increases capacity for multi-family housing by 13 units and manufactured homes in parks by 17 units (Table 4). This option would meet the 20-year need for multi-family units, with no surplus of units. However, there remains a deficit of 57 units to meet the 20-year need of manufactured homes in parks.

CONSIDERATIONS:

- Benefits:** Similar to option 3, this option would allow for the city to target properties for rezoning that are most appropriate for multi-family development. This may include properties that are close to commercial services and amenities but not within commercial zones, sites with good access to infrastructure, larger properties that are more suitable for multi-family housing, or areas where multi-family housing would be more visually compatible with the neighborhood.

- Drawbacks:** Similar to, but to a lesser degree than option 3, it may prove difficult to identify a contiguous area or areas zoned R1 that amount to at least 7.0 acres of buildable land and are appropriate for multi-family development. For example, larger buildable parcels tend to exist at the edges of city limits where development is more rural in character and infrastructure may not be available. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R3 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 4. Housing Capacity, Multi-Family Option 4

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,134 | 932 |
| - Site Built | 178 | 993 | 815 | 998 | 820 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 136 | 112 |
| Townhouses/Plex | 55 | 82 | 27 | 94 | 39 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 37 | 0 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 17 | -57 |

Manufactured Homes in Parks (MHP)

MHP Option 1: Allow Manufactured Homes in Parks in the R1 Zone

DESCRIPTION OF CODE OR MAP CHANGE

Under option 1, the City would allow manufactured homes in parks as a permitted use in the R1 zone. They are currently prohibited in the R1 zone. The housing mix for the R1 zone under this option assumes 75% single family detached units, 5% townhouse units and 20% manufactured homes in parks, with a projected density of 8 units per acre.

IMPACT ON HOUSING CAPACITY

Option 1 addresses the capacity deficit for manufactured homes in parks but does not address the multi-family unit deficit. The R1 zone has the most buildable land of any zone in the city (188 acres). Allowing manufactured homes in parks in R1 increases the estimated capacity for manufactured homes in parks by 223 units (Table 5). This option would meet the 20-year need for manufactured homes in parks, with a surplus of 149 manufactured homes in parks. However, there remains a deficit of 13 units to meet the 20-year need for multi-family housing.

CONSIDERATIONS:

- **Benefits:** This change is relatively simple to implement and does not require the City to identify specific properties or areas to rezone. This option also provides flexibility for potential development of manufactured homes in parks because they could be located anywhere within the R1 zone.
- **Drawbacks:** The City cannot target specific properties that might be most suitable for manufactured homes in parks within the R1 zone.

Table 5. Housing Capacity, Manufactured Homes in Parks Option 1

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,004 | 802 |
| - Site Built | 178 | 993 | 815 | 884 | 706 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 120 | 96 |
| Townhouses/Plex | 55 | 82 | 27 | 88 | 33 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 24 | -13 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 223 | 149 |

MHP Option 2: Rezone 49 Acres of Buildable Land From R1 to R2

DESCRIPTION OF CODE OR MAP CHANGE

Under Option 2, the city would rezone 49 acres of buildable land from R1 to R2 to increase the buildable land available for manufactured homes in parks and multi-family housing. The R2 zone permits both these housing types but there is not buildable land in the zone.

IMPACT ON HOUSING CAPACITY

Option 2 addresses both the capacity deficit for manufactured homes in parks and multi-family housing. Rezoning 49 buildable acres of the R1 zone to R2 increases the existing estimated capacity of manufactured homes in parks by 74 units and multi-family units by 56 units (Table 6). This option would meet the 20-year need of manufactured homes in parks and multi-family housing, with no surplus for manufactured homes in parks and a surplus of 43 units for multi-family housing.

Considerations:

- **Benefits:** This option would allow for the city to target properties for rezoning that are most appropriate for manufactured homes in parks and multi-family development.

- **Drawbacks:** It may prove difficult to find one or two contiguous buildable areas zoned R1 that amount to 49 acres and to have those areas be appropriate for manufactured home parks. The alternative is to rezone many smaller, non-contiguous sites. This can result in an arbitrary pattern of R2 zoning that may not be consistent with broader policy goals for the location of higher density housing.

Table 6. Housing Capacity, Manufactured Homes in Parks Option 2

| Housing Type | 20-Year Need | Existing | | Projected | |
|------------------------------|--------------|----------|-------------------|-----------|-------------------|
| | | Capacity | Surplus (Deficit) | Capacity | Surplus (Deficit) |
| Single-Family Detached | 202 | 1,128 | 926 | 1,064 | 862 |
| - Site Built | 178 | 993 | 815 | 936 | 758 |
| - Manufactured Homes on Lots | 24 | 135 | 111 | 127 | 103 |
| Townhouses/Plex | 55 | 82 | 27 | 125 | 70 |
| Multi-family (5+ Units) | 37 | 24 | -13 | 80 | 43 |
| Manufactured Homes in Parks | 74 | 0 | -74 | 74 | 0 |

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Letter of Support for USFS
Dispersed Campsite Closures Order to
prevent RV Dumping

Agenda Item No: 10.8

Exhibit(s): Draft Letter of Support, Maps

Proposed Council: A motion from the floor
to approve

Agenda Bill Author: CA

ISSUE: The US Forest Service is considering a proposed Closure Order (#64350) for dispersed campsites in and around the Oakridge area, to try to prevent abandoned campsites, especially “dumped” RV’s, and other forms of littering and environmental damage in the forest, which has become a major concern in our area. The effected areas include locations on Highway 58, Forest Service Roads 18, 19, 24, 1802, and 5875, LaDuke Road, Hampton Boat Launch, and Kokanee Way. Or more specifically, the area near E. 1st and fish hatchery road, an area of south bank road behind Greenwaters park, the area known as the “old haul road” that goes under Hwy 58 near Dinks, the 1 mile log scale turnout on the north fork outside Westfir, the Hampton boat launch, and a 3 mile section of roadway on Fall Creek east of Lowell. These sites will **remain open for day-use only**. Only overnight camping will be prohibited.

The draft letter of support is included as an exhibit, as well as maps of the proposed closure areas. Additional information about the proposed Closure Order can be found at: www.fs.usda.gov/project/?project=64350

FISCAL IMPACT: None

OPTIONS: Approve, deny, or modify the request

RECOMMENDATION: Approve

RECOMMENDED MOTION: *“I move to allow the Mayor and CA to sign the draft letter of support for the proposed US Forest Service Dispersed Campsite Closures Order.”*

STRATEGIC THEMES/GOALS INVOLVED:

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

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



July 20, 2023

Hilary Henry
46375 Hwy 58
Westfir, OR 97492

RE: Support for Proposed USFS Dispersed Campsite Closure Order 64350

To Whom It May Concern;

On behalf of the City of Oakridge and the Oakridge City Council, we wish to voice our full support of the Middle Fork Ranger District's proposed Dispersed Campsite Forest Closure Order 64350. All of the proposed areas to be closed to dispersed camping have been enduring trouble spots for Oakridge and the surrounding area. Some of the campers who have used these sites in the past have made them unusable by littering and discarding large amounts of household waste. They have also become a blight on what is otherwise a pristine natural setting our citizens used to frequently enjoy but now avoid due to fear of crime and biohazards.

Not only have these areas been used to dump literal "mountains" of trash, including hazardous waste, they have also been used to "dump" abandoned vehicles, including large RV's, which cost thousands of dollars to dispose of. Numerous illegal fires have also been reported in these areas, further jeopardizing the safety of our community, which is consistently prone to significant wildfire risk.

Oakridge Police Chief Kevin Martin is also in full support of this proposed closure order, based on his concerns for public safety. There have been numerous criminal cases associated with these locations for which the Oakridge Police Department has had to respond to due to the understaffing of USFS Law Enforcement personnel. This Forest Order will provide a clear, easily enforceable regulation, greatly increasing the effectiveness and impact of federal, state, county and local law enforcement agency actions.

We believe these closures will be a significant, positive step towards protecting and repairing our national forest, which we all hold dear. We are looking forward to the implementation of this project. Thank you for your time and consideration in this matter.

Sincerely,

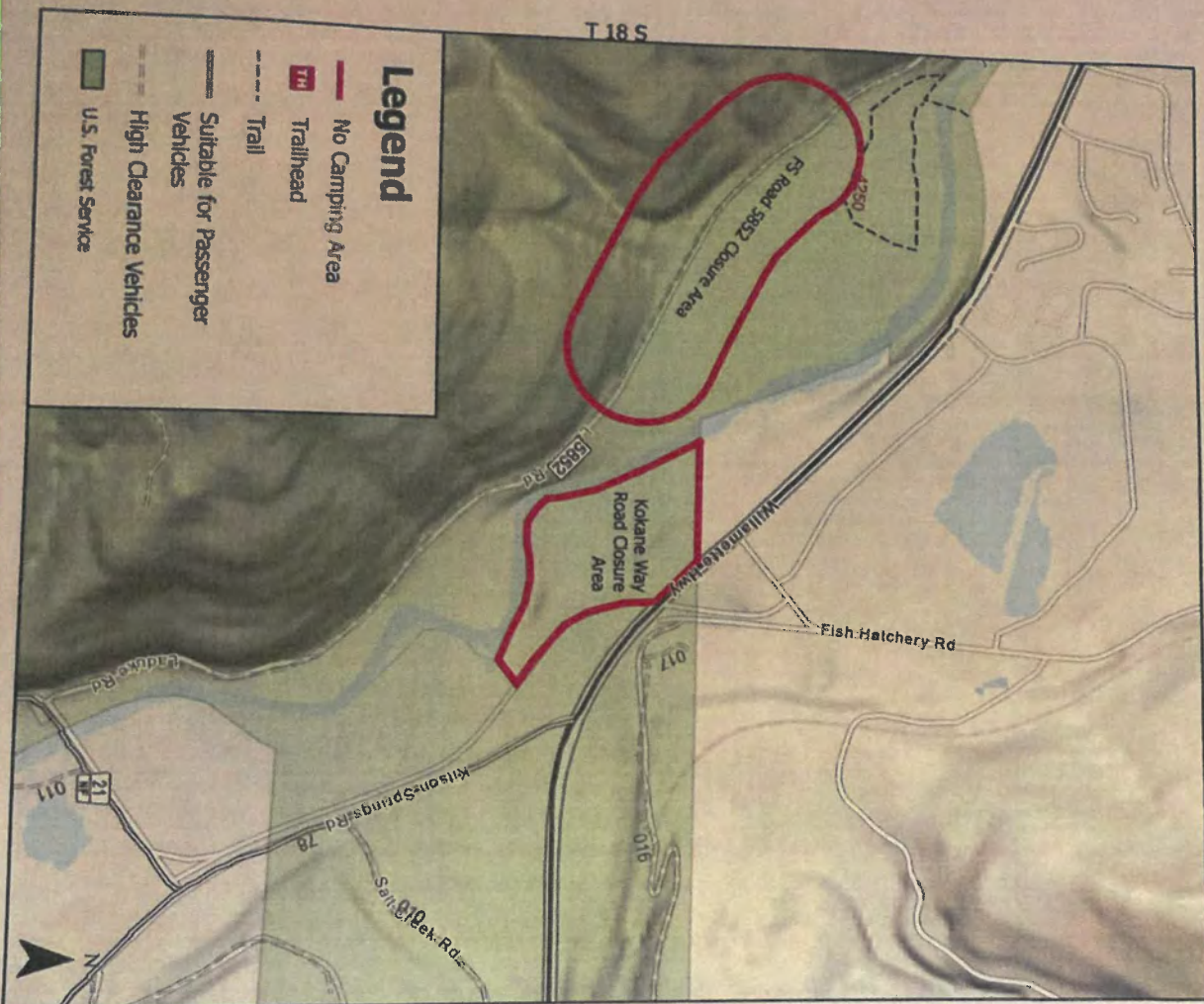
Bryan Cutchen
Oakridge Mayor
PO Box 1410, Oakridge, OR 97463
mayor@ci.oakridge.or.us
541-782-2258

James Cleavenger, JD, LLM
Oakridge City Administrator
PO Box 1410, Oakridge, OR 97463
cityadministrator@ci.oakridge.or.us
541-782-2258 x6

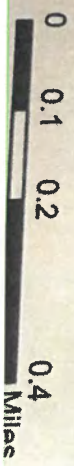
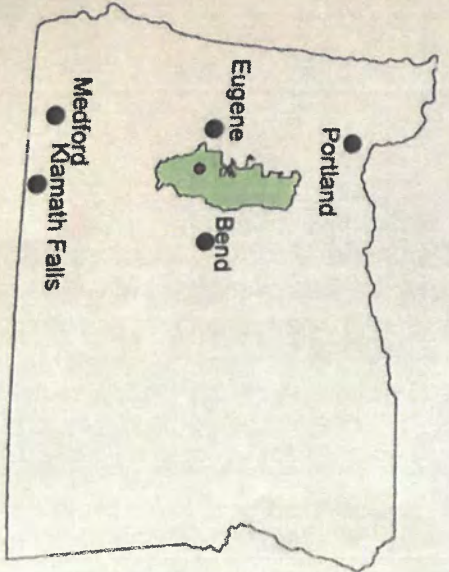
3 South Bawk Rd. & Haul Road

R 03 E

T 18 S

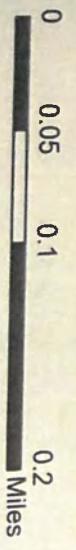
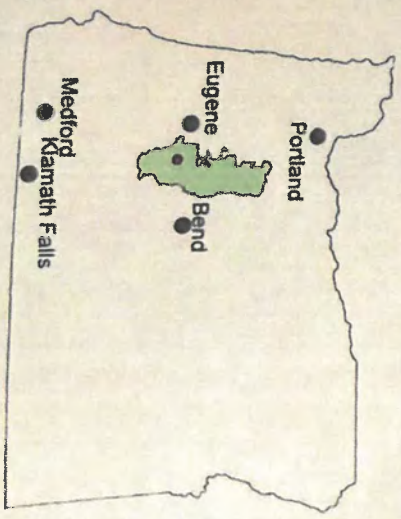


Forest Road 5852 and Kokane Way Road Closure from Sunset to Sunrise Exhibit D
Willamette National Forest
Middle Fork Ranger Station
541-782-2283



#4 McCreddie Hot Springs

**Forest Road 5875 Closure
from Sunset to Sunrise
Exhibit F
Closure Order 06-18-23-XX-XX
Willamette National Forest
Middle Fork Ranger Station
541-782-2283**

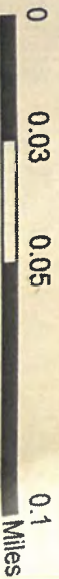
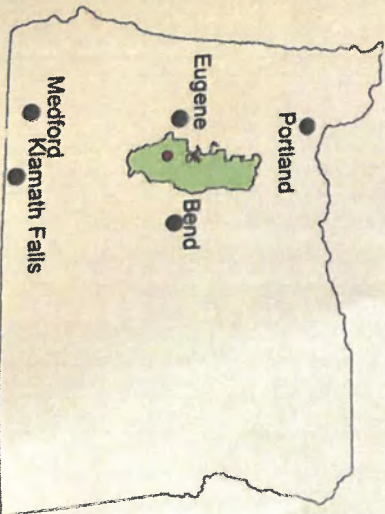


R 02 E

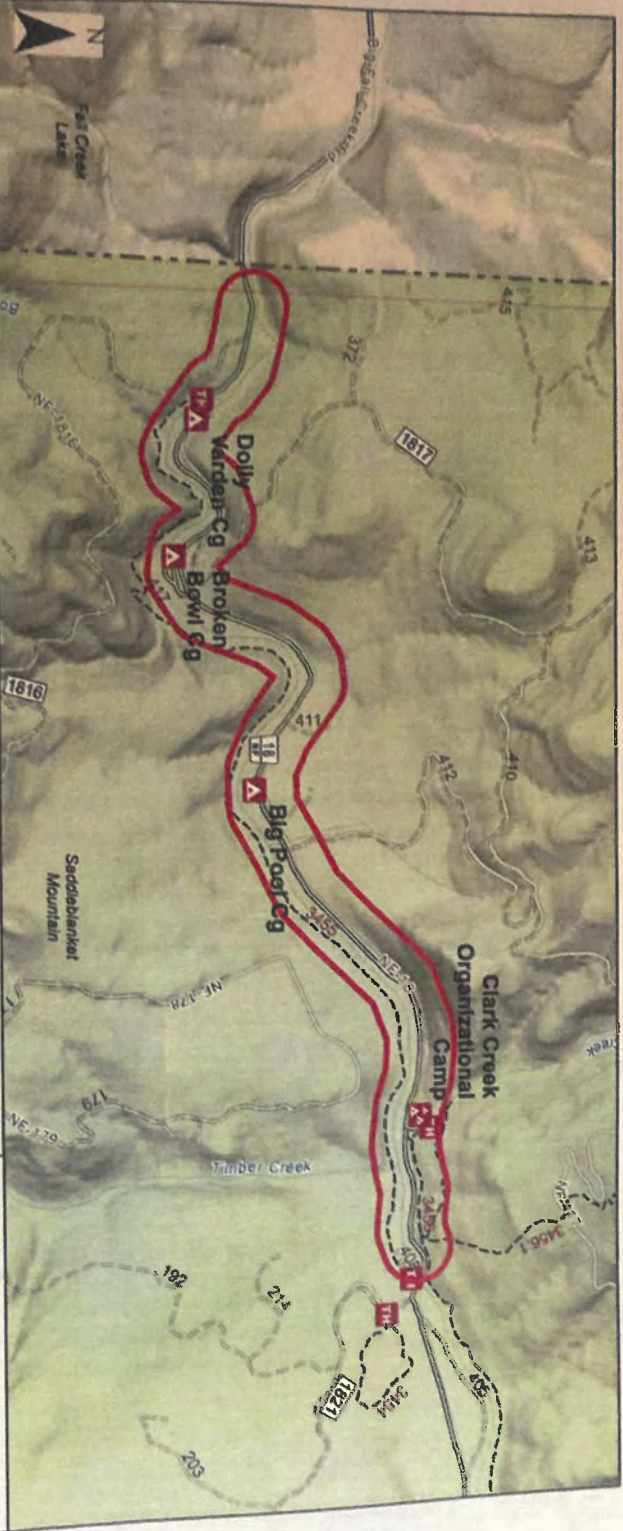
5 Hampton Boat Ramp



**Hampton Boat Ramp Closure
from Sunset to Sunrise
Exhibit G
Closure Order 06-18-23-XX-XX
Willamette National Forest
Middle Fork Ranger Station
541-782-2283**

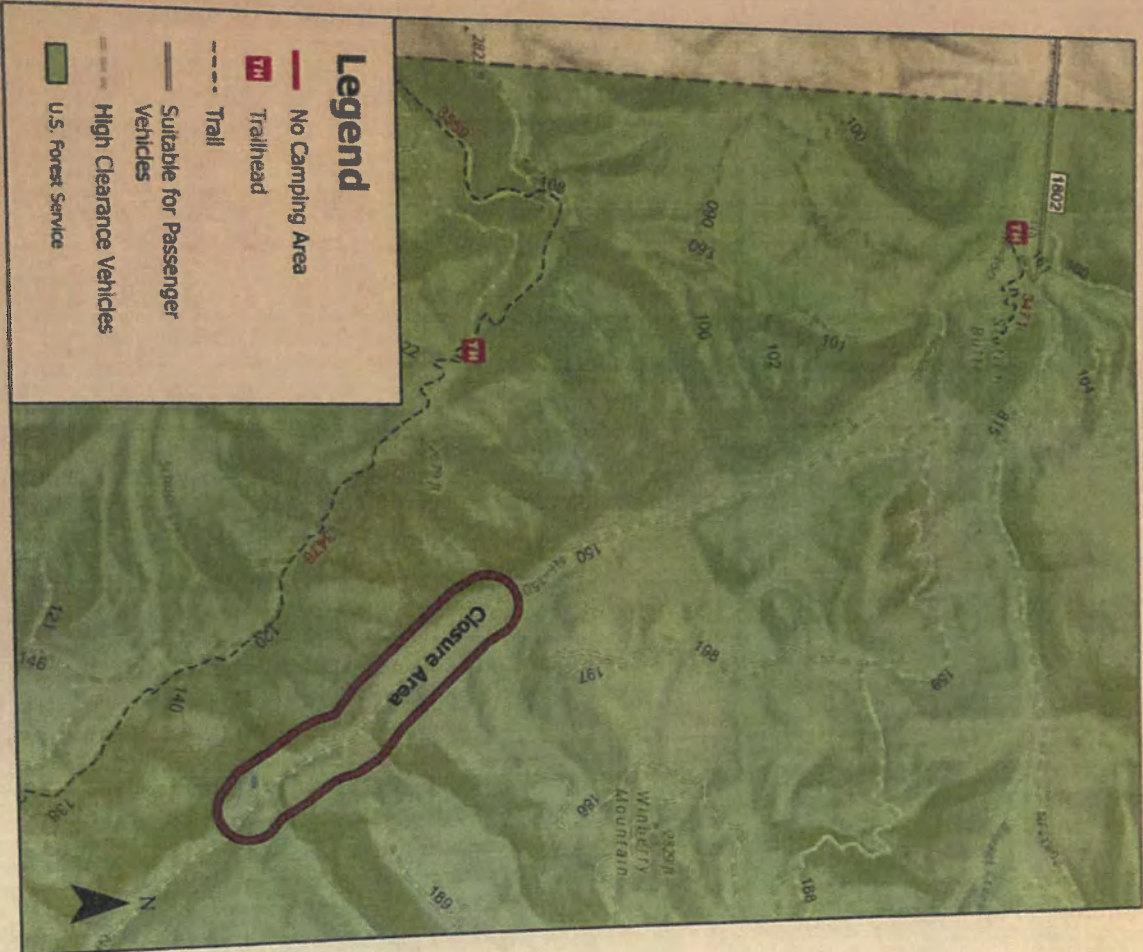


R 02 E #6 Fall Creek

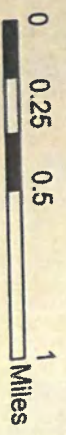
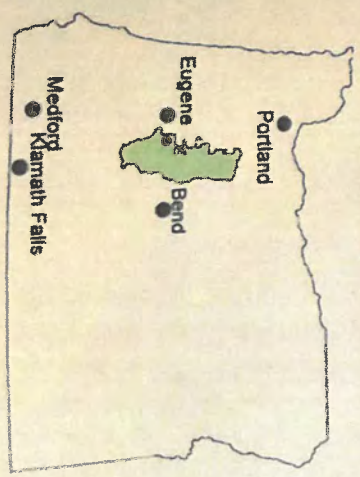


R 02 E # 7 Winberry

T 18 S



Forest Road 1802-150 Closure
from Sunset to Sunrise
Exhibit E
Closure Order 06-18-23-XX-XX
Willamette National Forest
Middle Fork Ranger Station
541-782-2283



Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: OIP Office 8 Rental to Stellar J Construction

Proposed Council: A motion from the floor to approve

Agenda Item No: 11.1

Exhibit(s): None

Agenda Bill Author: CA

ISSUE: Stellar J Construction, the primary contractor on an ODOT approved and supervised bridge rebuilding project on the Salmon Creek and Salt Creek bridges slated to start in mid to late August, has requested to rent OIP Office #8 (181 square feet) and a small section (roughly 200'x200') of OIP Lot 37 for **\$500.00 per month**, starting August 1st. The last time OIP Office #8 was rented was back in 2019. At that time, the rental rate was \$313.21 per month. As per the USDA agreement, all rental monies collected from OIP rentals must go into the OIP fund.

As per Council's request, I am seeking Council's approval prior to drafting and signing the month-to-month rental agreement with Stellar J Construction.

FISCAL IMPACT: \$500.00 per month rental income (OIP funds)

OPTIONS: Approve, deny, or modify the request

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move allow the CA to rent OIP Office #8 and a small section of OIP Lot 37 to Stellar J Construction for \$500 per month."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

Business of the City Council

City of Oakridge, Oregon

July 20, 2023

Agenda Title: Response to Questions
Regarding Volunteer Firefighter/EMS
Stipends

Agenda Item No: 11.2

Exhibit(s): None

Proposed Council: A motion from the floor
to approve *(optional)*

Agenda Bill Author: CA & OFD Chief Hollett

ISSUE: During the last regular City Council meeting on 7/6/2023, Mayor Cutchen requested answers to the following questions regarding the recent increases to the Oakridge Fire Department's volunteer stipends:

I have recently become aware of Fire Department volunteer stipend pay increases, specifically:

- a. Driver/FF/EMR qualified - a 20% increase from \$100 to \$120 for a 24-hour shift.*
- b. EMT/A-EMT – a 50% increase from \$100 to \$150 for a 24-hour shift.*
- c. EMT-I/Paramedic - an 80% increase from \$100 to \$180 for a 24-hour shift.*

I would like to request some information from staff to better understand the increase:

- 1. When was the decision made?*
- 2. What process and rationale were used to arrive at the decision?*
- 3. What people were involved in making the decision?*
- 4. Did any city employees or elected officials involved in making the decision or their immediate family members gain financially from the decision?*
- 5. Have the results from the decision achieved its objectives?*
- 6. With regards to volunteer affiliation, how many applications have been received over the past 12 months?*
- 7. How many of the applicants were interviewed?*
- 8. Of those interviewed, how many were selected to join the department?*

Answers (from CA Cleavenger with input from OFD Chief Scott Hollett):

1. When was the decision made?

Chief Hollett and I made the decision to increase the volunteer stipends and to create the three separate categories based on certification levels (higher certifications = higher stipends) approximately 6 months ago. The increases took effect on March 1, 2023.

2. What process and rationale were used to arrive at the decision?

Generally, there are 2 basic rationales behind the volunteer stipend program. One is to encourage more volunteers to join, which in turn will **save the department money** by being able to fill as many shifts as possible with volunteers, rather than having to pay our full-time employees overtime to take the same shift. The second is to increase the effectiveness and professionalism of the department by providing incentives to not only join, but to increase their certification levels (hence the increased stipend pay for more higher certification levels) so they can become more useful to the department and the community.

Let's talk "brass taxes." Right now, the *lowest* loaded overtime wage for a full-time firefighter/paramedic is **\$62.05 per hour (\$1,489.20 total for a 24 hour shift)**. In contrast, the *highest* paid volunteer only earns **\$180 total for a 24-hour shift (\$7.50 an hour)**. **This saves the city \$1,309.20 per shift**. If just 10 shifts a year are covered, it saves the city \$13,092.00. The lowest paid volunteer stipend rate is \$100 per 24-hour shift, which is only \$5 an hour.

But it is *not* all about the money. The volunteer stipend program started in approximately 2014 with former Chief Alcalde, who surveyed existing volunteer programs throughout the State and believed that a paid stipend program would encourage more people to volunteer. The \$100 per 24-hour shift stipend was set at that time and despite inflation has never been raised until now. \$100 per 24 hours equated to \$4.16 per hour. Let's face it: in reality, volunteers could make *way* more money without putting their lives on the line by doing just about anything else.

The reason we decided to increase the stipend amount was to try to offer incentives for people to join, to encourage them to get additional training to increase their certifications, and to simply cover some of their costs such as food, gas, childcare, equipment, etc. A 24-hour shift is no "piece of cake." It takes commitment, dedication, and sacrifice to be willing to spend that kind of time away from your family, from your own bed, from your "real job" (the vast majority of volunteers have full-time jobs elsewhere), etc. These volunteers should be applauded and thanked for the work that they do and the lives that they save, not scrutinized or painted as money hungry leaches draining the city's coffers for pennies on the dollar.

The new tiered stipend system is intended to incentivize people to become full EMT's, so they can do even *more* good, save even *more* lives, and save the city even *more* money by attaining more certifications. It takes a tremendous amount of time, money and energy to become a licensed EMT, Intermediate EMT, or a Paramedic. And once a person achieves these higher levels, which requires completing college level courses, they're not done, because to maintain these certifications requires annual continuing education.

We are also increasing the number of community activities, as we believe a Fire Department should do *more* than just emergency response. Many of our volunteers do not make or take *any* stipend payments at all, as they are unable to participate in fighting fires, responding to medical calls, or covering a full 24-hours shift, etc.. But these folks are just as important as and valuable as those who receive stipends because they do the "non-glamorous", yet essential work required to run and maintain a fire department. These folks deserve thanks and praise too.

It should also be noted that there has always been, and still remains, an annual cap on the maximum amount of stipend pay a volunteer can receive. This cap is 20% of the lowest paid full-time Firefighter in the department. We are also limited by our budget for stipends, which as previously mentioned has already been approved by the Budget Committee and City Council.

3. *What people were involved in making the decision?*

Chief Hollet and I were the *only* people involved in making this decision. We were (and still are) unaware of any requirement for City Council to set or approve the volunteer stipend amounts (besides of course approving the fire department's Budget, including the line item for volunteer stipends, which Council and the Budget Committee already approved). If our understanding was in error, we sincerely apologize and *I (CA Cleavenger) take full responsibility* for any oversight.

4. *Did any city employees or elected officials involved in making the decision or their immediate family members gain financially from the decision?*

No elected officials were involved in making this decision. Chief Hollett's wife, City Councilor Christina Hollett, as well as City Councilor Melissa Bjarnson, are both certified EMT's, eligible to receive the \$150 per 24-hour shift stipend, **just like anyone else with their certification levels.**

While it is true that they "gain financially" (for \$6.25 an hour, well below minimum wage), it is important to note that **the Fire Department has also "gained financially"** through their dedicated service which has **saved the department thousands of dollars** as previously explained, and for which I am personally grateful. To be frank, I wish *more* citizens, including more city councilors, would be willing to become volunteer firefighters and EMT's.

5. *Have the results from the decision achieved its objectives?*

Yes, more volunteer stipend shifts are being filled by our existing volunteers since we increased the stipend amounts. In fact, we have 2 new basic EMT's and 1 new Intermediate EMT who just joined. We have high expectations, but it will take time to rebuild our program after having lost so many volunteers over the past few years due to retirements, people moving out-of-state, etc. We are continuing to develop additional recruitment incentives beyond the stipend program, as it is only one small part of the department's recruitment and retention plan.

6. *With regards to volunteer affiliation, how many applications have been received over the past 12 months?*

Approximately 14.

7. *How many of the applicants were interviewed?*

Approximately 14.

8. *Of those interviewed, how many were selected to join the department?*

No eligible applicants were turned away or denied an interview. However, there were a few applicants who chose not to follow through with the demanding training process, did not pass their background check, and/or failed the testing process.

We currently have 11 new volunteers waiting for the next Firefighter I academy class, and in the past few weeks we have received two more volunteer and one more part-time applications. We are very excited and hopeful about the future of the program, and additional applications are always welcome. To apply, click on this link: <https://oakridgefire.us/work-here>

Moving Forward:

As previously stated, Chief Hollett and I are unaware of any law, rule, or policy requiring City Council's approval of any modifications to the volunteer stipend amounts, and we believe no further action from Council is required. However, if this understanding is not accurate, or if Council does not agree with our decision, Council may *retroactively deny* the stipend increases and we will immediately discontinue them, or even cease the volunteer stipend program altogether if that is Council's directive. Alternatively, Council also has the option of retroactively *approving* the stipend increases to show support of our decision if they so choose.

FISCAL IMPACTS OF THE STIPEND RAISES:

\$20.00 per 24-hour shift (\$0.83 per hour) increase for basic Drivers & EMR's

\$50.00 per 24-hour shift (\$2.08 per hour) increase for EMT A's

\$80.00 per 24-hour shift (\$3.33 per hour) increase for Paramedics & EMT I's

OPTIONS: No action, retroactive approval, or retroactive denial of the stipend increases

RECOMMENDATION (from CA & Chief Hollett): No action or retroactive approval

RECOMMENDED MOTION (optional): "I move to retroactively _____ (approve or deny/discontinue) the Fire Department's volunteer stipend increases."

STRATEGIC THEMES/GOALS INVOLVED:

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

Theme 1 (Safe Community), Goal #2: Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.

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

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

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to Repair Homes in Oakridge.*

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NMLS 791356

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Roofs * Foundations * Dry Rot * Plumbing * Electrical *
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* Paint * Much More!

HUD/Lane County Gross Annual Income Limits as of May 2023

| Household size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Maximum Income | \$47,250 | \$54,000 | \$60,750 | \$67,450 | \$72,850 | \$78,250 | \$83,650 | \$89,050 |

City of Oakridge
Statement of Revenue and Expenditures
 Revised Budget
 For GENERAL FUND (100)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|---------------------|---------------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 100-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 304,000.00 | \$ 304,000.00 | 0.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 304,000.00 | 304,000.00 | 0.00% |
| Property Taxes Revenues | | | | | |
| 100-00-503400 Property Tax Revenues - Prior Levie | 0.00 | 0.00 | 10,000.00 | 52,920.94 | (429.21%) |
| 100-00-599100 Property Tax Revenues - Current Le | 0.00 | 0.00 | 1,260,048.00 | 1,199,183.01 | 4.83% |
| Total Property Taxes Revenues | 0.00 | 0.00 | 1,270,048.00 | 1,252,103.95 | 1.41% |
| Franchise Fees Revenues | | | | | |
| 100-00-504005 Franchise Fees | 0.00 | 0.00 | 210,000.00 | 209,967.24 | 0.02% |
| Total Franchise Fees Revenues | 0.00 | 0.00 | 210,000.00 | 209,967.24 | 0.02% |
| Licenses, Permits, Misc. Taxes Revenues | | | | | |
| 100-00-503100 State Liquor Tax | 0.00 | 0.00 | 56,000.00 | 36,994.01 | 33.94% |
| 100-00-503150 State Marijuana Tax | 0.00 | 0.00 | 20,000.00 | 12,928.72 | 35.36% |
| 100-00-503250 ORD 924 Tax | 0.00 | 0.00 | 5,000.00 | 0.00 | 100.00% |
| 100-00-503300 Cigarette Tax | 0.00 | 0.00 | 3,000.00 | 2,764.81 | 7.84% |
| 100-00-503450 Heavy Eqp Rental Tax | 0.00 | 0.00 | 0.00 | 1,700.44 | 0.00% |
| 100-00-503500 Transient Room Tax | 0.00 | 0.00 | 34,000.00 | 19,073.68 | 43.90% |
| 100-00-504000 Telecommunications License Fee | 0.00 | 0.00 | 15,000.00 | 16,473.03 | (9.82%) |
| 100-00-504100 Licenses & Permits Fees | 0.00 | 0.00 | 65,000.00 | 102,343.78 | (57.45%) |
| Total Licenses, Permits, Misc. Taxes Revenues | 0.00 | 0.00 | 198,000.00 | 192,278.47 | 2.89% |
| Intergovernmental Revenues Revenues | | | | | |
| 100-00-502400 Westfir Police Services Contract | 0.00 | 0.00 | 55,000.00 | 65,635.75 | (19.34%) |
| 100-00-507000 State Revenue Sharing | 0.00 | 0.00 | 35,000.00 | 45,516.02 | (30.05%) |
| 100-00-507100 LRAPA Code Enforcement | 0.00 | 0.00 | 57,996.00 | 53,166.85 | 8.33% |
| 100-00-508500 Lowell Police Serv. Contract | 0.00 | 0.00 | 32,889.00 | 36,336.87 | (10.48%) |
| 100-00-515300 RTMP Funds | 0.00 | 0.00 | 19,000.00 | 14,742.88 | 22.41% |
| Total Intergovernmental Revenues Revenues | 0.00 | 0.00 | 199,885.00 | 215,398.37 | (7.76%) |
| Planning Fees and Reimbursements Revenues | | | | | |
| 100-00-501500 Planning | 0.00 | 0.00 | 2,000.00 | 1,010.00 | 49.50% |
| Total Planning Fees and Reimbursements Revenu | 0.00 | 0.00 | 2,000.00 | 1,010.00 | 49.50% |
| Fines & Forfeitures Revenues | | | | | |
| 100-00-500500 Fines & Foreitures | 0.00 | 0.00 | 45,000.00 | 39,768.93 | 11.62% |
| 100-00-508600 Lowell Muni Court Fines | 0.00 | 0.00 | 1,000.00 | 414.03 | 58.60% |
| Total Fines & Forfeitures Revenues | 0.00 | 0.00 | 46,000.00 | 40,182.96 | 12.65% |
| Interest Revenues | | | | | |
| 100-00-500200 Interest | 0.00 | 0.00 | 1,000.00 | 39,106.93 | (3810.69%) |
| 100-00-500205 Interest on Property Taxes | 0.00 | 0.00 | 1,600.00 | 2,257.75 | (41.11%) |
| Total Interest Revenues | 0.00 | 0.00 | 2,600.00 | 41,364.68 | (1490.95%) |

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|----------------|------------------------|------------------------|--------------------|
| Grants & Donations Revenues | | | | | |
| 100-00-500084 WAC USDA Grant | 0.00 | 0.00 | 1,500,000.00 | 1,500,000.00 | 0.00% |
| 100-00-500880 DEQ Smoke Management Grant | 0.00 | 0.00 | 0.00 | 4,272.00 | 0.00% |
| 100-00-502863 American Rescue Plan Grant | 0.00 | 0.00 | 374,000.00 | 385,363.64 | (3.04%) |
| 100-00-505510 Misc Library Grants | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00% |
| 100-00-506000 Library Donations & Sales | 0.00 | 0.00 | 1,642.47 | 1,632.66 | 0.60% |
| 100-00-506500 Library SRP-Cards 4 Kids | 0.00 | 0.00 | 1,250.00 | 1,000.00 | 20.00% |
| 100-00-511102 Banner Bank Fundraiser | 0.00 | 0.00 | 0.00 | 2,878.00 | 0.00% |
| 100-00-513700 Parks Grants/Donations | 0.00 | 0.00 | 200.00 | 741.39 | (270.69%) |
| 100-00-599800 Parks Revenues/Donations | 0.00 | 0.00 | 4,000.00 | 9,625.00 | (140.63%) |
| Total Grants & Donations Revenues | 0.00 | 0.00 | 1,884,092.47 | 1,908,512.69 | (1.30%) |
| Rentals and Leases Revenues | | | | | |
| 100-00-501100 Rental Income | 0.00 | 0.00 | 0.00 | 4,500.00 | 0.00% |
| 100-00-599700 Dead Mountain Tower Rent | 0.00 | 0.00 | 7,000.00 | 9,900.00 | (41.43%) |
| Total Rentals and Leases Revenues | 0.00 | 0.00 | 7,000.00 | 14,400.00 | (105.71%) |
| Miscellaneous Revenues | | | | | |
| 100-00-500300 Dividends | 0.00 | 0.00 | 0.00 | 6,895.00 | 0.00% |
| 100-00-502000 Fall Fun Night | 0.00 | 0.00 | 2,500.00 | 0.00 | 100.00% |
| 100-00-505500 Library Revenue | 0.00 | 0.00 | 1,300.00 | 991.90 | 23.70% |
| 100-00-599900 Miscellaneous Income | 0.00 | 0.00 | 3,000.00 | 64,895.66 | (2063.19%) |
| 100-00-599920 Misc Police Revenue | 0.00 | 0.00 | 2,000.00 | 1,968.14 | 1.59% |
| Total Miscellaneous Revenues | 0.00 | 0.00 | 8,800.00 | 74,750.70 | (749.44%) |
| Charges for Services Revenues | | | | | |
| 100-00-504010 Imposed Public Safety Fee | 0.00 | 0.00 | 240,000.00 | 347,028.00 | (44.60%) |
| 100-00-520100 Administrative Overhead | 0.00 | 0.00 | 574,103.00 | 574,102.92 | 0.00% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 814,103.00 | 921,130.92 | (13.15%) |
| Total GENERAL FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 4,946,528.47 | \$ 5,175,099.98 | (4.62%) |

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Expenditures

Personal Services Expenditures

| | | | | | |
|--|---------|-------------|-----------|-----------|----------|
| 100-11-400000 Draw | \$ 0.00 | \$ 1,500.00 | \$ 0.00 | \$ 0.00 | 0.00% |
| 100-11-400001 Health Insurance | 0.00 | 0.00 | 64,749.00 | 64,392.25 | 0.55% |
| 100-11-400002 PERS | 0.00 | 0.00 | 93,231.00 | 83,520.44 | 10.42% |
| 100-11-400003 Workers Compensation | 0.00 | (79.08) | 1,800.00 | 1,084.80 | 39.73% |
| 100-11-400004 Payroll Taxes | 0.00 | 0.00 | 22,557.00 | 21,210.80 | 5.97% |
| 100-11-400005 Overtime | 0.00 | 0.00 | 2,000.00 | 2,644.37 | (32.22%) |
| 100-11-400010 Unemployment/Personnel | 0.00 | 0.00 | 0.00 | 65.01 | 0.00% |
| 100-11-400011 City Administrator | 0.00 | 0.00 | 85,368.00 | 49,344.38 | 42.20% |
| 100-11-400013 Finance Director/City Recorder | 0.00 | (1,500.00) | 75,648.00 | 56,548.15 | 25.25% |
| 100-11-400015 LIB/AP/UB | 0.00 | 0.00 | 49,720.00 | 34,967.16 | 29.67% |
| 100-11-400032 Deferred Comp OSGP | 0.00 | 0.00 | 0.00 | 425.00 | 0.00% |
| 100-11-400039 Wages | 0.00 | 0.00 | 0.00 | 26,942.59 | 0.00% |
| 100-11-400046 Assistant Planner | 0.00 | 0.00 | 52,466.00 | 23,407.57 | 55.39% |

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City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (100)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|----------------|----------------|---------------------|-------------------|--------------------|
| 100-11-400049 City Planner | 0.00 | 0.00 | 0.00 | 15,479.70 | 0.00% |
| 100-11-400081 VEBA Contributions | 0.00 | 0.00 | 9,000.00 | 4,900.00 | 45.56% |
| 100-11-400082 Life/LTD Insurance | 0.00 | 0.00 | 500.00 | 163.17 | 67.37% |
| 100-13-400001 Health Insurance | 0.00 | 0.00 | 157,550.00 | 83,115.85 | 47.24% |
| 100-13-400002 PERS | 0.00 | 0.00 | 140,400.00 | 83,046.79 | 40.85% |
| 100-13-400003 Workers Compensation | 0.00 | 0.00 | 12,500.00 | 9,636.55 | 22.91% |
| 100-13-400004 Payroll Taxes | 0.00 | 0.00 | 35,700.00 | 24,150.80 | 32.35% |
| 100-13-400005 Overtime | 0.00 | 0.00 | 48,000.00 | 32,171.14 | 32.98% |
| 100-13-400006 Standby | 0.00 | 0.00 | 12,000.00 | 9,123.80 | 23.97% |
| 100-13-400010 Unemployment/Personnel Police | 0.00 | 452.44 | 0.00 | 452.44 | 0.00% |
| 100-13-400016 Employee Allowance | 0.00 | 0.00 | 360.00 | 0.00 | 100.00% |
| 100-13-400020 Police Chief | 0.00 | 0.00 | 91,385.00 | 65,102.79 | 28.76% |
| 100-13-400023 Patrol Wages | 0.00 | 0.00 | 162,600.00 | 68,862.97 | 57.65% |
| 100-13-400024 Dispatchers | 0.00 | 0.00 | 76,044.00 | 62,643.80 | 17.62% |
| 100-13-400025 Communications Sergeant | 0.00 | (6,729.77) | 67,327.00 | 41,064.00 | 39.01% |
| 100-13-400026 Deputy Chief | 0.00 | 6,729.77 | 0.00 | 0.00 | 0.00% |
| 100-13-400032 Deferred Comp OSGP | 0.00 | 0.00 | 0.00 | 3,116.99 | 0.00% |
| 100-13-400039 Wages | 0.00 | 0.00 | 0.00 | 29,142.77 | 0.00% |
| 100-13-400066 Vacation Buy-Out | 0.00 | 0.00 | 10,339.00 | 9,619.52 | 6.96% |
| 100-13-400081 VEBA Contributions | 0.00 | 0.00 | 13,500.00 | 5,625.00 | 58.33% |
| 100-13-400082 Life/LTD Insurance | 0.00 | 0.00 | 500.00 | 206.32 | 58.74% |
| 100-16-400003 Workers Compensation | 0.00 | 43.08 | 100.00 | 43.08 | 56.92% |
| 100-16-400004 Payroll Taxes | 0.00 | 0.00 | 800.00 | 673.90 | 15.76% |
| 100-16-400039 Wages | 0.00 | 0.00 | 0.00 | 1,101.78 | 0.00% |
| 100-16-400048 Library Coordinator | 0.00 | 0.00 | 10,250.00 | 7,405.54 | 27.75% |
| 100-17-400012 Public Works Personnel Services | 0.00 | 0.00 | 20,300.00 | 14,954.64 | 26.33% |
| 100-18-400022 Bldg. Manager | 0.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 100-99-400001 Health Care Coverage | 0.00 | 0.00 | 9,296.00 | 5,122.83 | 44.89% |
| 100-99-400002 PERS | 0.00 | 0.00 | 7,677.00 | 4,274.25 | 44.32% |
| 100-99-400003 Workers Compensation | 0.00 | 36.00 | 36.00 | 36.00 | 0.00% |
| 100-99-400004 Payroll Taxes | 0.00 | 0.00 | 1,858.00 | 1,414.87 | 23.85% |
| 100-99-400019 Municipal Court Clerk | 0.00 | 0.00 | 23,793.00 | 15,487.21 | 34.91% |
| 100-99-400081 VEBA Contributions | 0.00 | 0.00 | 1,125.00 | 562.50 | 50.00% |
| 100-99-400082 Life/LTD Insurance | 0.00 | 0.00 | 50.00 | 32.06 | 35.88% |
| Total Personal Services Expenditures | 0.00 | 452.44 | 1,361,529.00 | 963,285.58 | 29.25% |
| Materials & Services Expenditures | | | | | |
| 100-00-400204 DEQ Smoke Management Grant Ex | 0.00 | 0.00 | 0.00 | 75,336.00 | 0.00% |
| 100-00-400220 RTMP Fund Projects | 0.00 | 0.00 | 18,775.00 | 27,545.32 | (46.71%) |
| 100-00-400228 Transient Income Projects | 0.00 | 0.00 | 30,000.00 | 20,954.41 | 30.15% |
| 100-11-400078 ARPA Expenses | 0.00 | 0.00 | 325,574.00 | 243,594.80 | 25.18% |
| 100-11-400101 Materials/Supplies | 0.00 | (10,000.00) | 15,000.00 | 18,997.88 | (26.65%) |
| 100-11-400104 Telephone | 0.00 | 0.00 | 0.00 | 2,322.74 | 0.00% |
| 100-11-400105 Banking/Financial Fees | 0.00 | 0.00 | 2,000.00 | 49.30 | 97.54% |
| 100-11-400106 Office Expenses/Equipment | 0.00 | 0.00 | 0.00 | 4,214.73 | 0.00% |
| 100-11-400107 Utilities | 0.00 | 339.90 | 12,000.00 | 16,019.39 | (33.49%) |
| 100-11-400108 Insurance | 0.00 | 0.00 | 150,000.00 | 209,887.12 | (39.92%) |
| 100-11-400110 Utilities | 0.00 | (339.90) | 0.00 | 0.00 | 0.00% |
| 100-11-400114 Advertising | 0.00 | 0.00 | 800.00 | 476.73 | 40.41% |

City of Oakridge

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Statement of Revenue and Expenditures

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Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|----------------|----------------|----------------|---------------|------------|--------------------|
| 100-11-400117 | 0.00 | 0.00 | 11,000.00 | 13,616.59 | (23.79%) |
| 100-11-400120 | 0.00 | 0.00 | 2,000.00 | 2,072.48 | (3.62%) |
| 100-11-400122 | 0.00 | 0.00 | 1,000.00 | 40.00 | 96.00% |
| 100-11-400126 | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00% |
| 100-11-400130 | 0.00 | (19,950.52) | 12,000.00 | 5,483.15 | 54.31% |
| 100-11-400132 | 0.00 | 0.00 | 35,000.00 | 0.00 | 100.00% |
| 100-11-400133 | 0.00 | 0.00 | 21,000.00 | 5,196.40 | 75.26% |
| 100-11-400150 | 0.00 | 0.00 | 250.00 | 1,030.00 | (312.00%) |
| 100-11-400152 | 0.00 | 0.00 | 3,000.00 | 2,417.14 | 19.43% |
| 100-11-400154 | 0.00 | 0.00 | 500.00 | 40.00 | 92.00% |
| 100-11-400156 | 0.00 | 0.00 | 10,000.00 | 5,284.76 | 47.15% |
| 100-11-400158 | 0.00 | 0.00 | 7,500.00 | 5,841.81 | 22.11% |
| 100-11-400166 | 0.00 | 225.00 | 5,000.00 | 3,642.48 | 27.15% |
| 100-11-400222 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00% |
| 100-11-400242 | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 0.00% |
| 100-11-401052 | 0.00 | 0.00 | 0.00 | 1,665.96 | 0.00% |
| 100-12-400130 | 0.00 | 19,725.52 | 50,000.00 | 59,140.05 | (18.28%) |
| 100-12-400133 | 0.00 | 0.00 | 0.00 | 610.00 | 0.00% |
| 100-12-400138 | 0.00 | 0.00 | 1,500.00 | 288.00 | 80.80% |
| 100-12-400140 | 0.00 | 0.00 | 32,878.00 | 32,878.00 | 0.00% |
| 100-12-400156 | 0.00 | 0.00 | 0.00 | 74.99 | 0.00% |
| 100-13-400029 | 0.00 | 0.00 | 3,000.00 | 145.67 | 95.14% |
| 100-13-400078 | 0.00 | 0.00 | 15,594.58 | 15,594.58 | 0.00% |
| 100-13-400101 | 0.00 | 0.00 | 10,000.00 | 6,842.00 | 31.58% |
| 100-13-400104 | 0.00 | 0.00 | 0.00 | 12,919.66 | 0.00% |
| 100-13-400107 | 0.00 | 0.00 | 6,000.00 | 3,431.63 | 42.81% |
| 100-13-400117 | 0.00 | 0.00 | 2,300.00 | 0.00 | 100.00% |
| 100-13-400118 | 0.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 100-13-400120 | 0.00 | 0.00 | 7,000.00 | 4,044.92 | 42.22% |
| 100-13-400130 | 0.00 | 0.00 | 4,000.00 | 3,252.97 | 18.68% |
| 100-13-400133 | 0.00 | 0.00 | 0.00 | 1,062.50 | 0.00% |
| 100-13-400137 | 0.00 | 0.00 | 75,396.00 | 69,374.15 | 7.99% |
| 100-13-400140 | 0.00 | 0.00 | 78,800.00 | 78,800.00 | 0.00% |
| 100-13-400145 | 0.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 100-13-400146 | 0.00 | 0.00 | 9,450.00 | 2,936.44 | 68.93% |
| 100-13-400156 | 0.00 | (3,029.98) | 0.00 | 0.00 | 0.00% |
| 100-13-400160 | 0.00 | 0.00 | 1,500.00 | 1,663.33 | (10.89%) |
| 100-13-400162 | 0.00 | 0.00 | 3,500.00 | 1,702.92 | 51.35% |
| 100-13-400166 | 0.00 | 0.00 | 0.00 | 366.20 | 0.00% |
| 100-13-400168 | 0.00 | 0.00 | 6,000.00 | 4,796.02 | 20.07% |
| 100-13-400169 | 0.00 | 0.00 | 6,000.00 | 4,304.37 | 28.26% |
| 100-13-400172 | 0.00 | 0.00 | 36,000.00 | 19,861.97 | 44.83% |
| 100-13-400173 | 0.00 | 0.00 | 9,000.00 | 5,586.74 | 37.93% |
| 100-13-400216 | 0.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 100-13-400217 | 0.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 100-13-400218 | 0.00 | 0.00 | 2,500.00 | 2,193.82 | 12.25% |
| 100-13-400305 | 0.00 | 0.00 | 5,000.00 | 4,177.09 | 16.46% |
| 100-13-401052 | 0.00 | 0.00 | 6,200.00 | 10,184.09 | (64.26%) |
| 100-13-401200 | 0.00 | 0.00 | 900.00 | 0.00 | 100.00% |

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|-------------------|---------------------|---------------------|--------------------|
| 100-13-401201 | 0.00 | 0.00 | 4,900.00 | 4,382.15 | 10.57% |
| 100-13-401202 | 0.00 | 0.00 | 2,000.00 | 119.88 | 94.01% |
| 100-13-401203 | 0.00 | 3,029.98 | 5,000.00 | 3,029.98 | 39.40% |
| 100-13-401204 | 0.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 100-13-401205 | 0.00 | 0.00 | 650.00 | 0.00 | 100.00% |
| 100-13-401206 | 0.00 | 0.00 | 0.00 | 580.00 | 0.00% |
| 100-16-400101 | 0.00 | 0.00 | 1,342.47 | 1,549.69 | (15.44%) |
| 100-16-400104 | 0.00 | 0.00 | 300.00 | 452.00 | (50.67%) |
| 100-16-400107 | 0.00 | 0.00 | 1,700.00 | 247.58 | 85.44% |
| 100-16-400120 | 0.00 | 0.00 | 500.00 | 500.00 | 0.00% |
| 100-16-400140 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 100-16-400156 | 0.00 | 0.00 | 5,000.00 | 4,485.87 | 10.28% |
| 100-16-400158 | 0.00 | 0.00 | 3,900.00 | 892.42 | 77.12% |
| 100-16-400224 | 0.00 | 0.00 | 1,000.00 | 1,231.09 | (23.11%) |
| 100-16-400226 | 0.00 | 0.00 | 550.00 | 500.00 | 9.09% |
| 100-16-400243 | 0.00 | 0.00 | 1,500.00 | 1,346.59 | 10.23% |
| 100-16-400244 | 0.00 | 0.00 | 2,000.00 | 1,842.07 | 7.90% |
| 100-16-400246 | 0.00 | 0.00 | 4,300.00 | 4,300.00 | 0.00% |
| 100-16-400248 | 0.00 | 0.00 | 0.00 | 391.00 | 0.00% |
| 100-17-400078 | 0.00 | 0.00 | 50,000.00 | 45,827.43 | 8.35% |
| 100-17-400101 | 0.00 | 929.96 | 8,500.00 | 8,411.92 | 1.04% |
| 100-17-400104 | 0.00 | 0.00 | 0.00 | 110.12 | 0.00% |
| 100-17-400107 | 0.00 | 666.89 | 11,000.00 | 11,618.02 | (5.62%) |
| 100-17-400110 | 0.00 | (666.89) | 0.00 | 379.80 | (94949900.00%) |
| 100-17-400140 | 0.00 | 0.00 | 22,910.00 | 22,910.00 | 0.00% |
| 100-17-400166 | 0.00 | 0.00 | 7,500.00 | 1,291.93 | 82.77% |
| 100-18-400101 | 0.00 | 0.00 | 1,000.00 | 3.99 | 99.60% |
| 100-18-400104 | 0.00 | 0.00 | 0.00 | 1,114.05 | 0.00% |
| 100-18-400107 | 0.00 | 0.00 | 0.00 | 4,357.14 | 0.00% |
| 100-18-400130 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00% |
| 100-18-400140 | 0.00 | 0.00 | 13,143.00 | 13,142.92 | 0.00% |
| 100-18-400166 | 0.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 100-18-400281 | 0.00 | 0.00 | 1,400,000.00 | 14,189.50 | 98.99% |
| 100-99-400120 | 0.00 | 0.00 | 225.00 | 21.50 | 90.44% |
| 100-99-400131 | 0.00 | 0.00 | 20,900.00 | 18,649.62 | 10.77% |
| 100-99-400140 | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00% |
| 100-99-400213 | 0.00 | (8,470.34) | 5,400.00 | (8,675.43) | 260.66% |
| 100-99-400215 | 0.00 | 8,470.34 | 2,000.00 | 18,940.68 | (847.03%) |
| Total Materials & Services Expenditures | 0.00 | (6,570.04) | 2,643,938.05 | 1,233,104.81 | 53.36% |
| Capital Outlay Expenditures | | | | | |
| 100-13-400300 | 0.00 | 0.00 | 18,000.00 | 20,112.58 | (11.74%) |
| 100-17-400777 | 0.00 | (929.96) | 0.00 | 0.00 | 100.00% |
| Total Capital Outlay Expenditures | 0.00 | (929.96) | 18,000.00 | 20,112.58 | (11.74%) |
| Fund Transfers Expenditures | | | | | |
| 100-00-401016 | 0.00 | 0.00 | 460,736.00 | 413,987.52 | 10.15% |
| 100-00-401021 | 0.00 | 0.00 | 120,000.00 | 96,867.47 | 19.28% |
| 100-00-401024 | 0.00 | (452.44) | 0.00 | 0.00 | 0.00% |

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460,736.00 413,987.52

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|----------------------|------------------------|------------------------|-----------------------|
| 100-00-401081 Transfer of Public Safety Fee Funds | 0.00 | 0.00 | 0.00 | 31,348.50 | 0.00% |
| Total Fund Transfers Expenditures | 0.00 | (452.44) | 580,736.00 | 542,203.49 | 6.64% |
| Special Payments Expenditures | | | | | |
| 100-17-400127 Park Rental Refunds | 0.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| Total Special Payments Expenditures | 0.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| Total GENERAL FUND Expenditures | \$ 0.00 | \$ (7,500.00) | \$ 4,604,203.06 | \$ 2,759,206.46 | 40.07% |
| GENERAL FUND Excess of Revenues Over Expenditure | \$ 0.00 | \$ 7,500.00 | \$ 342,325.42 | \$ 2,415,893.52 | (605.73%) |

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For STREET FUND (230)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|----------------|----------------------|----------------------|--------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 230-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 106,470.00 | 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 106,470.00 | 0.00 | 100.00% |
| Licenses, Permits, Misc. Taxes Revenues | | | | | |
| 230-00-503200 ODOT Apportionments | 0.00 | 0.00 | 240,000.00 | 262,458.56 | (9.36%) |
| 230-00-504300 Fuel Dealer's License Fee | 0.00 | 0.00 | 80,000.00 | 61,123.74 | 23.60% |
| Total Licenses, Permits, Misc. Taxes Revenues | 0.00 | 0.00 | 320,000.00 | 323,582.30 | (1.12%) |
| Intergovernmental Revenues Revenues | | | | | |
| 230-00-520600 Greenwaters/Rest Area | 0.00 | 0.00 | 0.00 | 4,827.50 | 0.00% |
| 230-00-520700 State Highway Rest Area | 0.00 | 0.00 | 4,500.00 | 10,000.00 | (122.22%) |
| 230-00-520800 ODOT Small city Allotment | 0.00 | 0.00 | 250,000.00 | 0.00 | 100.00% |
| Total Intergovernmental Revenues Revenues | 0.00 | 0.00 | 254,500.00 | 14,827.50 | 94.17% |
| Miscellaneous Revenues | | | | | |
| 230-00-599900 Miscellaneous Income | 0.00 | 0.00 | 1,000.00 | 7,197.97 | (619.80%) |
| Total Miscellaneous Revenues | 0.00 | 0.00 | 1,000.00 | 7,197.97 | (619.80%) |
| Charges for Services Revenues | | | | | |
| 230-00-599905 Public Works Personnel Allocations | 0.00 | 0.00 | 10,500.00 | 0.00 | 100.00% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 10,500.00 | 0.00 | 100.00% |
| Other Financing Sources (uses) Revenues | | | | | |
| 230-00-521000 LID#20 2nd St. Assessment | 0.00 | 0.00 | 3,200.00 | 3,162.88 | 1.16% |
| 230-00-521325 LID #21 N. Ash Street Assessment | 0.00 | 0.00 | 1,200.00 | 0.00 | 100.00% |
| Total Other Financing Sources (uses) Revenues | 0.00 | 0.00 | 4,400.00 | 3,162.88 | 28.12% |
| Total STREET FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 696,870.00 | \$ 348,770.65 | 49.95% |

Expenditures**Personal Services Expenditures**

| | | | | | |
|---|-------------|-------------|------------------|------------------|---------------|
| 230-00-400001 Health Care Coverage | \$ 0.00 | \$ 0.00 | \$ 17,300.00 | 9,858.58 | 43.01% |
| 230-00-400002 PERS | 0.00 | 0.00 | 19,000.00 | 12,733.34 | 32.98% |
| 230-00-400003 Workers Compensation | 0.00 | 0.00 | 3,900.00 | 2,360.31 | 39.48% |
| 230-00-400004 Payroll Taxes | 0.00 | 0.00 | 4,500.00 | 3,198.44 | 28.92% |
| 230-00-400005 Overtime | 0.00 | 0.00 | 4,000.00 | 1,968.83 | 50.78% |
| 230-00-400006 Standby | 0.00 | 0.00 | 1,600.00 | 1,118.40 | 30.10% |
| 230-00-400039 Wages | 0.00 | 0.00 | 0.00 | 4,134.18 | 0.00% |
| 230-00-400041 Utility Worker 2 | 0.00 | 0.00 | 7,000.00 | 3,485.97 | 50.20% |
| 230-00-400045 Utility Worker I | 0.00 | 0.00 | 15,628.00 | 13,641.32 | 12.71% |
| 230-00-400081 VEBA Contributions | 0.00 | 0.00 | 2,250.00 | 0.00 | 100.00% |
| 230-00-400082 Life/LTD Insurance | 0.00 | 0.00 | 50.00 | 22.33 | 55.34% |
| Total Personal Services Expenditures | 0.00 | 0.00 | 75,228.00 | 52,521.70 | 30.18% |

City of Oakridge
Statement of Revenue and Expenditures
 Revised Budget
 For STREET FUND (230)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|-------------------|----------------------|----------------------|-----------------------|
| Materials & Services Expenditures | | | | | |
| 230-00-400101 Materials/Supplies | 0.00 | 0.00 | 25,000.00 | 20,068.63 | 19.73% |
| 230-00-400103 Seasonal/Temp Workers | 0.00 | 0.00 | 22,000.00 | 22,000.00 | 0.00% |
| 230-00-400104 Telephone | 0.00 | 0.00 | 1,100.00 | 1,825.88 | (65.99%) |
| 230-00-400107 Utilities | 0.00 | 695.35 | 0.00 | 1,390.70 | 0.00% |
| 230-00-400110 Utilities | 0.00 | (695.35) | 7,000.00 | 8,049.42 | (14.99%) |
| 230-00-400120 Travel/Training | 0.00 | 0.00 | 1,000.00 | 198.34 | 80.17% |
| 230-00-400130 Professional Services Misc. | 0.00 | 0.00 | 15,000.00 | 7,805.20 | 47.97% |
| 230-00-400140 Administrative Overhead | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00% |
| 230-00-400146 Uniform Allowance | 0.00 | 0.00 | 1,000.00 | 477.01 | 52.30% |
| 230-00-400160 Equipment Maintenance/Repairs | 0.00 | 0.00 | 20,000.00 | 12,926.29 | 35.37% |
| 230-00-400170 Vehicle Lease | 0.00 | 0.00 | 2,500.00 | 6,334.60 | (153.38%) |
| 230-00-400172 Fuel | 0.00 | 0.00 | 16,000.00 | 9,865.89 | 38.34% |
| 230-00-400173 New Equipment (less than \$5,000) | 0.00 | 0.00 | 10,000.00 | 2,115.39 | 78.85% |
| 230-00-400180 Rest Area | 0.00 | 0.00 | 9,000.00 | 10,314.29 | (14.60%) |
| 230-00-400194 Street Repair | 0.00 | 0.00 | 35,000.00 | 0.00 | 100.00% |
| 230-00-400198 Street Lights | 0.00 | 0.00 | 63,000.00 | 49,504.34 | 21.42% |
| Total Materials & Services Expenditures | 0.00 | 0.00 | 262,600.00 | 187,875.98 | 28.46% |
| Capital Outlay Expenditures | | | | | |
| 230-00-400300 New Equipment - Capital | 0.00 | 0.00 | 50,000.00 | 4,674.00 | 90.65% |
| 230-00-400666 Street Improvements | 0.00 | 0.00 | 250,000.00 | 21,600.00 | 91.36% |
| Total Capital Outlay Expenditures | 0.00 | 0.00 | 300,000.00 | 26,274.00 | 91.24% |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 230-00-401026 Contingency | 0.00 | 0.00 | 32,668.00 | 0.00 | 100.00% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 32,668.00 | 0.00 | 100.00% |
| Total STREET FUND Expenditures | \$ 0.00 | \$ 0.00 | \$ 670,496.00 | \$ 266,671.68 | 60.23% |
| STREET FUND Excess of Revenues Over Expenditures | \$ 0.00 | \$ 0.00 | \$ 26,374.00 | \$ 82,098.97 | (211.29%) |

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|----------------|------------------------|------------------------|--------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 232-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 100,000.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 100,000.00 | 0.00 | 100.00% |
| Intergovernmental Revenues Revenues | | | | | |
| 232-00-502800 Hazeldell Fire Contract | 0.00 | 0.00 | 65,230.00 | 48,115.00 | 26.24% |
| 232-00-502810 Fire Contracts - Westfir | 0.00 | 0.00 | 35,000.00 | 17,595.50 | 49.73% |
| 232-00-502815 Hazeldell - Vol Prog | 0.00 | 0.00 | 15,500.00 | 0.00 | 100.00% |
| Total Intergovernmental Revenues Revenues | 0.00 | 0.00 | 115,730.00 | 65,710.50 | 43.22% |
| Interest Revenues | | | | | |
| 232-00-500200 Interest | 0.00 | 0.00 | 0.00 | 219.05 | 0.00% |
| Total Interest Revenues | 0.00 | 0.00 | 0.00 | 219.05 | 0.00% |
| Grants & Donations Revenues | | | | | |
| 232-00-500085 OSFM Seasonal Worker Grant | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00% |
| Total Grants & Donations Revenues | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00% |
| Miscellaneous Revenues | | | | | |
| 232-00-599900 Miscellaneous Income | 0.00 | 0.00 | 2,000.00 | 3,688.00 | (84.40%) |
| Total Miscellaneous Revenues | 0.00 | 0.00 | 2,000.00 | 3,688.00 | (84.40%) |
| Charges for Services Revenues | | | | | |
| 232-00-502700 Fire Med | 0.00 | 0.00 | 20,000.00 | 32,718.20 | (63.59%) |
| 232-00-540200 Service Charge | 0.00 | 0.00 | 400,000.00 | 568,481.96 | (42.12%) |
| 232-00-540400 Ground Emergency Medical Transp | 0.00 | 0.00 | 50,000.00 | 1,132.00 | 97.74% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 470,000.00 | 602,332.16 | (28.16%) |
| Transfers Revenues | | | | | |
| 232-00-530500 Transfer From General | 0.00 | 0.00 | 465,736.00 | 413,987.52 | 11.11% |
| 232-00-532101 Transfer From Public Safety Fees | 0.00 | 0.00 | 132,000.00 | 128,215.97 | 2.87% |
| Total Transfers Revenues | 0.00 | 0.00 | 597,736.00 | 542,203.49 | 9.29% |
| Total EMERGENCY SERVICES FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 1,320,466.00 | \$ 1,249,153.20 | 5.40% |

FEMA Grant?

DEPT MATH GR

Expenditures

Personal Services Expenditures

| | | | | | |
|------------------------------------|---------|---------------|------------|------------|----------|
| 232-00-400000 Draw | \$ 0.00 | \$ (6,000.00) | \$ 0.00 | \$ 0.00 | 0.00% |
| 232-00-400001 Health Care Coverage | 0.00 | (200.00) | 100,500.00 | 57,323.61 | 42.96% |
| 232-00-400002 PERS | 0.00 | 0.00 | 158,900.00 | 103,840.85 | 34.65% |
| 232-00-400003 Workers Compensation | 0.00 | 0.00 | 15,000.00 | 12,110.83 | 19.26% |
| 232-00-400004 Payroll Taxes | 0.00 | 0.00 | 38,000.00 | 26,226.61 | 30.98% |
| 232-00-400005 Overtime | 0.00 | (11,441.48) | 70,000.00 | 77,646.64 | (10.92%) |
| 232-00-400009 Volunteer Life Ins. | 0.00 | 200.00 | 200.00 | 200.00 | 0.00% |
| 232-00-400016 Employee Allowance | 0.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 232-00-400039 Wages | 0.00 | 0.00 | 0.00 | 26,667.19 | 0.00% |

City of Oakridge

Statement of Revenue and Expenditures

7/15/2023 1:25am

Revised Budget
 For EMERGENCY SERVICES FUND (232)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|-------------------|-------------------|-------------------|--------------------|
| 232-00-400050 Fire Chief | 0.00 | 0.00 | 88,096.00 | 47,020.98 | 46.63% |
| 232-00-400051 Volunteers | 0.00 | 14,558.44 | 47,000.00 | 28,669.44 | 39.00% |
| 232-00-400052 EMS Captain | 0.00 | 11,441.48 | 0.00 | 0.00 | 0.00% |
| 232-00-400054 EMT-Firefighter | 0.00 | 0.00 | 56,500.00 | 34,937.89 | 38.16% |
| 232-00-400066 Vacation Buy-Out | 0.00 | 0.00 | 0.00 | 3,313.89 | 0.00% |
| 232-00-400071 Captain-Training Officer | 0.00 | 12,731.27 | 89,891.00 | 70,648.67 | 21.41% |
| 232-00-400072 Lieutenant-1 | 0.00 | (6,731.27) | 0.00 | 0.00 | 0.00% |
| 232-00-400073 Lieutenant-2 | 0.00 | 0.00 | 71,250.00 | 58,633.05 | 17.71% |
| 232-00-400081 VEBA Contributions | 0.00 | 0.00 | 9,000.00 | 4,500.00 | 50.00% |
| 232-00-400082 Life/LTD Insurance | 0.00 | 0.00 | 300.00 | 240.59 | 19.80% |
| 232-00-400083 OSFM Seasonal Worker Grant | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00% |
| Total Personal Services Expenditures | 0.00 | 14,558.44 | 780,137.00 | 586,980.24 | 24.76% |
| Materials & Services Expenditures | | | | | |
| 232-00-400078 ARPA Expenses | 0.00 | 0.00 | 100,000.00 | 43,931.70 | 56.07% |
| 232-00-400101 Materials/Supplies | 0.00 | 0.00 | 9,000.00 | 10,463.34 | (16.26%) |
| 232-00-400103 Seasonal/Temp Workers | 0.00 | 3,431.76 | 120,000.00 | 242,985.38 | (102.49%) |
| 232-00-400104 Telephone | 0.00 | 0.00 | 0.00 | 50.35 | 0.00% |
| 232-00-400105 Banking/Financial Fees | 0.00 | 0.00 | 0.00 | 13.20 | 0.00% |
| 232-00-400110 Utilities | 0.00 | 0.00 | 15,000.00 | 14,701.74 | 1.99% |
| 232-00-400111 EMS Supplies | 0.00 | 0.00 | 24,000.00 | 29,158.23 | (21.49%) |
| 232-00-400113 Fire Fighting Supplies | 0.00 | 0.00 | 4,000.00 | 1,491.13 | 62.72% |
| 232-00-400117 Membership/Dues/Subscriptions | 0.00 | 0.00 | 3,100.00 | 2,387.35 | 22.99% |
| 232-00-400120 Travel/Training | 0.00 | 0.00 | 7,500.00 | 7,136.78 | 4.84% |
| 232-00-400126 Postage/Mailing | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00% |
| 232-00-400130 Professional Services Misc. | 0.00 | 0.00 | 17,250.00 | 9,647.67 | 44.07% |
| 232-00-400137 Dispatch Services LCSO | 0.00 | 0.00 | 52,120.00 | 47,401.72 | 9.05% |
| 232-00-400139 Dispatch Phone Lines | 0.00 | 0.00 | 780.00 | 0.00 | 100.00% |
| 232-00-400140 Administrative Overhead | 0.00 | 0.00 | 82,000.00 | 82,000.00 | 0.00% |
| 232-00-400146 Uniform Allowance | 0.00 | 0.00 | 1,500.00 | 702.88 | 53.14% |
| 232-00-400147 Small Equipment Maint & Minor Rep | 0.00 | 0.00 | 1,500.00 | 1,689.57 | (12.64%) |
| 232-00-400151 Health & Wellness | 0.00 | 0.00 | 1,000.00 | 1,687.55 | (68.76%) |
| 232-00-400153 Protective Clothing | 0.00 | 0.00 | 1,000.00 | 608.16 | 39.18% |
| 232-00-400155 Pagers Repair/Replace | 0.00 | 0.00 | 1,300.00 | 0.00 | 100.00% |
| 232-00-400156 Computer Equip/Supplies/Support | 0.00 | 0.00 | 0.00 | 4,282.94 | 0.00% |
| 232-00-400161 Vehical Maint & Minor Repairs | 0.00 | 0.00 | 14,500.00 | 13,671.58 | 5.71% |
| 232-00-400162 Radio Maintenance/Repairs | 0.00 | 0.00 | 1,000.00 | 2,928.18 | (192.82%) |
| 232-00-400163 Building/Grounds Maintenance | 0.00 | 0.00 | 10,300.00 | 5,386.74 | 47.70% |
| 232-00-400166 Bldg. Maintenance | 0.00 | 0.00 | 1,000.00 | 301.92 | 69.81% |
| 232-00-400172 Fuel | 0.00 | 0.00 | 31,000.00 | 24,290.03 | 21.65% |
| 232-00-400232 Fire Med Promotion | 0.00 | 0.00 | 750.00 | 509.00 | 32.13% |
| 232-00-400252 Billing Charge | 0.00 | 0.00 | 16,200.00 | 10,401.58 | 35.79% |
| 232-00-400255 GEMT Expenditures | 0.00 | 0.00 | 0.00 | 26,217.88 | 0.00% |
| 232-00-400262 Volunteers | 0.00 | (14,558.44) | 300.00 | (0.04) | 100.01% |
| 232-00-401052 Radios Debt Service | 0.00 | 0.00 | 0.00 | 2,324.47 | 0.00% |
| 232-00-401205 Dead Mtn. Tower Lease | 0.00 | 0.00 | 0.00 | 2,873.02 | 0.00% |
| 232-00-499900 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 1,324.92 | 0.00% |
| Total Materials & Services Expenditures | 0.00 | (8,626.68) | 516,100.00 | 593,068.97 | (14.91%) |

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|----------------------|------------------------|------------------------|-----------------------|
| Capital Outlay Expenditures | | | | | |
| 232-00-400207 HMA FEMA Generators Grant | 0.00 | 0.00 | 0.00 | 96,150.18 | 0.00% |
| 232-00-400300 New Equipment - Capital | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00% |
| Total Capital Outlay Expenditures | 0.00 | 0.00 | 0.00 | 101,150.18 | 0.00% |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 232-00-401026 Contingency | 0.00 | 0.00 | 100,000.00 | 3,008.97 | 96.99% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 100,000.00 | 3,008.97 | 96.99% |
| Total EMERGENCY SERVICES FUND Expenditures | \$ 0.00 | \$ 5,931.76 | \$ 1,396,237.00 | \$ 1,284,208.36 | 8.02% |
| EMERGENCY SERVICES FUND Excess of Revenues Ov | \$ 0.00 | \$ (5,931.76) | \$ (75,771.00) | (35,055.16) | 53.74% |

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
For Water Fund - Capital Reserve Fund (245)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|-------------------|---------------------|----------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 245-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 54,040.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 54,040.00 | 0.00 | 100.00% |
| Transfers Revenues | | | | | |
| 245-00-530600 Transfer From Water | 0.00 | 0.00 | 25,000.00 | 0.00 | 100.00% |
| Total Transfers Revenues | 0.00 | 0.00 | 25,000.00 | 0.00 | 100.00% |
| Total Water Fund - Capital Reserve Fund Revenues | \$ 0.00 | \$ 0.00 | \$ 79,040.00 | \$ 0.00 | 100.00% |
| Expenditures | | | | | |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 245-00-499991 Reserved for Future Expenditure | \$ 0.00 | \$ 0.00 | \$ 79,040.00 | \$ 0.00 | 100.00% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 79,040.00 | 0.00 | 100.00% |
| Total Water Fund - Capital Reserve Fund Expenditure | \$ 0.00 | \$ 0.00 | \$ 79,040.00 | \$ 0.00 | 100.00% |
| Water Fund - Capital Reserve Fund Excess of Revenues | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% |

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
For WATER BOND RESERVE FUND (321)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|----------------------|----------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 321-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 120,683.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 120,683.00 | 0.00 | 100.00% |
| Total WATER BOND RESERVE FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 120,683.00 | \$ 0.00 | 100.00% |
| WATER BOND RESERVE FUND Excess of Revenues Ov | \$ 0.00 | \$ 0.00 | \$ 120,683.00 | \$ 0.00 | 100.00% |

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|----------------------|---------------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 390-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 316,460.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 316,460.00 | 0.00 | 100.00% |
| Interest Revenues | | | | | |
| 390-00-500200 Interest | 0.00 | 0.00 | 1,100.00 | 886.68 | 19.39% |
| Total Interest Revenues | 0.00 | 0.00 | 1,100.00 | 886.68 | 19.39% |
| Rentals and Leases Revenues | | | | | |
| 390-00-501100 Rental Income | 0.00 | 0.00 | 77,000.00 | 88,201.76 | (14.55%) |
| Total Rentals and Leases Revenues | 0.00 | 0.00 | 77,000.00 | 88,201.76 | (14.55%) |
| Other Financing Sources (uses) Revenues | | | | | |
| 390-00-500900 Sale of Property | 0.00 | 0.00 | 0.00 | 250.00 | 0.00% |
| Total Other Financing Sources (uses) Revenues | 0.00 | 0.00 | 0.00 | 250.00 | 0.00% |
| Total INDUSTRIAL PARK FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 394,560.00 | \$ 89,338.44 | 77.36% |

| | | | | | |
|--|-------------|-------------|------------------|------------------|---------------|
| Expenditures | | | | | |
| Personal Services Expenditures | | | | | |
| 390-00-400001 Health Care Coverage | \$ 0.00 | \$ 0.00 | \$ 2,850.00 | \$ 1,580.57 | 44.54% |
| 390-00-400002 PERS | 0.00 | 0.00 | 3,200.00 | 2,130.42 | 33.42% |
| 390-00-400003 Workers Compensation | 0.00 | 0.00 | 725.00 | 0.00 | 100.00% |
| 390-00-400004 Payroll Taxes | 0.00 | 0.00 | 725.00 | 665.78 | 8.17% |
| 390-00-400005 Overtime | 0.00 | 0.00 | 850.00 | 415.78 | 51.08% |
| 390-00-400006 Standby | 0.00 | 0.00 | 300.00 | 168.81 | 43.73% |
| 390-00-400039 Wages | 0.00 | 0.00 | 0.00 | 670.57 | 0.00% |
| 390-00-400041 Utility Worker 2 | 0.00 | 0.00 | 2,900.00 | 1,306.69 | 54.94% |
| 390-00-400043 Public Works Crew Leader | 0.00 | 0.00 | 2,200.00 | 1,295.32 | 41.12% |
| 390-00-400045 Utility Worker IA | 0.00 | 0.00 | 2,750.00 | 1,715.00 | 37.64% |
| 390-00-400047 Utility Worker 1B | 0.00 | 0.00 | 2,300.00 | 507.83 | 77.92% |
| 390-00-400081 VEBA Contributions | 0.00 | 0.00 | 400.00 | 400.00 | 0.00% |
| 390-00-400082 Life/LTD Insurance | 0.00 | 0.00 | 0.00 | 4.42 | 0.00% |
| Total Personal Services Expenditures | 0.00 | 0.00 | 19,200.00 | 10,861.19 | 43.43% |
| Materials & Services Expenditures | | | | | |
| 390-00-400101 Materials/Supplies | 0.00 | 0.00 | 5,500.00 | 2,939.35 | 46.56% |
| 390-00-400110 Utilities | 0.00 | 0.00 | 10,000.00 | 10,916.09 | (9.16%) |
| 390-00-400116 Marketing-City | 0.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 390-00-400117 Membership/Dues/Subscriptions | 0.00 | 0.00 | 600.00 | 0.00 | 100.00% |
| 390-00-400130 Professional Services Misc. | 0.00 | 0.00 | 15,000.00 | 12,280.03 | 18.13% |
| 390-00-400140 Administrative Overhead | 0.00 | 0.00 | 35,000.00 | 35,000.00 | 0.00% |
| 390-00-400156 Computer Support IT | 0.00 | 0.00 | 0.00 | 170.99 | 0.00% |
| 390-00-400260 Property Taxes | 0.00 | 0.00 | 11,500.00 | 10,497.78 | 8.71% |
| 390-00-499900 Miscellaneous Expense | 0.00 | 0.00 | 700.00 | 120.00 | 82.86% |

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|----------------------|----------------------|-----------------------|
| Total Materials & Services Expenditures | 0.00 | 0.00 | 81,300.00 | 71,924.24 | 11.53% |
| Capital Outlay Expenditures | | | | | |
| 390-00-400920 OIP Building | 0.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| Total Capital Outlay Expenditures | 0.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 390-00-401026 Contingency | 0.00 | 0.00 | 150,436.00 | 9,718.50 | 93.54% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 150,436.00 | 9,718.50 | 93.54% |
| Total INDUSTRIAL PARK FUND Expenditures | \$ 0.00 | \$ 0.00 | \$ 253,936.00 | \$ 92,503.93 | 63.57% |
| INDUSTRIAL PARK FUND Excess of Revenues Over Ex | \$ 0.00 | \$ 0.00 | \$ 140,624.00 | \$ (3,165.49) | 102.25% |

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For WATER FUND (620)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|------------------------|------------------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 620-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 430,000.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 430,000.00 | 0.00 | 100.00% |
| Grants & Donations Revenues | | | | | |
| 620-00-502867 Well 2 Grant Reimbursement | 0.00 | 0.00 | 250,000.00 | 0.00 | 100.00% |
| Total Grants & Donations Revenues | 0.00 | 0.00 | 250,000.00 | 0.00 | 100.00% |
| Rentals and Leases Revenues | | | | | |
| 620-00-501100 Rental Income | 0.00 | 0.00 | 0.00 | 900.00 | 0.00% |
| Total Rentals and Leases Revenues | 0.00 | 0.00 | 0.00 | 900.00 | 0.00% |
| Miscellaneous Revenues | | | | | |
| 620-00-599900 Miscellaneous Income | 0.00 | 0.00 | 2,500.00 | 1,985.45 | 20.58% |
| Total Miscellaneous Revenues | 0.00 | 0.00 | 2,500.00 | 1,985.45 | 20.58% |
| Charges for Services Revenues | | | | | |
| 620-00-540000 Water Service | 0.00 | 0.00 | 1,109,016.00 | 1,174,898.37 | (5.94%) |
| 620-00-540100 Connection Charge | 0.00 | 0.00 | 3,000.00 | 3,761.31 | (25.38%) |
| 620-00-540200 Service Charge | 0.00 | 0.00 | 200.00 | (66.13) | 133.06% |
| 620-00-599905 Public Works Personnel Allocations | 0.00 | 0.00 | 19,000.00 | 0.00 | 100.00% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 1,131,216.00 | 1,178,593.55 | (4.19%) |
| Total WATER FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 1,813,716.00 | \$ 1,181,479.00 | 34.86% |

Expenditures

Personal Services Expenditures

| | | | | | |
|---|-------------|-------------|-------------------|-------------------|---------------|
| 620-00-400001 Health Care Coverage | \$ 0.00 | \$ 0.00 | \$ 41,000.00 | \$ 31,542.08 | 23.07% |
| 620-00-400002 PERS | 0.00 | 0.00 | 42,000.00 | 34,333.24 | 18.25% |
| 620-00-400003 Workers Compensation | 0.00 | 0.00 | 4,400.00 | 4,099.28 | 6.83% |
| 620-00-400004 Payroll Taxes | 0.00 | 0.00 | 8,500.00 | 7,924.15 | 6.77% |
| 620-00-400005 Overtime | 0.00 | 0.00 | 10,000.00 | 6,145.28 | 38.55% |
| 620-00-400006 Standby | 0.00 | 0.00 | 4,000.00 | 2,331.95 | 41.70% |
| 620-00-400032 Deferred Comp OSGP | 0.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| 620-00-400039 Wages | 0.00 | 0.00 | 0.00 | 9,805.02 | 0.00% |
| 620-00-400041 Utility Worker 2 | 0.00 | 0.00 | 25,000.00 | 19,947.32 | 20.21% |
| 620-00-400043 Public Works Crew Leader | 0.00 | 0.00 | 31,200.00 | 24,101.17 | 22.75% |
| 620-00-400045 Utility Worker I | 0.00 | 0.00 | 24,400.00 | 20,029.49 | 17.91% |
| 620-00-400046 Assistant Planner | 0.00 | (9,356.90) | 0.00 | 0.00 | 0.00% |
| 620-00-400047 Utility Worker 1B | 0.00 | 11,279.53 | 23,050.00 | 29,599.26 | (28.41%) |
| 620-00-400049 Comm Svc's/Asst to Admin | 0.00 | (1,922.63) | 0.00 | 0.00 | 0.00% |
| 620-00-400081 VEBA Contributions | 0.00 | 0.00 | 4,500.00 | 4,500.00 | 0.00% |
| 620-00-400082 Life/LTD Insurance | 0.00 | 0.00 | 105.00 | 119.52 | (13.83%) |
| Total Personal Services Expenditures | 0.00 | 0.00 | 218,155.00 | 194,977.76 | 10.62% |

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WATER FUND (620)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|--------------------|------------------------|------------------------|-----------------------|
| Materials & Services Expenditures | | | | | |
| 620-00-400101 Materials/Supplies | 0.00 | 2,500.00 | 39,000.00 | 38,545.55 | 1.17% |
| 620-00-400103 Seasonal/Temp Workers | 0.00 | 0.00 | 25,000.00 | 19,116.24 | 23.54% |
| 620-00-400104 Telephone | 0.00 | 0.00 | 0.00 | 511.23 | 0.00% |
| 620-00-400106 Office Expenses | 0.00 | 0.00 | 1,000.00 | 5.49 | 99.45% |
| 620-00-400107 Utilities | 0.00 | 0.00 | 75,000.00 | 66,229.62 | 11.69% |
| 620-00-400120 Travel/Training | 0.00 | 0.00 | 2,500.00 | 1,269.48 | 49.22% |
| 620-00-400130 Professional Services Misc. | 0.00 | 0.00 | 20,000.00 | 26,567.34 | (32.84%) |
| 620-00-400133 Professional Services/Legal Fees | 0.00 | 0.00 | 5,000.00 | 456.00 | 90.88% |
| 620-00-400137 Dispatch Services LCSO | 0.00 | 0.00 | 3,200.00 | 4,666.82 | (45.84%) |
| 620-00-400140 Administrative Overhead | 0.00 | 0.00 | 151,414.00 | 151,414.00 | 0.00% |
| 620-00-400146 Uniform Allowance | 0.00 | 0.00 | 2,000.00 | 718.16 | 64.09% |
| 620-00-400156 Computer Equip/Supplies/Support | 0.00 | 0.00 | 2,000.00 | 1,329.18 | 33.54% |
| 620-00-400160 Equipment Maintenance/Repairs | 0.00 | 0.00 | 25,000.00 | 17,644.47 | 29.42% |
| 620-00-400170 Vehicle Lease | 0.00 | 0.00 | 2,500.00 | 6,039.80 | (141.59%) |
| 620-00-400172 Fuel | 0.00 | 0.00 | 26,000.00 | 11,751.01 | 54.80% |
| 620-00-400173 New Equipment (less than \$5,000) | 0.00 | 0.00 | 10,000.00 | 7,584.24 | 24.16% |
| 620-00-400177 Building Maintenance(non-capital) | 0.00 | 0.00 | 5,000.00 | 0.00 | 100.00% |
| 620-00-400192 Meter Replacement | 0.00 | 0.00 | 15,000.00 | 11,779.86 | 21.47% |
| 620-00-499900 Miscellaneous Expense | 0.00 | 0.00 | 1,000.00 | 2,635.00 | (163.50%) |
| Total Materials & Services Expenditures | 0.00 | 2,500.00 | 410,614.00 | 368,263.49 | 10.31% |
| Capital Outlay Expenditures | | | | | |
| 620-00-400411 Tank 2 | 0.00 | 0.00 | 0.00 | 247,807.41 | 0.00% |
| Total Capital Outlay Expenditures | 0.00 | 0.00 | 0.00 | 247,807.41 | 0.00% |
| Fund Transfers Expenditures | | | | | |
| 620-00-401045 Transfer to Wate Fund Reserve | 0.00 | 0.00 | 25,000.00 | 0.00 | 100.00% |
| Total Fund Transfers Expenditures | 0.00 | 0.00 | 25,000.00 | 0.00 | 100.00% |
| Debt Service Expenditures | | | | | |
| 620-00-401030 Debt Service - Interest Loan S05002 | 0.00 | 0.00 | 21,350.00 | 19,287.19 | 9.66% |
| 620-00-401031 Debt Service - Principal Loan S0500 | 0.00 | 0.00 | 102,000.00 | 103,009.95 | (0.99%) |
| 620-00-401032 Bond Payment - Interest | 0.00 | 0.00 | 10,300.00 | 18,740.00 | (81.94%) |
| 620-00-401034 Bond Payment - Principal | 0.00 | 0.00 | 7,500.00 | 20,000.00 | (166.67%) |
| 620-00-401039 Water Loan - Tank 7 Principal Loan | 0.00 | 0.00 | 42,000.00 | 66,009.21 | (57.16%) |
| 620-00-401041 Water Loan - Tank 7 Interest Loan S | 0.00 | 0.00 | 45,500.00 | 21,208.16 | 53.39% |
| 620-00-401043 Debt Service - V19009 - Interest | 0.00 | 0.00 | 0.00 | 128.65 | 0.00% |
| 620-00-401047 Debt Service - V19009 - Principal | 0.00 | 0.00 | 0.00 | 1,264.05 | 0.00% |
| Total Debt Service Expenditures | 0.00 | 0.00 | 228,650.00 | 249,647.21 | (9.18%) |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 620-00-401026 Contingency | 0.00 | 0.00 | 143,719.00 | 2,031.00 | 98.59% |
| 620-00-499991 Reserved for Future Expenditure | 0.00 | 0.00 | 186,150.00 | 0.00 | 100.00% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 329,869.00 | 2,031.00 | 99.38% |
| Total WATER FUND Expenditures | \$ 0.00 | \$ 2,500.00 | \$ 1,212,288.00 | \$ 1,062,726.87 | 12.34% |

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
 For WATER FUND (620)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|-------------------|------------------|---------------|-----------------------|
| WATER FUND Excess of Revenues Over Expenditures | \$ 0.00 | \$ (2,500.00) | \$ 601,428.00 | \$ 118,752.13 | 80.25% |

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|----------------|------------------------|----------------------|--------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 622-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 406,000.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 406,000.00 | 0.00 | 100.00% |
| Miscellaneous Revenues | | | | | |
| 622-00-599900 Miscellaneous Income | 0.00 | 0.00 | 2,500.00 | 12,955.20 | (418.21%) |
| Total Miscellaneous Revenues | 0.00 | 0.00 | 2,500.00 | 12,955.20 | (418.21%) |
| Charges for Services Revenues | | | | | |
| 622-00-540100 Connection Charge | 0.00 | 0.00 | 1,400.00 | 2,400.00 | (71.43%) |
| 622-00-540300 Sewer Service | 0.00 | 0.00 | 763,820.00 | 752,219.99 | 1.52% |
| 622-00-599905 Public Works Personnel Allocations | 0.00 | 0.00 | 14,667.00 | 0.00 | 100.00% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 779,887.00 | 754,619.99 | 3.24% |
| Total WASTEWATER FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 1,188,387.00 | \$ 767,575.19 | 35.41% |

Expenditures**Personal Services Expenditures**

| | | | | | |
|---|-------------|-------------|-------------------|-------------------|---------------|
| 622-00-400001 Health Care Coverage | \$ 0.00 | \$ 0.00 | \$ 69,000.00 | \$ 39,799.21 | 42.32% |
| 622-00-400002 PERS | 0.00 | 0.00 | 57,000.00 | 40,304.28 | 29.29% |
| 622-00-400003 Workers Compensation | 0.00 | 0.00 | 4,400.00 | 1,301.72 | 70.42% |
| 622-00-400004 Payroll Taxes | 0.00 | 0.00 | 12,500.00 | 9,051.74 | 27.59% |
| 622-00-400005 Overtime | 0.00 | 0.00 | 10,000.00 | 8,932.80 | 10.67% |
| 622-00-400006 Standby | 0.00 | 0.00 | 7,000.00 | 4,533.32 | 35.24% |
| 622-00-400039 Wages | 0.00 | 0.00 | 0.00 | 12,700.62 | 0.00% |
| 622-00-400041 Utility Worker 2 | 0.00 | 0.00 | 27,700.00 | 17,509.55 | 36.79% |
| 622-00-400042 Utility Worker 3 | 0.00 | 0.00 | 34,000.00 | 13,897.63 | 59.12% |
| 622-00-400043 Public Works Crew Leader | 0.00 | 25,664.86 | 25,750.00 | 36,456.72 | (41.58%) |
| 622-00-400045 Utility Worker I | 0.00 | (25,664.86) | 8,600.00 | 8,600.00 | 0.00% |
| 622-00-400046 Assistant Planner | 0.00 | 0.00 | 0.00 | 9,356.90 | 0.00% |
| 622-00-400047 Utility Worker 1B | 0.00 | 0.00 | 23,922.00 | 14,745.27 | 38.36% |
| 622-00-400049 Comm Svc's/Asst to Admin | 0.00 | 0.00 | 0.00 | 1,922.63 | 0.00% |
| 622-00-400068 Floating Holiday 1 | 0.00 | 0.00 | 0.00 | 215.47 | 0.00% |
| 622-00-400081 VEBA Contributions | 0.00 | 0.00 | 5,625.00 | 2,012.50 | 64.22% |
| 622-00-400082 Life/LTD Insurance | 0.00 | 0.00 | 325.00 | 229.83 | 29.28% |
| Total Personal Services Expenditures | 0.00 | 0.00 | 285,822.00 | 221,570.19 | 22.48% |

Materials & Services Expenditures

| | | | | | |
|---|------|----------|-----------|-----------|-----------|
| 622-00-400101 Materials/Supplies | 0.00 | 2,500.00 | 30,000.00 | 67,148.52 | (123.83%) |
| 622-00-400103 Seasonal/Temp Workers | 0.00 | 0.00 | 20,000.00 | 22,231.05 | (11.16%) |
| 622-00-400104 Telephone | 0.00 | 0.00 | 0.00 | 1,145.27 | 0.00% |
| 622-00-400106 Office Expenses | 0.00 | 0.00 | 2,000.00 | 1,505.49 | 24.73% |
| 622-00-400107 Utilities | 0.00 | 0.00 | 50,000.00 | 46,786.78 | 6.43% |
| 622-00-400120 Travel/Training | 0.00 | 0.00 | 4,000.00 | 1,694.60 | 57.63% |
| 622-00-400130 Professional Services Misc. | 0.00 | 0.00 | 21,000.00 | 22,034.89 | (4.93%) |
| 622-00-400137 Dispatch Services LCSO | 0.00 | 0.00 | 3,100.00 | 4,666.81 | (50.54%) |

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|----------------|----------------------|------------------------|----------------------|--------------------|
| 622-00-400140 Administrative Overhead | 0.00 | 0.00 | 97,958.00 | 97,958.00 | 0.00% |
| 622-00-400146 Uniform Allowance | 0.00 | 0.00 | 1,500.00 | 1,476.78 | 1.55% |
| 622-00-400156 Computer Equip/Supplies/Support | 0.00 | 0.00 | 2,800.00 | 1,729.05 | 38.25% |
| 622-00-400160 Equipment Maintenance/Repairs | 0.00 | 0.00 | 17,000.00 | 12,948.51 | 23.83% |
| 622-00-400170 Vehicle Lease | 0.00 | 0.00 | 2,500.00 | 6,629.40 | (165.18%) |
| 622-00-400172 Fuel | 0.00 | 0.00 | 20,000.00 | 12,191.93 | 39.04% |
| 622-00-400173 New Equipment (less than \$5,000) | 0.00 | 0.00 | 15,000.00 | 13,805.04 | 7.97% |
| 622-00-400177 Building Maintenance(non-capital) | 0.00 | 0.00 | 4,000.00 | 891.57 | 77.71% |
| 622-00-400178 Sludge Program | 0.00 | 0.00 | 0.00 | 2,900.34 | 0.00% |
| 622-00-499900 Miscellaneous Expense | 0.00 | 0.00 | 2,600.00 | 104.00 | 96.00% |
| Total Materials & Services Expenditures | 0.00 | 2,500.00 | 293,458.00 | 317,848.03 | (8.31%) |
| Capital Outlay Expenditures | | | | | |
| 622-00-400300 New Equipment - Capital | 0.00 | 0.00 | 40,000.00 | 44,705.75 | (11.76%) |
| 622-00-400452 Bldg. Maintenance (>\$5,000) | 0.00 | 0.00 | 5,000.00 | 0.00 | 100.00% |
| 622-00-400555 Plant Improvements | 0.00 | 0.00 | 0.00 | 13,002.00 | 0.00% |
| 622-00-400905 Inflow and Infiltration | 0.00 | 0.00 | 100,000.00 | 66,945.00 | 33.05% |
| Total Capital Outlay Expenditures | 0.00 | 0.00 | 145,000.00 | 124,652.75 | 14.03% |
| Debt Service Expenditures | | | | | |
| 622-00-401032 Bond Payment - Interest | 0.00 | 0.00 | 5,000.00 | 9,330.00 | (86.60%) |
| 622-00-401034 Bond Payment - Principal | 0.00 | 0.00 | 10,000.00 | 20,000.00 | (100.00%) |
| Total Debt Service Expenditures | 0.00 | 0.00 | 15,000.00 | 29,330.00 | (95.53%) |
| Contingency/Uapp Ending Fund Balance Expenditures | | | | | |
| 622-00-401026 Contingency | 0.00 | 0.00 | 302,257.00 | 0.00 | 100.00% |
| 622-00-499991 Reserved for Future Expenditure | 0.00 | 0.00 | 64,700.00 | 0.00 | 100.00% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 366,957.00 | 0.00 | 100.00% |
| Total WASTEWATER FUND Expenditures | \$ 0.00 | \$ 2,500.00 | \$ 1,106,237.00 | \$ 693,400.97 | 37.32% |
| WASTEWATER FUND Excess of Revenues Over Expend | \$ 0.00 | \$ (2,500.00) | \$ 82,150.00 | \$ 74,174.22 | 9.71% |

City of Oakridge
Statement of Revenue and Expenditures
 Revised Budget
 For STORMWATER FUND (696)
 For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|-------------------|----------------------|---------------------|-----------------------|
| Revenues | | | | | |
| Beginning Fund Balances Revenues | | | | | |
| 696-00-500001 Beginning Fund Balance | \$ 0.00 | \$ 0.00 | \$ 63,396.00 | \$ 0.00 | 100.00% |
| Total Beginning Fund Balances Revenues | 0.00 | 0.00 | 63,396.00 | 0.00 | 100.00% |
| Charges for Services Revenues | | | | | |
| 696-00-540500 Storm Water Service | 0.00 | 0.00 | 48,648.00 | 45,512.17 | 6.45% |
| Total Charges for Services Revenues | 0.00 | 0.00 | 48,648.00 | 45,512.17 | 6.45% |
| Total STORMWATER FUND Revenues | \$ 0.00 | \$ 0.00 | \$ 112,044.00 | \$ 45,512.17 | 59.38% |
| Expenditures | | | | | |
| Materials & Services Expenditures | | | | | |
| 696-00-400101 Materials/Supplies | \$ 0.00 | \$ 0.00 | \$ 1,000.00 | \$ 1,416.58 | (41.66%) |
| 696-00-400120 Travel/Training | 0.00 | 0.00 | 2,500.00 | 0.00 | 100.00% |
| 696-00-400130 Professional Services Non Legal | 0.00 | 0.00 | 3,500.00 | 670.00 | 80.86% |
| 696-00-400136 Asset Management | 0.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 696-00-400140 Administrative Overhead | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00% |
| 696-00-400160 Equipment Maintenance/Repairs | 0.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 696-00-400173 New Equipment (less than \$5,000) | 0.00 | 0.00 | 0.00 | (0.10) | 0.00% |
| Total Materials & Services Expenditures | 0.00 | 0.00 | 20,000.00 | 12,086.48 | 39.57% |
| Contingency/Uapp Ending Fund Balance Expendit | | | | | |
| 696-00-401026 Contingency | 0.00 | 0.00 | 55,694.00 | 0.00 | 100.00% |
| Total Contingency/Uapp Ending Fund Balance Ex | 0.00 | 0.00 | 55,694.00 | 0.00 | 100.00% |
| Total STORMWATER FUND Expenditures | \$ 0.00 | \$ 0.00 | \$ 75,694.00 | \$ 12,086.48 | 84.03% |
| STORMWATER FUND Excess of Revenues Over Expend | \$ 0.00 | \$ 0.00 | \$ 36,350.00 | \$ 33,425.69 | 8.04% |

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2023-13 End of Year

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|-------------------|------------------|-----------------|-----------------------|
| Total Revenues | \$ 0.00 | \$ 0.00 | \$ 10,672,294.47 | \$ 8,856,928.63 | 17.01% |
| Total Expenditures | \$ 0.00 | \$ 3,431.76 | \$ 9,398,131.05 | \$ 6,170,804.75 | 34.34% |
| Total Excess of Revenues Over Expenditures | \$ 0.00 | \$ (3,431.76) | \$ 1,274,163.42 | \$ 2,686,123.88 | (110.81%) |

Accounts Payable Check Register Report - General-44002262

For The Date Range From 6/1/2023 To 6/30/2023

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

| Check # / eCheck ID | Type | Date | Vendor | Name | Amount | Status |
|---------------------|------|----------|--------|---|-------------|--------|
| 37329 | C | 6/2/2023 | 65 | Analytical Laboratory & Consultants, Inc. | \$107.00 | O |
| 37330 | C | 6/2/2023 | 20 | Backflow Management, Inc. | \$500.00 | O |
| 37331 | C | 6/2/2023 | 427 | Bound Tree Medical, LLC | \$1,657.95 | O |
| 37332 | C | 6/2/2023 | 38 | CenturyLink Communications, LLC | \$1,845.89 | O |
| 37334 | C | 6/2/2023 | 478 | Charles P. Thompson & Associates, Inc | \$2,500.00 | O |
| 37335 | C | 6/2/2023 | 2364 | Christina A Hollett | \$1,605.30 | O |
| 37336 | C | 6/2/2023 | 2358 | Erika Stalcup | \$120.00 | O |
| 37337 | C | 6/2/2023 | 2316 | Henry Schein | \$542.04 | O |
| 37338 | C | 6/2/2023 | 2357 | Jesse Rowe | \$9.10 | O |
| 37339 | C | 6/2/2023 | 478 | Kathy Ariosa | \$23.10 | O |
| 37340 | C | 6/2/2023 | 2335 | Kno2 | \$480.00 | O |
| 37341 | C | 6/2/2023 | 508 | National Business Solutions | \$485.59 | O |
| 37342 | C | 6/2/2023 | 1143 | Oakridge Hardware | \$23.99 | O |
| 37343 | C | 6/2/2023 | 27 | Oakridge Tire Center | \$42.95 | O |
| 37344 | C | 6/2/2023 | 141 | Oregon Department of Administrative Services | \$1,591.95 | O |
| 37345 | C | 6/2/2023 | 226 | Oregon Department of Transportation | \$28.95 | O |
| 37346 | C | 6/2/2023 | 1080 | Oregon Dept of Public Safety Standards & Training | \$46.25 | O |
| 37347 | C | 6/2/2023 | 1163 | PeopleReady Inc. | \$11,876.20 | O |
| 37348 | C | 6/2/2023 | 459 | Phillip and Brianna Anderson | \$102.92 | O |
| 37349 | C | 6/2/2023 | 2362 | Rachel Murray | \$1,350.00 | O |
| 37350 | C | 6/2/2023 | 1201 | RAD Vehicle Service and Repair | \$907.81 | O |
| 37351 | C | 6/2/2023 | 2297 | Curt Smith | \$59.15 | O |
| 37352 | C | 6/2/2023 | 1171 | Staples Advantage | \$142.63 | O |
| 37353 | C | 6/2/2023 | 690 | The Automation Group, Inc. | \$43,861.50 | O |
| 37354 | C | 6/2/2023 | 694 | ZOLL Medical Corporation GPO | \$233.75 | O |
| 37355 | C | 6/8/2023 | 478 | All Around Plumbing | \$9,425.00 | O |
| 37356 | C | 6/8/2023 | 65 | Analytical Laboratory & Consultants, Inc. | \$112.00 | O |
| 37357 | C | 6/8/2023 | 459 | Ashley Drexler | \$43.04 | O |
| 37358 | C | 6/8/2023 | 756 | Bear Mountain Electric | \$4,427.00 | O |
| 37359 | C | 6/8/2023 | 67 | Buck's Sanitary Service | \$379.80 | O |
| 37360 | C | 6/8/2023 | 70 | C & K Market, Inc. | \$20.52 | O |
| 37361 | C | 6/8/2023 | 2355 | Canopy | \$22.05 | O |
| 37362 | C | 6/8/2023 | 38 | CenturyLink Communications, LLC | \$494.32 | O |
| 37363 | C | 6/8/2023 | 390 | Consolidated Supply Co. | \$104.53 | O |
| 37364 | C | 6/8/2023 | 2361 | Dan Phillips | \$360.00 | O |

Accounts Payable Check Register Report - General-44002262

For The Date Range From 6/1/2023 To 6/30/2023

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

| Check # / eCheck ID | Type | Date | Vendor | Name | Amount | Status |
|------------------------|------|-----------|--------|---|-------------|--------|
| 37365 | C | 6/8/2023 | 459 | Darice Gibson | \$67.69 | O |
| 37366 | C | 6/8/2023 | 478 | Distinct Dwellings | \$500.00 | O |
| 37367 | C | 6/8/2023 | 513 | Ferguson Waterworks | \$1,283.60 | O |
| 37368 | C | 6/8/2023 | 998 | Hunter Communications, Inc. | \$172.50 | O |
| 37369 | C | 6/8/2023 | 33 | Industrial Source | \$39.27 | O |
| 37370 | C | 6/8/2023 | 77 | Lane County Waste Management | \$64.00 | O |
| 37371 | C | 6/8/2023 | 1143 | Oakridge Hardware | \$100.77 | O |
| 37372 | C | 6/8/2023 | 79 | Oakridge Sani-Haul, Inc. | \$823.85 | O |
| 37373 | C | 6/8/2023 | 27 | Oakridge Tire Center | \$1,138.32 | O |
| 37374 | C | 6/8/2023 | 81 | One Call Concepts, Inc. | \$8.35 | O |
| 37375 | C | 6/8/2023 | 977 | Orchid Oakridge Clinic PC | \$390.74 | O |
| 37376 | C | 6/8/2023 | 141 | Oregon Department of Administrative Services | \$36,153.00 | O |
| 37377 | C | 6/8/2023 | 955 | Orkin | \$139.00 | O |
| 37378 | C | 6/8/2023 | 1163 | PeopleReady Inc. | \$5,834.82 | O |
| 37379 | C | 6/8/2023 | 591 | ProPet Distributors, Inc. | \$310.20 | O |
| 37380 | C | 6/8/2023 | 174 | RODDA Paint Company, Inc. | \$981.93 | O |
| 37381 | C | 6/8/2023 | 459 | Ruark Wilson abd Shelyn Heidecker | \$8.01 | O |
| 37382 | C | 6/8/2023 | 896 | Segarra Law LLC | \$1,695.42 | O |
| 37383 | C | 6/8/2023 | 478 | SHI International Corp | \$278.82 | O |
| 37384 | C | 6/8/2023 | 1171 | Staples Advantage | \$772.69 | O |
| 37385 | C | 6/8/2023 | 690 | The Automation Group, Inc. | \$648.75 | O |
| 37386 | C | 6/8/2023 | 126 | The Register-Guard/Gannett Holdings-Mountain/West | \$39.73 | O |
| 37387 | C | 6/13/2023 | 478 | 2ND Chance Roof and Chimney | \$1,100.00 | O |
| 37388 | C | 6/13/2023 | 963 | ADT Security Services | \$183.10 | O |
| 37389 | C | 6/13/2023 | 65 | Analytical Laboratory & Consultants, Inc. | \$56.00 | O |
| 37390 | C | 6/13/2023 | 1260 | AT&T Mobility/Firstnet | \$3,228.75 | O |
| 37391 | C | 6/13/2023 | 392 | Comfort Flow Heating Company | \$73.75 | O |
| 37392 | C | 6/13/2023 | 478 | Communications Northwest | \$820.36 | O |
| 37393 | C | 6/13/2023 | 2344 | Eugene Lawn Rescue | \$125.00 | O |
| 37394 | C | 6/13/2023 | 2316 | Henry Schein | \$503.59 | O |
| 37395 | C | 6/13/2023 | 35 | Jerry's Home Improvement Center | \$1,079.95 | O |
| 37396 | C | 6/13/2023 | 793 | Keith's Sporting Goods, Inc. | \$677.00 | O |
| 37397 | C | 6/13/2023 | 77 | Lane County Waste Management | \$32.00 | O |
| 37398 | C | 6/13/2023 | 1177 | Lexipol, LLC | \$634.48 | O |
| 37399 | C | 6/13/2023 | 2334 | Mary Swetland | \$117.90 | O |

Accounts Payable Check Register Report - General-44002262

For The Date Range From 6/1/2023 To 6/30/2023

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

| Check # / eCheck ID | Type | Date | Vendor | Name | Amount | Status |
|------------------------|------|-----------|--------|--|--------------|--------|
| 37400 | C | 6/13/2023 | 1052 | Midas Auto Service | \$6,075.02 | O |
| 37401 | C | 6/13/2023 | 508 | National Business Solutions | \$114.14 | O |
| 37402 | C | 6/13/2023 | 478 | NOAH HOUSTON | \$11.97 | O |
| 37403 | C | 6/13/2023 | 1143 | Oakridge Hardware | \$572.11 | O |
| 37404 | C | 6/13/2023 | 478 | Oakridge Police Reserves | \$120.00 | O |
| 37405 | C | 6/13/2023 | 27 | Oakridge Tire Center | \$617.99 | O |
| 37406 | C | 6/13/2023 | 141 | Oregon Department of Administrative Services | \$3,278.18 | O |
| 37407 | C | 6/13/2023 | 2340 | Oregon Rifleworks | \$1,820.00 | O |
| 37408 | C | 6/13/2023 | 1163 | PeopleReady Inc. | \$14,156.50 | O |
| 37409 | C | 6/13/2023 | 478 | SHI International Corp | \$5,176.47 | O |
| 37410 | C | 6/13/2023 | 1171 | Staples Advantage | \$195.49 | O |
| 37411 | C | 6/13/2023 | 690 | The Automation Group, Inc. | \$571.25 | O |
| 37412 | C | 6/13/2023 | 2284 | Wells Fargo Financial Leasing | \$49.87 | O |
| 37413 | C | 6/21/2023 | 478 | Schneider Water Services | \$185,629.05 | O |
| 37415 | C | 6/22/2023 | 1260 | AT&T Mobility/Firstnet | \$240.24 | O |
| 37416 | C | 6/22/2023 | 132 | Battery Pros | \$79.90 | O |
| 37417 | C | 6/22/2023 | 427 | Bound Tree Medical, LLC | \$152.40 | O |
| 37418 | C | 6/22/2023 | 380 | DEMCO, Inc. | \$140.56 | O |
| 37419 | C | 6/22/2023 | 886 | Eugene Lock & Safe Co. | \$24.00 | O |
| 37420 | C | 6/22/2023 | 513 | Ferguson Waterworks | \$142.58 | O |
| 37421 | C | 6/22/2023 | 459 | Frank Vargas Jr | \$107.71 | O |
| 37422 | C | 6/22/2023 | 481 | Furrow Pump, Inc. | \$607.81 | O |
| 37423 | C | 6/22/2023 | 336 | Home Depot Credit Services | \$122.55 | O |
| 37424 | C | 6/22/2023 | 58 | Iron Mountain | \$295.33 | O |
| 37425 | C | 6/22/2023 | 478 | Kathy Ariosa | \$200.00 | O |
| 37426 | C | 6/22/2023 | 77 | Lane County Waste Management | \$32.00 | O |
| 37427 | C | 6/22/2023 | 900 | Leahy, Van Vactor & Cox, LLP | \$525.00 | O |
| 37428 | C | 6/22/2023 | 1163 | PeopleReady Inc. | \$6,014.55 | O |
| 37429 | C | 6/22/2023 | 162 | SeaWestern, Inc. | \$1,095.00 | O |
| 37430 | C | 6/22/2023 | 478 | Stan Clark Construction | \$950.00 | O |
| 37431 | C | 6/22/2023 | 1171 | Staples Advantage | \$148.31 | O |
| 37432 | C | 6/22/2023 | 478 | Tom Travis | \$977.04 | O |
| 37433 | C | 6/22/2023 | 459 | Matt Altemus | \$753.39 | O |
| 37434 | C | 6/26/2023 | 1179 | Aramark (Aus West Lockbox) | \$110.49 | O |
| 37435 | C | 6/27/2023 | 2375 | All Around Plumbing & Construction LLC | \$9,425.00 | O |

Accounts Payable Check Register Report - General-44002262

For The Date Range From 6/1/2023 To 6/30/2023

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

| Check # / eCheck ID | Type | Date | Vendor | Name | Amount | Status |
|------------------------|------|-----------|--------|---|------------|--------|
| 37436 | C | 6/27/2023 | 14 | All Seasons Equipment | \$929.96 | O |
| 37437 | C | 6/27/2023 | 65 | Analytical Laboratory & Consultants, Inc. | \$94.50 | O |
| 37438 | C | 6/27/2023 | 20 | Backflow Management, Inc. | \$500.00 | O |
| 37439 | C | 6/27/2023 | 61 | Central Square Technologies | \$67.57 | O |
| 37440 | C | 6/27/2023 | 38 | CenturyLink Communications, LLC | \$2,202.76 | O |
| 37441 | C | 6/27/2023 | 390 | Consolidated Supply Co. | \$144.97 | O |
| 37442 | C | 6/27/2023 | 804 | Curran-McLeod, Inc. | \$2,946.51 | O |
| 37443 | C | 6/27/2023 | 459 | Deborah Laxague | \$116.23 | O |
| 37444 | C | 6/27/2023 | 459 | Deborah Laxague | \$44.00 | O |
| 37445 | C | 6/27/2023 | 2344 | Eugene Lawn Rescue | \$125.00 | O |
| 37446 | C | 6/27/2023 | 823 | Eugene Silkscreen, Inc. | \$67.50 | O |
| 37447 | C | 6/27/2023 | 513 | Ferguson Waterworks | \$904.71 | O |
| 37448 | C | 6/27/2023 | 49 | Ferrellgas | \$241.64 | O |
| 37449 | C | 6/27/2023 | 345 | Grainger | \$214.56 | O |
| 37450 | C | 6/27/2023 | 2316 | Henry Schein | \$15.24 | O |
| 37451 | C | 6/27/2023 | 324 | J. Davidson & Son's Construction Company Inc. | \$1,434.00 | O |
| 37452 | C | 6/27/2023 | 459 | Joese Conttreras-Lopez | \$97.89 | O |
| 37453 | C | 6/27/2023 | 467 | Life Flight Network | \$5,850.00 | O |
| 37454 | C | 6/27/2023 | 508 | National Business Solutions | \$996.55 | O |
| 37455 | C | 6/27/2023 | 78 | Newman Traffic Signs | \$706.28 | O |
| 37456 | C | 6/27/2023 | 27 | Oakridge Tire Center | \$276.08 | O |
| 37457 | C | 6/27/2023 | 955 | Orkin | \$584.08 | O |
| 37458 | C | 6/27/2023 | 878 | Pacific Office Automation | \$195.70 | O |
| 37459 | C | 6/27/2023 | 747 | Pacific Rubber & Supply Corp. | \$166.07 | O |
| 37460 | C | 6/27/2023 | 1163 | PeopleReady Inc. | \$7,239.48 | O |
| 37461 | C | 6/27/2023 | 25 | Satin Stitch, Inc. | \$432.85 | O |
| 37462 | C | 6/27/2023 | 2376 | SHI International Corp | \$5,176.47 | O |
| 37463 | C | 6/27/2023 | 1171 | Staples Advantage | \$146.72 | O |
| 37464 | C | 6/27/2023 | 1063 | Sunset Auto Parts | \$217.66 | O |
| 37465 | C | 6/27/2023 | 690 | The Automation Group, Inc. | \$56.44 | O |
| 37466 | C | 6/27/2023 | 113 | Verizon Wireless | \$333.16 | O |
| 37467 | C | 6/27/2023 | 829 | Westoak Services | \$152.50 | O |
| 37468 | C | 6/29/2023 | 756 | Bear Mountain Electric | \$2,930.00 | O |
| 37469 | C | 6/29/2023 | 49 | Ferrellgas | \$498.96 | O |
| 37470 | C | 6/29/2023 | 457 | Lane Professional Firefighters | \$261.60 | O |

Accounts Payable Check Register Report - General-44002262

For The Date Range From 6/1/2023 To 6/30/2023

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

| Check # / eCheck ID | Type | Date | Vendor | Name | Amount | Status |
|---------------------|------|-----------|--------|------------------------------------|--------------------|---------------------|
| 37471 | C | 6/29/2023 | 2336 | Marshall's, Inc | \$5,888.50 | O |
| 37472 | C | 6/29/2023 | 478 | Oakridge Independence Day Festival | \$1,459.85 | O |
| 37473 | C | 6/29/2023 | 1163 | PeopleReady Inc. | \$491.04 | O |
| 37474 | C | 6/29/2023 | 1162 | Systems Design West | \$832.95 | O |
| | | | | | Cleared | \$0.00 |
| | | | | | Outstanding | \$431,187.50 |
| | | | | | Void | \$0.00 |

PUBLIC SAFETY FEE THROUGH 06-30-2023

| Billing Date | Fees Charged | Fees Received | \$ Uncollected | % Uncollected | Bill No |
|--------------|---------------|---------------|----------------|---------------|---------|
| Jul-22 | 29,260 | 23,544 | 5,716 | 20% | 4240 |
| Aug-22 | 29,260 | 23,495 | 5,765 | 20% | 4272 |
| Sep-22 | 29,106 | 23,128 | 5,978 | 21% | 4303 |
| Oct-22 | 29,150 | 22,898 | 6,252 | 21% | 4328 |
| Nov-22 | 29,106 | 22,696 | 6,410 | 22% | 4355 |
| Dec-22 | 28,864 | 22,315 | 6,549 | 23% | 4393 |
| Jan-23 | 28,710 | 22,002 | 6,708 | 23% | 4430 |
| Feb-23 | 28,747 | 21,757 | 6,990 | 24% | 4449 |
| Mar-23 | 28,666 | 21,296 | 7,370 | 26% | 4471 |
| Apr-23 | 28,754 | 20,597 | 8,157 | 28% | 4496 |
| May-23 | 28,798 | 21,428 | 7,370 | 26% | 4512 |
| Jun-23 | <u>28,923</u> | <u>20,672</u> | <u>8,251</u> | 29% | 4534 |
| | 347,344 | 265,828 | 81,516 | | |

TRT & RTMP Revenue & Expenses 2019-2023*

**As of: 6/30/2023*

TRT

| Year | Revenue | Expense | Balance |
|-------|----------------------|---------------------|---------------------|
| 2019 | \$ 28,871.63 | \$ 11,635.66 | |
| 2020 | \$ 24,702.56 | \$ 14,131.51 | |
| 2021 | \$ 17,746.45 | \$ 11,845.25 | |
| 2022 | \$ 24,953.29 | \$ 21,840.32 | |
| 2023* | \$ 19,073.68 | \$ 20,954.41 | |
| | \$ 115,347.61 | \$ 80,407.15 | \$ 34,940.46 |

More TRT money (unknown amount) expected to arrive July 2023

RTMP

| Year | Revenue | Expense | Balance |
|------|---------------------|---------------------|--------------------|
| 2019 | \$ 18,112.00 | \$ 37,780.02 | |
| 2020 | \$ 18,850.00 | \$ 6,040.85 | |
| 2021 | \$ 18,775.00 | \$ 5,528.98 | |
| 2022 | \$ 18,743.00 | \$ 9,943.50 | |
| 2023 | \$ 19,207.00 | \$ 31,898.75 | |
| | \$ 93,687.00 | \$ 91,192.10 | \$ 2,494.90 |

More RTMP money (around \$19K) expected to arrive November 2023



POLICE DEPARTMENT
Chief of Police, Kevin Martin
76435 Ash Street, Oakridge, OR 97463
PO Box 385, Oakridge, OR 97463
Voice: 541-782-4232 TDD: 541-782-4232
Fax: 541-782-2285
Email: kevinmartin@ci.oakridge.or.us
Website: ci.oakridge.or.us

OAKRIDGE POLICE DEPARTMENT JUNE 2023 STAFF REPORT

June 2023 Police Calls for Service*:

Total Case Reports – 21

Total Incident Reports – 350

Arrests – 3

Ordinance 873 Violations – 4

Police Officer Hold – 0

Oakridge

Case Reports - 21

Incident Reports - 309

Westfir

Case Reports - 0

Incident Reports - 16

Contract Hours – 9.5

Lowell

Case Reports - 0

Incident Reports - 25

Contract Hours – 46.5

Court Fines:

Oakridge Municipal - \$11,332

Lowell Municipal - \$1,547

Lane County Circuit Court - \$0

Community Policing - Ofc. Baeuerlen open gym at OJHS

Chief Martin will report on Washington DC trip.

**See the attached "June 2023 Police Calls For Service" for more details on calls*

| Date | Time In | Media |
|-------------|----------------|--|
| 6/1/2023 | 0814 | *** |
| 6/1/2023 | 0852 | Loc/Ash St. Citizen Assist |
| 6/1/2023 | 0814 | Loc/Ash St. Request for civil standby |
| 6/1/2023 | 1021 | Loc/Park St. Report of unauthorized |
| 6/1/2023 | 1345 | Loc/Ash St. Citizen contact |
| 6/1/2023 | 1706 | Loc/Sunset Ave. Civil Standby |
| 6/1/2023 | 1935 | Loc/Hwy 58 Traffic for Speed 58/35 |
| 6/30/2023 | | Loc/Union Pacific Railroad Report of trespass |
| 6/2/2023 | 1304 | Loc/Hills St. Report of dog bite |
| 6/2/2023 | 1358 | Loc/School St. Citizen contact |
| 6/2/2023 | 1330 | Loc/Old Mill Disk Golf Course Patrol Check |
| 6/2/2023 | 1840 | Loc/Hwy 58 Report of criminal mischief |
| 6/2/2023 | 1910 | Loc/High Leah Dr. Citizen Assist |
| 6/2/2023 | 2000 | Loc/Walnut St. Report of disorderly conduct |
| 6/2/2023 | 2030 | Loc/School St. Report of dog at large |
| 6/2/2023 | 2200 | Loc/Westfir Rd. Request for welfare check |
| 6/2/2023 | 2330 | Loc/Hwy 58 Citizen contact |
| 6/3/2023 | 1301 | Loc/Riverview Report of theft |
| 6/3/2023 | 1432 | Loc/Sunset Ave. Report of harassment |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/3/2023 | 1530 | Loc/Commercial St. Report of trespass |
| 6/3/2023 | 1925 | Loc/School St. Report of trespass |
| 6/3/2023 | 2007 | Loc/School St. Report of trespass |
| 6/3/2023 | 2136 | Loc/Hwy 58 Agency Assist - OSP |
| 6/4/2023 | 1300 | Loc/2nd St. Agency Assist - OFD |
| 6/4/2023 | 1521 | Loc/School St. Report of burglary |
| 6/4/2023 | 1710 | Loc/Elder St. Report of burglary |
| 6/4/2023 | 2125 | Loc/1st St. Report of suspicious conditions |
| 6/3/2023 | 2058 | Loc/Hwy 58 Report of Speed 50/35 |
| 6/3/2023 | 1440 | Loc/Osprey Park Patrol check |
| 6/2/2023 | 1700 | Loc/Lowell Contract Patrol |
| 6/2/2023 | 1738 | Loc/Pioneer Traffic for Speed 48/25 |
| 6/2/2023 | 1800 | Loc/Shoreline Dr. Traffic for Speed 53/30 |
| 6/2/2023 | 1937 | Loc/Jasper Lowell Rd. Traffic for Speed 50/35, DWS |
| 6/2/2023 | 1844 | Loc/Jasper Lowell Rd. Traffic for Speed 45/35 |
| 6/2/2023 | 2100 | *** |
| 6/4/2023 | 1300 | Loc/Lowell Contract Patrol |
| 6/5/2023 | 1200 | *** |
| 6/5/2023 | 0911 | Loc/Ash St. Citizen contact |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/5/2023 | 0917 | Loc/Ash St. Citizen Contact |
| 6/5/2023 | 0917 | *** |
| 6/5/2023 | 0943 | Loc/Ash St. Report of MVC |
| 6/5/2023 | 1404 | Loc/Hwy 58 Citizen contact |
| 6/5/2023 | 1525 | Loc/Hwy 58 Report of assault |
| 6/5/2023 | 1440 | Loc/Ash St. Citizen contact |
| 6/5/2023 | 1501 | Loc/Hwy 58 Report of animal complaint |
| 6/5/2023 | 1525 | Loc/Ash St. Citizen contact |
| 6/5/2023 | 1647 | Loc/Riverview St. Request for civil standby |
| 6/5/2023 | 1830 | Loc/Hwy 58 Citizen contact |
| 6/5/2023 | 2040 | Loc/Y Dr. Citizen contact |
| 6/5/2023 | 2045 | *** |
| 6/6/2023 | 1136 | Loc/Hwy 58 Report of traffic hazard |
| 6/6/2023 | 1147 | Loc/Hwy 58 Welfare check |
| 6/6/2023 | 0230 | Loc/Hills St. Report of incomplete 911 call |
| 6/6/2023 | 1614 | Loc/Hills St. Report of suspicious conditions |
| 6/6/2023 | | Loc/Hwy 58 Report of harassment |
| 6/6/2023 | 1433 | Loc/Fir St. Report of suspicious conditions |
| 6/6/2023 | 1700 | Loc/2nd St. Agency Assist - OSP |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/6/2023 | 1936 | Loc/Osprey Park Report of suspicious conditions |
| 6/6/2023 | 2106 | Loc/Hwy 58 Report of trespass |
| 6/6/2023 | 2045 | *** |
| 6/6/2023 | 2237 | Loc/Hwy 58 Report of suspicious conditions |
| 6/6/2023 | 2248 | Loc/Willamette Way Report of dispute |
| 6/6/2023 | 2330 | *** |
| 6/7/2023 | 1032 | Loc/Crestview Request for welfare check |
| 6/7/2023 | | Loc/Y Dr. Report of suspicious conditions |
| 6/2/2023 | | Loc/Ash St. Citizen contact |
| 6/7/2023 | 1707 | Loc/Clark St. Report of animal abuse |
| 6/7/2023 | 1749 | Loc/Crestview St. Welfare check |
| 6/7/2023 | 1520 | Loc/1st St. Traffic for Fail to Obey Traffic Control Device |
| 6/7/2023 | 1530 | Loc/1st St. Traffic for Speed in School Zone 27/20 |
| 6/7/2023 | 1834 | Loc/Hwy 58 Citizen contact |
| 6/7/2023 | 1948 | Loc/River Rd. Report of dog at large |
| 6/7/2023 | 2026 | Loc/Hills St. Report of reckless driving |
| 6/7/2023 | 2035 | Loc/1st St. Report of suspicious conditions |
| 6/7/2023 | 2330 | *** |
| 6/8/2023 | 0910 | Loc/Ash St. Citizen contact |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/8/2023 | 0913 | Loc/Ash St. Citizen Assist |
| 6/8/2023 | 1151 | Loc/Ash St. Citizen Contact |
| 6/8/2023 | 1233 | Loc/Commercial St. Report of code complaint - illegal camping |
| 6/8/2023 | 1545 | Loc/Fairy Glen Dr. Report of alarm |
| 6/11/2023 | 1200 | *** |
| 6/11/2023 | 1414 | Loc/School St. Report of criminal mischief |
| 6/11/2023 | 1439 | Loc/Klohn Rd. Report of dispute |
| 6/11/2023 | | Loc/Y Dr. Report of code complaint - noxious growth, garbage accumulation |
| 6/11/2023 | 1700 | *** |
| 6/11/2023 | 1917 | Loc/Hwy 58 Agency Assist - OSP |
| 6/11/2023 | 2013 | Loc/Garden Rd. Report of dispute |
| 6/11/2023 | 2038 | Loc/Hwy 58 Traffic for Speed 52/35 |
| 6/11/2023 | 2100 | Loc/Hwy 58 Agency Assist - OSP |
| 6/11/2023 | 2232 | Loc/Hwy 58 Report of suspicious conditions |
| 6/12/2023 | 0837 | Loc/Willamette Way Report of fraud |
| 6/12/2023 | 0927 | Loc/Hwy 58 Citizen contact |
| 6/12/2023 | 0932 | Loc/Ash St. Citizen Assist |
| 6/12/2023 | 1102 | Loc/Ash St. Citizen Assist |
| 6/12/2023 | 1148 | Loc/Ash St. Citizen Assist |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/12/2023 | 1347 | Loc/Klohn Rd. Report of elder abuse |
| 6/12/2023 | 1434 | Loc/1st St. Report of juvenile complaint |
| 6/12/2023 | 1454 | Loc/Ash St. Citizen contact |
| 6/12/2023 | 1547 | Loc/Pine St. Report of code complaint - junk accumulation, illegal parking, nuisance |
| 6/12/2023 | 1613 | Loc/Hwy 58 Report of found property |
| 6/06/2023 | 1446 | Loc/Fir St. Report of code complaint - illegal parking |
| 6/06/2023 | 1446 | Loc/Fir St. Report of code complaint - illegal parking |
| 6/06/2023 | 1626 | Loc/Hwy 58 Report of code complaint - illegal parking |
| 6/06/2023 | 1634 | Loc/Hwy 58 Report of code violation - illegal parking |
| 6/12/2023 | 1315 | *** |
| 6/12/2023 | 1212 | Loc/Hwy 58 Agency Assist - OFD |
| 6/12/2023 | 1841 | Loc/Harris St. Citizen contact |
| 6/12/2023 | 2210 | Loc/3rd St. Report of trespass |
| 6/12/2023 | 2330 | *** |
| 6/13/2023 | 0840 | Loc/Ash St. Citizen contact |
| 6/13/2023 | 0855 | Loc/Hwy 58 Report of suspicious conditions |
| 6/13/2023 | 1053 | Loc/Ash St. Citizen assist |
| 6/13/2023 | 1103 | Loc/Hwy 58 Report of code complaint - noxious growth |
| 6/13/2023 | 1123 | Loc/Pioneer St. Report of suspicious conditions |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/13/2023 | 1305 | Loc/Paddock Lane Report of code complaint - noxious growth |
| 6/13/2023 | 1438 | Loc/1st & Oak Report of code complaint - noxious growth |
| 6/13/2023 | 1449 | Loc/Laurel St. Report of code violation - noxious growth |
| 6/13/2023 | 1455 | Loc/Laurel & E 1st St. Report of code complaint - noxious growth |
| 6/13/2023 | 0241 | Loc/Elgin Ave. Report of trespass |
| 6/13/2023 | 0434 | Loc/Hills St. Report of incomplete 9-1-1 |
| 6/13/2023 | 1429 | Loc/Klohn Rd. Agency Assist - Adult Protective Services |
| 6/13/2023 | 1546 | Loc/School St. Report of criminal mischief |
| 6/13/2023 | 1624 | Loc/1st St. Report of suspicious conditions |
| 6/13/2023 | 1650 | Loc/Willamette Way Citizen contact |
| 6/13/2023 | 1748 | Loc/Willow St. Citizen contact |
| 6/13/2023 | 2045 | Loc/Hwy 58 Agency Assist - OSP |
| 6/14/2023 | 0825 | Loc/Ash St. Citizen contact |
| 6/06/2023 | | Loc/Willamette Way Traffic warning for expired tags |
| 6/14/2023 | 1143 | Loc/Hwy 58 Report of trespass |
| 6/14/2023 | 1334 | Loc/Fairy Glen Dr. Report of code complaint - illegal parking |
| 6/14/2023 | 1352 | Loc/Hwy 58 Report of dispute |
| 6/8/2023 | 1829 | Loc/Ash St. Report of missing person |
| 6/8/2023 | 2032 | Loc/Y Dr. Report of suspicious conditions |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/8/2023 | 2041 | Loc/School St. Citizen Assist |
| 6/8/2023 | 1000 | Loc/1st St. Citizen assist |
| 6/8/2023 | 1745 | *** |
| 6/9/2023 | 1200 | Loc/School St. Report of dog at large |
| 6/9/2023 | 1200 | Loc/Y Drive Request for welfare check |
| 6/9/2023 | 1220 | Loc/Sunset Ave. Report of fraud |
| 6/9/2023 | 1222 | Loc/Hwy 58 Report of burglary |
| 6/9/2023 | 1638 | Loc/School St. Report of code complaint - noxious growth |
| 6/9/2023 | 1712 | Loc/Rainbow Rd. Report of juvenile complaint |
| 6/9/2023 | 1928 | Loc/Hwy 58 Traffic for Speed 55/35 |
| 6/9/2023 | 2155 | Loc/Hwy 58 Traffic for Speed 53/35 |
| 6/9/2023 | 2219 | Loc/Hwy 58 Traffic for Speed 55/35, DWS |
| 6/8/2023 | 1823 | Loc/Hwy 58 Traffic for Speed 50/35 |
| 6/9/2023 | 2108 | Loc/Bugle Loop Report of shots fired |
| 6/8/2023 | 1803 | Loc/Hwy 58 Traffic for Speed 50/35 |
| 6/9/2023 | 2310 | Loc/Hwy 58 Report of harassment |
| 6/10/2023 | 0019 | Loc/Rainbow St. Report of runaway |
| 6/10/2023 | 1034 | Loc/Sunset Ave. Agency Assist - OFD |
| 6/10/2023 | 1050 | *** |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/10/2023 | 1052 | Loc/1st St. Traffic warning for no lights |
| 6/10/2023 | 1057 | Loc/Hwy 58 Request for welfare check |
| 6/10/2023 | 1215 | Loc/Fir St. Report of harassment |
| 6/13/2023 | | Loc/Rainbow Rd. Report of disorderly conduct |
| 6/13/2023 | | Loc/Hwy 58 Traffic for speed |
| 6/13/2023 | | Loc/Crestview St. Traffic for Speed |
| 6/10/2023 | 1738 | Loc/School St. Police Officer Hold |
| 6/14/2023 | | *** |
| 6/14/2023 | | Loc/Hwy 58 Report of code complaint - illegal camping |
| 6/14/2023 | | Loc/Hwy 58 Report of code complaint - illegal camping |
| 6/10/2023 | 2239 | Loc/Cline St. Report of noise complaint |
| 6/14/2023 | 1404 | Loc/Hwy 58 Traffic for Expired license plate |
| 6/10/2023 | 2250 | Loc/Klohn Rd. Request for welfare check |
| 6/10/2023 | 2239 | Loc/Hwy 58 Report of dispute |
| 6/10/2023 | 2130 | Loc/School St. Request for welfare check |
| 6/10/2023 | 2130 | Loc/Y Dr. Report of suspicious conditions |
| 6/15/2023 | 0825 | Loc/CT Beach area Report of road hazard |
| 6/15/2023 | 0834 | Loc/Hills St. Report of suspicious conditions |
| 6/15/2023 | 0940 | Loc/Rainbow Rd. Report of trespass |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/14/2023 | 2343 | Loc/Rainbow Rd. Report of injured subject |
| 6/15/2023 | | Loc/Rainbow Rd. Agency Assist - OFD |
| 6/14/2023 | 1512 | Loc/Hwy 58 Report of trespass |
| 6/15/2023 | 1618 | Loc/Ash St. Citizen contact |
| 6/15/2023 | 1654 | Loc/Pine St. Report of code violation - garbage accumulation |
| 6/14/2023 | 1030 | *** |
| 6/14/2023 | 1400 | Loc/Hwy 58 Report of dispute |
| 6/14/2023 | 2106 | Loc/Westfir Rd. Report of dispute |
| 6/15/2023 | 2156 | *** |
| 6/15/2023 | 1729 | Loc/Hwy 58 Traffic for Speed 68/35 |
| 6/15/2023 | 2112 | Loc/Hwy 58 Traffic for Speed 50/35 |
| 6/15/2023 | 2156 | Loc/Hwy 58 Traffic for fail to obey traffic control device |
| 6/16/2023 | 1010 | Loc/Hwy 58 Agency Assist - DHS |
| 6/16/2023 | 1016 | Loc/Hwy 58 Report of overdose |
| 6/16/2023 | 1403 | Loc/River Rd. Report of dog at large |
| 6/16/2023 | 1515 | Loc/Elgin Ave. Citizen contact |
| 6/16/2023 | 1612 | Loc/Willamette Way Report of fraud |
| 6/16/2023 | 1828 | Loc/Y Dr. Report of suspicious conditions |
| 6/16/2023 | 1910 | Loc/Commerical St. Report of suspicious conditions |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/17/2023 | 0004 | Loc/Christel Ln. Report of animal complaint |
| 6/17/2023 | 1200 | *** |
| 6/17/2023 | 1300 | Loc/Ash St. Citizen contact |
| 6/17/2023 | 1305 | Loc/Willamette Way Report of fraud |
| 6/17/2023 | 1426 | Loc/Singletary Dr. Report of reckless endangering |
| 6/17/2023 | 1630 | *** |
| 6/17/2023 | 2055 | Loc/Hwy 58 Report of trespass |
| 6/18/2023 | 1219 | Loc/1st St. Report of disorderly subject |
| 6/18/2023 | 1235 | Loc/Y Dr. Report of suspicious conditions |
| 6/18/2023 | 1249 | Loc/Cedar St. Report of animal complaint |
| 6/18/2023 | 1330 | Loc/Hills St. Report of illegal camping |
| 6/18/2023 | 1400 | Loc/Hwy 58 Report of illegal camping |
| 6/18/2023 | 1508 | Loc/Hwy 58 Report of lost property |
| 6/18/2023 | 1800 | Loc/Hwy 58 Traffic for Speed 60/35 |
| 6/18/2023 | 1705 | Loc/Birch St. Report of animal complaint |
| 6/18/2023 | 2219 | Loc/Sunset Ave. Report of animal complaint |
| 6/19/2023 | 1032 | Loc/Salmon Creek Rd. Report of unauthorized entry into motor vehicle |
| 6/19/2023 | 0930 | Loc/Hwy 58 Report of disorderly conduct |
| 6/19/2023 | 1147 | Loc/Hwy 58 Request for welfare check |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/19/2023 | 1158 | Loc/Hwy 58 Report of trespass |
| 6/19/2023 | 1216 | Loc/Lauren St. Report of animal complaint |
| 6/19/2023 | 1338 | Loc/Ash St. Agency Assist - Jackson County SO |
| 6/19/2023 | 1745 | Loc/Hwy 58 Agency Assist - LCSO |
| 6/19/2023 | 1825 | Loc/Hwy 58 Traffic for Speed 64/35 |
| 6/19/2023 | 2021 | Loc/Fairy Glen Dr. Report of suspicious conditions |
| 6/20/2023 | 0856 | *** |
| 6/20/2023 | 1117 | Loc/Sunset Ave. Citizen Assist |
| 6/20/2023 | 1132 | Loc/Ash St. Citizen Assist |
| 6/20/2023 | 1350 | Loc/Portal Dr. Report of code complaint - Noxious growth |
| 6/20/2023 | 1410 | Loc/Riverview St. Report of code complaint - noxious growth |
| 6/20/2023 | 1641 | Loc/Ash St. Citizen contact |
| 6/20/2023 | 1600 | Loc/Hwy 58 Request for welfare check |
| 6/20/2023 | 1540 | Loc/Hansen St. Report of code complaint - illegal parking |
| 6/20/2023 | 1655 | Loc/Pine St. Report of offensive littering |
| 6/20/2023 | 1806 | Loc/Hwy 58 Traffic for Speed 52/35 |
| 6/20/2023 | 1832 | Loc/Ash St. Report of found property |
| 6/20/2023 | 1857 | Loc/Hwy 58 Death Investigation |
| 6/20/2023 | 2011 | Loc/Hansen St. Report of code complaint - illegal parking |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/20/2023 | 2011 | Loc/Jasper Dr. Report of trespass |
| 6/13/2023 | 1918 | Loc/Fairy Glen Dr. Traffic for Expired Vehicle License |
| 6/20/2023 | 1730 | *** |
| 6/21/2023 | | Loc/Ash St. Citizen contact |
| 6/21/2023 | | Loc/High Leah Dr. Report of hazard |
| 6/21/2023 | | Loc/Hwy 58 Report of animal complaint |
| 6/21/2023 | | Loc/Y Dr. Report of found property |
| 6/21/2023 | | Loc/Hwy 58 Report of code complaint - illegal camping |
| 6/21/2023 | | Loc/Ash St. Citizen contact |
| 6/21/2023 | | Loc/Hwy 58 Report of theft |
| 6/23/2023 | 1400 | *** |
| 6/23/2023 | 1405 | Loc/Ash St. Report of missing juvenile |
| 6/21/2023 | 2248 | Loc/Hwy 58 Traffic for Speed 55/35 |
| 6/21/2023 | 2310 | Loc/Hwy 58 Traffic for DWS |
| 6/22/2023 | | Loc/Pine St. Report of code violation - illegal camping |
| 6/22/2023 | | Loc/Hwy 58 Report of motor vehicle crash |
| 6/23/2023 | 1625 | Loc/1st St. Report of juvenile complaint |
| 6/22/2023 | | Loc/Hwy 58 Report of disorderly conduct |
| 6/23/2023 | 1735 | Loc/Hwy 58 Traffic for Speed 54/35 |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/22/2023 | | Loc/Rainbow Rd. Report of runaway |
| 6/22/2023 | 1321 | Loc/2nd St. Traffic for DWS |
| 6/23/2023 | | Loc/1st St. Report of code complaint - noise |
| 6/23/2023 | | Loc/Spot St. Report of suicidal subject |
| 6/23/2023 | | Loc/Hwy 58 Report of dispute |
| 6/23/2023 | | Loc/Ash St. Agency Assist - McKenzie River Broadband |
| 6/23/2023 | | Loc/Ash St. Citizen contact |
| 6/23/2023 | | *** |
| 6/23/2023 | 1800 | *** |
| 6/24/2023 | 1830 | *** |
| 6/24/2023 | 2315 | Loc/2nd St., Westfir Report of code complaint - noise |
| 6/24/2023 | 1000 | Loc/Hwy 58 Report of dispute |
| 6/24/2023 | | Loc/1st St. Report of illegal parking |
| 6/24/2023 | 2026 | Loc/Willamette Way Report of assault |
| 6/24/2023 | 2005 | Loc/Hwy 58 Traffic for Speed 51/35 |
| 6/25/2023 | 1230 | *** |
| 6/25/2023 | 1238 | Loc/Spur St. Report of dispute |
| 6/25/2023 | 1530 | Loc/Moss St., Lowell Traffic for Speed 52/35 |
| 6/25/2023 | 1635 | Loc/Hwy 58 Traffic for Speed 60/35 |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/25/2023 | 1656 | Loc/Roaring Rapids Way Report of suspicious conditions |
| 6/25/2023 | 1735 | Loc/Ash St. Report of traffic complaint |
| 6/25/2023 | 1945 | Loc/Rainbow Rd. Report of animal complaint |
| 6/26/2023 | 0838 | Loc/Willamette Way Report of code complaint - illegal parking |
| 6/26/2023 | 0854 | Loc/Fairy Glen Report of code complaints - illegal parking, junk accumulation |
| 6/26/2023 | 0913 | Loc/Fairy Glen Dr. Report of code complaint - illegal parking, junk accumulation |
| 6/25/2023 | 2122 | Loc/Beaver St. Agency Assist - LCSO |
| 6/26/2023 | 1216 | Loc/Fairy Glen Dr. Report of garbage accumulation |
| 6/22/2023 | | Loc/Paddock Ln. Traffic for expired tags |
| 6/26/2023 | 1221 | Loc/Ash St. Citizen Assist |
| 6/26/2023 | 1238 | Loc/Hwy 58 Report of found property |
| 6/22/2023 | 2049 | Loc/Willow St. Report of dog at large |
| 6/26/2023 | 1242 | Loc/Ash St. Citizen contact |
| 6/24/2023 | 2142 | Loc/Westfir Rd. Report of disorderly conduct |
| 6/26/2023 | 1300 | Loc/Ash St. Citizen Assist |
| 6/26/2023 | 1310 | Loc/Ash St. Citizen Assist |
| 6/26/2023 | 1719 | Loc/Hwy 58 Citizen contact |
| 6/26/2023 | 1718 | Loc/Ash St. Citizen contact |
| 6/26/2023 | 1718 | Loc/Harris St. Request for civil standby |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/26/2023 | 2114 | Loc/Clark St. Report of trespass |
| 6/27/2023 | | *** |
| 6/26/2023 | 1400 | *** |
| 6/24/2023 | | Loc/Hwy 58 Report |
| 6/24/2023 | | Loc/1st St. Report of code complaint - illegal parking |
| 6/27/2023 | 1700 | Loc/Willamette Way Report of code complaint - public nuisance |
| 6/27/2023 | 1705 | Loc/Hwy 58 Report of code complaint - noxious growth |
| 6/27/2023 | 1827 | Loc/Hansen St. Report of dispute |
| 6/27/2023 | 1930 | Loc/Ash St. Citizen contact |
| 6/27/2023 | 2258 | Loc/Fairy Glen Dr. Report of suspicious conditions |
| 6/27/2023 | 2336 | Loc/Berry St. Report of disorderly conduct |
| 6/27/2023 | 2345 | Loc/1st St. Report of suspicious conditions |
| 6/28/2023 | 0807 | Loc/Ash St. Citizen contact |
| 6/28/2023 | 0810 | Loc/Ash St. Citizen assist |
| 6/28/2023 | 0935 | Loc/School St. Report of suspicious conditions |
| 6/28/2023 | 1320 | Loc/Hwy 58 Report of driving complaint |
| 6/28/2023 | 1409 | Loc/Hansen St. Report of trespass |
| 6/28/2023 | 1625 | Loc/Berry St. Request for welfare check |
| 6/28/2023 | 1512 | Loc/Rainbow Rd. Report of dispute |

| Date | Time In | Media |
|-------------|----------------|---|
| 6/28/2023 | 1611 | Loc/Cline St. Arrest/Elude: Clark, Kenneth |
| 6/28/2023 | 1920 | *** |
| 6/29/2023 | 0843 | Loc/Ash St. Report of juvenile complaint |
| 6/29/2023 | 1015 | *** |
| 6/29/2023 | 1110 | Loc/Middle Fork River Report of garbage accumulation |
| 6/29/2023 | 1408 | Loc/Elgin St. Report of animal complaint |
| 6/30/2023 | 1247 | Loc/Westfir Rd. Warrant Arrest: Speed, William |
| 6/30/2023 | 1236 | Loc/Hwy 58 Report of trespass |
| 6/30/2023 | 1730 | Loc/Ash St. Agency Assist - DHS |
| 6/30/2023 | 1754 | Loc/Rainbow Rd. Request for civil standby |
| 6/30/2023 | 1748 | Loc/Teller Rd. Report of juvenile complaint |
| 6/30/2023 | 1847 | Loc/Hwy 58 Report of trespass |
| 6/30/2023 | 1930 | Loc/Willow St. Report of motor vehicle accident |
| 6/30/2023 | 1949 | Loc/Fern St. Report of harassment |
| 6/29/2023 | 1235 | Loc/Ash St. Citizen contact |
| 6/29/2023 | 1249 | Loc/Commercial St. Report of dispute |
| 6/29/2023 | 1400 | *** |
| 6/29/2023 | 2036 | Loc/Elgin St. Request for welfare check |
| 6/29/2023 | 2124 | Loc/Garden Rd. Citizen contact |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/29/2023 | 2126 | Loc/Cherry St. Citizen contact |
| 6/29/2023 | 1748 | Loc/Hwy 58 Report of driving complaint |
| 6/29/2023 | 2230 | Loc/Berry St. Report of dispute |
| 6/29/2023 | 2310 | Loc/USFS Rd. 2408 Agency Assist - LCSO |
| 6/30/2023 | 0012 | Loc/Y Dr. Report of disorderly conduct |
| 6/30/2023 | 1635 | Loc/Hwy 58 Report of motor vehicle crash |
| 6/30/2023 | 2014 | Loc/Hwy 58 Report of dispute |
| 6/30/2023 | 2021 | Loc/Clark St. Report of trespass |
| 6/24/2023 | 1425 | Loc/Hwy 58 Traffic warning for Speed |
| 6/24/2023 | 1446 | Loc/Hwy 58 Traffic for Speed 52/35 |
| 6/24/2023 | 1821 | Loc/Hwy 58 Traffic for Speed 50/35 |
| 6/24/2023 | | Loc/Hwy 58 Traffic for illegal lighting |
| 6/27/2023 | | Loc/Ash St. Citizen contact |
| 6/27/2023 | | Loc/Fairy Glen Dr. Traffic for driving in no vehicle allowed area |
| 6/27/2023 | | Loc/Commercial St. Traffic for Expired Vehicle Registration |
| 6/28/2023 | 0920 | Loc/School St. Report of dispute |
| 6/28/2023 | 0930 | Loc/School St. Report of code complaint - illegal parking |
| 6/28/2023 | 1654 | Loc/Riverview St. Death Investigation |
| 6/29/2023 | 0723 | Loc/Rainbow Rd. Report of dispute |

| Date | Time In | Media |
|-------------|----------------|--|
| 6/29/2023 | 0834 | Loc/Rainbow Rd. Request for civil standby |



Emergency Services
Scott Hollett Fire Chief
47592 Hwy 58, Oakridge, OR 97463
PO Box 1410, Oakridge, OR 97463
Phone 541-782-2416 Ext 302
Fax: 541-782-2414
Email: scotthollett@ci.oakridge.or.us
Website: oakridgefire.us



EMS Report

June 2023

Training

All of the full-time staff and one part-time staff member attended an Advanced Cardiac Life Support course.

We are hosting a regional Pre-Hospital Trauma Life Support course. This is a 3-day course, paid for by grant funds.

New Members/Recruitment

One new part time Intermediate

Two new Volunteers

Guy Harshbarger, one of our part-time staff members retired on June 30th. This is a difficult slot to fill, as he was one of our most consistent part-time members and completed many projects.

Misc.

FireMed Applications are still coming in.

New flooring installation completed.

We have installed a Promethean smartboard in our training room that will be utilized for training. It could also be used during a declared emergency as an information hub and for strategic planning. We are putting in several network upgrades that we will be able to utilize for day-to-day operations but also increase our capabilities if we need to use the fire department as an EOC. We have other EOC projects lined up. This was all paid for by ARPA funds.

We passed our Oregon Health Authority inspection with no major deficiencies. We had a few minor items to clean up, however it went very well.

Grants

We have hired two seasonal workers to provide extra staffing during fire season from the OSFM grant.

I am working on a Firehouse sub grant.



Emergency Services
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Activities

Open House at Hazeldell Fire Station went very well. We had approximately 54 members of the public show up. This was a very positive event, we received lots of great feedback from the people in attendance. Thank you, Chrissy Hollett, for coordinating the event, Peggy Gordon, David Gordon, and Jessica Sager for all the hard work.

We assisted the Red Cross with a smoke detector campaign and installed several detectors in the Monte Vista Mobile Home Park, we hope to do more soon.

We provided two days of medical standby for the Bus Fair.

Equipment Status

We will be pulling M-1 (ambulance) out of service for several days for repairs, this will leave us with one ambulance during the down time.

Thank you, Public Works

Thank you to Public Works for coordinating the installation of the new generator!



Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

Fire Department Activity report for May 2023 (updated 6-08-23)

| | Oakridge | Hazeldell | Westfir | Hwy. 58 | USFS | M | Y |
|---|------------|------------|------------|------------|------------|------------|------------|
| Emerg. Med. | 54 | 4 | 13 | 6 | 2 | 79 | 456 |
| Trans. to RBH | 14 | 2 | 5 | 1 | 0 | 22 | 145 |
| Trans. to MWH | 4 | 1 | 3 | 2 | 1 | 11 | 84 |
| Trans. to UDH | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Trans. to LZ | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Trans. to Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Transports | 18 | 3 | 8 | 3 | 1 | 33 | 239 |
| Trans. % Rate | 33% | 75% | 62% | 50% | 50% | 42% | 52% |
| Fires | 0 | 0 | 0 | 0 | 3 | 3 | 20 |
| Good Intent | 3 | 0 | 0 | 0 | 0 | 3 | 30 |
| Haz. Condition | 1 | 0 | 0 | 0 | 0 | 1 | 6 |
| Other Situation or False Call | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Service Call | 2 | 0 | 0 | 0 | 0 | 2 | 11 |
| Total Calls | 60 | 4 | 13 | 6 | 5 | | |
| Overall Total Calls for response Area: | | | | | | 88 | 531 |

2nd Out Calls – 12 3rd Out Call – 1 4th Out Call – 0 For the month.

Calls by Day of Week & Time of Day

| Time | Su | Mo | Tu | We | Th | Fr | Sa | M | Y |
|---------------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|------------|
| 0000-0359 | 1 | 0 | 2 | 0 | 1 | 1 | 0 | 5 | 45 |
| 0400-0759 | 0 | 1 | 1 | 0 | 1 | 2 | 2 | 7 | 44 |
| 0800-1159 | 2 | 1 | 2 | 3 | 3 | 3 | 1 | 15 | 90 |
| 1200-1559 | 2 | 1 | 0 | 1 | 3 | 2 | 7 | 16 | 117 |
| 1600-1959 | 3 | 2 | 6 | 4 | 1 | 4 | 1 | 21 | 116 |
| 2000-2359 | 4 | 1 | 1 | 1 | 4 | 6 | 7 | 24 | 119 |
| Total: | 12 | 6 | 12 | 9 | 13 | 18 | 18 | 88 | 531 |

Volunteer Hours for:

| | April | May | June |
|---|--------------------|--------------------|------------------|
| Stipend EMT Coverage:..... | 288 hours | 360 hours | 342 hours |
| Stipend Driver Coverage:..... | 120 hours | 204 hours | 261 hours |
| Trainee Coverage: | 0 hours | 0 hours | 24 hours |
| Drill Attendance: | 21.5 hours | 37.5 hours | 35 hours |
| EMR Class:..... | 20 hours | 0 hours | 0 hours |
| Projects:..... | 2 hours | 2 hours | 16 hours |
| Weekend Training | 0 hours | 45 hours | 0 hours |
| Total Hours by Volunteers: | 451.5 hours | 648.5 hours | 678 hours |



Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

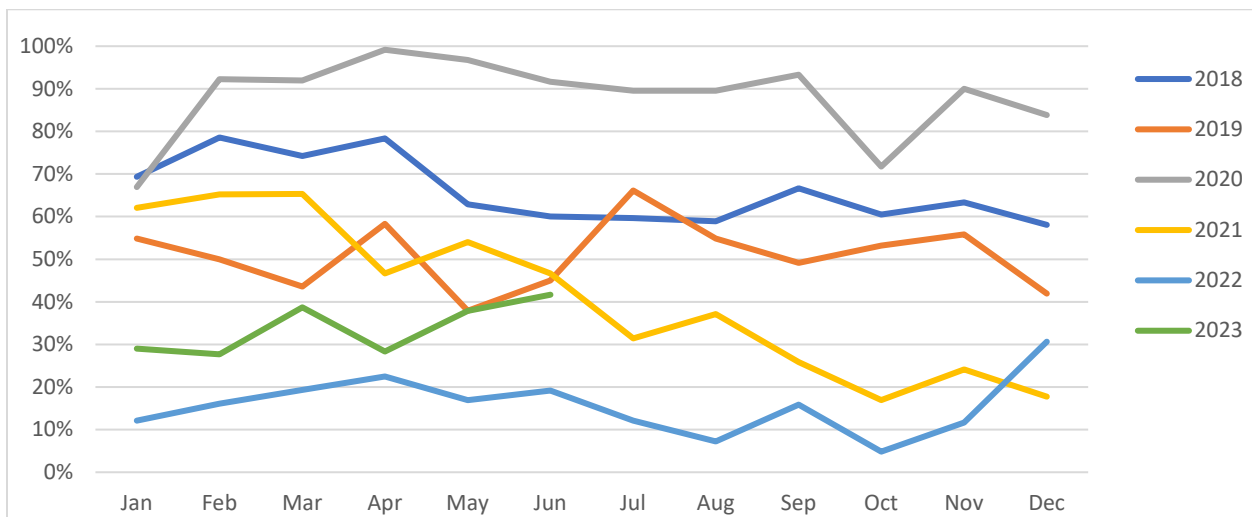
Fire Department Activity report for 2023

| 2023 | Oakridge | Hazeldell | Westfir | Hwy. 58 | USFS | Total |
|---------------------|----------|-----------|---------|---------|------|-------|
| January | 65 | 2 | 7 | 15 | 2 | 91 |
| February | 58 | 4 | 5 | 15 | 0 | 82 |
| March | 81 | 5 | 5 | 10 | 3 | 104 |
| April | 66 | 8 | 5 | 12 | 1 | 92 |
| May | 60 | 4 | 6 | 3 | 1 | 74 |
| June | 60 | 4 | 13 | 6 | 5 | 88 |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| Grand Total: | 390 | 27 | 41 | 61 | 12 | 531 |

Fire Department Historical January – June

| | Oakridge | Hazeldell | Westfir | Hwy. 58 | USFS | Total |
|----------|----------|-----------|---------|---------|------|-------|
| 2018 | 376 | 28 | 22 | 61 | 9 | 496 |
| 2019 | 415 | 26 | 18 | 56 | 6 | 521 |
| 2020 | 350 | 28 | 22 | 35 | 12 | 447 |
| 2021 | 398 | 38 | 16 | 49 | 17 | 518 |
| 2022 | 448 | 23 | 25 | 51 | 10 | 557 |
| 2023 YTD | 390 | 27 | 41 | 61 | 12 | 531 |

Historical Data of Stipend Coverage





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

Public Works

Reporting Week: June, 2023

Water Distributed: 22.3 MG

Waste Water Treated: 7.1

Service orders: 22

Locates: 12

Waste water repairs: 1 Plugged line at Greenwaters park. N property dasmage.

Water leaks: 2 Both on service lines on Douglas and East 1st

Other tasks performed: Retirement party for Jack Stone who served Oakridge from July of 2014 through June 2023 as a waste water treatment plant operator. Finished the FEMA grant for new generators located at the Fire Department and Salmon creek lift station and both worked without a problem in the last power outage. Read water meters and did some repairs and replacements. Performed street sweeping and pot hole repairs. Park mowing and maintenance, weed and brush abatement on city properties and right of ways. Prepped the treatment facility for sludge irrigation. Also removed snowflakes from the Highway. Also did some vehicle maintenance.

Robeart Chrisman, Maintenance Supervisor

The logo for RAINcatalysts, with 'RAIN' in white and 'catalysts' in yellow, set against a blue background.

RAINcatalysts

IMPACT REPORT

MAR 2020 - MAR 2023

CEO Message

Spotlights

Organizational Growth

Pandemic Impact Survey

Impact by the Numbers

Additional Programs

What's Next?

Testimonials & Contact Us

MESSAGE FROM THE CEO

“Pivot” is a popular term in the startup world. If an entrepreneur’s first idea is not successful, they need to be ready to pivot by changing their business model, product, audience, or potentially even revisiting their problem statement. However, prior to the start of the COVID pandemic in March 2020, very few people would have thought that the term “pivot” was applicable to the global economy.

Pivoted to Meet the Moment

RAIN Catalysts’ team of entrepreneurs helps communities build inclusive entrepreneurial ecosystems and economies. **Pivoting is embedded in our DNA.** While most of us never expected a global pandemic, RAIN Catalysts’ distributed team and community-based design meant we were already positioned to nimbly respond to the needs of entrepreneurs from day one of the pandemic. **RAIN Catalysts already had the tools, processes, and experience to effectively collaborate and communicate as a team and spin-up rapid response programs in days.**

At the start of the pandemic, what we heard from the hundreds of entrepreneurs we were serving was that they needed help creating or increasing their digital presence to continue making sales during the shutdowns and we began to have conversations about what the future may hold in this new disruptive landscape. The other educational gap that became painfully clear was financial management. **Entrepreneurs needed to understand their financials better to move more quickly to secure the state, federal, and local emergency funds they needed to keep their businesses alive during the pandemic** (e.g., CARES Act, including the Paycheck Protection Program and the Economic Injury Disaster Loans, and other local emergency grant and loan programs). As a team of entrepreneurs ourselves, RAIN Catalysts understood the importance of moving quickly and decisively to adapt our entrepreneurial support services for a socially-distanced world.

Listened and Spun-up Free Virtual Accelerators

Within 9 days of Oregon’s initial statewide shutdown, RAIN Catalysts launched our first completely virtual business accelerator to provide entrepreneurs with free, just-in-time digital sales and marketing education and expert support. This was possible because our **community-led and community-based programs are designed to be attentive, compassionate, and responsive to entrepreneurs’ needs.** With our “investigative not prescriptive approach,” RAIN Catalysts is perpetually in agile listen-respond mode.

Because of our model, investigative culture, and remote team of entrepreneurs,
we were in a unique position to respond to this moment in time.

We only had about half of the 9 sessions outlined when we launched, so we were “building the plane as we flew it” over the ever-changing entrepreneurial landscape brought on by the global pandemic. We knew we needed to launch immediately to respond to the crisis many businesses were facing to provide targeted FREE programming.

Over 220 businesses applied to the virtual accelerator and 142 entrepreneurs participated in it. In total, from March 2020 – October 2022, RAIN Catalysts delivered 5 free, multi-week online accelerator programs focused on financial management (**MONEYmaker Accelerator**), digital sales and marketing (**RAINmaker Accelerator**), and accessing capital (**RAINcap Accelerator**). We also partnered with the New York City-based crowdfunding company Republic (*a global fintech ecosystem who is on a mission to democratize access to investing, capital raising, and community building*) to help fill a critical capital gap in Oregon for startups and small businesses seeking \$50,000 – \$200,000 who face barriers to raising funds from traditional means (e.g., bank loans and venture funds). **We launched a place-based crowdfunding platform to give Oregon entrepreneurs a place to raise hard-to-reach funds from individuals (accredited and non-accredited) nationwide.**

[continued on next page...]

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We also spun-up a program to pay professional service providers to deliver expert services to accelerator participants (**RAINdrops**) so they could immediately implement what they were learning without incurring costs themselves. For example, Google ad campaigns, newsletter campaigns, attorney services, accounting services, e-commerce platforms, etc. **Almost 600 entrepreneurs received RAINdrops support from nearly 100 mentors and subject-matter experts (small business owners themselves and more than 50% were women and BIPOC).** Through these programs, RAIN Catalysts created a community for entrepreneurs around the globe at a time when we were all desperate to connect with others experiencing similar struggles.

Expanded Outreach Nationally & Internationally

Initially, we were just serving Oregon entrepreneurs, but as the pandemic dragged on, we opened our programs to entrepreneurs around the world. In the end, entrepreneurs from all over the U.S. and the globe joined our virtual programs, including Canada, Wales, and Pakistan.

Most of the entrepreneurs these programs supported were underserved:

64% women, 54% rural, 23% Aging/Older Adults, 21% Economically Disadvantaged, 13% Asian, 8% Hispanic/Latinx, 6% LGBTQ+, 5% Black, 5% American Indian or Alaska Natives, 2% English Language Learners, 2% migrant workers, and 1% DREAMers.

Now—three years later—RAIN Catalysts' team and outreach has grown considerably larger, nearly quadrupling in size. **Our budget has tripled and we have been invited to serve new communities**, including South Wasco County (Oregon), Island County (Washington), Skagit County (Washington), three universities (Islamabad-Rawalpindi, Pakistan), and 65 underserved and distressed communities across the United States through the International Economic Development Council (IEDC)'s Economic Recovery Corps program funded by the U.S. Economic Development Administration (EDA).

Funder Flexibility & Support

Of course, none of this would have been possible without the generous support of our funders and their trust in us to pivot from our original scope of work and deliverables. A full list of our funders is included in this Impact Report. **I am grateful to each and every one of our funders and partners for helping us step-up to do whatever it took to serve entrepreneurs during extraordinary times.**

To our amazing and resilient RAIN Catalysts team and board of directors, thank you for your ability to lean into the moment and show up every day to serve entrepreneurial communities. I always say that it takes a community to raise an entrepreneur. **The pandemic showed us all how important it is for us to rally around each other in times of difficulty to build resilience and to grow communities and economies.**

What's Next?

As the worst days of the pandemic thankfully recede into the past, RAIN Catalysts is carrying its "lessons learned" forward, always ready to pivot to meet the moment and come together to build prosperity. **We understand the nature of economies is changing at an unprecedented rate.** There are many speculations about what the future holds and what entrepreneurship will look like in 2-5 years, let alone 10+ years from now—especially due to the accelerated advancements in technologies like artificial intelligence (AI), machine learning, and new digital currencies. As Emad Mostaque (CEO and Co-Founder of stability.ai) said at the *Goldman Sachs 2023 Disruptive Technology Symposium* in London, "[AI] is a much bigger disruption than the pandemic."

In this rapidly changing landscape, RAIN Catalysts is committed to supporting entrepreneurs and building inclusive global entrepreneurial economies. We embrace the power of pivoting and stand ready to navigate the uncertainties of the future, driven by our investigative culture, community-based approach, and dedicated team of entrepreneurs. **Together, we will continue to adapt, innovate, and create lasting entrepreneur-fueled prosperity.**



- Caroline Cummings, CEO of RAIN Catalysts

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Arable Brewing Company
A specialized microbrewery and event space in Lane County, Oregon

WOMEN-OWNED VETERAN-OWNED LOCAL SOC COMMUNITY-ORIENTED & RECAL



ARABLE BREWING COMPANY

\$68,660
150% of minimum goal raised

122
Investors

Successfully funded and closed on October 1, 2022.

COMMUNITY SPOTLIGHT: Grant County Street Fairs

Zach Denney, Grant County's Venture Catalyst, helped organize the Best of the West Harvest Festival in September 2021. 20 vendors and 750 people attended the event, indicating that local entrepreneurs needed support and sales opportunities. In 2022, Denney hosted seven street fairs for local entrepreneurs in John Day, Canyon City, and Prairie City. Each event averaged 10-15 vendors, 100-200 people, and \$2,000-\$3,000 sales. In 2023, the program will expand from 7 to 21 events, giving entrepreneurs even more low-risk, low-cost opportunities to find customers, test their products, and learn business basics.

CROWDFUNDING SPOTLIGHT: Arable Brewing Raises \$68K

Arable Brewing, a woman- and veteran-owned startup, successfully rallied their supporters and leveraged the power of crowdfunding to raise over \$68K in the fall of 2022 with the assistance of RAINcap, the RAIN Capital Access Program. Arable Brewing is now opening a brewery and community-oriented tasting room in Eugene, OR, after years of delays due to the COVID-19 Pandemic and other roadblocks. RAINcap offers training and mentoring to businesses seeking funding and, in partnership with Republic.co, assists Oregon businesses like Arable Brewing in preparing, pitching and running successful crowdfunding campaigns.

ENTREPRENEUR SPOTLIGHT: Maureen Nikaido, Moku Chocolate

Maureen Nikaido opened Moku Chocolate in the small town of Philomath, Oregon, after years spent filling her home with the tantalizing aromas of handcrafted chocolate. She needed assistance in learning how to run a business. With help from Nate Conroy, RAIN's Linn-Benton Venture Catalyst, Nikaido was introduced to Business Oregon, the state's economic development agency. They discussed the current state, future direction, and growth requirements of her company. As a result of this introduction, Nikaido was awarded a grant from Business Oregon's Small Business Sustainability Fund. With it, Nikaido purchased equipment to increase output, improve efficiency, and double employee hours. In 2022, RAIN helped her locate a new commercial kitchen, which will allow her to expand her business.



ORGANIZATIONAL GROWTH

THROUGH DEC 2019

THROUGH MAR 2023

**ENTREPRENEURS
ASSISTED**

391

2,227

**REVENUE
GENERATED**

\$9.5M

\$37.1M

**CAPITAL
RAISED**

\$3.5M

\$28.4M

**JOBS
CREATED**

335

795

**COMMUNITIES
SERVED**

20

52

**ACCELERATOR
GRADUATES**

137

401

PANDEMIC IMPACT SURVEY



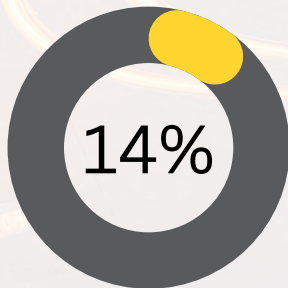
During the 2-year Coronavirus pandemic (Mar 2020 – Mar 2022) and related shutdowns, nearly every business was forced to adapt to an unprecedented world of social distancing. While some established companies had the resources and infrastructure to pivot to this new way of doing business, many entrepreneurs and small businesses – especially those from rural, underserved, and underrepresented communities – had to navigate these changes with far fewer resources, and oftentimes, in isolation.

RAIN surveyed 234 entrepreneurs and small business owners from Oregon about the changes to their personal and professional well-being since Governor Kate Brown issued a state-wide stay-at-home order on March 23, 2020. And while the complete toll of the pandemic is immeasurable, the survey demonstrates its tremendous physical, psychological, and economic impact on Oregon’s most vulnerable entrepreneurs and small business owners.

234

Entrepreneurs
Surveyed

Survey Demographics:



14% Primary household language is non-English

60% Rural

40% Urban

63% Female

37% Male

37% Economically Disadvantaged



16

Oregon Counties Represented

PANDEMIC IMPACT SURVEY

Health & Wellness



Over half (57%) of respondents reported increased levels of anxiety and about one-third or more reported a range of physical and emotional challenges, including difficulties with focusing (32%), sleeping (40%), maintaining social connections (45%), and body aches (39%).



Jobs: Lost + Created + Hiring



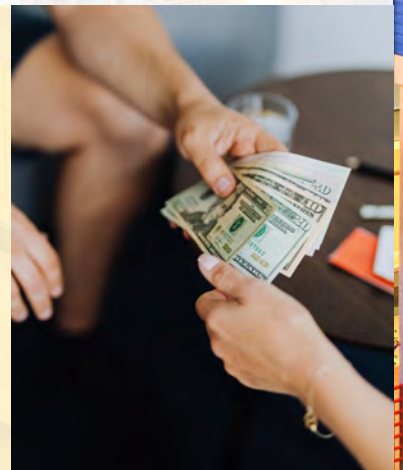
Prior to the start of the pandemic, the surveyed companies reported having provided 702 jobs. While 33 of these businesses added 61.15 jobs since the start of the pandemic, another 74 businesses lost 158 jobs. However, **544 jobs were saved and 133 companies reported actively hiring or planning to hire before the end of 2022.**



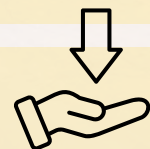
Capital Raised



The surveyed **business owners stayed afloat by raising \$9.9 million since March 2020.** The majority (74%) received support from programs funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act—including the Paycheck Protection Program (PPP) and Economic Injury Disaster Loans (EIDL)—as well as loans and grants from the state, cities, counties, and other funders. However, **40% of respondents reported tapping into their personal finances** (including savings, credit cards, and retirement accounts) and 21% raised funds through family and friends.



Capital Needed



A significant funding gap remains, as **116 businesses reported that they still needed to raise a total of \$15.5 million (average of \$133,620/company).** Among the top needs for these companies, 29 out of 116 (25%) selected **hiring**, another 29 chose **marketing and sales** (25%), and 22 (19%) said **equipment & supplies**. While 99% reported needing help raising capital.



ACCELERATORS BY THE NUMBERS

RAIN Catalysts hosted five free, 10-13 week virtual accelerators from March 2020 to October 2022, including two sessions of our MONEYmaker financial literacy program and three RAINmaker digital marketing and sales courses. All five accelerators were hugely successful, having helped hundreds of entrepreneurs who were struggling during the early days of the pandemic, creating a network of fellow entrepreneurs on which they could lean, connecting them to experts and mentors to help them progress, and creating structure to help small businesses and startups during chaotic times.

TESTIMONIALS

"Because of the RAINmaker program **we felt confident enough to start negotiating our first international order.** This is something we would not have even considered before the RAINmaker program." - *Camelia Moss*

"This summer's course [RAINmaker] helped on so many levels. Besides the education, it was wonderful to connect with other local entrepreneurs. **The support from the RAIN team was beyond my expectations.**" - *Stacey Newman Weldon*

"**Changed everything** about how I think about money." - *Dan Carton*

"I was at a breaking point. And all of a sudden RAIN came into my life. **It was the first time I felt like I wasn't alone.** They have taken me under their wing and they are advocating for me." - *Alyssa Gomez*



ADDITIONAL PROGRAMS

RE-OPENING OREGON

May 2020

A conversation with statewide experts about how the reopening of Oregon might impact small businesses and startups.



Arnie Roblan
OR State Senator
District 9
Oregon Coast

Leah Horner
Regional Solutions Director
Jobs & Economy Policy Advisor
Governor's Office

David Gerstenfeld
Paid Family & Medical Leave
Insurance Division Director
OED

Erin Reynolds
City Manager - Florence, OR
Board Vice Chair
Oregon RAIN

Melisa Drugge
Regional Development
Manager
Business Oregon

RAINDROPS

2020 - 2022

RAINdrops paid for 1-5 hours of expert consultation in the areas of:

- finance
- marketing
- web design
- legal
- and more...



STARTUP BLUE

2020 - 2023

Encouraging innovation on the Oregon Coast and connecting maritime entrepreneurs to:

- Peers
- Mentors
- Prototyping
- Funding Opportunities
- Commercialization Support



ADVOCACY

2020 - 2023

- Mobilizing entrepreneurs to meet with elected officials
- Training entrepreneurs how to engage policymakers
- Informing policymakers on the impacts of entrepreneurship
- Hosting Capital Access info sessions

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WHAT'S NEXT?

Washington State • 2022 - 2024

Q4 2022 saw RAIN Catalysts' first boots-on-the-ground projects outside Oregon, with a 2-yr Venture Catalyst project in Skagit County and a training and grant program in Island County.



Pakistan • 2022 - 2024

RAIN Catalysts is building a regional entrepreneurial ecosystem that promotes Pakistani women entrepreneurs, expands incubator capacity, and creates the country's first all-women business incubator.



United States • 2022 - 2027

RAIN Catalysts is partnering with IEDC to train 65 Economic Recovery Corps Fellows who will engage communities and stakeholders as they lead community-based economic development in rural communities across the United States.



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

Pacific Northwest • 2022 - 2025

In collaboration with the Portland Seed Fund, RAIN Catalysts is providing support and funding to historically underserved women and BIPOC founders of scalable tech companies in the Pacific Northwest.



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THANK YOU, FUNDERS!

COMMUNITIES (CITIES)

- Adair Village
- Brownsville
- Canyon City
- Coburg
- Cottage Grove
- Creswell
- Florence
- Halsey
- Harrisburg
- John Day
- Lebanon
- Lowell
- McKenzie River Valley
- Monroe
- Oakridge
- Pendleton
- Philomath
- Prairie City
- Sweet Home
- Veneta

STATES

- Business Oregon (OR)
- Washington Dept of Commerce (WA)

FEDERAL

- U.S. Economic Development Administration
- U.S. Embassy in Islamabad, Pakistan
- U.S. Department of Agriculture
- U.S. Department of State

CORPORATIONS/PRIVATE

- Banner Bank
- Financial Freedom Wealth Management
- First Interstate Bank
- Old West Federal Credit Union
- Oregon Pacific Bank

COUNTIES

- Benton County (Oregon)
- Grant County (Oregon)
- Island County (Washington)
- Lane County (Oregon)
- Linn County (Oregon)
- Skagit County (Washington)

FOUNDATIONS

- Collins Foundation
- Ewing Marion Kauffman Foundation
- Lemelson Foundation
- Oregon Community Foundation
- The Ford Family Foundation
- Woodard Family Foundation

ECONOMIC DEV ORGS

- Benton County Economic Development
- Cottage Grove CDC
- Economic Development Alliance of Skagit County
- Grant County Economic Development Office
- International Economic Development Council
- Island County Economic Development Council
- REAL Economic Alliance
- South Wasco Alliance
- VertueLab

UNIVERSITIES

- Oregon State University's Hatfield Marine Science Center

PARTNER TESTIMONIALS



"We invited RAIN Catalysts to partner with us in the program because of **their proven knowledge and experience in strengthening entrepreneurial ecosystems** in rural communities and their **ability to mobilize quickly** to help deliver and manage programs. The **structural rigor** of the program they provided and the **stellar delivery** of their educational programs were exceptional."

- **Sharon Sappington**
Executive Director



"The entire RAIN experience was fantastic! The staff, mentors and presenters were top-notch."

- **Joselito Tanega**
Program Manager & Advisory Chair



CONTACT US

COMMUNITIES WHO WANT TO INVITE US IN:

raincatalysts.org/#approach

ENTREPRENEURS WHO NEED ASSISTANCE:

raincatalysts.org/entrepreneurs

BECOME A MENTOR:

raincatalysts.org/mentors

BECOME A PARTNER:

caroline@raincatalysts.org

FUND OR FEATURE OUR WORK:

caroline@raincatalysts.org

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