

**CITY OF COLUMBIA CITY  
STAFF REPORT  
LEGISLATIVE TEXT AMENDMENTS TO VARIOUS CHAPTERS OF THE  
COLUMBIA CITY DEVELOPMENT CODE**

File No. ZCA-24-01 / LU-24-03

<b>APPLICANT</b>	City of Columbia City
<b>LOCATION</b>	Citywide
<b>OWNER</b>	N/A
<b>APPLICATION</b>	These amendments to the code are part of the City's efforts to make the regulations more useable for residents, developers and City staff by correcting errors, eliminating text ambiguities and redundancies and clarifying code text. Amendments are throughout the existing code but focus on correcting previous inconsistencies related to definitions and administration of the code as well as updating definitions and standards related to accessory dwelling units (ADUs) and manufactured homes consistent with state law. They also include the removal of standards that are not clear and objective from chapter 7.120 Site Development Review and changes recommended by the DLCD Oregon State NFIP review to Chapter 7.75 Flood Hazard Overlay. Note that the City is <b>not</b> implementing changes to this chapter based on the FEMA Pre-Implementation Compliance Measures for the Endangered Species Act (ESA) at this time.

**DECISION PROCESS** The Columbia City Planning Commission held a public hearing on Tuesday, December 17, 2024, beginning at 6:30 p.m. Following the public hearing, the Planning Commission made a recommendation of approval to the City Council. The City Council is scheduled to hear the proposed amendments on January 16, 2025 at or about 6:00 p.m. and hold a public hearing.

**I. APPLICABLE CRITERIA**

1. Chapter 7.160 Procedures for Decision Making: Legislative.
2. Statewide Planning Goals adopted under ORS 197.

**II. PLANNING COMMISSION DISCUSSION AND RECOMMENDATION**

As stated above, the Planning Commission held a public hearing on Tuesday, December 17, 2024 where they reviewed the proposed amendments, took public testimony, and deliberated on a recommendation to the City Council. The Planning Commission requested a change to accessory building height limits so that buildings between 201 and 600 square feet have a maximum height limit of twenty (20) feet. Buildings that are 200 square feet or less have a maximum height limit of fifteen (15) feet and buildings greater than 600 square feet would retain their existing height limit of twenty-four (24) feet. This change is explained further in the staff report findings below. With that change, the Planning Commission voted to recommend approval of the proposed amendments to City Council.

### III. SUMMARY

The City of Columbia City is proposing to amend Title 7 of the City Ordinances and Charter, the Columbia City Land Use and Development Code (CCDC) for the purpose of clarifying and updating various sections. The draft code amendments, which would enact these changes, are included in Exhibit 1. The proposed amendments include provisions that will:

**Table 1: Summary of Proposed Changes**

Summary of Change	Location in CCDC
Removal of references to “family” in the CCDC. Uses will instead be regulated by household or the type of development rather than the familial structure of occupants. Single family detached residential dwellings are further described as detached single dwelling units.	Global
Removal of zoning ordinance history, pre-existing approvals and exceptions for existing lots which are outdated and no longer applicable as the ordinance has been in effect for several decades. Removal of references to right-of-way dedications and improvements as those standards are found in Chapter 7.92 and do not need to be repeated in the introduction chapter.	7.10 Introduction
Updates and changes to the list of definitions to reflect how features or uses are defined by the state, add missing definitions, and clarify existing ones.	7.25 Definitions
Addition of the River Club Estates Overlay to the list of Overlays.	7.30 Administration
Removal of how zoning map amendments should be listed on the map itself and instead revised that they should be kept on file with the city.	7.30.030 (D) Zoning Map
Clarification that the minimum lot size applies to all uses in the R-1 zone.	7.40.040 (A) Development Standards, R-1 Zone
Re-introduction of the building height limit of 24 feet, consistent with the other residential zones which was mistakenly removed from the R-1 development standards in a previous revision in 2016.	7.40.040 (D) Development Standards, R-1 Zone
Removal of the allowance for pole barn type accessory structures in the R-1 zone. This was intended to be changed when the other residential zones removed the use but was missed.	7.040.040 (E) Development Standards, R-1 Zone
Clarification that the minimum lot size of 10,000 square feet applies to all land uses in the R-2 zone. Addition of exemption for lots created on or before May 17, 1978 which are	7.45.040 (A) Development Standards, R-2 Zone

Summary of Change	Location in CCDC
typically platted at 5,000 square feet. This means that many existing lots within the city are no longer non-conforming.	
Removal of the exception to side and rear setbacks for portable storage structures in the R-2 zone. This was intended to be changed when the other residential zones removed the exception but was missed.	7.45.040 (M) Development Standards, R-2 Zone
Removal of location standards for fire escapes and exterior stairs on corner duplexes in the R-2 zone and clarifications to other language in standards to refer to the correct city review process and that duplex units are attached.	7.45.040 (O) Development Standards, R-2 Zone
Addition of attached or detached accessory dwelling units in the R-3 zone.	7.50.020 Permitted Uses, R-3 Zone
Removal of the allowance for membrane RV structures as a conditional use. This was intended to be changed when the use was removed from other chapters of the code.	7.55.030 (J) Conditional Uses, Manufactured Home Park Zone
Addition of food carts and food cart pods to the list of permitted uses in the Commercial zone.	7.60.020 Permitted Uses, Commercial Zone
Addition of outdoor dining areas and produce stands to the different types of open inventory displays allowed in the Commercial Zone.	7.60.050 Open Inventory Display, Commercial Zone
Addition of food carts and food cart pods to the already permitted use of eating establishments. Removal of the "family-oriented" description of commercial amusement facilities as that is discretionary and not well defined.	7.65.020 Permitted Uses, Commercial Recreational Zone
Addition of food carts and food cart pods to the list of permitted uses in the Industrial zone.	7.66.020 Permitted Use, Industrial Zone
Addition of the definitions of basement, flood proofing, and historic structure to the Flood Hazard Overlay.	7.75.020 Definitions, Flood Hazard Overlay
Edit to error in language that discussed how long recreational vehicles may be located in the Flood Hazard Overlay.	7.75.120 (P) Approval Standards, Flood Hazard Overlay
Addition of language to clarify the elevation requirements in areas where no base flood elevation data is available.	7.75.120 (R) Approval Standards, Flood Hazard Overlay
Correction of reference to a specific flood zone from 'AZ' to 'AH'.	7.75.120 (AA) Approval Standards, Flood Hazard Overlay
Updates to standards around Manufactured Homes Outside of Manufactured Home Parks consistent with state law (HB 4064 passed in 2022) which prohibits jurisdictions from adopting regulations for manufactured homes or prefabricated structures that would not apply	7.94.030 Manufactured Homes Outside Manufactured Home Parks, Manufactured Home Regulations

Summary of Change	Location in CCDC
to detached single-family dwellings on the same land.	
Revision of the review process as the City does not have a defined "Type I" process and instead the CCDC commonly refers to either the Planning Director's review process or the Planning Commission's review.	7.95.020 Review Process, Short Term Vacation Rentals
Clarification to the existing language that the signs listed in the section are not subject to the regulations in the chapter on signs. The current language reads as if the listed signs are still subject to this chapter, which is not the intent. If the signs listed do not require a permit, the City cannot subject them to the regulations or review process in this chapter.	7.102.060 Signs that do not require a permit, Signs
Addition of vehicle class and weight limits to the standard about exterior storage of vehicles. The new language would prohibit any vehicle about class 3 or with a maximum legal gross weight greater than 14,000 pounds and those vehicles may not be parked on site as part of the home occupation.	7.104.040 (H) General Approval Criteria and Standards, Home Occupations
Revises the procedure for ordering home occupations that are affecting public health and safety to cease. Previously the Planning Commission would have to call a meeting to order the use to cease pending full Planning Commission review. The revision would allow the City Administrator or Planning Director to order the use to cease pending full Planning Commission Review.	7.104.080 (C) Action Regarding Complaints, Home Occupations
Removal of confusing language that states two different standards that should apply in the same sentence, and that slopes of properties should be determined using the aerial photo for a 1992 sewer improvements project.	7.106.030 Hill sides, Protection of Natural Features
Updates to the square footage ranges for accessory structures to align with building permit requirements (the trigger for a building permit is a structure more than 200 square feet in size) and an exception for free-standing patio covers or other moveable shade structures to the requirement for accessory structures to be separated from other structures by at least six feet. Updates to the height limit for accessory structures 200 square feet or less to reflect the most current state building code which increased from ten (10) feet to fifteen (15) feet. This also updated the height limits for accessory structures	7.111.040 Approval Standards, Accessory Buildings and Structures

Summary of Change	Location in CCDC
<p>between 201 and 600 square feet which originally was fourteen (14) feet but is proposed to increase to twenty (20) feet. Removal of lot coverage standards to reduce potential for future inconsistencies as lot coverage standards primarily reside in the individual zoning district standards. Removal of language about accessory structure projections since structure projections have specific exception standards in section 7.10.110.</p>	
<p>Removal of reference to CC&amp;Rs in where accessory dwelling units (ADUs) are allowed. Any restrictions in CC&amp;Rs are outside the City's jurisdiction.</p>	<p>7.112.020 (A) Applicability and Administration, Accessory Dwelling Units</p>
<p>Removal of discretionary standards that cannot be applied objectively (privacy and noise, crime prevention and safety) as well as standards that are not relevant or necessary (demarcation of public spaces and public transit). Addition of clear and objective standards related to exterior lighting fixtures.</p>	<p>7.120.100 Approval Standards, Site Development Review</p>
<p>Added clear and objective design standards for detached single dwelling units (detached single-family dwelling units) that are subject to the Site Development Review Process. Individual single family detached dwelling units would be exempt from this section; it would apply to subdivisions or larger developments where several homes are built at once. The standards are intended to introduce variety in the designs of the homes so that the same plan is not duplicated over and over again in larger developments.</p>	<p>Added as 7.120.110 under Site Development Review</p>
<p>Removal of a standard related to properties in the Historic Commercial or Historic Residential overlay as those specific overlays do not exist (only a Historic Overlay does). Removal of references to standards in Title 8 of the Municipal Code and the City Historic Review Board as those do not exist either.</p>	<p>7.130.040 (A)(10) Approval Standards and Conditions, Conditional Use</p>
<p>Modification to the threshold for minor variances to allow for 10 percent deviation from standards for building or structure height standards and 20 percent for all other minimum development standards. Previously it was 10 percent for all standards.</p>	<p>7.140.020 Administration and Approval Process, Variance</p>
<p>Clarification that annexations will follow the process in ORS 222, consistent with changes in state law.</p>	<p>7.145.030 (C) Administration and Approval Process, Annexations</p>

Summary of Change	Location in CCDC
Adjustments of naming conventions to be consistent with County naming conventions.	7.150 Property Line Adjustments
Extends the timing for the final plat from one year to two years.	7.154.060 Application Submission Requirements--Final Plat, Subdivisions
Removal of fee exception for neighborhood planning organizations which do not currently exist as identified in the code and the city does not have a process for designating such organizations. The City Council may still continue to waive the appeal fee for nonprofit organizations.	7.160.020 Application Process, Procedures for Decision-Making, Legislative
Removal of fee exception for neighborhood planning organizations which do not currently exist as identified in the code and the city does not have a process for designating such organizations. The City Council may continue to waive the appeal fee for nonprofit organizations.	7.162.300 Fee Waivers, Procedures for Decision-Making Quasi-Judicial
Change in language to allow the Planning Director to approve extension requests (approvals issued in accordance with this chapter are only effective for a period of one year) so long as no changes are made to the tentative plan, the applicant has expressed written intent of submitting a final plat within the one-year extension period, and no changes in policy have occurred.	7.162.360 Expiration and Extension of Approvals, Procedures for Decision-Making Quasi-Judicial
Removal of fee exception for neighborhood planning organizations which do not currently exist as identified in the code and the city does not have a process for designating such organizations. The City Council may continue to waive the appeal fee for nonprofit organizations.	7.164.160 Fee Waivers, Procedures for Decision-Making Limited Land Use Decisions

#### IV. LAND USE REFERRALS AND PUBLIC NOTICE

Pursuant to CCDC 7.160.030 and ORS 197.610, staff has provided notice of the proposed CCDC text amendments to the Oregon Department of Land Conservation and Development (DLCD). On December 3, 2024 public notice of the proposed CCDC text amendments and public hearings were published in the Business Tribune.

In 1998, Oregon voters passed a law known as Ballot Measure 56. It requires that notices be mailed to landowners when a change in land-use laws might limit property uses. Local government must mail the notice to every landowner whose property could be affected as a result of changes. The City of Columbia City sent out close to eight hundred letters to potentially affected property owners as correcting errors related to height limits, clarifications on ADUs, and the introduction of clear and objective criteria into the Site Design Review process could potentially limit property uses.

Staff did not receive any comments from the DLCD or from members of the public on the proposed text amendment as of the date of this report.

## V. REVIEW CRITERIA AND EVALUATION

### CCDC 7.160 Procedures for Decision-Making: Legislative

- (1) **7.160.010 Purpose.** The purpose of this Chapter is to establish procedures for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances, and maps.

**FINDING:** As the changes are to the provisions of the CCDC, it will be reviewed using the legislative review process.

- (2) **7.160.060 Standards for the Decision.** The recommendation by the Planning Commission and the decision by the Council shall be based on consideration of the following factors:

1. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes Chapter 197.

#### *Goal 1 Citizen Involvement*

**STAFF COMMENT:** Goal 1 requires cities to ensure opportunities for citizens to be involved in all stages of the planning process. The CCDC includes requirements to ensure that Columbia City residents are properly notified of an application; notice of this proposal was published in a newspaper of general circulation at least 7 days prior to the hearing. Starting in December of 2023, the Planning Commission held seven publicly noticed workshops to discuss text amendments to the CCDC. These meetings were open to the public and were held over the course of a year, allowing multiple opportunities for input, discussion, and questions. Under the legislative process, the CCDC also requires at least one public hearing by the Planning Commission and another by the City Council where citizens are given the opportunity to provide testimony. Public notice of the proposed text amendments has been provided in accordance with the CCDC and state law, including notices published in the local newspaper and mailed notices sent to affected property owners.

Several proposed text changes to the CCDC would allow staff to make certain types of determinations instead of the Planning Commission. However, these changes do not curtail the Planning Commission's and therefore the public's involvement in the decision-making process. Under the proposed changes in different section of the CCDC the Planning Commission will have already weighed in on the application (e.g., the proposed change for staff to have the ability to grant one year extensions if the applicant's plans and city regulations have not changed) or will have the opportunity to do so in the future (e.g., the proposed change for staff to have the ability to order home occupations affecting public health and safety to cease pending full Planning Commission review). The proposed modifications are designed to streamline the development review process by allowing staff to make certain decisions that are routine or administrative in nature, rather than requiring multiple meetings of the Planning Commission for matters that do not necessitate in-depth review. This shift helps reduce the overall time and cost burdens on

applicants, as it eliminates the need for applicants to attend several meetings or face delays caused by scheduling and holding additional Planning Commission meetings for matters that are relatively straightforward or clearly aligned with established standards. This goal is met.

### ***Goal 2 Land Use Planning***

**STAFF COMMENT:** Goal 2 requires cities to develop and follow a comprehensive land use plan when making decisions. Goal 2 emphasizes the importance of creating and maintaining a land use planning framework that is both comprehensive and effective in guiding land development, while ensuring consistency with statewide policies and goals. Periodic updates to the development code are a critical tool for ensuring that the city's local land use regulations remain in alignment with this overarching goal. The proposed text amendments to the CCDC reflect changes in state law around manufactured housing, clear and objective standards, and remove outdated, incorrect, or confusing language. The changes ensure that the CCDC provides a clearer planning framework for the public, staff, and decision-makers. This goal is met.

### ***Goal 3 Agricultural Lands***

**STAFF COMMENT:** Goal 3 does not apply to this proposal for text amendments to the CCDC as no properties within Columbia City limits or the UGB are designated farmland or agricultural lands.

### ***Goal 4 Forest Lands***

**STAFF COMMENT:** Goal 4 does not apply to this proposal for text amendments to the CCDC as no properties within Columbia City limits or the UGB contain forest land, commercial timberland operations, or mapped timberland.

### ***Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces***

**STAFF COMMENT:** Goal 5 includes protection for inventoried resources. While the proposed text amendments involve changes to building height limits and the removal of incorrect language concerning the city's historic review processes and advisory boards, they do not reduce the protections afforded to natural resources, scenic views, historic areas, or open spaces. The proposed amendments ensure clarity and better alignment with current practices, policies, and state requirements. The removal of outdated or incorrect language regarding the historic review process and advisory boards does not alter the city's commitment to preserving historic resources. The updated development code maintains a clear framework for reviewing projects that may affect historic properties, in compliance with Goal 5's directive to protect significant historic and cultural resources. The city continues to implement its historic preservation policies through appropriate review mechanisms, which remain in place. The increases to height limits for accessory buildings and structures (between 201 and 600 square feet) from 14 to 20 feet aligns with changes to the state building code which increased the trigger for a building permit from 10 feet to 15, resulting in cascading changes to the standards that are scaled for height.. This height limit is also not greater than the overall height limits for other buildings and



structures in the city's different land use zones, and therefore would not alter the scenic viewsheds beyond what is already established. Additionally, any construction within the city would still need to comply with adopted local, regional, and state regulations for natural resources, scenic and historic areas, and open spaces. This goal is met.

***Goal 6 Air, Water, and Land Resources Quality***

**STAFF COMMENT:** Goal 6 instructs cities to consider protection of air, water, and land resources from pollution and pollutants when developing their comprehensive plans. The proposed text amendments would not impact air, water, and land resources due to the existing requirements for construction and development and the fact that the amendment would not drastically increase the density or population of the City resulting in an impact to those resources. New construction and development would still need to meet local, state, and federal requirements related to water quality, air quality, and pollution or impacts to land.

***Goal 7 Areas Subject to Natural Disasters and Hazards***

**STAFF COMMENT:** Goal 7 requires local comprehensive plans to address Oregon's natural hazards. Any development within the city would be consistent with local, regional, and federal regulations intended to mitigate the impact of natural disasters and hazards including floods, earthquakes, and fire. The proposed text amendments do not include updates to the Flood Hazard Overlay chapter relating to FEMA's Pre-Implementation Compliance Measures (PICMs) under the Endangered Species Act. The PICMs communicated by FEMA to affected cities in July and August of 2024 are intended to ensure no net habitat loss or loss of floodplain function. While the proposed text amendments do not include incorporating the Model Ordinance released by FEMA, the City passed a moratorium on development in special flood hazard areas effective December 1, 2024 which is consistent with one of the options outlined by FEMA for compliance with the Endangered Species Act. This goal is met.

***Goal 8 Recreational Needs***

**STAFF COMMENT:** Goal 8 does not apply to this request as the proposed text amendments do not impact recreational resources.

***Goal 9 Economic Development***

**STAFF COMMENT:** Goal 9 intends to ensure that cities have enough land available to realize economic growth and development opportunities. The proposed amendment would not reduce or impact the amount of non-residential land within the City and would therefore be consistent with Goal 9.

***Goal 10 Housing***

**STAFF COMMENT:** Goal 10 requires the City to maintain and plan for an adequate supply of land to accommodate at least 20 years of future growth, providing flexibility in housing location, type, and density to ensure the availability and prices of housing units are commensurate with the needs and

financial capabilities of households. Comprehensive plans are required to include an analysis of local housing needs by type and affordability, an assessment of housing development potential, and an inventory of residential land; contain policies for residential development and supportive services based on that analysis that increase the likelihood that needed housing types will be developed; and provide for an adequate supply of a variety of housing types consistent with identified policies and meeting minimum density and housing mix requirements (established by OAR 660, Division 007).

The City's first Building Lands and Needs Analysis was completed in 2001. With a forecasted population of 1,996 by 2025, the City of Columbia City is not required to include a broader range of housing types in its analysis. However, single family and duplex housing, multi-family housing, and manufactured homes were included in the City's analysis.

In 2015, the latest update of this original analysis, single family and duplex housing made up 76% of all housing units in Columbia City and had a projected need of 306 units (the Buildable Lands Analysis does not distinguish between single family residences and duplexes). Multi-family housing made up 17% of the percent of all units and had a projected need of 68 units. The analysis showed that an additional 79 housing units were needed in the City.

The proposed changes to the development code aim to streamline and improve the development review process, creating more predictable and efficient pathways for all development projects by removing standards that are not clear and objective.

The city acknowledges that to fully comply with Goal 10, an updated Buildable Lands Inventory (BLI), Housing Needs Analysis (HNA), and Comprehensive Plan are necessary. These documents are essential for accurately assessing housing needs, land availability, and infrastructure requirements, ensuring that the city can meet current and future housing demand. However, these updates will require additional resources and funding. While the development code amendments do not directly address the need for these updates, they create a foundation for future planning work by ensuring that existing policies and regulations are conducive to housing development. This goal is met.

### ***Goal 11 Public Facilities and Services***

**STAFF COMMENT:** Goal 11 applies to the provision of public services/facilities and does not directly apply to the text amendment as no changes to the provision or standards of public services and facilities are included in the amendment. Therefore, the proposed amendment would be consistent with Goal 11.

### ***Goal 12 Transportation***

**STAFF COMMENT:** Goal 12 aims for cities to provide and encourage a safe, convenient, and economic transportation system. The proposed text amendments do not affect transportation facilities in the city. Changes do not introduce new uses that would have transportation impacts beyond what is currently allowed in the different land use zones. Therefore, a TPR analysis is not required with this application.

### ***Goal 13 Energy Conservation***

**STAFF COMMENT:** Goal 13 requires cities to consider the effects of a comprehensive planning decision on energy consumption. Any construction within the city would continue to comply with applicable building code requirements and would not increase energy consumption beyond what the comprehensive plan has previously assessed and planned for.

### ***Goal 14 Urbanization***

**STAFF COMMENT:** Goal 14 pertains to urban growth boundaries and planning for efficient and orderly growth. The amendment would not modify or change the City's UGB or conflict with the goals of the City's comprehensive plan (which all align with the statewide planning goals). The proposed text amendments would not expand or otherwise alter the city's UGB or result in changes to the transition from urbanizable land to urban land uses.

### ***Goal 15 Willamette River Greenway***

**STAFF COMMENT:** Goal 15 does not apply to the proposed text amendments as all impacted properties within Columbia City limits and the UGB are over 20 miles from the Willamette River.

### ***Goal 16: Estuarine Resources & Goal 17: Coastal Shorelands***

**STAFF COMMENT:** The above goals do not apply to the proposed text amendments as it will not impact estuarine resources or coastal shoreland.

### ***Goal 18: Beaches and Dunes & Goal 19: Ocean Resources***

**STAFF COMMENT:** The above goals do not apply to the proposed text amendments as it will not impact beaches, dunes, or ocean resources.

**FINDING:** As discussed above, the proposed text amendment does not conflict with any applicable statewide planning goals.

## **2. Any federal or state statutes or rules found applicable.**

**FINDING:** No additional federal or state statutes beyond the statewide planning goals are applicable to this amendment outside of the ones identified above.

## **3. The applicable Comprehensive Plan policies and map; and**

**FINDING:** No changes to the Comprehensive Plan map are proposed. Consistency with applicable Comprehensive Plan goals and policies is discussed further below:

**A. Citizen Participation:** As discussed above, the text amendment process included multiple Planning Commission workshops, public notices, and posting of information. The process aligns with all the policies under Goal A and the proposed text amendments do not alter how citizens would participate in future planning processes.

**B. Land Use Planning:** Polices 5 and 6 relate to how procedures and ordinances should be modified, updated, and adopted as needed to both implement the comprehensive plan and stay in compliance with local and state requirements. The proposed text amendments clean-up and modify the CCDC in compliance with the comprehensive plan and align with the most current state requirements.

**C. Open Spaces, Scenic and Historic Areas, and Natural Resources:** Policy 1.a encourages the protection of scenic views through the enforcement of the Columbia City Development code. As discussed above the increases to height limits for some accessory buildings and structures (between 201 and 600 square feet) from 14 to 20 feet aligns with changes to the state building code which increased the trigger for a building permit from 10 feet to 15, resulting in cascading changes to the standards that are scaled for height. This height limit is also not greater than the overall height limits for other buildings and structures in the city's different land use zones, still less than the 24-foot height limit for accessory buildings and structures over 600 square feet, and therefore would not alter the scenic viewsheds beyond what is already established. Additionally, the proposed text amendments would not alter the review process for development impacts to McBride Creek (Policy 2.a).

**D. Air, Water, and Land Resources Quality:** The proposed text amendments do not alter existing requirements for developers to use erosion control measures (Policy 1) or provide adequate on-site and off-site storm water drainage (Policy 5).

**E. Areas Subject to Natural Disasters and Hazards:** Policy 2 requires engineering studies for development proposed in any slope hazard area. This section is proposed to be updated to remove the outdated language around identification of slope hazard areas (using aerial imagery from 1992) and remove conflicting descriptions of a slope hazard area from the same sentence. However, changes to not remove the requirements for additional study of slope hazard areas. Policy 3 requires compliance with FEMA flood plain construction requirements. As discussed above, the City passed a moratorium on development in special flood hazard areas effective December 1, 2024 which is consistent with one of the options outlined by FEMA for compliance with the Endangered Species Act.

**H. Housing:** Policy 1.a states that the city shall maintain adequate zoning, land division, and building codes to help achieve the City's housing goals while 1.d requires developers to provide adequate public services with land division approvals. The proposed text amendments do not alter requirements for public services in new developments and make tweaks to the existing standards in the development code to streamline review processes and remove standards that are not clear and objective, therefore providing a clear framework for housing development and production.

**J. Public Facilities and Services:** Policies 1 and 3 require new development to be served adequately by public services and facilities (e.g., schools, roads, water, sewer, stormwater, police, and fire). The proposed text amendments would not remove those requirements from the CCDC and any applications for new construction would need to demonstrate these services and facilities are available and can serve the development.

**K. Transportation:** Policies 5 and 11 related to requirements about how new development should provide streets, walkways, and paths. The proposed text amendments do not alter or reduce the minimum standards required in the CCDC nor do they conflict with the policies in the City's Transportation System Plan.

**L. Energy Conservation:** Policy 1 requires compliance with the Oregon State Building Code, which would not change under the proposed text amendments. In fact, the proposed text amendments update the development code so that it is consistent with the most current version of the state building code.

**M. Urbanization:** Policy 4 relates to the orderly and efficient transition from urbanizable land to urban land uses within the City's urban growth boundary (UGB). The proposed text amendments would not drastically alter allowed land uses within the city, nor would they affect the existing planning framework the city has established for an orderly or efficient transition of uses from the UGB into city limits.

#### **4. The applicable provisions of the implementing ordinances.**

**FINDING:** The text amendment does not conflict with the CCDC. The requested text amendment was reviewed consistent with the CCDC and propose changes that are compatible with the overall purpose and intent of the CCDC which is to regulate the division and location of buildings, structures, and land; divide the City into zones to carry out these regulations and provide for their enforcement; promote coordinated development with consideration for the city's natural environment, amenities, views, and appearance of buildings and open spaces; achieve a balanced and efficient land use pattern to protect and enhance real property values; promote safe, efficient traffic movement; avoid uses and development that might be detrimental to the stability and livability of the City; and ensure adequate provisions for community utilities and facilities.

## **VI. RECOMMENDATION**

Based upon the findings contained in this staff report, staff recommends the City Council adopt Council Bill 25-992.

### **Exhibits:**

**Exhibit 1:** Proposed Legislative Text Amendments to the Columbia City Development Code updated 01/10/2025

**Exhibit 2:** Council Bill 25-992

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING ORDINANCE NO. 03-586-O, THE COLUMBIA CITY DEVELOPMENT CODE. AMENDMENTS AFFECT MULTIPLE CHAPTERS OF THE DEVELOPMENT CODE.**

**THE CITY OF COLUMBIA CITY HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** Ordinance No. 03-586-O, Chapter 7.10 Introduction, Sections 7.10.030, 7.10.060, 7.10.080 and 7.10.100 shall be deleted.

**Section 2.** Ordinance No. 03-586-O, Chapter 7.10 Introduction, Section 7.10.040 shall be renumbered to 7.10.030, Section 7.10.050 shall be renumbered to 7.10.040, Section 7.10.070 shall be renumbered to 7.10.050, Section 7.10.090 shall be renumbered to 7.10.060, Section 7.10.110 shall be renumbered to 7.10.070 and Section 7.10.120 shall be renumbered to 7.10.080.

**Section 3.** Ordinance No. 03-586-O, Chapter 7.10 Introduction, Section 7.10.070, Subsection C shall be deleted.

**Section 4.** Ordinance No 03-586-O, Chapter 7.10 Introduction, Section 7.10.120 Building Permit and Certificate of Occupancy, Subsection B, shall be amended to read as follows:

- B. Certificate of Occupancy required. To ensure completion of a development or use in the manner approved, a development shall not be occupied and a use shall not begin until the Building Inspector has issued a certificate of occupancy following completion of the work in substantial conformance to the applicable land use and building permits.

**Section 5.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Accessory dwelling unit" shall be amended to read as follows:

"Accessory dwelling unit" means an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single dwelling unit.

**Section 6.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Alteration" shall be amended to read as follows:

"Alteration" means a change in use, occupancy or a change, addition or modification in a structure (See Alteration, Structural). When the term is used in connection with a change of occupancy, it is intended to apply to changes of occupancy from one classification to another or from one division to another per the Uniform Building Code. Alterations may or may not require land use approval, but property

owners should check with the City of Columbia City before preparing project plans or commencing development. Alterations include, but are not limited to the following:

1. Changes in use or occupancy
2. Changes to the exterior of a building that affect building setbacks or height
3. Changes to the interior of a building that affect the use or occupancy
4. Increases or decreases in floor area of a building
5. Changes to other structures on the site, or the development of new structures
6. Changes to the approved or required percentage of landscaping
7. Changes in the topography of the site

**Section 7.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, shall be amended to include the following:

**“Assisted Living Facilities”** means a building, complex, or distinct part thereof, consisting of fully, self-contained, individual living units where six or more seniors and adult individuals with disabilities may reside in homelike surroundings. The assisted living facility offers and coordinates a range of supportive services available on a 24-hour basis to meet the activities of daily living, health, and social needs of the residents as described in these rules. A program approach is used to promote resident self-direction and participation in decisions that emphasize choice, dignity, privacy, individuality, and independence. See also Residential Care Facility.”

**Section 8.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, **“Bed and Breakfast Inn”** shall be amended to read as follows:

**“Bed and Breakfast Inn”** means a use subordinate to the principal use of a single family dwelling (detached single dwelling unit) and involving not more than four (4) bedrooms, which provides temporary overnight lodging and a morning meal in return for compensation. The owner or manager must reside onsite. The building design must be compatible with the residential neighborhood and be inspected by both the fire and health departments.

**Section 9.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, shall be amended to include the following:

**“Block”** means all of the property bounded by streets, rights-of-way (pedestrian or vehicle ways), water features, or any combination thereof, but is not divided or separated in any way by streets or water features.

**Section 10.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, **“Caretaker dwelling”** shall be amended to read as follows:

**“Caretaker dwelling”** means a single-family detached dwelling (detached single dwelling unit) for housing the caretaker of an approved development and located on the same lot as the approved development.

**Section 11.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Carport" shall be amended to read as follows:

"Carport" means a covered structure with vehicular access which is open on two or more sides and attached to a permanent foundation. A carport shall not attach two single-family dwellings (detached single dwelling unit) or create duplexes, or multifamily dwellings except when the carport contains common building structural parts designed to be an integral part of a continuous structure.

**Section 12.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Dwelling Types", Subsection b shall be amended to read as follows:

b. Single Family, Detached (Detached Single Dwelling Unit): One dwelling unit, structurally separated from any other dwelling on the same lot, including modular housing and manufactured/mobile homes, but not including travel trailers or trailer houses, designed for, and occupied exclusively by one household.

**Section 13.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Dwelling Types", Subsection c shall be amended to read as follows:

c. Duplex: A structure on a single lot containing two dwelling units connected by either a fire resistant common wall, unpierced from ground to roof, or an unpierced ceiling and floor.

**Section 14.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Dwelling Types", Subsection d shall be amended to read as follows:

d. Multi-family (Multi-unit): A building or portion thereof designed or used for occupancy by four (4) or more households, living independently of each other and containing independent cooking facilities. For purposes of this Ordinance, a manufactured/mobile home is not considered a multi-family (multi-unit) dwelling.

**Section 15.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Dwelling Types", Subsection e shall be amended to read as follows:

e. Triplex: A structure on a single lot containing three dwelling units connected by either a fire resistant common wall, unpierced from ground to roof, or an unpierced ceiling and floor.

**Section 16.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Dwelling Unit", shall be amended to read as follows:

"Dwelling Unit" means any building or portion thereof which contains living facilities - including provisions for sleeping, eating, cooking and sanitation as required by the Uniform Building Code designed for residential occupancy. Buildings with more



than one set of cooking facilities are considered to contain multiple dwelling units or accessory dwelling units, as applicable, unless the additional cooking facilities are clearly accessory to the primary use, such as an outdoor grill or wet bar or do not constitute a second dwelling unit as defined in the Oregon State Building Code.

**Section 17.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Family", shall be deleted.

**Section 18.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, shall be amended to include the following:

"Household" means a means a social unit composed of those living together in the same dwelling and sharing living space and kitchen facilities.

**Section 19.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Manufactured Home", shall be amended to read as follows:

"Manufactured Home" means a single-family dwelling or structure (detached single dwelling unit) constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulations in effect at the time of construction. The term "mobile home" includes manufactured homes, which are structures with a Department of Housing and Urban Development (HUD) label certifying the structure is constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended. Manufactured dwellings are not prefabricated structures as defined in ORS 455.010.

**Section 20.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Planning Director", shall be amended to read as follows:

"Planning Director" means the person designated by the City Administrator as responsible for planning activities for the city.

**Section 21.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, shall be amended to include the following:

"Prefabricated structure" means a structure that is relocatable, more than eight and one-half feet wide, and designed for use as a dwelling as defined in ORS 455.010.

**Section 22.** Ordinance No. 03-586-O, Chapter 7.25 Definitions, "Residential Care Home" shall be amended to read as follows:

"Residential Care Home" means any home licensed by or under the authority of the Department of Human Resources as defined in ORS 443.400, a residential home registered under ORS 443.480 to 443.500 or an adult foster home licensed under ORS

443.705 to 443.825 which provides residential care for five or fewer individuals who need not be related, excluding required staff persons.

**Section 23.** Ordinance No. 03-586-O, Chapter 7.30 Administration, Section 7.30.010 shall be amended to read as follows:

**7.30.010 Zones Established.** To carry out the purpose and the provisions of this Ordinance, the following zones and overlays are hereby established:

ABBREVIATED DESIGNATION	DESCRIPTION
RESIDENTIAL ZONES	
R-1	Low Density Residential
R-2	Moderate Density Residential
R-3	High Density Residential
MHP	Manufactured Home Park
COMMERCIAL ZONES	
C	Commercial
CR	Commercial Recreation
INDUSTRIAL ZONES	
I	Industrial
PUBLIC ZONES	
PL	Public Land
OVERLAYS	
FH	Flood Hazard
H	Historic
RCE	River Club Estates

**Section 24.** Ordinance No. 03-586-O, Chapter 7.30 Administration, Section 7.30.030, Subsection A shall be amended to read as follows:

- A. The boundaries of the zones established in this Ordinance are to be indicated on a map entitled "Columbia City Zoning Map" referred to hereafter as the City zoning map, which is hereby adopted by reference.

**Section 25.** Ordinance No. 03-586-O, Chapter 7.30 Administration, Section 7.30.030, Subsection D shall be amended to read as follows:

- D. The City Administrator shall maintain an up-to-date copy of the City zoning map. Any map amendments shall be accurately portrayed, and a history of amendments and authorizing Ordinances kept on file at the City.

**Section 26.** Ordinance No. 03-586-O, Chapter 7.40 (R-1) Low Density Residential Zone, Section 7.40.020, Subsection F shall be amended to read as follows:

F. Single-family detached residential dwelling (detached single dwelling unit);

**Section 27.** Ordinance No. 03-586-O, Chapter 7.40 (R-1) Low Density Residential Zone, Section 7.40.040, Subsection A shall be amended to read as follows:

A. The minimum lot area for all uses shall be ten thousand (10,000) square feet.

**Section 28.** Ordinance No. 03-586-O, Chapter 7.40 (R-1) Low Density Residential Zone, Section 7.40.040, Subsection D shall be amended to read as follows:

D. No building height in an R-1 zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.)

**Section 29.** Ordinance No. 03-586-O, Chapter 7.40 (R-1) Low Density Residential Zone, Section 7.40.040, Subsection E shall be deleted.

**Section 30.** Ordinance No. 03-586-O, Chapter 7.45 (R-2) Moderate Density Residential Zone, Section 7.45.020, Subsection D shall be amended to read as follows:

D. Manufactured home on individual lots subject to Section 7.94.030 and development standards for a single-family detached residential dwelling (detached single dwelling unit);

**Section 31.** Ordinance No. 03-586-O, Chapter 7.45 (R-2) Moderate Density Residential Zone, Section 7.45.020, Subsection F shall be amended to read as follows:

F. Single-family detached residential dwelling (detached single dwelling unit);

**Section 32.** Ordinance No. 03-586-O, Chapter 7.45 (R-2) Moderate Density Residential Zone, Section 7.45.040, Subsection A shall be amended to read as follows:

A. The minimum lot area for all uses shall be ten thousand (10,000) square feet. Lots created on or before May 17, 1978 may be five thousand (5,000) square feet.

**Section 33.** Ordinance No. 03-586-O, Chapter 7.45 (R-2) Moderate Density Residential Zone, Section 7.45.040, Subsection M shall be deleted.

**Section 34.** Ordinance No. 03-586-O, Chapter 7.45 (R-2) Moderate Density Residential Zone, Section 7.45.040, Subsection O shall be amended to read as follows:

O. Development standards for duplexes on corner lots. Both units of the duplex shall meet the following requirements:

The following design standards apply to corner duplexes. Modifications may be requested through Site Development Review.

1. Entrances. Each of the units must have its address and main entrance oriented towards a separate street frontage. Where an existing house is being converted to two units, one main entrance with internal access to both units is allowed;
2. Height. If attached housing is proposed, the height of the two attached units must be within four feet of each other.

**Section 35.** Ordinance No. 03-586-O, Chapter 7.50 (R-3) High Density Residential Zone, Section 7.50.020, shall be amended to include the following:

- L. Attached or detached accessory dwelling unit subject to Chapter 7.112.

**Section 36.** Ordinance No. 03-586-O, Chapter 7.55 (MHP) Manufactured Home Park Zone, Section 7.55.030, Subsection J shall be deleted.

**Section 37.** Ordinance No. 03-586-O, Chapter 7.60 (C) Commercial Zone, Section 7.60.020, shall be amended to include the following:

- W. Food carts and food cart pods.

**Section 38.** Ordinance No. 03-586-O, Chapter 7.60 (C) Commercial Zone, Section 7.60.050, Subsection A shall be amended to include the following:

5. Dining areas associated with eating and drinking establishments, including food carts and food cart pods.
6. Produce stands.

**Section 39.** Ordinance No. 03-586-O, Chapter 7.65 (CR) Commercial Recreational Zone, Section 7.65.020, Subsection E shall be amended to read as follows:

- E. Eating establishments, including food carts and food cart pods;

**Section 40.** Ordinance No. 03-586-O, Chapter 7.65 (CR) Commercial Recreational Zone, Section 7.65.020, Subsection G shall be amended to read as follows:

- G. Commercial amusement facilities such as bowling alleys, billiards and video game arcades.

**Section 41.** Ordinance No. 03-586-O, Chapter 7.66 (I) Industrial Zone, Section 7.66.020, shall be amended to include the following:

CC. Food carts and food cart pods.

**Section 42.** Ordinance No. 03-586-O, Chapter 7.75 (FH) Flood Hazard Overlay, Section 7.75.020 Definitions, shall be amended to include the following:

- F. Basement: Any area of the building having its floor subgrade (below ground level) on all sides.
- N. Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.
- R. Historic Structure: Any structure that is:
1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
  2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
    - a. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
    - b. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
      - By an approved state program as determined by the Secretary of the Interior or
      - Directly by the Secretary of the Interior in states without approved programs.

**Section 43.** Ordinance No. 03-586-O, Chapter 7.75 (FH) Flood Hazard Overlay, Section 7.75.120, Subsection P shall be amended to read as follows:

- P. Within the Flood Hazard Overlay, recreational vehicles are required to be on the site no more than 180 consecutive days, be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type facilities and security devices, and has no permanently attached additions; or meet the requirements of 7.75.120 (O) including the anchoring and elevation requirements for manufactured dwellings. Occupied recreational vehicles shall comply with Chapter 7.94.050.

**Section 44.** Ordinance No. 03-586-O, Chapter 7.75 (FH) Flood Hazard Overlay, Section 7.75.120, Subsection R shall be amended to read as follows:

- R. When Base Flood Elevation data has not been provided in accordance with 7.75.030, the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer the requirements in this chapter. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks or subdivisions) must meet the requirements of 7.75.120 (D).

Base Flood Elevations shall be determined for development proposals that are 5 acres or more in size or are 50 lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within a riverine unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, etc., where available. When no base flood elevation data is available, the elevation requirement for development proposals within a riverine unnumbered A zone is a minimum of two (2) feet above the highest adjacent grade, to be reasonably safe from flooding. Failure to elevate at least 2 (two) feet above grade in these zones may result in higher insurance rates.

**Section 45.** Ordinance No. 03-586-O, Chapter 7.75 (FH) Flood Hazard Overlay, Section 7.75.120, Subsection U, Subsubsection a shall be amended to read as follows:

- a. If the requirements of 1 above are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions contained in this chapter.

**Section 46.** Ordinance No. 03-586-O, Chapter 7.75 (FH) Flood Hazard Overlay, Section 7.75.120, Subsection AA shall be amended to read as follows:

- AA. Development within AH zones must comply with the standards of this chapter.

**Section 47.** Ordinance No. 03-586-O, Chapter 7.85 (RCE) River Club Estates Overlay, Section 7.85.010 shall be amended to read as follows:

**7.85.010 Purpose.** The River Club Estates Overlay zone is established to permit single-family detached (detached single dwelling unit) development in order to provide more harmonious interaction between this existing planned unit development and the requirements of the R-3 zone designation.

**Section 48.** Ordinance No. 03-586-O, Chapter 7.85 (RCE) River Club Estates Overlay, Section 7.85.030, Subsection A shall be amended to read as follows:

- A. Single-family detached residential dwelling (detached single dwelling unit).

**Section 49.** Ordinance No. 03-586-O, Chapter 7.92 Street and Utility Improvement Standards, Section 7.92.060, Subsection C shall be amended to read as follows:

- C. The City may accept and record a non-remonstrance agreement for the required sidewalks from the applicant for a building permit for a single-family residence (detached single dwelling unit) when the City Engineer determines the construction of the sidewalk is impractical for one or more of the following reasons:

**Section 50.** Ordinance No. 03-586-O, Chapter 7.94 Manufactured Home Regulations, Section 7.94.030, Subsection B, Subsections 1, 2, 4, 5 and 7 shall be deleted.

**Section 51.** Ordinance No. 03-586-O, Chapter 7.94 Manufactured Home Regulations, Section 7.94.030, Subsection C shall be deleted.

**Section 52.** Ordinance No. 03-586-O, Chapter 7.95 Short Term Vacation Rentals, Section 7.95.020 shall be amended to read as follows:

**7.95.020 Review Process.** Vacation rentals shall be processed administratively by the Planning Director when the dwelling has three or fewer bedrooms, and as a conditional use application when the dwelling has four or more bedrooms.

**Section 53.** Ordinance No. 03-586-O, Chapter 7.96 Landscaping, Screening and Fencing, Section 7.96.020, Subsection A shall be amended to read as follows:

- A. Section 7.96.020 and Section 7.96.060 shall apply to all properties in Columbia City. All other sections of this Chapter shall apply to all development except single-family residences (detached single dwelling unit), duplexes and accessory buildings including accessory dwelling units.

**Section 54.** Ordinance No. 03-586-O, Chapter 7.96 Landscaping, Screening and Fencing, Section 7.96.050, Subsection C shall be amended to read as follows:

- C. Screening of loading areas and outside storage is required according to specification in Section 7.96.040 (E), except in the industrial zone the Planning Commission may waive screening of outside storage areas. In all zones and all uses except detached single dwelling units and duplexes, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be entirely screened from view by placement of a solid wood fence or masonry. All refuse materials shall be contained within the screened area.

**Section 55.** Ordinance No. 03-586-O, Chapter 7.96 Landscaping, Screening and Fencing, Section 7.96.060, Subsection A shall be amended to read as follows:

- A. Fences or walls up to 42" or 3.5 feet in height may be constructed in required front yards, except in the vision clearance area where no fence shall exceed 36" or 3 feet as required by Chapter 7.98, Visual Clearance Areas. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to six feet in height without any additional permits. Any fence or fence/berm combination greater than six feet in height shall require Planning Commission approval and may require a building permit.

**Section 56.** Ordinance No. 03-586-O, Chapter 7.102 Signs, Section 7.102.060 shall be amended to read as follows:

**7.102.060 Signs that do not require a permit.** The following signs are allowed without a permit. Use of these signs does not affect the amount or type of signage otherwise allowed by this chapter. The painting, repainting, cleaning, maintenance and repair of these signs shall not require a permit, unless a substantial structural alteration is made. The changing of a sign copy or message shall not require a permit. While exempt from this Chapter and its provisions, all signs listed in this section are subject to all other applicable requirements within this CCDC.

**Section 57.** Ordinance No. 03-586-O, Chapter 7.104 Home Occupations, Section 7.104.040, Subsection H shall be amended to read as follows:

- H. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle may be parked outside of a structure. Any vehicle above class III (3) or with a maximum legal gross weight greater than 14,000 pounds is prohibited and may not be parked on site as part of a home occupation.

**Section 58.** Ordinance No. 03-586-O, Chapter 7.104 Home Occupations, Section 7.104.080, Subsection C shall be amended to read as follows:

- C. Cessation of Home Occupation Pending Review. If it is determined by the Planning Director and/or City Administrator in exercise of reasonable discretion, that the home occupation in question will affect public health and safety, the use may be ordered to cease pending Planning Commission review and/or exhaustion of all appeals.

**Section 59.** Ordinance No. 03-586-O, Chapter 7.106 Protection of Natural Features, Section 7.106.030 shall be amended to read as follows:

**7.106.030 Hill Sides.** All development proposals containing slopes 15% or greater shall include a site plan and topographic map and shall be submitted to the City Engineer for a determination of slope hazard areas. The City Engineer shall issue written notice of



the determination. If a slope hazard exists in areas containing 15% or greater slope the development proposal shall be subject to the requirements of this section. A survey of the property to be developed may be required to confirm ground slope.

**Section 60.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040 shall be amended to read as follows:

**7.111.040 Approval Standards.** Accessory buildings, structures and uses shall comply with all requirements of this chapter and applicable zoning district standards, including those for street side setbacks.

**Section 61.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection A shall be amended to read as follows:

- A. **Footprint 200 Square Feet or Less:** An accessory building or structure with a footprint 200 square feet or less may be approved by the Planning Director provided the following are met:

**Section 62.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection A, Subsubsection 2 shall be amended to read as follows:

2. The structure does not exceed a height of fifteen (15) feet, (measured from the average grade on the front of the structure to the midpoint of the roof) consistent with the current State of Oregon Structural Specialty Code measurements;

**Section 63.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection A, Subsubsection 3 shall be amended to read as follows:

3. The interior side and rear yard setbacks shall be five (5) feet for an accessory structure, provided:

**Section 64.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection A, Subsubsection 3 a shall be amended to read as follows:

- a. It is detached and separated from other buildings or structures by at least six (6) feet. Decks, free-standing patio covers, or other moveable shade structures do not have to be separated from other buildings or structures by at least six (6) feet.

**Section 65.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection A, Subsubsection 5 shall be deleted.

**Section 66.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection B shall be amended to read as follows:

- B. Footprint Greater Than 200 Square Feet and 600 Square Feet or Less: An accessory building or structure with a footprint from 200 to 600 square feet may be approved by the Planning Director provided the following are met:

**Section 67.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection B, Subsubsection 2 shall be amended to read as follows:

2. The structure does not exceed the height of the primary structure or twenty (20) feet, whichever is greater (measured from the average grade on the front of the structure to the midpoint of the roof), consistent with the current State of Oregon Structural Specialty Code measurements;

**Section 68.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection B, Subsubsection 3 shall be amended to read as follows:

3. The interior side and rear yard setbacks shall be five (5) feet for one (1) accessory structure, provided:

**Section 69.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection B, Subsubsection 5 shall be deleted.

**Section 70.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection C shall be amended to read as follows:

- C. Footprint Over 600 Square Feet: One (1) accessory building or structure with a footprint in excess of six hundred (600) square feet may be approved by the Planning Director provided the following are met:

**Section 71.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection C, Subsubsection 2 shall be amended to read as follows:

2. The building or structure does not exceed the height of twenty-four (24) feet (measured from the average grade on the front of the structure to the midpoint of the roof), consistent with the current State of Oregon Structural Specialty Code measurements;

**Section 72.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Section 7.111.040, Subsection C, Subsubsection 5 shall be deleted.

**Section 73.** Ordinance No. 03-586-O, Chapter 7.111 Accessory Buildings and Structures, Membrane or Fabric Covered Storage Buildings or Structures shall be amended to read as follows:

**7.111.050 Prohibited Accessory Buildings and Structures.** Membrane or fabric covered storage buildings or structures areas are not permitted in the City of Columbia City as of December 18, 2016. Exceptions to this section may be made by the City Administrator for temporary storage of materials as long as the membrane or fabric covered storage building or structures is removed within thirty (30) days and is not seen as a nuisance to the City. Membrane or fabric covered storage buildings and structures must be installed per manufacturers standards.

**Section 74.** Ordinance No. 03-586-O, Chapter 7.112 Accessory Dwelling Units, Section 7.112.020, Subsection A shall be deleted.

**Section 75.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.020, Subsection A shall be amended to read as follows:

- A. Individual Single-family detached dwellings and its accessory uses. New detached single dwelling developments are subject to applicable standards in 7.120.120 Approval Standards for Detached Single Dwelling Developments;

**Section 76.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection B shall be deleted and replaced with the following:

- B. Exterior lighting fixtures shall be fully shielded and downward facing so as not to produce obtrusive glare on the public right of way or adjoining properties. Flood lights and uplights are prohibited.

**Section 77.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection C shall be deleted.

**Section 78.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection E, Subsubsection 2 f shall be deleted.

**Section 79.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection F shall be deleted.

**Section 80.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection G, Subsubsection 1 shall be amended to read as follows:

- 1. In residential developments, interior laundry and service areas shall include an entry door with a window or window adjacent to the door,

**Section 81.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection G, Subsubsection 2 shall be amended to read as follows:

2. Community mailboxes shall be located in lighted areas having vehicular or pedestrian traffic,

**Section 82.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection G, Subsubsection 3 shall be deleted.

**Section 83.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection G, Subsubsection 4 shall be amended to read as follows:

4. Light fixtures shall be provided in pedestrian walkways and in parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

**Section 84.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection H, Subsubsection 2 shall be deleted.

**Section 85.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review, Section 7.120.100, Subsection I shall be deleted.

**Section 86.** Ordinance No. 03-586-O, Chapter 7.120 Site Development Review shall be amended to include the following:

**7.120.110 Approval Standards for Detached Single Dwelling Developments.** The following house plan variety standards applies to new detached single dwelling developments only.

- A. No two (2) directly adjacent or opposite dwellings in a single dwelling detached development of more than four (4) units may have the same front or street-facing facade. This standard is met when front or street-facing facades differ from one another by at least three (3) of the elements listed in the divisions below. Where facades repeat on the same block face, they must have at least three (3) intervening lots between them that meet this standard.
  1. Materials. The plans specify different exterior cladding materials, a different combination of materials, or different dimensions, spacing, or arrangement of the same materials. This standard does not require or prohibit any combination of materials; it only requires that plans not repeat or mirror one another.

2. Articulation. The plans have different offsets, recesses, or projections; or the front building elevations break in different places. For example, a plan that has a stoop entry (recess) varies from one that has an entry under a front porch (projection). For this standard to apply, a recess must have a minimum depth of 4 feet and a projection or offset must be at least 4 feet in depth.
3. Variation in roof elevation. The plans have different roof forms (e.g., gable versus gambrel or hip), different roof height (by at least 10%), different orientation (e.g., front-facing versus side-facing gable), different roof projections (e.g., with and without dormer or shed, or different type of dormer or shed), or different roof pitch by more than 2 feet of vertical rise to 12 feet of horizontal run.
4. Entry or porch. The plans have different configuration or detailing of the front porch or covered entrance.
5. Fenestration. The plans have different placement, shape, or orientation of windows or different placement of doors.
6. Height. The elevation of the primary roofline (along the axis of the longest roofline) changes by not less than 4 feet from building to building, or from dwelling unit to dwelling unit, on abutting lots, as applicable. Changes in finished grade of 8 feet or more from 1 lot to the adjacent lot are counted toward change in height for purposes of evaluating facade variation.

**Section 87.** Ordinance No. 03-586-O, Chapter 7.130 Conditional Use, Section 7.130.040, Subsection A, Subsubsection 9 shall be amended to read as follows:

9. The provisions of all applicable chapters of this Ordinance are satisfied.

**Section 88.** Ordinance No. 03-586-O, Chapter 7.130 Conditional Use, Section 7.130.040, Subsection A, Subsubsection 10 shall be deleted.

**Section 89.** Ordinance No. 03-586-O, Chapter 7.140 Variance, Section 7.140.020, Subsection A shall be amended to read as follows:

- A. Minor Variance: A minor variance is any deviation from a minimum development standard by not more than ten (10) percent for building or structure height standards and twenty (20) percent for all other minimum development standards. The Planning Director may approve, approve with conditions, or deny any application for a minor variance.

**Section 90.** Ordinance No. 03-586-O, Chapter 7.145 Annexations, Section 7.145.030, Subsection C shall be amended to read as follows:

- C. When a proposal for annexation requires an election pursuant to ORS 222, annexations approved by the Council shall be placed on the ballot at the next available primary or general election. If an election is required, the annexation ordinance shall be effective on the date the election is certified.

**Section 91.** Ordinance No. 03-586-O, Chapter 7.150 Property Line Adjustments, Section 7.150.030 shall be amended to read as follows:

**7.150.030 Tentative Plan Submission Requirements.**

**Section 92.** Ordinance No. 03-586-O, Chapter 7.150 Property Line Adjustments, Section 7.150.040 shall be amended to read as follows:

**7.150.040 Final Plan Submission Requirements.**

**Section 92.** Ordinance No. 03-586-O, Chapter 7.150 Property Line Adjustments, Section 7.150.040, Subsection A shall be amended to read as follows:

- A. All final property line adjustment maps shall be submitted to the City and prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.

**Section 93.** Ordinance No. 03-586-O, Chapter 7.154 Land Division Subdivision, Section 7.154.060 shall be amended to read as follows:

**7.154.060 Application Submission Requirements--Final Plat.** Unless otherwise provided in Section 7.154.020, the applicant shall submit final plat and two copies to the planning director within two (2) years of the final decision on the tentative plan and the final plat shall comply with the approved tentative plan.

**Section 94.** Ordinance No. 03-586-O, Chapter 7.160 Procedures For Decision-Making Legislative, Section 7.160.020, Subsection D, Subsubsection 3 a and b shall be deleted.

**Section 95.** Ordinance No. 03-586-O, Chapter 7.160 Procedures For Decision-Making Legislative, Section 7.160.020, Subsection D, Subsubsection 3 c shall be amended to read as follows:

- c. Council may, on its own motion and by voice vote, waive the appeal fee for nonprofit organizations;

**Section 96.** Ordinance No. 03-586-O, Chapter 7.162 Procedures For Decision-Making Quasi-Judicial, Section 7.162.300, Subsection A shall be deleted.

**Section 97.** Ordinance No. 03-586-O, Chapter 7.162 Procedures For Decision-Making Quasi-Judicial, Section 7.162.300, Subsection B shall be amended to read as follows:

B. Council may, on its own motion and by voice vote, waive the appeal fee for nonprofit organizations;

**Section 98.** Ordinance No. 03-586-O, Chapter 7.162 Procedures For Decision-Making Quasi-Judicial, Section 7.162.360, Subsection C shall be amended to read as follows:

C. The Planning Director may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

**Section 99.** Ordinance No. 03-586-O, Chapter 7.164 Procedures For Decision-Making Limited Land Use Decisions, Section 7.164.160, Subsection A shall be deleted.

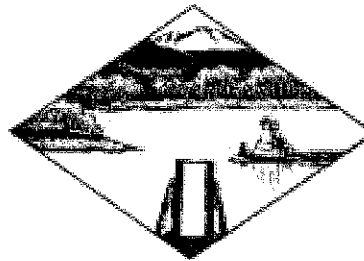
**Section 100.** Ordinance No. 03-586-O, Chapter 7.164 Procedures For Decision-Making Limited Land Use Decisions, Section 7.164.160, Subsection B shall be amended to read as follows:

B. Council may, on its own motion and by voice vote, waive the appeal fee for nonprofit organizations.

# Bank Reconciliation

## Checks by Date

User: KKARBER  
 Printed: 01/09/2025 - 10:08AM  
 Cleared and Not Cleared Checks  
 Print Void Checks



City of Columbia City  
 PO Box 189  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
471	12/4/2024	ASI FLEX		AP		12/31/2024	3.75
472	12/4/2024	FEDERAL GOVERNMENT		AP		12/31/2024	14,441.70
473	12/4/2024	OR DEPT OF REVENUE		AP		12/31/2024	3,556.60
474	12/4/2024	OR PERS		AP		12/31/2024	12,711.71
475	12/4/2024	OR PERS RETIREE		AP		12/31/2024	2,698.78
35260	12/4/2024	BLUE HERON SEPTIC & DRAIN SEI		AP		12/31/2024	3,025.00
35261	12/4/2024	COLUMBIA PACIFIC FOOD BANK		AP		12/31/2024	500.00
35262	12/4/2024	HARLIN ITS LLC		AP		12/31/2024	901.00
35263	12/4/2024	INROADS CREDIT UNION		AP		12/31/2024	446.43
35264	12/4/2024	INTERSTATE PEST MANAGEMENT		AP		12/31/2024	261.00
35265	12/4/2024	PETTY CASH		AP		12/31/2024	68.09
35266	12/4/2024	SPRINGBROOK HOLDING COMPAN		AP		12/31/2024	78.00
35267	12/5/2024	ACE HARDWARE - WEST		AP		12/31/2024	229.29
35268	12/5/2024	C & M RENOVATIONS		AP		12/31/2024	23,820.00
35269	12/5/2024	CASCADE COLUMBIA DISTRIBUTI		AP		12/31/2024	3,827.17
35270	12/5/2024	CwM-H2O		AP		12/31/2024	201.25
35271	12/5/2024	GRANITE TELECOMMUNICATIONS		AP		12/31/2024	348.02
35272	12/5/2024	ONE CALL CONCEPTS, INC		AP		12/31/2024	15.84
35273	12/5/2024	ROSS & LAWRENCE UNION OIL CC		AP		12/31/2024	314.22
35274	12/5/2024	SO COLUMBIA CO CHAMBER		AP		12/31/2024	200.00
35275	12/5/2024	CITY OF ST HELENS		AP		12/31/2024	2,162.91
35276	12/12/2024	CULLIGAN WATER		AP		12/31/2024	67.35
35277	12/12/2024	DAVID PAGE PIANO TUNING		AP		12/31/2024	200.00
35278	12/12/2024	LORRAINE FLOWERS		AP		12/31/2024	100.00
35280	12/12/2024	HUDSON PORTABLE TOILET SERV.		AP		12/31/2024	463.00
35281	12/12/2024	IWORQ SYSTEMS, INC.		AP		12/31/2024	600.00
35282	12/12/2024	LAURA MARKHAM		AP		12/31/2024	298.99
35283	12/12/2024	OREILLY AUTOMOTIVE INC		AP		12/31/2024	93.67
35284	12/12/2024	PACIFIC NORTHERN ENVIRONMEN		AP		12/31/2024	1,839.38
35285	12/12/2024	STEPHEN D. PETERSEN		AP		12/31/2024	145.00
35286	12/12/2024	QUILL CORPORATION		AP		12/31/2024	7.99
35287	12/12/2024	RICOH USA, INC.		AP		12/31/2024	111.56
35288	12/12/2024	SAIF CORPORATION		AP		12/31/2024	611.54
35289	12/12/2024	ARTHUR E. SHERWOOD		AP		12/31/2024	516.00
35290	12/12/2024	CITY OF ST HELENS		AP		12/31/2024	10,065.39
35291	12/12/2024	CITY OF ST. HELENS		AP		12/31/2024	241.79
35292	12/12/2024	VERIZON WIRELESS		AP		12/31/2024	529.70
35293	12/12/2024	BLUE HERON SEPTIC & DRAIN SEI		AP		12/31/2024	3,975.00
35294	12/17/2024	BEAVER BARK, INC		AP		12/31/2024	829.00
35295	12/17/2024	COLUMBIA RIVER PUD		AP		12/31/2024	2,553.11
35296	12/17/2024	EATON'S TIRE AND AUTO REPAIR,		AP		12/31/2024	1,395.82
35297	12/17/2024	INROADS CREDIT UNION		AP		12/31/2024	9,701.18
35298	12/17/2024	NW NATURAL GAS		AP		12/31/2024	334.46
35299	12/17/2024	OPUS INTERACTIVE		AP		12/31/2024	50.00
35300	12/17/2024	QUILL CORPORATION		AP		12/31/2024	31.99
35301	12/17/2024	ROSS & LAWRENCE UNION OIL CC		AP		12/31/2024	260.15



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	12/31/2024	COLONIAL LIFE INSURANCE		AP			29.48
0	12/31/2024	HRA VEBA TRUST		AP		12/31/2024	975.00
0	12/31/2024	VALIC		AP		12/31/2024	221.34
0	12/31/2024		DD 00999.12.2024	PR		12/31/2024	38,724.27
476	12/31/2024	ASI FLEX		AP			225.00
35302	12/31/2024	MARK GORDON		PR			191.91

Total Void Check Count: 0

Total Void Check Amount:

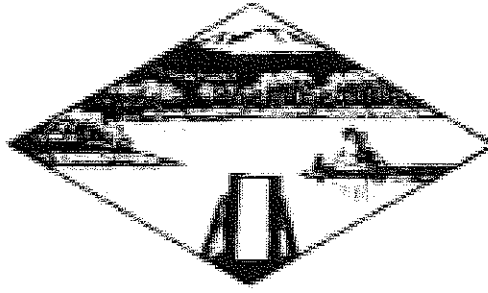
Total Valid Check Count: 52

Total Valid Check Amount: 145,199.83

Total Check Count: 52

Total Check Amount: 145,199.83

General Ledger  
Expense vs. Budget



City of Columbia City  
PO Box 189  
1840 Second Street  
Columbia City OR 97018  
(503) 397-4010

User: KKARBER  
Printed: 1/9/2025 10:15:00 AM  
Period 06 - 06  
Fiscal Year 2025

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
<b>01</b>	<b>General Fund</b>						
01	Administration						
	Personal Services						
01-01-00-1100	Regular Services	128,026.00	9,470.06	59,010.64	69,015.36	69,015.36	53.91
01-01-00-1300	Overtime	400.00	81.31	572.76	-172.76	-172.76	-43.19
01-01-00-2100	Group Insurance	24,010.00	1,835.61	11,170.82	12,839.18	12,839.18	53.47
01-01-00-2200	Social Security	9,967.00	726.26	4,829.09	5,137.91	5,137.91	51.55
01-01-00-2300	Retirement Contributions	29,718.00	1,929.34	12,856.73	16,861.27	16,861.27	56.74
01-01-00-2500	Unemployment Compensation	128.00	2.04	47.52	80.48	80.48	62.88
01-01-00-2600	Workers' Compensation	531.00	32.69	260.16	270.84	270.84	51.01
01-01-00-2700	Oregon Paid Leave Tax	779.00	57.32	379.05	399.95	399.95	51.34
01-01-00-2950	Accrued Leave	<u>1,862.00</u>	<u>0.00</u>	<u>1,551.04</u>	<u>310.96</u>	<u>310.96</u>	<u>16.70</u>
	Personal Services	195,421.00	14,134.63	90,677.81	104,743.19	104,743.19	53.60
	Materials and Services						
01-01-00-3310	Auditing Services	2,600.00	0.00	2,990.00	-390.00	-390.00	-15.00
01-01-00-3330	Legal Services	3,500.00	145.00	709.25	2,790.75	2,790.75	79.74
01-01-00-3340	Engineering Services	2,500.00	0.00	0.00	2,500.00	2,500.00	100.00
01-01-00-3350	Planning & Other Contract Serv	10,000.00	241.79	7,176.44	2,823.56	2,823.56	28.24
01-01-00-4120	School Excise Tax	1,440.00	0.00	0.00	1,440.00	1,440.00	100.00
01-01-00-4310	Building Maintenance	5,000.00	375.91	916.29	4,083.71	4,083.71	81.67
01-01-00-4320	Equipment Software Maintenance	8,500.00	208.09	3,476.85	5,023.15	5,023.15	59.10
01-01-00-4330	Community Hall Maintenance	9,000.00	618.99	4,866.11	4,133.89	4,133.89	45.93
01-01-00-5200	Insurance and Bonds	3,800.00	0.00	3,940.59	-140.59	-140.59	-3.70
01-01-00-5400	Legal Notices Advertising	400.00	0.00	602.77	-202.77	-202.77	-50.69
01-01-00-5810	Travel and Training	2,500.00	0.00	246.90	2,253.10	2,253.10	90.12
01-01-00-5820	Mayor, Council & Com Travel	1,000.00	0.00	81.00	919.00	919.00	91.90
01-01-00-5830	Dues, Subscriptions, Programs	6,800.00	470.00	3,550.60	3,249.40	3,249.40	47.79
01-01-00-6110	Office Supplies	1,000.00	73.47	417.47	582.53	582.53	58.25
01-01-00-6120	Postage	1,500.00	33.09	58.09	1,441.91	1,441.91	96.13
01-01-00-6130	Telephone & Internet Services	2,000.00	114.81	663.98	1,336.02	1,336.02	66.80
01-01-00-6150	Materials and Supplies	1,500.00	131.89	1,057.47	442.53	442.53	29.50
01-01-00-6160	Uniforms PPE	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6210	Natural Gas	350.00	47.82	97.16	252.84	252.84	72.24
01-01-00-6220	Electricity	850.00	140.78	432.93	417.07	417.07	49.07

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-01-00-6260	Gasoline	450.00	12.35	111.19	338.81	338.81	75.29
01-01-00-6520	Citation Refunds	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6580	Library	4,548.00	271.00	4,203.00	345.00	345.00	7.59
01-01-00-6588	Other Donations	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6591	St. Helens Senior Center	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6592	Columbia Pacific Food Bank	500.00	500.00	500.00	0.00	0.00	0.00
01-01-00-6594	Columbia County Emergency Mgr	4,923.00	0.00	0.00	4,923.00	4,923.00	100.00
01-01-00-6598	Col Co Economic Development	2,875.00	0.00	875.00	2,000.00	2,000.00	69.57
01-01-00-6599	Housing Rehabilitation Costs	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6600	Miscellaneous	<u>3,500.00</u>	<u>92.20</u>	<u>524.31</u>	<u>2,975.69</u>	<u>2,975.69</u>	<u>85.02</u>
	Materials and Services	82,036.00	3,477.19	37,497.40	44,538.60	44,538.60	54.29
01-01-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-7430	Capital Construction Building Improvements	<u>39,000.00</u>	<u>23,820.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
	Capital Construction	<u>39,000.00</u>	<u>23,820.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
01	Administration	316,457.00	41,431.82	151,995.21	164,461.79	164,461.79	51.97
02	Police						
	Personal Services						
01-02-00-1100	Regular Services	196,674.00	16,634.87	99,706.36	96,967.64	96,967.64	49.30
01-02-00-1300	Overtime	4,000.00	0.00	1,030.00	2,970.00	2,970.00	74.25
01-02-00-2100	Group Insurance	45,434.00	3,549.48	19,898.55	25,535.45	25,535.45	56.20
01-02-00-2200	Social Security	14,983.00	1,280.22	7,766.41	7,216.59	7,216.59	48.17
01-02-00-2300	Retirement Contributions	60,412.00	5,125.99	31,069.44	29,342.56	29,342.56	48.57
01-02-00-2500	Unemployment Compensation	191.00	2.54	72.71	118.29	118.29	61.93
01-02-00-2600	Workers' Compensation	3,956.00	296.44	2,433.83	1,522.17	1,522.17	38.48
01-02-00-2700	Oregon Paid Leave Tax	0.00	99.82	605.55	-605.55	-605.55	0.00
01-02-00-2950	Accrued Leave	<u>4,736.00</u>	<u>0.00</u>	<u>176.75</u>	<u>4,559.25</u>	<u>4,559.25</u>	<u>96.27</u>
	Personal Services	330,386.00	26,989.36	162,759.60	167,626.40	167,626.40	50.74
	Materials and Services						
01-02-00-3310	Auditing Services	2,900.00	0.00	3,960.00	-1,060.00	-1,060.00	-36.55
01-02-00-3330	Legal Services	1,000.00	0.00	5.63	994.37	994.37	99.44
01-02-00-3350	Contract Services	500.00	0.00	0.00	500.00	500.00	100.00
01-02-00-4310	Building Maintenance	1,700.00	129.00	615.00	1,085.00	1,085.00	63.82
01-02-00-4320	EquipmentSoftware Maintenance	6,800.00	58.44	338.72	6,461.28	6,461.28	95.02

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-02-00-4350	Vehicle Maintenance	2,500.00	1,489.49	3,396.14	-896.14	-896.14	-35.85
01-02-00-5200	Insurance and Bonds	19,000.00	0.00	23,910.05	-4,910.05	-4,910.05	-25.84
01-02-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
01-02-00-5810	Travel and Training	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
01-02-00-5830	Dues, Subscriptions, Programs	1,000.00	0.00	3.97	996.03	996.03	99.60
01-02-00-6110	Office Supplies	350.00	4.00	97.52	252.48	252.48	72.14
01-02-00-6120	Postage	500.00	0.00	1.43	498.57	498.57	99.71
01-02-00-6130	Telephone and Internet Service	2,700.00	280.43	1,439.33	1,260.67	1,260.67	46.69
01-02-00-6150	Materials and Supplies	8,000.00	0.00	116.16	7,883.84	7,883.84	98.55
01-02-00-6160	UniformsPPE	2,500.00	0.00	0.00	2,500.00	2,500.00	100.00
01-02-00-6210	Natural Gas	140.00	15.94	32.38	107.62	107.62	76.87
01-02-00-6220	Electricity	115.00	6.20	42.71	72.29	72.29	62.86
01-02-00-6260	Gasoline	8,000.00	327.40	2,770.34	5,229.66	5,229.66	65.37
01-02-00-6500	Shop with a Cop Program	3,936.00	3,500.00	3,500.00	436.00	436.00	11.08
01-02-00-6600	Miscellaneous	<u>100.00</u>	<u>63.72</u>	<u>78.72</u>	<u>21.28</u>	<u>21.28</u>	<u>21.28</u>
	Materials and Services	66,341.00	5,874.62	40,308.10	26,032.90	26,032.90	39.24
01-02-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>4,990.96</u>	<u>28,282.88</u>	<u>-28,282.88</u>	<u>-28,282.88</u>	<u>0.00</u>
	Capital Outlay	0.00	4,990.96	28,282.88	-28,282.88	-28,282.88	0.00
01-02-00-7430	Capital Construction Building Improvements	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>
	Capital Construction	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>
02 03	Police Building Personal Services	406,727.00	37,854.94	231,350.58	175,376.42	175,376.42	43.12
01-03-00-1100	Regular Services	11,627.00	1,037.15	6,125.26	5,501.74	5,501.74	47.32
01-03-00-1300	Overtime	0.00	0.00	110.08	-110.08	-110.08	0.00
01-03-00-2100	Group Insurance	4,266.00	284.68	1,775.17	2,490.83	2,490.83	58.39
01-03-00-2200	Social Security	932.00	76.55	467.53	464.47	464.47	49.84
01-03-00-2300	Retirement Contributions	2,689.00	229.02	1,376.78	1,312.22	1,312.22	48.80
01-03-00-2500	Unemployment Compensation	12.00	0.00	4.19	7.81	7.81	65.08
01-03-00-2600	Workers' Compensation	10.00	6.36	38.22	-28.22	-28.22	-282.20
01-03-00-2700	Oregon Paid Leave Tax	0.00	6.22	37.42	-37.42	-37.42	0.00
01-03-00-2950	Accrued Leave	<u>551.00</u>	<u>0.00</u>	<u>0.00</u>	<u>551.00</u>	<u>551.00</u>	<u>100.00</u>
	Personal Services	20,087.00	1,639.98	9,934.65	10,152.35	10,152.35	50.54
	Materials and Services						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-03-00-3310	Auditing Services	280.00	0.00	330.00	-50.00	-50.00	-17.86
01-03-00-3320	Building Official Services	35,000.00	0.00	3,464.00	31,536.00	31,536.00	90.10
01-03-00-3330	Legal Services	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-3340	Engineering Services	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-3350	Other Contractual Services	2,500.00	0.00	436.00	2,064.00	2,064.00	82.56
01-03-00-3360	APO Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3370	Converge	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-4310	Building Maintenance	250.00	16.30	64.90	185.10	185.10	74.04
01-03-00-4320	EquipmentSoftware Maintenance	1,500.00	59.55	344.54	1,155.46	1,155.46	77.03
01-03-00-5200	Insurance and Bonds	475.00	0.00	573.54	-98.54	-98.54	-20.75
01-03-00-5400	Legal NoticesAdvertising	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-5830	Dues, Subscriptions, Programs	0.00	31.99	293.27	-293.27	-293.27	0.00
01-03-00-6110	Office Supplies	400.00	3.98	97.47	302.53	302.53	75.63
01-03-00-6120	Postage	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-6130	Telephone and Internet Service	500.00	30.03	187.57	312.43	312.43	62.49
01-03-00-6150	Materials and Supplies	200.00	0.00	0.00	200.00	200.00	100.00
01-03-00-6210	Natural Gas	150.00	15.94	32.40	117.60	117.60	78.40
01-03-00-6220	Electricity	100.00	6.20	42.71	57.29	57.29	57.29
01-03-00-6600	Miscellaneous	<u>1,550.00</u>	<u>0.50</u>	<u>2.50</u>	<u>1,547.50</u>	<u>1,547.50</u>	<u>99.84</u>
	Materials and Services	44,905.00	164.49	5,868.90	39,036.10	39,036.10	86.93
01-03-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
03	Building	64,992.00	1,804.47	15,803.55	49,188.45	49,188.45	75.68
04	Park Maintenance						
	Personal Services						
01-04-00-1100	Regular Services	64,344.00	3,967.70	26,257.66	38,086.34	38,086.34	59.19
01-04-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-1300	Overtime	715.00	380.54	1,022.07	-307.07	-307.07	-42.95
01-04-00-2100	Group Insurance	28,039.00	2,512.70	14,017.30	14,021.70	14,021.70	50.01
01-04-00-2200	Social Security	5,268.00	334.63	2,099.25	3,168.75	3,168.75	60.15
01-04-00-2300	Retirement Contributions	15,204.00	960.06	6,023.34	9,180.66	9,180.66	60.38
01-04-00-2500	Unemployment Compensation	64.00	0.62	20.61	43.39	43.39	67.80
01-04-00-2600	Workers' Compensation	1,487.00	86.65	669.47	817.53	817.53	54.98
01-04-00-2700	Oregon Paid Leave Tax	0.00	26.09	163.63	-163.63	-163.63	0.00
01-04-00-2950	Accrued Leave	<u>3,798.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,798.00</u>	<u>3,798.00</u>	<u>100.00</u>
	Personal Services	118,919.00	8,268.99	50,273.33	68,645.67	68,645.67	57.72

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services						
01-04-00-3310	Auditing Services	900.00	0.00	1,320.00	-420.00	-420.00	-46.67
01-04-00-3330	Legal Services	500.00	0.00	282.50	217.50	217.50	43.50
01-04-00-3340	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-3350	Other Contractual Services	44,000.00	132.00	10,017.81	33,982.19	33,982.19	77.23
01-04-00-4320	Equipment Software Maintenance	1,000.00	45.05	268.80	731.20	731.20	73.12
01-04-00-4350	Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	2,000.00	100.00
01-04-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-5200	Insurance and Bonds	1,700.00	0.00	1,880.63	-180.63	-180.63	-10.63
01-04-00-5400	Legal Notices Advertising	100.00	0.00	0.00	100.00	100.00	100.00
01-04-00-5810	Travel and Training	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6120	Postage	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6150	Materials and Supplies	8,000.00	1,600.30	2,656.17	5,343.83	5,343.83	66.80
01-04-00-6160	Uniforms PPE	200.00	0.00	0.00	200.00	200.00	100.00
01-04-00-6220	Electricity	1,400.00	98.86	562.57	837.43	837.43	59.82
01-04-00-6260	Gasoline	475.00	12.35	222.79	252.21	252.21	53.10
01-04-00-6600	Miscellaneous	<u>100.00</u>	<u>1.50</u>	<u>16.24</u>	<u>83.76</u>	<u>83.76</u>	<u>83.76</u>
	Materials and Services	60,375.00	1,890.06	17,227.51	43,147.49	43,147.49	71.47
01-04-00-7410	Capital Outlay Equipment	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>100.00</u>
	Capital Outlay	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
01-04-00-7301	Capital Construction Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7510	McBride Creek Trail System Imp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
04 05	Park Maintenance Non-Departmental	184,294.00	10,159.05	67,500.84	116,793.16	116,793.16	63.37
01-05-00-8085	Interfund Transfers Transfer out to Street Fund	17,000.00	0.00	17,000.00	0.00	0.00	0.00
01-05-00-8090	Transfer out to Water Fund	77,000.00	0.00	33,000.00	44,000.00	44,000.00	57.14
01-05-00-8095	Transfer out to Sewer Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	127,000.00	0.00	83,000.00	44,000.00	44,000.00	34.65
01-05-00-9000	Contingency Contingency	<u>137,770.00</u>	<u>0.00</u>	<u>0.00</u>	<u>137,770.00</u>	<u>137,770.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Contingency	137,770.00	0.00	0.00	137,770.00	137,770.00	100.00
01-05-00-9500	Unappropriated Unappropriated Ending Balance	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
	Unappropriated	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
05	Non-Departmental	<u>404,221.00</u>	<u>0.00</u>	<u>83,000.00</u>	<u>321,221.00</u>	<u>321,221.00</u>	<u>79.47</u>
01	<b>General Fund</b>	<b>1,376,691.00</b>	<b>91,250.28</b>	<b>549,650.18</b>	<b>827,040.82</b>	<b>827,040.82</b>	<b>60.07</b>
02	<b>Equipment Reserve Fund</b>						
02	Department						
	Interfund Transfers						
02-02-00-8072	Transfer out to Gen - Parks	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
02-02-00-8075	Transfer out to Street Fund	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
02-02-00-8076	Transfer out to Water Fund	13,500.00	0.00	0.00	13,500.00	13,500.00	100.00
02-02-00-8077	Transfer out to Sewer Fund	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>100.00</u>
	Interfund Transfers	30,000.00	0.00	0.00	30,000.00	30,000.00	100.00
	Reserve						
02-02-00-9200	Reserve for Admin Equip	6,525.00	0.00	0.00	6,525.00	6,525.00	100.00
02-02-00-9300	Reserve for Police Equip	9,744.00	0.00	0.00	9,744.00	9,744.00	100.00
02-02-00-9350	Reserve for Bldg Equip	905.00	0.00	0.00	905.00	905.00	100.00
02-02-00-9400	Reserve for Parks Equip	111.00	0.00	0.00	111.00	111.00	100.00
02-02-00-9500	Reserve for Street Equip	5,940.00	0.00	0.00	5,940.00	5,940.00	100.00
02-02-00-9600	Reserve for Water Equip	5,437.00	0.00	0.00	5,437.00	5,437.00	100.00
02-02-00-9700	Reserve for Sewer Equip	<u>9,077.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,077.00</u>	<u>9,077.00</u>	<u>100.00</u>
	Reserve	<u>37,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,739.00</u>	<u>37,739.00</u>	<u>100.00</u>
02	Department	<u>67,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,739.00</u>	<u>67,739.00</u>	<u>100.00</u>
02	<b>Equipment Reserve Fund</b>	<b>67,739.00</b>	<b>0.00</b>	<b>0.00</b>	<b>67,739.00</b>	<b>67,739.00</b>	<b>100.00</b>
05	<b>Street Fund</b>						
05	Department						
	Personal Services						
05-05-00-1100	Regular Services	36,021.00	2,671.40	16,756.22	19,264.78	19,264.78	53.48
05-05-00-1300	Overtime	400.00	87.10	300.68	99.32	99.32	24.83

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
05-05-00-2100	Group Insurance	8,292.00	730.07	3,977.69	4,314.31	4,314.31	52.03
05-05-00-2200	Social Security	2,834.00	212.25	1,341.68	1,492.32	1,492.32	52.66
05-05-00-2300	Retirement Contributions	8,410.00	551.82	3,489.49	4,920.51	4,920.51	58.51
05-05-00-2500	Unemployment Compensation	36.00	0.43	12.77	23.23	23.23	64.53
05-05-00-2600	Workers' Compensation	729.00	55.58	420.47	308.53	308.53	42.32
05-05-00-2700	Oregon Paid Leave Tax	0.00	16.53	104.66	-104.66	-104.66	0.00
05-05-00-2950	Accrued Leave	<u>626.00</u>	<u>0.00</u>	<u>376.89</u>	<u>249.11</u>	<u>249.11</u>	<u>39.79</u>
	Personal Services	57,348.00	4,325.18	26,780.55	30,567.45	30,567.45	53.30
	Materials and Services						
05-05-00-3310	Auditing Services	900.00	0.00	990.00	-90.00	-90.00	-10.00
05-05-00-3330	Legal Services	500.00	0.00	10.13	489.87	489.87	97.97
05-05-00-3340	Engineering Services	500.00	0.00	0.00	500.00	500.00	100.00
05-05-00-3350	Other Contractual Services	10,000.00	1,839.38	4,386.76	5,613.24	5,613.24	56.13
05-05-00-4310	Building Maintenance	1,500.00	16.30	750.36	749.64	749.64	49.98
05-05-00-4320	EquipmentSoftware Maintenance	2,500.00	45.05	268.80	2,231.20	2,231.20	89.25
05-05-00-4350	Vehicle Maintenance	1,000.00	0.00	60.96	939.04	939.04	93.90
05-05-00-4351	Street Light Maintenance	750.00	0.00	0.00	750.00	750.00	100.00
05-05-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-4510	Street PreservationResurface	94,000.00	0.00	0.00	94,000.00	94,000.00	100.00
05-05-00-5200	Insurance and Bonds	3,000.00	0.00	2,894.18	105.82	105.82	3.53
05-05-00-5400	Legal NoticesAdvertising	100.00	0.00	27.00	73.00	73.00	73.00
05-05-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
05-05-00-5830	Dues, Subscriptions, Programs	200.00	90.00	98.73	101.27	101.27	50.64
05-05-00-6110	Office Supplies	200.00	2.00	48.76	151.24	151.24	75.62
05-05-00-6120	Postage	235.00	0.00	0.00	235.00	235.00	100.00
05-05-00-6130	Telephone and Internet Service	1,300.00	76.98	459.59	840.41	840.41	64.65
05-05-00-6140	Signs	1,000.00	0.00	0.00	1,000.00	1,000.00	100.00
05-05-00-6150	Materials and Supplies	4,200.00	70.21	583.42	3,616.58	3,616.58	86.11
05-05-00-6160	UniformsPPE	150.00	0.00	0.00	150.00	150.00	100.00
05-05-00-6220	Electricity	6,500.00	521.42	3,071.53	3,428.47	3,428.47	52.75
05-05-00-6260	Gasoline	1,350.00	37.05	333.56	1,016.44	1,016.44	75.29
05-05-00-6600	Miscellaneous	<u>100.00</u>	<u>1.25</u>	<u>6.25</u>	<u>93.75</u>	<u>93.75</u>	<u>93.75</u>
	Materials and Services	130,485.00	2,699.64	13,990.03	116,494.97	116,494.97	89.28
	Capital Outlay						
05-05-00-7410	Equipment	<u>4,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,500.00</u>	<u>4,500.00</u>	<u>100.00</u>
	Capital Outlay	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
	Capital Construction						
05-05-00-7514	Streetlight Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7516	Pavement Restoration	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00



Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Availabet
	Capital Construction	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00
05-05-00-9000	Contingency Contingency	<u>28,175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,175.00</u>	<u>28,175.00</u>	<u>100.00</u>
	Contingency	28,175.00	0.00	0.00	28,175.00	28,175.00	100.00
05-05-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>444,244.00</u>	<u>0.00</u>	<u>0.00</u>	<u>444,244.00</u>	<u>444,244.00</u>	<u>100.00</u>
	Unappropriated	<u>444,244.00</u>	<u>0.00</u>	<u>0.00</u>	<u>444,244.00</u>	<u>444,244.00</u>	<u>100.00</u>
05	Department	<u>914,752.00</u>	<u>7,024.82</u>	<u>40,770.58</u>	<u>873,981.42</u>	<u>873,981.42</u>	<u>95.54</u>
<b>05</b>	<b>Street Fund</b>	<b>914,752.00</b>	<b>7,024.82</b>	<b>40,770.58</b>	<b>873,981.42</b>	<b>873,981.42</b>	<b>95.54</b>
<b>06</b>	<b>Street Development Fund</b>						
06	Department						
06-06-00-9000	Contingency Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
	Unappropriated	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
06	Department	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
<b>06</b>	<b>Street Development Fund</b>	<b>195,038.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,038.00</b>	<b>195,038.00</b>	<b>100.00</b>
<b>08</b>	<b>Parks Development Fund</b>						
08	Department						
08-08-00-3350	Materials and Services Park Master Plan	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7300	Capital Construction						
	McBride Creek Trail System Imp	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-7301	Veterans Park Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
	Unappropriated	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
08	Department	<u>66,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,061.00</u>	<u>66,061.00</u>	<u>100.00</u>
<b>08</b>	<b>Parks Development Fund</b>	<b>66,061.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,061.00</b>	<b>66,061.00</b>	<b>100.00</b>
<b>10</b>	<b>Storm Drain Development Fund</b>						
10	Department						
	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
10-10-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
	Unappropriated	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
10	Department	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
<b>10</b>	<b>Storm Drain Development Fund</b>	<b>10,284.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,284.00</b>	<b>10,284.00</b>	<b>100.00</b>
<b>12</b>	<b>Water Fund</b>						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12	Department						
	Personal Services						
12-12-00-1100	Regular Services	162,445.00	12,512.39	77,270.84	85,174.16	85,174.16	52.43
12-12-00-1300	Overtime	2,528.00	437.50	1,629.34	898.66	898.66	35.55
12-12-00-2100	Group Insurance	42,040.00	3,636.21	19,883.04	22,156.96	22,156.96	52.70
12-12-00-2200	Social Security	12,855.00	994.07	5,985.23	6,869.77	6,869.77	53.44
12-12-00-2300	Retirement Contributions	36,922.00	2,636.57	15,777.45	21,144.55	21,144.55	57.27
12-12-00-2500	Unemployment Compensation	162.00	1.61	55.77	106.23	106.23	65.57
12-12-00-2600	Workers' Compensation	1,925.00	94.25	740.59	1,184.41	1,184.41	61.53
12-12-00-2700	Oregon Paid Leave Tax	3,068.00	77.74	467.43	2,600.57	2,600.57	84.76
12-12-00-2950	Accrued Leave	0.00	0.00	1,041.44	-1,041.44	-1,041.44	0.00
	Personal Services	261,945.00	20,390.34	122,851.13	139,093.87	139,093.87	53.10
	Materials and Services						
12-12-00-3310	Auditing Services	3,500.00	0.00	3,630.00	-130.00	-130.00	-3.71
12-12-00-3330	Legal Services	500.00	0.00	25.87	474.13	474.13	94.83
12-12-00-3340	Engineering Services	1,000.00	0.00	0.00	1,000.00	1,000.00	100.00
12-12-00-3350	Other Contractual Services	31,000.00	209.17	12,167.73	18,832.27	18,832.27	60.75
12-12-00-4000	In Lieu of Franchise Fee	32,779.00	0.00	10,970.16	21,808.84	21,808.84	66.53
12-12-00-4100	Water Purchases	45,000.00	2,162.91	37,910.37	7,089.63	7,089.63	15.75
12-12-00-4310	Building Maintenance	2,000.00	24.45	1,125.30	874.70	874.70	43.74
12-12-00-4320	Equipment Software Maintenance	12,000.00	298.19	1,806.06	10,193.94	10,193.94	84.95
12-12-00-4350	Vehicle Maintenance	1,000.00	0.00	91.40	908.60	908.60	90.86
12-12-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-5200	Insurance and Bonds	9,250.00	0.00	10,017.10	-767.10	-767.10	-8.29
12-12-00-5400	Legal Notices Advertising	400.00	0.00	264.70	135.30	135.30	33.83
12-12-00-5810	Travel and Training	2,500.00	0.00	38.86	2,461.14	2,461.14	98.45
12-12-00-5830	Dues, Subscriptions, Programs	2,500.00	300.00	2,783.95	-283.95	-283.95	-11.36
12-12-00-6110	Office Supplies	700.00	9.00	219.41	480.59	480.59	68.66
12-12-00-6120	Postage	4,300.00	0.00	0.00	4,300.00	4,300.00	100.00
12-12-00-6130	Telephone and Internet Service	3,500.00	212.73	1,206.70	2,293.30	2,293.30	65.52
12-12-00-6150	Materials and Supplies	14,000.00	66.06	6,469.19	7,530.81	7,530.81	53.79
12-12-00-6160	Uniforms PPE	250.00	0.00	0.00	250.00	250.00	100.00
12-12-00-6170	Treatment Chemicals	32,000.00	3,827.17	19,099.37	12,900.63	12,900.63	40.31
12-12-00-6210	Natural Gas	300.00	39.84	80.95	219.05	219.05	73.02
12-12-00-6220	Electricity	17,500.00	1,229.77	8,037.81	9,462.19	9,462.19	54.07
12-12-00-6260	Gasoline	4,000.00	123.48	1,111.87	2,888.13	2,888.13	72.20
12-12-00-6600	Miscellaneous	2,400.00	70.47	844.80	1,555.20	1,555.20	64.80
	Materials and Services	222,379.00	8,573.24	117,901.60	104,477.40	104,477.40	46.98
	Capital Outlay						
12-12-00-7410	Equipment	13,500.00	0.00	0.00	13,500.00	13,500.00	100.00
	Capital Outlay	13,500.00	0.00	0.00	13,500.00	13,500.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-7503	Capital Construction Reservoir Overflow Drain Proj	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
12-12-00-7504	SCADA Software and HMI	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>100.00</u>
	Capital Construction	45,000.00	0.00	0.00	45,000.00	45,000.00	100.00
	Debt Service						
12-12-00-7615	Principal SDW 2002 S02009	101,821.00	101,821.02	101,821.02	-0.02	-0.02	0.00
12-12-00-7616	Principal SDW 2008 S02009B	24,590.00	24,589.78	24,589.78	0.22	0.22	0.00
12-12-00-7618	Principal SDW 2013 S13003	21,381.00	21,380.74	21,380.74	0.26	0.26	0.00
12-12-00-7619	Principal SDW 2017 S17032	20,644.00	20,643.52	20,643.52	0.48	0.48	0.00
12-12-00-7625	Interest SDW 2002 S02009	14,055.00	14,055.21	14,055.21	-0.21	-0.21	0.00
12-12-00-7626	Interest SDW 2008 S02009B	3,682.00	3,682.13	3,682.13	-0.13	-0.13	0.00
12-12-00-7628	Interest SDW 2013 S13003	7,184.00	7,184.32	7,184.32	-0.32	-0.32	0.00
12-12-00-7629	Interest-SDW 2017 S17032	<u>10,921.00</u>	<u>10,920.61</u>	<u>10,920.61</u>	<u>0.39</u>	<u>0.39</u>	<u>0.00</u>
	Debt Service	204,278.00	204,277.33	204,277.33	0.67	0.67	0.00
	Interfund Transfers						
12-12-00-8060	Transfer out to General Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	33,000.00	0.00	33,000.00	0.00	0.00	0.00
	Contingency						
12-12-00-9000	Contingency	<u>72,649.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,649.00</u>	<u>72,649.00</u>	<u>100.00</u>
	Contingency	72,649.00	0.00	0.00	72,649.00	72,649.00	100.00
	Unappropriated						
12-12-00-9500	Unappropriated Ending Fund Bal	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
	Unappropriated	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
12	Department	<u>1,001,361.00</u>	<u>233,240.91</u>	<u>478,030.06</u>	<u>523,330.94</u>	<u>523,330.94</u>	<u>52.26</u>
12	<b>Water Fund</b>	<b>1,001,361.00</b>	<b>233,240.91</b>	<b>478,030.06</b>	<b>523,330.94</b>	<b>523,330.94</b>	<b>52.26</b>
13 00	<b>Water Development Fund</b>						
13-00-00-9000	Contingency Contingency	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
00		0.00	0.00	0.00	0.00	0.00	0.00
13	Department						
	Interfund Transfers						
13-13-00-8060	Transfer out to Water Fund	<u>200,000.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	200,000.00	0.00	200,000.00	0.00	0.00	0.00
13-13-00-9000	Contingency						
	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>108,563.00</u>	<u>0.00</u>	<u>0.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>100.00</u>
	Unappropriated	<u>108,563.00</u>	<u>0.00</u>	<u>0.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>100.00</u>
13	Department	<u>308,563.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>35.18</u>
13	<b>Water Development Fund</b>	<b>308,563.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>108,563.00</b>	<b>108,563.00</b>	<b>35.18</b>
19	<b>Sewer Fund</b>						
19	Department						
	Personal Services						
19-19-00-1100	Regular Services	123,638.00	9,327.33	57,979.11	65,658.89	65,658.89	53.11
19-19-00-1300	Overtime	1,804.00	293.97	1,089.96	714.04	714.04	39.58
19-19-00-2100	Group Insurance	30,974.00	2,655.00	14,575.19	16,398.81	16,398.81	52.94
19-19-00-2200	Social Security	9,766.00	737.85	4,616.24	5,149.76	5,149.76	52.73
19-19-00-2300	Retirement Contributions	28,776.00	1,901.64	11,885.63	16,890.37	16,890.37	58.70
19-19-00-2500	Unemployment Compensation	124.00	1.60	44.37	79.63	79.63	64.22
19-19-00-2600	Workers' Compensation	1,266.00	50.94	418.54	847.46	847.46	66.94
19-19-00-2700	Oregon Paid Leave Tax	0.00	57.69	360.63	-360.63	-360.63	0.00
19-19-00-2950	Accrued Leave	<u>2,214.00</u>	<u>0.00</u>	<u>1,041.44</u>	<u>1,172.56</u>	<u>1,172.56</u>	<u>52.96</u>
	Personal Services	198,562.00	15,026.02	92,011.11	106,550.89	106,550.89	53.66
	Materials and Services						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-3310	Auditing Services	3,300.00	0.00	3,630.00	-330.00	-330.00	-10.00
19-19-00-3330	Legal Services	500.00	0.00	25.87	474.13	474.13	94.83
19-19-00-3340	Engineering Services	2,000.00	0.00	0.00	2,000.00	2,000.00	100.00
19-19-00-3350	Other Contractual Services	60,000.00	7,007.92	30,311.21	29,688.79	29,688.79	49.48
19-19-00-4000	In Lieu of Franchise Fee	26,324.00	0.00	6,815.44	19,508.56	19,508.56	74.11
19-19-00-4100	Sewer Treatment Fees	116,000.00	10,065.39	48,502.61	67,497.39	67,497.39	58.19
19-19-00-4120	Sewer System Dev Fees	4,117.00	0.00	0.00	4,117.00	4,117.00	100.00
19-19-00-4310	Building Maintenance	2,000.00	24.45	1,125.30	874.70	874.70	43.74
19-19-00-4320	EquipmentSoftware Maintenance	8,000.00	298.19	1,778.88	6,221.12	6,221.12	77.76
19-19-00-4350	Vehicle Maintenance	1,000.00	0.00	91.40	908.60	908.60	90.86
19-19-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-5200	Insurance and Bonds	13,360.00	0.00	12,705.98	654.02	654.02	4.90
19-19-00-5400	Legal NoticesAdvertising	500.00	0.00	105.00	395.00	395.00	79.00
19-19-00-5810	Travel and Training	1,600.00	0.00	0.00	1,600.00	1,600.00	100.00
19-19-00-5830	Dues, Subscriptions, Programs	400.00	90.00	664.41	-264.41	-264.41	-66.10
19-19-00-6110	Office Supplies	800.00	9.00	219.38	580.62	580.62	72.58
19-19-00-6120	Postage	4,300.00	0.00	0.00	4,300.00	4,300.00	100.00
19-19-00-6130	Telephone and Internet Service	3,200.00	212.74	1,206.76	1,993.24	1,993.24	62.29
19-19-00-6150	Materials and Supplies	12,000.00	66.06	2,554.79	9,445.21	9,445.21	78.71
19-19-00-6160	UniformsPPE	250.00	0.00	0.00	250.00	250.00	100.00
19-19-00-6170	Treatment Chemicals	14,000.00	0.00	4,852.00	9,148.00	9,148.00	65.34
19-19-00-6210	Natural Gas	300.00	39.85	80.96	219.04	219.04	73.01
19-19-00-6220	Electricity	8,000.00	549.88	3,307.88	4,692.12	4,692.12	58.65
19-19-00-6260	Gasoline	2,200.00	61.74	555.95	1,644.05	1,644.05	74.73
19-19-00-6600	Miscellaneous	<u>900.00</u>	<u>32.48</u>	<u>373.47</u>	<u>526.53</u>	<u>526.53</u>	<u>58.50</u>
	Materials and Services	285,051.00	18,457.70	118,907.29	166,143.71	166,143.71	58.29
19-19-00-7410	Capital Outlay Equipment	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>100.00</u>
	Capital Outlay	7,500.00	0.00	0.00	7,500.00	7,500.00	100.00
19-19-00-7501	Capital Construction K Street Pump Station Project	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
19-19-00-7503	Septic Tank ReplaceAbandon	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>100.00</u>
	Capital Construction	120,000.00	0.00	0.00	120,000.00	120,000.00	100.00
19-19-00-7610	Debt Service Principal CWSRF 2014 R23550	19,431.00	0.00	9,654.00	9,777.00	9,777.00	50.32
19-19-00-7615	Interest CWSRF 2014 R23550	6,707.00	0.00	3,415.00	3,292.00	3,292.00	49.08
19-19-00-7616	Interest CWSRF 2015 R23551	4,710.00	0.00	2,396.00	2,314.00	2,314.00	49.13
19-19-00-7617	Interest CWSRF 2017 R23552	26,033.00	0.00	0.00	26,033.00	26,033.00	100.00
19-19-00-7618	Fees CWSRF 2014 R23550	1,296.00	0.00	0.00	1,296.00	1,296.00	100.00
19-19-00-7619	Fees CWSRF 2015 R23551	1,199.00	0.00	0.00	1,199.00	1,199.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-7620	Principal CWSRF 2015 R23551	16,974.00	0.00	8,446.00	8,528.00	8,528.00	50.24
19-19-00-7621	Fees CWSRF 2017 R23552	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7630	Principal CWSRF 2017 R23552	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Debt Service	76,350.00	0.00	23,911.00	52,439.00	52,439.00	68.68
19-19-00-8060	Interfund Transfers Transfer out to General Fund	<u>127,402.00</u>	<u>0.00</u>	<u>127,402.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	127,402.00	0.00	127,402.00	0.00	0.00	0.00
19-19-00-9000	Contingency Contingency	<u>72,542.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,542.00</u>	<u>72,542.00</u>	<u>100.00</u>
	Contingency	72,542.00	0.00	0.00	72,542.00	72,542.00	100.00
19-19-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>163,264.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,264.00</u>	<u>163,264.00</u>	<u>100.00</u>
	Unappropriated	<u>163,264.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,264.00</u>	<u>163,264.00</u>	<u>100.00</u>
19	Department	<u>1,050,671.00</u>	<u>33,483.72</u>	<u>362,231.40</u>	<u>688,439.60</u>	<u>688,439.60</u>	<u>65.52</u>
19	<b>Sewer Fund</b>	<b>1,050,671.00</b>	<b>33,483.72</b>	<b>362,231.40</b>	<b>688,439.60</b>	<b>688,439.60</b>	<b>65.52</b>
22	<b>Sewer Development Fund</b>						
22	Department						
22-22-00-7500	Capital Construction Capital Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-8100	Interfund Transfers Transfer out to Sewer Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9000	Contingency Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Period Amount</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>Available</u>	<u>% Availablet</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
	Unappropriated	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	Department	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	<b>Sewer Development Fund</b>	<b>12,097.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,097.00</b>	<b>12,097.00</b>	<b>100.00</b>
Grand Total		5,003,257.00	364,999.73	1,630,682.22	3,372,574.78	3,372,574.78	0.6741



**CITY OF COLUMBIA CITY- COMBINED BALANCE SHEET**

**ALL FUND TYPES AND ACCOUNT GROUPS**

December 31, 2024

	Governmental Fund Types					Proprietary Fund Types Enterprise Funds				Total Memorandum (only)	
	General	Equipment Reserve	Street	Street Development	Park Development	Storm Drain Development	Water	Water Development	Sewer		Sewer Development
<b>ASSETS AND OTHER DEBITS</b>											
<b>Assets:</b>											
Cash and investments	548,521.54	67,021.06	525,444.18	187,428.63	58,178.27	9,845.27	24,866.62	105,821.37	373,322.10	10,343.64	1,910,792.68
Receivables:											-
Taxes	16,214.52										16,214.52
Accounts receivable - other	28,949.35						-		-		28,949.35
Accounts receivable - utility billings							51,624.15		44,472.68		96,096.83
Inventories			8,617.34								8,617.34
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>593,685.41</b>	<b>67,021.06</b>	<b>534,061.52</b>	<b>187,428.63</b>	<b>58,178.27</b>	<b>9,845.27</b>	<b>76,490.77</b>	<b>105,821.37</b>	<b>417,794.78</b>	<b>10,343.64</b>	<b>2,060,670.72</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>											
<b>Liabilities:</b>											
Accounts payable	34,416.76						-		-		34,416.76
Payroll liabilities	20,605.37										20,605.37
Building Assessment Liability	57.52										57.52
Deposits	75.00						4,501.78		4,598.36		9,175.14
Assessments on fines											-
Deferred revenue:											
Property taxes	19,108.00										19,108.00
Celebration											-
Shop with a Cop	-										-
Housing rehabilitation loans	23,918.00										23,918.00
<b>TOTAL LIABILITIES</b>	<b>98,180.65</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,501.78</b>	<b>-</b>	<b>4,598.36</b>	<b>-</b>	<b>107,280.79</b>
<b>Equity and other credits:</b>											
Fund balances:											
Unreserved:											
Undesignated	495,504.76	67,021.06	534,061.52	187,428.63	58,178.27	9,845.27	71,988.99	105,821.37	413,196.42	10,343.64	1,953,389.93
Total fund balance	495,504.76	67,021.06	534,061.52	187,428.63	58,178.27	9,845.27	71,988.99	105,821.37	413,196.42	10,343.64	1,953,389.93
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>495,504.76</b>	<b>67,021.06</b>	<b>534,061.52</b>	<b>187,428.63</b>	<b>58,178.27</b>	<b>9,845.27</b>	<b>71,988.99</b>	<b>105,821.37</b>	<b>413,196.42</b>	<b>10,343.64</b>	<b>1,953,389.93</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>593,685.41</b>	<b>67,021.06</b>	<b>534,061.52</b>	<b>187,428.63</b>	<b>58,178.27</b>	<b>9,845.27</b>	<b>76,490.77</b>	<b>105,821.37</b>	<b>417,794.78</b>	<b>10,343.64</b>	<b>2,060,670.72</b>
<b>REVENUES:</b>	697,580.55	1,661.42	94,892.29	4,646.33	1,442.21	244.04	570,900.29	4,194.58	292,501.30	256.38	1,668,319.39
<b>EXPENDITURES:</b>	549,650.18	-	40,770.58	-	-	-	478,030.06	200,000.00	362,231.40	-	1,630,682.22
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES:</b>	<b>147,930.37</b>	<b>1,661.42</b>	<b>54,121.71</b>	<b>4,646.33</b>	<b>1,442.21</b>	<b>244.04</b>	<b>92,870.23</b>	<b>(195,805.42)</b>	<b>(69,730.10)</b>	<b>256.38</b>	<b>37,637.17</b>
<b>FUND BALANCE/RETAINED EARNINGS 7/1/24</b>	<b>347,574.39</b>	<b>65,359.64</b>	<b>479,939.81</b>	<b>182,782.30</b>	<b>56,736.06</b>	<b>9,601.23</b>	<b>(20,881.24)</b>	<b>301,626.79</b>	<b>482,926.52</b>	<b>10,087.26</b>	<b>1,915,752.76</b>
<b>FUND BALANCE/RETAINED EARNINGS Current</b>	<b>495,504.76</b>	<b>67,021.06</b>	<b>534,061.52</b>	<b>187,428.63</b>	<b>58,178.27</b>	<b>9,845.27</b>	<b>71,988.99</b>	<b>105,821.37</b>	<b>413,196.42</b>	<b>10,343.64</b>	<b>1,953,389.93</b>

# City Council Meeting Minutes

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THURSDAY, DECEMBER 19, 2024 – 6:00 PM  
COLUMBIA CITY, CITY HALL – 1840 SECOND STREET  
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

## AGENDA ITEM 1

### CALL TO ORDER/ROLL CALL:

#### CONVENED:

Mayor Katrina Claridge called the Regular Meeting to order at 6:00 pm.

#### COUNCIL MEMBERS PRESENT:

Council President Rob Forman  
Councilor Gordon Thistle  
Councilor Connie Quick  
Councilor Lyle Bluhm

#### COUNCIL MEMBERS ABSENT:

None

#### ALSO PRESENT:

Kim Karber, City Administrator/Recorder  
Jerry Bartolomucci, Chief of Police

#### ATTORNEY PRESENT:

None

A quorum was present, and due notice had been published.

## AGENDA ITEM 2

### CITIZEN INPUT:

2.1 Tyra Schroeder, 3225 Tahoma St, had questions on how the City writes citations. She knows that we right tickets for speeding and it goes to court, but there are no citations written for items like trespass. She wanted to know why that is and thinks it would be a way to bring in revenue to the City. Chief Bartolomucci explained that traffic citations are different in that they are cited into our Municipal Court and we do our own prosecution on those. If there are criminal cases, like reckless driving or DUI then they are cited to the District Attorney's office. Tyra asked why the District Attorney gets involved if the State has statutes that say it is breaking the law and why wouldn't the City want to keep the money for those citations. Chief Bartolomucci explained that Columbia City only has a municipal court, which is not a court of record, and it only hears violations regarding traffic violations, which would be recorded with the DMV if convicted, and city ordinances. He also explained that the money received for tickets written by us into our court is very minimal because portions of it go to the state and county. We do not receive money for tickets written by us into other courts. Also, depending on the situation, because there are different courts sometimes the District Attorney feels the cases are better to be handled by civil court instead of criminal court. Tyra thanked him for the information.

2.2 Alexander Reed, Mayor elect, introduced himself to the Council.

## AGENDA ITEM 3

### COUNCIL REPORTS:

3.1 **Audit Committee:** Chair Forman reported the committee met on December 11, and talked about developing a model for estimating insurance costs since every year we underbudget. Looking at possibly doing a five-year rolling average on actual amounts or

2 Regular City Council Meeting  
December 19, 2024

applying a growth increase for year over year. They talked about standard operating procedures for how they would review checks in the future. Rob also discussed the committee, having looked over the three auditing proposals.

- 3.2 **Hazard Committee:** No report.
- 3.3 **Parks Committee:** No report.
- 3.4 **Streets Committee:** No report.
- 3.5 **Water & Sewer Committee:** No report.

**AGENDA ITEM 4**

**CONSENT AGENDA:**

- 4.1 **Bills paid with check numbers 35201 through 35213 during the month of October 2024.**
- 4.2 **Bills paid with check numbers 35214 through 35259 during the month of November 2024.**
- 4.3 **Expense vs Budget Report for the month ending November 2024.**
- 4.4 **Combined balance sheet for the month ending November 2024.**
- 4.5 **Minutes of the November 21, 2024, Regular City Council Meeting.**
- 4.6 **Activity Report from the Chief of Police for the month of November 2024.**
- 4.7 **Activity Report from the Public Works Superintendent for the month of November 2024.**
- 4.8 **Activity Report from the City Administrator for the month of November 2024.**

THE COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

**AGENDA ITEM 5**

**UNFINISHED BUSINESS:**

None.

**AGENDA ITEM 6**

**NEW BUSINESS:**

- 6.1 **Engagement Letter and Contract between Umpqua Valley Financial and the City of Columbia City.**

MOVED (FORMAN), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO ACCEPT THE CONTRACT BETWEEN UMPQUA VALLEY FINANCIAL AND THE CITY OF COLUMBIA CITY.

**AGENDA ITEM 7**

**OTHER BUSINESS:**

- 7.1 **Chief of Police, Jerry Bartolomucci, PTO carry-over request.**

MOVED (QUICK), SECONDED (BLUHM), AND CARRIED UNANIMOUSLY TO APPROVE CHIEF BARTOLOMUCCI'S REQUEST OF AN ADDITIONAL 20 HOURS OF CARRY OVER PTO INTO THE 2025 CALENDAR YEAR.

- 7.2 **Reserve Police Officers.**

Chief Bartolomucci reported that there are currently two reserve police officers scheduled to start at the reserve academy in January. Once they are done with the academy in June then they will start the training process with Columbia City.

- 7.3 **South Columbia Chamber of Commerce.**

Kim reported that she talked with Jak after having issues with getting re-signed up as a Basic member. When talking with Jak she explained the different levels of membership and after hearing her explanation Kim went with the Non-Profit membership instead of the Basic because they will advertise our events in their newsletter, online, and in their office.

3 Regular City Council Meeting  
December 19, 2024

**7.4 Election Results.**

Kim reported that the official results of the election were received from the Elections Office. Alexander Reed was elected as Mayor. Connie Quick and Lyle Bluhm were elected as Councilors.

**7.5 Planning Commission item for Council.**

Kim reported that Helen had feedback from the Planning Commission that they would like Council to reconsider streaming meetings. Helen explained that it had already been discussed at Council and due to the lack of response from the survey in the newsletter and the expense entailed, no action was taken. After discussion Council said that we are back to the same conclusion, unless they have someone who is willing to volunteer to take on the job of attending all the meetings and running the streaming part of it.

**7.6 City Hall and Community Hall.**

Kim reported that all the work that was scheduled to be done on City Hall and Community Hall has been completed. There were no issues found by C & M Renovations during their work.

**AGENDA ITEM 8**

**ADJOURNMENT:**

**8.1** There being no further business to come before the Council, the meeting adjourned at 6:27 pm.

APPROVED:

\_\_\_\_\_  
Alex Reed  
Mayor

ATTEST:

\_\_\_\_\_  
Kim Karber  
City Administrator/Recorder

January 9th, 2025

**ADMINISTRATIVE**

**MEMORANDUM TO:** City Council of Columbia City

**THRU:** City Administrator Kim Karber

**SUBJECT:** Police Department Report (December 2024)

Please see the following regarding law enforcement operations during the noted reporting period

**PERSONNEL**

Reserve Officer Mansheim continues to provide information technology support and evidence custodian duties for the Department. He performed patrol duties, traffic enforcement, and community policing operations by providing 24 hours of service to the community. Sgt. Mansheim is continuing to work with Mark43 to maintain our report writing system. He also verifies our state and federal mandated information reports generated within our Mark43 system. He continues to oversee our evidence security and documentation.

Officer Goodwin continues to provide patrol operations, traffic enforcement, and follows up cases as assigned. She is continuing to learn and grow in her role as a Patrol Officer.

Reserve Officer Hasenkamp contributed 10 volunteer hours this month.

Reserve Officer Steven Bubar contributed 64 paid hours this month.

The police Department serviced the following calls for service during December 2024. 1 assist fire, 1 animal complaint, 1 assist agency, 4 assist person, 2 behavioral health, 1 cold burglary, 4 civil enforcement, 1 criminal mischief, 3 domestics, 10 follow up investigations, 1 cold fraud, 2 incomplete 911 calls, 6 information calls, 1 noise complaint, 1 parking complaint, 56 premise checks, 2 promiscuous shooting calls, 3 suspicious circumstance, 2 suspicious persons, 2 suspicious vehicles, 2 out with suspect vehicles, 1 adult sex crime, 2 cold thefts, 6 traffic complaints, 15 traffic stops, 5 welfare checks, In all the police department serviced 145 activities.

**TRAINING**

**MEETINGS**

**MISCELLANENOUS**

12/18/2025 Columbia City organized a traffic detail that was carried out from 0400-0800 between Columbia City and Rainier. Agencies represented were CCSO, OSP, Columbia City. There were 35 stops, 25 warnings and 7 cites.

Respectfully submitted,

Chief: Jerry Bartolomucci



The City of Columbia City  
**Public Works Department**  
*In Columbia County on the Columbia River*  
 P.O. Box 189 - 1755 Second Place  
 Columbia City, Oregon 97018  
 Phone(503)366-0454 - Fax(503)366-0724  
 E-mail [www.columbia-city.org](http://www.columbia-city.org)

**January 10, 2025**

**Public Works Activities Report Ending December 31, 2024**

**To The Mayor and City Council:**

**WATER PUMPED IN GALLONS:**

<b>2024:</b>	<b>Col, City:</b>	<b>St Helens</b>	<b>Total:</b>	<b>Diff:</b>	<b>YTD:</b>
Jan	4,128,510	19,448	4,147,958		4,147,958
Feb	3,667,300	122,677	3,789,977	-357,981	7,937,935
Mar	3,984,890	189,244	4,174,134	+384,157	12,112,069
Apr	3,407,350	756,976	4,164,326	-9,808	16,276,395
May	3,822,620	1,130,976	4,953,596	+799,270	21,229,991
Jun	3,003,720	2,902,988	5,906,708	+953,112	27,136,699
Jul	4,464,070	3,918,024	8,382,094	+2,475,386	35,518,793
Aug	5,933,790	1,149,676	7,083,466	-1,298,628	42,602,259
Sep	5,371,910	454,036	5,825,946	-1,257,520	48,428,205
Oct	4,385,180	44,880	4,430,060	-1,395,886	52,858,265
Nov	4,117,920	237,116	4,355,036	-75,024	57,213,301
Dec	4,390,880	296,956	4,687,836	+332,800	61,901,137
Total 2024					61,901,137

**Water Dept. Work Orders Completed 2024:**

December:21

Total water work orders completed in 2024: 204

**Current Output, P.W. Well: 145gpm**

**Water Loss for Billing Period: 11/21-12/20**

**Total Water Pumped: 577,230cuft.**

**Total Water Sold: 444,545cuft.**

**Water Loss: 132,685cuft.**

**Percentage Lost: 22.9%**

**Water Loss Change From Previous Period. +1,476cuft.**

- We are still in search of the water leak.

**SEWER FLOW IN GALLONS:**

2024:	Total:	St. H	Billable	Diff:	YTD:
Jan	4,390,020	1,005,742	3,384,278		4,390,020
Feb	3,995,207	969,522	3,025,685		8,385,227
Mar	4,201,810	1,001,336	3,200,474	+206,603	12,587,037
Apr	4,257,020	936,892	3,320,128	+55,210	16,844,057
May	4,159,050	968,004	3,191,046	-97,970	21,003,107
Jun	4,134,730	1,013,078	3,121,652	-24,320	25,137,837
Jul	4,164,050	1,118,496	3,045,554	+29,320	29,301,887
Aug	4,192,590	1,076,348	3,116,242	+28,540	33,494,477
Sep	3,769,340	606,288	3,163,052	-423,250	37,263,817
Oct	3,831,740	628,770	3,202,970	+62,400	41,095,557
Nov	4,127,990	535,944	3,592,046	+296,250	45,223,547
Dec	3,902,346	532,418	3,369,928	-225,644	49,125,893
Total: 2024					49,125,893

**Sewer Dept. Work Orders Completed 2024: 29**

- Nothing to report.

**PARKS**

- There has been no further vandalism at the portable toilets since we have been locking them.

**STREETS/STORM**

- Nothing to report..

**MISC**

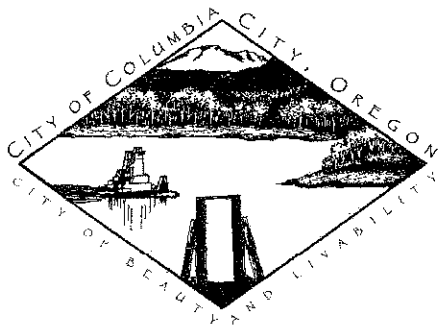
- Nothing to report.

Respectfully Submitted,



Micah Rogers

Public Works Superintendent



**City of Columbia City**  
PO Box 189 ♦ 1840 Second Street  
Columbia City, Oregon 97018  
Phone (503) 397-4010 ♦ Fax (503) 366-2870  
E-mail [lrivers@columbia-city.org](mailto:lrivers@columbia-city.org)  
Web site [www.columbia-city.org](http://www.columbia-city.org)

# MEMO

**DATE:** January 9 2025  
**TO:** Mayor and City Council  
**FROM:** Kim Karber, City Administrator/Recorder  
**RE:** Activities Report

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- 12/3/24 I attended a LOC Elected Essentials Meeting in Cannon Beach.
- 12/11/24 I attended a webinar by Canopy on Leave Work at Work.
- 12/11/24 Rachel & I attended a webinar by Springbrook on 1099 processing.
- 12/11/24 Audit Committee met and I answered any questions they had.
- 12/14/24 Jerry & I did Shop with a Cop at Walmart.
- 12/18/24 I attended The Port commission meeting.
- 12/18/24 Rachel & I attended a webinar by Springbrook on W-2 processing.
- 12/23/24-12/31/24 Vacation

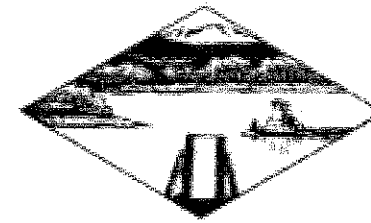
Continue training with Rachel.



# General Ledger

## Revenue Analysis

User: KKARBER  
 Printed: 1/9/2025 - 10:16 AM  
 Period: 07, 2025  
 Fiscal Year: 2025  
 JE Number: 0



City of Columbia City  
 PO Box 189  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
01	General Fund					
01-00-00-2711	Fund Balance - Budgeted	322,398.00	0.00	0.00	322,398.00	0.00
01-00-00-3110	Current Property Tax	467,142.00	1,953.70	417,103.77	50,038.23	89.29
01-00-00-3111	Prior Years' Property Tax	8,181.00	2,059.64	7,407.89	773.11	90.55
01-00-00-3213	In Lieu of Tax Fees	9,189.00	0.00	0.00	9,189.00	0.00
01-00-00-3214	In Lieu of Franchise Fees	59,103.00	14,619.39	32,404.99	26,698.01	54.83
01-00-00-3215	Franchise Fees	148,807.00	0.00	11,316.18	137,490.82	7.60
01-00-00-3216	Business Licenses	17,000.00	1,015.00	11,985.00	5,015.00	70.50
01-00-00-3217	Liquor License Application Fee	35.00	0.00	0.00	35.00	0.00
01-00-00-3218	Short Term Rental Tax	500.00	0.00	1,010.80	-510.80	202.16
01-00-00-3219	School Excise Tax	1,500.00	0.00	1,042.08	457.92	69.47
01-00-00-3221	Building Permit Fees	10,000.00	0.00	3,286.06	6,713.94	32.86
01-00-00-3222	Mechanical Permit Fees	2,600.00	0.00	1,638.00	962.00	63.00
01-00-00-3223	Plumbing Permit Fees	2,500.00	0.00	1,201.71	1,298.29	48.07
01-00-00-3224	Land Use Fees	2,000.00	3,323.58	3,473.58	-1,473.58	173.68
01-00-00-3225	Right-of-Way Permit Fees	100.00	0.00	0.00	100.00	0.00
01-00-00-3226	Vehicle Towing Fees	50.00	0.00	0.00	50.00	0.00
01-00-00-3227	Engineering Review Fees	500.00	147.29	147.29	352.71	29.46
01-00-00-3228	Building Permit Tech Fees	500.00	0.00	184.36	315.64	36.87
01-00-00-3229	City Admin Permit Fee	2,000.00	0.00	1,638.00	362.00	81.90
01-00-00-3313	DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3330	ARPA Funds	0.00	0.00	0.00	0.00	0.00
01-00-00-3333	OR Parks & Rec Local Gov Grant	30,000.00	0.00	0.00	30,000.00	0.00
01-00-00-3336	CIS Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3350	State Revenue Sharing	22,000.00	0.00	4,161.98	17,838.02	18.92
01-00-00-3356	Cigarette Tax	1,384.00	0.00	515.73	868.27	37.26
01-00-00-3357	Alcohol Tax	41,099.00	4,616.80	13,825.98	27,273.02	33.64
01-00-00-3359	Marijuana Tax	2,670.00	0.00	719.91	1,950.09	26.96
01-00-00-3510	Fines	10,000.00	200.00	7,581.93	2,418.07	75.82
01-00-00-3552	Weatherization Loan Repayments	0.00	0.00	0.00	0.00	0.00
01-00-00-3610	Interest	16,000.00	90.15	8,923.74	7,076.26	55.77

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
01-00-00-3629	Communications Site Rent	3,756.00	0.00	0.00	3,756.00	0.00
01-00-00-3631	Community Hall Rental	20,000.00	190.00	9,255.00	10,745.00	46.28
01-00-00-3632	Mineral Royalties	450.00	0.00	0.00	450.00	0.00
01-00-00-3652	Celebration Donations	3,000.00	0.00	2,830.00	170.00	94.33
01-00-00-3653	Miscellaneous	1,600.00	0.00	13,773.48	-12,173.48	860.84
01-00-00-3654	Spring Cleanup Revenue	0.00	0.00	0.00	0.00	0.00
01-00-00-3655	DAR Park Maint Contribution	0.00	0.00	0.00	0.00	0.00
01-00-00-3656	Shop with a Cop Donations	2,500.00	0.00	7,407.53	-4,907.53	296.30
01-00-00-3658	Veteran Park Donations	100.00	0.00	30.00	70.00	30.00
01-00-00-3660	Veterans Park Brick Sales	525.00	0.00	150.00	375.00	28.57
01-00-00-3661	Capital Campaign - Com Hall	2,600.00	0.00	2,379.11	220.89	91.50
01-00-00-3902	Transfer in from Equip Reserve	4,500.00	0.00	0.00	4,500.00	0.00
01-00-00-3905	Transfer in from Water Fund	33,000.00	0.00	33,000.00	0.00	100.00
01-00-00-3906	Transfer in from Sewer Fund	127,402.00	0.00	127,402.00	0.00	100.00
01	General Fund	1,376,691.00	28,215.55	725,796.10	650,894.90	52.72
02	Equipment Reserve Fund					
02-00-00-2711	Fund Balance - Budgeted	65,239.00	0.00	0.00	65,239.00	0.00
02-00-00-3610	Interest	2,500.00	0.00	1,661.42	838.58	66.46
02	Equipment Reserve Fund	67,739.00	0.00	1,661.42	66,077.58	2.45
05	Street Fund					
05-00-00-2711	Fund Balance - Budgeted	468,895.00	0.00	0.00	468,895.00	0.00
05-00-00-3226	Driveway Access Permit Fees	15.00	0.00	0.00	15.00	0.00
05-00-00-3227	Engineering Review Fees	500.00	0.00	0.00	500.00	0.00
05-00-00-3314	SCA Grant	250,000.00	0.00	0.00	250,000.00	0.00
05-00-00-3354	State Highway Tax	153,542.00	0.00	64,069.99	89,472.01	41.73
05-00-00-3610	Interest	20,000.00	0.00	12,397.30	7,602.70	61.99
05-00-00-3653	Miscellaneous	300.00	0.00	1,425.00	-1,125.00	475.00
05-00-00-3903	Transfer in from General Fund	17,000.00	0.00	17,000.00	0.00	100.00
05-00-00-3904	Transfer in from Equip Reserve	4,500.00	0.00	0.00	4,500.00	0.00
05	Street Fund	914,752.00	0.00	94,892.29	819,859.71	10.37
06	Street Development Fund					
06-00-00-2711	Fund Balance - Budgeted	182,298.00	0.00	0.00	182,298.00	0.00
06-00-00-3215	System Development Charges	5,740.00	0.00	0.00	5,740.00	0.00
06-00-00-3610	Interest	7,000.00	0.00	4,646.33	2,353.67	66.38

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
06	Street Development Fund	195,038.00	0.00	4,646.33	190,391.67	2.38
08	Parks Development Fund					
08-00-00-2711	Fund Balance - Budgeted	56,661.00	0.00	0.00	56,661.00	0.00
08-00-00-3215	System Development Charges	7,200.00	0.00	0.00	7,200.00	0.00
08-00-00-3610	Interest	2,200.00	0.00	1,442.21	757.79	65.56
08	Parks Development Fund	66,061.00	0.00	1,442.21	64,618.79	2.18
10	Storm Drain Development Fund					
10-00-00-2711	Fund Balance - Budgeted	9,596.00	0.00	0.00	9,596.00	0.00
10-00-00-3215	System Development Charges	388.00	0.00	0.00	388.00	0.00
10-00-00-3610	Interest	300.00	0.00	244.04	55.96	81.35
10	Storm Drain Development Fund	10,284.00	0.00	244.04	10,039.96	2.37
12	Water Fund					
12-00-00-2711	Fund Balance - Budgeted	28,074.00	0.00	0.00	28,074.00	0.00
12-00-00-3216	Connection Fees	600.00	0.00	0.00	600.00	0.00
12-00-00-3217	Delinquent and Shut Off Fees	7,500.00	0.00	3,475.00	4,025.00	46.33
12-00-00-3218	Restoration Fees	300.00	0.00	35.00	265.00	11.67
12-00-00-3227	Engineering Review Fees	0.00	0.00	0.00	0.00	0.00
12-00-00-3400	Water Sales	665,137.00	34.23	326,657.59	338,479.41	49.11
12-00-00-3610	Interest	9,200.00	0.00	2,706.93	6,493.07	29.42
12-00-00-3653	Miscellaneous	50.00	0.00	5,060.00	-5,010.00	10,120.00
12-00-00-3900	Transfer in from General Fund	77,000.00	0.00	33,000.00	44,000.00	42.86
12-00-00-3905	Transfer in from Equip Reserve	13,500.00	0.00	0.00	13,500.00	0.00
12-00-00-3910	Transfer in from Water Dev	200,000.00	0.00	200,000.00	0.00	100.00
12	Water Fund	1,001,361.00	34.23	570,934.52	430,426.48	57.02
13	Water Development Fund					
13-00-00-2711	Fund Balance - Budgeted	301,243.00	0.00	0.00	301,243.00	0.00
13-00-00-3215	System Development Charges	4,292.00	0.00	0.00	4,292.00	0.00
13-00-00-3610	Interest	3,028.00	0.00	4,194.58	-1,166.58	138.53
13	Water Development Fund	308,563.00	0.00	4,194.58	304,368.42	1.36
19	Sewer Fund					
19-00-00-2711	Fund Balance - Budgeted	467,156.00	0.00	0.00	467,156.00	0.00
19-00-00-3216	Sewer Connection Fee	100.00	0.00	0.00	100.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
19-00-00-3219	St. Helens' System Dev Charges	4,117.00	0.00	0.00	4,117.00	0.00
19-00-00-3227	Engineering Review Fees	500.00	0.00	0.00	500.00	0.00
19-00-00-3400	Sewer Collection Fees	526,488.00	37.29	245,060.47	281,427.53	46.55
19-00-00-3520	Clean Water St Rev Fund Loan	0.00	0.00	0.00	0.00	0.00
19-00-00-3610	Interest	11,110.00	0.00	10,218.12	891.88	91.97
19-00-00-3653	Miscellaneous	700.00	0.00	4,260.00	-3,560.00	608.57
19-00-00-3900	Transfer in from General Fund	33,000.00	0.00	33,000.00	0.00	100.00
19-00-00-3902	Transfer in from Equip Reserve	7,500.00	0.00	0.00	7,500.00	0.00
19	Sewer Fund	1,050,671.00	37.29	292,538.59	758,132.41	27.84
22	Sewer Development Fund					
22-00-00-2711	Fund Balance - Budgeted	10,074.00	0.00	0.00	10,074.00	0.00
22-00-00-3215	System Development Charges	1,623.00	0.00	0.00	1,623.00	0.00
22-00-00-3610	Interest	400.00	0.00	256.38	143.62	64.10
22	Sewer Development Fund	12,097.00	0.00	256.38	11,840.62	2.12
	Report Totals:	5,003,257.00	28,287.07	1,696,606.46	3,306,650.54	33.91

**Audit Committee Meeting Minutes  
City of Columbia City  
September 17, 2024 - 2:30 PM**

**Report for Period Ending June 30, 2024**

**PRESENT:** Barbara Gordon, Chair  
Rebecca Pickering, Vice Chair  
Suella Kovich, Secretary  
Rob Forman, Council Member

The meeting was called to order at 2:30 pm by Chair, Barbara Gordon.

The April 23, 2024 minutes were read and accepted: Motion made by Rebecca Pickering, 2<sup>nd</sup> by Barbara Gordon, and approved unanimously.

In reference to the minutes, the committee reviewed the transaction narrative for the transactions in question. The documentation received from the staff satisfied our inquiry into the journal entries.

The committee reviewed 15 checks and verified the supporting documentation.

Bank statements and State Pool statements were reviewed and match the Investment and Cash Balance Summary.

Also, in reference to the minutes, a general discussion with the City Administrator ensued regarding generic vs personal email addresses for the department staff. The City Administrator will look into the cost of setting up these 17 new email addresses.

After reviewing an invoice from a vendor in Washington State, the committee asked the City Administrator if the sales taxes paid to Washington by the city are currently getting reimbursed. The committee suggests a Washington Sales Tax line item be added to track for reimbursement.

Meeting adjourned at 5:10 pm.

Next meeting will be held on December 3, 2024 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WOSKSHOP SESSION  
1840 SECOND STREET  
APRIL 16, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins\*  
John Hansen\*  
Mark Stevens  
Chris Thurman

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

None

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:30 p.m.

**APPROVAL OF MINUTES:**

IT WAS MOVED (BILL) AND SECONDED (CORALEE) TO APPROVE THE MINUTES OF THE DECEMBER 19, 2023 MEETING. MOTION CARRIED UNANIMOUSLY.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**NEW BUSINESS:**

Chair Barbara decided to discuss new business first as there is going to be a need for a public hearing at the next meeting. Lauren explained the public hearing is for a type II home occupation. There is a quilting business requesting customers be allowed to come to and from the residence. Lauren stated she would not be available on the regularly scheduled meeting date of May 21, 2024. The meeting date was moved to Monday, May 13, 2024 at 6:30 p.m.

The Commissioners discussed the possibility of moving the regular Planning Commission meetings to the 2<sup>nd</sup> Monday of each month. The Commissioners asked staff to run the idea by the City Council.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Lauren stated we are going to continue discussing her memo dated 12/14/2023 of the proposed revisions to the Columbia City Development Code starting on page 9 discussing manufactured home

regulations. Lauren explained these proposed changes come from HB 4064 from 2022, which states regulations cannot be put on manufactured homes that are not applied to a single-family home on the same type of land.

Continuing with Lauren's memo it was clarified that Short Term Vacation Rentals are processed by the Planning Director. This brought back up the previous discussion of Planning Director verses City Planner and its reference, use and definition in the code. Helen stated that City Planner is only used 3 times in code and Planning Director is used 130 times. It was further discussed that the Council is not the body or person that designates the Planning Director. Lauren proposed new language for the definition to read, the City Administrator designates the Planning Director.

Discussion continued from Lauren's memo including clarification in Sign Regulations regarding signs that do not require permits; in Home Occupations it was suggested to outline vehicles above class III (3) or a maximum vehicle gross weight greater than 14,000 pounds are prohibited from being parked on property associated with Home Occupations. Also changes were agreed that the Planning Director and/or City Administrator can order a Home Occupation to cease pending Planning Commission review.

Also discussed were changes in the Accessory Buildings and Structures chapter having the requirements relating to size of structure match those that trigger a building permit. It was also discussed to add reference to free-standing decks, patio covers or other movable shade structures as not being required to be separated from other structures by 6 feet.

In the Accessory Dwelling Units chapter the reference to CC&R's is being removed as the City does not regulate those.

Lauren asked Commissioners to consider for the next meeting that code updates are discussed, to think about the goals or design standards for buildings and how they want the City to look. What is important to regulate and how to make the regulations clear and objective. Lauren presented the City of Banks example as a reference.

Staff and Commissioners discussed the consideration of the dark sky initiative guidelines for our code and would like to discuss at the next meeting.

**ADJOURNMENT:**

Meeting adjourned at 8:12 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant

**COLUMBIA CITY PLANNING COMMISSION  
SPECIAL MEETING / WOSKSHOP SESSION  
1840 SECOND STREET  
MAY 13, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins  
John Hansen  
Mark Stevens  
Chris Thurman

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

None

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:34 p.m.

**APPROVAL OF MINUTES:**

IT WAS MOVED (BILL) AND SECONDED (JOHN) TO APPROVE THE MINUTES OF THE JANUARY 30, 2024 MEETING. MOTION CARRIED UNANIMOUSLY.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Discussion started on page 12 of Lauren's memo dated 12/14/2023 of proposed revisions to the Columbia City Development Code regarding Site Development Review Chapter. Lauren explained this area of code has requirements that are not clear and objective and we need to determine what areas are important to regulate and how to make the standards clear and objective. She stated Helen distributed to Commissioners information about lighting/dark sky for review, she mentioned it sounds like we want to look at considering them for more than just larger developments.

Staff and Commissioners discussed at length the potential changes to the Site Development Review Chapter.

Commissioners agreed to increase the variance percentage under the Variance Chapter for minor variances from ten (10) to twenty (20) percent.



Adjustments to the Annexation Chapter were needed based on changes to ORS 222.

Some adjustments were made to the Property Line Adjustments Chapter to clarify there is only one application process and the steps that are involved with the final plan.

In the Subdivision Chapter of the code the timeline for final submittal of final plat was extended from one (1) year to two (2) years.

In the three (3) different procedures for decision-making chapters there was reference to fees waivers for neighborhood planning organizations (NPO) and the City doesn't currently have any NPO's, so these will be removed.

Under the Decision-Making, Quasi-Judicial chapter, the extension of time applications will be approved by the Planning Director and/or their designee instead of the Planning Commission.

The Commissioners and Staff had some additional discussions regarding the dark sky guidelines.

**NEW BUSINESS:**

Next meeting will be a special meeting on Thursday, May 16, 2024 at 6:30 p.m. to discuss the Home Occupation Type II. Helen explained the applicant will participate by conference call and it was agreed Lauren would also be able participate by conference call.

**ADJOURNMENT:**

Meeting adjourned at 8:34 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant

**COLUMBIA CITY PLANNING COMMISSION  
SPECIAL MEETING / PUBLIC HEARING  
1840 SECOND STREET / CONFERENCE CALL (for applicant and City Planner)  
May 16, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins\*  
John Hansen  
Mark Stevens  
Chris Thurman\*

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner – by phone  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

Patti Curtiss, Applicant, 2120 First Street (PO Box 183)  
Frankie Lunsford, 2210 First Street (PO Box 280)  
Leslie Snow, 2150 First Street (PO Box 205)

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:30 p.m.

**APPROVAL OF MINUTES:**

None.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

CHAIR BARBARA CLOSED THE REGULAR SESSION AND OPENED THE PUBLIC HEARING.

She stated this is a quasi-judicial public hearing. The applicant Patti Curtis, property owner at 2120 First Street is requesting Planning Commission approval for a conditional use permit for a Type II Home Occupation in the R-2 Moderate Density Residential Zone for the use of part of the residence for a quilting business. Chair Barbara read the rules of conduct for the hearing.

*Conflicts of interest, bias or ex parte contacts:*

Chair Barbara asked if anyone had anything to declare. Nothing was declared.

*Recognize parties:*

Chair Barbara recognized Patti Curtis who was in attendance by phone.

*Staff report:*

Chair Barbara explained that Lauren is also joining by phone as she is located in the Portland area and will provide any technical assistance needed. Chair Barbara then asked Lauren to present the staff report. Lauren explained the applicant intends to have approximately 4 customers per month visit the dwelling and that is what triggers the need for public hearing and this additional process. The application also states every 3 to 4 months there will be a delivery to the residence. Lauren stated there are no areas of concerns, special requests or changes made to the exterior of the residence. Lauren let the Commissioners know that if they had any questions to please ask.

Applicant presentation:

Chair Barbara asked Patti if she would speak about the business. Patti explained she has been in business for 21 years in Scappoose Chapman area. She explained most of her customer base is out of Astoria and she travel there to pick up and deliver quilts there, but occasionally a few customers come to her location.

Commissioner questions of the applicant:

Commissioner Mark asked Patti if she had previously done any classes associated with the business. Patti explained she had only ever done some teaching when she had an additional machine and she taught only one individual at a time how to do their own quilting on her extra machine. She no longer has a second machine and doesn't have any plan to do any classes.

Chair Barbara asked Patti if she uses a spare room for her business. Patti stated she will be using the downstairs basement area. Chair Barbara then asked if it was an open area like a family room and Patti answered yes. Chair Barbara asked if it was ventilated and or had windows and Patti said yes. Chair Barbara asked Patti if she would have any signs on the outside of the house advertising the business and Patti said no.

Audience questions:

Frankie Lunsford, 2210 First Street, asked if anyone would be living there that own the home and what specific type of quilting business activities would be happening.

Patti verified that yes she would be living at the home and she would only have a customer come 3 to 4 times a month and they would be there approximately 30 minutes to an hour.

Leslie Snow, 2150 First Street, expressed one concern about the area between their driveways. He stated the parking of customers in that specific area can cause him some difficulties when backing out of his driveway. He asked if the customers could be directed not to park there. Leslie shared that when the property had an estate sale recently people had parked a bit onto the edge of his driveway and that was not ideal. Otherwise, he doesn't have any concerns and supports the application.

Chair Barbara asked if Patti was able to hear Leslie's concerns about parking. Patti confirmed she did and would have no problem addressing his concern and not allow people to park on the area between the two driveways.

Input in favor:

None.

Input in opposition:

None.

Written materials submitted:

None.

In favor parties allowed to rebuttal – specific only to points raised

None.

Staff comment:

Lauren had no additional comments to present.

CHAIR BARBARA CLOSED THE PUBLIC HEARING AND RECONVENED THE REGULAR SESSION.

Chair Barbara asked Vice-Chair Bill about his question. He then asked Lauren if the neighbors parking concern could be a condition of approval. Lauren said she felt that condition would be appropriate to this application.

IT WAS MOVED (BILL) AND SECONDED (CORALEE) TO APPROVE THE APPLICATION AS PRESENTED WITH A CONDITION OF APPROVAL THAT PARKING OF CUSTOMERS ONLY BE ALLOWED IN THE APPLICANTS DRIVEWAY OR DIRECTLY IN FRONT OF THE APPLICANT'S HOME IN THE PUBLIC RIGHT OF WAY. MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Helen reported City Council has no objection if the Planning Commission wanted to move their regular monthly meeting night. She did state the bylaws for the Planning Commission outlines the specific meeting date and if a change was made, the bylaws would need to be updated. Barbara requested not to determine a change at this meeting as there are two Commissioners missing. It was agreed to postpone further discussion.

**NEW BUSINESS:**

Helen and Lauren discussed there will not be a Planning Commission meeting in June due to staff vacations. The next meeting will be scheduled July 16, 2024.

**ADJOURNMENT:**

Meeting adjourned at 6:52 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant

January 10, 2025

Subject: Resignation Letter, Sent via Email

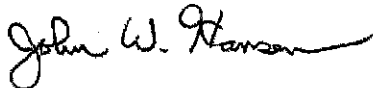
From: John Hansen, Planning Commission Member

Email: [jhansen9275@gmail.com](mailto:jhansen9275@gmail.com)

To: Helen Johnson, Administrative Assistant

Email: [hjohnson@columbia-city.org](mailto:hjohnson@columbia-city.org)

My position as Planning Commissioner Member expired on December 31, 2024. I will not be extending my term and have resigned.

A handwritten signature in black ink that reads "John W. Hansen". The signature is written in a cursive style with a long, sweeping underline.

John W. Hansen