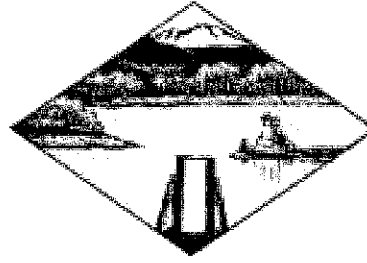


Bank Reconciliation

Checks by Date

User: KKARBER
Printed: 01/12/2024 - 3:06PM
Cleared and Not Cleared Checks
Print Void Checks



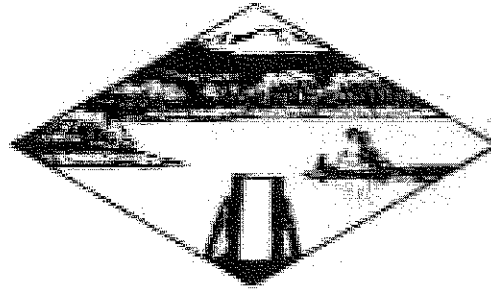
City of Columbia City
PO Box 189
1840 Second Street
Columbia City OR 97018
(503) 397-4010

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
400	12/6/2023	FEDERAL GOVERNMENT		AP		12/31/2023	13,680.05
401	12/6/2023	OR DEPT OF REVENUE		AP		12/31/2023	3,424.38
402	12/6/2023	OR PERS		AP		12/31/2023	12,513.05
403	12/6/2023	OR PERS RETIREE		AP		12/31/2023	3,177.71
34684	12/7/2023	ACE HARDWARE - WEST		AP		12/31/2023	537.83
34685	12/7/2023	CASCADE COLUMBIA DISTRIBUTI		AP		12/31/2023	1,174.50
34686	12/7/2023	COLUMBIA CO DEPT OF JUSTICE		AP		12/31/2023	375.00
34687	12/7/2023	DAHLGREN'S DO IT BEST BUILDIN		AP		12/31/2023	295.39
34688	12/7/2023	DON'S RENTAL INC.		AP		12/31/2023	138.44
34689	12/7/2023	EXTREME PRODUCTS		AP		12/31/2023	214.99
34690	12/7/2023	GRANITE TELECOMMUNICATIONS		AP		12/31/2023	367.21
34691	12/7/2023	INTERSTATE PEST MANAGEMENT		AP		12/31/2023	261.00
34692	12/7/2023	KENNEDY/JENKS CONSULTANTS		AP		12/31/2023	6,522.50
34693	12/7/2023	MIG, INC		AP		12/31/2023	275.00
34694	12/7/2023	NORTHWEST PUMP & EQUIPMENT		AP		12/31/2023	2,180.00
34695	12/7/2023	PACIFIC NORTHERN ENVIRONMEN		AP		12/31/2023	743.75
34696	12/7/2023	RISKY BUSINESS SAFETY INC		AP		12/31/2023	525.00
34697	12/7/2023	ROSS & LAWRENCE UNION OIL CC		AP		12/31/2023	325.47
34698	12/12/2023	DAVID PAGE PIANO TUNING		AP		12/31/2023	150.00
34699	12/12/2023	ELAVON		AP		12/31/2023	174.22
34700	12/12/2023	HARLIN ITS LLC		AP			1,410.92
34701	12/12/2023	LAURA MARKHAM		AP			313.23
34702	12/12/2023	ONE CALL CONCEPTS, INC		AP		12/31/2023	11.69
34703	12/12/2023	PACIFIC NORTHERN ENVIRONMEN		AP		12/31/2023	950.63
34704	12/12/2023	PEAK ELECTRIC GROUP LLC		AP		12/31/2023	265.00
34705	12/12/2023	SAIF CORPORATION		AP		12/31/2023	456.88
34706	12/12/2023	SPRINGBROOK HOLDING COMPAN		AP		12/31/2023	59.00
34707	12/12/2023	CITY OF ST HELENS		AP		12/31/2023	10,280.01
34708	12/12/2023	CITY OF ST. HELENS		AP			4,507.69
34709	12/20/2023	CASCADE COLUMBIA DISTRIBUTI		AP		12/31/2023	1,425.19
34710	12/20/2023	COLUMBIA RIVER PUD		AP		12/31/2023	2,613.64
34711	12/20/2023	CREDIT HUMAN FEDERAL CREDIT		AP			90.82
34712	12/20/2023	CULLIGAN WATER		AP		12/31/2023	76.30
34713	12/20/2023	EVAN EUSTICE		AP			285.60
34714	12/20/2023	LORRAINE FLOWERS		AP			50.00
34715	12/20/2023	HUDSON PORTABLE TOILET SERV.		AP		12/31/2023	416.03
34716	12/20/2023	IWORQ SYSTEMS, INC.		AP		12/31/2023	600.00
34717	12/20/2023	KIM KARBBER		AP		12/31/2023	1,560.50
34718	12/20/2023	KENNEDY/JENKS CONSULTANTS		AP		12/31/2023	220.94
34719	12/20/2023	NW NATURAL GAS		AP		12/31/2023	345.96
34720	12/20/2023	OPUS INTERACTIVE		AP			50.00
34721	12/20/2023	OR MAYORS ASSOCIATION		AP		12/31/2023	150.00
34722	12/20/2023	QUILL CORPORATION		AP			95.65
34723	12/20/2023	RICOH USA, INC.		AP			130.87
34724	12/20/2023	ROSS & LAWRENCE UNION OIL CC		AP		12/31/2023	733.10
34725	12/20/2023	JEREMY SCHAFF		AP		12/31/2023	62.88

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
34726	12/20/2023	TROTTER & MORTON		AP			146.50
34727	12/20/2023	VERIZON WIRELESS		AP			489.94
0	12/29/2023	COLONIAL LIFE INSURANCE		AP			29.48
0	12/29/2023	HRA VEBBA TRUST		AP		12/31/2023	875.00
0	12/29/2023	VALIC		AP		12/31/2023	199.01
0	12/29/2023		DD 00999.12.2023	PR		12/31/2023	39,642.04
34728	12/29/2023	MARK GORDON		PR			261.24
Total Void Check Count:							0
Total Void Check Amount:							
Total Valid Check Count:							53
Total Valid Check Amount:							115,861.23
Total Check Count:							53
Total Check Amount:							115,861.23

General Ledger Expense vs. Budget

User: LRivers
Printed: 1/10/2024 8:58:57 AM
Period 06 - 06
Fiscal Year 2024



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

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01	General Fund						
01	Administration						
	Personal Services						
01-01-00-1100	Regular Services	146,288.45	13,774.54	64,570.69	81,717.76	81,717.76	55.86
01-01-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-1300	Overtime	414.99	180.65	546.71	-131.72	-131.72	-31.74
01-01-00-2100	Group Insurance	31,594.66	-197.87	8,531.04	23,063.62	23,063.62	73.00
01-01-00-2200	Social Security	11,725.00	657.51	4,528.95	7,196.05	7,196.05	61.37
01-01-00-2300	Retirement Contributions	32,285.00	3,179.19	15,619.83	16,665.17	16,665.17	51.62
01-01-00-2500	Unemployment Compensation	1,239.71	80.02	130.30	1,109.41	1,109.41	89.49
01-01-00-2600	Workers' Compensation	1,455.39	30.38	163.55	1,291.84	1,291.84	88.76
01-01-00-2700	Oregon Paid Leave Tax	0.00	374.83	430.77	-430.77	-430.77	0.00
01-01-00-2950	Accrued Leave	4,996.80	597.84	1,637.58	3,359.22	3,359.22	67.23
	Personal Services	230,000.00	18,677.09	96,159.42	133,840.58	133,840.58	58.19
	Materials and Services						
01-01-00-3310	Auditing Services	2,025.79	0.00	997.60	1,028.19	1,028.19	50.76
01-01-00-3330	Legal Services	3,296.00	0.00	752.50	2,543.50	2,543.50	77.17
01-01-00-3340	Engineering Services	4,000.00	0.00	515.52	3,484.48	3,484.48	87.11
01-01-00-3350	Planning & Other Contract Serv	10,000.00	275.00	1,764.20	8,235.80	8,235.80	82.36
01-01-00-4120	School Excise Tax	6,492.71	0.00	0.00	6,492.71	6,492.71	100.00
01-01-00-4310	Building Maintenance	4,841.00	353.14	1,407.19	3,433.81	3,433.81	70.93
01-01-00-4320	EquipmentSoftware Maintenance	10,000.00	211.72	3,600.01	6,399.99	6,399.99	64.00
01-01-00-4330	Community Hall Maintenance	7,500.00	1,097.66	5,396.28	2,103.72	2,103.72	28.05
01-01-00-5200	Insurance and Bonds	3,400.00	0.00	3,358.94	41.06	41.06	1.21
01-01-00-5400	Legal NoticesAdvertising	500.00	0.00	169.00	331.00	331.00	66.20
01-01-00-5810	Travel and Training	200.00	0.00	69.05	130.95	130.95	65.48
01-01-00-5820	Mayor, Council & Com Travel	500.00	0.00	25.00	475.00	475.00	95.00
01-01-00-5830	Dues, Subscriptions, Programs	5,000.00	429.37	7,855.05	-2,855.05	-2,855.05	-57.10
01-01-00-6110	Office Supplies	1,000.00	28.71	463.60	536.40	536.40	53.64
01-01-00-6120	Postage	1,000.00	0.00	81.62	918.38	918.38	91.84
01-01-00-6130	Telephone & Internet Services	1,500.00	126.53	806.92	693.08	693.08	46.21
01-01-00-6150	Materials and Supplies	2,500.00	39.90	288.67	2,211.33	2,211.33	88.45
01-01-00-6160	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6210	Natural Gas	350.00	54.07	106.18	243.82	243.82	69.66

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-01-00-6220	Electricity	700.00	50.83	323.28	376.72	376.72	53.82
01-01-00-6260	Gasoline	360.50	35.83	185.63	174.87	174.87	48.51
01-01-00-6520	Citation Refunds	50.00	0.00	0.00	50.00	50.00	100.00
01-01-00-6580	Library	1,200.00	193.43	193.43	1,006.57	1,006.57	83.88
01-01-00-6587	Community Action Team	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6588	Other Donations	0.00	0.00	500.00	-500.00	-500.00	0.00
01-01-00-6589	Columbia County Transportation	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	500.00	500.00	100.00
01-01-00-6594	Columbia County Emergency Mgr	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
01-01-00-6596	St. Helens School District	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6598	Col Co Economic Development	0.00	0.00	0.00	0.00	0.00	0.00
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>3,700.00</u>	<u>5.50</u>	<u>1,444.96</u>	<u>2,255.04</u>	<u>2,255.04</u>	<u>60.95</u>
	Materials and Services	76,116.00	2,901.69	30,304.63	45,811.37	45,811.37	60.19
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>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
01-01-00-6597	Materials and Services CRF GrantsCosts	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
01	Administration	306,116.00	21,578.78	126,464.05	179,651.95	179,651.95	58.69
02	Police						
	Personal Services						
01-02-00-1100	Regular Services	174,900.00	13,501.15	78,460.09	96,439.91	96,439.91	55.14
01-02-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-02-00-1300	Overtime	2,000.00	0.00	559.65	1,440.35	1,440.35	72.02
01-02-00-2100	Group Insurance	42,000.00	3,270.00	20,978.00	21,022.00	21,022.00	50.05
01-02-00-2200	Social Security	13,000.00	1,055.67	6,053.91	6,946.09	6,946.09	53.43
01-02-00-2300	Retirement Contributions	57,000.00	4,023.73	24,423.08	32,576.92	32,576.92	57.15
01-02-00-2500	Unemployment Compensation	500.00	13.81	79.11	420.89	420.89	84.18
01-02-00-2600	Workers' Compensation	2,000.00	232.26	1,856.33	143.67	143.67	7.18
01-02-00-2700	Oregon Paid Leave Tax	0.00	381.31	461.09	-461.09	-461.09	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-02-00-2950	Accrued Leave	<u>8,600.00</u>	<u>0.00</u>	<u>129.96</u>	<u>8,470.04</u>	<u>8,470.04</u>	<u>98.49</u>
	Personal Services	300,000.00	22,477.93	133,001.22	166,998.78	166,998.78	55.67
	Materials and Services						
01-02-00-3310	Auditing Services	1,300.00	0.00	831.00	469.00	469.00	36.08
01-02-00-3330	Legal Services	500.00	0.00	0.00	500.00	500.00	100.00
01-02-00-3350	Contract Services	3,000.00	0.00	0.00	3,000.00	3,000.00	100.00
01-02-00-4310	Building Maintenance	1,500.00	0.00	614.00	886.00	886.00	59.07
01-02-00-4320	EquipmentSoftware Maintenance	8,000.00	60.45	2,159.05	5,840.95	5,840.95	73.01
01-02-00-4350	Vehicle Maintenance	1,000.00	0.00	5,822.30	-4,822.30	-4,822.30	-482.23
01-02-00-5200	Insurance and Bonds	24,000.00	0.00	18,002.35	5,997.65	5,997.65	24.99
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	4,700.00	105.00	146.43	4,553.57	4,553.57	96.88
01-02-00-5830	Dues, Subscriptions, Programs	2,500.00	356.55	356.55	2,143.45	2,143.45	85.74
01-02-00-6110	Office Supplies	300.00	9.57	140.96	159.04	159.04	53.01
01-02-00-6120	Postage	400.00	0.00	1.59	398.41	398.41	99.60
01-02-00-6130	Telephone and Internet Service	2,500.00	197.66	1,029.76	1,470.24	1,470.24	58.81
01-02-00-6150	Materials and Supplies	6,000.00	214.99	545.02	5,454.98	5,454.98	90.92
01-02-00-6160	UniformsVests	2,600.00	0.00	0.00	2,600.00	2,600.00	100.00
01-02-00-6210	Natural Gas	140.00	18.03	35.38	104.62	104.62	74.73
01-02-00-6220	Electricity	100.00	6.35	40.42	59.58	59.58	59.58
01-02-00-6260	Gasoline	6,000.00	342.01	2,630.50	3,369.50	3,369.50	56.16
01-02-00-6500	Shop with a Cop Program	2,500.00	1,846.10	1,846.10	653.90	653.90	26.16
01-02-00-6600	Miscellaneous	<u>200.00</u>	<u>3.75</u>	<u>22.50</u>	<u>177.50</u>	<u>177.50</u>	<u>88.75</u>
	Materials and Services	67,340.00	3,160.46	34,223.91	33,116.09	33,116.09	49.18
	Capital Outlay						
01-02-00-7410	Equipment	<u>82,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>82,000.00</u>	<u>82,000.00</u>	<u>100.00</u>
	Capital Outlay	82,000.00	0.00	0.00	82,000.00	82,000.00	100.00
	Capital Construction						
01-02-00-7430	Building 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
02	Police	449,340.00	25,638.39	167,225.13	282,114.87	282,114.87	62.78
03	Building						
	Personal Services						
01-03-00-1100	Regular Services	14,849.74	896.62	5,531.66	9,318.08	9,318.08	62.75
01-03-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-1300	Overtime	0.00	53.89	128.18	-128.18	-128.18	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-03-00-2100	Group Insurance	4,409.06	349.43	2,026.28	2,382.78	2,382.78	54.04
01-03-00-2200	Social Security	865.20	74.69	433.23	431.97	431.97	49.93
01-03-00-2300	Retirement Contributions	2,266.00	215.61	1,250.47	1,015.53	1,015.53	44.82
01-03-00-2500	Unemployment Compensation	75.00	0.98	5.64	69.36	69.36	92.48
01-03-00-2600	Workers' Compensation	100.00	0.36	14.56	85.44	85.44	85.44
01-03-00-2700	Oregon Paid Leave Tax	0.00	31.80	37.35	-37.35	-37.35	0.00
01-03-00-2950	Accrued Leave	<u>430.00</u>	<u>0.00</u>	<u>0.00</u>	<u>430.00</u>	<u>430.00</u>	<u>100.00</u>
	Personal Services	22,995.00	1,623.38	9,427.37	13,567.63	13,567.63	59.00
	Materials and Services						
01-03-00-3310	Auditing Services	175.00	0.00	110.80	64.20	64.20	36.69
01-03-00-3320	Building Official Services	35,000.00	4,507.69	10,779.54	24,220.46	24,220.46	69.20
01-03-00-3330	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3340	Engineering Services	0.00	220.94	220.94	-220.94	-220.94	0.00
01-03-00-3350	Other Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3360	APO Maintenance	1,000.00	0.00	457.60	542.40	542.40	54.24
01-03-00-3370	Converge	1,500.00	43.51	334.08	1,165.92	1,165.92	77.73
01-03-00-4310	Building Maintenance	200.00	0.00	64.40	135.60	135.60	67.80
01-03-00-4320	EquipmentSoftware Maintenance	9,200.00	61.76	408.89	8,791.11	8,791.11	95.56
01-03-00-5200	Insurance and Bonds	500.00	0.00	449.91	50.09	50.09	10.02
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	0.00	0.00	177.00	-177.00	-177.00	0.00
01-03-00-5830	Dues, Subscriptions, Programs	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-6110	Office Supplies	300.00	9.53	140.90	159.10	159.10	53.03
01-03-00-6120	Postage	350.00	0.00	0.00	350.00	350.00	100.00
01-03-00-6130	Telephone and Internet Service	500.00	32.67	205.05	294.95	294.95	58.99
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	18.02	35.41	114.59	114.59	76.39
01-03-00-6220	Electricity	200.00	6.35	40.42	159.58	159.58	79.79
01-03-00-6600	Miscellaneous	<u>50.00</u>	<u>0.50</u>	<u>3.00</u>	<u>47.00</u>	<u>47.00</u>	<u>94.00</u>
	Materials and Services	49,325.00	4,900.97	13,427.94	35,897.06	35,897.06	72.78
	Capital Outlay						
01-03-00-7410	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	72,320.00	6,524.35	22,855.31	49,464.69	49,464.69	68.40
04	Park Maintenance						
	Personal Services						
01-04-00-1100	Regular Services	60,905.00	5,016.93	28,058.58	32,846.42	32,846.42	53.93
01-04-00-1200	Extra Labor	15,000.00	0.00	0.00	15,000.00	15,000.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-04-00-1300	Overtime	250.00	150.05	441.13	-191.13	-191.13	-76.45
01-04-00-2100	Group Insurance	27,450.00	2,301.57	12,540.48	14,909.52	14,909.52	54.32
01-04-00-2200	Social Security	2,575.00	283.78	1,553.18	1,021.82	1,021.82	39.68
01-04-00-2300	Retirement Contributions	6,695.00	1,175.28	6,303.42	391.58	391.58	5.85
01-04-00-2500	Unemployment Compensation	175.00	3.35	18.36	156.64	156.64	89.51
01-04-00-2600	Workers' Compensation	1,000.00	81.57	342.41	657.59	657.59	65.76
01-04-00-2700	Oregon Paid Leave Tax	0.00	187.67	219.80	-219.80	-219.80	0.00
01-04-00-2950	Accrued Leave	<u>950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>950.00</u>	<u>950.00</u>	<u>100.00</u>
	Personal Services	115,000.00	9,200.20	49,477.36	65,522.64	65,522.64	56.98
	Materials and Services						
01-04-00-3310	Auditing Services	600.00	0.00	222.00	378.00	378.00	63.00
01-04-00-3330	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
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	12,000.00	597.60	3,126.98	8,873.02	8,873.02	73.94
01-04-00-4320	Equipment Software Maintenance	1,751.00	44.75	357.74	1,393.26	1,393.26	79.57
01-04-00-4350	Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
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	1,648.00	0.00	1,628.04	19.96	19.96	1.21
01-04-00-5400	Legal Notices Advertising	0.00	0.00	0.00	0.00	0.00	0.00
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	10.41	1,560.32	6,439.68	6,439.68	80.50
01-04-00-6160	Uniforms	51.00	0.00	0.00	51.00	51.00	100.00
01-04-00-6220	Electricity	1,000.00	94.54	495.08	504.92	504.92	50.49
01-04-00-6260	Gasoline	412.00	35.83	185.62	226.38	226.38	54.95
01-04-00-6600	Miscellaneous	<u>100.00</u>	<u>1.50</u>	<u>16.65</u>	<u>83.35</u>	<u>83.35</u>	<u>83.35</u>
	Materials and Services	25,562.00	784.63	7,592.43	17,969.57	17,969.57	70.30
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
	Capital Construction						
01-04-00-7301	Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7420	Bundy Memorial Park Improvemnts	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7430	Datis Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7510	McBride Creek Trail System Imp	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7530	Public Works Shop 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>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
04	Park Maintenance	145,562.00	9,984.83	57,069.79	88,492.21	88,492.21	60.79
05	Non-Departmental						
	Interfund Transfers						
01-05-00-8060	Transfer out to Equip Res Adm	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8070	Transfer out to Equip Res Pol	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8075	Transfer out to Equip Res Bldg	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8080	Transfer out to Equip Res Park	<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
	Contingency						
01-05-00-9000	Contingency	<u>13,258.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,258.00</u>	<u>13,258.00</u>	<u>100.00</u>
	Contingency	13,258.00	0.00	0.00	13,258.00	13,258.00	100.00
	Unappropriated						
01-05-00-9500	Unappropriated Ending Balance	<u>345,354.13</u>	<u>0.00</u>	<u>0.00</u>	<u>345,354.13</u>	<u>345,354.13</u>	<u>100.00</u>
	Unappropriated	<u>345,354.13</u>	<u>0.00</u>	<u>0.00</u>	<u>345,354.13</u>	<u>345,354.13</u>	<u>100.00</u>
05	Non-Departmental	<u>358,612.13</u>	<u>0.00</u>	<u>0.00</u>	<u>358,612.13</u>	<u>358,612.13</u>	<u>100.00</u>
01	General Fund	1,331,950.13	63,726.35	373,614.28	958,335.85	958,335.85	71.95
02	Equipment Reserve Fund						
02	Department						
	Interfund Transfers						
02-02-00-8070	Transfer out to Gen - Police	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8071	Transfer out to Gen - Admin	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8072	Transfer out to Gen - Parks	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8075	Transfer out to Street Fund	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8076	Transfer out to Water Fund	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8077	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
	Reserve						
02-02-00-9200	Reserve for Admin Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9300	Reserve for Police Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9350	Reserve for Bldg Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9400	Reserve for Parks Equip	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
02-02-00-9500	Reserve for Street Equip	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
02-02-00-9600	Reserve for Water Equip	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
02-02-00-9700	Reserve for Sewer Equip	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
	Reserve	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
02	Department	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
02	Equipment Reserve Fund	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
05	Street Fund						
05	Department						
	Personal Services						
05-05-00-1100	Regular Services	35,140.00	2,849.76	15,751.53	19,388.47	19,388.47	55.17
05-05-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-1300	Overtime	400.00	38.81	223.77	176.23	176.23	44.06
05-05-00-2100	Group Insurance	10,695.00	616.28	3,623.35	7,071.65	7,071.65	66.12
05-05-00-2200	Social Security	2,000.00	213.59	1,172.28	827.72	827.72	41.39
05-05-00-2300	Retirement Contributions	8,665.00	632.58	3,488.35	5,176.65	5,176.65	59.74
05-05-00-2500	Unemployment Compensation	100.00	2.75	15.09	84.91	84.91	84.91
05-05-00-2600	Workers' Compensation	2,500.00	34.68	236.28	2,263.72	2,263.72	90.55
05-05-00-2700	Oregon Paid Leave Tax	0.00	82.59	98.27	-98.27	-98.27	0.00
05-05-00-2950	Accrued Leave	500.00	0.00	233.95	266.05	266.05	53.21
	Personal Services	60,000.00	4,471.04	24,842.87	35,157.13	35,157.13	58.60
	Materials and Services						
05-05-00-3310	Auditing Services	375.00	0.00	387.60	-12.60	-12.60	-3.36
05-05-00-3330	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-3340	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-3350	Other Contractual Services	9,000.00	1,694.38	1,717.98	7,282.02	7,282.02	80.91
05-05-00-4310	Building Maintenance	300.00	54.59	539.49	-239.49	-239.49	-79.83
05-05-00-4320	EquipmentSoftware Maintenance	3,500.00	44.75	716.21	2,783.79	2,783.79	79.54
05-05-00-4350	Vehicle Maintenance	1,000.00	0.00	17.94	982.06	982.06	98.21
05-05-00-4351	Street Light Maintenance	7,000.00	0.00	223.61	6,776.39	6,776.39	96.81
05-05-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-4510	Street PreservationResurface	184,332.00	0.00	0.00	184,332.00	184,332.00	100.00
05-05-00-5200	Insurance and Bonds	2,700.00	0.00	2,745.89	-45.89	-45.89	-1.70
05-05-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
05-05-00-5810	Travel and Training	0.00	105.00	105.00	-105.00	-105.00	0.00
05-05-00-5830	Dues, Subscriptions, Programs	250.00	90.00	90.00	160.00	160.00	64.00
05-05-00-6110	Office Supplies	175.00	4.78	70.45	104.55	104.55	59.74
05-05-00-6120	Postage	200.00	0.00	0.00	200.00	200.00	100.00
05-05-00-6130	Telephone and Internet Service	1,100.00	81.97	486.41	613.59	613.59	55.78
05-05-00-6140	Signs	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
05-05-00-6150	Materials and Supplies	4,635.00	-109.38	1,493.20	3,141.80	3,141.80	67.78
05-05-00-6160	Uniforms	50.00	0.00	0.00	50.00	50.00	100.00
05-05-00-6220	Electricity	10,000.00	521.21	3,103.96	6,896.04	6,896.04	68.96
05-05-00-6260	Gasoline	2,000.00	107.48	556.89	1,443.11	1,443.11	72.16
05-05-00-6600	Miscellaneous	<u>100.00</u>	<u>1.25</u>	<u>7.50</u>	<u>92.50</u>	<u>92.50</u>	<u>92.50</u>
	Materials and Services	226,817.00	2,596.03	12,262.13	214,554.87	214,554.87	94.59
05-05-00-7410	Capital Outlay Equipment	<u>11,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>11,000.00</u>	<u>100.00</u>
	Capital Outlay	11,000.00	0.00	0.00	11,000.00	11,000.00	100.00
	Capital Construction						
05-05-00-7512	6th St Improvements (H to K)	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7513	6th St Overlay Pacific-Lincoln	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7514	Streetlight Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7515	'L' Street Imp (2nd to 4th)	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7518	The Strand Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7520	K & 6th Street Storm Impmts	<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
	Interfund Transfers						
05-05-00-8069	Transfer our to General Fund	49,853.00	0.00	49,853.00	0.00	0.00	0.00
05-05-00-8070	Transfer out to Equipment Res	<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	49,853.00	0.00	49,853.00	0.00	0.00	0.00
	Contingency						
05-05-00-9000	Contingency	<u>33,831.00</u>	<u>0.00</u>	<u>0.00</u>	<u>33,831.00</u>	<u>33,831.00</u>	<u>100.00</u>
	Contingency	33,831.00	0.00	0.00	33,831.00	33,831.00	100.00
	Unappropriated						
05-05-00-9500	Unappropriated Ending Fund Bal	<u>412,270.69</u>	<u>0.00</u>	<u>0.00</u>	<u>412,270.69</u>	<u>412,270.69</u>	<u>100.00</u>
	Unappropriated	<u>412,270.69</u>	<u>0.00</u>	<u>0.00</u>	<u>412,270.69</u>	<u>412,270.69</u>	<u>100.00</u>
05	Department	<u>793,771.69</u>	<u>7,067.07</u>	<u>86,958.00</u>	<u>706,813.69</u>	<u>706,813.69</u>	<u>89.04</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
05	Street Fund	793,771.69	7,067.07	86,958.00	706,813.69	706,813.69	89.04
06	Street Development Fund						
06	Department						
	Materials and Services						
06-06-00-3355	SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-8030	Interfund Transfers						
	Transfer out to Street 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
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>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
	Unappropriated	<u>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
06	Department	<u>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
06	Street Development Fund	85,603.63	0.00	0.00	85,603.63	85,603.63	100.00
08	Parks Development Fund						
08	Department						
	Materials and Services						
08-08-00-3350	Park Master Plan	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-3355	Parks SDC Study	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	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	42,455.00	0.00	1,925.00	40,530.00	40,530.00	95.47
08-08-00-7301	Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7302	Entrance Sign	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7303	Off Leash Dog Park	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7304	Datis Park Improvements	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
08-08-00-7410	Harvard Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7420	Jim Bundy Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7430	Datis Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7440	Carolyn King Memorial Park Imp	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7460	Trestle Beach Project	<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	42,455.00	0.00	1,925.00	40,530.00	40,530.00	95.47
08-08-00-8060	Interfund Transfers Transfer out to General 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
08-08-00-9000	Contingency Contingency	<u>3,082.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,082.00</u>	<u>3,082.00</u>	<u>100.00</u>
	Contingency	3,082.00	0.00	0.00	3,082.00	3,082.00	100.00
08-08-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>29,317.87</u>	<u>0.00</u>	<u>0.00</u>	<u>29,317.87</u>	<u>29,317.87</u>	<u>100.00</u>
	Unappropriated	<u>29,317.87</u>	<u>0.00</u>	<u>0.00</u>	<u>29,317.87</u>	<u>29,317.87</u>	<u>100.00</u>
08	Department	<u>74,854.87</u>	<u>0.00</u>	<u>1,925.00</u>	<u>72,929.87</u>	<u>72,929.87</u>	<u>97.43</u>
08	Parks Development Fund	74,854.87	0.00	1,925.00	72,929.87	72,929.87	97.43
10	Storm Drain Development Fund						
10	Department						
10-10-00-3355	Materials and Services SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-8030	Interfund Transfers Transfer Out to Street 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
10-10-00-9000	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	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
	Unappropriated	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
10	Department	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
10	Storm Drain Development Fund	7,233.15	0.00	0.00	7,233.15	7,233.15	100.00
12	Water Fund						
12	Department						
	Personal Services						
12-12-00-1100	Regular Services	140,045.00	8,807.15	71,716.51	68,328.49	68,328.49	48.79
12-12-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-1300	Overtime	3,000.00	239.65	1,284.51	1,715.49	1,715.49	57.18
12-12-00-2100	Group Insurance	38,625.00	2,989.48	18,828.69	19,796.31	19,796.31	51.25
12-12-00-2200	Social Security	10,815.00	645.54	5,316.42	5,498.58	5,498.58	50.84
12-12-00-2300	Retirement Contributions	29,150.00	1,855.07	15,769.06	13,380.94	13,380.94	45.90
12-12-00-2500	Unemployment Compensation	1,500.00	7.81	68.22	1,431.78	1,431.78	95.45
12-12-00-2600	Workers' Compensation	2,575.00	45.86	559.00	2,016.00	2,016.00	78.29
12-12-00-2700	Oregon Paid Leave Tax	0.00	325.38	404.35	-404.35	-404.35	0.00
12-12-00-2950	Accrued Leave	<u>5,139.00</u>	<u>-597.84</u>	<u>0.00</u>	<u>5,139.00</u>	<u>5,139.00</u>	<u>100.00</u>
	Personal Services	230,849.00	14,318.10	113,946.76	116,902.24	116,902.24	50.64
	Materials and Services						
12-12-00-3310	Auditing Services	1,500.00	0.00	1,662.00	-162.00	-162.00	-10.80
12-12-00-3330	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-3340	Engineering Services	1,273.09	0.00	0.00	1,273.09	1,273.09	100.00
12-12-00-3350	Other Contractual Services	8,240.00	5.84	3,451.19	4,788.81	4,788.81	58.12
12-12-00-4000	In Lieu of Franchise Fee	34,266.26	0.00	11,087.52	23,178.74	23,178.74	67.64
12-12-00-4100	Water Purchases	57,775.00	654.02	26,596.48	31,178.52	31,178.52	53.97
12-12-00-4310	Building Maintenance	772.50	81.86	779.01	-6.51	-6.51	-0.84
12-12-00-4320	EquipmentSoftware Maintenance	10,000.00	301.22	3,625.74	6,374.26	6,374.26	63.74
12-12-00-4350	Vehicle Maintenance	1,553.24	0.00	26.85	1,526.39	1,526.39	98.27
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	8,755.00	0.00	8,988.00	-233.00	-233.00	-2.66
12-12-00-5400	Legal NoticesAdvertising	133.90	0.00	0.00	133.90	133.90	100.00
12-12-00-5810	Travel and Training	2,266.00	220.38	220.38	2,045.62	2,045.62	90.27
12-12-00-5830	Dues, Subscriptions, Programs	5,665.00	300.00	1,800.00	3,865.00	3,865.00	68.23
12-12-00-6110	Office Supplies	600.00	21.54	317.14	282.86	282.86	47.14

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-6120	Postage	4,661.86	0.00	0.00	4,661.86	4,661.86	100.00
12-12-00-6130	Telephone and Internet Service	3,605.00	234.17	1,348.85	2,256.15	2,256.15	62.58
12-12-00-6150	Materials and Supplies	44,315.75	41.00	5,208.86	39,106.89	39,106.89	88.25
12-12-00-6160	Uniforms	211.15	0.00	0.00	211.15	211.15	100.00
12-12-00-6170	Treatment Chemicals	26,265.00	2,599.69	14,536.96	11,728.04	11,728.04	44.65
12-12-00-6210	Natural Gas	309.00	45.06	88.50	220.50	220.50	71.36
12-12-00-6220	Electricity	21,115.00	1,290.73	8,442.31	12,672.69	12,672.69	60.02
12-12-00-6260	Gasoline	3,500.00	358.28	1,856.34	1,643.66	1,643.66	46.96
12-12-00-6600	Miscellaneous	<u>1,931.25</u>	<u>179.12</u>	<u>841.68</u>	<u>1,089.57</u>	<u>1,089.57</u>	<u>56.42</u>
	Materials and Services	238,714.00	6,332.91	90,877.81	147,836.19	147,836.19	61.93
12-12-00-7410	Capital Outlay Equipment	<u>40,919.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,919.00</u>	<u>40,919.00</u>	<u>100.00</u>
	Capital Outlay	40,919.00	0.00	0.00	40,919.00	40,919.00	100.00
12-12-00-7502	Capital Construction Reservoir & Watermain Project	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7535	Fire Hydrant Replacement	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7540	Source Water Protection	<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
12-12-00-7615	Debt Service Principal SDW Loan-2002-S02009	100,813.00	0.00	100,812.89	0.11	0.11	0.00
12-12-00-7616	Principal SDW-2008(A)-S02009B	23,747.00	0.00	23,746.77	0.23	0.23	0.00
12-12-00-7617	Principal - WaterWW Fin-V12005	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7618	Principal SDW Am #2-2013-S13003	20,821.00	0.00	20,820.66	0.34	0.34	0.00
12-12-00-7619	SDW Loan-2017-S17032-Principal	0.00	0.00	20,187.29	-20,187.29	-20,187.29	0.00
12-12-00-7625	Interest SDW Loan-2002-S02009	15,064.00	0.00	15,063.34	0.66	0.66	0.00
12-12-00-7626	Interest SDW(A)-2008-S02009B	4,525.00	0.00	4,525.14	-0.14	-0.14	0.00
12-12-00-7627	Interest - WaterWW Fin-V12005	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7628	Interest SDW Am #2-2013-S13003	7,744.00	0.00	7,744.40	-0.40	-0.40	-0.01
12-12-00-7629	Interest-SDW Loan-2017-S17032	<u>41,686.00</u>	<u>0.00</u>	<u>11,376.84</u>	<u>30,309.16</u>	<u>30,309.16</u>	<u>72.71</u>
	Debt Service	214,400.00	0.00	204,277.33	10,122.67	10,122.67	4.72
12-12-00-8060	Interfund Transfers Transfer out to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-8070	Transfer out to Water Cap Proj	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-8080	Transfer out to Equip Res	<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

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-9000	Contingency	<u>132,774.00</u>	<u>0.00</u>	<u>0.00</u>	<u>132,774.00</u>	<u>132,774.00</u>	<u>100.00</u>
	Contingency	132,774.00	0.00	0.00	132,774.00	132,774.00	100.00
12-12-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Unappropriated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
12	Department	<u>857,656.00</u>	<u>20,651.01</u>	<u>409,101.90</u>	<u>448,554.10</u>	<u>448,554.10</u>	<u>52.30</u>
12	Water Fund	857,656.00	20,651.01	409,101.90	448,554.10	448,554.10	52.30
13 00	Water Development Fund						
13-00-00-9000	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	<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 13	Department	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-8060	Interfund Transfers						
	Transfer out to Water 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
13-13-00-9000	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
13-13-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>287,550.45</u>	<u>0.00</u>	<u>0.00</u>	<u>287,550.45</u>	<u>287,550.45</u>	<u>100.00</u>
	Unappropriated	287,550.45	0.00	0.00	287,550.45	287,550.45	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
13	Department	287,550.45	0.00	0.00	287,550.45	287,550.45	100.00
13	Water Development Fund	287,550.45	0.00	0.00	287,550.45	287,550.45	100.00
19	Sewer Fund						
19	Department						
	Personal Services						
19-19-00-1100	Regular Services	127,035.00	9,665.89	56,838.19	70,196.81	70,196.81	55.26
19-19-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-1300	Overtime	1,350.00	172.76	834.97	515.03	515.03	38.15
19-19-00-2100	Group Insurance	31,000.00	2,295.21	13,803.71	17,196.29	17,196.29	55.47
19-19-00-2200	Social Security	9,500.00	726.13	4,214.02	5,285.98	5,285.98	55.64
19-19-00-2300	Retirement Contributions	28,100.00	2,104.67	12,476.38	15,623.62	15,623.62	55.60
19-19-00-2500	Unemployment Compensation	515.00	9.33	54.32	460.68	460.68	89.45
19-19-00-2600	Workers' Compensation	500.00	48.52	308.62	191.38	191.38	38.28
19-19-00-2700	Oregon Paid Leave Tax	0.00	294.07	353.62	-353.62	-353.62	0.00
19-19-00-2950	Accrued Leave	2,000.00	0.00	597.85	1,402.15	1,402.15	70.11
	Personal Services	200,000.00	15,316.58	89,481.68	110,518.32	110,518.32	55.26
	Materials and Services						
19-19-00-3310	Auditing Services	1,300.00	0.00	1,329.00	-29.00	-29.00	-2.23
19-19-00-3330	Legal Services	100.00	0.00	0.00	100.00	100.00	100.00
19-19-00-3340	Engineering Services	100.00	0.00	0.00	100.00	100.00	100.00
19-19-00-3350	Other Contractual Services	60,000.00	144.29	13,842.84	46,157.16	46,157.16	76.93
19-19-00-4000	In Lieu of Franchise Fee	28,800.00	0.00	6,482.19	22,317.81	22,317.81	77.49
19-19-00-4100	Sewer Treatment Fees	102,400.00	9,625.99	45,573.86	56,826.14	56,826.14	55.49
19-19-00-4120	Sewer System Dev Fees	1,000.00	0.00	0.00	1,000.00	1,000.00	100.00
19-19-00-4310	Building Maintenance	600.00	81.86	809.01	-209.01	-209.01	-34.84
19-19-00-4320	Equipment Software Maintenance	7,500.00	301.22	2,273.72	5,226.28	5,226.28	69.68
19-19-00-4350	Vehicle Maintenance	500.00	0.00	26.85	473.15	473.15	94.63
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	12,772.00	0.00	12,971.19	-199.19	-199.19	-1.56
19-19-00-5400	Legal Notices Advertising	100.00	0.00	253.52	-153.52	-153.52	-153.52
19-19-00-5810	Travel and Training	1,600.00	157.50	157.50	1,442.50	1,442.50	90.16
19-19-00-5830	Dues, Subscriptions, Programs	500.00	90.00	90.00	410.00	410.00	82.00
19-19-00-6110	Office Supplies	600.00	21.52	317.12	282.88	282.88	47.15
19-19-00-6120	Postage	3,000.00	0.00	0.00	3,000.00	3,000.00	100.00
19-19-00-6130	Telephone and Internet Service	2,500.00	234.15	1,348.80	1,151.20	1,151.20	46.05
19-19-00-6150	Materials and Supplies	12,000.00	2,221.00	5,614.75	6,385.25	6,385.25	53.21
19-19-00-6160	Uniforms	103.00	0.00	0.00	103.00	103.00	100.00
19-19-00-6170	Treatment Chemicals	13,000.00	0.00	5,619.00	7,381.00	7,381.00	56.78
19-19-00-6210	Natural Gas	309.00	45.06	88.46	220.54	220.54	71.37
19-19-00-6220	Electricity	6,000.00	566.83	3,167.56	2,832.44	2,832.44	47.21

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-6260	Gasoline	1,800.00	179.14	928.17	871.83	871.83	48.44
19-19-00-6600	Miscellaneous	<u>800.00</u>	<u>79.05</u>	<u>293.66</u>	<u>506.34</u>	<u>506.34</u>	<u>63.29</u>
	Materials and Services	257,384.00	13,747.61	101,187.20	156,196.80	156,196.80	60.69
19-19-00-7410	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
	Capital Construction						
19-19-00-7501	K Street Pump Station Project	33,500.00	0.00	0.00	33,500.00	33,500.00	100.00
19-19-00-7502	RCEManholeTelemetry Imp	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7503	Septic Tank ReplaceAbandon	804,000.00	6,522.50	800,686.41	3,313.59	3,313.59	0.41
19-19-00-7505	I and I Reduction	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7530	Public Works Shop & Yard Imp	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7535	Tahoma Street Lift Station	<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	837,500.00	6,522.50	800,686.41	36,813.59	36,813.59	4.40
	Debt Service						
19-19-00-7610	Principal 2014DEQ	18,946.00	0.00	9,413.00	9,533.00	9,533.00	50.32
19-19-00-7615	CWSRF-R23550 Interest 2014 DEQ	7,192.00	0.00	3,656.00	3,536.00	3,536.00	49.17
19-19-00-7616	CWSRF-R23550 Interest 2015 DEQ	5,034.00	0.00	2,557.00	2,477.00	2,477.00	49.21
19-19-00-7617	CWSRF-R23551 Interest 2017 DEQ Clean Water	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7618	Fees 2014 DEQ Clean Water	1,392.00	0.00	0.00	1,392.00	1,392.00	100.00
19-19-00-7619	Fees 2015 DEQ Clean Water	1,283.00	0.00	0.00	1,283.00	1,283.00	100.00
19-19-00-7620	Principal 2015DEQ	16,650.00	0.00	8,285.00	8,365.00	8,365.00	50.24
19-19-00-7621	CWSRF-R23551 Fees 2017 DEQ Clean Water	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7630	Principal 2017 DEQ Clean Water	<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	50,497.00	0.00	23,911.00	26,586.00	26,586.00	52.65
	Interfund Transfers						
19-19-00-8060	Transfer out to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-8070	Transfer out to Equipment Res	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-8110	Transfer out to Sewer Debt Ser	<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
	Contingency						

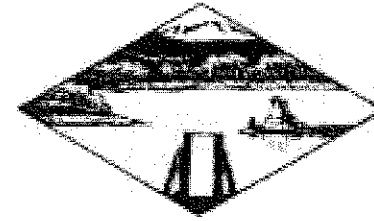
Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-9000	Contingency	<u>19,477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,477.00</u>	<u>19,477.00</u>	<u>100.00</u>
	Contingency	19,477.00	0.00	0.00	19,477.00	19,477.00	100.00
19-19-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>391,698.90</u>	<u>0.00</u>	<u>0.00</u>	<u>391,698.90</u>	<u>391,698.90</u>	<u>100.00</u>
	Unappropriated	<u>391,698.90</u>	<u>0.00</u>	<u>0.00</u>	<u>391,698.90</u>	<u>391,698.90</u>	<u>100.00</u>
19	Department	<u>1,761,556.90</u>	<u>35,586.69</u>	<u>1,015,266.29</u>	<u>746,290.61</u>	<u>746,290.61</u>	<u>42.37</u>
19	Sewer Fund	1,761,556.90	35,586.69	1,015,266.29	746,290.61	746,290.61	42.37
22	Sewer Development Fund						
22	Department						
22-22-00-3355	Materials and Services SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
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>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>7,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,418.22</u>	<u>7,418.22</u>	<u>100.00</u>
	Unappropriated	7,418.22	0.00	0.00	7,418.22	7,418.22	100.00

<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>% Available</u>
22	Department	<u>7,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,418.22</u>	<u>7,418.22</u>	<u>100.00</u>
22	Sewer Development Fund	7,418.22	0.00	0.00	7,418.22	7,418.22	100.00
Grand Total		5,267,595.04	127,031.12	1,886,865.47	3,380,729.57	3,380,729.57	0.6418

General Ledger

Revenue Analysis

User: LRivers
 Printed: 1/10/2024 - 8:50 AM
 Period: 06, 2024
 Fiscal Year: 2024
 JE Number: 0



City of Columbia City
 PO Box 188
 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	339,266.00	0.00	0.00	339,266.00	0.00
01-00-00-3110	Current Property Tax	394,327.26	49,335.72	420,355.47	-26,028.21	106.60
01-00-00-3111	Prior Years' Property Tax	6,760.92	287.28	5,241.43	1,519.49	77.53
01-00-00-3213	In Lieu of Tax Fees	8,367.72	0.00	0.00	8,367.72	0.00
01-00-00-3214	In Lieu of Franchise Fees	45,320.00	0.00	17,569.71	27,750.29	38.77
01-00-00-3215	Franchise Fees	124,095.43	0.00	11,744.90	112,350.53	9.46
01-00-00-3216	Business Licenses	17,304.00	6,670.00	10,025.00	7,279.00	57.93
01-00-00-3217	Liquor License Application Fee	51.50	0.00	0.00	51.50	0.00
01-00-00-3218	Short Term Rental Tax	824.00	0.00	147.52	676.48	17.90
01-00-00-3219	School Excise Tax	1,452.30	0.00	374.40	1,077.90	25.78
01-00-00-3221	Building Permit Fees	5,150.00	-129.58	10,335.33	-5,185.33	200.69
01-00-00-3222	Mechanical Permit Fees	2,884.00	189.00	1,231.73	1,652.27	42.71
01-00-00-3223	Plumbing Permit Fees	1,545.00	106.40	1,389.39	155.61	89.93
01-00-00-3224	Land Use Fees	3,090.00	0.00	1,257.24	1,832.76	40.69
01-00-00-3225	Right-of-Way Permit Fees	500.00	20.00	20.00	480.00	4.00
01-00-00-3226	Vehicle Towing Fees	150.00	0.00	0.00	150.00	0.00
01-00-00-3227	Engineering Review Fees	3,000.00	0.00	925.14	2,074.86	30.84
01-00-00-3228	Building Permit Tech Fees	250.00	13.90	419.98	-169.98	167.99
01-00-00-3229	City Admin Permit Fee	1,545.00	168.00	1,344.00	201.00	86.99
01-00-00-3313	DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3315	DLCD TA Grant - EOA	0.00	0.00	0.00	0.00	0.00
01-00-00-3325	TGM Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3326	Veterans & War Memorial Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3327	Samuel S. Johnson Foundation	0.00	0.00	0.00	0.00	0.00
01-00-00-3328	Intergov Partnership Program	0.00	0.00	0.00	0.00	0.00
01-00-00-3329	Oregon Community Foundation	0.00	0.00	0.00	0.00	0.00
01-00-00-3330	ARPA Funds	231,040.00	0.00	0.00	231,040.00	0.00
01-00-00-3331	Ford Foundation Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3333	Oregon Recreation Trail Grant	0.00	0.00	1,925.00	-1,925.00	0.00
01-00-00-3334	MDU Resources Foundation Gran	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
01-00-00-3335	Coronavirus Relief Fund	0.00	0.00	0.00	0.00	0.00
01-00-00-3350	State Revenue Sharing	13,000.00	0.00	5,792.21	7,207.79	44.56
01-00-00-3356	Cigarette Tax	1,500.00	106.89	597.17	902.83	39.81
01-00-00-3357	Alcohol Tax	26,000.00	3,279.63	12,975.44	13,024.56	49.91
01-00-00-3359	Marijuana Tax	1,854.00	0.00	691.97	1,162.03	37.32
01-00-00-3510	Fines	14,420.00	615.00	3,456.00	10,964.00	23.97
01-00-00-3512	Bail	0.00	0.00	0.00	0.00	0.00
01-00-00-3552	Weatherization Loan Repayments	0.00	0.00	0.00	0.00	0.00
01-00-00-3610	Interest	1,200.00	2,831.02	7,708.99	-6,508.99	642.42
01-00-00-3629	Communications Site Rent	2,500.00	3,646.74	3,646.74	-1,146.74	145.87
01-00-00-3630	City Hall Rental	0.00	0.00	0.00	0.00	0.00
01-00-00-3631	Community Hall Rental	26,000.00	1,617.00	9,667.00	16,333.00	37.18
01-00-00-3632	Mineral Royalties	950.00	0.00	0.00	950.00	0.00
01-00-00-3652	Celebration Donations	150.00	0.00	-15.00	165.00	-10.00
01-00-00-3653	Miscellaneous	1,300.00	39.90	3,084.86	-1,784.86	237.30
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	1,200.00	0.00	750.00	450.00	62.50
01-00-00-3656	Shop with a Cop Donations	2,500.00	2,650.00	6,918.08	-4,418.08	276.72
01-00-00-3657	Entrance Sign Project Donation	0.00	0.00	0.00	0.00	0.00
01-00-00-3658	Veteran Park Donations	100.00	30.00	63.74	36.26	63.74
01-00-00-3659	Dog Park Donations	0.00	0.00	0.00	0.00	0.00
01-00-00-3660	Veterans Park Brick Sales	0.00	0.00	0.00	0.00	0.00
01-00-00-3661	Capital Campaign - Com Hall	2,500.00	293.25	2,625.85	-125.85	105.03
01-00-00-3662	Sale of surplus property	0.00	0.00	0.00	0.00	0.00
01-00-00-3902	Transfer in from Equip Reserve	0.00	0.00	0.00	0.00	0.00
01-00-00-3903	Transfer in from Street Fund	49,853.00	0.00	49,853.00	0.00	100.00
01-00-00-3904	Transfer in from Park Dev Fund	0.00	0.00	0.00	0.00	0.00
01-00-00-3905	Transfer in from Water Fund	0.00	0.00	0.00	0.00	0.00
01-00-00-3906	Transfer in from Sewer Fund	0.00	0.00	0.00	0.00	0.00
01	General Fund	1,331,950.13	71,770.15	592,122.29	739,827.84	44.46
02	Equipment Reserve Fund					
02-00-00-2711	Fund Balance - Budgeted	59,300.00	0.00	0.00	59,300.00	0.00
02-00-00-3610	Interest	700.00	253.64	1,472.75	-772.75	210.39
02-00-00-3900	Transfer in from Gen Police	0.00	0.00	0.00	0.00	0.00
02-00-00-3910	Transfer in from Gen Parks	0.00	0.00	0.00	0.00	0.00
02-00-00-3920	Transfer in from Street	0.00	0.00	0.00	0.00	0.00
02-00-00-3930	Transfer in from Water	0.00	0.00	0.00	0.00	0.00
02-00-00-3940	Transfer in from Sewer	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
02-00-00-3950	Transfer in from Gen Admin	0.00	0.00	0.00	0.00	0.00
02-00-00-3960	Transfer in from Gen Bldg	0.00	0.00	0.00	0.00	0.00
02	Equipment Reserve Fund	60,000.00	253.64	1,472.75	58,527.25	2.45
05	Street Fund					
05-00-00-2711	Fund Balance - Budgeted	387,130.69	0.00	0.00	387,130.69	0.00
05-00-00-3226	Driveway Access Permit Fees	20.00	0.00	0.00	20.00	0.00
05-00-00-3227	Engineering Review Fees	0.00	0.00	0.00	0.00	0.00
05-00-00-3314	SCA Grant	250,000.00	0.00	0.00	250,000.00	0.00
05-00-00-3322	FEMA Disaster Funding	0.00	0.00	0.00	0.00	0.00
05-00-00-3354	State Highway Tax	155,121.00	13,682.69	62,552.44	92,568.56	40.32
05-00-00-3610	Interest	1,200.00	1,670.63	10,546.13	-9,346.13	878.84
05-00-00-3653	Miscellaneous	300.00	0.00	0.00	300.00	0.00
05-00-00-3904	Transfer in from Equip Reserve	0.00	0.00	0.00	0.00	0.00
05-00-00-3905	Transfer in from Street Dev	0.00	0.00	0.00	0.00	0.00
05-00-00-3906	Transfer in from Storm Drain	0.00	0.00	0.00	0.00	0.00
05	Street Fund	793,771.69	15,353.32	73,098.57	720,673.12	9.21
06	Street Development Fund					
06-00-00-2711	Fund Balance - Budgeted	79,847.99	0.00	0.00	79,847.99	0.00
06-00-00-3215	System Development Charges	4,948.12	0.00	0.00	4,948.12	0.00
06-00-00-3610	Interest	807.52	709.32	3,628.75	-2,821.23	449.37
06	Street Development Fund	85,603.63	709.32	3,628.75	81,974.88	4.24
08	Parks Development Fund					
08-00-00-2711	Fund Balance - Budgeted	73,354.87	0.00	0.00	73,354.87	0.00
08-00-00-3215	System Development Charges	1,000.00	0.00	0.00	1,000.00	0.00
08-00-00-3610	Interest	500.00	212.64	1,255.53	-755.53	251.11
08	Parks Development Fund	74,854.87	212.64	1,255.53	73,599.34	1.68
10	Storm Drain Development Fund					
10-00-00-2711	Fund Balance - Budgeted	6,203.15	0.00	0.00	6,203.15	0.00
10-00-00-3215	System Development Charges	1,030.00	0.00	0.00	1,030.00	0.00
10-00-00-3610	Interest	0.00	37.25	116.21	-116.21	0.00
10	Storm Drain Development Fund	7,233.15	37.25	116.21	7,116.94	1.61

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
12	Water Fund					
12-00-00-2711	Fund Balance - Budgeted	328,860.23	0.00	0.00	328,860.23	0.00
12-00-00-3216	Connection Fees	900.00	0.00	0.00	900.00	0.00
12-00-00-3217	Delinquent and Shut Off Fees	7,800.00	670.00	3,765.00	4,035.00	48.27
12-00-00-3218	Restoration Fees	375.00	0.00	70.00	305.00	18.67
12-00-00-3227	Engineering Review Fees	0.00	0.00	0.00	0.00	0.00
12-00-00-3318	Source Water Protection Gran	0.00	0.00	0.00	0.00	0.00
12-00-00-3319	IFA Water Financing Prog Grant	0.00	0.00	0.00	0.00	0.00
12-00-00-3320	FEMA Mitigation Grant	0.00	0.00	0.00	0.00	0.00
12-00-00-3326	SDW Grant - Map	0.00	0.00	0.00	0.00	0.00
12-00-00-3327	SDW Grant - Imp	0.00	0.00	0.00	0.00	0.00
12-00-00-3400	Water Sales	517,120.77	46,089.83	320,310.61	196,810.16	61.94
12-00-00-3501	Safe Drinking Water Loan Pro	0.00	0.00	0.00	0.00	0.00
12-00-00-3502	Source Water Protection Loan	0.00	0.00	0.00	0.00	0.00
12-00-00-3610	Interest	2,600.00	0.00	904.93	1,695.07	34.81
12-00-00-3653	Miscellaneous	0.00	0.00	0.00	0.00	0.00
12-00-00-3905	Transfer in from Equip Reserve	0.00	0.00	0.00	0.00	0.00
12-00-00-3910	Transfer in from Water Dev	0.00	0.00	0.00	0.00	0.00
12	Water Fund	857,656.00	46,759.83	325,050.54	532,605.46	37.90
13	Water Development Fund					
13-00-00-2711	Fund Balance - Budgeted	277,350.45	0.00	0.00	277,350.45	0.00
13-00-00-3215	System Development Charges	4,900.00	0.00	0.00	4,900.00	0.00
13-00-00-3610	Interest	5,300.00	1,170.52	6,796.61	-1,496.61	128.24
13	Water Development Fund	287,550.45	1,170.52	6,796.61	280,753.84	2.36
19	Sewer Fund					
19-00-00-2711	Fund Balance - Budgeted	467,015.27	0.00	0.00	467,015.27	0.00
19-00-00-3216	Sewer Connection Fee	120.00	0.00	0.00	120.00	0.00
19-00-00-3219	St. Helens' System Dev Charges	4,500.00	0.00	0.00	4,500.00	0.00
19-00-00-3227	Engineering Review Fees	260.00	0.00	0.00	260.00	0.00
19-00-00-3322	FEMA Disaster Funding	0.00	0.00	0.00	0.00	0.00
19-00-00-3400	Sewer Collection Fees	435,711.63	43,038.55	237,082.50	198,629.13	54.41
19-00-00-3520	Clean Water St Rev Fund Loan	850,000.00	0.00	538,414.00	311,586.00	63.34
19-00-00-3610	Interest	3,500.00	943.03	5,473.99	-1,973.99	156.40
19-00-00-3652	Insurance Claim Reimbursements	0.00	0.00	0.00	0.00	0.00
19-00-00-3653	Miscellaneous	450.00	100.00	375.00	75.00	83.33
19-00-00-3902	Transfer in from Equip Reserve	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
19-00-00-3905	Transfer in from Sewer Develop	0.00	0.00	0.00	0.00	0.00
19	Sewer Fund	1,761,556.90	44,081.58	781,345.49	980,211.41	44.36
22	Sewer Development Fund					
22-00-00-2711	Fund Balance - Budgeted	5,669.28	0.00	0.00	5,669.28	0.00
22-00-00-3215	System Development Charges	1,671.69	0.00	0.00	1,671.69	0.00
22-00-00-3610	Interest	77.25	39.14	227.26	-150.01	294.19
22	Sewer Development Fund	7,418.22	39.14	227.26	7,190.96	3.06
	Report Totals:	5,267,595.04	180,387.39	1,785,114.00	3,482,481.04	33.89

CITY OF COLUMBIA CITY- COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 2023

December 31, 2023		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	
ASSETS AND OTHER DEBITS											
Assets:											
Cash and investments	597,958.36	63,766.42	423,378.72	178,326.74	53,459.38	9,367.21	(95,033.08)	294,274.21	231,990.56	9,841.40	1,767,329.92
Receivables:											-
Taxes	13,279.52										13,279.52
Accounts receivable - other	24,366.94		132.50								24,499.44
Accounts receivable - utility billings							46,435.10		42,186.40		88,621.50
Inventories			9,050.78								9,050.78
TOTAL ASSETS AND OTHER DEBITS	635,604.82	63,766.42	432,562.00	178,326.74	53,459.38	9,367.21	(48,597.98)	294,274.21	274,176.96	9,841.40	1,902,781.16
LIABILITIES, EQUITY AND OTHER CREDITS											
Liabilities:											
Accounts payable	33,814.87						27.13		22.12		33,864.12
Payroll liabilities	14,577.54										14,577.54
Building Assessment Liability	509.92										509.92
Deposits	125.00						5,020.24		5,228.86		10,374.10
Assessments on fines											-
Deferred revenue:											
Property taxes	17,085.00										17,085.00
Celebration											-
Shop with a Cop	500.00										500.00
Housing rehabilitation loans	23,918.00										23,918.00
TOTAL LIABILITIES	90,530.33	-	-	-	-	-	5,047.37	-	5,250.98	-	100,828.68
Equity and other credits:											
Fund balances:											
Reserved for inventory			9,061.67								9,061.67
Unreserved:											
Undesignated	545,074.49	63,766.42	423,500.33	178,326.74	53,459.38	9,367.21	(53,645.35)	294,274.21	268,925.98	9,841.40	1,792,890.81
Total fund balance	545,074.49	63,766.42	432,562.00	178,326.74	53,459.38	9,367.21	(53,645.35)	294,274.21	268,925.98	9,841.40	1,801,952.48
TOTAL EQUITY AND OTHER CREDITS	545,074.49	63,766.42	432,562.00	178,326.74	53,459.38	9,367.21	(53,645.35)	294,274.21	268,925.98	9,841.40	1,801,952.48
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	635,604.82	63,766.42	432,562.00	178,326.74	53,459.38	9,367.21	(48,597.98)	294,274.21	274,176.96	9,841.40	1,902,781.16
REVENUES:	592,122.29	1,472.75	73,098.57	3,628.75	1,255.53	116.21	325,050.54	6,796.61	781,345.49	227.26	1,785,114.00
EXPENDITURES:	373,614.28	-	86,958.00	-	1,925.00	-	409,101.90	-	1,015,266.29	-	1,886,865.47
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES:	218,508.01	1,472.75	(13,859.43)	3,628.75	(669.47)	116.21	(84,051.36)	6,796.61	(233,920.80)	227.26	(101,751.47)
FUND BALANCE/RETAINED EARNINGS 7/1/23	326,566.48	62,293.67	446,421.43	174,697.99	54,128.85	9,251.00	30,406.01	287,477.60	502,846.78	9,614.14	1,903,703.95
FUND BALANCE/RETAINED EARNINGS Current	545,074.49	63,766.42	432,562.00	178,326.74	53,459.38	9,367.21	(53,645.35)	294,274.21	268,925.98	9,841.40	1,801,952.48

City Council Meeting Minutes

THURSDAY, DECEMBER 21, 2023 – 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 Gordon Thistle
Councilor Rob Forman
Councilor Jeff Reinan

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Kim Karber, Interim City Administrator/Recorder
Micah Rogers, Public Works Superintendent

ATTORNEY PRESENT:

None

A quorum was present and due notice had been published.

- 1.1 Inauguration and swearing in of newly appointed Mayor Katrina Claridge by Kim Karber.

AGENDA ITEM 2 **CITIZEN INPUT:**

None.

AGENDA ITEM 3 **COUNCIL REPORTS:**

None.

AGENDA ITEM 4 **CONSENT AGENDA:**

- 4.1 Bills paid with check numbers 34632 through 34683 during the month of November 2023.
4.2 Expense vs Budget Report for the month ending November 30, 2023.
4.3 Combined balance sheet for the month ending November 30, 2023.
4.4 Minutes of the November 16, 2023, Regular City Council Meeting.
4.5 Activity Report from the Chief of Police for the month of November 2023.
4.6 Activity Report from the Public Works Superintendent for the month of November 2023.
4.7 Report of the System Development Charge Revenues and Expenditures for Fiscal Years 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23.

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

AGENDA ITEM 5 UNFINISHED BUSINESS:

None.

AGENDA ITEM 6 NEW BUSINESS:

6.1 Review applications and interview candidates for filling the open council position.

The current Mayor and Council members interviewed four candidates for the open council position – Charles Dryden, Steve Wick, Connie Quick, and Lyle Bluhm. They will take time to think about the candidates and bring their ranked choices to January's meeting. Katrina will be abstaining from the vote since one of the candidates is a relative, but because the positions are unpaid it is ok if relatives serve together per the Oregon Ethics Commission.

MOVED (GORDON), SECONDED (FORMAN) AND CARRIED UNANIMOUSLY TO APPROVE THE DECISION FOR THE NEW COUNCIL POSITION TO BE DELAYED UNTIL THE JANUARY COUNCIL MEETING.

6.2 Council Bill No. 23-972; Resolution 23-1308-R: A Resolution determining a nuisance at 2205 2nd Street.

MOVED (THISTLE), SECONDED (FORMAN) AND CARRIED UNANIMOUSLY TO APPROVE THAT A NUISANCE EXISTS AT 2205 2ND STREET.

6.3 Police Chief Bartolomucci salary range step correction.

MOVED (FORMAN), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE CORRECTION OF POLICE CHIEF BARTOLOMUCCI'S PAY FROM A STEP FIVE TO A STEP SIX, WHICH DOES NOT AFFECT HIS PAY.

6.4 Consideration of approval of excess carryover vacation time for Kim Karber.

MOVED (FORMAN), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE KIM'S EXCESS CARRYOVER VACATION TIME OF 9.30 HOURS.

6.5 Clarification of membership eligibility on the Planning Commission.

There was a question regarding the membership eligibility of the newest member of the planning commission due to the vague qualifications for membership. The Mayor and Council were asked for an interpretation. They determined they would like section three of Ordinance 99-548-O to change 'reside' to 'have a primary residence'. Kim will make changes and present at the next council meeting.

MOVED (THISTLE), SECONDED (FORMAN) AND CARRIED UNANIMOUSLY TO APPROVE MARK STEVENS BE ABLE TO CONTINUE HIS MEMBERSHIP ON THE PLANNING COMMISSION.

6.6 First reading of Council Bill No. 23-973: An Ordinance repealing Ordinance No. 348.

The Council completed the first reading of Council Bill No 23-973.

AGENDA ITEM 7 OTHER BUSINESS:

2021 water line/water reservoir upgrade: The City received a close out report for project number S17032 stating the terms and conditions of the contract had been satisfied.

Holiday Party: Staff wanted to thank the Mayor and Council for the Holiday party.

3 Regular City Council Meeting
December 21, 2023

Bundy Park: Councilor Reinan wanted to commend how good Bundy Park looks, especially the trails going through the park.

AGENDA ITEM 8

ADJOURNMENT:

8.1 There being no further business to come before the Council, the meeting adjourned at 7:16 pm.

APPROVED:

Katrina Claridge
Mayor

ATTEST:

Kim Karber
Interim City Administrator/Recorder



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

January 12, 2024

Public Works Activities Report Ending December 31, 2023

To The Mayor and City Council:

WATER PUMPED IN GALLONS:

2023:	Col, City:	St Helens	Total:	Diff:	YTD:
Jan	3,500,520	0	3,500,520	0	3,500,520
Feb	3,182,330	97,240	3,279,570	-220,950	6,780,090
Mar	3,740,310	1,496	3,741,806	+462,236	10,521,896
Apr	4,092,630	0	4,092,630	+350,824	14,614,526
May	4,880,740	358,292	5,239,032	+1,146,402	19,495,266
Jun	5,245,540	1,024,760	6,270,300	+1,031,268	25,765,566
Jul	6,306,430	1,845,316	8,151,746	+1,881,446	33,917,312
Aug	5,317,410	2,457,180	7,774,590	-377,156	41,691,902
Sep	5,387,770	576,708	5,964,478	-1,810,112	50,656,380
Oct	4,348,950	114,444	4,463,394	-1,501,084	55,119,774
Nov	4,318,470	41,888	4,360,358	-103,036	59,480,132
Dec	3,981,510	77,044	4,058,554	-301,804	63,538,686
Total 2023					63,538,686

Water Dept. Work Orders Completed 2023:

December: 23

Total water work orders completed in 2023: 207

Current Output, P.W. Well: 140gpm

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

Total Water Pumped: 11/21-12/21: 534,152cuft.

Total Water Sold: 11/21-12/21: 420,477cuft.

Water Loss: 11/21-12/21: 113,675cuft

Percentage Lost: 11/21-12/21: 21.2%

Water Loss Change From Previous Period. -49,899cuft.

- We have made up some ground on the water loss numbers. We will keep working at it.

SEWER FLOW IN GALLONS:

2023:	Total:	St. H	Billable	Diff:	YTD:
Jan	4,139,240	924,642	3,214,598		4,139,240
Feb	3,727,350	892,636	2,834,714	-411,890	7,866,590
Mar	4,203,650	964,431	3,239,219	+476,300	12,070,240
Apr	3,980,440	1,009,554	2,970,886	-223,210	16,050,680
May	4,412,050	1,156,076	3,255,974	+431,610	20,462,730
Jun	4,184,120	1,112,183	3,071,937	-227,930	24,646,850
Jul	3,946,530	858,870	3,087,750	-237,590	28,593,380
Aug	4,300,280	1,132,558	3,167,722	+353,750	32,893,660
Sep	4,177,570	992,890	3,184,680	-122,710	37,071,230
Oct	4,301,590	1,011,710	3,289,880	+124,020	41,372,820
Nov	4,737,850	957,664	3,780,186	+490,306	46,110,670
Dec	4,609,790	1,053,702	3,556,088	-128,060	50,720,460
Total: 2023					50,720,460

Sewer Dept. Work Orders Completed 2023: 30

- Nothing to report.

PARKS

- Some maintenance was done on the Rivers' Walk Trail.


STREETS/STORM

- Nothing to report.

MISC

- Training, certification renewal, and reporting that was due before years' end was completed .

Respectfully Submitted,



Micah Rogers
Public Works Superintendent

**Audit Committee Meeting Minutes
City of Columbia City
December 12, 2023 - 2:30 PM**

Report for Period Ending September 30, 2023

PRESENT: Barbara Gordon, Chair
Rebecca Pickering, Vice Chair
Suella Kovich, Secretary
Nell Harrison, Committee Member

The meeting was called to order at 2:36 pm by Chair, Barbara Gordon.

The September 12, 2023 minutes were read and accepted: Motion made by Rebecca Pickering, 2nd by Nell Harrison, and approved unanimously.

The committee then conducted a review of the General Ledger, the Expense versus Budget Report, and the provided Revenue Analysis Report. The committee also reviewed the Journal Entry Report for the reporting period. Leahnette Rivers and Kim Karber answered several questions regarding the reports and explained them in detail. The League of Oregon Cities or CIS may have some training classes for the members of the audit committee. Leahnette and Kim will look into it.

The committee reviewed randomly selected checks and discussed them with the interim City Administrator. Additionally, Chair Barbara Gordon signed the Springbrook General Ledger Journal Entry Report.

The Audit Committee asks that a council member be appointed to the Audit Committee, preferably one with an accounting background.

No audit exceptions were noted, and acceptable procedures are in place by staff.

Meeting adjourned at 5:00 pm.

Next meeting will be held on February 13, 2024 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.

PUBLIC SERVICE APPLICATION

NOV 27 2023

Name: Lyle Bluhm

Address: _____

Phone Number: _____ (home) _____ (work)

Date of Birth: _____ Driver's License No: _____

E-mail address: _____

What position are you applying for? Columbia City Counsel

How long have you been a resident of Columbia City? 27 years

Are you a registered voter? (circle one) yes no

List any experience you have had in the area for which you are applying:

8 years on Columbia City budget committee

Give the reason(s) you are applying for this position:

To become more involved in my local community
To offer my experience and background in doing business with large and
small companies.
To learn and contribute to a city council environment.

Occupation: Sales Application Engineer

Are you engaged principally in the buying, selling or developing of real estate for profit as an individual, or a member of any partnership, or an officer or an employee of any corporation, engaging principally in the buying, selling or developing of real estate for profit? Yes ☐ No ☐

If yes, please explain: _____

PUBLIC SERVICE APPLICATION

DEC 04 2023

Name: Charles Earl "Chip" Dryden

Address: _____

Phone Number: _____
(home) _____ (work) _____

Date of Birth: _____ Driver's License No: _____

E-mail address: _____

What position are you applying for? Vacant City Council Position (Dec 2023)

How long have you been a resident of Columbia City? 2 years

Are you a registered voter? (circle one) yes no

List any experience you have had in the area for which you are applying:

I am, and have been on the Hazard Mitigation Planning Group for Columbia City for over a year now, and I am
currently the vice chair for the group.

Give the reason(s) you are applying for this position:

I have a strong desire to be an active part of our community government and to be a productive community member.

I have a degree in Emergency Management and a commitment to helping those in times of need. Being part of the
city council will provide me additional opportunities to develop stronger relationships with our community and surrounding
local and county community agencies.

Occupation: Part-time student at Portland State University, part-time student mail room worker.

Are you engaged principally in the buying, selling or developing of real estate for profit as an individual, or a member of any partnership, or an officer or an employee of any corporation, engaging principally in the buying, selling or developing of real estate for profit? Yes ☐ No ☒

If yes, please explain: N/A

PUBLIC SERVICE APPLICATION

DEC 13 2023

Name: Steve Wick

Address: _____

Phone Number: _____ (home) _____ (work)

Date of Birth: _____ Driver's License No: _____

E-mail address: _____

What position are you applying for? CITY COUNCIL

How long have you been a resident of Columbia City? 7 YRS

Are you a registered voter? (circle one) yes no

List any experience you have had in the area for which you are applying:

WORKED for Honeywell for 16 YEARS, my position was Process Control Specialist,
FOUNDER/OWNER of Control Solutions for over 20 years, Located in ST. Helens.
RETIRED IN 2017
SERVICING ON ST. Helens Youth Football BOARD, My position is "Patches Coach"

Give the reason(s) you are applying for this position:

Columbia City is a very special place for me, with its Home town charm &
the beauty of the Columbia River, it's a place where I'm proud to call home.
I want to be involved in the community where I live.

Occupation: RETIRED

Are you engaged principally in the buying, selling or developing of real estate for profit as an individual, or a member of any partnership, or an officer or an employee of any corporation, engaging principally in the buying, selling or developing of real estate for profit? Yes ☐ No ☒

If yes, please explain: _____

PUBLIC SERVICE APPLICATION

DEC 07 2023

Name: Connie S. Quach

Address: _____

Phone Number: _____
(home) (work)

Date of Birth: _____ Driver's License No: _____

E-mail address: _____

What position are you applying for? City Council

How long have you been a resident of Columbia City? 37 years

Are you a registered voter? (circle one) yes no

List any experience you have had in the area for which you are applying:

Chamber of Commerce - St. Helens - member + president
St. Helens Student Foundation - member + president
Kiwanis Day Breakers - member + president

Give the reason(s) you are applying for this position:

I am interested in being more involved in my community
because I believe community involvement is a great
way to make a positive impact.

Occupation: Retired - H.R. Manager - Columbia River PUD

Are you engaged principally in the buying, selling or developing of real estate for profit as an individual, or a member of any partnership, or an officer or an employee of any corporation, engaging principally in the buying, selling or developing of real estate for profit? Yes ☐ No ☒

If yes, please explain: _____

Council Bill No. 23-973

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 348.

Section 1. Repealer. Ordinance No. 348 passed by the Council on February 7, 1979, is hereby repealed.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 99-548-O, AN ORDINANCE CREATING A PLANNING COMMISSION FOR THE CITY OF COLUMBIA CITY; PRESCRIBING THEIR POWERS AND DUTIES; AND ESTABLISHING THE TERM OF OFFICE OF THEIR MEMBERS.

The City of Columbia City ordains as follows:

Section 1. Section 3 of Ordinance No. 99-548-O is amended to read as follows:

Section 3. Membership; Compensation. The planning commission shall consist of seven members to be appointed by the city council. A minimum of five members must have a primary residence within the City limits, and no more than two members shall have a primary residence outside of the City limits but within the City's urban growth boundary. Commission members shall receive no compensation. The mayor and city attorney are designated as ex officio members and may sit with the commission but shall have no vote thereon.

No more than two voting members of the commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AND APPROVING AN AMENDED
CLEAN WATER STATE REVOLVING FUND LOAN AGREEMENT BETWEEN
THE STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT
OF ENVIRONMENTAL QUALITY AND THE CITY OF COLUMBIA CITY,
OREGON; AMENDING RESOLUTION NO. 23-1295-R.**

WHEREAS, the City Council of the City of Columbia City authorized the application for a loan in the amount of \$476,000 under the Clean Water State Revolving Fund Program for the completion of a Sewer Improvements Project on October 5, 2017; and

WHEREAS, the City Council approved a Loan Agreement Amendment No. 1, which authorized an extension of time for project completion and an increase in the Clean Water State Revolving Fund Loan to \$656,400.00 on November 19, 2020; and,

WHEREAS, the City Council approved Loan Agreement Amendment No. 2, which authorized an increase of the Clean Water State Revolving Fund Loan to \$850,000.00 on January 11, 2023; and

WHEREAS, the bids for the project came in higher than originally anticipated; and

WHEREAS, the need exists for an increase of the amended loan amount due to higher than anticipated construction costs; and

WHEREAS, the attached Clean Water State Revolving Fund Loan Agreement Amendment No. 3 provides a loan increase amount to \$955,000.00; and

WHEREAS, the Sewer Improvements Project is identified in the City of Columbia City Wastewater Collection System Facility Plan dated March 5, 2013; and,

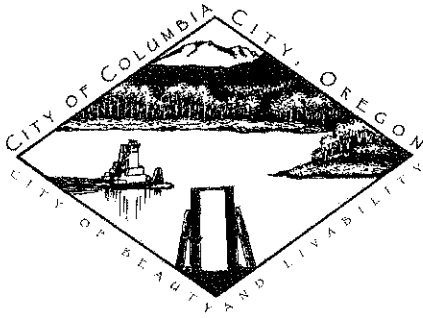
WHEREAS, the loan will be payable over a period of twenty years with an interest rate of approximately 2.03% or less, and an annual loan fee equal to 0.5% of the outstanding principal; and,

WHEREAS, sewer usage fees will be used to repay the loan; and,

WHEREAS, a public hearing was held on October 5, 2017, to accept public testimony about the project; and,

WHEREAS, the City Attorney has approved the form of the loan agreement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Columbia City hereby authorizes and directs the City Administrator of the City of Columbia City, acting for and on behalf of the City, to execute Amendment No. 3 to the Clean Water State Revolving Fund Loan Agreement and such other and additional documents as may reasonably be required to secure the loan.



PO Box 189 ♦ 1840 Second Street
Columbia City, Oregon 97018
Phone (503) 397-4010
E-mail hjohnson@columbia-city.org
Web site www.columbia-city.org

MEMO

DATE: January 10, 2024

TO: Kim Karber, Interim City Administrator
Columbia City Mayor and City Council

FROM: Helen Johnson, Building Administrative Assistant *HJ*

RE: Letter from Carrie Tracy regarding SDC's
for pre-existing unpermitted ADU at 655 Franklin Street

Attached you will find a letter from Carrie Tracy, resident who lives at 655 Franklin Street, received on January 10, 2024. Carrie's letter explains her request very well.

As she explained, it was discovered in 2023 the garage structure that has a studio (ADU) on the second floor was never finalized and some of the work was never permitted. Our records indicate a permit was issued in 2003 for a 24 x 28 shop, but the permit never received final approval. The last inspection was for framing and it failed. The 2003 permit also didn't cover any of the plumbing or mechanical upgrades that were in place when Carrie purchased the property.

The only additional piece of information I wanted to add was the City didn't add SDC fees for ADU's until 2019. The fees were started at 10% of the full SDC and increased 10% per year until the maximum of 50% was achieved, which was May 2023.

If you have any questions, please let me know.

Thanks.

Carrie Ann Tracy

655 Franklin St • Columbia City, OR 97018
Phone: 503-308-0981 • E-Mail: mustangtracys@gmail.com

Via Hand Delivery

January 10, 2024

JAN 10 2024

Columbia City Mayor and City Council
City of Columbia City
1840 Second Street
Columbia City, OR 97018

RE: *Request for Relief of ADU Charges for Existing Structure*

Property: *655 Franklin Street, Columbia City, OR 97018*

The Property contains two dwellings: 1) a single-story primary home that was built in 1930, and 2) a detached two-story unit that was built in 2004 with a garage on the lower level and a finished studio apartment on the upper level

Dear Columbia City Mayor and Council Members:

My name is Carrie Ann Tracy, and I've been a resident of Columbia City for over 17 years. I am recently a widow and a single mother, as my husband of 21 years, James Wright Tracy, unexpectedly passed away in Sept-2021 at 47 years old due to complications with COVID. This was a devastating and traumatic loss for my family, which includes our two children, who were at the critical high school age of 16 and 17 at the time.

Only six months after James' passing, my kids and I fell victim to the storage unit fire at the St. Helens U-Store, in which we lost our lifetime of belongings, including childhood and family keepsakes, memorabilia from when James was a local business owner, building materials for the renovations on our home, and even the first car we purchased together in the 90s. The damage was catastrophic, with an estimated property loss of \$120,000. I only recovered a fraction of this amount from my insurance company, which left me tens of thousands of dollars underwater.

In an effort to improve our quality of life and get my family back on track, I invested all of my savings into completing the ongoing exterior repairs on the Property that James and I had started years before. Some of the repairs I've recently completed on the Property include

installing new siding, roof, gutters, and paint on both dwellings, and replacing the existing staircase and landing up to the studio, since the old staircase was rotting out. It wasn't until I was replacing the staircase in 2023 that I was notified that the garage/studio dwelling was unpermitted and needed to be brought up to code.

This news came as quite a surprise, as James and I were unaware that the prior owner had not finalized the permits prior to our purchase of the Property in 2006. The garage/studio dwelling was a completed building at the time we purchased the Property, including all electrical and plumbing components. While we had made cosmetic changes to the garage/studio over the years (i.e., new interior paint, flooring, cabinets, windows, water heater), the structural integrity remains original and intact. We never imagined the permitting could be an issue, as there was no indication of an unpermitted structure at the time of the original inspection or even throughout our ownership for nearly two decades. Frankly, if we had known the garage/studio dwelling was unpermitted, we never would have purchased the Property, as we had walked away from another home with a similar situation at the time.

Since being notified of this discrepancy, I have been working in good faith with Columbia City and Columbia County to address their building requirements and corrective measures for this unique situation. All previously expired permits for the garage/studio dwelling from 2003 have been re-opened, including structural, mechanical, plumbing, and electrical, which has cost me over \$1,000 in fees so far. The estimated cost of repairs to close out the work associated with the open permits is between \$5,000 and \$10,000. In addition to securing the standard building permits and associated corrective work, permitting of the upstairs ADU studio apartment is also required with an estimated permit cost of \$11,100 (SDC ADU fees \$8,500 + other fees of \$2,600).

The ADU fees are determined based on newly built ADU structures. However, the Property's garage/studio dwelling has been complete and functional since 2004, so no new infrastructure and/or services are required of Columbia City. I have already invested significant resources on improvements to the garage/studio dwelling and the Property, which has substantially increased the curb appeal of Franklin Street and has contributed to the beautification of Columbia City.

My family's needs have evolved with my kids and elders, to where it is essential for my home to act as an official ADU as originally intended when we purchased the Property in 2006. The ADU costs are extraordinary, which has caused my family significant stress and hardship. Therefore, I am pleading for relief of the SDC ADU charges, and I ask that Columbia City either waive the SDC ADU portion of the charges altogether in the amount of \$8,500, or cap the SDC ADU charges at \$2,500, which will bring my total ADU permit costs down to approximately \$5,100 (plus the cost of any associated repairs).

I am hopeful that Columbia City will be sympathetic to my unique situation and grant relief of the SDC ADU fees. Thank you for your consideration, and I hope to see you at the next Town meeting on Thursday, January 18th to discuss next steps.

Sincerely,


Carrie Ann Tracy
Homeowner



City of Columbia City

Record Fee Estimate

EST-00001-24-000002
655 FRANKLIN ST, COLUMBIA CITY, OR 97018

1840 Second Street
PO Box 189
Columbia City, OR 97018
Phone: 503-397-4010
Fax: 503-366-2870

www.columbia-city.org

bldg@columbia-city.org

Estimate Prepared: 1/8/24 4:42 pm

Valid for 90 days from estimate date.

Work Description: Pre-existing 672 sf two-story garage with 614 sf living space ADU upstairs without approved permits.

Calculated Job Value: \$102,765.18

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
SDC - Sewer 3/4 in meter - St Helens ADU	4117 Amount	\$2,058.50	NEW	\$0.00	\$2,058.50
SDC - Sewer 3/4 in meter - Columbia City ADU	1623 Amount	\$811.50	NEW	\$0.00	\$811.50
SDC - Water 3/4 in meter - ADU	4292 Amount	\$2,146.00	NEW	\$0.00	\$2,146.00
SDC - Storm Drainage - ADU	389 Amount	\$194.42	NEW	\$0.00	\$194.42
SDC - Parks - ADU	2019 Amount	\$1,009.47	NEW	\$0.00	\$1,009.47
SDC - Transportation - ADU	4575 Amount	\$2,287.50	NEW	\$0.00	\$2,287.50
Structural plan review fee	1 Ea	\$588.90	NEW	\$0.00	\$588.90
CET - St Helens SD 502 - Res Use	1 Ea	\$919.53	NEW	\$0.00	\$919.53
CET - St Helens SD 502 - Admin Fee - Res Use	1 Ea	\$38.31	NEW	\$0.00	\$38.31
Structural building permit fee	1 Ea	\$906.00	NEW	\$0.00	\$906.00
State of Oregon Surcharge - Bldg (12% of applicable fees)	1 Ea	\$108.72	NEW	\$0.00	\$108.72
Technology Fee	1 Ea	\$44.85	NEW	\$0.00	\$44.85

Total Fees: \$11,113.70
Total Invoiced Fees: \$0.00
Total Fees Paid: \$0.00
Total Balance Due: \$11,113.70

INTERGOVERNMENTAL PARTNERSHIP AGREEMENT
ePermit System and Services

THIS INTERGOVERNMENTAL PARTNERSHIP AGREEMENT ("Agreement") is effective when all required signatures have been obtained by and between The State of Oregon, acting by and through the Department of Consumer and Business Services ("DCBS" or "Agency"), Building Codes Division ("BCD") and the Columbia City ("Jurisdiction"), a political subdivision of the State of Oregon. BCD and the Jurisdiction may collectively be referred to herein as the Parties and individually as a Party. The Parties enter into this Agreement to cooperate and share services pursuant to the authority granted under ORS 455.185. The purpose of this Agreement is to encourage economic development through construction and to experiment and innovate for administration of building inspection programs. It is in the best interest of BCD and Jurisdiction's leaders to ensure that construction-related development activities proceed in a manner that is quick, efficient, and practical. Having a flexible and responsive system requires sufficient staff and resources to be available to construction businesses. By partnering, BCD and Jurisdiction can explore new ways to maximize the use of scarce resources. This Agreement supersedes and amends and replaces in its entirety any pre-existing intergovernmental partnership agreement for the ePermit System and Services between Jurisdiction and BCD.

DCBS:

Celina Patterson
e-Permitting Manager
1535 Edgewater Street NW
PO Box 14470
Salem, OR 97309
(503) 302-9860

Jurisdiction:

Kim Karber
Interim City Administrator
1840 2nd Street
PO Box 189
Columbia City, OR 97018
(503) 397-4010
kkarber@columbia-city.org

RECITALS

- A. Oregon Revised Statute ORS 455.095 provides that DCBS shall develop and implement a system that provides electronic access to building permitting information. The statute also requires DCBS to make the system accessible for use by municipalities in carrying out the building inspection programs administered and enforced by the municipalities.

- B. The Department of Administrative Services Procurement Office, on behalf of DCBS, issued a Request for Proposal (RFP) for a statewide electronic permit system and associated products and services. Accela, Inc. was the successful proposer. DCBS and Accela Inc. executed a contract in August, 2008 ("ePermit contract"), by which Accela, Inc. licensed to DCBS ePermitting system software, an Integrated Voice Recognition (IVR) system and provided related configuration, implementation and hosting services (collectively the "ePermit System").
- C. The ePermit contract provided that the ePermit System and related Services would be available to municipalities ("Participating Jurisdictions").
- D. BCD is the division of DCBS that implements and administers the ePermitting system.
- E. Jurisdiction has requested that BCD provide access to the ePermitting System and related Services to Jurisdiction and to implement the Jurisdiction as a Participating Jurisdiction as set forth in the ePermitting contract.
- F. BCD is willing, upon the terms of and conditions of this Agreement, to provide access to Jurisdiction to the ePermitting System and related Services and to implement Jurisdiction as provided herein.

1. DEFINITIONS.

- 1.1. As used in this Agreement, the following words and phrases shall have the indicated meanings.
- 1.2. "Agreement" means this Regional Partnership Agreement.
- 1.3. "ePermitting Contract" or "ePermit Contract" means the document attached as Exhibit C and includes all amendments.
- 1.4. "ePermit System" means the entire system including the ePermitting software, licensed, implemented and configured pursuant to the ePermit contract and related Services including hosting, mobile applications and IVR.
- 1.5. "Jurisdiction" has the meaning set forth in the first paragraph of this Agreement.

2. TERM, RENEWAL AND MODIFICATIONS.

- 2.1. Term. This Agreement is effective, and will be considered fully executed, upon signature by both parties, and shall remain in effect until termination of this Agreement as provided herein. Unless otherwise terminated as provided herein, this Agreement will be in effect for the period that Jurisdiction administers and enforces a building inspection program. This Agreement will automatically renew if or when the Jurisdiction's program assumption is renewed for an additional period.
- 2.2. Agreement Modifications. Notwithstanding the foregoing, or any other provision of

the Agreement, BCD may propose a modified Agreement or new intergovernmental agreement for Jurisdiction access to the ePermit System. BCD will propose such modified Agreement or new intergovernmental agreement with at least 60 days written notice prior to expiration of the Jurisdiction's current program assumption period. The new intergovernmental agreement or modified Agreement will be effective on the effective date of the renewal of Jurisdiction's program assumption. If the parties cannot agree to the new intergovernmental agreement or modified Agreement, this Agreement will terminate effective on the renewal date of Jurisdiction's program assumption. Additionally, during the term of this Agreement, BCD may propose modifications to this Agreement; such modifications will become effective upon mutual agreement by the parties in accordance with section 20 of this Agreement.

3. PERFORMANCE AND DELIVERY.

3.1 Responsibilities of BCD.

- 3.1.1. BCD shall use its best efforts to provide Jurisdiction access to the ePermit System and related Services. BCD shall use best efforts to provide the Jurisdiction with satisfactory access on a parity with all other jurisdictions implemented by BCD to the ePermit System.
- 3.1.2. BCD will implement the Jurisdiction's access using the process according to the ePermitting Implementation Methodology set forth in Exhibit E. If a Work Order Contract is used to implement a specific city or county, a copy of that Work Order Contract will be provided in Exhibit D.
- 3.1.3. Upon implementation, Jurisdiction will have access to the System and the functionality, as described in Exhibit E.
- 3.1.4. BCD will provide technical support for the ePermit program. Support is available 8:00 a.m. to 5:00 p.m. Monday through Friday, except for state-observed holidays and from 8:30-10:00 am on Mondays when ePermitting staff holds its weekly staff meeting. The general support structure shall be as follows:
 - 3.1.4.1. State ePermitting team provides technical support to participating city or county.
 - 3.1.4.2. Accela provides technical support to State ePermitting team.

In the event that the State team is unable to communicate a solution to the participating city or county, the State team will facilitate communication between Accela and participant.
- 3.1.5 BCD will provide software that fulfills the Jurisdiction's basic requirement for accepting and reviewing electronic plans.

3.2. Responsibilities of Jurisdiction.

3.2.1. Jurisdiction agrees to the requirements of Exhibit A.

3.2.2. Jurisdiction agrees to abide by the terms and conditions of the Software License set forth in Exhibit B.

3.2.3. Jurisdiction agrees to abide by the implementation model that is identified in Exhibit E.

4. COMPENSATION AND PAYMENT

4.1 Not-to-Exceed Compensation. The maximum, not-to-exceed compensation payable by Jurisdiction to BCD under this contract, which includes any allowable expenses, is \$50,000.00.

4.2 Invoicing. Jurisdiction's continued existing use shall not result in any costs payable to BCD. However, BCD may invoice Jurisdiction for additional services rendered under Exhibit E. BCD will submit all invoices to Jurisdiction upon completion of the services. Invoices must be paid within 30 days of receipt.

5. REPRESENTATIONS AND WARRANTIES.

5.1 Representations of Jurisdiction. Jurisdiction represents and warrants to BCD as follows:

5.1.1. Organization and Authority. Jurisdiction is a political subdivision of the State of Oregon (or an intergovernmental entity formed by political subdivisions of the State of Oregon under ORS Chapter 190) duly organized and validly existing under the laws of the State of Oregon. Jurisdiction has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Jurisdiction has assumed and administers a building inspection program under ORS 455.148 to ORS 455.153.

5.1.2. Due Authorization. The making and performance by Jurisdiction of this Agreement (1) have been duly authorized by all necessary action of Jurisdiction and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.1.3. Binding Obligation. This Agreement has been duly executed and delivered by Jurisdiction and constitutes a legal, valid and binding obligation of Jurisdiction, enforceable according to its terms.

5.1.4. Jurisdiction has reviewed the ePermit Contract and ePermit System and is knowledgeable of the ePermit system functionality and performance and has entered into this Agreement based on its evaluation of the ePermit Contract and the ePermit System

5.2. Representations and Warranties of BCD. BCD represents and warrants to Jurisdiction as follows:

5.2.1. Organization and Authority. BCD is a division of DCBS, an agency of the state government and BCD has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder.

5.2.2. Due Authorization. The making and performance by BCD of this Agreement (1) have been duly authorized by all necessary action of BCD and DCBS and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.2.3. Binding Obligation. This Agreement has been duly executed and delivered by BCD and constitutes a legal, valid and binding obligation of BCD and DCBS; it is enforceable according to its terms.

5.2.4. Performance Warranty. BCD will use its best efforts to provide Jurisdiction access to the ePermit System according to the ePermit contract. Notwithstanding the foregoing, Jurisdiction understands and agrees that the ePermit System is composed of software and services provided by third parties and BCD has no responsibility to Jurisdiction for the functionality or performance of the ePermit System.

5.3. The warranties set forth above are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

6. ACCESS TO RECORDS AND FACILITIES.

6.1. Records Access. DCBS, BCD, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives may access the books, documents, papers and records of the Jurisdiction that are directly related to this Agreement, for the purpose of making audits, examinations, excerpts, copies and transcriptions.

6.2. Retention of Records. Jurisdiction shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the termination of this Agreement.

6.3. Public Records. Jurisdiction is deemed the Custodian for the purposes of public records requests regarding requests related to Jurisdiction's building inspection program.

7. JURISDICTION DEFAULT.

Jurisdiction shall be in default under this Agreement upon the occurrence of any of the following events:

7.1. Jurisdiction fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein.

7.2. Any representation, warranty or statement made by Jurisdiction herein is untrue in any material respect when made.

8. BCD DEFAULT.

BCD shall be in default under this Agreement upon the occurrence of any of the following events:

8.1. BCD fails to perform, observe or discharge any of its covenants, agreements, or obligations set forth herein; or

8.2. Any representation, warranty or statement made by BCD herein is untrue in any material respect when made.

9. TERMINATION BY JURISDICTION.

Jurisdiction may terminate this Agreement in its entirety as follows:

9.1. For its convenience, upon at least six calendar months advance written notice to BCD, with the termination effective as of the first day of the month following the notice period;

9.2. Upon 30 days advance written notice to BCD, if BCD is in default under this Agreement and such default remains uncured at the end of said 30-day period or such longer period, if any, as Jurisdiction may specify in the notice; or

9.3. Immediately upon written notice to BCD, if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that Jurisdiction no longer has the authority to meet its obligations under this Agreement.

10. TERMINATION BY BCD.

BCD may terminate this Agreement as follows:

10.1. For its convenience, upon at least twenty-four calendar months advance written notice to Jurisdiction, with the termination effective as of the first day of the month following the notice period.

10.2. Upon termination of the ePermit Contract with such reasonable notice to Jurisdiction as feasible under the terms of the ePermit Contract.

10.3. Immediately upon written notice to Jurisdiction if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that DCBS no longer has the authority to meet its obligations under this Agreement.

10.4. Upon 30 days advance written notice to Jurisdiction, if Jurisdiction is in default under this Agreement and such default remains uncured at the end of said 30 day

period or such longer period, if any, as BCD may specify in the notice.

10.5. Immediately, in the event that Jurisdiction no longer administers and enforces a building inspection program.

11. EFFECT OF TERMINATION.

11.1. No Further Obligation. Upon termination of this Agreement in its entirety, BCD shall have no further obligation to provide access to the ePermit System and related Services to Jurisdiction.

11.2. Survival. Termination or modification of this Agreement pursuant to sections 9 and 10 above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Jurisdiction shall immediately cease all activities under this Agreement, unless expressly directed otherwise by BCD in the notice of termination.

11.3. Minimize Disruptions. If a termination right set forth in section 9 or 10 is exercised, both parties shall make reasonable good faith efforts to minimize unnecessary disruption or other problems associated with the termination.

11.4. Jurisdiction Data. Jurisdiction may obtain a copy of all of its data related to its usage of ePermitting, for usage in a move into a Jurisdiction-administered electronic system, by submitting a written request to BCD as part of Jurisdiction's notice of termination, or within 60 days of termination of this agreement. BCD will request the data from Accela, and Accela will provide the data in the same format as the Accela database.

12. NOTICE.

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Jurisdiction or BCD at the addresses or numbers set forth on page one of this agreement, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against BCD, any notice transmitted by facsimile must be confirmed by telephone notice to BCD's ePermitting Manager. To be effective against Jurisdiction, any notice transmitted by facsimile must be confirmed by telephone notice to Jurisdiction's Manager (e.g. County Court Judge, Board of Commissioners Chair, City Manager, County Administrator). Any communication or notice given by personal delivery shall be effective when actually delivered.

13. SEVERABILITY.

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

14. COUNTERPARTS.

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

15. GOVERNING LAW, CONSENT TO JURISDICTION.

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between BCD (and/or any other division, agency or department of the State of Oregon) and Jurisdiction that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a circuit court in the State of Oregon of proper jurisdiction. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Jurisdiction, by execution of this agreement, hereby consents to the in personam jurisdiction of said courts.

16. COMPLIANCE WITH LAW.

The parties shall comply with all state and local laws, regulations, executive orders and ordinances applicable to the Agreement. All employers, including BCD and Jurisdiction, that employ subject workers who provide Services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.

17. ASSIGNMENT OF AGREEMENT, SUCCESSORS IN INTEREST.

The parties agree there will be no assignment or delegation of the Agreement, or of any interest in this Agreement, unless both parties agree in writing. The parties agree that no services required under this Agreement may be performed under subcontract unless both parties agree in writing. The provisions of this Agreement shall be binding upon and shall inure to the parties hereto, and their respective successors and permitted assignees.

18. NO THIRD-PARTY BENEFICIARIES.

BCD and Jurisdiction are the only parties to this Agreement and are the only parties

entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

19. WAIVER.

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. No waiver or consent shall be effective unless in writing and signed by the party against whom it is asserted.

20. AMENDMENT.

No amendment, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and when required by the Department of Administrative Services and Department of Justice. Such amendment, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. Jurisdiction, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

21. HEADINGS.

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.

22. CONSTRUCTION.

This Agreement is the product of extensive negotiations between BCD and representatives of Jurisdiction. The provisions of this Agreement are to be interpreted and their legal effects determined as a whole. An arbitrator or court interpreting this Agreement shall give a reasonable, lawful and effective meaning to the Agreement to the extent possible, consistent with the public interest.

23. INDEPENDENT CONTRACTOR.

The parties agree and acknowledge that their relationship is that of independent contracting parties and that neither party is an officer, employee, or agent of the other as those terms are used in ORS 30.265 or otherwise.

24. LIMITATION OF LIABILITY.

24.1. Jurisdiction agrees that BCD shall not be subject to any claim, action, or liability ARISING IN ANY MANNER WHATSOEVER OUT OF ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF ACCESS OR SERVICE UNDER THIS

AGREEMENT. THE STATE SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DIRECT, INDIRECT SPECIAL OR CONSEQUENTIAL DAMAGES SUSTAINED BY THE POLITICAL SUBDIVISION, INCLUDING, BUT NOT LIMITED TO, DELAY, INTERRUPTION OF BUSINESS ACTIVITIES, OR LOST RECEIPTS THAT MAY RESULT IN ANY MANNER WHATSOEVER FROM ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF SERVICE.

24.2. EXCEPT FOR LIABILITY ARISING UNDER SECTION 27 NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

25. FORCE MAJEURE.

Neither BCD nor Jurisdiction shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, natural causes, or war which is beyond the reasonable control of BCD or Jurisdiction, respectively. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

26. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of all under this Agreement.

27. CONTRIBUTION

27.1. If any third party makes any claim or brings any action, suit or proceeding ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

27.2. With respect to a Third Party Claim for which BCD is jointly liable with the Jurisdiction (or would be if joined in the Third Party Claim), BCD shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Jurisdiction in such proportion as is appropriate to reflect the relative fault of BCD on the one hand and of the Jurisdiction on the other hand in connection

with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of BCD on the one hand and of the Jurisdiction on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. BCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if BCD had sole liability in the proceeding.

27.3. With respect to a Third Party Claim for which the Jurisdiction is jointly liable with BCD (or would be if joined in the Third Party Claim), the Jurisdiction shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by BCD in such proportion as is appropriate to reflect the relative fault of the Jurisdiction on the one hand and of BCD on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Jurisdiction on the one hand and of BCD on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Jurisdiction's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

28. AGREEMENT DOCUMENTS IN ORDER OF PRECEDENCE.

This Agreement consists of the following documents that are listed in descending order of precedence:

- This Agreement less all exhibits;
- Exhibit A - Jurisdiction Obligations
- Exhibit B - ePermit License Agreement
- Exhibit C - ePermit Contract (not attached, but made available to Jurisdiction)
- Exhibit D-Work Order Contract
- Exhibit E - Implementation Model

All attached and referenced exhibits are hereby incorporated by reference.

29. MERGER CLAUSE. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no

understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of BCD to enforce any provision of this Agreement shall not constitute a waiver by BCD of that or any other provision.

[Signature on following page]

**JURISDICTION, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT
JURISDICTION HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE
BOUND BY ITS TERMS AND CONDITIONS.**

A. Jurisdiction

By: _____ Date: _____

Printed Name: _____

Title: _____

**B. State of Oregon, Acting by and through its Department of Consumer and Business
Services, Building Codes Division**

Reviewed By: _____ Date: _____

Printed Name: Dawn Bass

Title: Deputy Administrator

Executed By: _____ Date: _____

Printed Name: Miriha Aglietti

Title: Designated Procurement Officer

Exhibit A

Jurisdiction Obligations

Jurisdiction Software

As part of the state hosted system, any software being used by Jurisdiction to support either the building permitting system or any supplemental products being purchased from Accela, must be compatible with the Accela product.

Electronic Document Acceptance

Beginning January 1, 2025, Jurisdiction is required by administrative law to accept electronic plans. Agency will provide software that fulfills the basic ability to meet this requirement; however, Jurisdiction may independently source their own software.

If Jurisdiction uses the Agency-provided software, then Jurisdiction will be required to comply with all third-party agreements associated with the software and must notify Agency promptly of any non-compliance. Jurisdiction must also comply with all Agency-provided instructions on the use of the software, including instruction relating to installation and removal of the software. Jurisdiction must remove or destroy any or all copies of the software at Agency's request.

Product Features

Jurisdiction agrees to sell permits online through the ePermitting Portal. Jurisdiction agrees to offer online and IVR inspection scheduling for permits in an appropriate status.

Jurisdiction agrees to offer online submittal of plan documents at appropriate point(s) in the application process as dictated by the Jurisdiction's workflow associated with each record type.

Permit Numbering Scheme.

As a full-service participant, Jurisdiction agrees to include the pre-assigned three digit prefix to all permits covered by and processed through ePermitting system. Permits for any supplemental products purchased through Accela, hosted in the State of Oregon environment and being serviced through the State of Oregon ePortal must also use the three-digit prefix in the permit number. Permits for supplemental products purchased through Accela that will not be hosted or maintained on the Oregon platform and that are not serviced through the State of Oregon ePortal are not required to use the three-digit prefix.

Status and Result Codes.

All status and result codes such as inspections, plan review, permit issuance status will be pursuant to a statewide uniform system. Jurisdiction shall only use the uniform status and result codes.

Inspection Codes.

Inspection types for code required inspections must be consistent throughout the state. Unique inspection types must be requested through and assigned by the ePermitting staff.

Supplemental Products Purchased by Jurisdiction through Accela.

Any supplemental product such as, but not limited to, Land Use, Enforcement, Licensing, or

other services, may be licensed directly to Jurisdiction by Accela. Support services for the supplemental products fall outside of the scope of this Intergovernmental Agreement and are therefore provided through direct agreement with Accela or other service provider. Installation of supplemental products onto the State hosted servers cannot occur before the State ePermitting team begins active development of the building permitting module.

Version (Product) updates.

Migration from one product version of Accela Automation to another product version will be regulated and coordinated through BCD. Supplemental products will be required to migrate to the same version of the product at the same time as the product version for the building product module. After implementation, Jurisdiction is required to test the configuration against new versions of the product in the timeframe specified by BCD.

Exhibit B
Software License Agreement

Note: DCBS through the ePermit Contract has the right to permit jurisdictions to use the ePermit System software as set forth in Exhibit G, License Agreement, of the ePermit Contract. While the entire software license agreement between the State and Accela, Inc., including the added language in Amendment 7, has been provided here for continuity and ease of use, a participating city or county is only bound by Sections 3.1, 3.2, and 4 as specified in this Agreement.

1. Parties ACCELA	CUSTOMER
Accela, Inc.	State of Oregon
	Department of Consumer & Business
	Services P.O. Box 14470
2633 Camino Ramon, Suite	Salem, OR 97309
120 Bishop Ranch 3	Attention: Building Codes
San Ramon, California	Division T: (503)378-4100 F:
94583 Attention: Contracts	(503)378-3989
Administration T: 925.659.3200	e-Mail: chris.s.huntington@state.or.us
F: 925.407.2722	
e-Mail: contractsadrnin@accela.com	

This License Agreement ("LA") is intended for the exclusive benefit of the Parties; except as expressly stated herein, nothing will be construed to create any benefits, rights, or responsibilities in any other parties.

2. Term and Termination

2.1 Term Provided that Customer signs and returns this LA to Accela **no later than August 8, 2008**, this LA is effective as of the date of Customers signature ("Effective Date") and will continue until terminated as provided herein.

2.2 Termination Either party may terminate if the other party materially breaches this LA and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Upon any termination or expiration of this LA, all rights granted to Customer are cancelled and revert to Accela.

3 Intellectual Property

3.1 License The software products ("Software") listed in Exhibit A are protected under the laws of the United States and the individual states and by international treaty provisions. Accela retains full ownership in the Software and grants to Customer a perpetual, limited, nonexclusive, nontransferable license to use the Software, subject to the following terms and conditions:

3.1.1 The Software is provided for use only by Customer employees. For the purposes of subsections 3.1, 3.2 and Sections 4 of this LA, Customer means: i)

the individual Jurisdiction with respect to its use of the Software, provided that the licensing fee has been paid for such Jurisdiction, and ii) the State of Oregon acting by and through its Department of Consumer and Business Services with respect to its use of the Software.

- 3.1.2 The Software may be installed on one or more computers but may not be used by more than the number of users for which the Customer has named user licenses. For the purposes of this License Agreement, the Customer has unlimited use, per department, of any license covered by this agreement. The Software is deemed to be in use when it is loaded into memory in a computer, regardless of whether a user is actively working with the Software. Accela may audit Customer's use of the Software to ensure that Customer has paid for an appropriate number of licenses. Should the results of any such audit indicate that Customer's use of the Software exceeds its licensed allowance, Customer agrees to pay all costs of its overuse as determined using Accela's then-current pricing; any such assessed costs will be due and payable by Customer upon assessment. Customer agrees that Accela's assessment of overuse costs pursuant to this Subsection is not a waiver by Accela of any other remedies available to Accela in law and equity for Customer's unlicensed use of the Software.
- 3.1.3 Customer may make backup copies of the Software only to protect against destruction of the Software. With exception of the Entity Relationship Diagram and any other documentation reasonably-designated and specifically-marked by Accela as trade secret information not for distribution, Customer may copy Accela's documentation for use by those persons described in section 3.1.1, supra, provided that such use is for business purposes not inconsistent with the terms and conditions of this Licensing Agreement. "Trade Secret" has the meaning set forth in ORS 192.501(2)
- 3.1.4 Customer may not make any form of derivative work from the Software, although Customer is permitted to develop additional or alternative functionality for the Software using tools and/or techniques licensed to Customer by Accela.
- 3.1.5 Customer may not obscure, alter, or remove any confidentiality or proprietary rights notices.
- 3.1.6 Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (**ORS 30.260 through 30.300**), Customer is liable to Accela for any direct damages incurred as the result of unauthorized reproduction or distribution of the Software which occur while the Software is in Customer's possession or control.
- 3.1.7 Customer may use the Software only to process transactions relating to properties within both its own geographical and political boundaries and in counties contiguous to Oregon with populations below 100,000. Customer

may not sell, rent, assign, sublicense, lend, or share any of its rights under this LA.

3.1.8 Customer is entitled to receive the Software compiled (object) code and is licensed to use any data code produced through implementation and/or normal operation of the Software; Customer is not entitled to receive source code for the Software except pursuant to an Intellectual Property Escrow Agreement, which may be executed separately by the Parties. Accela and Customer will execute an Intellectual Property Escrow Agreement within 30 days of Contract execution.

3.1.9 All rights not expressly granted to Customer are retained by Accela.

3.1.10 Customers are allowed unlimited use, per department, of software products listed in Exhibit A, for in-scope record type categories defined in Attachment 1 to this LA. In addition, each customer is allowed five (5) additional record types for activities that fall outside of the in-scope record type categories defined in Attachment 1 to this L.A., are delivered under the Building Department and are submitted to and approved by DCBS.

3.2 License Warranties

3.2.1 Accela warrants that it has full power and authority to grant this license and that, as of the effective date of this LA, the Software does not infringe on any existing intellectual property rights of any third party. If a third party claims that the Software does infringe, Accela may, at its sole option, secure for Customer the right to continue using the Software or modify the Software so that it does not infringe. Accela expressly agrees to defend, indemnify, and hold Customer harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorneys fees, and damages arising out of or related to any claims that the Software, or the Customers use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that Customer shall provide Accela with prompt written notice of any infringement claim. Accela will have the sole right to conduct the defense of any legal action and all negotiations for its settlement or compromise; provided, however, Accela shall not settle any claim against the Customer with the consent of Customer.

3.2.2 Accela has no obligation for any claim based upon a modified version of the Software or the combination or operation of the Software with any product, data, or apparatus not provided by Accela, with the exception of those products identified in Exhibit J. Accela provides no warranty whatsoever for any third-party hardware or software products.

3.2.3 Except as expressly set forth herein, Accela disclaims any and all express

and implied warranties, including but not necessarily limited to warranties of merchantability and fitness for a particular purpose.

3.3 Compensation

3.3.1 License Fees In exchange for the Software described hereinabove, Customer will pay to Accela the amounts indicated in Exhibit A3.

3.3.2 Payment Terms Amounts are quoted in United States dollars and do not include applicable taxes, if any. The payment terms of all invoices are net forty-five (45) calendar days from the dates of the invoices. Any payment not paid to Accela within said period will incur a late payment in an amount equal to two-thirds of one percent (.66%) per month (eight percent (8% per annum), on the outstanding balance from the billing date. Accela may, at its sole discretion, suspend its obligations hereunder without penalty until payments for all past-due billings have been paid in full by Customer. All payments to Contractor are subject to ORS 293.462

4. Confidentiality

4.1 Confidentiality and Nondisclosure. Each party acknowledges that it and its employees or agents may, in the course of performing its responsibilities under this LA, be exposed to or acquire information that is confidential to the other party or the other party's clients. Any and all information clearly marked confidential, or identified as confidential in a separate writing as confidential provided by one party or its employees or agents in the performance of this LA shall be deemed to be confidential information of the other party ("Confidential Information"). Any reports or other documents or items (including software) which result from the use of the Confidential Information by the recipient of such information shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by the party acquiring such information) publicly known or is contained in a publicly available document; (b) is furnished by the party disclosing such information to others without restrictions similar to those imposed by this LA; (c) is rightfully in the receiving party's possession without the obligation of nondisclosure prior to the time of its disclosure under this LA; (d) is obtained from a source other than the discloser without the obligation of confidentiality, (e) is disclosed with the written consent of the disclosing party, or; (f) is independently developed by employees or agents of the receiving party who can be shown to have had no access to the Confidential Information.

4.2 The recipient of Confidential Information agrees to hold Confidential Information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own Confidential Information, and not to copy, reproduce,

sell, assign, license, market, transfer or otherwise dispose of, give or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than as contemplated by this LA or reasonably related thereto, including without limitation the use by Customer of Accela who need to access or use the System for any valid business purpose, and to advise each of its employees and Accela of their obligations to keep Confidential Information confidential.

- 4.3 Each party shall use commercially reasonable efforts to assist the other in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, each party shall advise the other immediately in the event it learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this LA and each party will at its expense cooperate with the other in seeking injunctive or other equitable relief in the name of the other against any such person.
- 4.4 Each party agrees that, except as provided in this LA or directed by the other, it will not at any time during or after the term of this LA disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this LA each party will turn over to the other all documents, papers and other matter in its possession which embody Confidential Information.
- 4.5 Each party acknowledges that breach of this Article VIII, including disclosure of any Confidential Information will give rise to irreparable injury which is inadequately compensable in damages. Accordingly, each party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Each party acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the other and are reasonable in scope and content.
- 4.6 Customers obligations under this Article VIII shall be subject to the Oregon Public Records Laws, ORS 192.410 through ORS 192.505.

Exhibit C
ePermitting Contract

The ePermitting contract is available, upon request, for the Jurisdiction to review.

Exhibit D

Work Order Contract

Under the terms and conditions of the ePermit System Agreement, DCBS may enter into a Work Order Contract for implementation services. Should implementation services be used for the implementation of a specific participating city or county, the provisions of that agreement will be provided here.

A Work Order Contract is not being used to implement this jurisdiction.

EXHIBIT E
IMPLEMENTATION
OREGON STANDARD MODEL

Third Party Components

The ePermitting system contains multiple components created and licensed by third parties. BCD cannot guarantee the continued support of these components, and may have to make changes to the system based upon changes made by the third party providers. BCD will provide prompt notice to Jurisdiction upon becoming aware of any necessary changes and will work to provide solutions with the least possible disruption of system usage.

Oregon Standard Model (OSM) includes:

- Standard Model Permits (records):
 - Commercial Agricultural Equine
 - Commercial Alarm Suppression Systems
 - Commercial & Residential Deferred Submittal
 - Commercial & Residential Demolition
 - Commercial & Residential Electrical
 - Commercial & Residential Investigation
 - Commercial & Residential Mechanical
 - Commercial & Residential Phased
 - Commercial & Residential Plumbing
 - Commercial RV Park or Manufactured Home Park
 - Commercial & Residential Structural
 - Commercial & Residential Research
 - Master Electrical Permits
 - Inquiry
 - Post Disaster
 - Residential 1 & 2 Family Dwelling
 - Residential Manufactured Dwelling
- Standard Model Reports include:
 - Application About to Expire (List and Letters to Applicant and Owner)
 - Permit About to Expire ((List and Letters to Applicant and Owner)
 - Usage
 - Configuration Reports
 - Fee by Account (Summary & Detail)
 - Invoice
 - Out of Balance
 - Payments Applied
 - Payments Not Applied

- Refunds Issued
- Payments Received
- Payments Summary
- School Construction Excise Tax
- Inspection Correction Notice
- Inspection Summary
- Inspections Assigned
- Recent Inspection Activity
- Monthly Permit Summary
- Monthly Permits Issued
- Monthly Permits Issued Valuation Report
- State Surcharge
- State Surcharge Details
- Balance Due
- Building Application
- Building Permit
- Certificate of Occupancy
- Fee Estimate
- Fee by Record
- Phased Authorization to Begin Work
- Plan Review Checklist
- Temporary Certificate of Occupancy
- Work Authorization
- Receipt

Use of “Consistent Form and Fee Methodology”

Use of Elavon “Converge” payment processor with US Bank for internet credit card processing in Accela Citizen Access (ACA); jurisdiction opens and maintains its own account.

- Optional Modules:
 - Onsite
 - Planning Tracking
 - Code Enforcement
 - Public Works

The first time these optional modules are implemented, BCD will provide implementation services at no cost. If for any reason these optional modules need to be reimplemented, BCD may invoice Jurisdiction for the reasonable costs of the implementation. Costs will depend upon the complexity of the work, but will not exceed \$5,000 per module implemented. BCD and Jurisdiction will agree on the costs prior to any implementation.

Oregon Standard Model Implementation includes:

- Importing jurisdiction’s fee schedule into Accela
- Data conversion from jurisdiction’s database

- ePermitting will provide documentation about how the data is to be formatted for loading
 - ePermitting will work with jurisdiction to map the data from existing permitting system to Accela
 - Jurisdiction is responsible for extracting data from existing system
- Address, Parcel, Owner Database Load
 - ePermitting will provide documentation about data format requirements
 - Jurisdiction will provide files containing Address, Parcel, Owner reference data for loading into ePermitting database
- Interfaces to Jurisdiction Systems (optional)
 - Financial
 - ePermitting will provide files with specified fields for interfaces to jurisdiction's on site systems
 - Jurisdiction will upload the files into their on site system
 - GIS
 - ESRI ArcGIS Server 10 or ESRI ArcGIS Server 10 sp 1
 - Future versions of Accela Software may require upgrades to ESRI software to maintain interface operability
- Training
 - ePermitting provides online weekly training via video conference.
 - Jurisdiction's "super users" will train other jurisdictional employees.
 - ePermitting will attend jurisdictions Go Live in person.
- Coordination with Accela
 - If Jurisdiction purchases other modules, such as Planning or Code Enforcement, directly from Accela and has them implemented by Accela, an independent contractor or by Jurisdiction staff, Jurisdiction must coordinate that implementation with ePermitting.
 - Coordination with ePermitting means including ePermitting staff in project management meetings with Jurisdiction and the party implementing the other modules.

IMPLEMENTATION OVERVIEW

The following list is a distilled version of the major tasks associated with implementation of ePermitting. The tasks run concurrently and can take varying amounts of time, however, this is a look at the things that Jurisdiction must complete. Of this list, testing is the major responsibility that will take some time to complete. The more thoroughly the Jurisdiction tests the system before Go Live, the smoother the transition will be when ePermitting begins.

Start Up

- Sign IGA
- Send "Contact Information" document and Logo
- Scan and send copies of permit applications
- Provide "Roles and Responsibilities" Document

Training

- Have "super users" complete all of the online training
- Assign targeted online training to specific staff

Finances

- Fill in the three financial documents:
 - General Accounting Practices
 - Settling & Balancing Procedures
 - Refunds
- Provide Project Manager with fee information
- Test fees that have been configured in the database
- Choose data to be included in financial interface,
 - Create or link an ftp site to which the financial data will be uploaded
 - Test and approve the transfer of data through the ftp site and into the financial system
- Set up a Converge account 1-2 weeks before Jurisdiction's Go Live date.

Addresses

- Work with APO specialist to determine the requirements for the address/parcel file that will be loaded into Jurisdiction's ePermitting database
- Provide the address file to APO specialist
- Test the addresses that are loaded into Jurisdiction's database
- Approve the addresses in Jurisdiction's database

Configuration

- Provide User spreadsheet and Inspector profiles

- Test applications
- Test workflow
- Test inspections

Data Conversion

- Talk with Project Manager about data conversion
- Determine which permits are open
- Map data
- Fill in conversion tables
- Test the converted data
- Approve the converted data

Reports

- Examine the existing reports
- If there are additional reports that you desire, discuss them with your Project Manager
- If additional reports are built, then test and approve them

IVR

- Fill out Set Up document and return to Project Manager
- Test and approve IVR

Training Overview

- ☐ Home Screen and Records Portlet
 - ☐ Orientation to Portlets – User, Quick Links, Alerts or My Tasks, Record List/Detail, My Navigation, and Reports
 - ☐ Alerts portlet – incoming ACA
 - ☐ Searching, sorting, CSV export, Quick Queries
 - ☐ My Navigation vs Go To dropdown menu
- ☐ Applications
 - ☐ Starting new records from the Back Office
 - ☐ Four A's: APO address/parcel/owner, ASI application specific information, Applicant, Automation of fees
 - ☐ Printing an application
- ☐ Fees
 - ☐ Adding and Invoicing fees – NEW fees DELETE vs. INVOICED fees VOID
 - ☐ Invoiced fees and ACA
 - ☐ Making payment and CASH payment types – best practice (payor, recording actual payment amount/change)
 - ☐ Partial payment (applying monies) and Pay More function
 - ☐ Printing/Emailing receipts – generating Invoice – reprinting from Documents
- ☐ Workflow – Permit Lifecycle
 - ☐ Workflow statuses – advancing workflow, TSI task specific info, record status relationship
 - ☐ Withdrawn vs Void
 - ☐ Parallel tasks at Ready for Plan Review
 - ☐ Automated emails notification from Workflow
 - ☐ Supervisor function
 - ☐ Auto-close of EMP at Final Inspection sign-off (optional)
 - ☐ Workflow history – show where it's at, what's included
- ☐ Special Record Types
 - ☐ Revision vs Additional Info Requested
 - ☐ Deferred submittals
 - ☐ Phased permitting
 - ☐ Temp C of O
 - ☐ C of O
 - ☐ CSC Certificate of Satisfactory Completion
 - ☐ Required elements for C of O – how to correct and rerun report
- ☐ Data Management
 - ☐ Cloning vs Copying

- ☐ Related records – at Intake, thru Cloning, after the fact
- ☐ Sets – 3 ways to create – Sets portlet, Record List, Related Records
- ☐ Conditions

- ☐ Reference Data
 - ☐ Reference vs Transactional – importance of making corrections and where, Synch to Reference option
 - ☐ People reference
 - ☐ APO reference – Inspection Districts, Parcel Attributes that should stop issuance

- ☐ “Day in the Life” walk-through
 - ☐ Alerts for Permit Techs and My Tasks for Inspectors/Plans Examiners

- ☐ Inspections
 - ☐ Daily load and printing Inspection Slips
 - ☐ Assigning, reassigning, canceling, deleting if unnecessary for Final
 - ☐ Resulting – introduce options for resulting (back office, Inspector App, IVR)

- ☐ Reports
 - ☐ Demonstrate what reports are available – Financial, Stats, State Surcharge
 - ☐ Quick Queries – information only, not training (as time allows)
 - ☐ Ad-hoc – information only, not training (as time allows)

- ☐ Advanced Money
 - ☐ Change in valuation
 - ☐ Making fee changes – Voiding fees to Credit – adding/voiding fee items that impact State Surcharge – show Assess Fee History and Payment History
 - ☐ Exceptional payment types
 - ☐ Financial batch file –reconciling exceptional payment types and transfers - account codes/GL and Agency financial process
 - ☐ Cash Balancing

- ☐ *SCHEDULE - Contractor Training (in the field) – Coordinated and provided by Jerod Broadfoot at the Agency location*
- ☐ *SCHEDULE - EDR (in the field)*

Donation Request

December 27, 2023

City of Columbia City
Po Box 189
Columbia City, OR 97018

DEC 29 2023

◆
**Board of
Directors**

Russell Hubbard
Craig Melton
Debbie Reed
Neal Sheppard
Garratt Tayler

General Manager
Michael J. Sykes
◆

Dear City of Columbia City

We, Columbia River PUD - GLOW Team, are writing on behalf of our GLOW funds, as they are at a critically low level. Our GLOW (Give Light, Offer Warmth) fund provides emergency bill payment assistance to income-qualified PUD customers who are at risk of having their power shut off. GLOW is funded through customer donations and employee fundraisers. Your GLOW contribution is tax deductible and helps where help is needed most, with every dollar going to customers needing bill payment assistance.

Your donation will bring warmth and light to families in our service territory; our GLOW fund has served approximately 400 customers per year. Thanks to generous donations from our community, we have been able to help 1,107 customers, totaling \$110,700.00 in bill payment assistance over the last three years.

Donations can be made by phone, mail, or in person at our office in Deer Island. If you have any questions, please contact our GLOW Team by calling 503-397-1844. **Tax ID: 93-6120765**

Warm wishes,

Columbia River PUD GLOW Team:
Kristen D, Shawntel, Rachel, Kevin H, Josh, Heidi, and Staci