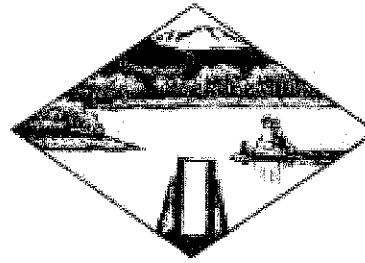


# Bank Reconciliation

## Checks by Date

User: KKARBER  
 Printed: 03/12/2025 - 5:51PM  
 Cleared and Not Cleared Checks  
 Print Void Checks



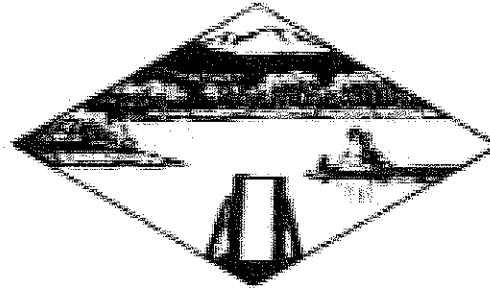
City of Columbia City  
 PO Box 189  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0			DD 00997.12.2024	PR		12/31/2024	0.37
35357	2/4/2025	BLUE HERON SEPTIC & DRAIN SEI		AP		2/28/2025	4,075.00
35358	2/4/2025	DAHLGREN'S DO IT BEST BUILDIN		AP		2/28/2025	174.81
35359	2/4/2025	DCBS - FISCAL SERVICES		AP		2/28/2025	157.29
35360	2/4/2025	ELAVON		AP		2/28/2025	139.23
35361	2/4/2025	FERGUSON ENTERPRISES #3011		AP		2/28/2025	1,079.30
35362	2/4/2025	INROADS CREDIT UNION		AP		2/28/2025	4,095.56
35363	2/4/2025	ANDREW NOLLETTE		AP		2/28/2025	215.00
35364	2/4/2025	OREGON OCCUPATIONAL MEDICII		AP		2/28/2025	631.00
35365	2/4/2025	ROSS & LAWRENCE UNION OIL CC		AP		2/28/2025	602.10
35366	2/4/2025	SPRINGBROOK HOLDING COMPAN		AP		2/28/2025	67.00
35367	2/4/2025	CITY OF ST HELENS		AP		2/28/2025	10,969.40
35368	2/4/2025	US POSTAL SERVICE		AP			6,245.15
486	2/5/2025	ASI FLEX		AP		2/28/2025	3.75
487	2/5/2025	FEDERAL GOVERNMENT		AP		2/28/2025	16,755.51
488	2/5/2025	OR DEPT OF REVENUE		AP		2/28/2025	4,174.97
489	2/5/2025	OR PERS		AP		2/28/2025	14,271.78
490	2/5/2025	OR PERS RETIREE		AP		2/28/2025	2,698.78
35369	2/6/2025	FAMILY MOTOR COMPANY		AP		2/28/2025	26,765.00
35370	2/12/2025	ACE HARDWARE - WEST		AP		2/28/2025	1,091.22
35371	2/12/2025	CULLIGAN WATER		AP		2/28/2025	67.35
35372	2/12/2025	CwM-H2O		AP		2/28/2025	1,045.61
35373	2/12/2025	GRANITE TELECOMMUNICATIONS		AP		2/28/2025	383.03
35374	2/12/2025	HARLIN ITS LLC		AP		2/28/2025	901.00
35375	2/12/2025	HUDSON PORTABLE TOILET SERV.		AP		2/28/2025	327.20
35376	2/12/2025	OLSON LLC		AP		2/28/2025	4,800.00
35377	2/12/2025	PETTY CASH		AP		2/28/2025	71.95
35378	2/12/2025	QUILL CORPORATION		AP		2/28/2025	23.59
35379	2/12/2025	RICOH USA, INC.		AP		2/28/2025	109.85
35380	2/12/2025	SAIF CORPORATION		AP		2/28/2025	611.54
35381	2/12/2025	CITY OF ST. HELENS		AP			808.74
35382	2/12/2025	TRAFFIC SAFETY SUPPLY CO INC		AP		2/28/2025	106.00
35383	2/12/2025	VERIZON WIRELESS		AP		2/28/2025	530.33
35384	2/25/2025	COLUMBIA RIVER PUD		AP			2,604.12
35385	2/25/2025	KENNEDY/JENKS CONSULTANTS		AP			1,627.13
35386	2/25/2025	MIG, INC		AP			1,082.50
35387	2/25/2025	NW NATURAL GAS		AP			365.99
35388	2/25/2025	OPUS INTERACTIVE		AP			50.00
35389	2/25/2025	PACIFIC NORTHERN ENVIRONMEN		AP			572.00
35390	2/25/2025	ROSS & LAWRENCE UNION OIL CC		AP			514.69
35391	2/25/2025	ARTHUR E. SHERWOOD		AP			436.00
35392	2/25/2025	WILLAMETTE VALLEY SECURITY,		AP			141.60
0	2/28/2025	COLONIAL LIFE INSURANCE		AP			29.48
0	2/28/2025	HRA VEBA TRUST		AP			975.00
0	2/28/2025	VALIC		AP		2/28/2025	221.34
0	2/28/2025		DD 00999.02.2025	PR		2/28/2025	41,373.03

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
494	2/28/2025	ASI FLEX		AP			225.00
35394	2/28/2025	MARK GORDON		PR			411.24
Total Void Check Count:							0
Total Void Check Amount:							
Total Valid Check Count:							48
Total Valid Check Amount:							154,627.53
Total Check Count:							48
Total Check Amount:							154,627.53

# General Ledger

## Expense vs. Budget



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

User: KKARBER  
 Printed: 3/12/2025 5:54:01 PM  
 Period 08 - 08  
 Fiscal Year 2025

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
<b>01</b>	<b>General Fund</b>						
01	Administration						
	Personal Services						
01-01-00-1100	Regular Services	128,026.00	10,484.89	78,775.14	49,250.86	49,250.86	38.47
01-01-00-1300	Overtime	400.00	54.02	674.12	-274.12	-274.12	-68.53
01-01-00-2100	Group Insurance	24,010.00	1,835.25	14,841.16	9,168.84	9,168.84	38.19
01-01-00-2200	Social Security	9,967.00	802.30	6,453.17	3,513.83	3,513.83	35.25
01-01-00-2300	Retirement Contributions	29,718.00	2,166.23	16,948.73	12,769.27	12,769.27	42.97
01-01-00-2500	Unemployment Compensation	128.00	10.14	68.40	59.60	59.60	46.56
01-01-00-2600	Workers' Compensation	531.00	33.40	326.52	204.48	204.48	38.51
01-01-00-2700	Oregon Paid Leave Tax	779.00	63.25	506.69	272.31	272.31	34.96
01-01-00-2950	Accrued Leave	<u>1,862.00</u>	<u>0.00</u>	<u>2,965.02</u>	<u>-1,103.02</u>	<u>-1,103.02</u>	<u>-59.24</u>
	Personal Services	195,421.00	15,449.48	121,558.95	73,862.05	73,862.05	37.80
	Materials and Services						
01-01-00-3310	Auditing Services	2,600.00	0.00	2,990.00	-390.00	-390.00	-15.00
01-01-00-3330	Legal Services	3,500.00	0.00	709.25	2,790.75	2,790.75	79.74
01-01-00-3340	Engineering Services	2,500.00	348.75	625.00	1,875.00	1,875.00	75.00
01-01-00-3350	Planning & Other Contract Serv	10,000.00	1,082.50	10,102.69	-102.69	-102.69	-1.03
01-01-00-4120	School Excise Tax	1,440.00	0.00	1,000.40	439.60	439.60	30.53
01-01-00-4310	Building Maintenance	5,000.00	185.92	2,213.39	2,786.61	2,786.61	55.73
01-01-00-4320	Equipment Software Maintenance	8,500.00	207.67	3,904.56	4,595.44	4,595.44	54.06
01-01-00-4330	Community Hall Maintenance	9,000.00	478.37	5,939.68	3,060.32	3,060.32	34.00
01-01-00-5200	Insurance and Bonds	3,800.00	0.00	3,940.59	-140.59	-140.59	-3.70
01-01-00-5400	Legal Notices Advertising	400.00	0.00	678.89	-278.89	-278.89	-69.72
01-01-00-5810	Travel and Training	2,500.00	0.00	497.12	2,002.88	2,002.88	80.12
01-01-00-5820	Mayor, Council & Com Travel	1,000.00	0.00	280.50	719.50	719.50	71.95
01-01-00-5830	Dues, Subscriptions, Programs	6,800.00	100.00	4,021.88	2,778.12	2,778.12	40.85
01-01-00-6110	Office Supplies	1,000.00	23.55	672.09	327.91	327.91	32.79
01-01-00-6120	Postage	1,500.00	694.69	1,116.78	383.22	383.22	25.55
01-01-00-6130	Telephone & Internet Services	2,000.00	121.75	901.25	1,098.75	1,098.75	54.94
01-01-00-6150	Materials and Supplies	1,500.00	29.95	1,128.32	371.68	371.68	24.78
01-01-00-6160	Uniforms PPE	0.00	17.20	17.20	-17.20	-17.20	0.00
01-01-00-6210	Natural Gas	350.00	56.12	200.73	149.27	149.27	42.65
01-01-00-6220	Electricity	850.00	50.52	540.96	309.04	309.04	36.36

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-01-00-6260	Gasoline	450.00	29.45	165.74	284.26	284.26	63.17
01-01-00-6520	Citation Refunds	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6580	Library	4,548.00	195.20	3,559.20	988.80	988.80	21.74
01-01-00-6588	Other Donations	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6591	St. Helens Senior Center	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6592	Columbia Pacific Food Bank	500.00	0.00	500.00	0.00	0.00	0.00
01-01-00-6594	Columbia County Emergency Mgr	4,923.00	0.00	0.00	4,923.00	4,923.00	100.00
01-01-00-6598	Col Co Economic Development	2,875.00	0.00	875.00	2,000.00	2,000.00	69.57
01-01-00-6599	Housing Rehabilitation Costs	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6600	Miscellaneous	<u>3,500.00</u>	<u>5.25</u>	<u>771.26</u>	<u>2,728.74</u>	<u>2,728.74</u>	<u>77.96</u>
	Materials and Services	82,036.00	3,626.89	47,352.48	34,683.52	34,683.52	42.28
01-01-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-7430	Capital Construction Building Improvements	<u>39,000.00</u>	<u>0.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
	Capital Construction	<u>39,000.00</u>	<u>0.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
01	Administration	316,457.00	19,076.37	192,731.43	123,725.57	123,725.57	39.10
02	Police						
	Personal Services						
01-02-00-1100	Regular Services	196,674.00	16,355.48	132,637.56	64,036.44	64,036.44	32.56
01-02-00-1300	Overtime	4,000.00	0.00	1,520.48	2,479.52	2,479.52	61.99
01-02-00-2100	Group Insurance	45,434.00	3,550.05	26,999.10	18,434.90	18,434.90	40.58
01-02-00-2200	Social Security	14,983.00	1,258.68	10,352.08	4,630.92	4,630.92	30.91
01-02-00-2300	Retirement Contributions	60,412.00	5,055.57	41,437.62	18,974.38	18,974.38	31.41
01-02-00-2500	Unemployment Compensation	191.00	16.35	106.30	84.70	84.70	44.35
01-02-00-2600	Workers' Compensation	3,956.00	297.28	3,028.32	927.68	927.68	23.45
01-02-00-2700	Oregon Paid Leave Tax	0.00	98.14	807.14	-807.14	-807.14	0.00
01-02-00-2950	Accrued Leave	<u>4,736.00</u>	<u>0.00</u>	<u>353.50</u>	<u>4,382.50</u>	<u>4,382.50</u>	<u>92.54</u>
	Personal Services	330,386.00	26,631.55	217,242.10	113,143.90	113,143.90	34.25
	Materials and Services						
01-02-00-3310	Auditing Services	2,900.00	0.00	3,960.00	-1,060.00	-1,060.00	-36.55
01-02-00-3330	Legal Services	1,000.00	0.00	5.63	994.37	994.37	99.44
01-02-00-3350	Contract Services	500.00	631.00	631.00	-131.00	-131.00	-26.20
01-02-00-4310	Building Maintenance	1,700.00	1,256.83	2,087.83	-387.83	-387.83	-22.81
01-02-00-4320	Equipment Software Maintenance	6,800.00	58.23	594.28	6,205.72	6,205.72	91.26

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-02-00-4350	Vehicle Maintenance	2,500.00	0.00	2,986.28	-486.28	-486.28	-19.45
01-02-00-5200	Insurance and Bonds	19,000.00	0.00	23,910.05	-4,910.05	-4,910.05	-25.84
01-02-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
01-02-00-5810	Travel and Training	4,500.00	648.00	648.00	3,852.00	3,852.00	85.60
01-02-00-5830	Dues, Subscriptions, Programs	1,000.00	0.00	3.97	996.03	996.03	99.60
01-02-00-6110	Office Supplies	350.00	2.36	176.91	173.09	173.09	49.45
01-02-00-6120	Postage	500.00	314.02	315.45	184.55	184.55	36.91
01-02-00-6130	Telephone and Internet Service	2,700.00	284.08	2,004.20	695.80	695.80	25.77
01-02-00-6150	Materials and Supplies	8,000.00	0.00	526.02	7,473.98	7,473.98	93.42
01-02-00-6160	UniformsPPE	2,500.00	0.00	0.00	2,500.00	2,500.00	100.00
01-02-00-6210	Natural Gas	140.00	18.71	66.90	73.10	73.10	52.21
01-02-00-6220	Electricity	115.00	6.31	56.21	58.79	58.79	51.12
01-02-00-6260	Gasoline	8,000.00	527.73	3,669.18	4,330.82	4,330.82	54.14
01-02-00-6500	Shop with a Cop Program	3,936.00	1,219.99	4,719.99	-783.99	-783.99	-19.92
01-02-00-6600	Miscellaneous	100.00	3.75	296.22	-196.22	-196.22	-196.22
	Materials and Services	66,341.00	4,971.01	46,658.12	19,682.88	19,682.88	29.67
01-02-00-7410	Capital Outlay Equipment	0.00	458.63	31,253.30	-31,253.30	-31,253.30	0.00
	Capital Outlay	0.00	458.63	31,253.30	-31,253.30	-31,253.30	0.00
01-02-00-7430	Capital Construction Building Improvements	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
	Capital Construction	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
02 03	Police Building Personal Services	406,727.00	32,061.19	295,153.52	111,573.48	111,573.48	27.43
01-03-00-1100	Regular Services	11,627.00	1,037.15	8,180.14	3,446.86	3,446.86	29.65
01-03-00-1300	Overtime	0.00	0.00	110.08	-110.08	-110.08	0.00
01-03-00-2100	Group Insurance	4,266.00	284.66	2,344.52	1,921.48	1,921.48	45.04
01-03-00-2200	Social Security	932.00	76.55	620.57	311.43	311.43	33.42
01-03-00-2300	Retirement Contributions	2,689.00	228.99	1,830.49	858.51	858.51	31.93
01-03-00-2500	Unemployment Compensation	12.00	1.05	6.25	5.75	5.75	47.92
01-03-00-2600	Workers' Compensation	10.00	6.40	51.00	-41.00	-41.00	-410.00
01-03-00-2700	Oregon Paid Leave Tax	0.00	6.22	49.76	-49.76	-49.76	0.00
01-03-00-2950	Accrued Leave	551.00	0.00	0.00	551.00	551.00	100.00
	Personal Services	20,087.00	1,641.02	13,192.81	6,894.19	6,894.19	34.32
	Materials and Services						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-03-00-3310	Auditing Services	280.00	0.00	330.00	-50.00	-50.00	-17.86
01-03-00-3320	Building Official Services	35,000.00	808.74	4,652.27	30,347.73	30,347.73	86.71
01-03-00-3330	Legal Services	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-3340	Engineering Services	500.00	66.25	66.25	433.75	433.75	86.75
01-03-00-3350	Other Contractual Services	2,500.00	0.00	436.00	2,064.00	2,064.00	82.56
01-03-00-3360	APO Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3370	Converge	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-4310	Building Maintenance	250.00	10.80	97.30	152.70	152.70	61.08
01-03-00-4320	EquipmentSoftware Maintenance	1,500.00	59.33	469.64	1,030.36	1,030.36	68.69
01-03-00-5200	Insurance and Bonds	475.00	0.00	573.54	-98.54	-98.54	-20.75
01-03-00-5400	Legal NoticesAdvertising	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-5830	Dues, Subscriptions, Programs	0.00	-325.09	0.00	0.00	0.00	0.00
01-03-00-6110	Office Supplies	400.00	2.35	176.84	223.16	223.16	55.79
01-03-00-6120	Postage	500.00	312.25	312.25	187.75	187.75	37.55
01-03-00-6130	Telephone and Internet Service	500.00	33.46	251.42	248.58	248.58	49.72
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	18.71	66.93	83.07	83.07	55.38
01-03-00-6220	Electricity	100.00	6.31	56.21	43.79	43.79	43.79
01-03-00-6600	Miscellaneous	<u>1,550.00</u>	<u>360.94</u>	<u>363.94</u>	<u>1,186.06</u>	<u>1,186.06</u>	<u>76.52</u>
	Materials and Services	44,905.00	1,354.05	7,852.59	37,052.41	37,052.41	82.51
01-03-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
03 04	Building Park Maintenance Personal Services	64,992.00	2,995.07	21,045.40	43,946.60	43,946.60	67.62
01-04-00-1100	Regular Services	64,344.00	5,566.29	37,459.89	26,884.11	26,884.11	41.78
01-04-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-1300	Overtime	715.00	180.66	1,516.32	-801.32	-801.32	-112.07
01-04-00-2100	Group Insurance	28,039.00	2,508.15	19,033.65	9,005.35	9,005.35	32.12
01-04-00-2200	Social Security	5,268.00	442.28	2,999.37	2,268.63	2,268.63	43.06
01-04-00-2300	Retirement Contributions	15,204.00	1,268.93	8,605.93	6,598.07	6,598.07	43.40
01-04-00-2500	Unemployment Compensation	64.00	5.75	32.31	31.69	31.69	49.52
01-04-00-2600	Workers' Compensation	1,487.00	87.42	844.34	642.66	642.66	43.22
01-04-00-2700	Oregon Paid Leave Tax	0.00	34.48	233.81	-233.81	-233.81	0.00
01-04-00-2950	Accrued Leave	<u>3,798.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,798.00</u>	<u>3,798.00</u>	<u>100.00</u>
	Personal Services	118,919.00	10,093.96	70,725.62	48,193.38	48,193.38	40.53

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services						
01-04-00-3310	Auditing Services	900.00	0.00	1,320.00	-420.00	-420.00	-46.67
01-04-00-3330	Legal Services	500.00	0.00	282.50	217.50	217.50	43.50
01-04-00-3340	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-3350	Other Contractual Services	44,000.00	132.00	10,706.81	33,293.19	33,293.19	75.67
01-04-00-4320	EquipmenSoftware Maintenance	1,000.00	45.05	358.90	641.10	641.10	64.11
01-04-00-4350	Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	2,000.00	100.00
01-04-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-5200	Insurance and Bonds	1,700.00	0.00	1,880.63	-180.63	-180.63	-10.63
01-04-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
01-04-00-5810	Travel and Training	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6120	Postage	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6150	Materials and Supplies	8,000.00	664.13	3,322.17	4,677.83	4,677.83	58.47
01-04-00-6160	UniformsPPE	200.00	10.75	10.75	189.25	189.25	94.63
01-04-00-6220	Electricity	1,400.00	100.99	764.92	635.08	635.08	45.36
01-04-00-6260	Gasoline	475.00	29.45	277.34	197.66	197.66	41.61
01-04-00-6600	Miscellaneous	<u>100.00</u>	<u>1.50</u>	<u>42.86</u>	<u>57.14</u>	<u>57.14</u>	<u>57.14</u>
	Materials and Services	60,375.00	983.87	18,966.88	41,408.12	41,408.12	68.58
	Capital Outlay						
01-04-00-7410	Equipment	<u>5,000.00</u>	<u>4,025.00</u>	<u>4,025.00</u>	<u>975.00</u>	<u>975.00</u>	<u>19.50</u>
	Capital Outlay	5,000.00	4,025.00	4,025.00	975.00	975.00	19.50
	Capital Construction						
01-04-00-7301	Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7510	McBride Creek Trail System Imp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
04	Park Maintenance	184,294.00	15,102.83	93,717.50	90,576.50	90,576.50	49.15
05	Non-Departmental						
	Interfund Transfers						
01-05-00-8085	Transfer out to Street Fund	17,000.00	0.00	17,000.00	0.00	0.00	0.00
01-05-00-8090	Transfer out to Water Fund	77,000.00	0.00	52,000.00	25,000.00	25,000.00	32.47
01-05-00-8095	Transfer out to Sewer Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	127,000.00	0.00	102,000.00	25,000.00	25,000.00	19.69
	Contingency						
01-05-00-9000	Contingency	<u>137,770.00</u>	<u>0.00</u>	<u>0.00</u>	<u>137,770.00</u>	<u>137,770.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Contingency	137,770.00	0.00	0.00	137,770.00	137,770.00	100.00
01-05-00-9500	Unappropriated Unappropriated Ending Balance	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
	Unappropriated	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
05	Non-Departmental	<u>404,221.00</u>	<u>0.00</u>	<u>102,000.00</u>	<u>302,221.00</u>	<u>302,221.00</u>	<u>74.77</u>
<b>01</b>	<b>General Fund</b>	<b>1,376,691.00</b>	<b>69,235.46</b>	<b>704,647.85</b>	<b>672,043.15</b>	<b>672,043.15</b>	<b>48.82</b>
<b>02</b>	<b>Equipment Reserve Fund</b>						
02	Department						
	Interfund Transfers						
02-02-00-8072	Transfer out to Gen - Parks	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
02-02-00-8075	Transfer out to Street Fund	4,500.00	0.00	0.00	4,500.00	4,500.00	100.00
02-02-00-8076	Transfer out to Water Fund	13,500.00	0.00	0.00	13,500.00	13,500.00	100.00
02-02-00-8077	Transfer out to Sewer Fund	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>100.00</u>
	Interfund Transfers	30,000.00	0.00	0.00	30,000.00	30,000.00	100.00
	Reserve						
02-02-00-9200	Reserve for Admin Equip	6,525.00	0.00	0.00	6,525.00	6,525.00	100.00
02-02-00-9300	Reserve for Police Equip	9,744.00	0.00	0.00	9,744.00	9,744.00	100.00
02-02-00-9350	Reserve for Bldg Equip	905.00	0.00	0.00	905.00	905.00	100.00
02-02-00-9400	Reserve for Parks Equip	111.00	0.00	0.00	111.00	111.00	100.00
02-02-00-9500	Reserve for Street Equip	5,940.00	0.00	0.00	5,940.00	5,940.00	100.00
02-02-00-9600	Reserve for Water Equip	5,437.00	0.00	0.00	5,437.00	5,437.00	100.00
02-02-00-9700	Reserve for Sewer Equip	<u>9,077.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,077.00</u>	<u>9,077.00</u>	<u>100.00</u>
	Reserve	<u>37,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,739.00</u>	<u>37,739.00</u>	<u>100.00</u>
02	Department	<u>67,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,739.00</u>	<u>67,739.00</u>	<u>100.00</u>
<b>02</b>	<b>Equipment Reserve Fund</b>	<b>67,739.00</b>	<b>0.00</b>	<b>0.00</b>	<b>67,739.00</b>	<b>67,739.00</b>	<b>100.00</b>
<b>05</b>	<b>Street Fund</b>						
05	Department						
	Personal Services						
05-05-00-1100	Regular Services	36,021.00	2,983.01	22,568.57	13,452.43	13,452.43	37.35
05-05-00-1300	Overtime	400.00	58.82	408.97	-8.97	-8.97	-2.24



Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
05-05-00-2100	Group Insurance	8,292.00	729.74	5,437.09	2,854.91	2,854.91	34.43
05-05-00-2200	Social Security	2,834.00	234.12	1,821.93	1,012.07	1,012.07	35.71
05-05-00-2300	Retirement Contributions	8,410.00	630.45	4,698.28	3,711.72	3,711.72	44.13
05-05-00-2500	Unemployment Compensation	36.00	3.01	18.93	17.07	17.07	47.42
05-05-00-2600	Workers' Compensation	729.00	55.79	531.94	197.06	197.06	27.03
05-05-00-2700	Oregon Paid Leave Tax	0.00	18.27	142.15	-142.15	-142.15	0.00
05-05-00-2950	Accrued Leave	<u>626.00</u>	<u>0.00</u>	<u>695.04</u>	<u>-69.04</u>	<u>-69.04</u>	<u>-11.03</u>
	Personal Services	57,348.00	4,713.21	36,322.90	21,025.10	21,025.10	36.66
	Materials and Services						
05-05-00-3310	Auditing Services	900.00	0.00	990.00	-90.00	-90.00	-10.00
05-05-00-3330	Legal Services	500.00	0.00	10.13	489.87	489.87	97.97
05-05-00-3340	Engineering Services	500.00	66.25	342.50	157.50	157.50	31.50
05-05-00-3350	Other Contractual Services	10,000.00	0.00	4,386.76	5,613.24	5,613.24	56.13
05-05-00-4310	Building Maintenance	1,500.00	10.80	782.76	717.24	717.24	47.82
05-05-00-4320	Equipment Software Maintenance	2,500.00	45.05	358.90	2,141.10	2,141.10	85.64
05-05-00-4350	Vehicle Maintenance	1,000.00	0.00	109.76	890.24	890.24	89.02
05-05-00-4351	Street Light Maintenance	750.00	0.00	0.00	750.00	750.00	100.00
05-05-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-4510	Street Preservation Resurface	94,000.00	0.00	0.00	94,000.00	94,000.00	100.00
05-05-00-5200	Insurance and Bonds	3,000.00	0.00	2,894.18	105.82	105.82	3.53
05-05-00-5400	Legal Notices Advertising	100.00	0.00	27.00	73.00	73.00	73.00
05-05-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
05-05-00-5830	Dues, Subscriptions, Programs	200.00	0.00	98.73	101.27	101.27	50.64
05-05-00-6110	Office Supplies	200.00	1.18	88.46	111.54	111.54	55.77
05-05-00-6120	Postage	235.00	124.94	124.94	110.06	110.06	46.83
05-05-00-6130	Telephone and Internet Service	1,300.00	80.62	617.59	682.41	682.41	52.49
05-05-00-6140	Signs	1,000.00	0.00	0.00	1,000.00	1,000.00	100.00
05-05-00-6150	Materials and Supplies	4,200.00	396.82	1,020.98	3,179.02	3,179.02	75.69
05-05-00-6160	Uniforms PPE	150.00	19.35	19.35	130.65	130.65	87.10
05-05-00-6220	Electricity	6,500.00	525.67	4,121.75	2,378.25	2,378.25	36.59
05-05-00-6260	Gasoline	1,350.00	88.37	497.23	852.77	852.77	63.17
05-05-00-6600	Miscellaneous	<u>100.00</u>	<u>1.25</u>	<u>56.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>
	Materials and Services	130,485.00	1,360.30	16,547.02	113,937.98	113,937.98	87.32
	Capital Outlay						
05-05-00-7410	Equipment	<u>4,500.00</u>	<u>4,025.00</u>	<u>4,025.00</u>	<u>475.00</u>	<u>475.00</u>	<u>10.56</u>
	Capital Outlay	4,500.00	4,025.00	4,025.00	475.00	475.00	10.56
	Capital Construction						
05-05-00-7514	Streetlight Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7516	Pavement Restoration	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00

<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>
	Capital Construction	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00
05-05-00-9000	Contingency	<u>28,175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,175.00</u>	<u>28,175.00</u>	<u>100.00</u>
	Contingency	28,175.00	0.00	0.00	28,175.00	28,175.00	100.00
05-05-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>444,244.00</u>	<u>0.00</u>	<u>0.00</u>	<u>444,244.00</u>	<u>444,244.00</u>	<u>100.00</u>
	Unappropriated	<u>444,244.00</u>	<u>0.00</u>	<u>0.00</u>	<u>444,244.00</u>	<u>444,244.00</u>	<u>100.00</u>
05	Department	<u>914,752.00</u>	<u>10,098.51</u>	<u>56,894.92</u>	<u>857,857.08</u>	<u>857,857.08</u>	<u>93.78</u>
<b>05</b>	<b>Street Fund</b>	<b>914,752.00</b>	<b>10,098.51</b>	<b>56,894.92</b>	<b>857,857.08</b>	<b>857,857.08</b>	<b>93.78</b>
<b>06</b>	<b>Street Development Fund</b>						
06	Department						
06-06-00-9000	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
06-06-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
	Unappropriated	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
06	Department	<u>195,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>195,038.00</u>	<u>195,038.00</u>	<u>100.00</u>
<b>06</b>	<b>Street Development Fund</b>	<b>195,038.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,038.00</b>	<b>195,038.00</b>	<b>100.00</b>
<b>08</b>	<b>Parks Development Fund</b>						
08	Department						
	Materials and Services						
08-08-00-3350	Park Master Plan	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7300	Capital Construction						
	McBride Creek Trail System Imp	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-7301	Veterans Park Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-8060	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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
	Unappropriated	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
08	Department	<u>66,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,061.00</u>	<u>66,061.00</u>	<u>100.00</u>
<b>08</b>	<b>Parks Development Fund</b>	<b>66,061.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,061.00</b>	<b>66,061.00</b>	<b>100.00</b>
<b>10</b>	<b>Storm Drain Development Fund</b>						
10	Department						
10-10-00-9000	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
10-10-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
	Unappropriated	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
10	Department	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
<b>10</b>	<b>Storm Drain Development Fund</b>	<b>10,284.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,284.00</b>	<b>10,284.00</b>	<b>100.00</b>
<b>12</b>	<b>Water Fund</b>						
12	Department						
	Personal Services						
12-12-00-1100	Regular Services	162,445.00	13,586.13	104,047.99	58,397.01	58,397.01	35.95
12-12-00-1300	Overtime	2,528.00	303.85	2,170.88	357.12	357.12	14.13
12-12-00-2100	Group Insurance	42,040.00	3,634.34	27,151.65	14,888.35	14,888.35	35.41
12-12-00-2200	Social Security	12,855.00	1,066.40	8,146.31	4,708.69	4,708.69	36.63
12-12-00-2300	Retirement Contributions	36,922.00	2,885.28	21,405.06	15,516.94	15,516.94	42.03
12-12-00-2500	Unemployment Compensation	162.00	13.90	83.92	78.08	78.08	48.20
12-12-00-2600	Workers' Compensation	1,925.00	95.19	930.60	994.40	994.40	51.66
12-12-00-2700	Oregon Paid Leave Tax	3,068.00	83.30	636.21	2,431.79	2,431.79	79.26
12-12-00-2950	Accrued Leave	<u>0.00</u>	<u>0.00</u>	<u>1,854.48</u>	<u>-1,854.48</u>	<u>-1,854.48</u>	<u>0.00</u>
	Personal Services	261,945.00	21,668.39	166,427.10	95,517.90	95,517.90	36.46
	Materials and Services						
12-12-00-3310	Auditing Services	3,500.00	0.00	3,630.00	-130.00	-130.00	-3.71
12-12-00-3330	Legal Services	500.00	0.00	138.37	361.63	361.63	72.33
12-12-00-3340	Engineering Services	1,000.00	132.50	408.75	591.25	591.25	59.13
12-12-00-3350	Other Contractual Services	31,000.00	5,845.61	20,627.74	10,372.26	10,372.26	33.46
12-12-00-4000	In Lieu of Franchise Fee	32,779.00	0.00	19,006.51	13,772.49	13,772.49	42.02
12-12-00-4100	Water Purchases	45,000.00	379.36	38,998.97	6,001.03	6,001.03	13.34
12-12-00-4310	Building Maintenance	2,000.00	16.20	1,173.90	826.10	826.10	41.31
12-12-00-4320	Equipment Software Maintenance	12,000.00	297.76	4,687.00	7,313.00	7,313.00	60.94
12-12-00-4350	Vehicle Maintenance	1,000.00	0.00	164.57	835.43	835.43	83.54
12-12-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-5200	Insurance and Bonds	9,250.00	0.00	10,017.10	-767.10	-767.10	-8.29
12-12-00-5400	Legal Notices Advertising	400.00	0.00	264.70	135.30	135.30	33.83
12-12-00-5810	Travel and Training	2,500.00	0.00	38.86	2,461.14	2,461.14	98.45
12-12-00-5830	Dues, Subscriptions, Programs	2,500.00	75.00	2,858.95	-358.95	-358.95	-14.36
12-12-00-6110	Office Supplies	700.00	5.31	398.04	301.96	301.96	43.14
12-12-00-6120	Postage	4,300.00	2,435.60	2,435.60	1,864.40	1,864.40	43.36
12-12-00-6130	Telephone and Internet Service	3,500.00	221.73	1,642.11	1,857.89	1,857.89	53.08
12-12-00-6150	Materials and Supplies	14,000.00	391.65	6,948.41	7,051.59	7,051.59	50.37
12-12-00-6160	Uniforms PPE	250.00	105.35	105.35	144.65	144.65	57.86
12-12-00-6170	Treatment Chemicals	32,000.00	0.00	22,695.79	9,304.21	9,304.21	29.08
12-12-00-6210	Natural Gas	300.00	46.77	167.25	132.75	132.75	44.25
12-12-00-6220	Electricity	17,500.00	1,285.72	10,858.05	6,641.95	6,641.95	37.95
12-12-00-6260	Gasoline	4,000.00	294.52	1,657.39	2,342.61	2,342.61	58.57
12-12-00-6600	Miscellaneous	<u>2,400.00</u>	<u>160.23</u>	<u>1,430.22</u>	<u>969.78</u>	<u>969.78</u>	<u>40.41</u>
	Materials and Services	222,379.00	11,693.31	150,353.63	72,025.37	72,025.37	32.39

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-7410	Capital Outlay Equipment	<u>13,500.00</u>	<u>12,025.00</u>	<u>12,025.00</u>	<u>1,475.00</u>	<u>1,475.00</u>	<u>10.93</u>
	Capital Outlay	13,500.00	12,025.00	12,025.00	1,475.00	1,475.00	10.93
12-12-00-7503	Capital Construction Reservoir Overflow Drain Proj	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
12-12-00-7504	SCADA Software and HMI	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>100.00</u>
	Capital Construction	45,000.00	0.00	0.00	45,000.00	45,000.00	100.00
	Debt Service						
12-12-00-7615	Principal SDW 2002 S02009	101,821.00	0.00	101,821.02	-0.02	-0.02	0.00
12-12-00-7616	Principal SDW 2008 S02009B	24,590.00	0.00	24,589.78	0.22	0.22	0.00
12-12-00-7618	Principal SDW 2013 S13003	21,381.00	0.00	21,380.74	0.26	0.26	0.00
12-12-00-7619	Principal SDW 2017 S17032	20,644.00	0.00	20,643.52	0.48	0.48	0.00
12-12-00-7625	Interest SDW 2002 S02009	14,055.00	0.00	14,055.21	-0.21	-0.21	0.00
12-12-00-7626	Interest SDW 2008 S02009B	3,682.00	0.00	3,682.13	-0.13	-0.13	0.00
12-12-00-7628	Interest SDW 2013 S13003	7,184.00	0.00	7,184.32	-0.32	-0.32	0.00
12-12-00-7629	Interest-SDW 2017 S17032	<u>10,921.00</u>	<u>0.00</u>	<u>10,920.61</u>	<u>0.39</u>	<u>0.39</u>	<u>0.00</u>
	Debt Service	204,278.00	0.00	204,277.33	0.67	0.67	0.00
	Interfund Transfers						
12-12-00-8060	Transfer out to General Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	33,000.00	0.00	33,000.00	0.00	0.00	0.00
	Contingency						
12-12-00-9000	Contingency	<u>72,649.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,649.00</u>	<u>72,649.00</u>	<u>100.00</u>
	Contingency	72,649.00	0.00	0.00	72,649.00	72,649.00	100.00
	Unappropriated						
12-12-00-9500	Unappropriated Ending Fund Bal	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
	Unappropriated	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
12	Department	<u>1,001,361.00</u>	<u>45,386.70</u>	<u>566,083.06</u>	<u>435,277.94</u>	<u>435,277.94</u>	<u>43.47</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12	Water Fund	1,001,361.00	45,386.70	566,083.06	435,277.94	435,277.94	43.47
13	Water Development Fund						
00	Contingency						
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		0.00	0.00	0.00	0.00	0.00	0.00
13	Department						
	Interfund Transfers						
13-13-00-8060	Transfer out to Water Fund	<u>200,000.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	200,000.00	0.00	200,000.00	0.00	0.00	0.00
	Contingency						
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
	Unappropriated						
13-13-00-9500	Unappropriated Ending Fund Bal	<u>108,563.00</u>	<u>0.00</u>	<u>0.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>100.00</u>
	Unappropriated	<u>108,563.00</u>	<u>0.00</u>	<u>0.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>100.00</u>
13	Department	<u>308,563.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>108,563.00</u>	<u>108,563.00</u>	<u>35.18</u>
13	Water Development Fund	308,563.00	0.00	200,000.00	108,563.00	108,563.00	35.18
19	Sewer Fund						
19	Department						
	Personal Services						
19-19-00-1100	Regular Services	123,638.00	10,280.18	78,138.77	45,499.23	45,499.23	36.80
19-19-00-1300	Overtime	1,804.00	195.44	1,456.25	347.75	347.75	19.28
19-19-00-2100	Group Insurance	30,974.00	2,653.47	19,882.06	11,091.94	11,091.94	35.81
19-19-00-2200	Social Security	9,766.00	803.54	6,254.52	3,511.48	3,511.48	35.96
19-19-00-2300	Retirement Contributions	28,776.00	2,131.37	16,013.33	12,762.67	12,762.67	44.35
19-19-00-2500	Unemployment Compensation	124.00	10.44	65.71	58.29	58.29	47.01
19-19-00-2600	Workers' Compensation	1,266.00	51.65	521.60	744.40	744.40	58.80
19-19-00-2700	Oregon Paid Leave Tax	0.00	62.85	488.63	-488.63	-488.63	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-2950	Accrued Leave	<u>2,214.00</u>	<u>0.00</u>	<u>1,854.48</u>	<u>359.52</u>	<u>359.52</u>	<u>16.24</u>
	Personal Services	198,562.00	16,188.94	124,675.35	73,886.65	73,886.65	37.21
	Materials and Services						
19-19-00-3310	Auditing Services	3,300.00	0.00	3,630.00	-330.00	-330.00	-10.00
19-19-00-3330	Legal Services	500.00	0.00	25.87	474.13	474.13	94.83
19-19-00-3340	Engineering Services	2,000.00	0.00	276.25	1,723.75	1,723.75	86.19
19-19-00-3350	Other Contractual Services	60,000.00	4,788.60	40,329.65	19,670.35	19,670.35	32.78
19-19-00-4000	In Lieu of Franchise Fee	26,324.00	0.00	13,398.48	12,925.52	12,925.52	49.10
19-19-00-4100	Sewer Treatment Fees	116,000.00	10,590.04	70,380.70	45,619.30	45,619.30	39.33
19-19-00-4120	Sewer System Dev Fees	4,117.00	0.00	0.00	4,117.00	4,117.00	100.00
19-19-00-4310	Building Maintenance	2,000.00	16.20	1,173.90	826.10	826.10	41.31
19-19-00-4320	EquipmentSoftware Maintenance	8,000.00	297.76	2,386.78	5,613.22	5,613.22	70.17
19-19-00-4350	Vehicle Maintenance	1,000.00	0.00	164.57	835.43	835.43	83.54
19-19-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-5200	Insurance and Bonds	13,360.00	0.00	12,705.98	654.02	654.02	4.90
19-19-00-5400	Legal NoticesAdvertising	500.00	0.00	105.00	395.00	395.00	79.00
19-19-00-5810	Travel and Training	1,600.00	0.00	540.46	1,059.54	1,059.54	66.22
19-19-00-5830	Dues, Subscriptions, Programs	400.00	0.00	123.95	276.05	276.05	69.01
19-19-00-6110	Office Supplies	800.00	5.31	397.99	402.01	402.01	50.25
19-19-00-6120	Postage	4,300.00	2,435.60	2,435.60	1,864.40	1,864.40	43.36
19-19-00-6130	Telephone and Internet Service	3,200.00	221.72	1,642.17	1,557.83	1,557.83	48.68
19-19-00-6150	Materials and Supplies	12,000.00	1,332.85	4,045.21	7,954.79	7,954.79	66.29
19-19-00-6160	UniformsPPE	250.00	62.35	62.35	187.65	187.65	75.06
19-19-00-6170	Treatment Chemicals	14,000.00	0.00	7,078.50	6,921.50	6,921.50	49.44
19-19-00-6210	Natural Gas	300.00	46.77	167.27	132.73	132.73	44.24
19-19-00-6220	Electricity	8,000.00	549.14	4,473.54	3,526.46	3,526.46	44.08
19-19-00-6260	Gasoline	2,200.00	147.27	828.71	1,371.29	1,371.29	62.33
19-19-00-6600	Miscellaneous	<u>900.00</u>	<u>70.95</u>	<u>676.18</u>	<u>223.82</u>	<u>223.82</u>	<u>24.87</u>
	Materials and Services	285,051.00	20,564.56	167,049.11	118,001.89	118,001.89	41.40
	Capital Outlay						
19-19-00-7410	Equipment	<u>7,500.00</u>	<u>6,690.00</u>	<u>6,690.00</u>	<u>810.00</u>	<u>810.00</u>	<u>10.80</u>
	Capital Outlay	7,500.00	6,690.00	6,690.00	810.00	810.00	10.80
	Capital Construction						
19-19-00-7501	K Street Pump Station Project	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
19-19-00-7503	Septic Tank ReplaceAbandon	<u>60,000.00</u>	<u>1,013.38</u>	<u>2,750.86</u>	<u>57,249.14</u>	<u>57,249.14</u>	<u>95.42</u>
	Capital Construction	120,000.00	1,013.38	2,750.86	117,249.14	117,249.14	97.71
	Debt Service						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-7610	Principal CWSRF 2014 R23550	19,431.00	0.00	9,654.00	9,777.00	9,777.00	50.32
19-19-00-7615	Interest CWSRF 2014 R23550	6,707.00	0.00	3,415.00	3,292.00	3,292.00	49.08
19-19-00-7616	Interest CWSRF 2015 R23551	4,710.00	0.00	2,396.00	2,314.00	2,314.00	49.13
19-19-00-7617	Interest CWSRF 2017 R23552	26,033.00	0.00	23,270.41	2,762.59	2,762.59	10.61
19-19-00-7618	Fees CWSRF 2014 R23550	1,296.00	0.00	0.00	1,296.00	1,296.00	100.00
19-19-00-7619	Fees CWSRF 2015 R23551	1,199.00	0.00	0.00	1,199.00	1,199.00	100.00
19-19-00-7620	Principal CWSRF 2015 R23551	16,974.00	0.00	8,446.00	8,528.00	8,528.00	50.24
19-19-00-7621	Fees CWSRF 2017 R23552	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7630	Principal CWSRF 2017 R23552	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Debt Service	76,350.00	0.00	47,181.41	29,168.59	29,168.59	38.20
19-19-00-8060	Interfund Transfers Transfer out to General Fund	<u>127,402.00</u>	<u>0.00</u>	<u>127,402.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	127,402.00	0.00	127,402.00	0.00	0.00	0.00
19-19-00-9000	Contingency Contingency	<u>72,542.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,542.00</u>	<u>72,542.00</u>	<u>100.00</u>
	Contingency	72,542.00	0.00	0.00	72,542.00	72,542.00	100.00
19-19-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>163,264.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,264.00</u>	<u>163,264.00</u>	<u>100.00</u>
	Unappropriated	<u>163,264.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,264.00</u>	<u>163,264.00</u>	<u>100.00</u>
19	Department	<u>1,050,671.00</u>	<u>44,456.88</u>	<u>475,748.73</u>	<u>574,922.27</u>	<u>574,922.27</u>	<u>54.72</u>
19	<b>Sewer Fund</b>	<b>1,050,671.00</b>	<b>44,456.88</b>	<b>475,748.73</b>	<b>574,922.27</b>	<b>574,922.27</b>	<b>54.72</b>
22	<b>Sewer Development Fund</b>						
22	Department						
22-22-00-7500	Capital Construction Capital Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-8100	Interfund Transfers Transfer out to Sewer Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



<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>% Availablt</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>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
	Unappropriated	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	Department	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	<b>Sewer Development Fund</b>	<b>12,097.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,097.00</b>	<b>12,097.00</b>	<b>100.00</b>
Grand Total		5,003,257.00	169,177.55	2,003,374.56	2,999,882.44	2,999,882.44	0.5996

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

**ALL FUND TYPES AND ACCOUNT GROUPS**

February 28, 2025

	Governmental Fund Types					Proprietary Fund Types Enterprise Funds				Total Memorandum (only)	
	General	Equipment Reserve	Street	Street Development	Park Development	Storm Drain Development	Water	Water Development	Sewer		Sewer Development
<b>ASSETS AND OTHER DEBITS</b>											
<b>Assets:</b>											
Cash and investments	507,203.66	67,522.38	541,657.13	193,410.23	60,634.41	10,307.68	57,626.64	110,909.24	357,937.31	12,045.63	1,919,254.31
Receivables:											-
Taxes	16,214.52										16,214.52
Accounts receivable - other	31,698.47						83.86		96.44		31,878.77
Accounts receivable - utility billings							45,949.73		42,489.23		88,438.96
Inventories			8,617.34								8,617.34
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>555,116.65</b>	<b>67,522.38</b>	<b>550,274.47</b>	<b>193,410.23</b>	<b>60,634.41</b>	<b>10,307.68</b>	<b>103,660.23</b>	<b>110,909.24</b>	<b>400,522.98</b>	<b>12,045.63</b>	<b>2,064,403.90</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>											
<b>Liabilities:</b>											
Accounts payable	37,111.98						-		-		37,111.98
Payroll liabilities	20,420.13										20,420.13
Building Assessment Liability	411.45										411.45
Deposits	75.00						4,593.66		4,704.90		9,373.56
Assessments on fines											-
Deferred revenue:											
Property taxes	19,108.00										19,108.00
Celebration											-
Shop with a Cop											-
Housing rehabilitation loans	23,918.00										23,918.00
<b>TOTAL LIABILITIES</b>	<b>101,044.56</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,593.66</b>	<b>-</b>	<b>4,704.90</b>	<b>-</b>	<b>110,343.12</b>
<b>Equity and other credits:</b>											
Fund balances:											
Unreserved:											
Undesignated	454,072.09	67,522.38	550,274.47	193,410.23	60,634.41	10,307.68	99,066.57	110,909.24	395,818.08	12,045.63	1,954,060.78
Total fund balance	454,072.09	67,522.38	550,274.47	193,410.23	60,634.41	10,307.68	99,066.57	110,909.24	395,818.08	12,045.63	1,954,060.78
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>454,072.09</b>	<b>67,522.38</b>	<b>550,274.47</b>	<b>193,410.23</b>	<b>60,634.41</b>	<b>10,307.68</b>	<b>99,066.57</b>	<b>110,909.24</b>	<b>395,818.08</b>	<b>12,045.63</b>	<b>1,954,060.78</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>555,116.65</b>	<b>67,522.38</b>	<b>550,274.47</b>	<b>193,410.23</b>	<b>60,634.41</b>	<b>10,307.68</b>	<b>103,660.23</b>	<b>110,909.24</b>	<b>400,522.98</b>	<b>12,045.63</b>	<b>2,064,403.90</b>
<b>REVENUES:</b>	811,145.55	2,162.74	127,229.58	10,627.93	3,898.35	706.45	686,030.87	9,282.45	388,640.29	1,958.37	2,041,682.58
<b>EXPENDITURES:</b>	704,647.85	-	56,894.92	-	-	-	566,083.06	200,000.00	475,748.73	-	2,003,374.56
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES:</b>	<b>106,497.70</b>	<b>2,162.74</b>	<b>70,334.66</b>	<b>10,627.93</b>	<b>3,898.35</b>	<b>706.45</b>	<b>119,947.81</b>	<b>(190,717.55)</b>	<b>(87,108.44)</b>	<b>1,958.37</b>	<b>38,308.02</b>
<b>FUND BALANCE/RETAINED EARNINGS 7/1/24</b>	<b>347,574.39</b>	<b>65,359.64</b>	<b>479,939.81</b>	<b>182,782.30</b>	<b>56,736.06</b>	<b>9,601.23</b>	<b>(20,881.24)</b>	<b>301,626.79</b>	<b>482,926.52</b>	<b>10,087.26</b>	<b>1,915,752.76</b>
<b>FUND BALANCE/RETAINED EARNINGS Current</b>	<b>454,072.09</b>	<b>67,522.38</b>	<b>550,274.47</b>	<b>193,410.23</b>	<b>60,634.41</b>	<b>10,307.68</b>	<b>99,066.57</b>	<b>110,909.24</b>	<b>395,818.08</b>	<b>12,045.63</b>	<b>1,954,060.78</b>

# City Council Meeting Minutes

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THURSDAY, FEBRUARY 20, 2025 – 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 Alex Reed called the Regular Meeting to order at 6:00 pm.

**COUNCIL MEMBERS PRESENT:**

Mayor Alex Reed  
Council President Rob Forman  
Councilor Gordon Thistle  
Councilor Connie Quick

**COUNCIL MEMBERS ABSENT:**

Councilor Lyle Bluhm

**ALSO PRESENT:**

Kim Karber, City Administrator/Recorder  
Jerry Bartolomucci, Chief of Police  
Micah Rogers, Public Works Superintendent left 7:00pm

**ATTORNEY PRESENT:**

None

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

**AGENDA ITEM 2      PUBLIC HEARINGS:**

**AGENDA ITEM 3      CITIZEN INPUT:**

**3.1      Susan Wagner and Erin Emerick with Community Action Team will discuss Housing Rehabilitation Loans.**

Susan and Erin talked about the NW Oregon Regional Housing Rehabilitation Program Revolving Loan Fund and the loans the City currently has and the options we have. The funds are remnants of a program that was funded through a grant the City received back in the 90's. The grant funds are City specific and are for Columbia City residents. The funds are to be used towards specific housing improvement items. Council tabled this discussion for a later time. Susan and Erin also went over other programs that Community Action Team provides and left some resource guides.

**3.2      ~~Judy Bright and Tina Curry with St. Helens Kiwanis will discuss creating a Columbia County Yellow Page Directory.~~** They were not present.

**3.3**      Karen Shervey, 2010 7<sup>th</sup> Court, discussed her concern regarding the fire hazard and limbs hanging over property lines with the trees along the property line on 2105 8<sup>th</sup> Street. She is looking for the trees to be cut down because trimming will not help. Kim explained that the City cannot tell people to cut down trees on their private property. Our Ordinance only covers if the tree is dead and poses an eminent danger to property. Jerry explained that it's going to come down to a civil issue and she will need to reach out to a

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February 20, 2025

lawyer, there are not any statues or ordinances the City can use to cut down the trees on their private property. He said there is a Hazard Mitigation meeting next Wednesday and they will be discussing what different members of the committee researched and found out. Jerry also suggested talking to her insurance company for guidance. Rob stated that, reading the resources provided to him by Mr. Shervey for wildfire prevention, a lot of the recommendations they gave were communities recommending citizens undertake voluntary changes to their property and Cities were encouraged to clear dead limbs, underbrush, etc.

**3.4** Logan Gilbert-Renner, 2450 5<sup>th</sup> Street, discussed City meetings being streamed. He brought forth a suggestion to just live stream the meetings instead of a high maintenance set up that is costly. He said it could be a simple set-up of a phone on a stand, which would not affect the way meetings are run and conducted, nor would it require extra staff or expensive software. He volunteered his services to help with this. Rob stated that we like the idea of transparency and getting more people involved but the concern still lies with viability of monitoring it to make sure it is being streamed properly and put out in an efficient way. Connie inquired about someone being willing to volunteer to do that. Logan said he would be willing to do it. Alex questioned if it were streamed on YouTube or Facebook, who would own the video, would the City need to create accounts to save the videos, who will maintain it. Council tabled this discussion for a later time.

**AGENDA ITEM 4**

**COUNCIL REPORTS:**

**4.1 Audit Committee:** Chair Forman was not able to attend the meeting. Kim did not have much to report since she only joins them when they have questions for her. The next meeting is on May 6<sup>th</sup>.

**4.2 Hazard Committee:** Chair Quick said not any more to report besides what was already gone over regarding the trees. Next meeting is on February 26<sup>th</sup>.

**4.3 Parks Committee:** Kim reported the committee went over the 5-year capital improvement plan. We held off on putting too many things on the list since we are working on the Parks Master Plan and want to see what that will say. We also went over the program for the 10-year Memorial Day celebration to start getting things lined up. Kit and Rosemary did a presentation on a life vest station. The committee will go over Pixie Park at their next meeting in March.

**4.4 Streets Committee:** Chair Forman reported we went over the Small City Allotment grant and what we wanted to be included in it. We did not receive the grant applied for last year. The committee also went over the 5-year capital improvement plan and adjusted as needed.

**4.5 Water & Sewer Committee:** Chair Thistle reported the big topic of the meeting was the overflow for the upper reservoir. We also went over items for the 5-year capital improvement plan.

**AGENDA ITEM 5**

**CONSENT AGENDA:**

- 5.1 Bills paid with check numbers 35303 through 35356 during the month of January 2025.**
- 5.2 Expense vs Budget Report for the month ending January 2025.**
- 5.3 Combined balance sheet for the month ending January 2025.**
- 5.4 Minutes of the January 16, 2025, Regular City Council Meeting.**
- 5.5 Activity Report from the Chief of Police for the month of January 2025.**
- 5.6 Activity Report from the City Administrator for the month of January 2025.**
- 5.7 Minutes of the January 14, 2025, Parks Meeting.**
- 5.8 Minutes of the February 6, 2025, Water and Sewer Committee Meeting.**
- 5.9 Minutes of the February 11, 2025, Parks Committee Meeting.**
- 5.10 Minutes of the February 12, 2025, Streets Committee Meeting.**
- 5.11 Appoint Berkeley Smith to the Planning Commission.**
- 5.12 Minutes of the January 29, 2025, Hazard Committee Meeting.**
- 5.13 Activity Report from the Public Works Superintendent for the month of January 2025.**

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

**AGENDA ITEM 6      UNFINISHED BUSINESS:**

**6.1      Second Reading of Council Bill No. 25-992: An Ordinance amending Ordinance 03-586-O, the Columbia City Development Code. Amendments Affect Multiple Chapters of the Development Code.**

The Council completed the second reading of Council Bill No. 25-992.

MOVED (FORMAN), SECOND (QUICK) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 25-992.

**AGENDA ITEM 7      NEW BUSINESS:**

**7.1      Review of an Additional Work Order between CwM-H2O and the City of Columbia City.**

MOVED (QUICK), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE ADDITIONAL WORK ORDER BETWEEN CWM-H2O AND THE CITY OF COLUMBIA CITY.

**7.2      First Reading of Council Bill No. 25-993: An Ordinance Granting a Franchise ("Franchise") to Qwest Corporation D/B/A CenturyLink QC on Behalf of Itself and Its Operating Affiliates ("CenturyLink") to Operate and Maintain a Telecommunications System ("System") in the City of Columbia City, Oregon ("City").**

The Council completed the first reading of Council Bill No. 25-993.

**7.3      The Council will hold an Executive Session to review and evaluate the employment-related performance of the City Administrator pursuant to ORS 192.660 (2)(i).**

COUNCIL WENT INTO EXECUTIVE SESSION AT 7:18 AND RETURNED TO REGULAR SESSION AT 7:32.

MOVED (FORMAN), SECONDED (QUICK), AND CARRIED UNANIMOUSLY TO APPROVE A 3% WAGE INCREASE FOR THE CITY ADMINISTRATOR.

**AGENDA ITEM 8      OTHER BUSINESS:**

**8.1      Lignetics Update**

Kim reported that DEQ and the City have approved their permits so they are moving forward with the items they had laid out that they would be fixing to help alleviate the dust pollution. The work is scheduled to be completed by June. They are also going to move forward with the replacement of the hammermill because they have gotten the transformer needed for the increased electricity it will take.

**8.2      June 19<sup>th</sup> Council Meeting**

Kim pointed out that since Thursday June 19<sup>th</sup> is a holiday and the Council meeting falls on that date, it will need to be rescheduled. Council will revisit.

**8.3      City Attorney RFP**

Kim brought this back to the forefront to see if any Council members had the bandwidth to research what options there may be out there for the City. Connie will reach out to local cities to see who they are using. Kim will reach out to the listserv she is a part of and see what feedback she can get.

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February 20, 2025

**AGENDA ITEM 9      ADJOURNMENT:**

**9.1** There being no further business to come before the Council, the meeting adjourned at 7:35 pm.

APPROVED:

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Alexander Reed  
Mayor

ATTEST:

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Kim Karber  
City Administrator/Recorder

March 10th, 2025

**ADMINISTRATIVE**

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

**THRU:** City Administrator Kim Karber

**SUBJECT:** Police Department Report (February 2025)

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

**PERSONNEL**

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

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

Reserve Officer Hasenkamp contributed 8 volunteer hours this month.

Reserve Officer Steven Bubar was on leave last month and will be returning to duty in March.

The police Department serviced the following calls for service during February 2025. 1 assist fire, 3 animal complaints, 1 assist agency, 6 assist persons, 2 civil complaints, 2 death investigations, 1 DHS referral, 3 domestic calls, 7 follow up calls, 1 cold fraud call, 2 harassment/ threats, 3 information call, 1 juvenile problem, 2 juvenile custody disputes, 1 missing person, 1 ordinance violation, 1 parking complaint, 65 premise checks, 2 lost or found property, 4 suspicious circumstance, 1 suspicious persons, 3 suspicious vehicles, 1 suicide threat, 2 suspect stops, 1 non-injury traffic crash, 2 unknown injury traffic crashes, 3 cold thefts, 3 traffic complaints, 23 traffic stops, 1 unwanted, 1 violation of restraining order, 5 welfare checks, 3 warrant services. In all the Police Department serviced 168 activities.

**TRAINING**

**MEETINGS**

**MISCELLANEOUS**

Respectfully submitted,  
Chief: Jerry Bartolomucci



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

# MEMO

**DATE:** March 3, 2025  
**TO:** Mayor and City Council  
**FROM:** Kim Karber, City Administrator/Recorder  
**RE:** Activities Report

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- 2/04/25 I attended the City/County dinner.
- 2/06/25 I attended the Water and Sewer Committee Meeting.
- 2/07/25 I attended the LOC meeting in Scappoose.
- 2/10/25 I joined a webinar by OGEC about jurisdictional contact
- 2/11/25 I joined a webinar by CIS about their BeyondWell Program
- 2/11/25 I attended the Parks Committee Meeting
- 2/12/25 I attended The Port Meeting
- 2/12/25 I attended The Streets Committee Meeting
- 2/18/25 Audit Committee met and I answered questions as needed
- 2/20/25 Helen & I met with Lauren regarding FEMA & the PICM's



**Audit Committee Meeting Minutes  
City of Columbia City  
December 11, 2024 - 2:00 PM**

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

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

The meeting was called to order at 2:00 pm by Chair, Barbara Gordon.

The September 17, 2024 minutes were read and accepted: Motion made by Rebecca Pickering, 2<sup>nd</sup> by Rob Forman, and approved unanimously.

The committee reviewed 15 checks and verified the supporting documentation. The committee requested that Rob Forman review checks online to validate signatures.

After reviewing the significant percentage increase for insurance and bonds, the committee recommends that the last five years of the yearly increases be averaged, and that the five- year rolling average increase be factored in the annual budgeting process.

The committee asked the City Administrator to follow up on the following balance sheets entries:

- The difference of 1115.51 between the Accounts payable on the September Combined balance sheet and the September Trial balance.
- The difference on the September 30 Investment and Cash Balance Summary of \$10,917.

The City Administrator reports she is still working on the email addresses.

Meeting adjourned at 3:45 pm.

Next meeting will be held on February 18, 2025 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.

- Answers regarding the two balance sheet issues were received from the City Administrator on Dec 16<sup>th</sup> and are incorporated in these minutes.
1. There was a difference of \$1115.51 between the Accounts Payable on the September Combined Balance Sheet and the Trial Balance spreadsheet. These amounts did match when the reports were originally generated, but the difference was caused by the September Electronic Payroll Accounts Payable Batch not being closed until later.
  2. The September cash balance sheet was off, it showed there was \$10,917 more in our general ledger than cash on hand. The difference ended up being a journal entry not being done for a loan payment that was made through the LGIP State Pool account for loan #R23551. The journal entry for the payment has been done. This leaves the September cash balance sheet off \$75, which washes out on October's cash balance sheet. It was due to \$75 in fees that were mistakenly charged by the bank at the end of the month in September to our checking account and then them reversing the fees on October 3<sup>rd</sup>.

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

AN ORDINANCE GRANTING A FRANCHISE ("FRANCHISE") TO QWEST CORPORATION D/B/A CENTURYLINK QC ON BEHALF OF ITSELF AND ITS OPERATING AFFILIATES ("CENTURYLINK") TO OPERATE AND MAINTAIN A TELECOMMUNICATIONS SYSTEM ("SYSTEM") IN THE CITY OF COLUMBIA CITY, OREGON ("CITY").

The City of Columbia City ordains as follows:

The City hereby ordains that it is in the public interest to grant CenturyLink a Franchise to operate the System pursuant to the terms and conditions contained herein.

**SECTION 1. Grant of Franchise.** The City hereby grants to CenturyLink the right, privilege and authority to install, construct, maintain, operate, upgrade, repair, relocate and remove its cables and related appurtenances ("Facilities") in, under, along, over and across the present and future streets, alleys and other public ways in the City ("Public Ways", or in the singular "Public Way"), for the purpose of providing telecommunication services to the City's inhabitants and other customers of CenturyLink located within the City's corporate limits.

**SECTION 2. Acceptance by CenturyLink.** Within sixty (60) days after the passage of this Ordinance by the City, CenturyLink shall file an unqualified written acceptance thereof with the City; otherwise, the Ordinance and the rights granted herein shall be null and void.

**SECTION 3. Term.** The initial term of this Franchise is five (5) years commencing on the date of Acceptance by CenturyLink as set forth above in Section 2 and shall thereafter automatically renew from year-to-year unless either party gives advance written notice to the other party at least 120 days prior to expiration of the initial term or subsequent annual term requesting the parties enter into good faith discussions to reach terms of a new agreement.

**SECTION 4. Records Inspection.** CenturyLink shall make available to the City at a CenturyLink office, upon reasonable advance written notice of no fewer than sixty (60) days, such relevant information pertinent only to enforcing the terms of this Ordinance in such form and at such times as CenturyLink can reasonably make available. Subject to applicable laws, any information that CenturyLink provides to the City, except as otherwise provided herein, is confidential and proprietary and shall not be disclosed or used for any purpose other than verifying compliance with the terms of this Ordinance. Except as otherwise provided herein, any such information provided to the City shall be returned to CenturyLink following review, without duplication, unless CenturyLink grants the City written permission to duplicate the information.

**SECTION 5. Non-Exclusive Franchise.** The right to use and occupy the Public Ways shall be nonexclusive, and the City reserves the right to use the Public Ways for itself or any other entity. The City's and other entities' use, however, shall not unreasonably interfere with CenturyLink's Facilities or the rights granted CenturyLink herein.

**SECTION 6. City Regulatory Authority.** The City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety and welfare of its citizens consistent with applicable federal and state law. The City agrees to promptly notify CenturyLink of any such changes potentially applicable to this Franchise.

**SECTION 7. Indemnification.** The City shall not be liable for any property damage or loss or injury to or death of any person that occurs as the result of the construction, operation or maintenance by CenturyLink of its Facilities. CenturyLink shall indemnify, defend and hold the City harmless from and against claims, demands, liens and all liability or damage of whatsoever kind on account of CenturyLink's use of the Public Ways. The City shall: (a) give prompt written notice to CenturyLink of any such claim, demand or lien with respect to which the City seeks indemnification hereunder; and (b) permit CenturyLink to assume the defense of such claim, demand, or lien with legal counsel of CenturyLink's selection. CenturyLink shall not be subject to liability for any settlement or compromise made without its prior written consent. Notwithstanding the other provisions contained herein, CenturyLink shall in no event be required to indemnify the City for any claims, demands, or liens arising from the negligence or wrongful actions or inactions of the City, its officials, boards, commissions, agents, contractors, and/or employees.

**SECTION 8. Insurance Requirements.** CenturyLink will maintain in full force and effect for the Term of the Franchise, at CenturyLink's expense, a comprehensive liability insurance policy written by a company authorized to do business in the State of New Mexico, or will provide self-insurance reasonably satisfactory to the City, protecting it against liability for loss, personal injury and property damage occasioned by the operation of the System, including the Facilities, by CenturyLink. Such insurance will be in an amount not less than \$2,000,000.00. CenturyLink will also maintain Worker's Compensation coverage throughout the term of this Franchise as required by law. Evidence of such insurance is available at [www.centurylink.com/moi](http://www.centurylink.com/moi).

**SECTION 9. Annexation.** When any territory is approved for annexation to the City, the City shall within ten (10) business days provide by certified mail, return receipt requested, postage prepaid, to CenturyLink at the addresses provided in Section 18 hereof: (a) each site address to be annexed as recorded on City assessment and tax rolls; (b) a legal description of the proposed boundary change; and (c) a copy of the City 's ordinance approving the proposed annexation.

**SECTION 10. Plan, Design, Construction and Installation of CenturyLink's Facilities.**

**10.1** All Facilities under authority of this Ordinance shall be used, constructed and maintained in accordance with applicable law.

**10.2** CenturyLink shall, prior to commencing new construction or major reconstruction work in Public Ways or other public places, apply for a permit from the City, which permit shall not be unreasonably withheld, conditioned, or delayed. CenturyLink will provide plans of new facilities to be placed in the Public Ways pursuant to a permit issued by the City. CenturyLink will abide by all applicable ordinances and reasonable rules, regulations and requirements of the City consistent with applicable law, and the City may inspect the manner of such work and require remedies as may be reasonably necessary to assure compliance. Notwithstanding the foregoing, CenturyLink shall not be obligated to obtain a permit to perform emergency repairs or for normal maintenance of its facilities.

**10.3** To the extent practical and consistent with any permit issued by the City, all Facilities shall be located so as to cause minimum interference with the Public Ways and shall be constructed, installed, maintained, cleared of vegetation, renovated or replaced in accordance with applicable rules, ordinances and regulations of the City.

**10.4** If, during the course of work on its Facilities, CenturyLink causes damage to or alters the Public Way or other public property, CenturyLink shall replace and restore such Public Way or public property at CenturyLink's expense to a condition reasonably comparable to the condition that existed immediately prior to such damage or alteration, normal wear and tear excepted.

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**10.5** CenturyLink shall have the right to excavate the Public Ways subject to reasonable conditions and requirements of the City. Before installing new underground facilities or replacing existing underground facilities, CenturyLink shall first obtain a permit from the City in accordance with subsection 10.2 hereof.

**10.6** Nothing in this Ordinance shall be construed to prevent the City from constructing, maintaining, repairing, or relocating its sewers, streets, water mains, sidewalks, or other public property. However, before commencing any work within a Public Way that may affect CenturyLink's Facilities, the City shall give written notice to CenturyLink, and all such work shall be done, insofar as practicable, in such a manner as not to obstruct, injure, or prevent the free use and operation of CenturyLink's poles, wires, conduits, conductors, pipes, and appurtenances.

**10.7** CenturyLink shall not attach to, or otherwise use or commit to use, any pole owned by City until a separate pole attachment agreement has been executed by the parties.

**SECTION 11. Relocation of Facilities.**

**11.1** Relocation for the City. CenturyLink shall, upon receipt of advance written notice of not fewer than thirty (30) days, protect, support, temporarily disconnect, relocate, or remove any CenturyLink property located in a Public Way when required to do so by the City for reasons of public health, safety, and welfare. However, CenturyLink shall not be required to relocate or adjust its facilities pursuant to this subsection in furtherance of non-essential, developmental, aesthetic, or beautification projects (collectively "Non-Essential Project"), except in accordance with subsection 11.2 below. CenturyLink shall be responsible for any costs associated with these obligations to the same extent as other users of the respective Public Way.

**11.2** Relocation for a Third Party. CenturyLink shall, at the request of any person holding a lawful permit issued by the City and/or in support of a Non-Essential Project by City, protect, support, raise, lower, temporarily disconnect, relocate in or remove from Public Ways, as applicable and if possible, any CenturyLink property, provided that the cost of such action is borne by the person requesting it and CenturyLink is given reasonable advance written notice and sufficient time to take the appropriate action. In such situation, CenturyLink may also require advance payment. For purposes of this subsection, "reasonable advance written notice" shall mean no fewer than thirty (30) days for a temporary relocation, and no fewer than one hundred twenty (**120**) days for a permanent relocation.

**11.3** Alternatives to Relocation. CenturyLink may, after receipt of written notice requesting a relocation of Facilities, submit to the City written alternatives to such relocation. Such alternatives shall include the use and operation of temporary transmitting facilities in adjacent Public Ways. The City shall promptly evaluate such alternatives and advise CenturyLink in writing if one or more of the alternatives are suitable. If requested by the City, CenturyLink shall promptly submit additional information to assist the City in making such evaluation. The City shall give each alternative proposed by CenturyLink full and fair consideration. In the event the City ultimately determines that there is no other reasonable alternative, CenturyLink shall relocate the Facilities as otherwise provided herein. Notwithstanding the foregoing, CenturyLink shall in all cases have the right to abandon the Facilities.

**SECTION 12. Vegetation Management.** CenturyLink shall have the authority to trim trees and other growth in the Public Ways in order to access and maintain the Facilities in compliance with applicable law and industry standards.

**SECTION 13. Payment by CenturyLink.** In consideration of the rights, privileges, and Franchise hereby granted, CenturyLink, its successors and assigns, shall pay the City from and after the date of the acceptance of this Franchise a privilege tax in an amount equal to seven percent (7%) of the gross revenues derived from exchange access services within the City, as defined in ORS 403.105, less net uncollectibles from such revenues, including any extension of

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those City limits from time to time. Payments shall be made quarterly, for the preceding quarter, as of March 31, June 30, September 30, and December 31. Each quarterly payment will be due and payable on or before sixty (60) days after the end of each calendar quarter. Such payment made by CenturyLink shall include a sworn statement from the Chief Financial Officer or his/her designee setting forth the amount and the calculation of the payment. The statement shall detail the gross revenue subject to tax. Such payment made by CenturyLink will be accepted by the City from CenturyLink.

**SECTION 14. Revocation of Franchise for Noncompliance.**

**14.1** In the event that the City believes that CenturyLink has not materially complied with the terms of the Franchise, the City shall informally discuss the matter with CenturyLink. If these discussions do not lead to resolution of the problem, the City shall notify CenturyLink in writing of the exact nature of the alleged noncompliance.

**14.2** CenturyLink shall have thirty (30) days from receipt of the written notice described in subsection 14.1 to either respond to the City, contesting the assertion of noncompliance, or otherwise initiate reasonable steps to remedy the asserted noncompliance issue, notifying the City of the steps being taken and the projected date that they will be completed.

**14.3** In the event that CenturyLink does not comply with subsection 14.2, above, unless the parties agree to an extension of the time provided in subsection 14.2, above, the City shall schedule a public hearing to address the asserted noncompliance issue. The City shall provide CenturyLink at least twenty (20) days' prior written notice of, and the opportunity to be heard, at the hearing.

**14.4** Subject to applicable federal and state law, in the event the City, after the hearing set forth in subsection 14.3, determines that CenturyLink is noncompliant with this Ordinance, the City may:

- A. Seek specific performance of any provision which reasonably lends itself to such remedy, as an alternative to damages; or
- B. Commence an action at law for monetary damages or other equitable relief; or
- C. In the case of substantial noncompliance with a material provision of the Ordinance, seek to revoke the Franchise in accordance with subsection 14.5.

**14.5** Should the City seek to revoke the Franchise after following the procedures set forth above, the City shall give written notice to CenturyLink including a statement of all reasons for such revocation. CenturyLink shall have ninety (90) days from receipt of such notice to object in writing and state its reason(s) for such objection. Thereafter, the City may seek revocation of the Franchise at a public hearing. The City shall cause to be served upon CenturyLink, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise. At the designated hearing, the City shall give CenturyLink an opportunity to state its position on the matter, after which the City shall determine whether or not the Franchise shall be revoked. CenturyLink may appeal the City's determination to Columbia County Circuit Court, State of Oregon, which shall have the power to review the decision of the City *de novo*. Such appeal must be taken within sixty (60) days of the issuance of the City's determination. The City may, at its sole discretion, take any lawful action which it deems appropriate to enforce its rights under this Ordinance in lieu of revocation.

**14.6** Notwithstanding the foregoing provisions in this Section 14, CenturyLink does not waive any of its rights under applicable law.

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**SECTION 15. No Waiver of Rights.** Neither the City nor CenturyLink shall be excused from complying with any of the terms and conditions contained herein by any failure of the other, or any of its officers, employees, or agents, upon any one or more occasions to insist upon or to seek compliance with any such terms and conditions. Each party expressly reserves any and all rights, remedies, and arguments it may have at law or equity, without limitation, and to argue, assert, and/or take any position as to the legality or appropriateness of any provision in this Ordinance that is inconsistent with State or Federal law, as may be amended.

**SECTION 16. Transfer of Franchise.** CenturyLink's right, title, or interest in the Franchise shall not be sold, transferred, assigned, or otherwise encumbered without prior notice to and prior approval by the City, such approval not to be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, when said sale, transfer, assignment, or encumbrance is to an entity controlling, controlled by, or under common control with CenturyLink, or for any rights, title, or interest of CenturyLink in the Franchise or Facilities in order to secure indebtedness, or to an entity that acquires substantially all the assets or equity of CenturyLink by sale, merger, consolidation or reorganization, approval by the City shall not be required.

**SECTION 17. Amendment.** Amendments to the terms and conditions contained herein shall be mutually agreed upon in writing by the City and CenturyLink and formally adopted by the City Council as an ordinance amendment.

**SECTION 18. Notices.** Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing and shall be deemed to have been received upon actual receipt or refusal of delivery if sent by (a) personal delivery, (b) United States Mail, postage prepaid, certified, return receipt requested, or (c) nationally recognized overnight courier, and addressed to the Parties as set forth below:

The City:

City of Columbia City  
City Administrator  
P.O. Box 189.  
Columbia City, Oregon 97018

To CenturyLink:

CenturyLink  
ATTN: ROW/NIS Manager  
931 14<sup>th</sup> Street  
Denver, CO 80202

with a copy to:

CenturyLink  
ATTN: Legal Department  
931 14<sup>th</sup> Street  
Denver, CO 80202

**SECTION 19. Severability.** If any section, sentence, paragraph, term or provision hereof is for any reason determined to be illegal, invalid, or superseded by other lawful authority, including any state or federal regulatory

Council Bill No. 25-993

authority having appropriate jurisdiction thereof, or unconstitutional, illegal or invalid by any court having appropriate jurisdiction thereof, such portion shall be deemed a separate, distinct, and independent provision, and such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise or any renewal or renewals thereof.

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

AN ORDINANCE GRANTING A NON-EXCLUSIVE GAS UTILITY FRANCHISE TO NORTHWEST NATURAL GAS COMPANY, AND FIXING TERMS, CONDITIONS AND COMPENSATION OF SUCH FRANCHISE AND REPEALING ORDINANCE NO. 14-683-O and 14-687-O.

THE CITY OF COLUMBIA CITY ORDAINS AS FOLLOWS:

Section 1. Definitions and Explanations.

1. As used in this Ordinance.
  - a. "Bridge" includes a structure erected within the City to facilitate the crossing of a river, stream, ditch, ravine or other place, but does not include a culvert.
  - b. "City" means the City of Columbia City and the areas within its boundaries, including its boundaries as extended in the future.
  - c. "Council" means the legislative body of the City.
  - d. "Gas Mains" includes all gas transmission and distribution facilities located on or under any Street, Bridge or Public Place within the City.
  - e. "Grantee" means the corporation referred to in Section 2 of this Ordinance.
  - f. "Gross Revenue" means revenue received from the use of the gas utility system within the City limits less related net uncollectibles. Gross Revenue shall be computed by deducting from the total billings of the Grantee: (a) the total net write-off of uncollectible accounts; (b) revenues paid directly by the United States of America or any of its agencies; (c) sales of gas at wholesale by the Grantee to any public utility or public agency where the public utility or public agency purchasing such gas is not the ultimate consumer; (d) public purpose charges, provided that such charges or surcharges are required or authorized by federal or state statute, administrative rule, or by tariff approved by the Oregon Public Utility Commission (OPUC) and raise revenue used solely for a public purpose and not to compensate Grantee for the sale or use of natural gas or for the use, rental, or lease of Grantee's Gas Facilities in the City; and, (e) revenues derived from the sale or transportation of gas supplied under an interruptible tariff schedule to a customer, where the customer receives gas under such schedule as of the effective date of this Franchise. Public purpose activities include, but are not limited to, energy efficiency programs, market transformation programs, low-income energy efficiency programs, and carbon offset programs designed to benefit residential and commercial customers within Grantee's service territory in Oregon. The Grantee may offset against such compensation the amount of any



license, permit or other fees paid to the City in connection with the Grantee's use of the Streets, Bridges and Public Places of the City.

- g. "Person" includes an individual, corporation, association, firm, partnership and joint stock company.
- h. "Public Place" includes any city-owned park, place or grounds within the City that is open to the public but does not include a Street or Bridge.
- i. "Qualified Contractor" means a person that is knowledgeable about the construction and operation of a natural gas transmission and distribution system, and must be subject to and comply with the qualifying standards as it relates to the work in question, set forth in 49 CFR Part 192, Subpart N – Qualification of Pipeline personnel. Additionally, this person must adhere to all applicable requirements of NW Natural's Quality Assurance program and Contractor Management group.
- j. "Street" includes a public Street, alley, avenue, road, boulevard, thoroughfare or public highway within the City, but does not include a Bridge.

- 2. As used in this Ordinance, the singular number may include the plural and the plural number may include the singular.

Section 2. Rights Granted.

Subject to the conditions and reservations contained in this Ordinance, the City hereby grants to NORTHWEST NATURAL GAS COMPANY, a corporation, the right, privilege and franchise to:

- 1. Construct, maintain and operate a gas utility system within the City.
- 2. Install, maintain and operate on and under the Streets and Bridges and Public Places of the City, facilities for the transmission and distribution of gas to the City and its inhabitants and to other customers and territory beyond the limits of the City; and
- 3. Transmit, distribute and sell gas.

Section 3. Use of Streets, Bridges and Public Places by Grantee.

- 1. Before the Grantee may use or occupy any Street, Bridge or Public Place, the Grantee shall first obtain permission from the City to do so and shall comply with any special conditions the City desires to impose on such use or occupation.

2. The compensation paid by the Grantee for this Franchise includes all compensation for the use of Streets, Bridges and Public Places located within the City as authorized.

Section 4. Duration.

This Franchise is granted for a period of 10 years from and after the Effective Date of this Ordinance.

Section 5. Franchise Not Exclusive.

This Franchise is not exclusive, and shall not be construed as a limitation on the City in:

1. Granting rights, privileges and authority to other persons similar to or different from those granted by this Ordinance.
2. Constructing, installing, maintaining or operating any City-owned public utility.

Section 6. Public Works and Improvements Not Affected by Franchise.

The City reserves the right to:

1. Construct, install, maintain and operate any public improvement, work or facility;
2. Do any work that the City may find desirable on, over or under any Street, Bridge or Public Place.
3. Vacate, alter or close any Street, Bridge or Public Place. In the event that utilities have already been installed, City shall make available to Grantee an alternative right-of-way for the location of its facilities.
4. Whenever the City shall excavate or perform any work in any of the present and future Streets, alleys and Public Places of the City, or shall contract, or issue permits, for such excavation or work where such excavation or work may disturb Grantee's Gas Mains, pipes and appurtenances, the City shall, in writing, notify Grantee sufficiently in advance of such contemplated excavation or work to enable Grantee to take such measures as may be deemed necessary to protect such Gas Mains, pipes and appurtenances from damage and possible inconvenience or injury to the public. In any such case, the Grantee, upon request, shall furnish maps or drawings to the City or contractor, as the case may be, showing the approximate location of all its structures in the area involved in such proposed excavation or other work.
5. Whenever the City shall vacate any Street or Public Place for the convenience or benefit of any Person or governmental agency or instrumentality, Grantee's rights under this Franchise shall be preserved as to any of its facilities then existing in such Street or Public Place.

Section 7. Continuous Service.

The Grantee shall maintain and operate an adequate system for the distribution of gas in the City. The Grantee shall use due diligence to maintain continuous and uninterrupted 24-hour a day service which shall at all times conform at least to the standards common in the business and to the applicable standards adopted by federal and state authorities and to standards of the City which are not in conflict with those adopted by the federal and state authorities. Under no circumstances shall the Grantee be liable for an interruption or failure of service caused by act of God, unavoidable accident or other circumstances beyond the control of the Grantee through no fault of its own.

Section 8. Safety Standards and Work Specifications.

1. The facilities of the Grantee shall at all times be maintained in a safe, substantial and workmanlike manner.
2. For the purpose of carrying out the provisions of this Section, the City may provide such specifications relating thereto as may be necessary or convenient for public safety or the orderly development of the City. The City may amend and add to such specifications from time to time.

Section 9. Control of Construction.

The Grantee shall file with the City or otherwise provide access to maps showing the location of any construction, extension or relocation of its Gas Mains in the Streets of the City and shall obtain from the City approval of the location and plans prior to commencement of the work. The City may require the Grantee to obtain a permit before commencing the construction, extension or relocation of any of its Gas Mains.

Section 10. Street Excavations and Restorations.

1. Subject to the provisions of this Ordinance, the Grantee may make necessary excavations for the purpose of constructing, installing, maintaining and operating its facilities. Except in emergencies, and in the performance of routine service connections and ordinary maintenance, on private property, prior to making an excavation in the traveled portion of any Street, Bridge or Public Place, and, when required by the City, in any untraveled portion of any Street, Bridge, or any Public Place, the Grantee shall obtain from the City approval of the proposed excavation and of its location. Grantee shall give notice to the City by telephone, electronic data transmittal or other appropriate means prior to the commencement of service or maintenance work and as soon as is practicable after the commencement of work performed under emergency conditions.
2. When any excavation is made by the Grantee, the Grantee shall promptly restore the affected portion of the Street, Bridge or Public Place to the same condition in which it was prior to the excavation. The restoration shall be in compliance with

specifications, requirements, and regulations of the City in effect at the time of such restoration. If the Grantee fails to restore promptly the affected portion of a Street, Bridge or Public Place to the same condition in which it was prior to the excavation, the City may make the restoration, and the reasonable cost thereof shall be paid by the Grantee.

Section 11. Location and Relocation of Facilities.

1. All facilities of the Grantee shall be placed so that they do not interfere unreasonably with the use by the City and the public of the Streets, Bridges and Public Places and in accordance with any specifications adopted by the City governing the location of facilities.
2. The City may require, in the public interest, the removal or relocation of facilities maintained by the Grantee in the Streets of the City, and the Grantee shall remove and relocate such facilities within a reasonable time after receiving notice to do so from the City. The cost of such removal or relocation of its facilities shall be paid by the Grantee, but when such removal or relocation is required for the convenience or benefit of any person, governmental agency or instrumentality other than the City, Grantee shall be entitled to reimbursement for the reasonable cost thereof from such person, agency or instrumentality. The City shall provide the Grantee with timely notice of any anticipated requirement to remove or relocate its facilities and shall cooperate with the Grantee in the matter of assigning or allocating the costs of removal or relocation.

Section 12. Compensation.

1. As compensation for the Franchise granted by this Ordinance, the Grantee shall pay to the City an amount equal to five percent (5%) or the maximum percentage allowed by the state, of the Gross Revenue collected by the Grantee from its customers for gas consumed within the City.
2. The compensation required by this Section shall be due for each calendar year, or fraction thereof, within sixty (60) days after the close of such calendar year, or fraction thereof. Within sixty (60) days after the termination of this Franchise, compensation shall be paid for the period elapsing since the close of the last calendar year for which compensation has been paid.
3. The Grantee shall furnish to the City with each payment of compensation required by this Section a statement showing the amount of Gross Revenue of the Grantee within the City for the period covered by the payment computed on the basis set out in subsection (1) of this Section. The compensation for the period covered by the statement shall be computed on the basis of the Gross Revenue so reported. If the Grantee fails to pay the entire amount of the compensation due the City through error or otherwise, the difference due the City shall be paid by the Grantee within thirty (30) days from discovery of the error or determination of the

correct amount. Any overpayment to the City through error or otherwise, shall be offset against the next payment due from the Grantee.

4. Acceptance by the City of any payment due under this Section shall not be deemed to be a waiver by the City of any breach of this Franchise occurring prior thereto, nor shall the acceptance by the City of any such payments preclude the City from later establishing that a larger amount was actually due, or from collecting any balance due to the City.

Section 13. Book of Account and Reports.

The Grantee shall keep accurate books of account at an office in Oregon for the purpose of determining the amounts due to the City under Section 12 of this Ordinance. Upon reasonable notice, the City may inspect the books of account at any time during business hours and may audit the books from time to time. The Council may require periodic reports from the Grantee relating to its operations and revenues within the City. Franchise Fees paid by Grantee shall be subject to audit or financial review by the City, provided that only payments that occurred or should have occurred during a period of thirty-six (36) months prior to the date the City notifies the Grantee of its intent to perform an audit or financial review are reviewable. However, NW Natural will not provide the City with records containing customer information that identifies or can be attributed to a specific customer, without a written legal opinion by the City that such records will not be subject to public disclosure under state law, and that the City will inform NW Natural and oppose their disclosure should a public disclosure request be made.

Section 14. Supplying Maps Upon Request

The Grantee shall maintain on file, at an office in Oregon, maps and data pertaining to its operations in the City. Upon reasonable notice, the City may inspect the maps and data at any time, during business hours. Upon request of the City, the Grantee shall furnish to the City, without charge and on a current basis, maps showing the location of the Gas Mains of the Grantee in the City. Grantee and the City may determine that the location of certain Gas Facilities should be confidential as the public interest may require. In such a case, Grantee is under no obligation to provide records of the location of these facilities to the City and the City shall treat any public record disclosing the location of these facilities as confidential, subject to the provisions of state law and the Oregon Public Records Law. The City shall limit access to any such confidential record to trustworthy employees of the City with a need to know the information set out in the record. The City shall store any such confidential record in a secure and private place and avoid making and distributing copies of the record.

Section 15. Indemnification.

The Grantee shall indemnify and save harmless the City and its elected officials, officers, agents and employees from any and all loss, cost and expense, including attorney fees, arising from damage to property and/or injury to, or death of, persons due to any wrongful or negligent act or omission of the Grantee, its agents or employees in exercising the rights, privileges and franchise hereby granted.

Section 16. Assignment of Franchise.

This Franchise binds and benefits the permissible successors, legal representatives and assigns of the Grantee. No assignment of the Franchise shall be effective without the written approval of the City Council of City of Columbia City. The Council may condition that approval upon a reasonable adjustment to the rate of compensation under Section 12 of this Franchise except if a sale, lease, mortgage, assignment, merger, transfer or change in control of Grantee's Gas Facilities located within the City is subject to review and approval by the OPUC, in which case the City shall accept final approval by the OPUC of such sale, lease, mortgage, assignment, merger, transfer or change of control. Nothing in this Franchise requires the City's consent for any sale, lease, mortgage, assignment, merger or other transfer to entities that control, are controlled by, or are under common control with Grantee, so long as the entity is subject to substantially the same regulations of the OPUC as Grantee in relation to the Gas Facilities within the City. If the City's consent to an assignment or transfer of the Franchise is required under this Section, the transfer or assignment shall not be effective until the assignee or transferee has complied with the requirements in Section 7 and filed a signed acceptance of the terms of this Franchise.

Section 17. Termination of Franchise for Cause.

The City may terminate this Franchise as provided in this Section, subject to Grantee's right to a court review of the reasonableness of such action, upon the negligent or willful failure of the Grantee to perform promptly and completely each and every material term, condition or obligation imposed upon it under or pursuant to this Ordinance. The City shall provide the Grantee written notice of any such failure and the Grantee shall have sixty (60) days from receipt of notice to cure such failure, or if such failure cannot reasonably be cured within sixty (60) days, to commence and diligently pursue curing such failure. Notice to Grantee required by this Section shall be sent by U.S. mail via registered or certified postage prepaid or by express mail or overnight courier as follows: Northwest Natural Gas Company, Legal Department – Franchises, 250 SW Taylor Street, Portland, Oregon 97204.

Section 18. Remedies Not Exclusive, When Requirement Waived.

All remedies and penalties under this Ordinance, including termination of the Franchise, are cumulative, and the recovery or enforcement of one is not a bar to the recovery or enforcement of any other such remedy or penalty. The remedies and penalties contained in this Ordinance, including termination of the Franchise, are not exclusive and the City reserves the right to enforce the penal provisions of any ordinance or resolution and to avail itself of any and all remedies available at law or in equity. Failure to enforce shall not be construed as a waiver of a breach of any term, condition or obligation imposed upon the Grantee by or pursuant to this Ordinance. A specific waiver of a particular breach of any term, condition or obligation imposed upon the Grantee by or pursuant to this Ordinance shall not be a waiver of any other or subsequent or future breach of the same or of any other term, condition or obligation, or a waiver of the term, condition or obligation itself.

Section 19. Expiration.

At the end of the Franchise term, if the City and Grantee are negotiating another franchise and have not concluded their negotiations, Grantee's rights and responsibilities shall be controlled by this Franchise until the City grants a new franchise and Grantee accepts it or until the City notifies Grantee that the Franchise will not be renewed.

Section 20. Confidentiality.

When requested by Grantee, and subject to the provisions of state law and the Oregon Public Records Law, the City shall treat as confidential any public record or information provided by Grantee and designated by Grantee as confidential.

Section 21. Acceptance.

The Grantee shall, within thirty (30) days from the date this Ordinance takes effect, file with the City its written unconditional acceptance of this Franchise, and if the Grantee fails to do so, this Ordinance shall be void.

Section 22. Repeal.

Ordinance No. 14-683-O passed by the City Council and approved by the Mayor on August 7, 2014 and Ordinance No. 14-687-O passed by the City Council and approved by the Mayor on November 7, 2014, is hereby repealed.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS WITHIN THE GENERAL FUND DURING THE FISCAL YEAR BEGINNING JULY 1, 2024.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA CITY, OREGON.

WHEREAS, appropriation adjustments are needed within the General Fund Police Department budgets to cover the equipment costs that exceeded original expectations during the year.

NOW, THEREFORE, BE IT RESOLVED that in accordance with ORS 294.450 the City Council of the City of Columbia City authorizes a transfer of budget appropriations during the fiscal year beginning July 1, 2024, for the reasons described above. The appropriation transfers are as follows:

GENERAL FUND		
Police Department:		
Capital Outlay:		
01-02-00-7410 Equipment	\$	31,254
Contingency:		
01-05-00-9000	\$	(31,254)
NET:	\$	0



Council Bill No. 25-997

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE 2025-26 FISCAL YEAR FOR THE CITY OF COLUMBIA CITY, OREGON.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA CITY, OREGON.

BE IT RESOLVED that the Five-Year Capital Improvement Program for the 2025-26 fiscal year attached hereto as Exhibit "A" be adopted.

CITY OF COLUMBIA CITY  
SUMMARY SPREADSHEET  
2025-26 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

PROJECT DESCRIPTION	PRIOR YEARS	FIVE-YEAR CIP					TOTAL 5-YR CIP
		2025-26	2026-27	2027-28	2028-29	2029-30	
<b>GENERAL PROJECTS:</b>							
Replace Rotting Siding, Trim, and Columns on City Hall and Community Hall	\$30,815						\$0
Repaint City Hall and Community Hall	\$13,700						\$0
<b>TOTAL GENERAL PROJECTS</b>	<b>\$44,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PARK PROJECTS:</b>							
Park Benches and Picnic Tables along Rivers Walk	\$5,000						\$0
Harvard Park Playground Equipment Improvements Project			\$100,000				\$100,000
Veterans Park/Rivers Walk Trail System Parking Project				\$50,000			\$50,000
Bike Path Refurbishment and Improvements					\$25,000		\$25,000
Basalt Rock Relocation					\$16,000		\$16,000
<b>TOTAL PARK PROJECTS</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$41,000</b>	<b>\$0</b>	<b>\$191,000</b>
<b>STREET PROJECTS:</b>							
Pavement Restoration Project - Portions of 2nd Place, 3rd, 6th, Calvin, C, E, J, & K Streets		\$250,000					\$250,000
E Street Improvements - Sixth Street to Highway 30				\$500,000			\$500,000
Repave 'L' Street Bridge						\$50,000	\$50,000
<b>TOTAL STREET PROJECTS</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$800,000</b>
<b>WATER PROJECTS:</b>							
Upper Reservoir Overflow Drain Project	\$20,000						\$0
Upgrade SCADA software & HMI	\$25,000						\$0
Fourth Street Water Line Replacement (I to L Streets) and Hydrant Installation					\$85,136		\$85,136
Fifth Street Water Line Replacement (E to C Streets) and Hydrant Installation					\$118,244		\$118,244
Replace remaining cast iron lines						\$250,000	\$250,000
<b>TOTAL WATER PROJECTS</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,380</b>	<b>\$250,000</b>	<b>\$453,380</b>
<b>SEWER PROJECTS:</b>							
K Street Pump Station Improvements Project	\$116,518						\$0
Steel Tank Replacement/Abandonment- 17	\$60,000	\$60,000					\$60,000
E Street Sewer Main Replacement (west side of Highway 30 to Second Street)					\$250,000		\$250,000
<b>TOTAL SEWER PROJECTS</b>	<b>\$176,518</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$310,000</b>
<b>TOTAL COST - ALL PROJECTS</b>	<b>\$271,033</b>	<b>\$310,000</b>	<b>\$100,000</b>	<b>\$550,000</b>	<b>\$494,380</b>	<b>\$300,000</b>	<b>\$1,754,380</b>