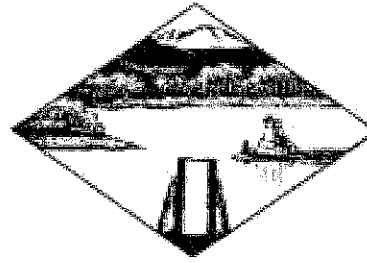


Bank Reconciliation

Checks by Date

User: KKARBER
 Printed: 04/14/2024 - 3:05PM
 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
34822	3/4/2024	CORE & MAIN LP		AP			1,173.35
34823	3/4/2024	ELAVON		AP			174.50
34824	3/4/2024	INROADS CREDIT UNION		AP			1,557.13
34825	3/4/2024	INTERSTATE PEST MANAGEMENT		AP			261.00
34826	3/4/2024	MIG, INC		AP			1,063.75
34827	3/4/2024	PAULY, ROGERS & CO., PC		AP			7,960.00
34828	3/4/2024	PETTY CASH		AP			78.75
34829	3/4/2024	QUILL CORPORATION		AP			59.98
34830	3/4/2024	ROSS & LAWRENCE UNION OIL CC		AP			518.12
34831	3/4/2024	SPRINGBROOK HOLDING COMPAN		AP			65.00
34832	3/4/2024	CITY OF ST HELENS		AP			10,457.57
34833	3/4/2024	SUNSET AUTO PARTS, INC.		AP			37.98
34834	3/4/2024	TRAFFIC SAFETY SUPPLY CO INC		AP			663.97
417	3/6/2024	FEDERAL GOVERNMENT		AP			14,682.90
418	3/6/2024	OR DEPT OF REVENUE		AP			3,487.25
419	3/6/2024	OR PERS		AP			12,702.40
420	3/6/2024	OR PERS RETIREE		AP			3,284.68
34835	3/13/2024	ACE HARDWARE - WEST		AP			367.51
34836	3/13/2024	BLUE HERON SEPTIC & DRAIN SEI		AP			3,925.00
34837	3/13/2024	CASCADE COLUMBIA DISTRIBUTI		AP			888.85
34838	3/13/2024	COLUMBIA CO TREASURER		AP			48.00
34839	3/13/2024	COLUMBIA PACIFIC ECONOMIC DI		AP			250.00
34840	3/13/2024	FIRE, HEALTH & SAFETY EQUIPMI		AP			660.38
34841	3/13/2024	GOVERNMENT FINANCE OFFICER		AP			160.00
34842	3/13/2024	GRANITE TELECOMMUNICATIONS		AP			375.70
34843	3/13/2024	HARLIN ITS LLC		AP			895.00
34844	3/13/2024	HUDSON PORTABLE TOILET SERV.		AP			384.00
34845	3/13/2024	JACK'S OVERHEAD DOOR INC		AP			300.00
34846	3/13/2024	OR DEPT OF REVENUE		AP			95.00
34847	3/13/2024	OREILLY AUTOMOTIVE INC		AP			222.81
34848	3/13/2024	PAMPLIN MEDIA GROUP		AP			461.50
34849	3/13/2024	STEPHEN D. PETERSEN		AP			282.50
34850	3/13/2024	QUILL CORPORATION		AP			42.27
34851	3/13/2024	RICOH USA, INC.		AP			102.70
34852	3/13/2024	ROSS & LAWRENCE UNION OIL CC		AP			582.86
34853	3/13/2024	SAIF CORPORATION		AP			456.87
34854	3/13/2024	CITY OF ST HELENS		AP			18,526.50
34855	3/13/2024	CITY OF ST. HELENS		AP			567.79
34856	3/13/2024	TROTTER & MORTON		AP			146.50
34857	3/13/2024	VERIZON WIRELESS		AP			490.45
34858	3/13/2024	DAVE JOHNSON		AP			125.73
34859	3/19/2024	CASCADE COLUMBIA DISTRIBUTI		AP			1,447.98
34860	3/19/2024	COLUMBIA RIVER PUD		AP			2,486.47
34861	3/19/2024	CULLIGAN WATER		AP			76.30
34862	3/19/2024	ELAVON		AP			218.83
34863	3/19/2024	OPUS INTERACTIVE		AP			50.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
34864	3/19/2024	PAULSON PRINTING		AP			120.00
34865	3/19/2024	ARTHUR E. SHERWOOD		AP			396.00
421	3/26/2024	FEDERAL GOVERNMENT		AP			3,749.46
422	3/26/2024	FEDERAL GOVERNMENT		AP			791.20
34867	3/27/2024	CARROT-TOP INDUSTRIES, INC.		AP			489.52
34868	3/27/2024	LORRAINE FLOWERS		AP			50.00
34869	3/27/2024	INROADS CREDIT UNION		AP			679.70
34870	3/27/2024	JACK'S OVERHEAD DOOR INC		AP			1,310.00
34871	3/27/2024	KENNEDY/JENKS CONSULTANTS		AP			205.32
34872	3/27/2024	MARK43, INC		AP			1,864.80
34873	3/27/2024	NW NATURAL GAS		AP			296.07
34874	3/27/2024	OREGON OCCUPATIONAL MEDICII		AP			236.00
34875	3/27/2024	QUILL CORPORATION		AP			124.99
34876	3/27/2024	ROSS & LAWRENCE UNION OIL CC		AP			586.38
34877	3/27/2024	ST. HELENS SCHOOL DISTRICT		AP			1,186.96
0	3/29/2024	COLONIAL LIFE INSURANCE		AP			29.48
0	3/29/2024	HRA VEBA TRUST		AP			875.00
0	3/29/2024	VALIC		AP			199.01
0	3/29/2024		DD 00999.03.2024	PR			39,225.56
423	3/29/2024	ASIFLEX		AP			132.50
424	3/29/2024	FEDERAL GOVERNMENT		AP			14,840.23
425	3/29/2024	OR DEPT OF REVENUE		AP			3,547.57
426	3/29/2024	OR PERS		AP			12,484.65
427	3/29/2024	OR PERS RETIREE		AP			3,637.06
34866	3/29/2024	MARK GORDON		PR			261.12

Total Void Check Count: 0

Total Void Check Amount:

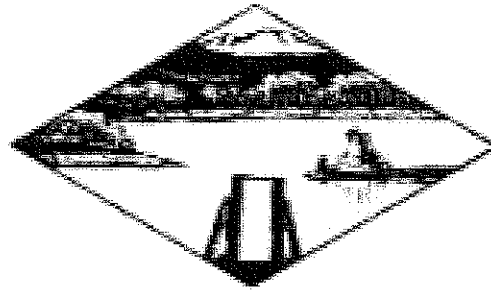
Total Valid Check Count: 71

Total Valid Check Amount: 180,184.41

Total Check Count: 71

Total Check Amount: 180,184.41

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: 4/14/2024 3:11:25 PM
Period 09 - 09
Fiscal Year 2024

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01	General Fund						
01	Administration						
	Personal Services						
01-01-00-1100	Regular Services	146,288.45	12,347.51	99,662.85	46,625.60	46,625.60	31.87
01-01-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-1300	Overtime	414.99	38.52	1,003.27	-588.28	-588.28	-141.76
01-01-00-2100	Group Insurance	26,594.66	1,989.24	14,491.43	12,103.23	12,103.23	45.51
01-01-00-2200	Social Security	11,725.00	948.33	7,499.87	4,225.13	4,225.13	36.04
01-01-00-2300	Retirement Contributions	32,285.00	2,892.96	23,907.35	8,377.65	8,377.65	25.95
01-01-00-2500	Unemployment Compensation	1,239.71	12.16	165.24	1,074.47	1,074.47	86.67
01-01-00-2600	Workers' Compensation	1,455.39	29.81	252.25	1,203.14	1,203.14	82.67
01-01-00-2700	Oregon Paid Leave Tax	0.00	74.35	644.15	-644.15	-644.15	0.00
01-01-00-2950	Accrued Leave	4,996.80	0.00	1,637.58	3,359.22	3,359.22	67.23
	Personal Services	225,000.00	18,332.88	149,263.99	75,736.01	75,736.01	33.66
	Materials and Services						
01-01-00-3310	Auditing Services	2,025.79	1,273.60	2,521.20	-495.41	-495.41	-24.46
01-01-00-3330	Legal Services	3,296.00	-379.50	560.50	2,735.50	2,735.50	82.99
01-01-00-3340	Engineering Services	4,000.00	-515.52	0.00	4,000.00	4,000.00	100.00
01-01-00-3350	Planning & Other Contract Serv	10,000.00	1,113.31	3,858.76	6,141.24	6,141.24	61.41
01-01-00-4120	School Excise Tax	6,492.71	1,546.38	1,546.38	4,946.33	4,946.33	76.18
01-01-00-4310	Building Maintenance	4,841.00	538.34	2,387.92	2,453.08	2,453.08	50.67
01-01-00-4320	EquipmentSoftware Maintenance	10,000.00	204.67	4,207.75	5,792.25	5,792.25	57.92
01-01-00-4330	Community Hall Maintenance	7,500.00	851.72	7,790.10	-290.10	-290.10	-3.87
01-01-00-5200	Insurance and Bonds	3,400.00	0.00	3,358.94	41.06	41.06	1.21
01-01-00-5400	Legal NoticesAdvertising	500.00	-71.50	251.50	248.50	248.50	49.70
01-01-00-5810	Travel and Training	200.00	177.00	246.05	-46.05	-46.05	-23.03
01-01-00-5820	Mayor, Council & Com Travel	500.00	0.00	25.00	475.00	475.00	95.00
01-01-00-5830	Dues, Subscriptions, Programs	5,000.00	-2,529.72	7,459.33	-2,459.33	-2,459.33	-49.19
01-01-00-6110	Office Supplies	1,000.00	82.83	713.96	286.04	286.04	28.60
01-01-00-6120	Postage	1,000.00	28.07	536.67	463.33	463.33	46.33
01-01-00-6130	Telephone & Internet Services	1,500.00	127.99	1,193.68	306.32	306.32	20.42
01-01-00-6150	Materials and Supplies	2,500.00	367.12	725.14	1,774.86	1,774.86	70.99
01-01-00-6160	UniformsPPE	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6210	Natural Gas	350.00	45.79	254.35	95.65	95.65	27.33

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-01-00-6220	Electricity	700.00	48.80	478.81	221.19	221.19	31.60
01-01-00-6260	Gasoline	360.50	39.11	260.73	99.77	99.77	27.68
01-01-00-6520	Citation Refunds	50.00	0.00	0.00	50.00	50.00	100.00
01-01-00-6580	Library	1,200.00	258.00	-238.07	1,438.07	1,438.07	119.84
01-01-00-6587	Community Action Team	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6588	Other Donations	0.00	250.00	750.00	-750.00	-750.00	0.00
01-01-00-6589	Columbia County Transportation	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6591	St. Helens Senior Center	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6592	Columbia Pacific Food Bank	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6594	Columbia County Emergency Mgr	5,000.00	0.00	4,922.44	77.56	77.56	1.55
01-01-00-6596	St. Helens School District	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6597	Corona Virus Relief Fund Grant	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6598	Col Co Economic Development	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6599	Housing Rehabilitation Costs	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6600	Miscellaneous	<u>3,700.00</u>	<u>-97.80</u>	<u>2,367.69</u>	<u>1,332.31</u>	<u>1,332.31</u>	<u>36.01</u>
	Materials and Services	76,116.00	3,358.69	46,178.83	29,937.17	29,937.17	39.33
01-01-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-7430	Capital Construction Building Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
01	Administration	301,116.00	21,691.57	195,442.82	105,673.18	105,673.18	35.09
02	Police						
	Personal Services						
01-02-00-1100	Regular Services	174,900.00	15,381.88	124,503.16	50,396.84	50,396.84	28.81
01-02-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-02-00-1300	Overtime	2,000.00	0.00	559.65	1,440.35	1,440.35	72.02
01-02-00-2100	Group Insurance	42,000.00	3,270.62	30,791.61	11,208.39	11,208.39	26.69
01-02-00-2200	Social Security	13,000.00	1,183.77	9,597.21	3,402.79	3,402.79	26.18
01-02-00-2300	Retirement Contributions	57,000.00	4,309.70	37,317.25	19,682.75	19,682.75	34.53
01-02-00-2500	Unemployment Compensation	500.00	15.48	125.45	374.55	374.55	74.91
01-02-00-2600	Workers' Compensation	2,000.00	232.82	2,554.62	-554.62	-554.62	-27.73
01-02-00-2700	Oregon Paid Leave Tax	0.00	92.29	737.34	-737.34	-737.34	0.00
01-02-00-2950	Accrued Leave	<u>8,600.00</u>	<u>0.00</u>	<u>129.96</u>	<u>8,470.04</u>	<u>8,470.04</u>	<u>98.49</u>
	Personal Services	300,000.00	24,486.56	206,316.25	93,683.75	93,683.75	31.23

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services						
01-02-00-3310	Auditing Services	1,300.00	1,910.40	2,741.40	-1,441.40	-1,441.40	-110.88
01-02-00-3330	Legal Services	500.00	34.75	34.75	465.25	465.25	93.05
01-02-00-3350	Contract Services	3,000.00	0.00	0.00	3,000.00	3,000.00	100.00
01-02-00-4310	Building Maintenance	1,500.00	207.05	1,245.68	254.32	254.32	16.95
01-02-00-4320	EquipmentSoftware Maintenance	8,000.00	160.92	2,431.10	5,568.90	5,568.90	69.61
01-02-00-4350	Vehicle Maintenance	1,000.00	251.98	8,094.43	-7,094.43	-7,094.43	-709.44
01-02-00-5200	Insurance and Bonds	24,000.00	0.00	18,002.35	5,997.65	5,997.65	24.99
01-02-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
01-02-00-5810	Travel and Training	4,700.00	0.00	146.43	4,553.57	4,553.57	96.88
01-02-00-5830	Dues, Subscriptions, Programs	2,500.00	1,088.88	1,445.43	1,054.57	1,054.57	42.18
01-02-00-6110	Office Supplies	300.00	22.73	213.05	86.95	86.95	28.98
01-02-00-6120	Postage	400.00	5.70	7.29	392.71	392.71	98.18
01-02-00-6130	Telephone and Internet Service	2,500.00	198.44	1,626.48	873.52	873.52	34.94
01-02-00-6150	Materials and Supplies	6,000.00	2,343.05	2,908.51	3,091.49	3,091.49	51.52
01-02-00-6160	UniformsPPE	2,600.00	0.00	0.00	2,600.00	2,600.00	100.00
01-02-00-6210	Natural Gas	140.00	15.26	84.76	55.24	55.24	39.46
01-02-00-6220	Electricity	100.00	6.10	59.86	40.14	40.14	40.14
01-02-00-6260	Gasoline	6,000.00	905.25	4,452.17	1,547.83	1,547.83	25.80
01-02-00-6500	Shop with a Cop Program	2,500.00	0.00	3,935.55	-1,435.55	-1,435.55	-57.42
01-02-00-6600	Miscellaneous	<u>200.00</u>	<u>0.00</u>	<u>30.00</u>	<u>170.00</u>	<u>170.00</u>	<u>85.00</u>
	Materials and Services	67,340.00	7,150.51	47,459.24	19,880.76	19,880.76	29.52
01-02-00-7410	Capital Outlay Equipment	<u>82,000.00</u>	<u>-36.39</u>	<u>-36.39</u>	<u>82,036.39</u>	<u>82,036.39</u>	<u>100.04</u>
	Capital Outlay	82,000.00	-36.39	-36.39	82,036.39	82,036.39	100.04
01-02-00-7430	Capital Construction Building Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
02	Police	449,340.00	31,600.68	253,739.10	195,600.90	195,600.90	43.53
03	Building Personal Services						
01-03-00-1100	Regular Services	14,849.74	949.87	8,384.18	6,465.56	6,465.56	43.54
01-03-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-1300	Overtime	0.00	0.00	227.98	-227.98	-227.98	0.00
01-03-00-2100	Group Insurance	4,409.06	350.84	3,076.01	1,333.05	1,333.05	30.23
01-03-00-2200	Social Security	865.20	71.27	654.94	210.26	210.26	24.30
01-03-00-2300	Retirement Contributions	2,266.00	209.75	1,892.62	373.38	373.38	16.48
01-03-00-2500	Unemployment Compensation	75.00	0.93	8.54	66.46	66.46	88.61

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-03-00-2600	Workers' Compensation	100.00	0.33	15.52	84.48	84.48	84.48
01-03-00-2700	Oregon Paid Leave Tax	0.00	5.70	55.05	-55.05	-55.05	0.00
01-03-00-2950	Accrued Leave	<u>430.00</u>	<u>0.00</u>	<u>0.00</u>	<u>430.00</u>	<u>430.00</u>	<u>100.00</u>
	Personal Services	22,995.00	1,588.69	14,314.84	8,680.16	8,680.16	37.75
	Materials and Services						
01-03-00-3310	Auditing Services	175.00	159.20	270.00	-95.00	-95.00	-54.29
01-03-00-3320	Building Official Services	35,000.00	567.79	12,434.59	22,565.41	22,565.41	64.47
01-03-00-3330	Legal Services	0.00	132.50	132.50	-132.50	-132.50	0.00
01-03-00-3340	Engineering Services	0.00	-220.94	0.00	0.00	0.00	0.00
01-03-00-3350	Other Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3360	APO Maintenance	1,000.00	0.00	457.60	542.40	542.40	54.24
01-03-00-3370	Converge	1,500.00	38.46	429.92	1,070.08	1,070.08	71.34
01-03-00-4310	Building Maintenance	200.00	10.80	133.97	66.03	66.03	33.02
01-03-00-4320	EquipmentSoftware Maintenance	9,200.00	58.10	579.91	8,620.09	8,620.09	93.70
01-03-00-5200	Insurance and Bonds	500.00	0.00	449.91	50.09	50.09	10.02
01-03-00-5400	Legal NoticesAdvertising	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-5810	Travel and Training	0.00	-177.00	0.00	0.00	0.00	0.00
01-03-00-5830	Dues, Subscriptions, Programs	0.00	83.76	83.76	-83.76	-83.76	0.00
01-03-00-6110	Office Supplies	300.00	22.70	212.96	87.04	87.04	29.01
01-03-00-6120	Postage	350.00	0.00	0.00	350.00	350.00	100.00
01-03-00-6130	Telephone and Internet Service	500.00	33.38	306.66	193.34	193.34	38.67
01-03-00-6150	Materials and Supplies	200.00	24.24	24.24	175.76	175.76	87.88
01-03-00-6210	Natural Gas	150.00	15.26	84.81	65.19	65.19	43.46
01-03-00-6220	Electricity	200.00	6.10	59.86	140.14	140.14	70.07
01-03-00-6600	Miscellaneous	<u>50.00</u>	<u>0.00</u>	<u>4.00</u>	<u>46.00</u>	<u>46.00</u>	<u>92.00</u>
	Materials and Services	49,325.00	754.35	15,664.69	33,660.31	33,660.31	68.24
	Capital Outlay						
01-03-00-7410	Equipment	<u>0.00</u>	<u>36.39</u>	<u>36.39</u>	<u>-36.39</u>	<u>-36.39</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>36.39</u>	<u>36.39</u>	<u>-36.39</u>	<u>-36.39</u>	<u>0.00</u>
03	Building	72,320.00	2,379.43	30,015.92	42,304.08	42,304.08	58.50
04	Park Maintenance						
	Personal Services						
01-04-00-1100	Regular Services	60,905.00	5,172.68	43,580.51	17,324.49	17,324.49	28.45
01-04-00-1200	Extra Labor	15,000.00	0.00	0.00	15,000.00	15,000.00	100.00
01-04-00-1300	Overtime	250.00	98.74	857.71	-607.71	-607.71	-243.08
01-04-00-2100	Group Insurance	27,450.00	2,301.66	19,445.38	8,004.62	8,004.62	29.16
01-04-00-2200	Social Security	2,575.00	405.68	5,277.93	-2,702.93	-2,702.93	-104.97
01-04-00-2300	Retirement Contributions	6,695.00	1,163.93	9,822.63	-3,127.63	-3,127.63	-46.72

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-04-00-2500	Unemployment Compensation	175.00	3.30	28.37	146.63	146.63	83.79
01-04-00-2600	Workers' Compensation	1,000.00	81.05	586.17	413.83	413.83	41.38
01-04-00-2700	Oregon Paid Leave Tax	0.00	31.63	315.41	-315.41	-315.41	0.00
01-04-00-2950	Accrued Leave	<u>950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>950.00</u>	<u>950.00</u>	<u>100.00</u>
	Personal Services	115,000.00	9,258.67	79,914.11	35,085.89	35,085.89	30.51
	Materials and Services						
01-04-00-3310	Auditing Services	600.00	636.80	858.80	-258.80	-258.80	-43.13
01-04-00-3330	Legal Services	0.00	112.50	112.50	-112.50	-112.50	0.00
01-04-00-3340	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-3350	Other Contractual Services	12,000.00	126.00	3,574.98	8,425.02	8,425.02	70.21
01-04-00-4320	Equipment Software Maintenance	1,751.00	44.75	491.99	1,259.01	1,259.01	71.90
01-04-00-4350	Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-5200	Insurance and Bonds	1,648.00	0.00	1,628.04	19.96	19.96	1.21
01-04-00-5400	Legal Notices Advertising	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-5810	Travel and Training	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6120	Postage	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6150	Materials and Supplies	8,000.00	1,095.77	3,050.62	4,949.38	4,949.38	61.87
01-04-00-6160	Uniforms PPE	51.00	0.00	0.00	51.00	51.00	100.00
01-04-00-6220	Electricity	1,000.00	93.96	781.07	218.93	218.93	21.89
01-04-00-6260	Gasoline	412.00	39.11	260.72	151.28	151.28	36.72
01-04-00-6600	Miscellaneous	<u>100.00</u>	<u>0.00</u>	<u>19.65</u>	<u>80.35</u>	<u>80.35</u>	<u>80.35</u>
	Materials and Services	25,562.00	2,148.89	10,778.37	14,783.63	14,783.63	57.83
	Capital Outlay						
01-04-00-7410	Equipment	<u>22,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,000.00</u>	<u>22,000.00</u>	<u>100.00</u>
	Capital Outlay	22,000.00	0.00	0.00	22,000.00	22,000.00	100.00
	Capital Construction						
01-04-00-7301	Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7420	Bundy Memorial Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7430	Datis Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7510	McBride Creek Trail System Imp	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7530	Public Works Shop Imp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
04	Park Maintenance	162,562.00	11,407.56	90,692.48	71,869.52	71,869.52	44.21
05	Non-Departmental Interfund Transfers						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-05-00-8060	Transfer out to Equip Res Adm	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8070	Transfer out to Equip Res Pol	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8075	Transfer out to Equip Res Bldg	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-8080	Transfer out to Equip Res Park	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
01-05-00-9000	Contingency						
	Contingency	<u>1,258.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,258.00</u>	<u>1,258.00</u>	<u>100.00</u>
	Contingency	1,258.00	0.00	0.00	1,258.00	1,258.00	100.00
01-05-00-9500	Unappropriated						
	Unappropriated Ending Balance	<u>345,354.13</u>	<u>0.00</u>	<u>0.00</u>	<u>345,354.13</u>	<u>345,354.13</u>	<u>100.00</u>
	Unappropriated	<u>345,354.13</u>	<u>0.00</u>	<u>0.00</u>	<u>345,354.13</u>	<u>345,354.13</u>	<u>100.00</u>
05	Non-Departmental	<u>346,612.13</u>	<u>0.00</u>	<u>0.00</u>	<u>346,612.13</u>	<u>346,612.13</u>	<u>100.00</u>
01	General Fund	1,331,950.13	67,079.24	569,890.32	762,059.81	762,059.81	57.21
02	Equipment Reserve Fund						
02	Department						
	Interfund Transfers						
02-02-00-8070	Transfer out to Gen - Police	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8071	Transfer out to Gen - Admin	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8072	Transfer out to Gen - Parks	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8075	Transfer out to Street Fund	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8076	Transfer out to Water Fund	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-8077	Transfer out to Sewer Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
	Reserve						
02-02-00-9200	Reserve for Admin Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9300	Reserve for Police Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9350	Reserve for Bldg Equip	0.00	0.00	0.00	0.00	0.00	0.00
02-02-00-9400	Reserve for Parks Equip	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
02-02-00-9500	Reserve for Street Equip	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
02-02-00-9600	Reserve for Water Equip	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
02-02-00-9700	Reserve for Sewer Equip	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Availablet
	Reserve	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>100.00</u>
02	Department	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>100.00</u>
02	Equipment Reserve Fund	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
05	Street Fund						
05	Department						
	Personal Services						
05-05-00-1100	Regular Services	35,140.00	2,787.52	23,844.94	11,295.06	11,295.06	32.14
05-05-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-1300	Overtime	400.00	42.33	432.07	-32.07	-32.07	-8.02
05-05-00-2100	Group Insurance	10,695.00	616.26	5,472.35	5,222.65	5,222.65	48.83
05-05-00-2200	Social Security	2,000.00	217.82	2,060.94	-60.94	-60.94	-3.05
05-05-00-2300	Retirement Contributions	8,665.00	646.17	5,378.65	3,286.35	3,286.35	37.93
05-05-00-2500	Unemployment Compensation	100.00	2.66	22.86	77.14	77.14	77.14
05-05-00-2600	Workers' Compensation	2,500.00	34.48	339.73	2,160.27	2,160.27	86.41
05-05-00-2700	Oregon Paid Leave Tax	0.00	16.98	148.07	-148.07	-148.07	0.00
05-05-00-2950	Accrued Leave	<u>500.00</u>	<u>0.00</u>	<u>233.95</u>	<u>266.05</u>	<u>266.05</u>	<u>53.21</u>
	Personal Services	60,000.00	4,364.22	37,933.56	22,066.44	22,066.44	36.78
	Materials and Services						
05-05-00-3310	Auditing Services	375.00	477.60	865.20	-490.20	-490.20	-130.72
05-05-00-3330	Legal Services	0.00	62.55	62.55	-62.55	-62.55	0.00
05-05-00-3340	Engineering Services	0.00	331.40	331.40	-331.40	-331.40	0.00
05-05-00-3350	Other Contractual Services	9,000.00	21.24	4,104.85	4,895.15	4,895.15	54.39
05-05-00-4310	Building Maintenance	300.00	479.33	1,121.39	-821.39	-821.39	-273.80
05-05-00-4320	EquipmentSoftware Maintenance	3,500.00	44.75	850.46	2,649.54	2,649.54	75.70
05-05-00-4350	Vehicle Maintenance	1,000.00	34.47	110.95	889.05	889.05	88.91
05-05-00-4351	Street Light Maintenance	7,000.00	0.00	223.61	6,776.39	6,776.39	96.81
05-05-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-4510	Street PreservationResurface	184,332.00	0.00	0.00	184,332.00	184,332.00	100.00
05-05-00-5200	Insurance and Bonds	2,700.00	0.00	2,745.89	-45.89	-45.89	-1.70
05-05-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
05-05-00-5810	Travel and Training	0.00	0.00	105.00	-105.00	-105.00	0.00
05-05-00-5830	Dues, Subscriptions, Programs	250.00	209.40	299.40	-49.40	-49.40	-19.76
05-05-00-6110	Office Supplies	175.00	11.36	106.50	68.50	68.50	39.14
05-05-00-6120	Postage	200.00	0.00	0.00	200.00	200.00	100.00
05-05-00-6130	Telephone and Internet Service	1,100.00	83.07	736.44	363.56	363.56	33.05
05-05-00-6140	Signs	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-6150	Materials and Supplies	4,635.00	64.41	2,078.12	2,556.88	2,556.88	55.16
05-05-00-6160	UniformsPPE	50.00	0.00	0.00	50.00	50.00	100.00
05-05-00-6220	Electricity	10,000.00	520.21	4,672.33	5,327.67	5,327.67	53.28
05-05-00-6260	Gasoline	2,000.00	134.07	815.46	1,184.54	1,184.54	59.23

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Availablet
05-05-00-6600	Miscellaneous	<u>100.00</u>	<u>0.00</u>	<u>10.00</u>	<u>90.00</u>	<u>90.00</u>	<u>90.00</u>
	Materials and Services	226,817.00	2,473.86	19,239.55	207,577.45	207,577.45	91.52
05-05-00-7410	Capital Outlay Equipment	<u>17,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,000.00</u>	<u>17,000.00</u>	<u>100.00</u>
	Capital Outlay	17,000.00	0.00	0.00	17,000.00	17,000.00	100.00
	Capital Construction						
05-05-00-7512	6th St Improvements (H to K)	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7513	6th St Overlay Pacific-Lincoln	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7514	Streetlight Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7515	'L' Street Imp (2nd to 4th)	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7518	The Strand Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7520	K & 6th Street Storm Impmts	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
	Interfund Transfers						
05-05-00-8069	Transfer our to General Fund	49,853.00	0.00	49,853.00	0.00	0.00	0.00
05-05-00-8070	Transfer out to Equipment Res	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	49,853.00	0.00	49,853.00	0.00	0.00	0.00
05-05-00-9000	Contingency Contingency	<u>27,831.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,831.00</u>	<u>27,831.00</u>	<u>100.00</u>
	Contingency	27,831.00	0.00	0.00	27,831.00	27,831.00	100.00
05-05-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>412,270.69</u>	<u>0.00</u>	<u>0.00</u>	<u>412,270.69</u>	<u>412,270.69</u>	<u>100.00</u>
	Unappropriated	<u>412,270.69</u>	<u>0.00</u>	<u>0.00</u>	<u>412,270.69</u>	<u>412,270.69</u>	<u>100.00</u>
05	Department	<u>793,771.69</u>	<u>6,838.08</u>	<u>107,026.11</u>	<u>686,745.58</u>	<u>686,745.58</u>	<u>86.52</u>
05	Street Fund	793,771.69	6,838.08	107,026.11	686,745.58	686,745.58	86.52
06	Street Development Fund						
06	Department						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
06-06-00-3355	Materials and Services SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-8030	Interfund Transfers Transfer out to Street Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-9000	Contingency Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
	Unappropriated	<u>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
06	Department	<u>85,603.63</u>	<u>0.00</u>	<u>0.00</u>	<u>85,603.63</u>	<u>85,603.63</u>	<u>100.00</u>
06	Street Development Fund	85,603.63	0.00	0.00	85,603.63	85,603.63	100.00
08	Parks Development Fund						
08	Department						
	Materials and Services						
08-08-00-3350	Park Master Plan	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-3355	Parks SDC Study	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
	Capital Construction						
08-08-00-7300	McBride Creek Trail System Imp	42,455.00	0.00	1,925.00	40,530.00	40,530.00	95.47
08-08-00-7301	Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7302	Entrance Sign	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7303	Off Leash Dog Park	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7304	Datis Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7410	Harvard Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7420	Jim Bundy Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7430	Datis Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7440	Carolyn King Memorial Park Imp	0.00	0.00	0.00	0.00	0.00	0.00

<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>
08-08-00-7460	Trestle Beach Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	42,455.00	0.00	1,925.00	40,530.00	40,530.00	95.47
08-08-00-8060	Interfund Transfers Transfer out to General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-9000	Contingency Contingency	<u>3,082.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,082.00</u>	<u>3,082.00</u>	<u>100.00</u>
	Contingency	3,082.00	0.00	0.00	3,082.00	3,082.00	100.00
08-08-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>29,317.87</u>	<u>0.00</u>	<u>0.00</u>	<u>29,317.87</u>	<u>29,317.87</u>	<u>100.00</u>
	Unappropriated	<u>29,317.87</u>	<u>0.00</u>	<u>0.00</u>	<u>29,317.87</u>	<u>29,317.87</u>	<u>100.00</u>
08	Department	<u>74,854.87</u>	<u>0.00</u>	<u>1,925.00</u>	<u>72,929.87</u>	<u>72,929.87</u>	<u>97.43</u>
08	Parks Development Fund	74,854.87	0.00	1,925.00	72,929.87	72,929.87	97.43
10	Storm Drain Development Fund						
10	Department						
10-10-00-3355	Materials and Services SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-8030	Interfund Transfers Transfer Out to Street Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-9000	Contingency Contingency	<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

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
10-10-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
	Unappropriated	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
10	Department	<u>7,233.15</u>	<u>0.00</u>	<u>0.00</u>	<u>7,233.15</u>	<u>7,233.15</u>	<u>100.00</u>
10	Storm Drain Development Fund	7,233.15	0.00	0.00	7,233.15	7,233.15	100.00
12	Water Fund						
12	Department						
	Personal Services						
12-12-00-1100	Regular Services	140,045.00	10,110.73	101,707.35	38,337.65	38,337.65	27.38
12-12-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-1300	Overtime	3,000.00	222.19	2,464.16	535.84	535.84	17.86
12-12-00-2100	Group Insurance	38,625.00	3,013.62	27,868.09	10,756.91	10,756.91	27.85
12-12-00-2200	Social Security	10,815.00	793.76	8,809.95	2,005.05	2,005.05	18.54
12-12-00-2300	Retirement Contributions	29,150.00	2,222.15	22,522.84	6,627.16	6,627.16	22.73
12-12-00-2500	Unemployment Compensation	1,500.00	9.48	96.86	1,403.14	1,403.14	93.54
12-12-00-2600	Workers' Compensation	2,575.00	45.34	694.91	1,880.09	1,880.09	73.01
12-12-00-2700	Oregon Paid Leave Tax	0.00	61.98	591.35	-591.35	-591.35	0.00
12-12-00-2950	Accrued Leave	<u>5,139.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,139.00</u>	<u>5,139.00</u>	<u>100.00</u>
	Personal Services	230,849.00	16,479.25	164,755.51	66,093.49	66,093.49	28.63
	Materials and Services						
12-12-00-3310	Auditing Services	1,500.00	1,751.20	3,413.20	-1,913.20	-1,913.20	-127.55
12-12-00-3330	Legal Services	0.00	159.85	159.85	-159.85	-159.85	0.00
12-12-00-3340	Engineering Services	1,273.09	0.00	0.00	1,273.09	1,273.09	100.00
12-12-00-3350	Other Contractual Services	8,240.00	282.60	15,328.05	-7,088.05	-7,088.05	-86.02
12-12-00-4000	In Lieu of Franchise Fee	34,266.26	0.00	18,905.23	15,361.03	15,361.03	44.83
12-12-00-4100	Water Purchases	57,775.00	555.38	28,171.02	29,603.98	29,603.98	51.24
12-12-00-4310	Building Maintenance	772.50	785.05	1,764.93	-992.43	-992.43	-128.47
12-12-00-4320	Equipment Software Maintenance	10,000.00	84.20	4,292.00	5,708.00	5,708.00	57.08
12-12-00-4350	Vehicle Maintenance	1,553.24	0.00	114.64	1,438.60	1,438.60	92.62
12-12-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-5200	Insurance and Bonds	8,755.00	0.00	8,988.00	-233.00	-233.00	-2.66
12-12-00-5400	Legal Notices Advertising	133.90	266.50	266.50	-132.60	-132.60	-99.03
12-12-00-5810	Travel and Training	2,266.00	165.00	1,360.38	905.62	905.62	39.97
12-12-00-5830	Dues, Subscriptions, Programs	5,665.00	795.72	2,670.72	2,994.28	2,994.28	52.86
12-12-00-6110	Office Supplies	600.00	51.13	479.36	120.64	120.64	20.11
12-12-00-6120	Postage	4,661.86	0.00	0.00	4,661.86	4,661.86	100.00
12-12-00-6130	Telephone and Internet Service	3,605.00	236.63	2,061.33	1,543.67	1,543.67	42.82
12-12-00-6150	Materials and Supplies	44,315.75	1,671.47	8,128.24	36,187.51	36,187.51	81.66

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-6160	UniformsPPE	211.15	145.12	145.12	66.03	66.03	31.27
12-12-00-6170	Treatment Chemicals	26,265.00	3,136.83	21,397.67	4,867.33	4,867.33	18.53
12-12-00-6210	Natural Gas	309.00	38.16	211.98	97.02	97.02	31.40
12-12-00-6220	Electricity	21,115.00	1,183.96	12,150.71	8,964.29	8,964.29	42.45
12-12-00-6260	Gasoline	3,500.00	416.37	2,657.40	842.60	842.60	24.07
12-12-00-6600	Miscellaneous	<u>1,931.25</u>	<u>329.20</u>	<u>1,534.60</u>	<u>396.65</u>	<u>396.65</u>	<u>20.54</u>
	Materials and Services	238,714.00	12,054.37	134,200.93	104,513.07	104,513.07	43.78
12-12-00-7410	Capital Outlay Equipment	<u>40,919.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,919.00</u>	<u>40,919.00</u>	<u>100.00</u>
	Capital Outlay	40,919.00	0.00	0.00	40,919.00	40,919.00	100.00
12-12-00-7502	Capital Construction Reservoir & Watermain Project	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7535	Fire Hydrant Replacement	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7540	Source Water Protection	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
	Debt Service						
12-12-00-7615	Principal SDW Loan-2002-S02009	100,813.00	0.00	100,812.89	0.11	0.11	0.00
12-12-00-7616	Principal SDW-2008(A)-S02009B	23,747.00	0.00	23,746.77	0.23	0.23	0.00
12-12-00-7617	Principal - WaterWW Fin-V12005	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7618	Principal SDWAm #2-2013-S13003	20,821.00	0.00	20,820.66	0.34	0.34	0.00
12-12-00-7619	SDW Loan-2017-S17032-Principal	0.00	0.00	20,187.29	-20,187.29	-20,187.29	0.00
12-12-00-7625	Interest SDW Loan-2002-S02009	15,064.00	0.00	15,063.34	0.66	0.66	0.00
12-12-00-7626	Interest SDW(A)-2008-S02009B	4,525.00	0.00	4,525.14	-0.14	-0.14	0.00
12-12-00-7627	Interest - WaterWW Fin-V12005	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-7628	Interest SDW Am #2-2013-S13003	7,744.00	0.00	7,744.40	-0.40	-0.40	-0.01
12-12-00-7629	Interest-SDW Loan-2017-S17032	<u>41,686.00</u>	<u>0.00</u>	<u>11,376.84</u>	<u>30,309.16</u>	<u>30,309.16</u>	<u>72.71</u>
	Debt Service	214,400.00	0.00	204,277.33	10,122.67	10,122.67	4.72
	Interfund Transfers						
12-12-00-8060	Transfer out to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-8070	Transfer out to Water Cap Proj	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-8080	Transfer out to Equip Res	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
	Contingency						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-9000	Contingency	<u>132,774.00</u>	<u>0.00</u>	<u>0.00</u>	<u>132,774.00</u>	<u>132,774.00</u>	<u>100.00</u>
	Contingency	132,774.00	0.00	0.00	132,774.00	132,774.00	100.00
12-12-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Unappropriated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
12	Department	<u>857,656.00</u>	<u>28,533.62</u>	<u>503,233.77</u>	<u>354,422.23</u>	<u>354,422.23</u>	<u>41.32</u>
12	Water Fund	857,656.00	28,533.62	503,233.77	354,422.23	354,422.23	41.32
13 00	Water Development Fund						
13-00-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
00 13	Department	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-8060	Interfund Transfers Transfer out to Water Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>287,550.45</u>	<u>0.00</u>	<u>0.00</u>	<u>287,550.45</u>	<u>287,550.45</u>	<u>100.00</u>
	Unappropriated	<u>287,550.45</u>	<u>0.00</u>	<u>0.00</u>	<u>287,550.45</u>	<u>287,550.45</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
13	Department	<u>287,550.45</u>	<u>0.00</u>	<u>0.00</u>	<u>287,550.45</u>	<u>287,550.45</u>	<u>100.00</u>
13	Water Development Fund	287,550.45	0.00	0.00	287,550.45	287,550.45	100.00
19	Sewer Fund						
19	Department						
	Personal Services						
19-19-00-1100	Regular Services	124,035.00	9,377.30	84,186.47	39,848.53	39,848.53	32.13
19-19-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-1300	Overtime	1,350.00	139.43	1,597.02	-247.02	-247.02	-18.30
19-19-00-2100	Group Insurance	28,000.00	2,296.25	20,691.24	7,308.76	7,308.76	26.10
19-19-00-2200	Social Security	9,500.00	730.98	7,272.17	2,227.83	2,227.83	23.45
19-19-00-2300	Retirement Contributions	25,100.00	2,135.54	18,780.32	6,319.68	6,319.68	25.18
19-19-00-2500	Unemployment Compensation	515.00	8.86	80.39	434.61	434.61	84.39
19-19-00-2600	Workers' Compensation	500.00	47.83	451.95	48.05	48.05	9.61
19-19-00-2700	Oregon Paid Leave Tax	0.00	57.09	522.24	-522.24	-522.24	0.00
19-19-00-2950	Accrued Leave	<u>2,000.00</u>	<u>0.00</u>	<u>597.85</u>	<u>1,402.15</u>	<u>1,402.15</u>	<u>70.11</u>
	Personal Services	191,000.00	14,793.28	134,179.65	56,820.35	56,820.35	29.75
	Materials and Services						
19-19-00-3310	Auditing Services	1,300.00	1,751.20	3,080.20	-1,780.20	-1,780.20	-136.94
19-19-00-3330	Legal Services	100.00	159.85	159.85	-59.85	-59.85	-59.85
19-19-00-3340	Engineering Services	100.00	405.06	405.06	-305.06	-305.06	-305.06
19-19-00-3350	Other Contractual Services	60,000.00	4,007.60	31,729.34	28,270.66	28,270.66	47.12
19-19-00-4000	In Lieu of Franchise Fee	28,800.00	0.00	12,801.70	15,998.30	15,998.30	55.55
19-19-00-4100	Sewer Treatment Fees	102,400.00	9,902.19	76,941.51	25,458.49	25,458.49	24.86
19-19-00-4120	Sewer System Dev Fees	1,000.00	18,526.50	18,526.50	-17,526.50	-17,526.50	-1,752.65
19-19-00-4310	Building Maintenance	600.00	785.05	1,794.93	-1,194.93	-1,194.93	-199.16
19-19-00-4320	EquipmentSoftware Maintenance	7,500.00	294.18	3,149.96	4,350.04	4,350.04	58.00
19-19-00-4350	Vehicle Maintenance	500.00	51.68	166.32	333.68	333.68	66.74
19-19-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-5200	Insurance and Bonds	12,772.00	0.00	12,971.19	-199.19	-199.19	-1.56
19-19-00-5400	Legal NoticesAdvertising	100.00	266.50	520.02	-420.02	-420.02	-420.02
19-19-00-5810	Travel and Training	1,600.00	0.00	444.76	1,155.24	1,155.24	72.20
19-19-00-5830	Dues, Subscriptions, Programs	500.00	711.96	801.96	-301.96	-301.96	-60.39
19-19-00-6110	Office Supplies	600.00	51.14	479.33	120.67	120.67	20.11
19-19-00-6120	Postage	3,000.00	0.00	0.00	3,000.00	3,000.00	100.00
19-19-00-6130	Telephone and Internet Service	2,500.00	236.64	2,061.28	438.72	438.72	17.55
19-19-00-6150	Materials and Supplies	12,000.00	272.65	6,734.97	5,265.03	5,265.03	43.88
19-19-00-6160	UniformsPPE	103.00	145.12	145.12	-42.12	-42.12	-40.89
19-19-00-6170	Treatment Chemicals	13,000.00	-800.00	5,997.80	7,002.20	7,002.20	53.86
19-19-00-6210	Natural Gas	309.00	38.15	211.92	97.08	97.08	31.42
19-19-00-6220	Electricity	6,000.00	550.38	4,887.20	1,112.80	1,112.80	18.55
19-19-00-6260	Gasoline	1,800.00	220.65	1,353.55	446.45	446.45	24.80
19-19-00-6600	Miscellaneous	800.00	141.08	595.18	204.82	204.82	25.60

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services	257,384.00	37,717.58	185,959.65	71,424.35	71,424.35	27.75
19-19-00-7410	Capital Outlay Equipment	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>33,000.00</u>	<u>100.00</u>
	Capital Outlay	33,000.00	0.00	0.00	33,000.00	33,000.00	100.00
19-19-00-7501	Capital Construction K Street Pump Station Project	33,500.00	0.00	0.00	33,500.00	33,500.00	100.00
19-19-00-7502	RCEManholeTelemetry Imp	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7503	Septic Tank ReplaceAbandon	804,000.00	205.32	801,016.73	2,983.27	2,983.27	0.37
19-19-00-7505	I and I Reduction	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7530	Public Works Shop & Yard Imp	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7535	Tahoma Street Lift Station	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	837,500.00	205.32	801,016.73	36,483.27	36,483.27	4.36
19-19-00-7610	Debt Service Principal 2014DEQ CWSRF-R23550	18,946.00	0.00	9,413.00	9,533.00	9,533.00	50.32
19-19-00-7615	Interest 2014 DEQ CWSRF-R23550	7,192.00	0.00	3,656.00	3,536.00	3,536.00	49.17
19-19-00-7616	Interest 2015 DEQ CWSRF-R23551	5,034.00	0.00	2,557.00	2,477.00	2,477.00	49.21
19-19-00-7617	Interest 2017 DEQ Clean Water	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7618	Fees 2014 DEQ Clean Water	1,392.00	0.00	0.00	1,392.00	1,392.00	100.00
19-19-00-7619	Fees 2015 DEQ Clean Water	1,283.00	0.00	0.00	1,283.00	1,283.00	100.00
19-19-00-7620	Principal 2015DEQ CWSRF-R23551	16,650.00	0.00	8,285.00	8,365.00	8,365.00	50.24
19-19-00-7621	Fees 2017 DEQ Clean Water	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7630	Principal 2017 DEQ Clean Water	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Debt Service	50,497.00	0.00	23,911.00	26,586.00	26,586.00	52.65
19-19-00-8060	Interfund Transfers Transfer out to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-8070	Transfer out to Equipment Res	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-8110	Transfer out to Sewer Debt Ser	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-9000	Contingency Contingency	477.00	0.00	0.00	477.00	477.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Contingency	477.00	0.00	0.00	477.00	477.00	100.00
19-19-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>391,698.90</u>	<u>0.00</u>	<u>0.00</u>	<u>391,698.90</u>	<u>391,698.90</u>	<u>100.00</u>
	Unappropriated	<u>391,698.90</u>	<u>0.00</u>	<u>0.00</u>	<u>391,698.90</u>	<u>391,698.90</u>	<u>100.00</u>
19	Department	<u>1,761,556.90</u>	<u>52,716.18</u>	<u>1,145,067.03</u>	<u>616,489.87</u>	<u>616,489.87</u>	<u>35.00</u>
19	Sewer Fund	<u>1,761,556.90</u>	<u>52,716.18</u>	<u>1,145,067.03</u>	<u>616,489.87</u>	<u>616,489.87</u>	<u>35.00</u>
22	Sewer Development Fund						
22	Department						
	Materials and Services						
22-22-00-3355	SDC Study Update	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-7500	Capital Construction Capital Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-8100	Interfund Transfers Transfer out to Sewer Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9000	Contingency Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9500	Unappropriated Unappropriated Ending Fund Bal	<u>7,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,418.22</u>	<u>7,418.22</u>	<u>100.00</u>
	Unappropriated	<u>7,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,418.22</u>	<u>7,418.22</u>	<u>100.00</u>

<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>
22	Department	<u>7,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>7,418.22</u>	<u>7,418.22</u>	<u>100.00</u>
22	Sewer Development Fund	7,418.22	0.00	0.00	7,418.22	7,418.22	100.00
Grand Total		5,267,595.04	155,167.12	2,327,142.23	2,940,452.81	2,940,452.81	0.5582

CITY OF COLUMBIA CITY- COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

March 31, 2024

	Governmental Fund Types					Proprietary Fund Types Enterprise Funds				Total Memorandum (only)	
	General	Equipment Reserve	Street	Street Development	Park Development	Storm Drain Development	Water	Water Development	Sewer		Sewer Development
ASSETS AND OTHER DEBITS											
Assets:											
Cash and investments	573,833.65	64,554.36	458,970.65	180,530.27	54,119.95	9,482.95	(50,216.53)	297,910.48	497,315.64	9,962.99	2,096,464.41
Receivables:											-
Taxes	13,279.52										13,279.52
Accounts receivable - other	24,366.94		-				16.79		19.31		24,403.04
Accounts receivable - utility billings							44,354.94		41,398.72		85,753.66
Inventories			9,050.78								9,050.78
TOTAL ASSETS AND OTHER DEBITS	611,480.11	64,554.36	468,021.43	180,530.27	54,119.95	9,482.95	(5,844.80)	297,910.48	538,733.67	9,962.99	2,228,951.41
LIABILITIES, EQUITY AND OTHER CREDITS											
Liabilities:											
Accounts payable	34,509.51						-		-		34,509.51
Payroll liabilities	9,224.71										9,224.71
Building Assessment Liability	103.66										103.66
Deposits	270.00						4,422.70		4,587.48		9,280.18
Assessments on fines											-
Deferred revenue:											
Property taxes	17,085.00										17,085.00
Celebration											-
Shop with a Cop	500.00										500.00
Housing rehabilitation loans	23,918.00										23,918.00
TOTAL LIABILITIES	85,610.88	-	-	-	-	-	4,422.70	-	4,587.48	-	94,621.06
Equity and other credits:											
Fund balances:											
Reserved for inventory			9,061.67								9,061.67
Unreserved:											
Undesignated	525,869.23	64,554.36	458,959.76	180,530.27	54,119.95	9,482.95	(10,267.50)	297,910.48	534,146.19	9,962.99	2,125,268.68
Total fund balance	525,869.23	64,554.36	468,021.43	180,530.27	54,119.95	9,482.95	(10,267.50)	297,910.48	534,146.19	9,962.99	2,134,330.35
TOTAL EQUITY AND OTHER CREDITS	525,869.23	64,554.36	468,021.43	180,530.27	54,119.95	9,482.95	(10,267.50)	297,910.48	534,146.19	9,962.99	2,134,330.35
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	611,480.11	64,554.36	468,021.43	180,530.27	54,119.95	9,482.95	(5,844.80)	297,910.48	538,733.67	9,962.99	2,228,951.41
REVENUES:	780,844.04	2,260.69	116,987.36	5,832.28	1,916.10	231.95	462,567.76	10,432.88	1,176,371.94	348.85	2,557,793.85
EXPENDITURES:	569,901.29	-	107,027.36	-	1,925.00	-	503,241.27	-	1,145,072.53	-	2,327,167.45
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES:	210,942.75	2,260.69	9,960.00	5,832.28	(8.90)	231.95	(40,673.51)	10,432.88	31,299.41	348.85	230,626.40
FUND BALANCE/RETAINED EARNINGS 7/1/23	314,926.48	62,293.67	458,061.43	174,697.99	54,128.85	9,251.00	30,406.01	287,477.60	502,846.78	9,614.14	1,903,703.95
FUND BALANCE/RETAINED EARNINGS Current	525,869.23	64,554.36	468,021.43	180,530.27	54,119.95	9,482.95	(10,267.50)	297,910.48	534,146.19	9,962.99	2,134,330.35

City Council Meeting Minutes

THURSDAY, MARCH 21, 2024 – 6:00 PM
COLUMBIA CITY, CITY HALL – 1840 SECOND STREET
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1

CALL TO ORDER/ROLL CALL:

CONVENED:

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

COUNCIL MEMBERS PRESENT:

Council President Rob Forman
Councilor Gordon Thistle
Councilor Jeff Reinan
Councilor Connie Quick

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

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

ATTORNEY PRESENT:

None

A quorum was present and due notice had been published.

AGENDA ITEM 2

CITIZEN INPUT:

2.1 Jan Schollenberger- Lignetics truck traffic Jan talked about the issue of the 18-wheeler truck traffic going in and out of Lignetics on 'E' Street and the street not being constructed for that type of traffic. It is common for the trucks not to be able to make the turn, they cut it too close, they circle the block in the residential areas. It has been brought to the attention of The Port and Lignetics and they do not disagree with it not being the best situation for them. If there are several trucks trying to get in/out they back up onto 'E' Street and cars coming off Highway 30 are stuck-they cannot go around. She talked about how all the truck traffic used to enter on Pacific Street and at some point, they switched and started coming in on 'E' Street. Jan is asking the City to step in and take action and ask for the truck traffic to be moved back to Pacific Street. She also made the point that the trucks contribute to the dust pollution issue when dumping the product and it blows out of the trucks as they are coming and going. Jan also touched base on the pollution issue, stating Lignetics is going to be making some improvements to reduce pollution from the plant, but it is not scheduled to be completed until after the summer, which is the worst time for dust pollution. She is asking the City Police Department to issue citations again when the dust pollution is bad and a neighbor reports it. She realizes, after dealing with DEQ, that pictures on the day of the complaint should be taken. Chief Bartolomucci explained that it would be helpful after they take the picture to clean the area off so then it will show it is continuing to happen again the following day, otherwise it is hard to decipher when the issue occurred. Jan also explained that all the improvements Lignetics is planning to make are permitted through DEQ. Elaine Go is the contact at DEQ, and her phone number is 503-860-0716. Call Elaine and leave a message anytime there is an issue with dust pollution.

Earline Lunsford wanted to add that most of the 18-wheelers do not stop at the stop sign when coming out of Lignetics and she is afraid they are going to end up hitting someone.

AGENDA ITEM 3

COUNCIL REPORTS:

3.1 Audit Committee: Councilor Forman reported the audit committee watched a training video about fraud by CIS. They will move forward by looking at the guidance from the auditor's letter and see what items are not already in place. Rob inquired if there was any other direction from Council they would like the committee to take and there was none.

3.2 Hazard Committee: Councilor Quick reported they would be meeting March 27th.

3.3 Parks Committee: Councilor Reinan reported there was a lot of discussion about the Parks Master Plan of 2001. There is a focus to replace play equipment in Harvard Park and the committee is recommending the City secure funding for new equipment. Public Works inspects it regularly to make sure it is safe. Signage about park and trail use being at one's own risk is being purchased and placed at the trails and parks. The committee also discussed the five-year plan and the Memorial Day event.

3.4 Streets Committee: Councilor Forman reported the five-year plan was discussed and some crack seal work will be done this summer. Next meeting will be March 26th.

3.5 Water & Sewer Committee: Councilor Thistle reported everything is on track.

AGENDA ITEM 4

CONSENT AGENDA:

4.1 Bills paid with check numbers 34775 through 34821 during the month of February 2024.

4.2 Expense vs Budget Report for the month ending February 29, 2024.

4.3 Revenue Analysis Report for the month ending February 29, 2024.

4.4 Combined balance sheet for the month ending February 29, 2024.

4.5 Minutes of the February 15, 2024, Regular City Council Meeting.

4.6 Activity Report from the Chief of Police for the month of February 2024.

4.7 Activity Report from the Public Works Superintendent for the month of February 2024.

4.8 Activity Report from the City Administrator.

4.9 Minutes of the February 13, 2024, Audit Committee Meeting.

4.10 Minutes of the March 12, 2024, Audit Committee Meeting.

4.11 Appoint Jim Wills to the Parks Committee.

4.12 Reappointment of Sally Ann Marson to the Parks Committee.

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

AGENDA ITEM 5

UNFINISHED BUSINESS:

5.1 Second reading of Council Bill No. 24-976; Resolution 24-737-O: An Ordinance limiting liability for the City of Columbia City and other parties from private claims resulting from use of trails in a public easement or unimproved right-of-way under ORS 105.668.

The Council completed the second reading of Council Bill No. 24-976.

MOVED (REINAN), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 24-976 AN ORDINANCE LIMITING THE LIABILITY OF THE CITY AND OTHER PARTIES FROM CLAIMS FROM USE OF TRAILS IN A PUBLIC EASEMENT OR UNIMPROVED RIGHT-OF-WAY.

AGENDA ITEM 6 NEW BUSINESS:

6.1 Review OLCC Temporary Use Application for The Watering Hole, LLC.

MOVED (FORMAN), SECONDED (QUICK), AND CARRIED UNANIMOUSLY TO GRANT THE REQUEST FROM THE WATERING HOLE, LLC'S APPLICATION FOR A TEMPORARY LIQUOR SALES PERMIT.

6.2 Council Bill No. 24-977: Resolution 24-1310-R; A Resolution authorizing a transfer of appropriations within the General, Street, Water, and Sewer Funds during the fiscal year beginning July1, 2023.

Kim explained this transfer of funds was for the purchase of the \$100,000 backhoe. Micah did find one and it has been delivered. It is three years old, only has five hundred hours on it, and is a little bigger than what they were looking for. Micah priced out what it would have cost buying the backhoe, buckets, etc. separately and he came up with a figure of \$192,000.

MOVED (THISTLE), SECONDED (FORMAN), AND CARRIED UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023.

6.3 Council Bill No. 24-978: Resolution 24-1311-R; A Resolution adopting hourly bill rates for Public Works equipment and crew for The City of Columbia City, OR.

MOVED (QUICK), SECONDED (REINAN), AND CARRIED UNANIMOUSLY TO ADOPT THE HOURLY BILL RATES CHANGES FOR PUBLIC WORKS EQUIPMENT AND CREW.

6.4 Columbia City Police Department duty weapon recommendation.

Chief Bartolomucci explained that currently some of our police officers own their duty weapon and for other officers the City owns them. The calibers of the weapons are not consistent across all duty weapons. He is recommending that all officers have department firearms. The new firearms are more accurate with the Red-Dot sight, and it reduces the City's liability because they are more accurate with the point and shoot instead of having to line up the sights like the current weapons.

MOVED (THISTLE), SECONDED (REINAN), AND CARRIED UNANIMOUSLY TO APPROVE THE PURCHASE OF NEW DUTY WEAPONS FOR THE POLICE DEPARTMENT.

6.5 League of Oregon Cities request letter.

MOVED (THISTLE), SECONDED (FORMAN), AND CARRIED UNANIMOUSLY TO DENY THE LEAGUE OF OREGON CITIES REQUEST FOR A DONATION.

AGENDA ITEM 7 OTHER BUSINESS:

Columbia County Economic Group: Kim explained that Paul Vogel will be doing a presentation at April's Council meeting about what the Columbia Economic Group does. The City used to be a member and they would like us to rejoin.

City/County Dinner: Kim asked the council to let her know if they would be attending the city/county dinner in Vernonia on April 30th.

City Hall/Community Hall Bids: Kim explained that Micah has had different companies come out to look at the buildings to do the repairs and he has only got one turned in as of

4 Regular City Council Meeting
March 21, 2024

today. He can now start having painting contractors come out, since he has an idea of what is going to be replaced and what will not need prepping.

Accounting/Court Clerk Position: The position had been filled and Nechelle started on March 18th.

Objective and Goal Setting: The final committee to meet and discuss the five-year goal planning will be on March 26th, so Council will need to meet after that to do their goal setting for budget year 2024-25. They will meet on April 4th at 4:30.

AGENDA ITEM 8

ADJOURNMENT:

8.1 There being no further business to come before the Council, the meeting adjourned at 7:08 pm.

APPROVED:

Katrina Claridge
Mayor

ATTEST:

Kim Karber
City Administrator/Recorder

April 11th, 2024

ADMINISTRATIVE

MEMORANDUM TO: City Council of Columbia City

THRU: City Administrator Kim Karber

SUBJECT: Police Department Report (March 2024)

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

PERSONNEL

- Reserve Officer Mansheim continues to provide information technology support and evidence custodian duties for the Department. He performed patrol duties, traffic enforcement, and community policing operations by providing 24 hours of service to the community. Sgt. Mansheim is continuing to work with Mark43 to maintain our report writing system. He also verifies our state and federal mandated information reports generated within our Mark43 system. He continues to oversee our evidence security and documentation.
- Officer Goodwin continues to provide patrol operations, traffic enforcement, and follows up cases as assigned.
- Reserve Officer Steven Bubar contributed 64 paid hours.
- Reserve Officer Jeromy Hasenkamp contributed 8 volunteer hours,

The police Department serviced the following calls for service during March 2024. 1 abandon vehicle, 1 audible alarm, 2 animal complaints, 1 assist agency, 7 assist person, 3 behavioral health, 1 civil call, 1 civil enforcement, 1 criminal mischief in progress, 1 death investigation, 1 DHS referral, 4 follow ups, 2 harassment/threats, 2 hazard calls, 1 incomplete 911 calls, 2 juvenile problems, 1 minor in possession of alcohol/drugs 2 motorist assist, 2 ordinance violations, 4 parking complaints, 88 premise checks, 1 found/lost property, 1 promiscuous shooting, 2 prowler, 4 suspicious circumstances, 1 suspicious person, 2 suspicious vehicles, 1 traffic crash non-injury, 2 traffic complaints, 1 trespass, 13 traffic stops, 1 violation of restraining order, 1 welfare check. In all the Police Department serviced 172 activities.

TRAINING

- 8 hours firearms training

MEETINGS

- Hazard Mitigation Meeting

MISCELLANENOUS

Respectfully submitted,
Chief Jerry Bartolomucci



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

April 15, 2024

Public Works Activities Report Ending March 31, 2024

To The Mayor and City Council:

WATER PUMPED IN GALLONS:

2024:	Col, City:	St Helens	Total:	Diff:	YTD:
Jan	4,128,510	19,448	4,147,958		4,147,958
Feb	3,667,300	122,677	3,789,977	-357,981	7,937,935
Mar	3,984,890	189,244	4,174,134	+384,157	12,112,069
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total 2024					12,112,069

Water Dept. Work Orders Completed 2024:

January: 16

Total water work orders completed in 2024: 46

Current Output, P.W. Well: 140gpm

Water Loss for Billing Period: 2/21-3/21

Total Water Pumped: 520,286cuft.

Total Water Sold: 392,935cuft.

Water Loss: 127,351cuft.

Percentage Lost: 24.4%

Water Loss Change From Previous Period. -1,019cuft.

- We are still working on water loss.

SEWER FLOW IN GALLONS:

2024:	Total:	St. H	Billable	Diff:	YTD:
Jan	4,390,020	1,005,742	3,384,278		4,390,020
Feb	3,995,207	969,522	3,025,685		8,385,227
Mar	4,201,810	1,001,336	3,200,474	+206,603	12,587,037
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total: 2024					8,385,227

Sewer Dept. Work Orders Completed 2024: 5

- Nothing to report.

PARKS

- Our mowing and work in the parks has picked up.

STREETS/STORM

- Nothing new to report.

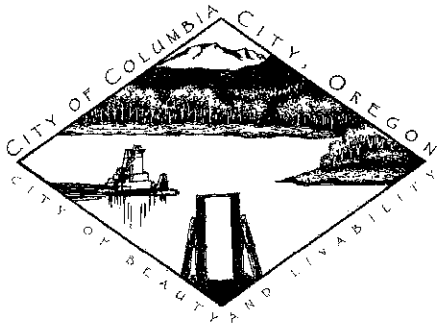
MISC

- I attended various Committee meetings.

Respectfully Submitted,



Micah Rogers
Public Works Superintendent



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

MEMO

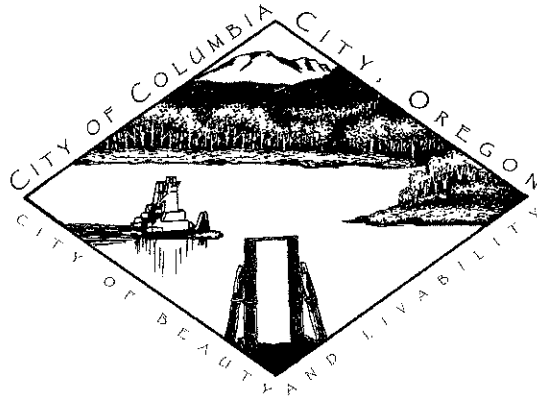
DATE: March 14, 2024
TO: Mayor and City Council
FROM: Kim Karber, City Administrator/Recorder
RE: Activities Report

- 3/6/24 Micah and I attended the Water & Sewer Committee Meeting.
- 3/12/24 I attended the Audit Committee Meeting.
- 3/13/24 I attended the Port Meeting.
- 3/19/24 Mayor Claridge and I met with Gustavo Guerrero Landeros, a representative from Jeff Merkley's office.
- 3/26/24 Micah & I attended the Streets Committee Meeting.
- 3/27/24 I listened to an online seminar from HRA VEBA.

Nechelle Robinson, our new accounting/court clerk started on 3/18/24. I am focusing on spending plenty of time with her for training on my previous position to get her up and running as soon as possible.

The City of Columbia City

In Columbia County on the Columbia River



STREETS COMMITTEE MINUTES FEBRUARY 28, 2024 MEETING City Hall, 1840 Second Street, Columbia City 6:00 p.m.

Attendees:

Rob Forman, Chair
Jeff Peterson, Committee Member
Dave Jensen, Committee Member
Kim Karber, City Administrator/Recorder
Micah Rogers, Public Works Superintendent

Meeting called to order at 6:00 p.m.

Five-Year Capital Improvement Plan:

Members reviewed the current list of projects contained in the Five-Year Plan. In discussing the SCA grant the City will be applying for, Micah explained grants are up to 250,000 now. The Committee wants to add projects to the C, H, and Calvin street restoration to get up to the 250,000. The committee wanted time to look at streets again before finalizing the project list. They will meet again on March 26th at 6pm.

Other Business:

Micah said a crack sealing project will be done this spring on the river side of the highway.

Jeff said there is another grant similar to the 'safe routes to school' that a guy from ODOT had recently been in talking about. He will find out the information and send it over.

The Committee also agreed that the biggest need is to repair and maintain our streets so they last as long as possible.

Adjournment Time: 7:00 p.m.

The City of Columbia City

In Columbia County on the Columbia River



STREETS COMMITTEE MINUTES MARCH 26, 2024 MEETING City Hall, 1840 Second Street, Columbia City 6:00 p.m.

Attendees:

Dave Jensen, Committee Member
Kim Karber, City Administrator/Recorder
Micah Rogers, Public Works Superintendent
Kathleen Devlin, Resident

Meeting called to order at 6:02 p.m.

Five-Year Capital Improvement Plan:

The list of projects for the Five-Year capital plan is listed below. Micah will do estimates for cost based on current pricing to see if it is around \$250,000.

- Pavement restoration on 2nd Place Alley from I Street to L Street including J Street and K Street to 2nd Street for budget year 2024-2025.
- Pavement restoration on C Street for budget year 2024-2025.
- Pavement restoration on E Street from 2nd Street to The Strand for budget year 2024-2025.
- Pavement restoration on Calvin Street, which will include addressing the runoff issue for budget year 2025-2026.
- Pavement restoration on H street for budget year 2025-2026.
- Pavement restoration on 3rd Street from I Street to H Street (possibly G Street) for budget year 2025-2026

Other Business:

Kathleen Devlin of 3065 6th Place brought up a concern about the water runoff issue on Calvin Street. After discussion repaving Calvin Street was put on hold until the water issue is addressed.

Micah followed up on the crack sealing project, stating that it is \$1.25-\$1.75 per linear foot for crack sealing. Since the budget for this is around \$49,000, he will give the

company instructions to do the river side of the highway first and then do what they can on the other side of the highway until they meet their cap. He would have them skip any streets that are on the list to be restored.

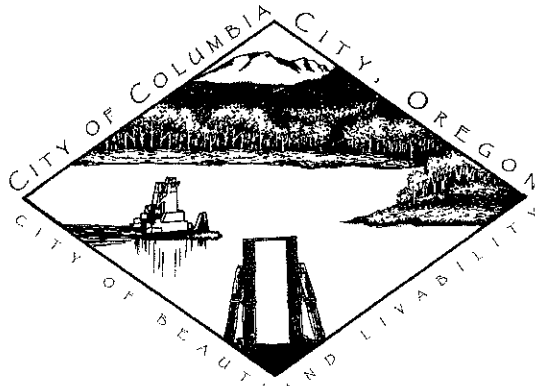
In discussing 'E' street, the question did come up about whether Lignetics or the Port can be tasked with improving the intersection from Highway 30 to 2nd Street because of all the 18-wheel trucks turning in and out by the Port office and the inadequate intersection there.

The Committee would like to meet again around October, after the City finds out whether the grant was received.

Adjournment Time: 7:00 p.m.

The City of Columbia City

In Columbia County on the Columbia River



WATER AND SEWER COMMITTEE MINUTES MARCH 6, 2024 MEETING City Hall, 1840 Second Street, Columbia City 6:00 p.m.

Attendees:

Gordon Thistle, Chair
Jon Burdett, Committee Member
Kim Karber, City Administrator/Recorder
Micah Rogers, Public Works Superintendent

Meeting called to order at 6:00 p.m.

Five-Year Capital Improvement Plan:

After review of the current list of items on the Five-Year Plan for Water Projects, the list has been updated as follows:

- Upper Reservoir Overflow Drain Project for budget year 2024-2025.
- Upgrade SCADA monitoring system for budget year 2024-2025.

These are the only two items on the list since the water fund needs to recover from the recent large project that exploded in price. The reservoir overflow project was supposed to be done with the upgrade project but had to be dropped due to monetary constraints. It is still a high priority and Micah is currently collaborating with the engineers on options that are more financially feasible. The monitoring system is over 20 years old and there is concern that if the computer tower goes down, we will not be able to find a replacement that will run the software.

After review of the current list of items on the Five-Year Plan for Sewer Projects, the list has been updated as follows:

- K Street pump station for budget year 2024-2025
- Steel tank replacement of the 17 remaining steel tanks to be spread over the next two years.
- E Street Sewer Main Replacement (west side of Highway 30 to 2nd Street) for budget year 2028-2029.

Adjournment Time: 7:25 p.m.

PO Box 189 ♦ 1840 Second Street ♦ Columbia City, Oregon 97018
Phone 503-397-4010 ♦ Fax 503-366-2870
E-mail colcity@columbia-city.org ♦ Web site www.columbia-city.org

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF COLUMBIA CITY**, a municipal corporation in the State of Oregon (hereinafter referred to as “**City**”) and **KIM KARBBER**, hereinafter referred to as “**Employee**”).

ARTICLE 1 – PURPOSE OF AGREEMENT:

- 1.1 This Agreement sets forth responsibilities and establishes the relationship between the City and Employee. Employee shall provide professional administrative and management services as the City Administrator/Recorder.

ARTICLE 2 – WHOLE AGREEMENT:

- 2.1 This Agreement with its attachments is the complete and exclusive statement of the agreement between the parties relevant to the purpose described herein and supersedes all prior agreements or proposals, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.
- 2.2 Unless otherwise stated to the contrary herein, the City of Columbia City Personnel Policies and Procedures Manual, as amended and in effect on this date, are incorporated herein as part of this Agreement.

ARTICLE 3 – TERM:

- 3.1 This Agreement shall become effective on February 1st, 2024, and continues for two (2) calendar years unless earlier terminated in accordance with the relevant provisions herein.

ARTICLE 4 – SALARY AND OTHER BENEFITS:

- 4.1 Beginning February 1st, 2024, Employee shall perform under this Agreement all of the duties of the City Administrator/Recorder for the City as are customarily appointed and assigned to other municipal city administrators in small cities and as identified in the City of Columbia City Job Description for City Administrator/Recorder Position which is attached hereto as Exhibit “A” and incorporated herein.
- 4.2 As compensation, City shall pay to Employee a salary in the sum of \$7083.34 per month in the same manner as other salaried employees of the City are paid for the City Administrator/Recorder Position.
 - 4.2.1 While this Agreement is in effect, Employee shall receive cost of living increases in salary at the same rate and time as do other city employees.

4.2.2 While this Agreement is in effect, Employee shall remain eligible for the City's Longevity Pay compensation program in accordance with applicable city personnel policies.

4.2.3 While this Agreement is in effect, the City Council shall formally evaluate the Employee's performance, and the employee may be eligible for incremental increases up to 3% every six months based upon a satisfactory performance review.

4.3 While this Agreement is in effect, Employee shall be eligible for the leave benefits and other benefits provided to regular employees as outlined in the City's Personnel Policies and Procedures Manual.

4.3.1 While this Agreement is in effect, Employee may elect to cash out up to eighty (80) hours of unused vacation pay per year.

ARTICLE 5 – STANDARD SERVICES AND WARRANTY:

5.1 Employee accepts employment with the City on the terms and conditions set forth in this Agreement and agrees to devote her full time and attention to the performance of her duties under this Agreement and with the standard of care, skill and diligence normally provided by a professional individual in the performance of similar services.

5.2 The services to be performed by Employee are described in the City of Columbia City Job Description for the City Administrator/Recorder position which is attached and incorporated herein. Employee shall adhere to the requirements of said Job Description at all times that this Agreement is in effect. Employee shall perform such specific duties and shall exercise such specific authority as may be assigned to her from time to time by the City Council of the City.

5.3 Employee further agrees that in all aspects of such employment, she shall comply with the guidelines provided by the policies, standards, and regulations of the City, and shall perform her duties faithfully, intelligently, and to the best of her ability, and in the best interests of the City.

ARTICLE 6 – EMPLOYEE STATUS:

6.1 Employee shall be an "employee" of City and not an "independent contractor."

6.2 Employee's immediate supervisor to whom Employee shall report is the City Council for the City of Columbia City.

6.3 The City Council for the City of Columbia City shall have the authority to terminate this Agreement as provided in Article 8.

ARTICLE 7 – INDEMNIFICATION AND INSURANCE:

- 7.1 Except for Employee's intentionally wrongful acts, Employee shall not be obligated to save harmless or indemnify City, its Councilors, employees and agents for claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from Employee's performance of or failure to perform the obligations of this Agreement.
- 7.2 The City shall purchase and maintain, at the City's expense, liability insurance covering Employee.

ARTICLE 8 – BREACH OF CONTRACT AND TERMINATION OF AGREEMENT:

- 8.1 Employee shall be an "at will" employee, and this Agreement may be terminated by either party at any time without cause by giving written notice to the other party.
- 8.2 Employee shall remedy any breach of this Agreement within the shortest reasonable time after Employee first has actual notice of the breach or the City notifies Employee of the breach, whichever is earlier. If Employee fails to remedy the breach in accordance with this paragraph, the City may terminate that part of the Agreement affected by the breach upon written notice to Employee and may immediately obtain substitute services.
- 8.3 Any termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- 8.4 The City may terminate this Agreement and the Employee's employment upon the vote of the majority of the City Council.
- 8.4.1 Without Cause: In the event this Agreement is terminated by City without cause, the City shall (a) pay Employee that portion of her current monthly salary pro-rated to the date of her termination and the value of unused vacation benefits earned through the date of termination. In addition, the City shall pay Employee severance pay in a sum equal to:
- i. Six (6) months of her then current base salary; plus
 - ii. Six (6) months medical/dental/vision insurance premiums calculated at the monthly rate of the City-paid premiums at the time of termination.
- 8.4.2 With Cause: In the event this Agreement is terminated by the City with cause, Employee shall be entitled only to that portion of her currently monthly salary pro-rated through the date of termination and the value of unused vacation benefits earned through the date of termination. If the City Council of the City finds that any of the following events have occurred, this Agreement may be terminated with cause:

- i. Employee willfully failed or refused, in her performance or behavior, to comply with guidelines established by the policies, standards and regulation of the City of Columbia City;
- ii. Employee engaged in fraud, misrepresentation or official misconduct or criminal activity in the performance of Employee's duties on behalf of the City;
- iii. All or substantially all the assets of the City are sold, transferred, or otherwise disposed of, or the City's conduct of business is discontinued;
- iv. Employee becomes unable, due to illness or injury, to attend to the duties of City Administrator/Recorder for more than 90 consecutive calendar days or other applicable period at which point Employee will be covered by disability insurance provided by the City pursuant to Article 4.

8.5 If the Employee chooses to terminate this Agreement and her employment, she shall provide two (2) months written notice to that effect to the City Council, and upon termination shall be paid her regular rate of pay pro-rated to the date of her termination and the amount of unpaid vacation benefits earned to the date of her termination.

ARTICLE 9 – INTEGRATED AGREEMENT AND MODIFICATIONS:

9.1 This Agreement constitutes the entire employment agreement between the parties, and there are no other agreements, understanding, restrictions, warranties or representations between the parties other than those set forth or provided for herein; all prior employment-related agreements are superseded by this Agreement, and no modification of or amendment to this Agreement shall be effective unless such modification or amendment shall be in writing and signed by both the City and the Employee.

ARTICLE 10 – COUNTERPARTS:

10.1 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same agreement.

ARTICLE 11 – ARBITRATION:

11.1 Any controversy, claim, dispute or difference arising out of interpretation, construction, performance, or termination of this Agreement, or of the employment of the Employee under this Agreement, shall be settled by standard arbitration in the State of Oregon. Judgment upon the award rendered in such arbitration may be entered in any court having jurisdiction thereof.

ARTICLE 12 – ATTORNEYS' FEES:

12.1 In the event of any dispute between the parties concerning the terms and provisions of the Agreement, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including reasonable attorneys' fees.

Employee and City hereby agree to all provisions of this Agreement this _____
day of _____, 20_____.

EMPLOYEE:

CITY OF COLUMBIA CITY:

By: _____
Kim Karber

By: _____
Katrina Claridge, Mayor

City of Columbia City

JOB DESCRIPTION

POSITION: City Administrator/Recorder

GENERAL PURPOSE

Plans, organizes, directs, coordinates, and supervises the operation and activities of Columbia City and is generally responsible for overall adherence to City, state and federal ordinances, resolutions, and laws. This is a highly responsible position involving supervision and leadership of all City personnel, including Department Heads. The City Administrator/Recorder ensures continued implementation of all policies and procedures; administers the affairs of the City; prepares and administers the annual budget; invests City funds; interacts with community members and various groups, organizations, and agencies; and cooperates with other public and government agencies and organizations as required. Work performed will be a variety of routine, complex, and high-level administrative, technical and professional duties.

SUPERVISION RECEIVED

Works under the general supervision and guidance of the Mayor and City Council.

SUPERVISION EXERCISED

Exercises full supervision and leadership over all City personnel. Must work effectively with a team-oriented management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, supervises, and manages all of the operations and activities of the City to achieve goals as established by the City Council within available resources. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress; and directs changes as needed. Acts as coordinator between Department Heads and sees that projects remain on track.
2. Promotes and ensures continued operation and implementation of the City's policies and procedures; develops changes as needed; studies and implements new or revised state and federal laws and requirements as required.
3. Ensures the highest standard of performance and integrity for all City personnel and representatives. Communicates official plans, policies and procedures.

4. Ensures proper maintenance, dissemination, integrity, and confidentiality of all City records, books, files, reports, policies and procedures, other miscellaneous public documents, and oral and written communications as necessary. Provides for overall backup, quality control, security, and emergency situations.
5. Performs certification and recording for the City as required on legal documents and other records requiring certification; and seals and attests by signature the ordinances, resolutions, contract, easements, deeds, bonds, or other documents of the City requiring certification.
6. Establishes work schedules and expedites workflow to ensure the City functions in an orderly, professional, efficient and cost-effective manner while providing the maximum possible service to the City and its residents.
7. Issues written and oral instructions; assigns duties; and examines work for exactness, neatness and conformance to policies and procedures.
8. Responsible for hiring, evaluating, discharging, disciplining, suspending, promoting, demoting, and commending all personnel in accordance with adopted personnel policies and procedures. Prepares and updates job descriptions for all personnel. Performs internal investigations; keeps Mayor and City Council informed of all ongoing internal investigations and/or concerns. Recommends to City Council the hiring of consultants and contractual employees.
9. Monitors and maintains harmony among employees and resolves grievances; responds to complaints; performs or assists subordinates in performing duties.
10. Serves as budget officer; receives departmental requests; prepares the proposed budget; monitors and controls expenditures to ensure compliance with the City's annual budget and financial policies, purchasing policies, and local budget law. Assures sound fiscal control and effective and efficient use of budgeted funds, personnel, materials and facilities for the City as a whole. Performs cost-control activities, budget analysis and forecasting; and develops changes as needed.
11. Serves as finance director; oversees the preparation of monthly and annual financial reports; performs a variety of complex and technical accounting and finance functions in maintaining the fiscal records and financial systems of the City; analyzes financial reports; coordinates financial policies and procedures; develops changes as needed; oversees annual audit; works closely with the auditor during audit field work and in preparation of the annual financial report.

12. Maintains current knowledge of outside grant and funding programs; prepares grant and funding applications as authorized by the City Council; administers grant programs; responsible for fiscal accounting, reporting and monitoring requirements related to grant funds.
13. Assesses City needs; responsible for purchase and disposal of equipment and supplies in accordance with purchasing policies and procedures; prepares bid specifications when required.
14. Ensures all equipment, apparatus, vehicles, and office/work areas are continuously maintained in a state of good repair and cleanliness.
15. Maintains current knowledge of applicable City ordinances, state and federal laws, and changes as they occur that affect Columbia City government. Monitors City ordinances, resolutions, policies and procedures and fee schedules and makes appropriate recommendations to the City Council.
16. Confers with and provides professional advice and recommendations to the Mayor and City Council, other appointed officials, Department Heads, and employees regarding courses of action needed to enhance public services in the most efficient and cost-effective manner. Recommends actions in matters deemed necessary and expedient.
17. Assists the Mayor and Council in the annual development of community goals and priorities; provides leadership and direction in the development of short and long-term plans, goals, objectives, and projects; implements goals and provides quarterly reports to the Council regarding implementation of Council policy as established through goals and priorities.
18. Establishes and maintains an effective public relations program between the City and community to promote a positive and professional image and reputation. Addresses and advises citizens, civic groups, business people, other community leaders, and the general public on City matters as needed. Prepares or supervises preparation of City news releases and newsletters.
19. Formulates and maintains cooperative working relationships with, and confers with, Department Heads, other agencies, attorneys, judges, officials in other jurisdictions, state legislative and administrative officials, and the media.
20. Investigates and responds to complaints and/or concerns and reports to or advises City Council of necessary actions to be taken.
21. Administers or oversees the issuance of City permits and licenses and the maintenance of City ordinances, resolutions, and all other City records;

serves as custodian of official City records and public documents; manages and implements the City's Records Management Program.

22. Attends regular and special City Council Meetings, Budget Committee Meetings, Committee Meetings and other scheduled meetings, hearings and events as required; oversees or performs an accurate and legally-formatted recording of the proceedings; oversees or prepares meeting minutes; distributes information as needed.
23. Serves as city elections officer in accordance with local and state laws and ordinances.
24. Serves as the personnel director; maintains personnel files; coordinates employee benefits; assures compliance with governing regulations (personnel policies and procedures, FLSA, COBRA, PERS, wage and hour laws, etc.); explains application of governing regulations to employees and Department Heads; handles new employee orientations; monitors the training program needs for employees and ensures those recognized and defined needs are met; serves as the City's ADA compliance officer; responsible for all employment advertising and compliance with EEO requirements.
25. Conducts data research and analyzes information to prepare reports for, and make recommendations to, the Mayor and City Council, appointed commissions and committees, other public or governmental agencies or representatives, the general public, and the media.
26. Through direct action or delegation, ensures the enforcement of all City ordinances and implementation of City policies and procedures.
27. Responsible for planning, procurement, and execution of a wide range of projects and the coordination and execution of a variety of City-sponsored community events.
28. Other duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities must be possessed; or the candidate must be able to explain and demonstrate that he/she can perform the essential job functions described herein, with or without reasonable accommodations, using another combination of knowledge, skills, and ability required for this

position and the omission of specific items does not exclude them from the position:

1. KNOWLEDGE

- A. Considerable knowledge of modern principles, practices, techniques, policies, and procedures of municipal government and public administration.
- B. Considerable knowledge of municipal finances, accounting procedures and municipal budgeting.
- C. Considerable knowledge of human resources, supervisory, management and administrative methods and techniques.
- D. Considerable knowledge of business English, spelling, grammar, punctuation and composition.
- E. Knowledge of City, county, state and federal laws and regulations pertaining to municipal operations, practices and responsibilities.
- F. Working knowledge of public works, public safety, community development and land-use planning, municipal polices, procedures and emergency response plans.
- G. Knowledge of equipment, materials and supplies utilized in City government.
- H. Knowledge of personal computers, networks, word processing, and spreadsheet programs including graphics.
- F. Knowledge of record keeping and filing systems; purchasing methods and techniques.
- G. Working knowledge of municipal investment policies and procedures and applicable laws.
- H. Working knowledge of municipal auditing procedures and fixed assets.

2. SKILLS

- A. Skill in the operation of a motor vehicle.
- B. Skill in planning, directing and administering municipal programs.
- C. Skill in the use of and maintenance of computer hardware and software and general office machines and equipment.

3. ABILITIES

- A. Ability to prepare and analyze concise, accurate, and comprehensive reports and correspondence.
- B. Ability to communicate verbally and in writing effectively and convincingly with the public and employees. Ideal candidate will have the ability to make complex information easily understood.
- C. Ability to work harmoniously and cooperatively with the public, co-workers, subordinates, and elected and appointed officials.

- D. Ability to develop and implement sound work practices in regard to scheduling and budgeting in order to meet work flow demands in a timely and efficient manner.
- E. Ability to work under pressure, stress, and public antipathy and handle verbal abuse and abusive language.
- F. Ability to understand, follow and deliver written and oral instructions.
- G. Ability to demonstrate well-developed personal qualities of leadership persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, compassion, and independent decision-making.
- H. Ability to derive pertinent information from the public, co-workers, and records.
- I. Ability to assess City needs and priorities and make decisions and/or recommendations in accordance with City policies about personnel, materials and supplies, equipment and training.
- J. Ability to administer City, county, state and federal laws, ordinances, policies and regulations effectively to promote and manage public services and goodwill.
- K. Ability to analyze, understand, and prepare technical information and reports and apply them to City operations, policies and procedures.
- L. Ability to effectively motivate personnel, recognize the lack of personnel effectiveness, and bring about a positive performance and effectiveness.
- M. Ability to conduct public speaking presentations as requested or required.
- N. Ability to direct, effectively and with good judgement, the operation of personnel and equipment under both emergency and non-emergency conditions.

WORK ENVIRONMENT

While performing the duties of City Administrator/Recorder, the employee works primarily indoors, in an office environment, and infrequently outdoors, in inclement, rainy, wet, humid, snow, ice and cold weather conditions. Employee is often required to concentrate in spite of busy movement and/or talking nearby.

PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to sit, stand, talk, hear and observe. The employee is typically required to move materials weighing up to 10 pounds on a recurring basis and must occasionally lift and/or move more than 50 pounds. Applicants must have good vision and hearing.

OTHER REQUIREMENTS

1. Employee must possess a valid driver's license.
2. Employee must be willing to live within a 30-minute response time to Columbia City.
3. Employee must be bondable.
4. Employee is required to have a telephone at his/her residence for emergency availability, and may be required to respond to an emergency on a 24-hour per day basis. Employee may be required to carry a pager and/or cellular telephone furnished by the City. Additionally, employee is expected to respond as soon as possible to non-emergency calls from the Mayor, City Council, or other City representatives unless the caller states otherwise.

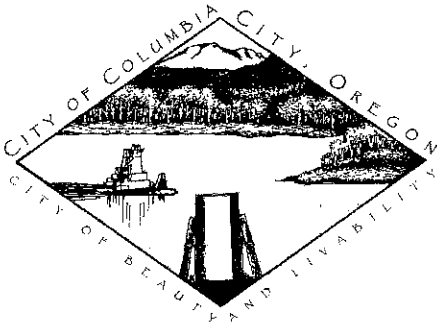
MINIMUM MANDATORY JOB QUALIFICATIONS

1. Combination of knowledge, skills and abilities necessary to perform the duties and job functions described herein.
2. Education equivalent to a four year college or university degree in public administration, political science, or business management in a closely related field.
3. Minimum eight years responsible experience in municipal government with at least five years in a supervisory or management position, or a combination of education and/or experience that demonstrates the ability to perform the required work as described herein.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check. Must successfully complete screening examinations, job related tests as required, background checks, employment physical and other processes as may be determined by the City Council.

FLSA EXEMPTION STATUS: Exempt



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
Web site www.columbia-city.org

MEMO

DATE: April 7, 2024
TO: Mayor and City Council
FROM: Kim Karber, City Administrator
RE: 2024-25 Cost of Living Adjustments (COLA)

During the 2023 calendar year, the average change of the US West All Urban Consumers and the OR-WA All Urban Consumers Indexes was 3.85%. However, during the prior 5 years, City employees received a total of 12% in COLA increases, while the average change in the US West All Urban Consumers and OR-WA All Urban Consumers Indexes during those 5 prior years totaled 19.75%.

As discussed during the recent City Council Workshop Meeting, please approve a COLA equal to 5% for City employees effective July 1, 2024.

CITY OF COLUMBIA CITY PROCLAMATION

WHEREAS, Vietnamese refugees have proudly resided in the City of Columbia City, in the state of Oregon since the conclusion of the Vietnam War on April 30, 1975; and

WHEREAS, Vietnamese Americans have offered their energy and talents building the City of Columbia City and surrounding cities in a multitude of prominent areas including industry, economy, culture, education, and military service; and

WHEREAS, Vietnamese Americans have counted on the state of Oregon, USA as being their second heart, mind, and family homeland; and

WHEREAS, Every year, Vietnamese Americans observe Remembrance Day on Apr 30 to solemnly honor the 58,000 American soldiers, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from 1955 to 1975.

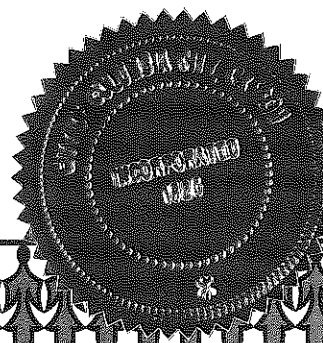
NOW, **THEREFORE**, I, Katrina Claridge, Mayor of the City of Columbia City, do hereby proclaim April 30th to be recognized as Vietnamese-American Remembrance Day. I resolutely encourage all to join in the reverent recognition of this cultural heritage celebration.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Columbia City, to be affixed. Done at City Hall in the City of Columbia City, Oregon, on this 18th day of April 2024.

Columbia City, Oregon

Katrina Claridge, Mayor of Columbia City, Oregon

Attest: _____
Kim Karber, City Administrator



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING APPLICATION UNDER THE OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT PROGRAM.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Columbia City desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancement; and

WHEREAS, the City Council and the Parks Committee have identified the need to update the 2001 Parks Master Plan due to many changes that have occurred within the community, including urban growth boundary expansions, completed park improvements, changes in potential park land inventories, changes in the recreational interests and needs of the community, etc.; and

WHEREAS, the City Council and the Parks Committee have determined that an update to the Columbia City 2001 Parks Master Plan is a high priority; and

WHEREAS, the City of Columbia City has determined that the matching share for this application is readily available at this time.

NOW, THEREFORE, BE IT RESOLVED that the application under the Oregon Parks and Recreation Department Local Government Grant Program for the development of an update to the 2001 Parks Master Plan for the City of Columbia City be authorized.

Council Bill No. 24-980

RESOLUTION NO. _____

A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE 2024-25 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 2024-25 fiscal year attached hereto as Exhibit "A" be adopted.

**CITY OF COLUMBIA CITY
SUMMARY SPREADSHEET
2024-25 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

PROJECT DESCRIPTION	PRIOR YEARS	FIVE-YEAR CIP					TOTAL 5-YR CIP
		2024-25	2025-26	2026-27	2027-28	2028-29	
GENERAL PROJECTS:							
Replace Rotting Siding, Trim, and Columns on City Hall and Community Hall		\$31,000					\$31,000
Repaint City Hall and Community Hall		\$18,000					\$18,000
TOTAL GENERAL PROJECTS	\$0	\$49,000	\$0	\$0	\$0	\$0	\$49,000
PARK PROJECTS:							
Rivers Walk Trail System Improvements	\$49,487						
Park Benches and Picnic Tables along Rivers Walk		\$5,000					
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
TOTAL PARK PROJECTS	\$49,487	\$5,000	\$100,000	\$50,000	\$0	\$41,000	\$245,487
STREET PROJECTS:							
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 29				\$500,000			\$500,000
TOTAL STREET PROJECTS	\$0	\$250,000	\$0	\$500,000	\$0	\$0	\$750,000
WATER PROJECTS:							
Upper Reservoir Overflow Drain Project		\$20,000					\$20,000
Upgrade SCADA software & HMI		\$25,000					\$25,000
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
TOTAL WATER PROJECTS	\$0	\$45,000	\$0	\$0	\$0	\$203,380	\$248,380
SEWER PROJECTS:							
Steel Tank Abandonment and Sewer Main Replacement	\$951,467						\$951,467
K Street Pump Station Improvements Project	\$56,518	\$75,000					\$131,518
Steel Tank Replacement/Abandonment- 17		\$80,000	\$80,000				\$160,000
E Street Sewer Main Replacement (west side of Highway 30 to Second Street)						\$250,000	\$250,000
TOTAL SEWER PROJECTS	\$1,007,985	\$155,000	\$80,000	\$0	\$0	\$250,000	\$1,492,985
TOTAL COST - ALL PROJECTS	\$2,114,944	\$1,008,000	\$360,000	\$1,100,000	\$0	\$988,760	\$5,571,704

Council Bill No. 24-981

RESOLUTION NO. _____

A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR THE CITY OF COLUMBIA CITY, OREGON, FOR FISCAL YEAR 2024-25.

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

BE IT RESOLVED that the City of Columbia City Policy Goals and Objectives for Fiscal Year 2024-25 attached hereto as Exhibit "A" be adopted.

POLICY GOALS AND OBJECTIVES

2024-25

1. Protect our community's quality of life and promote economic development

A. To continue efforts to reduce or eliminate the long-term risk to human life, property, and the environment from natural or human-caused hazardous events and disasters.

Rationale: Emergency preparedness and hazard mitigation will help to reduce injury and damages that would otherwise result during hazardous events and disasters.

Target completion date: Ongoing.

B. To promote and maintain a safe and desirable living and working environment while at the same time maintaining and improving the quality of our community.

Rationale: The City Council has adopted City codes specifically designed to address blight, nuisances, and to maintain a clean environment for all citizens in our community. An emphasis will continue to be placed on code enforcement by administering a fair and unbiased enforcement program to correct violations through:

1. The facilitation of voluntary compliance with City laws and codes.
2. Public outreach programs.
3. Established priorities for enforcement.

Target completion date: Ongoing.

C. To continue to complete planning work associated with the River's Walk Trail System with technical support from the National Park Service.

Rationale: The River's Walk Trail System is a proposed hiking trail spanning approximately 2 miles in length, extending from the site of the community's Veterans Park in the far northwest corner of the city and through the riparian corridor of McBride Creek that wraps around the northwest perimeter of the city, which offers a pleasant, forested atmosphere that bursts with trillium in the spring. The trail will then traverse along the side of the hills to the west of the city, offering spectacular views of the Columbia River and snow peaked mountains, and it will ultimately lead to an existing pedestrian system in the far southwest corner of Columbia City.

Target completion date: Phase I from Veterans Park to 6th Street – Completed July 31, 2024. Subsequent phases – Ongoing.

D. To implement recommendations resulting from the Department of Homeland Security 2018 Vulnerability Assessments of the Columbia City Water System and City Hall facilities.

Rationale: The Department of Homeland Security conducted specialized field assessments to identify vulnerabilities and make recommendations to mitigate risk. Efforts should continually be made to implement the recommendations as resources permit.

Target completion date: Ongoing.

E. To update the September 6, 2001, Parks Master Plan.

Rationale: Well-planned parks and recreation systems can increase property values, foster job creation, and provide a foundation for place-based economic development. As recommended by the Columbia City Parks Committee, the City Council desires a park system for people of all abilities within a 10-minute walk from all homes within the City. The City of Columbia City Parks Master Plan dated September 6, 2001, needs to be updated to accurately reflect project needs for the next twenty-year planning period. This project shall be contingent upon grant funding.

Target completion date: December 31, 2025.

2. Place an emphasis on street and storm drain maintenance and improvements

A. To update the Columbia City Transportation System Plan (TSP) with the assistance of a Transportation Growth Management (TGM) Grant.

Rationale: The Columbia City TSP was completed in 1998 and has not been updated since that time. We need an updated TSP that extends the planning horizon to 2038, identifies the most needed transportation improvements to the transportation system, including new streets and roadway improvements, pedestrian and bicycle facilities, transit, and financing for implementation. The plan will also address needed roadway facilities, including rail and water, for the 93-acre Port of St. Helens industrial site. The city is currently working with the Oregon Offices of the Department of Transportation (OPDOT) and Department of Land Conservation and Development (DLCD) to compete for grant funding procurement.

Target completion date: June 30, 2024. (Will be dependent upon grant funding to accomplish.)

B. To place a concentrated emphasis on pavement preservation efforts.

Rationale: Preserving our existing infrastructure is essential. Proper maintenance, including consistent vegetation removal, crack sealing, patching, and fabric and pavement overlays can extend the life expectancy of existing improvements.

Target Date: (See noted completion dates.)

- Crack seal work - east side of City – June 30, 2024.
- Crack seal work – west side of City – June 30, 2024.
- Pavement Restoration – Portions of 2nd Place, Third Street, Sixth Street, Calvin Street, C Street, E Street, J Street, and K Street – June 30, 2025.
- E Street Improvements Project – Sixth Street to Highway 30 – 2026-27 Budget Year.

C. To complete underground injection control (UIC) system and drainage swale maintenance services.

Rationale: Due to limited resources, some of the routine maintenance services outlined in the City's Storm Water Management Plan for the City's UIC system and drainage swale systems have been postponed for several years. Periodic routine maintenance is essential to ensure optimum performance of the system.

Target Date: June 30, 2024.

D. To continue to investigate and pursue alternative funding opportunities for street and storm drain maintenance and improvements.

Rationale: Current resources available for street maintenance and improvements received from State gasoline tax and street system development charges fall short of meeting the City's basic street maintenance needs and providing for necessary street improvements. The city has no current funding source for storm maintenance. The city will continue to pursue grant funding and investigate the establishment of a street and/or storm water utility fee.

Target completion date: Special City Allotment Grant – application due July 31, 2024. Other opportunities – Ongoing.

3. Water and sewer system maintenance, improvements, and standards are a high priority

A. To update the City's Water Management and Conservation Plan.

Rationale: The City's December 4, 2013, Water Management and Conservation Plan has expired. It is essential that the City prepare an updated Water Management and Conservation Plan as soon as possible for submittal to the Oregon Water Resources Department for review and approval. This matter is of the highest priority.

Target completion date: As soon as possible.

B. To eliminate 17 steel septic tanks remaining within the sewer system.

Rationale: The steel septic tanks that were incorporated into the City's Septic Tank Effluent Gravity (STEG) system have reached the end of their life expectancy. These tanks have been targeted for removal and/or replacement. Tank replacement has been prioritized based upon physical inspection of tank conditions. Scope of work and preliminary engineering have been completed for the below identified first phase. Resolution for funding has been amended and the project completion date has been re-set.

Target completion date:

- 8 tanks (locations to be determined): June 30, 2025.
- 9 tanks (locations to be determined): June 30, 2026.

C. Reduce inflow and infiltration (I&I) in the sewer collection system.

Rationale: I&I costs money - it increases sewer treatment costs and wastes valuable system capacity. Increases in sewer flows during periods of heavy rain are an indication of I&I. Completing investigations to identify problems that are contributing to I&I and taking corrective action to repair those problems could prove to be very cost effective.

Target completion date: Ongoing

D. Reduce water system leakage.

Rationale: Water leakage costs money. It increases pumping costs, water purchase requirements, and treatment costs, and it reduces system capacity. Identifying and repairing leaks within the system can prove to be very cost effective. City crews will use leak detection equipment to help identify leaks as needed and make every effort repair leaks as they are discovered in a timely manner.

Target completion date: Ongoing.

E. Continue to implement the source water protection strategies as outlined in the City of Columbia City Source Water Protection Plan dated February 2014.

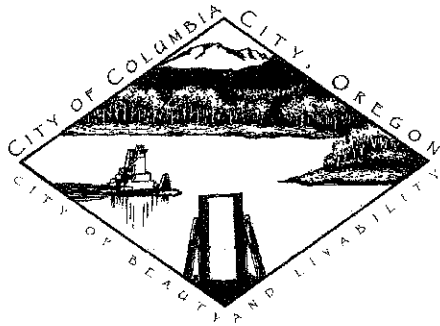
Rationale: Every effort should be made to prevent the release of hazardous substances and reduce the risk of contamination of the City's drinking water.

Target completion date: Ongoing.

F. Complete improvements to the K Street Pump Station to provide it with a firm capacity of 160 gallons per minute at a total dynamic head of 57 feet to convey wastewater under the highest total dynamic head condition. Project includes providing a remote connection to the city's supervisory control and data acquisition (SCADA) system to permit online viewing of pump operation, notification of alarm conditions, and logging of data.

Rationale: This project will add necessary system capacity and reduce annual maintenance costs associated with emergency response and emergency pumping related to the current inadequate system capacity of the pump station.

Target completion date: June 30, 2025.



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
Web site www.columbia-city.org

MEMO

DATE: April 12, 2024
TO: Mayor and City Council
FROM: Kim Karber, City Administrator
RE: Obligation of ARPA funding

Please approve the obligation of ARPA funding for the following purchases:

- | | |
|--|------------|
| • Felton's Heating & Cooling, Inc for A/C replacement at City Hall | \$7138.00 |
| • Purchase of five Glock 47 MOS with Red-Dot sites for police department | \$6255.00 |
| • Repairs on the 2014 Police Car (Alliance, Eaton's, Les Schwab) | \$8228.24 |
| • Update SCADA software, HMI, and PLC processor | \$25000.00 |