



CITY OF OREGON CITY

CITY COMMISSION REGULAR MEETING

AGENDA

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, June 07, 2023 at 7:00 PM

EXECUTIVE SESSION OF THE CITY COMMISSION:

The Executive Session will begin after the adjournment of the City Commission Regular Meeting.

- Pursuant to ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

REGULAR MEETING OF THE CITY COMMISSION

Ways to participate in this public meeting:

- Attend in person, location listed above*
- Register to provide electronic testimony (email recorderteam@orcity.org or call 503-496-1509 by 3:00 PM on the day of the meeting to register)*
- Email recorderteam@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

1. CONVENE MEETING AND ROLL CALL

2. FLAG SALUTE

3. CEREMONIES AND PROCLAMATIONS

3a. Oath of Office for Oregon City Police Officers:

- Sergeant Lemons
- Officer Bergland
- Officer Davis
- Officer Griffin
- Officer Hoover
- Officer Kelly-Musich
- Officer Oden
- Officer Main

3b. 2023 Juneteenth Proclamation

4. CITIZEN COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Commission.

[Citizen](#) Comment - Bob LaSalle

[Fireworks](#)

5. PRESENTATIONS

[5a.](#) Oregon City Travel Behavior and Perception Survey (how people get downtown) - Summary of Findings

6. ADOPTION OF THE AGENDA**7. CONSENT AGENDA**

This section allows the City Commission to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.

[7a.](#) Park Place Park Property Acquisition Proposal

[7b.](#) Public Works Street Division Replacement Vehicle #460 Freightliner Thermo-Lay Pothole Patch Truck

[7c.](#) 624 7th Street Parking Lot Use Agreement

[7d.](#) Intergovernmental Agreement with Clackamas County for the Clackamas County Regional Advanced Transportation Controller (ATC) and Signal Optimization Project

[7e.](#) Resolution No. 23-14, Establishing Eligibility to Receive State Revenues

[7f.](#) Minutes of the April 11, 2023 City Commission Work Session

[7g.](#) Minutes of the March 15, 2023 City Commission Work Session Minutes

[7h.](#) Minutes of the March 7, 2023 City Commission Work Session

[7i.](#) Minutes of the September 28, 2015 City Commission Special Meeting

[7i.](#) Minutes of the January 7, 2015 City Commission Meeting

8. PUBLIC HEARINGS

[8a.](#) Resolution No. 23-15, Declaring Oregon City's Election to Receive State Revenues

[8b.](#) Resolution No. 23-12, Adopting the Budget, Making Appropriations, Imposing Taxes and Categorizing Taxes for the 2023-2025 Biennium

9. GENERAL BUSINESS

10. COMMUNICATIONS

City Manager

Commissioners

Mayor

11. ADJOURNMENT

ORDINANCE NOTICE

If an ordinance is noticed above in this agenda, the text of the ordinance is available online with the posted agenda packet. In addition, three copies are provided for public review in the Office of the City Recorder upon request.

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Jason Lemons**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Sergeant for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Samantha Bergland**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7th DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Austin Davis**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Benjamin Griffin**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7th DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Justin Hoover**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **August Kelly-Musich**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Sydney Oden**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Spencer Main**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as a Police Officer for Oregon City, Oregon.*

GIVEN THIS 7TH DAY OF JUNE 2023

Denyse C. McGriff, Mayor

SUBSCRIBED AND SWORN to before me this 7th day of June 2023.

Notary Public
State of Oregon
My commission expires: _____

PROCLAMATION

Whereas, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

Whereas, word about the signing of the Emancipation Proclamation was delayed some two-and one-half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

Whereas, Emancipation Day observations are held on different days in different states in the United States; and

Whereas, June 19th has a special meaning to African Americans, and is called "JUNETEENTH," combining the words June and Nineteenth, and has been celebrated for over 150 years; and

Whereas, Juneteenth-centered activities have taken place to promote and cultivate knowledge and appreciation of African American history and culture; and

Whereas, Juneteenth is a day of reflection, and a day of renewal. It is a moment in time to appreciate not only the African American experience, but is inclusive of all races, ethnicities, and nationalities; and

Whereas, Juneteenth is a day that we can come together as a community to listen, to learn, and to refresh the drive to achieve; it is a day where we can come one step closer together to better utilize the energy wasted on racism; and

Whereas, the annual Juneteenth celebration in the City of Oregon City will be held on Saturday, June 17th at 2 p.m. at the Oregon City Library.

Now, Therefore, I, Denyse C. McGriff, Mayor of the City of Oregon City, do proclaim:

June 19, 2023

as

JUNETEENTH Day in Oregon City

And, urge all citizens to become more aware of the significance of this celebration in African American history and in the heritage of our nation and City.

In Witness Whereof, I have hereunto set my hand this 7th day of June 2023.

DENYSE C. MCGRIFF, MAYOR

Hello Mayor and Commissioners.

My name is Bob La Salle and I'm the Chair of the Citizens Involvement Committee. I'm here to ask that you reconsider funding for the CIC. Each of you, individually, has told me the CIC needs more money and you support it, but we have received no additional funding for the next biennium.

If you look at the spread sheet I've provided the total in line four, last column, shows a figure of \$26,000. However, if you add up that line it comes to \$29,687 or \$59,374 for the biennium, which is the figure the neighborhood associations have been using. The current proposed budget allows \$60,000 for funding the CIC. No increase whatsoever! If you look at the spreadsheet of 2018-2019 the next to last column shows a Carry Over figure of \$5,000 which represented a contingency fund which could be used for such things as neighborhood meeting signs, special emergency meetings, help with special neighborhood events, or any number of unanticipated needs. That has disappeared.

I've provided you a summary sheet which shows, per neighborhood association, the present allocation, projected yearly cost, the deficit for each neighborhood, and the figure needed just to break even. I've also provided a sheet for each neighborhood association which shows more detail.

I've also provided a sheet which shows possible sources of funding from the City budget. It may be said that those are dedicated, or called-for funds, but you have the authority to re-allocate funds if you wish. It's certainly been done in the past.

What we're asking for is a biennium funding of \$84,910.92, which will allow us to break-even. We're also asking to reinstate the contingency fund in the amount of \$8491 for the biennium and that will make a total of \$93,402 for the biennium to keep the neighborhood associations alive. That breaks down to an increase of \$16,700 per year. Surely you can find that to support your neighborhoods.

Thank ou for your support.

	Elyville	Canemah	Caufield	Gaffney Lane	TowerVista	Hillendale	Mcloughlin	Park Place	Rivercrest	Hazel Grove	South End	Two Rivers	Budget Total
Addresses	1735	195	2044	1662	1197	1860	1993	1373	791	1058	1454	599	15,961
Per Household	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	\$ 1.86	
Total for 2022-2023	\$ 3,227.10	\$ 362.70	\$ 3,801.84	\$ 3,091.32	\$ 2,226.42	\$ 3,459.60	\$ 3,706.98	\$ 2,553.78	\$ 1,471.26	\$ 1,967.88	\$ 2,704.44	\$ 1,114.14	\$ 26,000.00
July	\$ (783.45)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (783.45)
August							\$ (908.65)		\$ (366.40)				\$ (1,275.05)
September		\$ (90.00)											\$ (90.00)
October							\$ (903.20)	\$ (1,265.60)	\$ (361.40)				\$ (2,530.20)
November	\$ (812.00)	\$ (90.00)	\$ (936.60)										\$ (1,838.60)
December	\$ (1,045.00)		\$ (1,225.20)		\$ (738.40)	\$ (1,107.60)							\$ (4,116.20)
January			\$ (780.00)										\$ (780.00)
February		\$ (120.00)					\$ (1,209.40)	\$ (841.60)	\$ (485.10)			\$ (361.80)	\$ (3,017.90)
March			\$ (1,228.20)		\$ (678.44)	\$ (1,181.56)							\$ (3,088.20)
April													\$ -
May													\$ -
June													\$ -
Remaining 22-23	\$ 586.65	\$ 62.70	\$ (368.16)	\$ 3,091.32	\$ 809.58	\$ 1,170.44	\$ 685.73	\$ 446.58	\$ 258.36	\$ 1,967.88	\$ 2,704.44	\$ 752.34	\$ 8,480.40

\$29,687

Paid to Date \$ (17,519.60)

CIC Approved

ENA -A framed Signs

Caufiled A frame signs

	Barclay Hills	Canemah	Caufield	Gaffney Lane	TowerVista	Hillendale	McCloughlin	Park Place	Rivercrest	Hazel Grove	South End	Two Rivers	Carry Over	Budget Total
Households	1677	200	2067	1618	1212	1802	1960	1220	790	996	1451	582		15,575
Per Household	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	\$ 1.67	2018-2019	
Total for 2018-2019	\$ 2,800.59	\$ 334.00	\$ 3,451.89	\$ 2,702.06	\$ 2,024.04	\$ 3,009.34	\$ 3,273.20	\$ 2,037.40	\$ 1,319.30	\$ 1,663.32	\$ 2,423.17	\$ 971.94	\$ 5,000.00	\$ 26,000.00
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ (688.80)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (798.40)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,487.20)
September	\$ -	\$ (80.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (80.00)
October	\$ (691.20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (691.20)
November	\$ -	\$ (80.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (80.00)
December	\$ (691.20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (798.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,489.20)
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ (505.65)	\$ (775.20)	\$ -	\$ -	\$ -	\$ (446.93)	\$ (614.22)	\$ (253.00)	\$ -	\$ (2,595.00)
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 729.39	\$ 174.00	\$ 3,451.89	\$ 2,702.06	\$ 1,518.39	\$ 2,234.14	\$ 1,676.80	\$ 2,037.40	\$ 1,319.30	\$ 1,216.39	\$ 1,808.95	\$ 718.94	\$ 5,000.00	\$ (6,422.60)

Neighborhood Association	Present Allocation	Projected Yrly Cost	Deficit	Needed
Canemah	\$362.70 (\$725.40)	\$500.00 (\$1000.00)	\$137.30 (\$274.60)	\$500.00 (\$1000.00)
Caufield	\$3801.84 (\$7603.68)	\$4170.00 (\$8340.00)	\$368.16 (\$736.32)	\$4170.00 (\$8340.00)
Elyville	\$3227.10 (\$6454.20)	\$5280.90 (\$10,561.80)	\$2053.38 (\$4106.76)	\$5280.90 (\$10,561.80)
Gaffney Lane	\$3091.32 (\$6182.64)	\$3540.00 (\$7080.00)	\$448.68 (\$897.36)	\$3540.00 (\$7080.00)
Hazel Grove/Westling	\$1967.88 (\$3935.76)	\$3520.00 (\$7040.00)	\$1552.12 (\$3104.24)	\$3520.00 (\$7040.00)
Hillendale	\$3459.60 (\$6919.20)	\$5722.90 (\$11,445.80)	\$263.30 (\$526.60)	\$5722.90 (\$11,445.80)
McLoughlin	\$3706.98 (\$7413.96)	\$6042.48 (\$12,084.96)	\$2335.50 (\$4671.00)	\$6042.48 (\$12,084.96)
Park Place	\$2553.78 (\$5107.56)	\$3160.80 (\$6321.60)	\$607.02 (\$1214.04)	\$3160.80 (\$6321.60)
Rivercrest	\$1471.26 (\$2942.52)	\$2021.50 (\$4043.00)	\$550.24 (\$1100.48)	\$2021.50 (\$4043.00)
South End	\$2704.44 (\$5408.88)	\$4216.00 (\$8432.00)	\$1511.56 (\$3023.12)	\$4216.00 (\$8432.00)
Tower Vista	\$2226.42 (\$4452.84)	\$2833.68 (\$5667.36)	\$607.26 (\$1214.52)	\$2833.68 (\$5667.36)
Two Rivers	\$1114.14 (\$2228.28)	\$1447.20 (\$2894.40)	\$333.06 (\$666.12)	\$1447.20 (\$2894.40)
Total	\$29,687.46 (\$59,374.92)	\$42,455.46 (\$84,910.92)	\$12,767.48 (\$25,534.96)	\$42,455.46 (\$84,910.92)

Asking For Biennium Break Even Cost of \$84,910.92

Plus 10% 8491.08

Total.....\$93,402.00

This breaks down to an increase of \$16,701 per year.

Possible Sources of Funding for CIC from 2023-2025 Proposed Budget

p. 2 Useful Quote: Community Engagement-“Increase engagement efforts to bring more residents into the policy-making process and ensure all neighborhood associations are active with the Citizen Involvement Committee.”

	2023-24	2023-25
p. 31 General Fund Expenditures		
Special Programs.....	\$458,700	\$974,900
Community Programs & Grants.....	\$877,000	\$1,754,000
Contingency.....	\$1,629,200	\$1,629,200
Reserved for Future Expenditures.....	\$2,551,200	\$2,551,200
p. 34 Policy and Administrative Expenditures		
Other Services.....	\$ 164,000	\$ 305,300
Special Programs.....	\$ 92,000	\$ 184,000
Community Programs and Grants.....	\$ 877,000	\$1,754,000
p. 36 Information Only City Manager – Goals “To promote and sustain community relationships and partnerships.”		
p. 47 Economic Development Expenditures		
Consumer Programs and Grants.....	\$865,000	\$1,730,000
p. 51 General Government		
Reserved for Future Expenditures.....	\$2,551,200	\$2,551,200
Contingency.....	\$1,629,200	\$1,629,000

CONTINGENCY FUNDS

p. 51 General Government.....	\$1,629,200
p. 76 Library.....	3,562,000
p. 85 Planning.....	29,600
p. 87 Building.....	5,537,900
Public Works:	
p. 95 Engineering.....	\$134,400
p. 99 Transportation.....	859,100
p. 103 Water.....	1,682,900
p. 107 Wastewater.....	1,945,200
p. 111 Stormwater.....	841,300
p. 123 Community Facilities.....	8,502,808
p. 125 Utility Customer Service.....	100,500

CANEMAH () indicates biennium

Households.....	195
Yearly Allocation per Household.....	1.86
Total Yearly Allocation.....	\$362.70 (\$725.40)
Spent to Date (fiscal year).....	\$300.00
Yearly meetings: Feb, Apr, Jun, Sep, Nov	
Average Cost per Meeting.....	\$100.00
Projected Yearly Cost.....	\$500.00 (\$1000.00)
Projected Year-End Deficit.....	\$137.30 (\$274.60)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$500.00 (\$1000.00)

CAUFIELD () indicates biennium

Households.....	2044
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$3801.84 (\$7603.68)
Spent to Date (fiscal year).....	\$4170.00
Yearly Meetings: Jan, Apr, Jul, Oct	
Average Cost per Mailing.....	\$1042.50
Projected Yearly Cost.....	\$4170.00 (\$8340.00)
Projected Year-End Deficit.....	\$368.16 (\$736.32)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$4170.00 (\$8340.00)

ELYVILLE () indicates biennium

Households.....	1735	
Yearly Allocation per household.....	\$1.86	
Total Yearly Allocation.....	\$3227.10	(\$6454.20)
Spent to Date (fiscal year).....	\$2640.45	
Yearly Meetings: Jan, Mar, May, Jul, Sep, Nov		
Average Cost per Mailing.....	\$880.15	
Projected Yearly Cost.....	\$5280.90	(\$10,561.80)
Projected Year-End Deficit.....	\$2053.38	(\$4106.76)
Proposed Allocation (to break even)		
Yearly Allocation + Deficit.....	\$5280.90	(\$10,561.80)

GAFFNEY LANE () indicates biennium

Households.....	1662
Yearly Allowance per Household.....	\$1.86
Total Yearly Allocation.....	\$3091.32 (\$6182.64)
Spent to Date (fiscal year).....	0
Yearly Meetings: Jan, Apr, Jul, Oct	
Average Cost per Meeting.....	\$885.00
Projected Yearly Cost.....	\$3540.00 (\$7080.00)
Projected Yearly Deficit.....	\$448.68 (\$897.36)
Proposed Allocation (to break even)	
Yearly Allowance + Deficit.....	\$3540.00 (\$7080.00)

HAZEL GROVE/WESTLING FARM () indicates biennium

Households.....	1058
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$1967.88 (\$3935.76)
Spent to Date (fiscal year).....	0
Yearly Meetings: Jan, Mar, May, Sep, Nov	
Average Cost per Mailing.....	\$704.00
Projected Yearly Cost.....	\$3520.00 (\$7040.00)
Projected Yearly Deficit.....	\$1552.12 (\$3104.24)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$3520.00 (\$7040.00)

HILLENDALE () indicates biennium

Households.....	1860	
Yearly Allocation per Household.....	\$1.86	
Total Yearly Allocation.....	\$3459.60	(\$6919.20)
Spent to Date (fiscal year).....	\$2289.16	
Yearly Meetings: Jan, Apr, Jul, Oct, Nov		
Average Cost per Mailing.....	\$1144.58	
Projected Yearly Cost.....	\$5722.90	(\$11,445.80)
Projected Yearly Deficit.....	\$263.30	(\$526.60)
Proposed Allocation (t break even)		
Yearly Allocation + Deficit.....	\$5722.90	(\$11,445.80)

McLOUGHLIN () indicates biennium

Households.....	1993
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$3706.98 (\$7413.96)
Spent to Date (fiscal year).....	\$3021.25
Yearly Meetings: Jan, Mar, May, Jul, Sep, Nov	
Average Cost per Mailing.....	\$1007.08
Projected Yearly Cost.....	\$6042.48 (\$12,084.96)
Projected Yearly Deficit.....	\$2335.50 (\$4671.00)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$6042.48 (\$12,084.96)

PARK PLACE () indicates biennium

Households.....1373

Yearly Allocation per Household.....\$1.86

Total Yearly Allocation.....\$2553.78 (\$5107.56)

Spent to Date (fiscal year).....\$2107.20

Yearly Meetings: Feb, May, Oct

Average Cost per Mailing.....\$1053.60

Projected Yearly Cost.....\$3160.80 (\$6321.60)

Projected Yearly Deficit.....\$607.02 (\$1214.04)

Proposed Allocation (to break even)

Yearly Allocation + Deficit.....\$3160.80 (\$6321.60)

RIVERCREST () indicates biennium

Households.....	791
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$1471.26 (\$2942.52)
Spent to Date (fiscal year).....	\$1212.90
Yearly Meeting: Feb, Apr Jun, Sep, Nov	
Average Cost per Mailing.....	\$404.30
Projected Yearly Cost.....	\$2021.50 (\$4043.00)
Projected Yearly Deficit.....	\$550.24 (\$1100.48)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$2021.50 (\$4043.00)

SOUTH END () indicates biennium

Households.....	1454
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$2704.44 (\$5408.88)
Spent to Date (fiscal year).....	0
Yearly Meetings: Jan, Mar, May, Aug, Oct	
Average Cost per mailing.....	\$843.20
Projected Yearly Cost.....	\$4216.00 (\$8432.00)
Projected Yearly Deficit.....	\$1511.56 (\$3023.12)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$4216.00 (\$8432.00)

TOWER VIST () indicates biennium

Households.....	1197
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$2226.42 (\$4452.84)
Spent to Date.....	0
Yearly Meetings: Jan, Apr, Jul, Oct	
Average Cost per Mailing.....	\$708.42
Projected Yearly Cost.....	\$2833.68 (\$5667.36)
Projected Yearly Deficit.....	\$607.26 (\$1214.52)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$2833.68 (\$5667.36)

TWO RIVERS () indicates biennium

Households.....	599
Yearly Allocation per Household.....	\$1.86
Total Yearly Allocation.....	\$1114.14 (\$2228.28)
Spent to Date.....	0
Yearly Meetings: Jan, Apr, Jul, Oct	
Average Cost per Mailing.....	\$361.80
Projected Yearly Cost.....	\$1447.20 (\$2894.40)
Projected Yearly Deficit.....	\$333.06 (\$666.12)
Proposed Allocation (to break even)	
Yearly Allocation + Deficit.....	\$1447.20 (\$2894.40)

Angelique Nomie

From: Gary [REDACTED]
Sent: Monday, June 5, 2023 1:22 PM
To: recorderteam
Subject: Comment for city council agenda

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I urge the city — right now — to alert and remind citizens of the illegality (and \$ penalties) for the dangerous fireworks that are being blasted in many OC neighborhoods.

It is unconscionable that the city chooses to remain silent about this matter of clear public safety.

Beyond such notice to citizens, active enforcement of the current law would go a long way toward deterrence.

Please.

Gary [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Sent from my iPhone



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission **Agenda Date:** June 7, 2023
From: Christina Robertson-Gardiner, Senior Planner

SUBJECT:

Oregon City Travel Behavior and Perception Survey (how people get downtown) -Summary of Findings

STAFF RECOMMENDATION:

Rick Williams Consulting will provide a presentation of the Summary of Findings for the 2022 travel survey and compare it to 2019's survey.

EXECUTIVE SUMMARY:

The city distributed two [travel behavior and perception surveys](#), one in 2019 and one in 2022 to track, over time, how employees, residents, and visitors access downtown and measure user perceptions of the various access options.

The data plays an important role in the success of the city's [Transportation Demand Management Plan](#) (TDM), as it aids in identifying shifts in travel patterns and pinpointing the strengths and weaknesses of Oregon City's transportation system. With the implementation of infrastructure and TDM initiatives, we can enhance visits and diversity of how folks get to and from downtown.

A complete summary of all 41 questions is available in the detailed report. The executive summary memo at the front of the document provides key takeaways and observations.

BACKGROUND:

Initially spurred by the redevelopment of the former Blue Heron Paper Mill, the City Commission adopted a Transportation Demand Management Plan for Oregon City's downtown in 2018 to increase the "universe of trips" in a constrained downtown area, accommodate the expected level of visitors, and support downtown as a successful business district.

The plan outlines and prioritizes TDM strategies for Oregon City, leveraging existing conditions and providing the flexibility to respond to opportunities for action as they arise.

These strategies will help guide the City toward efficient, "right sized" parking while integrating reasonable, attractive, and effective alternative mode options into the project study area. Recommendations and targets were grouped into near, mid, and long-term time periods, with the goal of using TDM and parking solutions over time to complement and support the success of Oregon City as a whole. Ongoing data collection was a key recommendation of the TDM Plan, including parking demand data, mode split data, and travel behavior and perception data *i.e. "how people get downtown"*.

The initial survey was developed with input from the Ad hoc TDM working group and was open for responses during the months of November and December 2019. A total of 709 responses were collected in 2019, including 198 responses from downtown employees and 38 responses from downtown business owners/operators. The follow-up survey was made available in late 2022 and included some minor updates to provide more clarity related to remote work/work-from-home. A total of 555 responses were collected in 2022, including 97 responses from downtown employees and 44 responses from downtown business owners/operators. Both surveys included an option to be entered into a drawing for prizes by providing an email address and involved two days of on-the-ground distribution of the survey to capture downtown visitors who are difficult to reach with an online survey alone.

Staff is not requesting any action or direction from the City Commission at this time. While this presentation is intended to be informational, questions and feedback for Rick Williams and City staff are welcomed.



MEMORANDUM:

TO: Christina Robertson-Gardiner, Senior Planner
Aquilla Hurd-Ravich, Community Development Director

FROM: William Reynolds, RWC
Rick Williams, RWC
Pete Collins, RWC

DATE: May 22, 2023

RE: *Oregon City Travel Behavior and Perception Survey – (How People Get Downtown) – Summary of Findings*

Background and Purpose

Initially spurred by the redevelopment of the former Blue Heron Paper Mill, the City Commission adopted a [Transportation Demand Management Plan](#) for Oregon City's downtown in 2018 to increase the “universe of trips” in a constrained downtown area, accommodate the expected level of visitors, and support downtown as a thriving business district.

The plan outlines and prioritizes TDM strategies for Oregon City, leveraging existing conditions and providing the flexibility to respond to opportunities for action as they arise. These strategies will help guide the City toward efficient, right-sized parking while integrating reasonable, attractive, and practical alternative mode options into the project study area. Recommendations and targets were grouped into near, mid, and long-term time periods, with the goal of using TDM and parking solutions over time to complement and support the success of Oregon City as a whole. Ongoing data collection was a key recommendation of the TDM Plan, including parking demand data, mode split data, and travel behavior and perception data i.e., “how people get downtown.” The city distributed two travel behavior and perception surveys, one in 2019 and one in 2022, to track, over time, how employees, residents, and visitors access downtown and measure user perceptions of the various access options.

The data plays an essential role in the success of the TDM Plan, as it aids in identifying shifts in travel patterns and pinpointing the strengths and weaknesses of Oregon City's transportation system. With the implementation of infrastructure and TDM initiatives, we can enhance visits and diversify how folks get to and from downtown.

The initial survey was developed with input from the TDM Working Group and was open for responses during November and December 2019. A total of 709 responses were collected in 2019, including 198 responses from downtown employees and 38 from downtown business owners/operators. The follow-up survey was made available in late 2022 and included minor updates to provide more clarity related to remote work/work-from-home. A total of 555 responses were collected in 2022, including 97 from downtown employees and 44 responses from downtown business owners/operators. Both surveys included an option to be entered into a drawing for prizes by providing an email address and involved two days of on-the-ground distribution of the survey to capture downtown visitors who are difficult to reach with an online survey alone.

Key Findings

A complete summary of all 41 questions is available in the detailed Summary Report. The following observations note some of the key findings between 2019 and 2022.

- Oregon City's commute patterns are much more similar to pre-pandemic conditions compared to other cities with significant downtown office employment.** In many downtown environments, COVID-19 created long-term shifts in travel behavior. Remote work contributed to office downsizing and relocations, and in downtown Portland, as an example, trips were at 60% of pre-pandemic levels at the end of 2022. Transit usage is down overall across the region, requiring service cuts in many parts of the region. In Oregon City, however, remote work/work-from-home is much less common, increasing from around 2% in 2019 to about 5% in 2022. While transit still represents a very small percentage of all work trips, employees reported a slight increase in transit usage (from 3.1% of work trips in 2019 to 4.7% in 2022, excluding remote trips). The vast majority of work trips continue to be by private vehicle, but this has decreased slightly from 93% in 2019 to 91% in 2022 (including drive-alone and carpool trips, excluding remote trips).
- Despite changes in the employee groups and business owners who responded to the survey, the data findings were consistent between 2019 and 2022, suggesting high reliability in the results.** In 2019, due to targeted outreach, more than one-third of employees who responded to the survey indicated that they visited the Courthouse on most days. In 2022, only 6% of employees were associated in some way with the Courthouse. Despite this change in the profile of employee responses, the mode split data was consistent. Approximately 5% of work trips were carpool trips in both years, fewer than 1% of work trips by bike, and around 3% of work trips were on foot. Among those who live within three miles of Downtown, more than 10% reported walking to work.
- The experience of walking in and around Downtown is viewed as one of the key features and attractions of Oregon City, and the desire to maintain and gradually improve the walking experience is a consistent priority.** The average rating for the downtown walking experience was consistently high in both years (3.9 out of 5.0), and many of the comments indicated that maintaining a safe, pleasant walking environment was a high priority. Improving crosswalks, particularly across streets with heavy traffic or high speeds, and ensuring clean, clear, and well-lit sidewalks were viewed as very important.
- There remains a desire for more parking among survey respondents, particularly for longer-term parking options, as well as more consistent, user-friendly payment options.** More off-street parking, more long-term parking, and improved parking payment options remain among the most consistent priorities among survey respondents. A desire for free parking is a common theme in nearly any survey related to parking, regardless of the city; however, some degree of frustration with coin meters and the payment app emerged through the user comments.

"More sidewalks and bike paths would be a major plus for the future of Oregon City."

"I love walking to OC and up the stairs to the promenade"

"Would love to see improved lighting to make crosswalks safer for pedestrians."

"I love walking and dining in downtown"

"I would use a safe walking path from Barker Ave to the downtown area."

"We just need friendlier and more reliable ways for our customers and clients to pay for their parking."

- Perceptions of both transit service and bicycle facilities have not changed significantly since 2019.** However, 48% of employees reported using alternative modes at least sometimes (seasonally or on occasion), which is slightly higher than reported in 2019 (41%). A local shuttle or trolley was the most frequently cited desire related to transit service. Bicycle improvements mainly focused on the desire for more trails.

“My family (two adults and two children) would make many more trips to downtown OC if there were safer bike routes.”

“I wish we still had the trolley busses making a loop to the sights and through downtown OC”
- Many of those who responded to the survey took the time to share their genuine love for Oregon City, their desire to maintain Oregon City’s character, and even in some cases, an appreciation for the ongoing efforts to make improvements.** Surveys provide a forum to express frustrations and concerns, and perceived lack of free and convenient parking, traffic congestion, pedestrian safety, and opposition to tolling all emerged as consistent themes. Many respondents also took the opportunity to express their love for Oregon City, showcasing how passionate Oregon City residents are about their Downtown.

“I love downtown OC!”

“Thanks for doing this!”

“There have been great improvements to downtown Oregon City, especially places to eat or have a cup of coffee.”

“I love how the Planning Division and Downtown has made thoughtful, interesting improvements. Thank you!”

“Thank you to all of the volunteers and survey workers who are helping with this. Keep up the good work!”

“Great City”

Next Steps

The results from this multi-year survey effort provide a robust set of baseline data to measure progress as the TDM Plan recommendations are implemented over time. Incrementally improving the parking experience Downtown, investing in pedestrian connectivity and safety improvements, growing the network of bike trails, and expanding transit service or incentive programs will help to improve all the ways users access downtown Oregon City.

Given the consistency in findings between 2019 and 2022, with only minor changes associated with the COVID-19 pandemic, the next Travel Behavior and Perception Survey is recommended for the year after the Courthouse relocates out of Downtown. This will allow for comparison against a new data set with an anticipated shift in downtown employment characteristics.

RICK WILLIAMS CONSULTING
Parking & Transportation

May 2023
Version 2

Downtown Oregon City 2022 Transportation and Parking Survey Results

Prepared For:



Prepared By:



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1.0 Introduction

In the fall, 2019, Rick Williams Consulting entered into a contract with Oregon City to conduct a travel behavior and perception survey project for downtown Oregon City employers, employees, and visitors. The survey project is a two-year project; the first survey was available from October 29, 2019, through January 2, 2020. This document summarizes the second survey collection effort in the fall of 2022, presenting a comparative analysis of the two years.

The initial questions were developed with the TDM Working Group in early October 2019. For the 2022 version of the survey, most questions remained unmodified. Based on feedback from the TDM Working Group, one additional question was added related to the use of the elevator. Additionally, given the changes in travel behavior associated with the COVID-19 pandemic, in some cases, answer choices were modified slightly to provide more clarity related to remote work/work-from-home. These changes were small and allowed the question comparisons between years to remain.

The 41-question online survey was available from October 29th, 2022, through January 18th, 2023, to gather feedback on transportation and parking options in and around Downtown Oregon City.

In order to gather more specific information from Downtown business owners and employees, some questions were only asked of specific groups:

- All Respondents:
- Business Owners/Operators:
- Downtown Employees:

18 Questions
+17 Questions
+6 Questions
41 Questions

The online survey was distributed by email, and flyers and postcards with links to the online survey were also distributed to local businesses. Additionally, on Saturday, November 5th, 2022, and Tuesday, November 8th, 2022, field staff conducted intercept surveys using an iPad with the online survey; paper copies were available to those who preferred to fill out by hand.

To incentivize participation, all survey respondents were given the option to enter their email address for a chance to win 1 of 40 \$25.00 gift certificates to participating downtown restaurants. During the intercept survey, anyone who filled out a paper survey or filled out an electronic survey on November 5th or November 8th were eligible to win 1 of 20 \$35.00 gift certificates.

A total of 555 responses were collected (online and paper survey) during the two-month period, including 97 responses from downtown employees and 44 responses from downtown business owners/operators. Approximately 92% of survey respondents elected to provide their email address to enter the drawing.



2.0 Key Findings

General

- 89% of people reported that they drive a car to get downtown (up from 88% in 2019).
- While many people rated their walking experience downtown as high (average score of 3.9 out of 5.0), there were also comments from people who perceive many crosswalks to feel unsafe due to traffic speeds and congestion.
- Perceptions of both transit service and bicycle facilities were average (2.9 out of 5.0), which was very similar to 2019 results. A local shuttle or trolley was the most frequently cited desire related to transit service. Bicycle improvement mainly focused on desires for more trails.
- There is a desire for more parking among survey respondents, particularly for more longer-term parking options. Several commenters also expressed a desire for more consistent, user-friendly payment options.
- More than 1/3 of respondents indicated that they used the elevator during some part of their trip to Downtown (37%).
- People with mobility issues who are not able to park above the elevator or a great distance away are the most impacted by the full on-street parking.
- The general comments seem to indicate that maintaining a safe, pleasant walking environment was a key priority. Improving crosswalks, particularly across streets with heavy traffic or high speeds, and ensuring sidewalks are clean, clear, and well-lit were viewed as very important.

Employees

- 91% of weekday commute trips were made by private vehicle, including an 86% drive alone rate and a 5% carpool rate. This is a slight decrease from 2019 (93%).
- Employees who typically drive alone to work in Downtown Oregon City generally say that the time savings along with the convenience of having a vehicle for errands or emergencies are their main reasons for driving downtown.
- 48% of employees use alternative modes at least sometimes (either seasonally or on occasion). This is slightly higher than reported in 2019 (41%).
- Carpooling and walking are the most common alternative modes used.
- Nearly half (47%) of employees expressed a willingness to consider using alternative modes to get to work; improved transit service, financial incentives to use alternative modes, and improved walking routes were the most commonly cited improvements or programs that would make them more likely to consider alternative modes.
- Among the employees surveyed, work from home/remote work is a small percentage. Approximately 5% of all work days reported were remote/from home, up from approximately 2% in 2019.
- Overall commuter patterns were very similar between 2022 and 2019, indicating a high reliability in the findings and smaller changes due to COVID than other cities that experienced a major shift to remote work.

Downtown Business Owners

- Approximately 40% of the downtown businesses who responded provide free parking for their employees, none surveyed indicated that they provide any sort of transit or alternative mode benefit.
- Approximately 25% of businesses provide free parking for customers.

The following sections summarize the results of the survey by category of respondent.

3.0 All Respondents

3.1. OVERVIEW

- Responses:

2022

555 individuals

2019

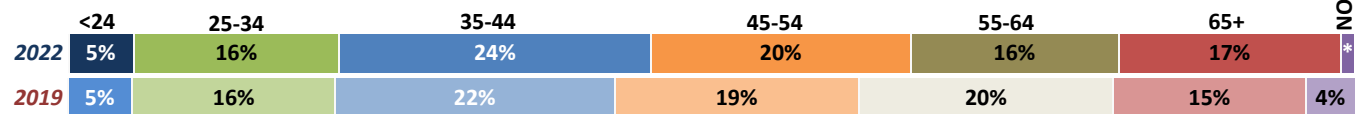
709 individuals

3.2. DEMOGRAPHICS

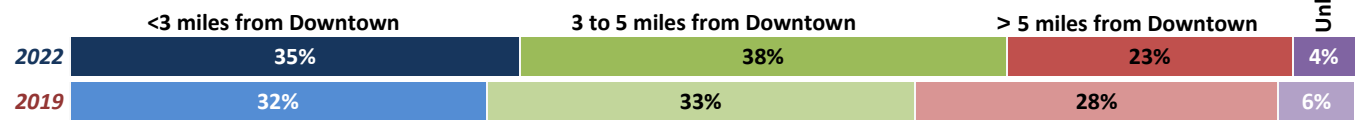
Gender Identity



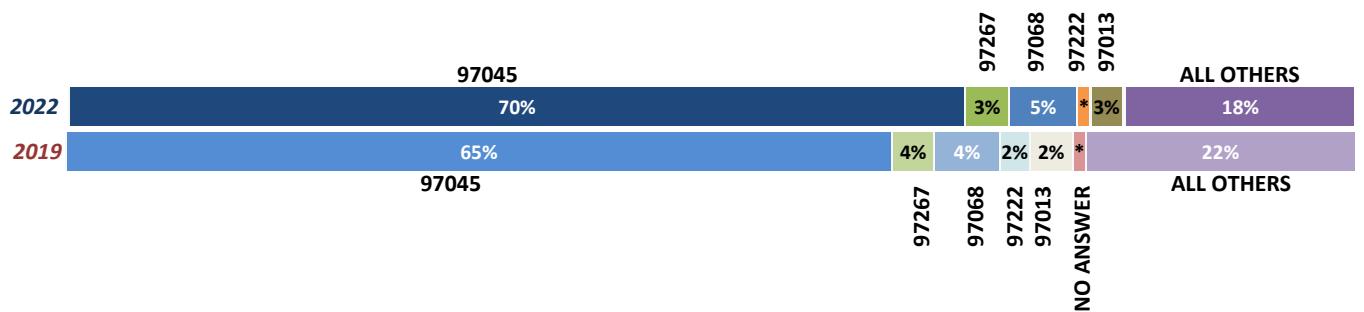
Age



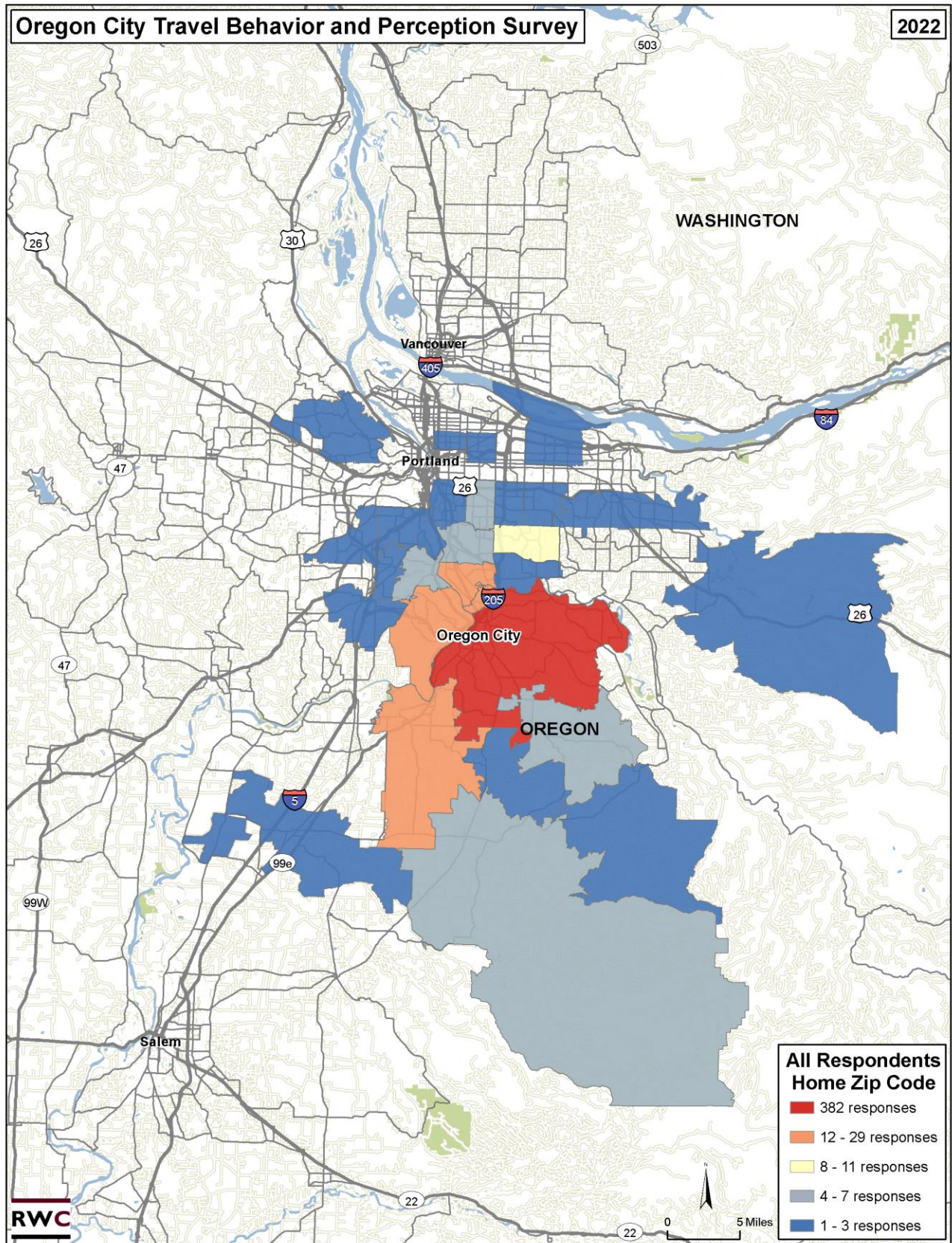
Home Location



Home Zip Code



* ≤ 1%



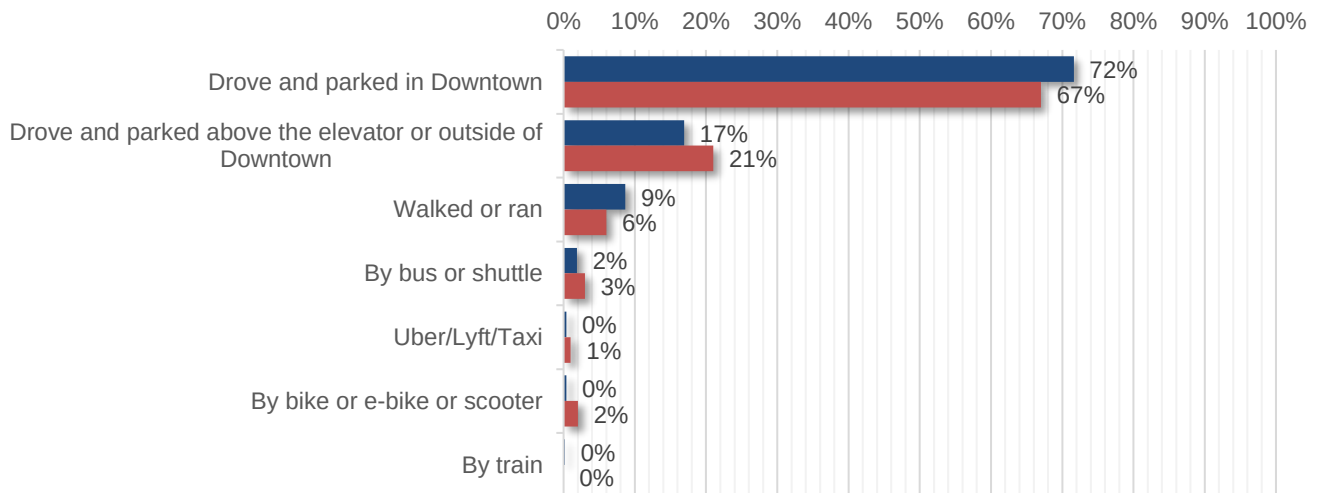
3.3. TRAVEL MODE

Thinking of your most recent trip to visit Downtown Oregon City, how did you travel to the area?

	2022	2019
● Total Responses¹:	532 responses	657 responses
● Reported Travel Mode:		
■ Drove and parked in Downtown	381 responses (72%)	444 responses (67%)
■ Drove and parked above elevator or outside of Downtown	90 responses (17%)	135 responses (21%)
■ Walked or ran	46 responses (9%)	39 responses (6%)
■ By bus or shuttle	10 responses (2%)	21 responses (3%)
■ Uber/Lyft/Taxi	2 responses (<1%)	6 responses (1%)
■ By bike/e-bike/scooter	2 responses (<1%)	11 responses (2%)
■ By train	1 response (<1%)	1 response (<1%)
● Combined Categories:		
■ Drove	471 responses (89%)	579 responses (88%)
■ Walked or ran	46 responses (9%)	39 responses (6%)
■ By transit	11 responses (2%)	22 responses (3%)
■ Uber/Lyft/Taxi	2 responses (<1%)	6 responses (1%)
■ By bike/e-bike/scooter	2 responses (<1%)	11 responses (2%)

Thinking of your most recent trip to visit Downtown Oregon City, how did you travel to the area?

2022 (532 responses) vs. 2019 (657 responses)



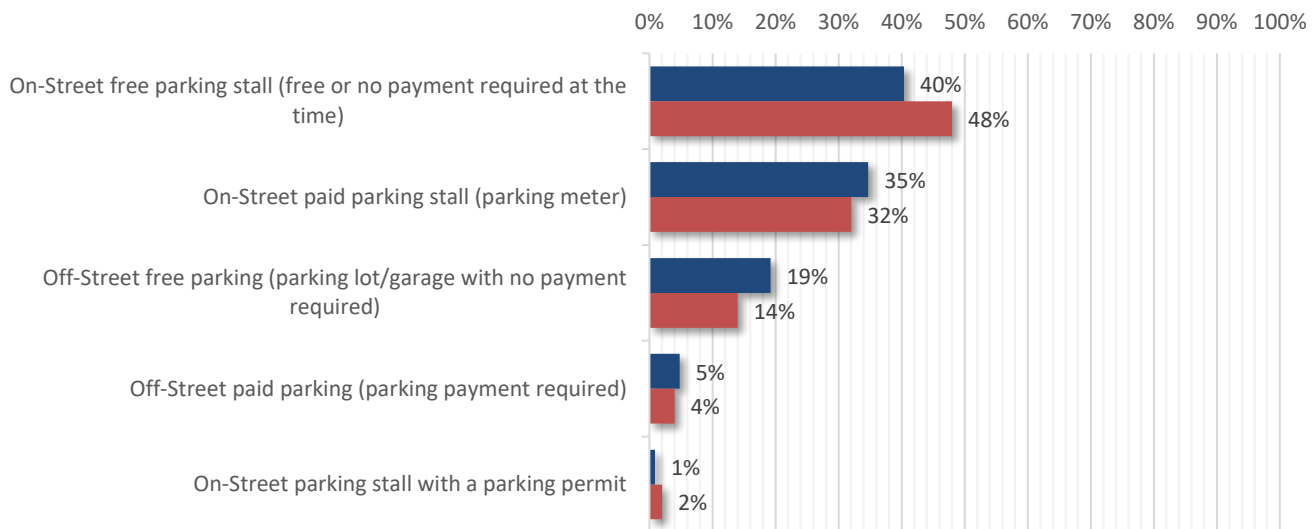
¹ "I do not visit Downtown Oregon City for non-work purposes" (15) is excluded from the response count.

3.4. PARKING LOCATION

Where did you park?

	2022	2019
● Total Responses:	458 responses	571 responses
● Reported Parking Location:		
■ On-Street free parking stall (free or no payment required at the time)	185 responses (40%)	274 responses (48%)
■ On-Street paid parking stall (parking meter)	159 responses (35%)	184 responses (33%)
■ Off-Street free parking (parking lot/garage with no payment required)	88 responses (19%)	79 responses (14%)
■ Off-Street paid parking (parking payment required)	22 responses (5%)	22 responses (4%)
■ On-Street parking stall with a parking permit	4 responses (1%)	12 responses (2%)
● Combined Categories:		
■ On-Street	348 responses (76%)	470 responses (82%)
■ Off-Street	110 responses (24%)	101 responses (18%)

Where did you park?
2022 (458 Responses) vs. 2019 (571 responses)



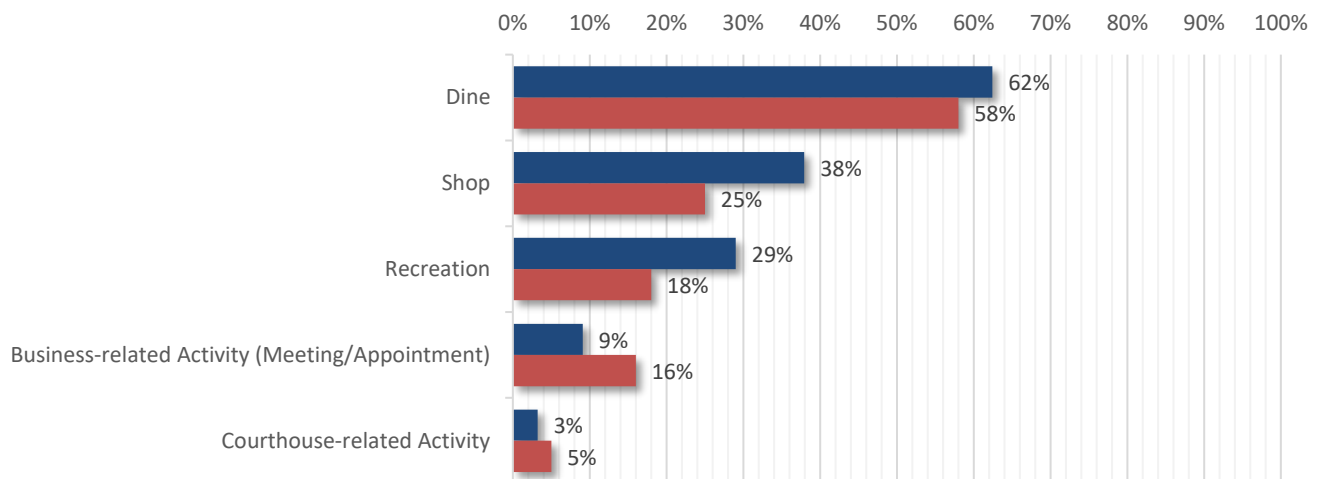
3.5. TRIP PURPOSE

What was the primary purpose of this trip to Downtown Oregon City?

	2022	2019
● Total Responses:	527 responses	650 responses
● Reported Trip Purpose:		
■ Dine	329 responses (62%)	375 responses (58%)
■ Shop ²	200 responses (38%)	164 responses (25%)
■ Recreation	153 responses (29%)	119 responses (18%)
■ Business-related Activity (Meeting/Appointment) ³	48 responses (9%)	104 responses (16%)
■ Courthouse-related Activity	17 responses (3%)	34 responses (5%)

What was the primary purpose of this trip to Downtown Oregon City?

2022 (527 Responses) vs. 2019 (650 responses)



² Includes "other" responses related to service appointments such as tattoo, salon, haircut, car service, etc.

³ Includes "other" responses indicating work trip

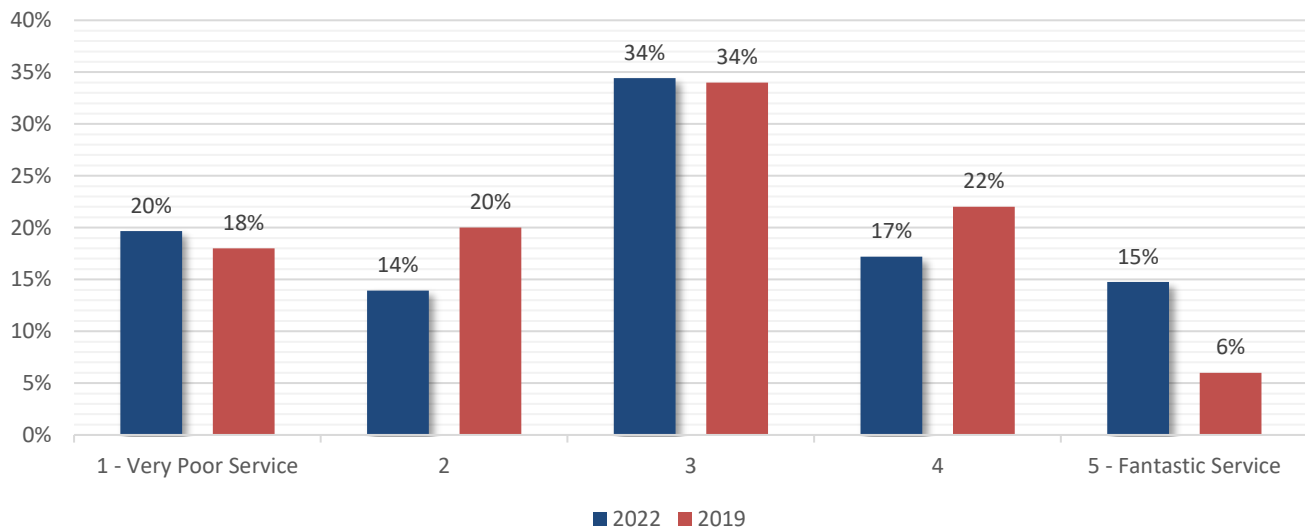
3.6. PERCEPTION OF TRANSIT SERVICE

What is your perception of transit service to Downtown Oregon City?

	2022	2019
● Individual Responses:	122 responses	287 responses
■ 1 (Very Poor)	24 responses (20%)	51 responses (18%)
■ 2	17 responses (14%)	57 responses (20%)
■ 3	42 responses (34%)	99 responses (34%)
■ 4	21 responses (17%)	62 responses (22%)
■ 5 (Fantastic Service)	18 responses (15%)	18 responses (6%)
● Average Response:	2.9 out of 5.0	2.8 out of 5.0

What is your perception of transit service to Downtown Oregon City?

2022 (122 responses) vs. 2019 (287 responses)



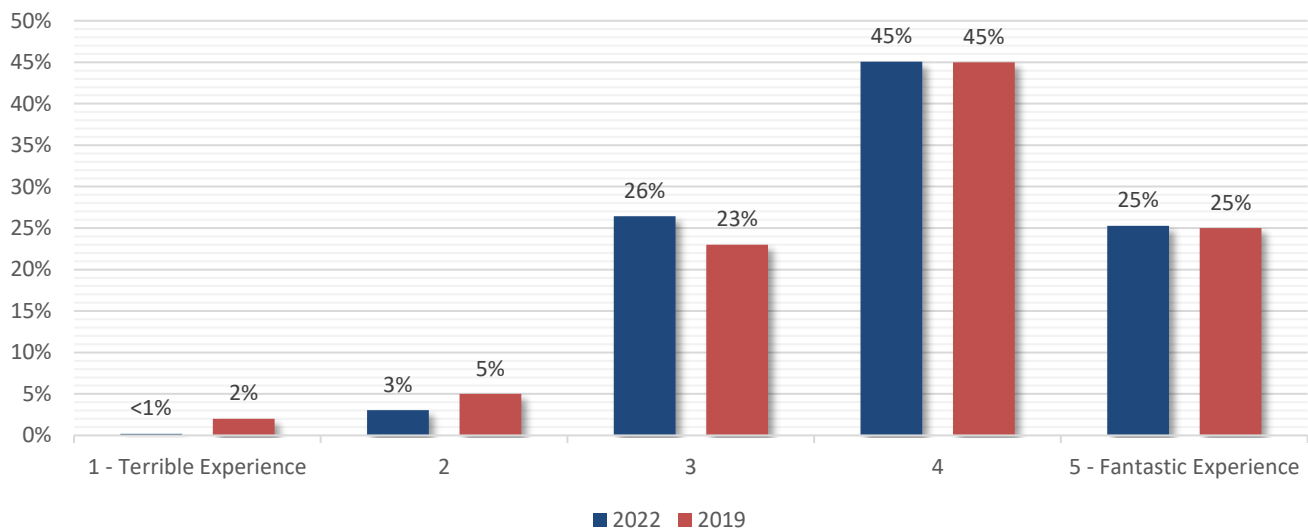
3.7. PERCEPTION OF WALKING

What is your experience walking in Downtown Oregon City?

	2022	2019
● Individual Responses:	526 responses	663 responses
■ 1 (Terrible Experience)	1 responses (<1%)	14 responses (2%)
■ 2	16 responses (3%)	33 responses (5%)
■ 3	139 responses (26%)	150 responses (23%)
■ 4	237 responses (45%)	302 responses (45%)
■ 5 (Fantastic Experience)	133 responses (25%)	164 responses (25%)
● Average Response:	3.9 out of 5.0	3.9 out of 5.0

What is your experience walking in Downtown Oregon City?

2022 (526 responses) vs. **2019** (663 responses)



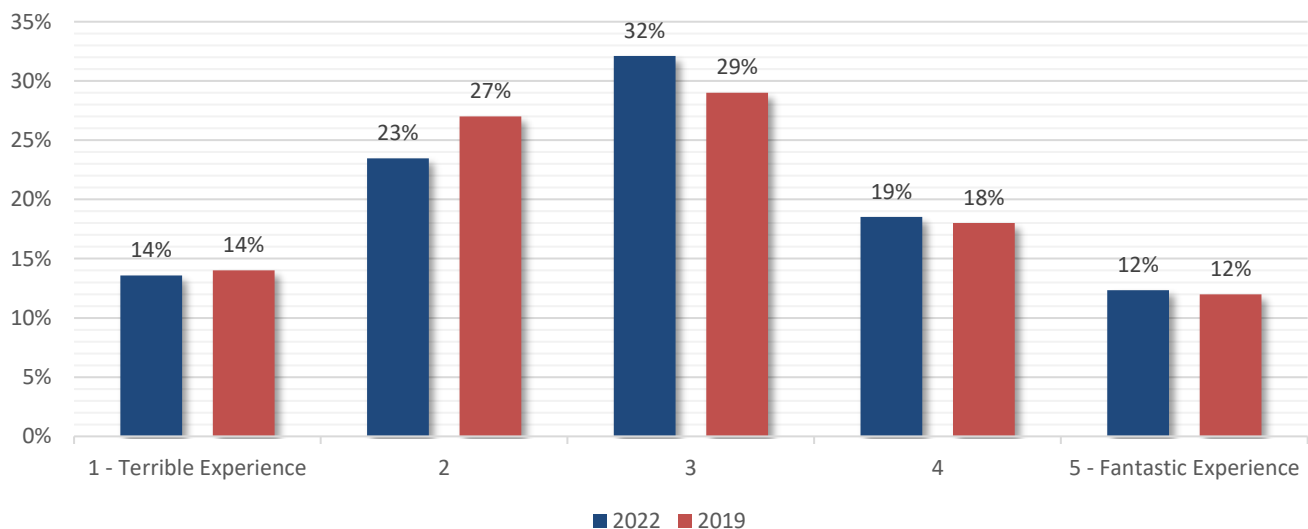
3.8. PERCEPTION OF BIKING

What is your experience biking in Downtown Oregon City?

	2022	2019
● Individual Responses:	81 responses	95 responses
■ 1 (Terrible Experience)	9 responses (14%)	13 responses (14%)
■ 2	19 responses (30%)	26 responses (27%)
■ 3	18 responses (29%)	28 responses (29%)
■ 4	10 responses (16%)	17 responses (18%)
■ 5 (Fantastic Experience)	7 responses (11%)	11 responses (12%)
● Average Response:	2.9 out of 5.0	2.9 out of 5.0

What is your experience biking in Downtown Oregon City?

2022 (81 responses) vs. **2019** (95 responses)



3.9. ALTERNATIVE TRANSPORTATION IMPROVEMENTS OR PROGRAMS

If you often drive alone to Downtown, would any of the following transportation improvements or programs lead you to consider taking alternative options?

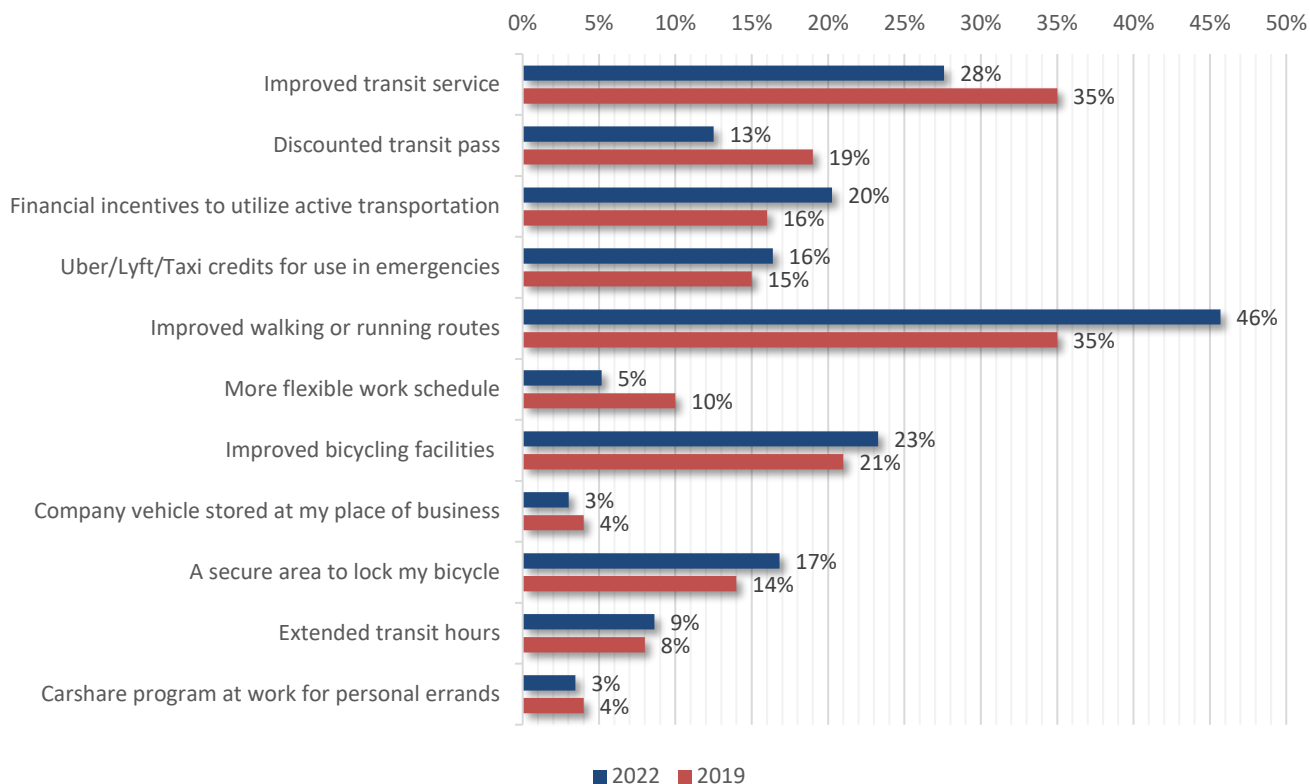
● All Responses ⁴ :	2022	2019
	232 responses	299 responses
■ Improved transit service	64 responses (28%)	104 responses (35%)
■ Discounted transit pass	29 responses (13%)	57 responses (19%)
■ Financial incentives to utilize active transportation	47 responses (20%)	49 responses (16%)
■ Uber/Lyft/Taxi credits for use in emergencies	38 responses (16%)	46 responses (15%)
■ Improved walking or running routes	106 responses (46%)	105 responses (35%)
■ More flexible work schedule	12 responses (5%)	30 responses (10%)
■ Improved bicycling facilities	54 responses (23%)	63 responses (21%)
■ Company vehicle stored at my place of business	7 responses (3%)	11 responses (4%)
■ A secure area to lock my bicycle	39 responses (17%)	43 responses (14%)
■ Extended transit hours	20 responses (9%)	23 responses (8%)
■ Carshare program at work for personal errands	8 responses (3%)	11 responses (4%)
● Employee Responses ⁵ :	2022	2019
	46 responses	94 responses
■ Improved transit service	13 responses (28%)	37 responses (39%)
■ Discounted transit pass	9 responses (20%)	25 responses (27%)
■ Financial incentives to utilize active transportation	16 responses (35%)	22 responses (23%)
■ Uber/Lyft/Taxi credits for use in emergencies	7 responses (15%)	18 responses (19%)
■ Improved walking or running routes	15 responses (33%)	17 responses (18%)
■ More flexible work schedule	7 responses (15%)	14 responses (15%)
■ Improved bicycling facilities	5 responses (11%)	9 responses (10%)
■ Company vehicle stored at my place of business	5 responses (11%)	9 responses (10%)
■ A secure area to lock my bicycle	5 responses (11%)	8 responses (9%)
■ Extended transit hours	6 responses (13%)	4 responses (4%)
■ Carshare program at work for personal errands	5 responses (11%)	4 responses (4%)

⁴ Excludes "None of These" (177 responses)

⁵ Excludes "None of These" (37 responses) and blank (14)

If you often drive alone to Downtown, would any of the following transportation improvements or programs lead you to consider taking alternative options?

2022 (232 responses) vs. **2019** (299 responses)



3.10. PRIORITY TRANSPORTATION INVESTMENTS

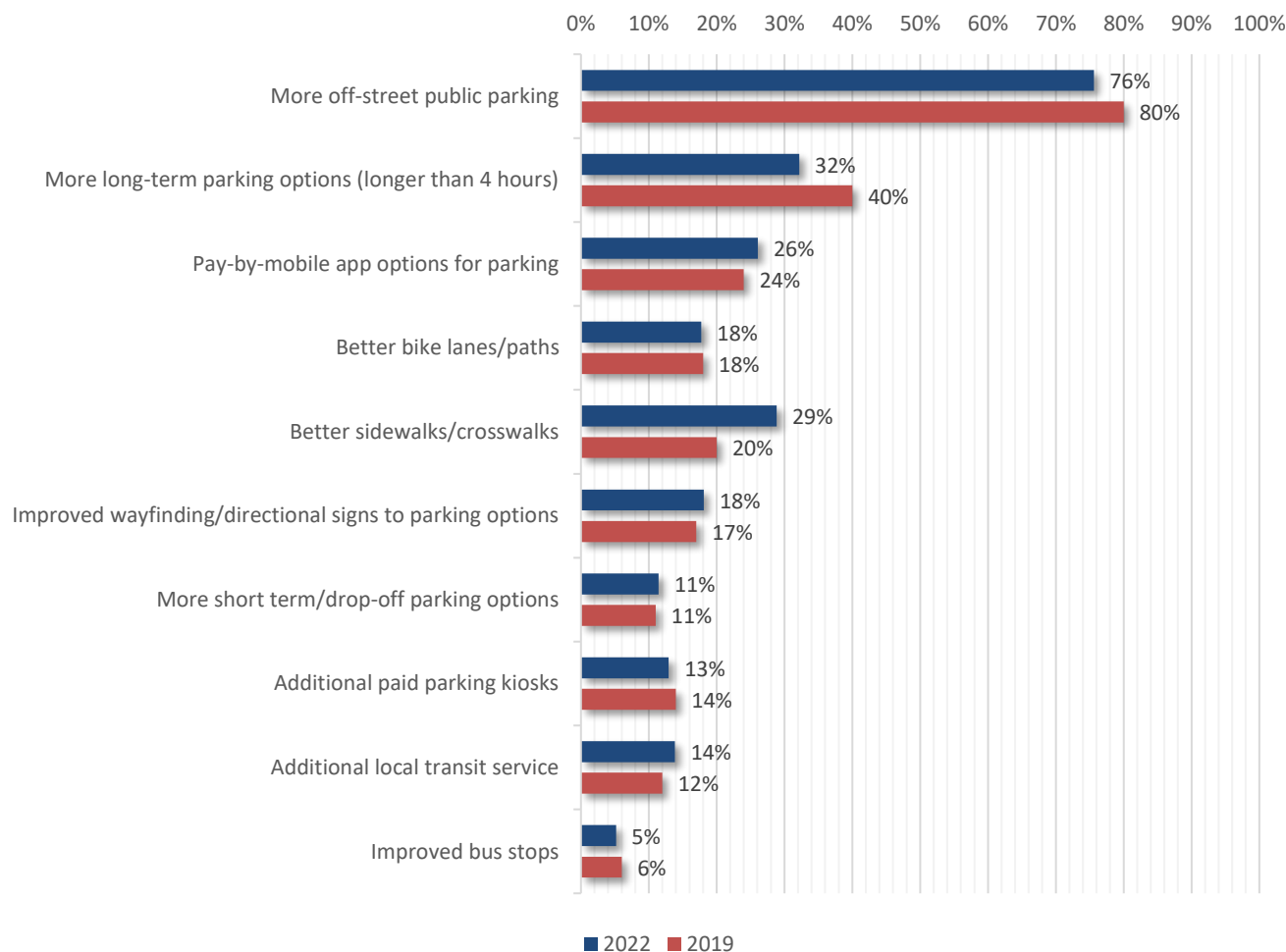
If you could make 3 transportation investments in Downtown Oregon City, what would you add/improve?

- Individual Responses:

	2022	2019
	541 responses	691 responses
■ More off-street public parking	409 responses (76%)	551 responses (80%)
■ More long-term parking options	174 responses (32%)	279 responses (40%)
■ Pay-by-mobile app options for parking	141 responses (26%)	167 responses (24%)
■ Better bike lanes/paths	96 responses (18%)	122 responses (18%)
■ Better sidewalks/crosswalks	156 responses (29%)	138 responses (20%)
■ Improved wayfinding/directional signs	98 responses (18%)	118 responses (17%)
■ More short term/drop-off parking options	62 responses (11%)	78 responses (11%)
■ Additional paid parking kiosks	70 responses (13%)	95 responses (14%)
■ Additional local transit service	75 responses (14%)	85 responses (12%)
■ Improved bus stops	28 responses (5%)	42 responses (6%)

If you could make 3 transportation investments in Downtown Oregon City, what would you add/improve?

2022 (541 responses) vs. 2019 (691 responses)



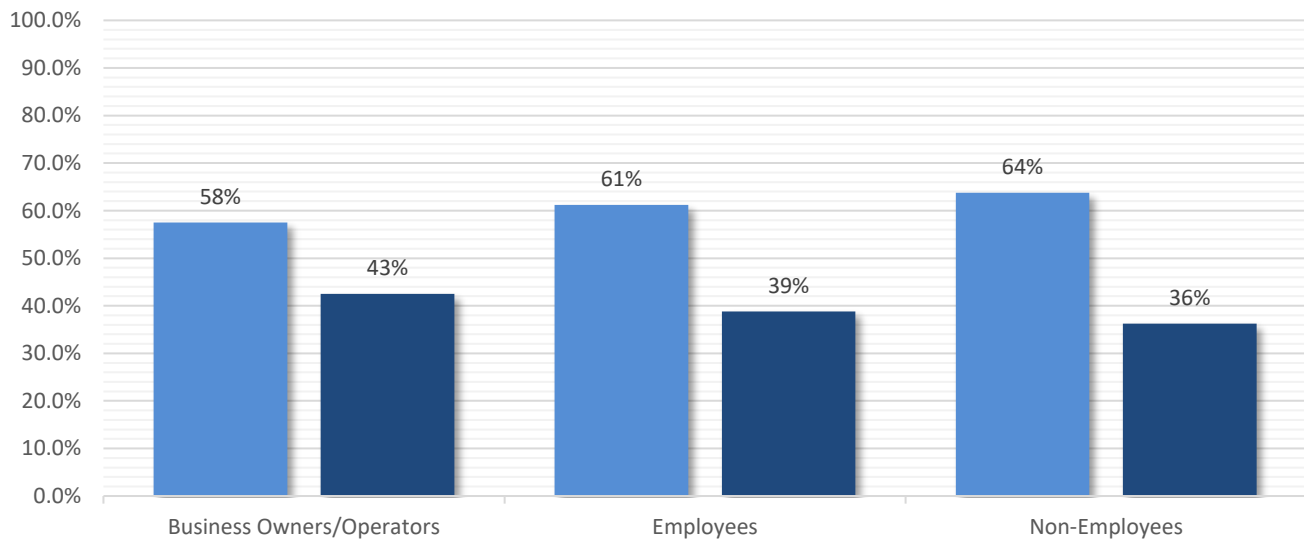
3.11. PARKING LOCATION

Did you use the elevator during any part of your trip?

- **Total Responses:** 536 responses
- **Business Owners/Operators⁶:** 40 responses
 - Yes 17 responses (42%)
 - No 23 responses (58%)
- **Employees⁷:** 49 responses
 - Yes 19 responses (39%)
 - No 30 responses (61%)
- **Non-Employees⁸:** 447 responses
 - Yes 162 responses (36%)
 - No 285 responses (64%)

Did you use the elevator during any part of your trip?

No (338 responses) vs. Yes (198 responses)



⁶ Of the 40 Business Owners/Operators, there are 39 listed as “Employee” and 1 listed as “Non-Employee”, but all are not counted as such in this section.

⁷ An additional 39 responses are listed as “Business Owners/Operators” and “Employee” but are only counted as Business Owners/Operators in this section.

⁸ An additional response is listed as “business Owners/Operators” and “Non-Employee” but is only counted as Business Owners/Operators in this section.

3.12. GENERAL COMMENTS

- **Individual Responses⁹:**

- **Key Priorities**

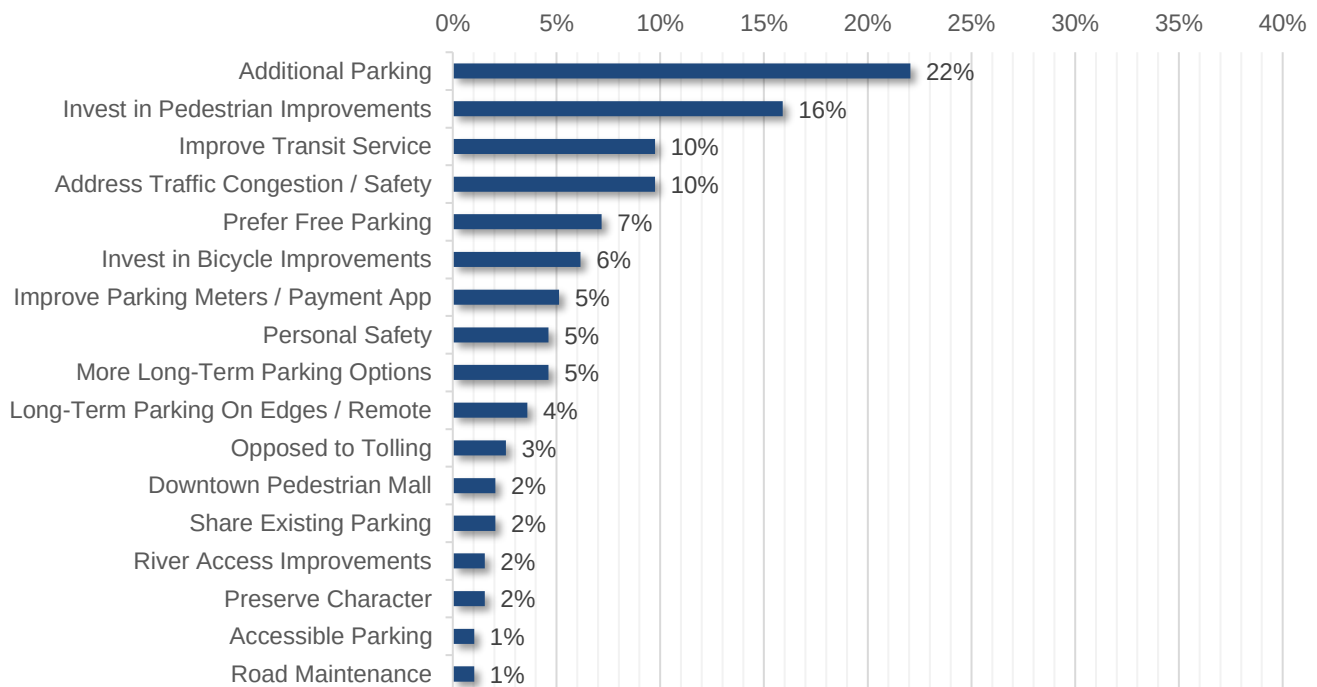
- Additional Parking
- Invest in Pedestrian Improvements
- Improve Transit Service
- Address Traffic Congestion / Safety
- Prefer Free Parking
- Invest in Bicycle Improvements
- Improve Parking Meters / Payment App
- Personal Safety
- More Long-Term Parking Options
- Long-Term Parking on Edges / Remote
- Opposed to Tolling
- Downtown Pedestrian Mall
- Share Existing Parking
- River Access Improvements
- Preserve Character
- Accessible Parking
- Road Maintenance

2022

195 comments¹⁰

43 comments (22%)
 31 comments (16%)
 19 comments (10%)
 19 comments (10%)
 14 comments (7%)
 12 comments (6%)
 10 comments (5%)
 9 comments (5%)
 9 comments (5%)
 7 comments (4%)
 5 comments (3%)
 4 comments (2%)
 4 comments (2%)
 3 comments (2%)
 3 comments (2%)
 2 comments (1%)
 2 comments (1%)

General Comment Categories
(196 Comments)



⁹ Count of respondents electing to provide an optional written comment

¹⁰ Comments added to up to 3 categories, so categorization does not add up to number of comments provided

4.0 Downtown Employees

4.1. OVERVIEW

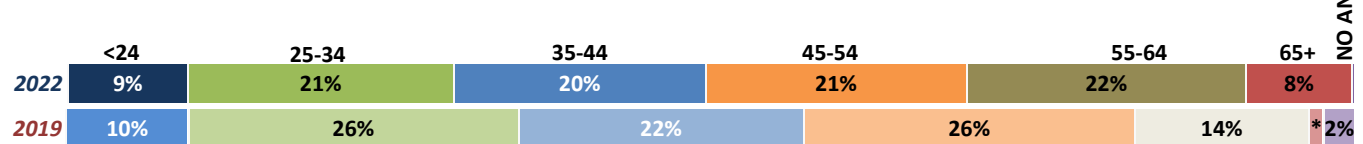
	2022	2019
● Downtown Employee Responses:	97 individuals	198 individuals
■ Business Owners/Operators Included in Sample:	42 individuals (43%)	35 individuals (18%)

4.2. DEMOGRAPHICS

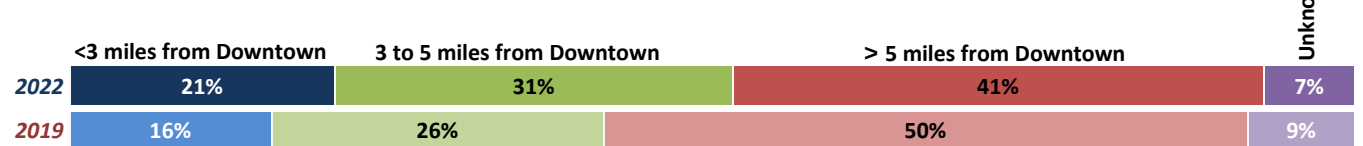
Gender Identity



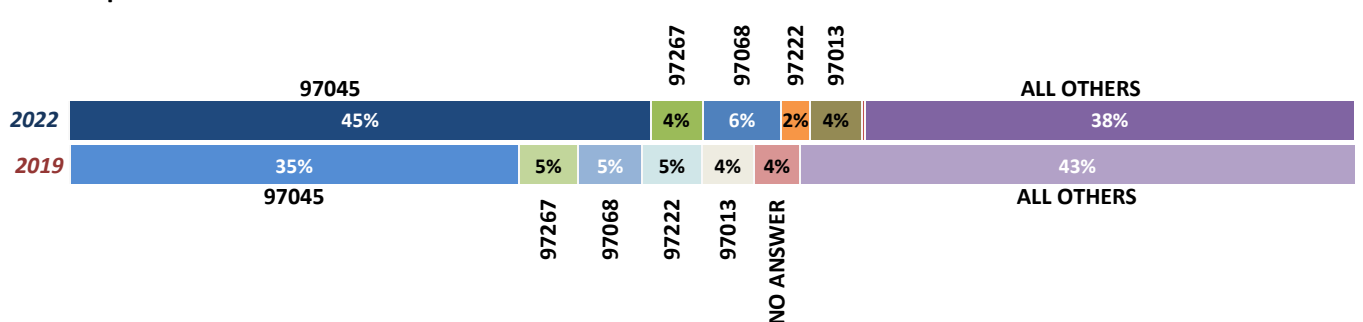
Age



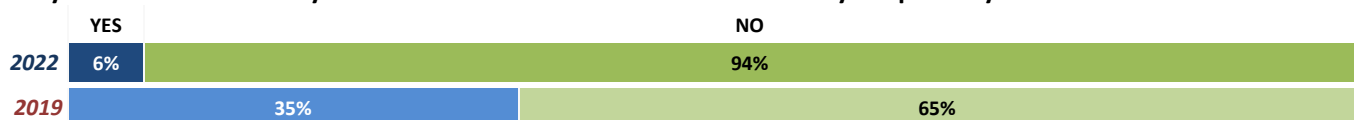
Home Location



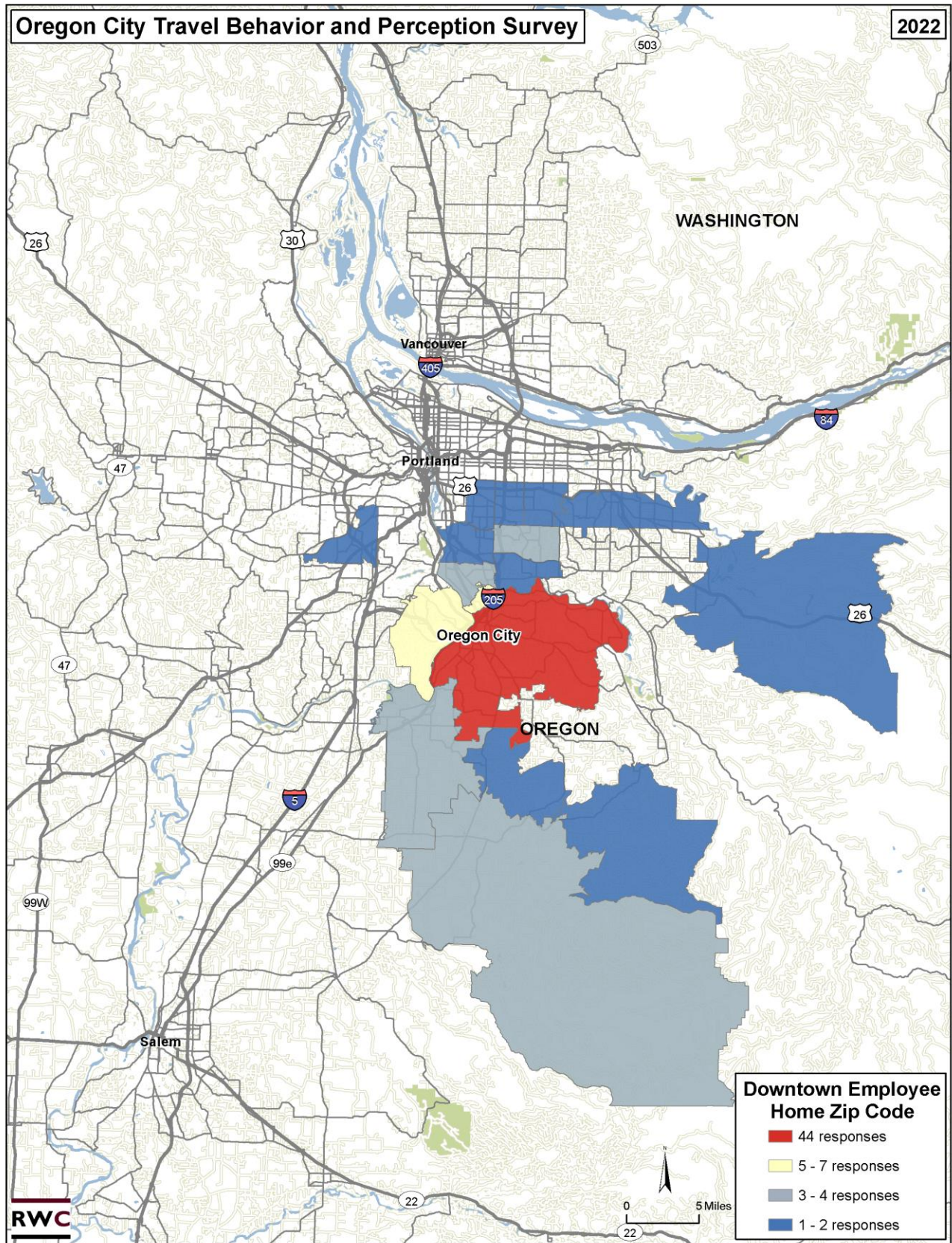
Home Zip Code



Do you work at the County Courthouse or visit the Courthouse most days as part of your work?



*≤1%

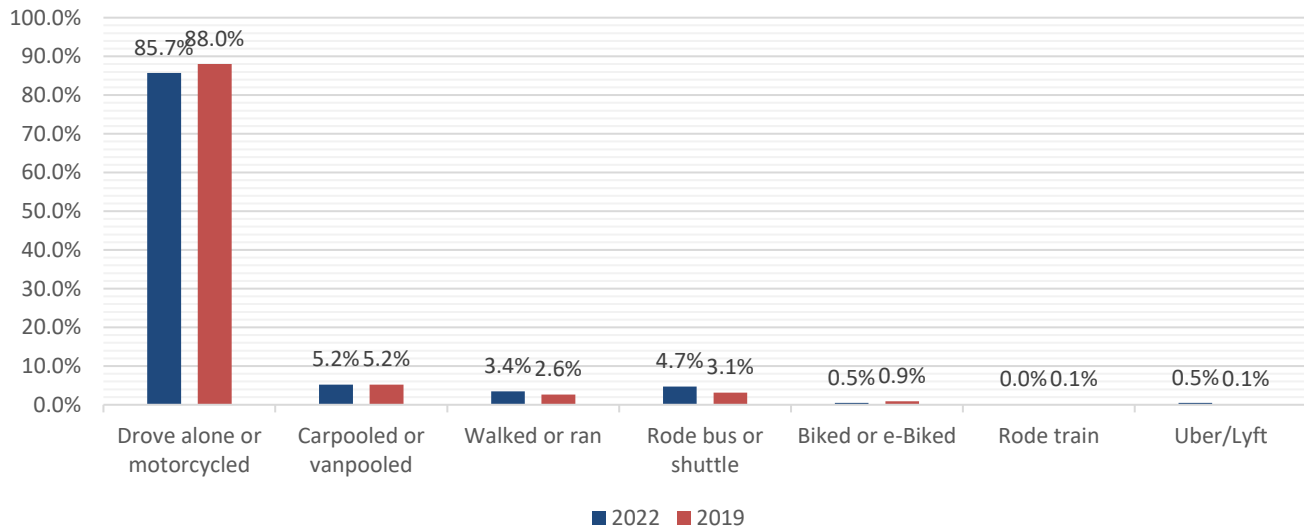


4.3. COMMUTE MODE BY DAY OF WEEK - WEEKDAY

Thinking of a recent typical week, how did you travel to work each day during the week? Select only one means of transportation for each day. If you used more than one on any day, select the means of transportation you traveled the farthest on.

	2022	2019
• Downtown Employee Responses:	97 responses	198 responses
• Total Potential Weekday Trips:	485 trips	990 trips
• Reported Weekday Trips¹¹:	406 trips	883 trips
■ Drove alone or motorcycled:	348 trips (85.7%)	777 trips (88.0%)
■ Carpooled or vanpooled:	21 trips (5.2%)	46 trips (5.2%)
■ Walked or ran:	14 trips (3.4%)	23 trips (2.6%)
■ Rode bus:	19 trips (4.7%)	27 trips (3.1%)
■ Bike or e-biked:	2 trips (0.5%)	8 trips (0.9%)
■ Rode train:	-	1 trip (0.1%)
■ Uber/Lyft:	2 trips (0.5%)	1 trip (0.1%)
• Including Work from Home Trips in Total:	429 trips	901 trips
■ Work from home:	23 (5.4%)	18 trips (2.0%)

Employee Work Trips - Weekday
2022 (406 trips) vs. 2019 (883 trips)



¹¹ "Worked from home or elsewhere off site" (23), "Regular Day Off" (45) and Blank responses (11) are excluded from the total number of reported weekday trips.

Table 1: Weekday (Mon-Fri) Work Trips by Reported Commute Distance – 2022 vs. 2019

	Average ¹²	< 3 Miles	3-5 Miles	> 5 Miles
Drove alone or motorcycled	85.7% 88.0%	87.8% 76.9%	88.1% 94.8%	93.1% 90.2%
Carpooled or vanpooled	5.2% 5.2%	1.1% 3.7%	11.9% 1.7%	4.4% 6.3%
Walked or ran	3.4% 2.6%	11.1% 14.9%	- 1.3%	0.6% -
Rode bus	4.7% 3.1%	- 1.5%	- 2.2%	- 2.2%
Biked or e-biked	0.5% 0.9%	- 2.2%	- -	0.6% 1.1%
Rode train	- 0.1%	- 0.7%	- -	- -
Uber/Lyft	0.5% 0.1%	- -	- -	1.3% 0.1%
Total Trip Count:	406 883	90 134	109 232	160 448

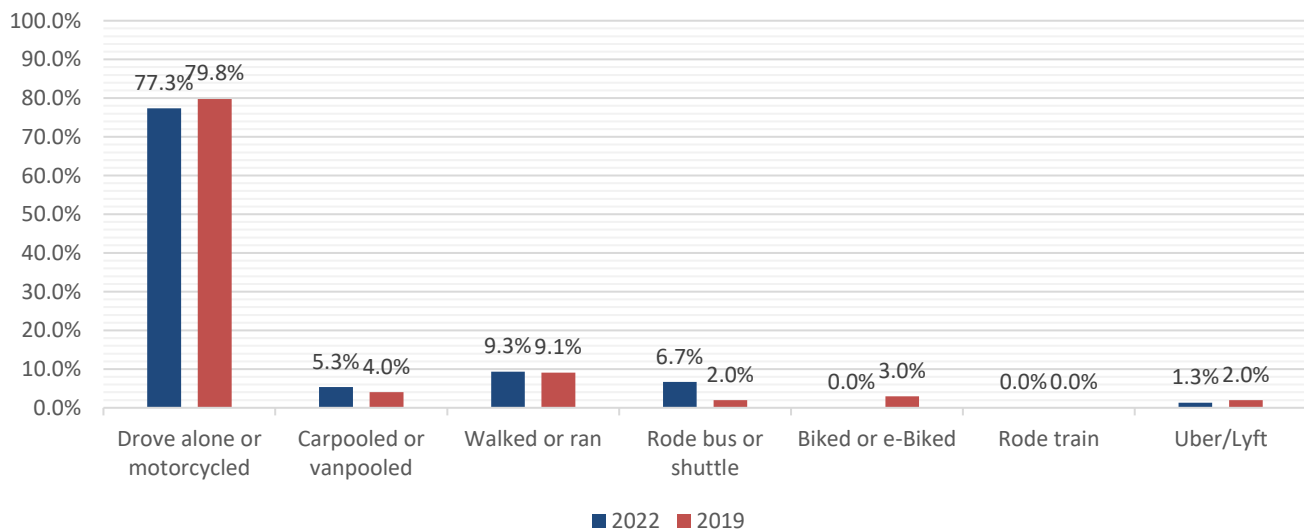
¹² Includes 47 reported trips without a specified travel distance.

4.4. COMMUTE MODE BY DAY OF WEEK - WEEKEND

Thinking of a recent typical week, how did you travel to work each day during the week? Select only one means of transportation for each day. If you used more than one on any day, select the means of transportation you traveled the farthest on.

	2022	2019
● Downtown Employee Responses:	97 responses	198 responses
● Total Potential Weekend Trips:	194 trips	396 trips
● Reported Weekend Trips¹³:	75 trips	99 trips
■ Drove alone or motorcycled:	58 trips (77.3%)	79 trips (79.8%)
■ Carpooled or vanpooled:	4 trips (5.3%)	4 trips (4.0%)
■ Walked or ran:	7 trips (9.3%)	9 trips (9.1%)
■ Rode bus:	5 trips (6.7%)	2 trips (2.0%)
■ Bike or e-biked:	-	3 trips (3.0%)
■ Rode train:	-	-
■ Uber/Lyft:	1 trip (1.3%)	2 trips (2.0%)
● Including Work from Home Trips in Total:	78 trips	102 trips
■ Work from home:	3 (3.8%)	3 trips (2.9%)

Employee Work Trips - Weekend
2022 (75 trips) vs. 2019 (99 trips)



¹³ "Worked from home or elsewhere off site" (3), "Regular Day Off" (108) and Blank responses (8) are excluded from the total number of reported weekend trips.

Table 2: Weekend (Sat-Sun) Work Trips by Reported Commute Distance – 2022 vs. 2019

	Average ¹⁴	< 3 Miles	3-5 Miles	> 5 Miles
Drove alone or motorcycled	77.3% 79.8%	79.2% 70.4%	94.1% 84.6%	81.8% 82.9%
Carpooled or vanpooled	5.3% 4.0%	- 7.4%	5.9% -	13.6% 5.7%
Walked or ran	9.3% 9.1%	20.8% 18.5%	- 15.4%	4.5% -
Rode bus	6.7% 2.0%	- -	- -	- 2.9%
Biked or e-biked	- 3.0%	- 3.7%	- -	- 5.7%
Rode train	- -	- -	- -	- -
Uber/Lyft	1.3% 2.0%	- -	- -	- 2.9%
Total Trip Count:	75 99	24 27	17 26	22 35

¹⁴ Includes 11 reported trips without a specified travel distance.

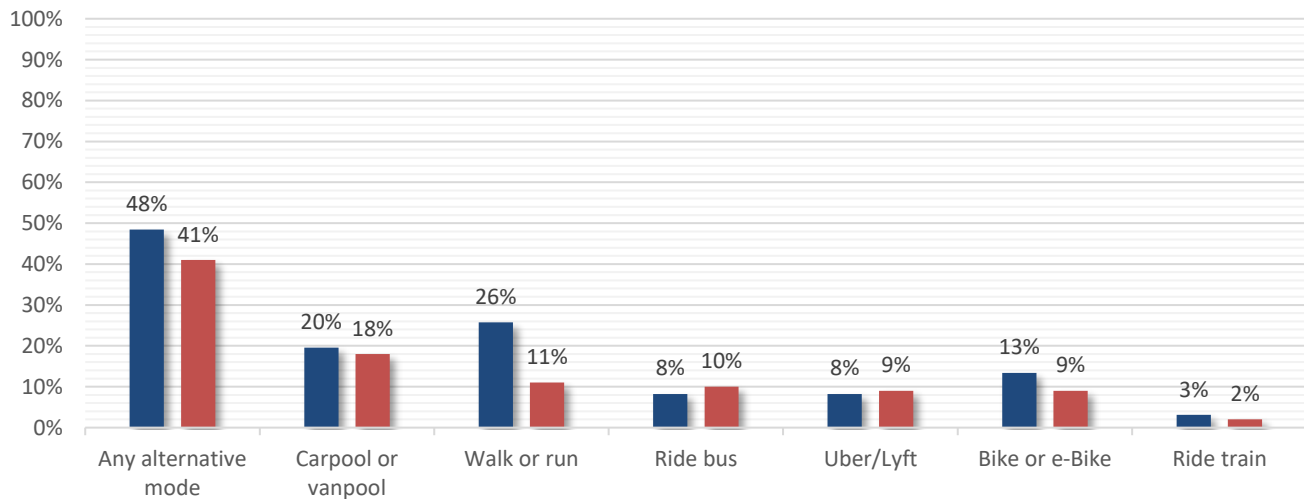
4.5. USE OF ALTERNATIVE MODES

Other than modes you selected for a typical week, are there other modes that you use throughout the year (i.e., sometimes use during a different season)?

	2022	2019
● Sometimes Use Alternative Modes¹⁵:	47 individuals (48%)	81 individuals (41%)
● Reported Usage of Alternative Modes:		
■ Carpool or vanpool:	19 individuals (20%)	36 individuals (18%)
■ Walk or run:	25 individuals (26%)	22 individuals (11%)
■ Ride bus:	8 individuals (8%)	20 individuals (10%)
■ Uber/Lyft:	8 individuals (8%)	18 individuals (9%)
■ Bike or e-bike:	13 individuals (13%)	17 individuals (9%)
■ Ride train:	3 individuals (3%)	2 individuals (2%)

Other than drive alone trips, are there other modes that you use throughout the year?

2022 (97 responses) vs. 2019 (198 responses)



¹⁵ Includes individuals who reported using an alternative mode either in their trip diary or occasionally.

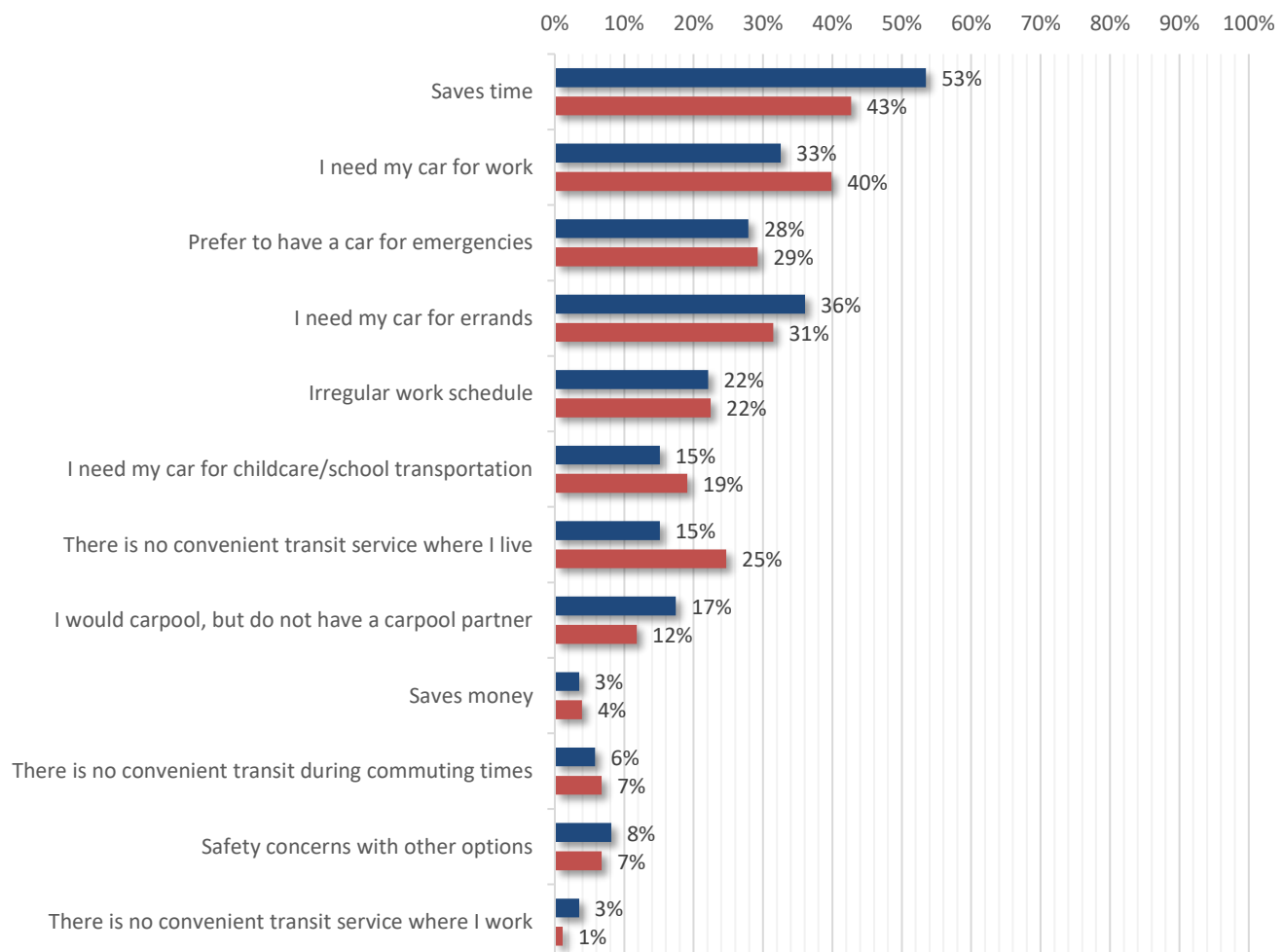
4.6. REASONS FOR DRIVING ALONE

If you typically drive alone to work, mark up to three reasons for making that choice.

	2022	2019
● Employee Responses:	86 responses	178 responses
■ Saves time	46 responses (53%)	76 responses (43%)
■ I need my car for work	28 responses (33%)	71 responses (40%)
■ Prefer to have a car for emergencies	24 responses (28%)	52 responses (29%)
■ I need my car for errands	31 responses (36%)	56 responses (31%)
■ Irregular work schedule	19 responses (22%)	40 responses (22%)
■ I need my car for childcare/school transportation	13 responses (15%)	34 responses (19%)
■ There is no convenient transit service where I live	13 responses (15%)	44 responses (25%)
■ I would carpool, but do not have a carpool partner	15 responses (17%)	21 responses (12%)
■ Saves money	3 responses (3%)	7 responses (4%)
■ There is no convenient transit during commuting	5 responses (6%)	12 responses (7%)

If you typically drive alone to work, mark up to three reasons for making that choice.

2022 (86 responses) vs. **2019** (178 responses)



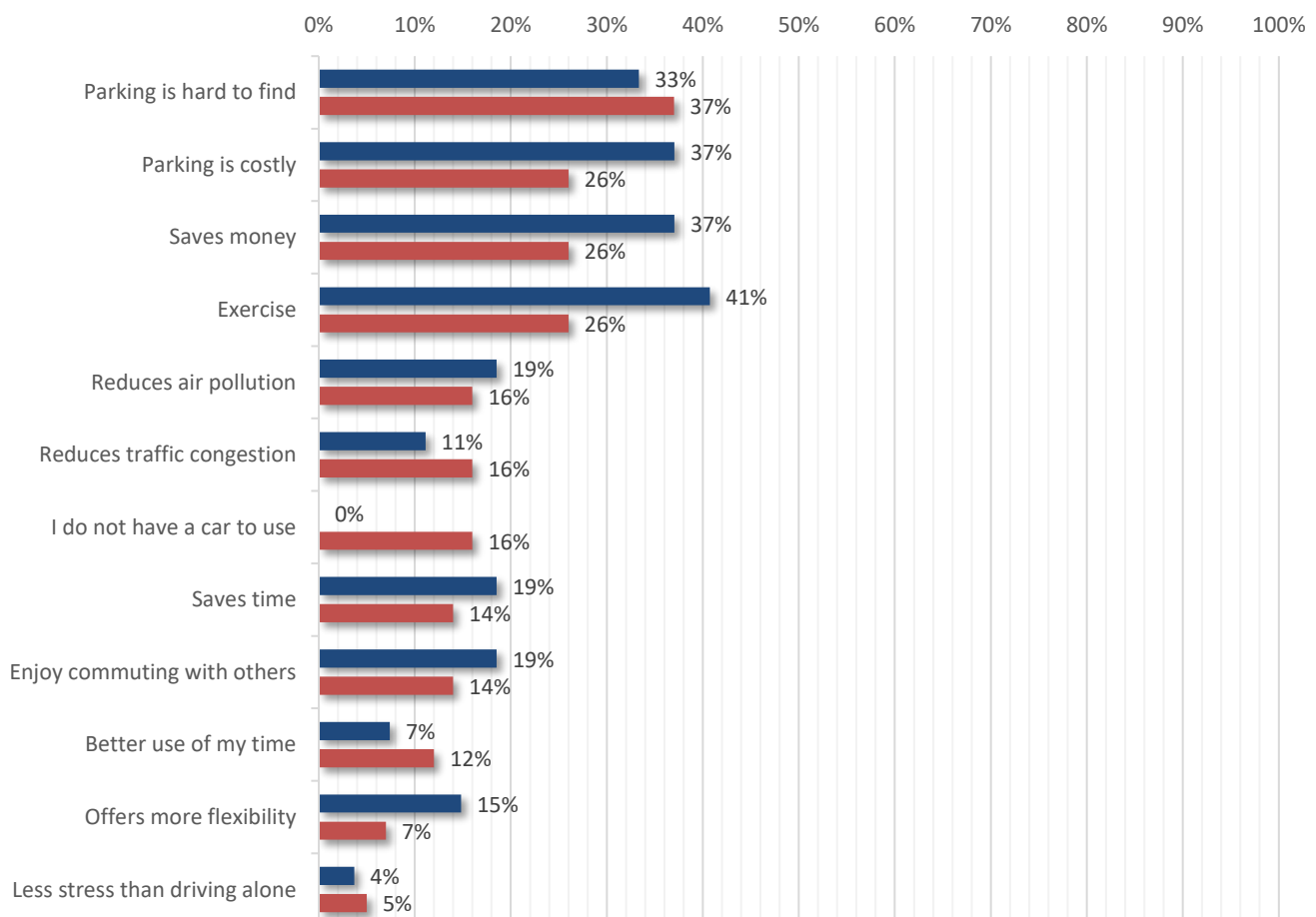
4.7. REASONS FOR COMMUTING BY ALTERNATIVE MODES

If you often travel by alternative modes, mark up to three reasons for choosing that method.

	2022	2019
● Employee Responses:	27 responses	43 responses
● Reported Reasons:		
■ Parking is hard to find	9 responses (33%)	16 responses (37%)
■ Parking is costly	10 responses (37%)	11 responses (26%)
■ Saves money	10 responses (37%)	11 responses (26%)
■ Exercise	11 responses (41%)	11 responses (26%)
■ Reduces air pollution	5 responses (19%)	7 responses (16%)
■ Reduces traffic congestion	3 responses (11%)	7 responses (16%)
■ I do not have a car to use	-	7 responses (16%)
■ Saves time	5 responses (19%)	6 responses (14%)
■ Enjoy commuting with others	5 responses (19%)	6 responses (14%)
■ Better use of my time	2 responses (7%)	5 responses (12%)
■ Offers more flexibility	4 responses (15%)	3 responses (7%)
■ Less stress than driving alone	1 response (4%)	2 responses (5%)

If you often travel by alternative modes, mark up to three reasons for choosing that method.

2022 (27 responses) vs. **2019** (43 responses)



5.0 Business Owners/Operators

5.1. OVERVIEW

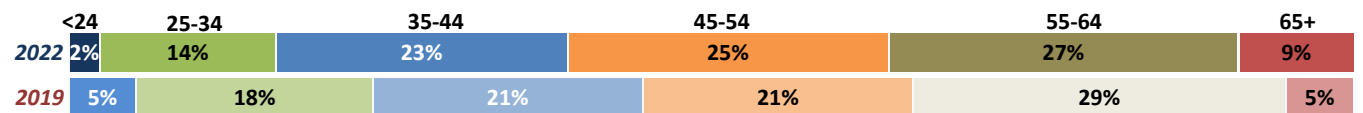
	2022	2019
● Business Owner/Operator Responses:	44 responses	38 responses
■ Businesses Represented:	44 businesses	37 businesses

5.2. DEMOGRAPHICS

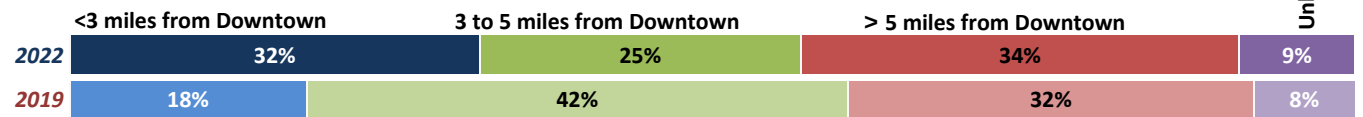
Gender Identity



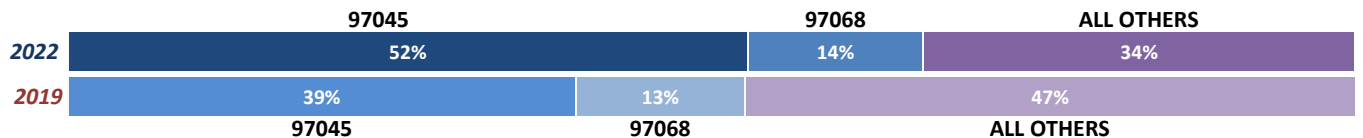
Age



Home Location



Home Zip Code



5.3. PRIMARY BUSINESS

What is your organization's primary business?

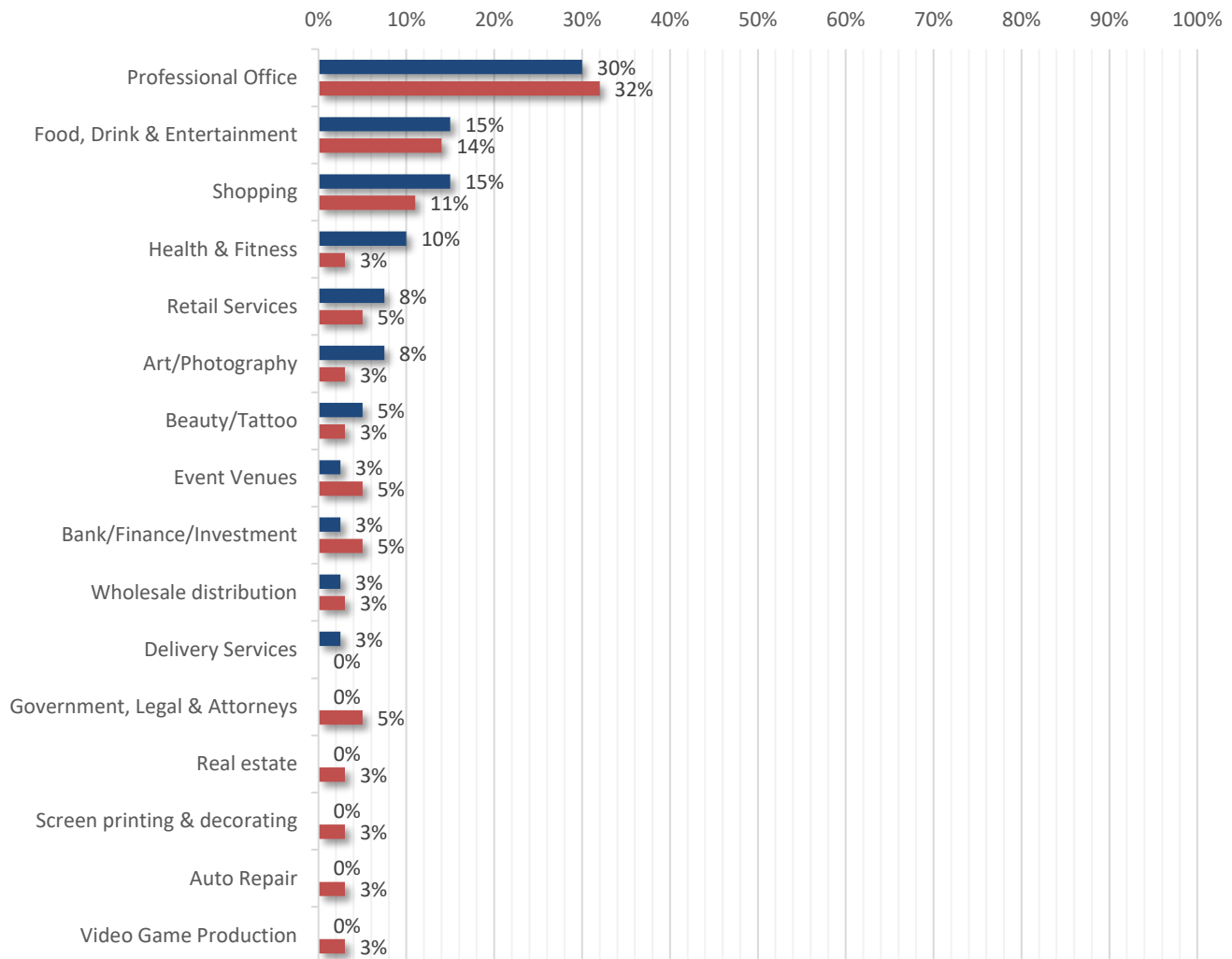
- Businesses Represented:**

2022
44 businesses

2019
37 businesses

What is your organization's primary business?

2022 (40 responses) vs. **2019** (37 responses)



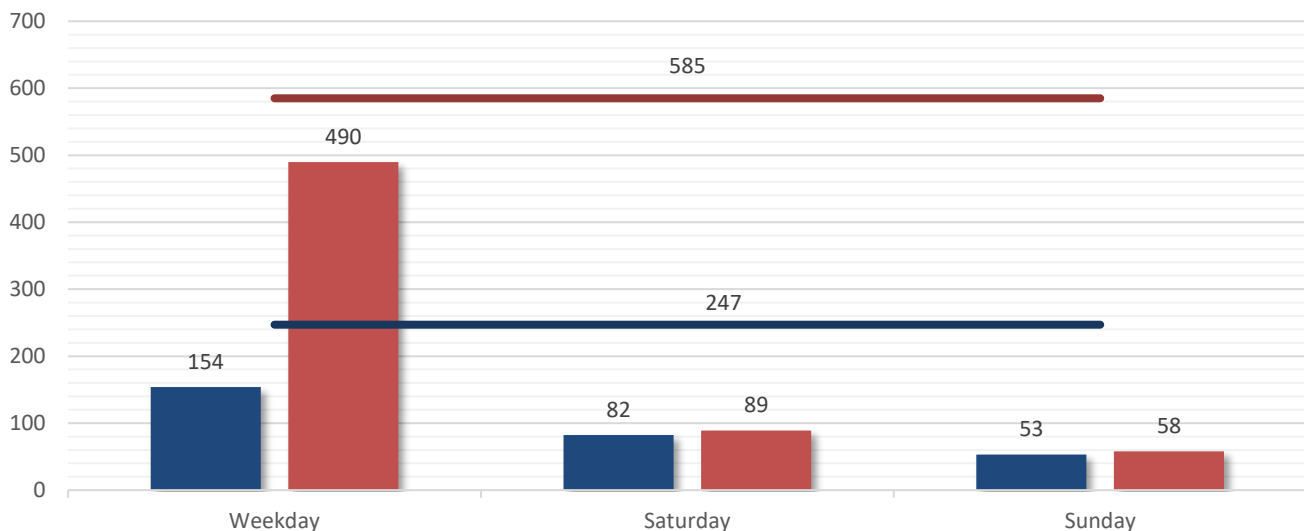
5.4. EMPLOYEE COUNTS

Currently, how many Total Employees (both full-time and part-time) work for your business in Downtown Oregon City? If multiple locations, only include employees who work in Downtown Oregon City. How many employees are typically on site on Weekdays/Saturdays/Sundays?

	2022	2019
• Total Reported Downtown Employees (Full Time + Part Time):	247 employees	585 employees
• Median Employees per Business:	3 employees	6 employees
• Largest Employee Counts Reported (On Site on Weekdays)¹⁶		
■ Abernathy Center	20 employees	
■ One Child Matter	20 employees	
■ Rede Group	10 employees	
■ Great Grins for Kids	9 employees	
■ 7LFreight	8 employees	
■ Clackamas Auto Parts	8 employees	
• Weekday		
■ Reported Number of Employees	154 employees	490 employees
■ Percentage of Total Report Employees	62%	84%
• Saturday		
■ Reported Number of Employees	82 employees	89 employees
■ Percentage of Total Report Employees	33%	15%
• Sunday		
■ Reported Number of Employees	53 employees	58 employees
■ Percentage of Total Report Employees	21%	10%

How Many Employees Are Typically On Site Each Day?

2022 (44 Responses) vs. 2019 (37 responses)



¹⁶ 2019 largest employers included Clackamas County Courthouse (250), Supergenius (28), Community Solutions for Clackamas County (20), ZCS Engineering (20), Elements of Style Salon (16), Trellis (15), and US Bank (15).

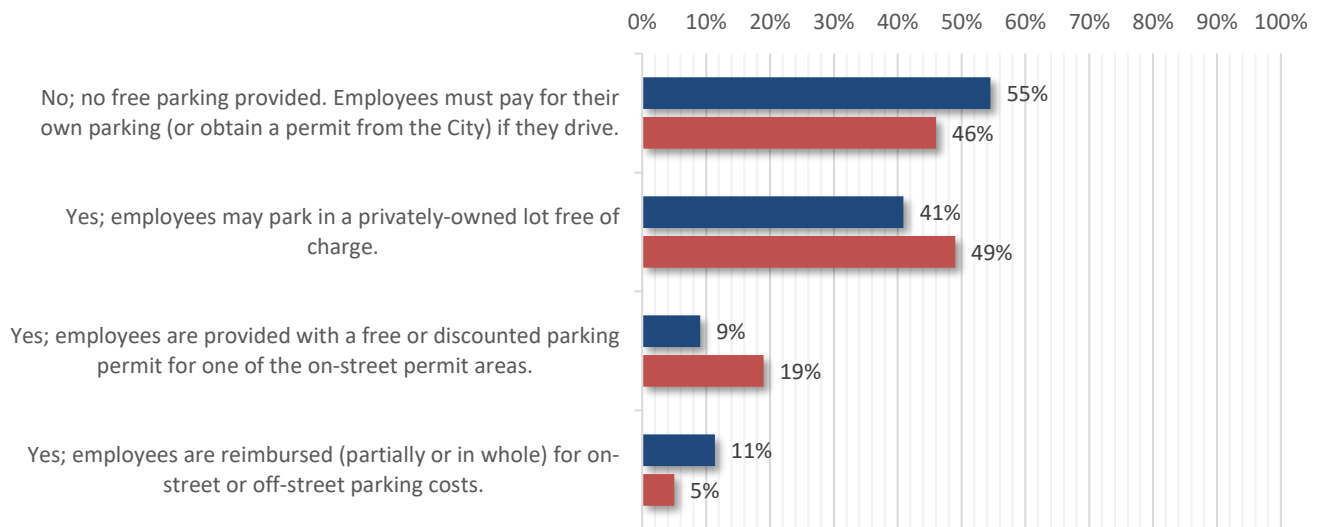
5.5. PARKING SUBSIDY

Does your organization Provide Free or Subsidized Parking for employees?

	2022	2019
● Business Responses¹⁷:	44 businesses	37 businesses
■ No Parking Provided:	24 businesses (55%)	17 businesses (46%)
■ Provides Free Off-Street Private Parking:	18 businesses (41%)	18 businesses (49%)
■ Provides Free or Discounted On-Street Permit:	4 businesses (9%)	7 business (19%)
■ Business Reimburses for Parking Permits:	5 businesses (11%)	2 businesses (5%)

Does your organization provide free or subsidized parking for employees?

2022 (44 responses) vs. 2019 (37 responses)



¹⁷ Multiple responses allowed; values do not total 100%

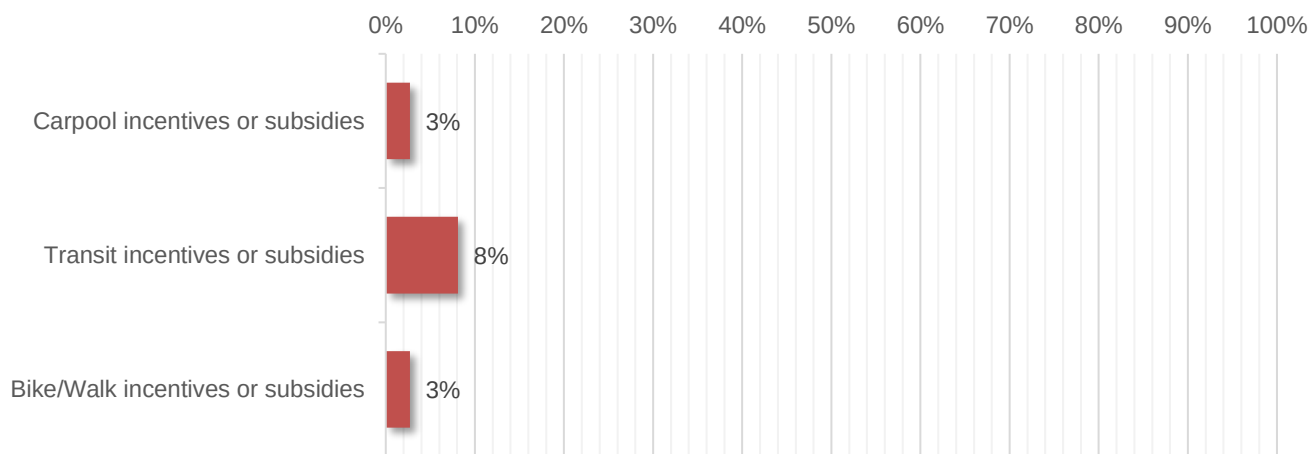
5.6. ALTERNATIVE MODE INCENTIVES AND SUBSIDIES

Does your organization provide incentives or subsidies for Carpooling/Taking Transit/Biking/Walking?

	2022	2019
● Business Responses ¹⁸ :	44 businesses	37 businesses
■ Carpool Incentive or Subsidy:	-	1 business (3%)
■ Transit Incentive or Subsidy:	-	3 businesses (8%)
■ Bike/Walk Incentive or Subsidy:	-	1 business (3%)

Does your organization provide incentives or subsidies for commuting by alternative modes?

2019 (38 Responses)

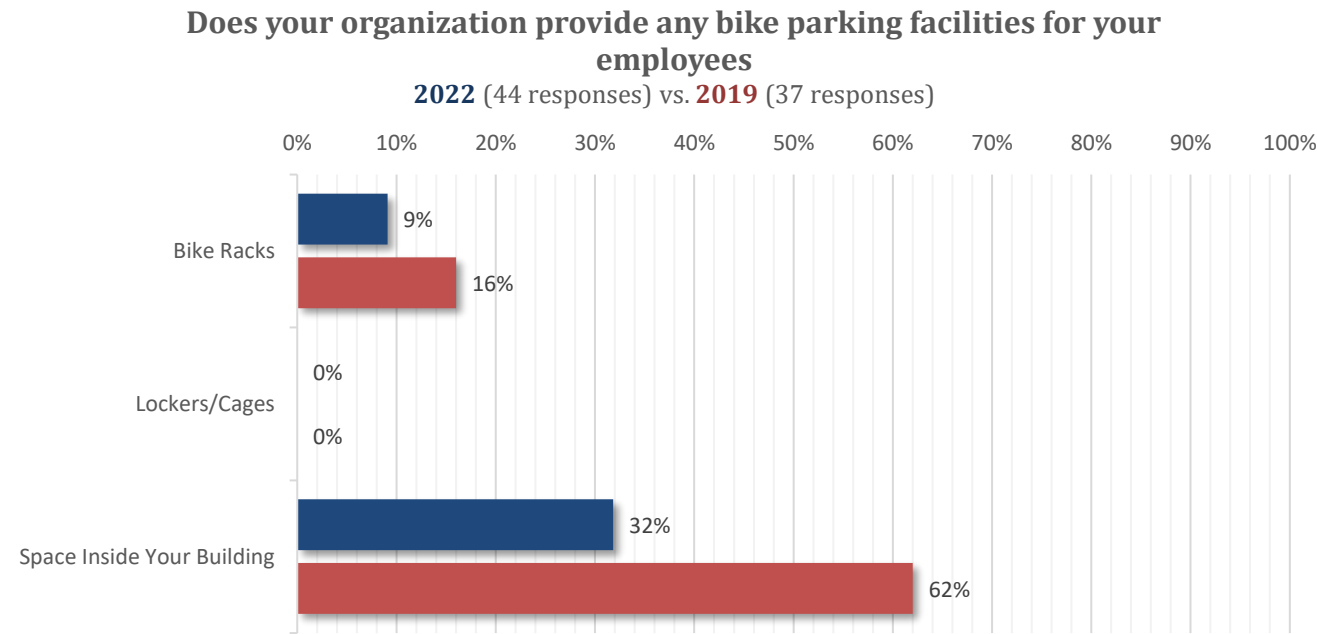


¹⁸ Multiple responses allowed; values do not total 100%

5.7. BIKE PARKING FOR EMPLOYEES

Does your organization provide incentives or subsidies for Carpooling?

	2022	2019
● Business Responses:	44 businesses	37 businesses
■ Bike Racks	4 businesses (9%)	6 businesses (16%)
■ Space Inside Building	14 businesses (32%)	23 businesses (62%)



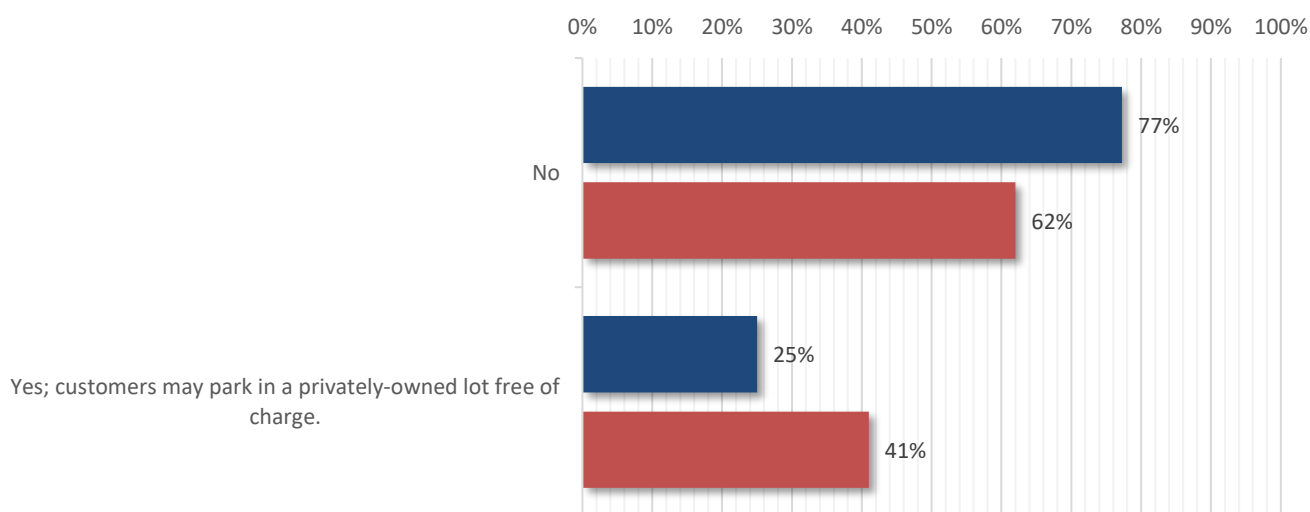
5.8. CUSTOMER PARKING

Does your organization Provide Free or Subsidized Parking for customers? If so, what type of parking.

	2022	2019
● Business Responses:	44 businesses	37 businesses
■ No	34 businesses (77%)	23 businesses (62%)
■ Yes, privately-owned lot	11 businesses (25%)	15 businesses (41%)

Does your organization provide free or subsidized parking for customers?

2022 (44 Responses) vs. 2019 (37 responses)



5.9. LEVEL OF SATISFACTION

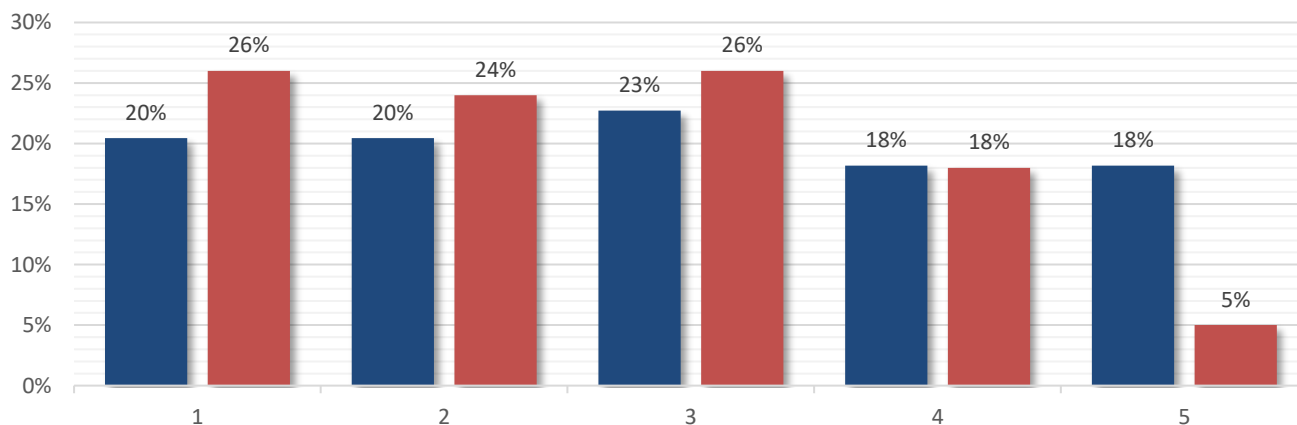
How satisfied are you with Downtown Oregon City as a place to own/operate a business with respect to the available parking and transportation options?

	2022	2019
● Individual Responses:	44 individuals	38 individuals
■ 1 (Very Dissatisfied)	9 individuals (20%)	10 individuals (26%)
■ 2	9 individuals (20%)	9 individuals (24%)
■ 3	10 individuals (23%)	10 individuals (26%)
■ 4	8 individuals (18%)	7 individuals (18%)
■ 5 (Very Satisfied)	8 individuals (18%)	2 individuals (5%)
● Average Response:	2.9 out of 5.0	2.5 out of 5.0

How satisfied are you with Downtown Oregon City as a place to own/operate a business with respect to the available parking and transportation options?

1 = Very Dissatisfied; 5 = Very Satisfied

2022 (44 responses) vs. **2019** (38 responses)



6.0 APPENDIX A: Table of General Comments

I would love to have more sidewalks from top of hill Linn Ave to Downtown. We're a homeschool family with 1 vehicle, would be awesome to safely walk to the library with my kiddos while my husband is at work. I still think they should build a separate pedestrian bridge over to West Linn. More parking	Additional Parking	
	Invest in Pedestrian Improvements	✓
	Improve Transit Service	
	Address Traffic Congestion / Safety	
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	

Hi there! I ride my bike from SE Portland to Oregon City along the Trolley Trail frequently (at least once a month, more frequently—almost once a week—in the summer). I like to explore the streets and roads of Oregon City by bike and over the last couple of years I've improved my fitness (I'm 53) so that I am able to ride up the steep streets, but I would be more inclined to ride through Oregon City and make stops at restaurants and cafes and bike shops (is there a bike shop? I can't believe I don't know!) if the roads were a little safer and the connections made more sense. However, there are some very unfriendly and dangerous connections between Gladstone and downtown OC and between downtown and any of the roads further south and east that I like to ride on. Connections to Forsythe, Abernathy, Redland, and Beavercreek all have scary moments when a cyclist is exposed to dangerous traffic and extremely pitted road surfaces. There is also almost no safe way to get from the south, riding north from the Canby Ferry, for instance, on Central Point Road, S. End Road, or Singer Road, where descents are really crazy with almost no shoulder, to the downtown area. I have finally discovered the Washington St descent, which is by far the safest way off the bluff once you get to that part of OC. I tried the trail through Waterboard park, but that is not friendly to cyclists past about halfway. That trail seems like an ideal place to develop a multi-use path to

✓

upper Oregon City as it is already blocked to cars. As for making a Willamette River crossing safer? I don't know what the solution should be, but going in the uphill direction in the same lane with traffic is not fun at all. Downhill is less scary because I can travel it faster and get it over with!

I love Oregon City. I come down frequently to shop at Wally's Music, walk along the bluff and visit natural areas like Canemah to paint and draw, explore downtown shopping, and as I said above, to ride my bike up and down and through the quaint and charming residential areas and parks. The day I met the volunteer handing out the survey, it occurred to me that one of the reasons I love Oregon City, why it appeals to me, is that the architecture and infrastructure are necessarily informed by the interesting geology and geography of the place. These same qualities pose challenges to city planners, I know, but I hope that some innovative thinking can be applied to the problems that make car-less enjoyment difficult. I'll be eagerly looking forward to visiting you in the future! Thanks for the opportunity to comment!

I look forward to seeing what can be done with the old Blue Heron site.

I love the variety of shops and dining options. Wish there were a few more budget friendly dining options but I realize it costs money to have quality establishments. I'd rather have a safe, attractive Main Street and



food truck corner to enjoy than cheap run down store fronts. (In the same way, I don't like seeing so many ratio, vape, liquor related businesses. Keep it classy, professional and family friendly OC! :) Improve flow of Main St traffic, at 14th St, 10th st, bridge and end of Main/99e by the mill. The Oregon City Loop Trail is an important connection into downtown Oregon City! Fix the roads for vehicle travel. I love downtown OC restaurants, shopping, etc. but go elsewhere because of lack of public parking I do not like to use an app to pay for parking. I would visit downtown more if there were better parking. Can even be up the hill & take the elevator. Really hoping to see pedestrian /bicycle bridge connecting to 10th street, with straight shot across river. Switchbacks create safety hazards (including hiding for criminal attacks) and difficulty for mobility challenged.

more off street parking or a parking structure that is free like in downtown Lake Oswego. Parking is terrible and I don't have time to figure out a transit system. I have to park several blocks from where I need to go. On demand or frequent Transit with bike racks up the hill (South End or Telford) would be great. Impossible for person with mobility problems (and no handicap parking permit) to self drive and park for jury duty. Allow reversing of meters

I love OC!

I am hoping that Blue Heron will have a parking lot with a shuttle. Free parking during the days. Business in downtown oc seems dead during the week until after 4. I used to come here to eat lunch daily but the options are so slim now.

A cable system transport over the river would be wonderful, after you get off the elevator, a 4 person capsule or so.

Parking is really hard for people that have to work in downtown and aren't able to move their car every 2/4 hours. Shouldn't get parking tickets for working. Should not get towed from parking in defunct US bank lot Great City to live													✓											
It would be very helpful to add a better crossing/cross walk between the elevator tunnel and 7th street		✓																						
The crosswalk off the elevator (on railroad avenue)needs to be better protected for pedestrians. Having more off street parking might enable one way bike lanes on Railroad and Main to allow for a more bicycle friendly downtown. Space is tight so not sure if there is room.... More plants!!		✓				✓																		
I would love to see parts of downtown closed to cars completely like they are during festival events. We could encourage more outdoor gathering/dining/entertainment.		✓										✓							✓					
	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment

[illegible]

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
Make the crosswalks safer at 10th and Main, 12th and Main, 14th and Main. Especially the 14th and Main intersection. It's dangerous to be a pedestrian there.		✓																						
Life long oc resident																							✓	
Doesn't appear to be a bus route near my home that goes downtown.			✓																					
Fix the turn at the tunnel. No turning at that light.				✓																				
Somehow the parking has to be addressed especially for seniors/disabled persons/ or people with small children. We tend to avoid downtown because it's just not worth the hassle and with the horrible roundabout coming we will avoid downtown even more	✓															✓								
More sidewalks and bike paths would be a major plus for the future of Oregon City. Walking beyond the bridge and the immediate main drag are a bit sketchy and could be improved		✓				✓																		
Oregon City needs a parking garage in the downtown area.	✓																							

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
Bridge to West Linn is to narrow and the back up of traffic through there .	✓			✓																				
With the mill project, include a parking garage																								
Thanks for doing this!																								✓
A free trolley would be really fun. The individuals struggling with homelessness are starting to impact how safe downtime OC feels, though			✓					✓																
We enjoyed the exhibit on the glass at the top of the elevator																								✓
Need real options to link Oregon city and west Linn by foot, bike, transit.		✓	✓			✓																		
My family (two adults and two children) would make many more trips to downtown OC if there were safer bike routes. The route between our home is mostly ok, but there are several pinch points that make it treacherous to bike with kids. If there were more dedicated bike lanes or paths it would increase our number of trips to downtown OC by bike, and likely overall.						✓																		

I enjoy downtown OC & go often! It's way better than our downtown Willamette. One area of concern is coming through the 99E tunnel entering OC & making a blind right turn onto Railroad Ave where you are immediately confronted with the pedestrian tunnel crosswalk!!!! Convenient to have the crosswalk there as you exit/enter the pedestrian tunnel, sure, but for safety purposes the crossing could be moved further down the street away from the blind corner. I don't like to go near the transit center because of the homeless population that tend to congregate near there. There have been great improvements to downtown Oregon City, especially places to eat or have a cup of coffee. I feel safe and would recommend family and friends to explore this city.	Additional Parking	
	Invest in Pedestrian Improvements	✓
	Improve Transit Service	
	Address Traffic Congestion / Safety	
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	✓
	More Long-Term Parking Options	
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	✓

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
It would be nice to have a cobblestone path with only human traffic nearby. It would make all of the shops more accessible and make our area look a bit more upscale. Many folks do not like going downtown because it is too difficult to find parking. Shops are losing business. Let's showcase our community. Make it a destination to be proud of.		✓								✓		✓												
We would spend more time downtown if parking was easier. Parking enforcement is not consistent. Some areas are given more over the allotted time leeway.	✓																			✓				
Build a parking structure.	✓																							
Please don't add a toll to 205!											✓													
Figuring out a way for traffic to not get so backed up when entering downtown from the west linn bridge.				✓																				
bring back the trolley			✓																					
It would be incredible to have more safe pedestrian access from Holcomb Road to downtown! The dangerous curve		✓																						

at the bottom of Holcomb leaves no alternative but to drive/ride even though it would be a lovely walk to downtown otherwise! Need to better consider public transit to West Linn for when tolling starts.

A side walk all the way from the top of the hill down Holcomb to Redland especially around the curve at the bottom of the hill would make it much safer to walk to downtown.

Convenient parking would be great!!

We need more parking! I don't feel safe parking and walking with the homeless and drug population. I also won't use the elevator after dark for the same reasons.

I have lived her all my life my daddy before me I have seen a lot of changes. I remember the street cars. I also remember the old elevator I love it here .

If/when the South end of Main street (Mill site) opens to more business and shopping, some kind of pedestrian bridge/tunnel

to cross the HWY would be appreciated.	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
Move the transit center out of downtown to limit the extreme transient presence that is negatively effecting small businesses and safety.	✓							✓																
Better parking (possibly a garage that trucks could fit into) would increase our trips downtown.			✓																					
way to many buses driving around all day. Dump Tri-Met do like Canby, Have your own transit department.	✓																							
More parking options that aren't on street	✓				✓																			
Easier parking options. No paid parking.															✓									
I've been coming to downtown OC all my life. (I was born in Hutchinson Hospital.) I have very fond memories of the days when downtown was bustling with shoppers at Penney's, Cochran's, Newberry's, Kress, Huntley-Draper Drugs, Thrifty Drugs, Bernie Hermann's men's clothing, several women's shops, two banks, two or three furniture																								

stores, Muno's Bakery (with its doughnut conveyor belt in the window). You could spend hours there!																								
I love walking to OC and up the stairs to the promenade Parking and bridge traffic are a problem Keep up the good work !	✓	✓		✓																				
Happy to do a survey on important issues!																								✓
I would love to see more bike infrastructure (ie. Protected bike lanes, trails, etc) in downtown OC!						✓																		
Parking meters, parking kiosks, and parking app are terrible. That is why I chose not to eat in the downtown district. I usually go elsewhere.					✓																			
Thank you for this survey and your work on this issue. Sadly limited parking is a deterrent to patronizing the downtown area.	✓																							

Your parking app is much much worse than Portland's Parking Kitty. \$10 minimum deposit is horrible! Parking Kitty has a fee, sure. But no deposit. Think about intermittent, elderly users! I'm just not coming downtown at all during parking fee hours. Also difficult to walk long distances from free parking.

Clean up the transit center. It's scary.

More parking and improved sidewalks

I would like to get out of Lake Oswego and back to Oregon City! Where's all the affordable housing that was supposed to be happening??? I can't retire until I have a safe, secure, decent, AFFORDABLE place to live. :(And I love Oregon City.

I don't understand the shuttle system at all! Need a better explanation of it on the web site!!

Would love to see improved lighting to make crosswalks safer for pedestrians.

Well lit, safe parking is my top priority

[illegible]

[illegible]

Parking meters without the option to pay with a credit card are ridiculous. NO ONE carries cash anymore. The time it takes to get cash is enough to earn a ticket from parking enforcement. I love the Main Street vibe and want to continue spending my money in OC but you must do better on parking meters. I would visit more if there were more parking options. I would even consider taking a shuttle from somewhere close by (oregon city shopping center maybe) - parking downtown is difficult and stressful to me, especially in my large SUV, but I do love going downtown. Paper Survey #14 - '3 times per day paddlewheeler downtown Portland to Oregon City rides for commuting (50 cent charge) Paper Survey #13 - 'A shuttle bus to coordinate between bus and its route for further coverage, was extended for high school function, college functions and those that live further out with a growing community!'	Additional Parking	
	Invest in Pedestrian Improvements	
	Improve Transit Service	
	Address Traffic Congestion / Safety	
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
Paper Survey #10 - 'Great City'																								
Paper Survey #9 - 'I like busses. I dislike cars.'			✓																					
Paper Survey #6: 'The stop sign that is at the 76 gas (?) its hard as a new driver to know that that particular stop sign goes only for parallel to river not the other and cross cars, just saying.'				✓																				
Paper Survey #4 - 'Been there for 44 years. Love it. Do nothing keep it old.'															✓									
Paper Survey #3. Would like to see 'Parking'. Call if a winner	✓																							
Paper Survey #1 - Can't wait till all of the trails are done.		✓				✓																		
Eliminate parking meters in Downtown. It disincentivizes people to come Downtown. I've had this shared by many OC residents.					✓																			
We just need friendlier and more reliable ways for our customers and clients to pay for their parking.						✓																		
More public transportation would be wonderful!			✓																					
More bike paths						✓																		

We love downtown OC! We hope we'll still be able to get down there when they start tolling 205 and people crowd downtown to use the old OC bridge to avoid the toll . . . :-(I love it down here!	Additional Parking	
	Invest in Pedestrian Improvements	✓
we need at least one public restroom besides the library Offer free parking and hopefully, one day, build an actual parking structure with multiple levels. Small businesses suffer every day for lack of parking availability and the fear of getting a ticket. The amount of tickets I see being given every day... especially WEEKDAYS!...is unnecessary and unappealing to consumers.	Improve Transit Service	
	Address Traffic Congestion / Safety	
Maybe offer Rainy day specials of no paid parking...that way it can drive traffic in downtown Oregon city. We suffer the most when the weather is icky. Please help small businesses thrive with bringing traffic in. 2 hours is not enough for someone to eat at the restaurant and then casually	Prefer Free Parking	✓
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	✓
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	✓
	Other	
	Compliment	✓

walk to shop other small businesses.	Additional Parking	
	Invest in Pedestrian Improvements	
Thank you to all of the volunteers and survey workers who are helping with this. Keep up the good work!	Improve Transit Service	
	Address Traffic Congestion / Safety	
Monthly parking pass for public parking lot.	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	✓
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
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	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	✓

I get asked probably 5-10 times a day if my business has quarters for change meters. And 5-10 times a day I apologize I don't (don't have enough to give everyone who asks, so it is our policy to not) and refer them to either a kiosk or the app. The app is cumbersome for most people, and if the weather is bad, walking to pay at the kiosk is a less than pleasant experience. Please, please, please, for the love of Oregon City. Get. Rid. Of. The. Change. Meters. Put more kiosks up? Make the app more user friendly? But seriously, I don't get paid enough to deal with the variety of colorful responses I receive throughout the day when I tell people I don't have enough change to give them for parking. Please. Please. PLEASE.

Thanks, guys!

We need an indie movie theater downtown!

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
I love my little city. Oregon city records is the best!!!! I'm gift card ready! 😊																								✓
Thanks for ur time send gift card in mail to address																								✓
The bridge from westlinn to Oregon city is already terrible and with a toll bridge is going to make everything horrendous by the time it's done				✓																				
More parking validated by service or restaurant						✓																		
The pedestrian bumpouts at the bridge are a nightmare and cause excessive traffic delays. The road is too narrow to turn right off the bridge unless another car is perfectly spaced in the opposite lane.				✓																				
The no left turn sign needs to be mounted on the green light pole instead of it's currently overlooked location.																								
Turn signal lights at the Arch Bridge!!				✓																				
Need more Free Parking Less Shark Towers					✓																			
I currently live close enough to walk to downtown. When I lived further away, I did not visit																						✓		

downtown because it was too hard to find parking.																								
Please allow longer parking (>2 hours) or parking membership program									✓															
Fees for parking passes are too high.									✓															
More parking	✓																							
A parking garage would be great to accommodate the need. Perhaps a shuttle from bluff area or outside area to downtown might be helpful.	✓									✓														
More parking pls!	✓																							
I would love to see the downtown continue to develop!																						✓		
Put a parking garage by home Depot with a trolley that runs up and down from there	✓		✓																					
The parking kiosks sometimes don't work. I also find them not user friendly to everyone . The mobile app parking thing isn't good either. Motorcycle parking should be free all day. Moving your car every 2 hours is very difficult for me as I am very busy at work all day. People turning left towards the bridge from the				✓			✓		✓															

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
elevator should slow down. They sometimes reach very high speeds and make it dangerous.																								
I love the elevator																							✓	
Oregon City, should be shared with the whole world! OPEN! OPEN! OPEN!																						✓		
My favorite place to visit																							✓	
More off-street parking would be great.	✓																						✓	
Love																							✓	
Better lanes																	✓							
Please do not make the Arch Bridge pedestrian or cycle only!!!! This will hurt my commute to work!				✓																				
Shuttle			✓																					
More parking. Better dining options.	✓																							
It's a very cozy town and I like it a lot																							✓	
Traffic is usually busy in downtown and causes delays and lack of parking. Expanding the public free parking would help a lot I think	✓				✓																			

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
More parking for restaurants!	✓					✓																		
Really hoping for more bike lanes/safer way to ride bikes with kids from Tower Vista to downtown.																								
Lovely place to visit																								✓
Sidewalks!! Keep them clean/clear and more of them. With kids we can't walk all over OC and we sure wish we could		✓																						
When the willamette falls project is completed it would be awesome to have a spot to dock your paddle board and grab lunch/ beer/ coffee													✓											
Main Street concerns	✓																							
Not enough parking	✓																							
Remove metered parking					✓																			
We don't often come to Oregon City, maybe once a year. The main road to Oregon City seems a little bit fast. I would like the main downtown strip to go a little bit slower.		✓		✓																				
Need more parking	✓																							
I am here to eat																						✓		
More parking is needed.	✓																							

Would love more parking options We need more public parking. There are plenty of unused parking lots that can be shared but because they belong to court buildings they are only for those employees. Every other employee that works downtown has to pay for parking. Either remove the parking meters and fines or charge everyone. Permit parking for municipal lot or empty lot by KFC turned into more parking. Safe, easy, and low cost ways to get around are much appreciated. Free areas to park that are convenient, along with making it easier to walk to and around town, will bring more people into the downtown area, which is great for all of the interesting businesses, shops, and restaurants, etc., there, which improves the overall livability and quality of life in Oregon City. I'm very concerned about I-205 tolling	Additional Parking	
	Invest in Pedestrian Improvements	✓
	Improve Transit Service	
	Address Traffic Congestion / Safety	
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	✓
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	✓
	Downtown Pedestrian Mall	
	Share Existing Parking	✓
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	

	Additional Parking	Invest in Pedestrian Improvements	Improve Transit Service	Address Traffic Congestion / Safety	Prefer Free Parking	Invest in Bicycle Improvements	Improve Parking Meters / Payment App	Personal Safety	More Long-Term Parking Options	Long-Term Parking On Edges / Remote	Opposed to Tolling	Downtown Pedestrian Mall	Share Existing Parking	River Access Improvements	Preserve Character	Accessible Parking	Road Maintenance	Extend Elevator Hours	Additional Streetscaping / Greenery	Improve Parking Enforcement	More Housing Options	Need Public Restroom	Other	Compliment
A park and ride near Oregon city transit center would be a total game changer for me and my use of Trimet! Would love this addition to downtown.																								
I like to walk to Downtown from my home but there is no safe pedestrian connection at the bottom of Holcomb Blvd. I do it anyway! 🤔 More benches along Main St would be welcoming to pedestrians. Free parking (and more parking at night behind businesses) would help merchants.	✓	✓			✓																			
a parking garage at the empty lot by KFC	✓																							
It takes too long for the walk signal to change at Main St and hwy 43. Many people just end up crossing anyway. Also vehicles don't stop to wait and block the crosswalk turning right on to Main St and turning right on to hwy 43. Traffic also backs up because of vehicles turning left. There should be no left turns allowed for that intersection.		✓		✓																				
There needs to be more free parking options for downtown.	✓				✓																			

[illegible]

Downtown Oregon City has an amazing urban fabric but because cars are so heavily prioritized over pedestrians it discourages walking / shopping / eating / playing for many people because it is not safe (particularly with children). Safety aside, the enjoyment of outside dining is compromised by car noise and exhaust. At least creating even a small pedestrian plaza downtown on 7th St. in front of the elevator between Railroad Ave. and Main St. could provide some respite from traffic and a place for community gathering downtown. I need and want to drive my car to where I'm going. I don't care to walk, bike , or bus there especially with our often rainy weather. Making parking available for customers to access businesses in downtown is how you will keep it thriving. People will not flock there on bikes or buses. Only folks who live close by will bike or walk there. If you want more visitors, you need to	Additional Parking	
	Invest in Pedestrian Improvements	↙
	Improve Transit Service	
	Address Traffic Congestion / Safety	
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	
	Long-Term Parking On Edges / Remote	
	Opposed to Tolling	
	↙ Downtown Pedestrian Mall	
	Share Existing Parking	
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	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	
	Compliment	

[illegible]

It would be nice to have the trolley again. I would like it to run on Main Street from the paper mill to the railroad depot/covered wagons. It would be great for parking farther away from Main Street but still being able to shop/dine there. Better signage at 99 & Main Street Signal to note it is two way. Many cars pull into oncoming side of Main to turn left and go up the hill on 99. Need more roads, City is growing! I would love an ice cream place downtown and a dual purpose spot where I can get a drink and shop (both) maybe a plant store who shares a space with a bar or a salon that shared a space with a bookstore. Dual spaces encourage people to hang out longer. "Sit and spin" is a laundrymat and bar (for example.) Thanks for asking. No toll! Traffic congestion will be amplified. This is a NO WIN situation.	Additional Parking	
	Invest in Pedestrian Improvements	
	Improve Transit Service	✓
	Address Traffic Congestion / Safety	✓
	Prefer Free Parking	
	Invest in Bicycle Improvements	
	Improve Parking Meters / Payment App	
	Personal Safety	
	More Long-Term Parking Options	
	Long-Term Parking On Edges / Remote	✓
	Opposed to Tolling	✓
	Downtown Pedestrian Mall	
	Share Existing Parking	
	River Access Improvements	
	Preserve Character	
	Accessible Parking	
	Road Maintenance	
	Extend Elevator Hours	
	Additional Streetscaping / Greenery	
	Improve Parking Enforcement	
	More Housing Options	
	Need Public Restroom	
	Other	✓
	Compliment	✓

[illegible]



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Parks and Recreation Director Kendall Reid

Agenda Date: 06/07/2023

SUBJECT:

Park Place Park Property Acquisition Proposal

STAFF RECOMMENDATION:

Staff recommends the City Commission authorize the sales agreement of an undeveloped private property to the north of Park Place Park in the amount of \$102,500.

EXECUTIVE SUMMARY:

The property, located at Clackamas County Map 2-2E-28BB, Tax Lot 1201, has right of way frontage/access only on Hiram Avenue. The existing unimproved Hiram Avenue right-of-way is platted at 34 feet wide and extends north from Cleveland Street, through the middle of Park Place Park, and terminates south of Thurman Road as a dead-end.

Staff is recommending that the City Commission approve the sales agreement of the property, in the amount of \$102,500, to remove the need for the dedication of a portion of Park Place Park as a street and remove the need for vehicular access to be constructed through the middle of Park Place Park.

BACKGROUND:

On January 1, 2023, staff brought forward Resolution No 23-02, calling for an election on May 16, 2023, to forward the question of authorizing the dedication of a portion of Park Place Park as a street to the electors of Oregon City.

The measure would have allowed the City of Oregon City to dedicate 40 feet of the northern edge of Park Place Park as public right-of-way for a future street connection. The dedicated public right-of-way would have created a new connection between Front Avenue and the existing Hiram Avenue right-of-way.

After hearing public comment about the possible damage this dedication could do to the Heritage Trees located near the northern portion of the park, the City Commission

directed staff to reach out to the property owner of the property and ascertain what it would cost to acquire the vacant property.

The city hired Real Estate Broker Rhys Konrad of Macadam Forbes. Rhys connected with the property owner and confirmed that their price for the lot would be approximately \$100,000.



OPTIONS:

1. Approve the sales agreement for the undeveloped private property to the north of Park Place Park in the amount of \$102,500.
2. Approve the sales agreement for the undeveloped private property to the north of Park Place Park in the amount of \$102,500 with specific modifications.
3. Deny the purchase request.

BUDGET IMPACT:

Amount: \$102,500

FY(s): 2022-2023

Funding Source(s): Parks System Development Charges (SDC)

COMMERCIAL ASSOCIATION OF BROKERS OREGON/SW WASHINGTON
PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY
(Oregon Commercial Form – Undeveloped Land)

AGENCY ACKNOWLEDGMENT

Buyer shall execute this Acknowledgment concurrent with the execution of the Agreement below and prior to delivery of that Agreement to Seller. Seller shall execute this Acknowledgment upon receipt of the Agreement by Seller, even if Seller intends to reject the Agreement or make a counter-offer. In no event shall Seller's execution of this Acknowledgment constitute acceptance of the Agreement or any terms contained therein.

Pursuant to the requirements of Oregon Administrative Rules (OAR 863-015-0215), both Buyer and Seller acknowledge having received the Oregon Real Estate Agency Disclosure Pamphlet, and by execution below acknowledge and consent to the agency relationships in the following real estate purchase and sale transaction as follows:

(a) Seller Agent: N/A of N/A firm (the "Selling Firm") is the agent of (check one):
☐ Buyer exclusively; ☐ Seller exclusively; ☐ both Seller and Buyer ("Disclosed Limited Agency").

(b) Buyer Agent: Rhys Konrad of Macadam Forbes, Inc firm (the "Buying Firm") is the agent of (check one):
☒ Buyer exclusively; ☐ Seller exclusively; ☐ both Seller and Buyer ("Disclosed Limited Agency").

If the name of the same real estate firm appears in both Paragraphs (a) and (b) above, Buyer and Seller acknowledge that a principal broker of that real estate firm shall become the Disclosed Limited Agent for both Buyer and Seller, as more fully set forth in the Disclosed Limited Agency Agreements that have been reviewed and signed by Buyer, Seller and the named real estate agent(s).

ACKNOWLEDGED

Buyer: (print) City of Oregon City (sign) _____ Date: _____
 Buyer: (print) _____ (sign) _____ Date: _____
 Seller: (print) 20186wy-84, LLC (sign) _____ Date: _____
 Seller: (print) _____ (sign) _____ Date: _____

[No further text appears on this page.]

PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY

This PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY (this "Agreement") dated May 11, 2023, for reference purposes only, shall be effective on the date when this Agreement has been executed and delivered by Seller and Buyer (the "Execution Date"):

BETWEEN: 20186wy-84, LLC ("Seller")

Address:

Cell Phone: 503-319-2441

Fax No.:

E-Mail: yoderandsons@yahoo.com

AND: City of Oregon City ("Buyer")

Address:

Home Phone:

Office Phone:

Fax No.:

E-Mail:

1. Purchase and Sale.

1.1 Generally. In accordance with this Agreement, Buyer agrees to buy and acquire from Seller, and Seller agrees to sell to Buyer the real property and all improvements thereon generally described or located at APN 22E28BB01201 in the City of Oregon City, County of Clackamas, Oregon legally described on Exhibit A, attached hereto (the "Property") (if no legal description is attached, the legal description shall be based on the legal description provided in the Preliminary Report (described in Section 5), subject to the review and approval of both parties hereto), including all of Seller's right, title and interest in and to all appurtenances and easements thereon or related thereto.

1.2 Purchase Price. The purchase price for the Property shall be One Hundred Two Thousand Five Hundred and 00/10 dollars (\$ 102,500.00) (the "Purchase Price"). The Purchase Price shall be adjusted, as applicable, by the net amount of credits and debits to Seller's account at Closing (defined below) made by Escrow Holder pursuant to the terms of this Agreement. The Purchase Price shall be payable as follows:

1.2.1 Earnest Money Deposit.

(a) Within Five (5) days of the Execution Date, Buyer shall deliver into Escrow (as defined herein), for the account of Buyer, \$ 15,000.00 as earnest money (the "Earnest Money") in the form of:

☐ Promissory note (the "Note"); ☐ Check; or ☒ Cash or other immediately available funds.

(b) The purchase and sale of the Property shall be accomplished through an escrow (the "Escrow") that Seller has established or will establish with Fideltiy National Title Co., attention Lori Medak (the "Escrow Holder") within 2 days after the Execution Date. Except as otherwise provided in this Agreement: (i) any interest earned on the Earnest Money shall be considered to be part of the Earnest Money; (ii) the Earnest Money shall be non-refundable upon satisfaction or waiver of all Conditions as defined in Section 2.1; and (iii) the Earnest Money shall be applied to the Purchase Price at Closing.

1.2.2 Balance of Purchase Price. Buyer shall pay the balance of the Purchase Price at Closing by ☒ cash or other immediately available funds; or ☐ Other: .

1.3 Section 1031 Like-Kind Exchange. Each party acknowledges that either party (as applicable, the "Exchanging Party") may elect to engage in and affect a like-kind exchange under Section 1031 of the Internal Revenue Code of 1986, as amended, involving the Property (or any legal lot thereof) (a "1031 Exchange"). The non-exchanging party with respect to a 1031 Exchange is referred to herein as the "Cooperating Party." Buyer and Seller each hereby agrees to reasonably cooperate with the other in completing each such 1031 Exchange; provided, however, that such cooperation shall be at the Exchanging Party's sole expense and shall not delay the Closing for the Property. Accordingly, the Exchanging Party may assign the Exchanging Party's rights with respect to the Property (or any legal lot thereof) to a person or entity for the purpose of consummating a 1031 Exchange ("Intermediary"), provided that such assignment does not delay the Closing for the Property (or applicable legal lot thereof), or otherwise reduce or diminish the Exchanging Party's liabilities or obligations hereunder. Such assignment by the Exchanging Party shall not release the Exchanging Party from the obligations of the Exchanging Party under this Agreement. The Cooperating Party shall not suffer any costs, expenses or liabilities for cooperating with the Exchanging Party and shall not be required to take title to the exchange property. The Exchanging Party agrees to indemnify, defend and hold the Cooperating Party harmless from any liability, damages and costs arising out of the 1031 Exchange.

2. Conditions to Purchase.

2.1 Buyer's obligation to purchase the Property is conditioned on the following:

☒ Satisfactory Title;

The General Conditions, Financing Condition, Entitlement Condition and any other conditions noted shall be defined as "Conditions."

3. Property Inspection. Seller shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times after reasonable prior notice to Seller to conduct any and all inspections, tests, and surveys concerning hazardous materials, soils conditions, wetlands, zoning, and all other matters affecting the suitability of the Property for Buyer's intended use and/or otherwise reasonably related to the purchase of the Property including the economic feasibility of such purchase. In addition, at any time prior to Closing, Buyer may, at its sole discretion and expense: (a) commission a surveyor of Buyer's choice to prepare a survey of the Property; and (b) engage an environmental consultant of Buyer's choice to prepare a Phase I environmental site assessment of the Property and, if recommended by such consultant, obtain a Phase II environmental site assessment and perform any recommended testing. Seller shall facilitate Buyer's and its surveyor's and consultant's access to the Property and cooperate with Buyer's obtaining such survey, environmental site assessments, inspections, and permit and entitlement applications. If the transaction contemplated in this Agreement fails to close for any reason (or no reason) as a result of the act or omission of Buyer or its agents, Buyer shall promptly restore the Property to substantially the condition the Property was in prior to Buyer's performance of any inspections or work. Buyer shall indemnify, hold harmless, and defend Seller from all liens, costs, and expenses, including reasonable attorneys' fees and experts' fees, arising from or relating to Buyer's entry on and inspection of the Property. This agreement to indemnify, hold harmless, and defend Seller shall survive Closing or any termination of this Agreement.

4. Seller's Documents. Within 5 days after the Execution Date, Seller shall deliver to Buyer or Buyer's designee, legible and complete copies of the following documents and other items relating to the ownership, operation, and maintenance of the Property to the extent now in existence and to the extent such items are or come within Seller's possession or control: .

5. Title Insurance. Within 5 days after the Execution Date, Seller shall cause to be delivered to Buyer a preliminary title report from the title company (the "Title Company") selected by Seller (the "Preliminary Report"), showing the status of Seller's title to the Property, together with complete and legible copies of all documents shown therein as exceptions to title ("Exceptions"). Buyer shall have 5 days after receipt of a copy of the Preliminary Report and Exceptions within which to give notice in writing to Seller of any objection to such title or to any liens or

encumbrances affecting the Property. Within 5 days after receipt of such notice from Buyer, Seller shall give Buyer written notice of whether it is willing and able to remove the objected-to Exceptions. Without the need for objection by Buyer, Seller shall, with respect to liens and encumbrances that can be satisfied and released by the payment of money, eliminate such exceptions to title on or before Closing. Within 5 days after receipt of such notice from Seller (the "Title Contingency Date"), Buyer shall elect whether to: (i) purchase the Property subject to those objected-to Exceptions which Seller is not willing or able to remove; or (ii) terminate this Agreement. If Buyer fails to give Seller notice of Buyer's election, then such inaction shall be deemed to be Buyer's election to terminate this Agreement. On or before the Closing Date (defined below), Seller shall remove all Exceptions to which Buyer objects and which Seller agrees, or is deemed to have agreed, Seller is willing and able to remove. All remaining Exceptions set forth in the Preliminary Report and those Exceptions caused by or agreed to by Buyer shall be deemed "Permitted Exceptions."

6. Default; Remedies. Notwithstanding anything to the contrary contained in this Agreement, in the event Buyer fails to deposit the Earnest Money in Escrow strictly as and when contemplated under Section 1.2.1 above, Seller shall have the right at any time thereafter, but prior to Buyer's deposit of the Earnest Money to Escrow, to terminate this Agreement and all further rights and obligations hereunder by giving written notice thereof to Buyer. If the conditions, if any, to Buyer's obligation to consummate this transaction are satisfied or waived by Buyer and Buyer fails, through no fault of Seller, to close on the purchase of the Property, Seller's sole remedy shall be to retain the Earnest Money and any Extension Fees paid by Buyer. In the event Seller fails, through no fault of Buyer, to close the sale of the Property, Buyer shall be entitled to pursue any remedies available at law or in equity, including without limitation, the return of the Earnest Money and any Extension Fees paid by Buyer or the remedy of specific performance. In no event shall either party be entitled to punitive or consequential damages, if any, resulting from the other party's failure to close the sale of the Property.

7. Closing of Sale.

7.1 Buyer and Seller agree the sale of the Property shall be consummated, in Escrow, ☐ on or before or ☒ 5 days after the conditions set forth in Sections 2.1, 3, 4 and 5 have been satisfied or waived in writing by Buyer (the "Closing" or the "Closing Date"). The sale of the Property shall be deemed closed when the document(s) conveying title to the Property is/are delivered and recorded and the Purchase Price is disbursed to Seller.

7.2 At Closing, Buyer and Seller shall deposit with the Escrow Holder all documents and funds required to close the transaction in accordance with the terms of this Agreement. At Closing, Seller shall deliver a certification in a form provided by the Escrow Holder confirming whether Seller is or is not a "foreign person" as such term is defined by applicable law and regulations.

7.3 At Closing, Seller shall convey fee simple title to the Property to Buyer by ☒ statutory warranty deed or ☐ (the "Deed"). At Closing, Seller shall cause the Title Company to deliver to Buyer a standard ALTA form owner's policy of title insurance (the "Title Policy") in the amount of the Purchase Price insuring fee simple title to the Property in Buyer subject only to the Permitted Exceptions and the standard preprinted exceptions contained in the Title Policy. Seller shall reasonably cooperate in the issuance to Buyer of an ALTA extended form policy of title insurance. Buyer shall pay any additional expense resulting from the ALTA extended coverage and any endorsements required by Buyer.

8. Closing Costs; Prorations. Seller shall pay the premium for the Title Policy, provided, however, if Buyer elects to obtain an ALTA extended form policy of title insurance and/or any endorsements, Buyer shall pay the difference in the premium relating to such election. Seller and Buyer shall each pay one-half (1/2) of the escrow fees charged by the Escrow Holder. Any excise tax and/or transfer tax shall be paid in accordance with the local custom determined by the Title Company and applicable law. Real property taxes for the tax year of the Closing, assessments (if a Permitted Exception), personal property taxes, rents and other charges arising from existing Tenancies paid for the month of Closing, interest on assumed obligations, and utilities shall be prorated as of the Closing Date. If applicable, prepaid rents, security deposits, and other unearned refundable deposits relating to Tenancies shall

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be assigned and delivered to Buyer at Closing. ☐ Seller ☐ Buyer ☒ N/A shall be responsible for payment of all taxes, interest, and penalties, if any, upon removal of the Property from any special assessment or program.

9. Possession. Seller shall deliver exclusive possession of the Property to Buyer ☒ on the Closing Date or ☐ ____.

10. Condition of Property. Seller represents that Seller has received no written notices of violation of any laws, codes, rules, or regulations applicable to the Property ("Laws"). Seller represents that, to the best of Seller's knowledge without specific inquiry, Seller is not aware of any such violations or any concealed material defects in the Property. Unless caused by Buyer, Seller shall bear all risk of loss and damage to the Property until Closing, and Buyer shall bear such risk at and after Closing. Except for Seller's representations set forth in this Section 10 and the attached Exhibit C, Buyer shall acquire the Property "AS IS" with all faults and Buyer shall rely on the results of its own inspection and investigation in Buyer's acquisition of the Property. It shall be a condition of Buyer's Closing obligation that all of Seller's representations and warranties stated in this Agreement are materially true and correct on the Closing Date. Seller's representations and warranties stated in this Agreement shall survive Closing for one (1) year.

11. Operation of Property. Between the Execution Date and the Closing Date, Seller shall continue to operate, maintain and insure the Property consistent with Seller's current operating practices. After Buyer has satisfied or waived the conditions to Buyer's obligation to purchase the Property, and the Earnest Money is non-refundable, Seller may not, without Buyer's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed, enter into: (a) any new leases or occupancy agreements for the Property; (b) any material amendments or modification agreements for any existing leases or occupancy agreements for the Property; or (c) any service contracts or other agreements affecting the Property that are not terminable at the Closing.

12. Assignment. Assignment of this Agreement: ☒ is PROHIBITED; ☐ is PERMITTED, without consent of Seller; ☐ is PERMITTED ONLY UPON Seller's written consent; ☐ is PERMITTED ONLY IF the assignee is an entity owned and controlled by Buyer. **Assignment is PROHIBITED, if no box is checked.** If Seller's written consent is required for assignment, such consent may be withheld in Seller's reasonable discretion. In the event of a permitted assignment, Buyer shall remain liable for all Buyer's obligations under this Agreement.

13. Arbitration. **IF AND ONLY IF THIS SECTION IS INITIALED BY EACH OF BUYER AND SELLER, THE FOLLOWING SHALL APPLY TO THIS AGREEMENT:**

ANY DISPUTE BETWEEN BUYER AND SELLER RELATED TO THIS AGREEMENT, THE PROPERTY, OR THE TRANSACTIONS CONTEMPLATED BY THIS AGREEMENT WILL BE RESOLVED BY ARBITRATION GOVERNED BY THE OREGON UNIFORM ARBITRATION ACT (ORS 36.600 et seq.) AND, TO THE EXTENT NOT INCONSISTENT WITH THAT STATUTE, CONDUCTED IN ACCORDANCE WITH THE RULES OF PRACTICE AND PROCEDURE FOR THE ARBITRATION OF COMMERCIAL DISPUTES OF ARBITRATION SERVICES OF PORTLAND ("ASP"). THE ARBITRATION SHALL BE CONDUCTED IN PORTLAND, OREGON AND ADMINISTERED BY ASP, WHICH WILL APPOINT A SINGLE ARBITRATOR HAVING AT LEAST FIVE (5) YEARS EXPERIENCE IN THE COMMERCIAL REAL ESTATE FIELD IN THE ____ GEOGRAPHIC AREA (**IF BLANK IS NOT COMPLETED, PORTLAND METROPOLITAN AREA**). ALL ARBITRATION HEARINGS WILL BE COMMENCED WITHIN THIRTY (30) DAYS OF THE DEMAND FOR ARBITRATION UNLESS THE ARBITRATOR, FOR SHOWING OF GOOD CAUSE, EXTENDS THE COMMENCEMENT OF SUCH HEARING. THE DECISION OF THE ARBITRATOR WILL BE BINDING ON BUYER AND SELLER, AND JUDGMENT UPON ANY ARBITRATION AWARD MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. THE PARTIES ACKNOWLEDGE THAT, BY AGREEING TO ARBITRATE DISPUTES, EACH OF THEM IS WAIVING CERTAIN RIGHTS, INCLUDING ITS RIGHTS TO SEEK REMEDIES IN COURT (INCLUDING A RIGHT TO A TRIAL BY JURY), TO DISCOVERY PROCESSES THAT WOULD BE ATTENDANT TO A COURT PROCEEDING, AND TO PARTICIPATE IN A CLASS ACTION.

Initials of Buyer

Initials of Seller

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14. Attorneys' Fees. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of an attorney are retained, to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing or non-defaulting party shall be entitled to recover from the losing or defaulting party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred in connection therewith (the "Fees"). In the event of suit, action, arbitration, or other proceeding, the amount of Fees shall be determined by the judge or arbitrator, shall include all costs and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

15. Statutory Notice. THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS [30.930 \(Definitions for ORS 30.930 to 30.947\)](#), IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSONS RIGHTS, IF ANY, UNDER ORS [195.300 \(Definitions for ORS 195.300 to 195.336\)](#), [195.301 \(Legislative findings\)](#) AND [195.305 \(Compensation for restriction of use of real property due to land use regulation\)](#) TO [195.336 \(Compensation and Conservation Fund\)](#) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS [92.010 \(Definitions for ORS 92.010 to 92.192\)](#) OR [215.010 \(Definitions\)](#), TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS [195.300 \(Definitions for ORS 195.300 to 195.336\)](#), [195.301 \(Legislative findings\)](#) AND [195.305 \(Compensation for restriction of use of real property due to land use regulation\)](#) TO [195.336 \(Compensation and Conservation Fund\)](#) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010

16. Cautionary Notice About Liens. UNDER CERTAIN CIRCUMSTANCES, A PERSON WHO PERFORMS CONSTRUCTION-RELATED ACTIVITIES MAY CLAIM A LIEN UPON REAL PROPERTY AFTER A SALE TO THE PURCHASER FOR A TRANSACTION OR ACTIVITY THAT OCCURRED BEFORE THE SALE. A VALID CLAIM MAY BE ASSERTED AGAINST THE PROPERTY THAT YOU ARE PURCHASING EVEN IF THE CIRCUMSTANCES THAT GIVE RISE TO THAT CLAIM HAPPENED BEFORE YOUR PURCHASE OF THE PROPERTY. THIS INCLUDES, BUT IS NOT LIMITED TO, CIRCUMSTANCES WHERE THE OWNER OF THE PROPERTY CONTRACTED WITH A PERSON OR BUSINESS TO PROVIDE LABOR, MATERIAL, EQUIPMENT OR SERVICES TO THE PROPERTY AND HAS NOT PAID THE PERSONS OR BUSINESS IN FULL.

17. Brokerage Agreement. For purposes of Sections 14 and 17 of this Agreement, the Agency Acknowledgement on page 1 this Agreement is incorporated into this Agreement as if fully set forth herein. Seller agrees to pay a commission to Buying Firm in the amount of either: ☐ ___ percent (___%) of the Purchase Price or ☒ \$ 2,500. Seller shall cause the Escrow Holder to deliver to Buying Firm the real estate commission on the Closing Date or upon Seller's breach of this Agreement, whichever occurs first.

18. Notices. Unless otherwise specified, any notice required or permitted in, or related to this Agreement must be in writing and signed by the party to be bound. Any notice will be deemed delivered: (a) when personally delivered; (b) when delivered by facsimile or electronic mail transmission (in either case, with confirmation of delivery); (c) on the day of delivery of the notice by reputable overnight courier; or (d) on the day of delivery of the notice by mailing by certified or registered U.S. mail, postage prepaid, return receipt requested; and in any case shall be sent by the applicable party to the address of the other party shown at the beginning of this Agreement, unless that day is a Saturday, Sunday, or federal or Oregon State legal holiday, in which event such notice will be deemed delivered on the next following business day.

19. Miscellaneous. Time is of the essence of this Agreement. If the deadline under this Agreement for delivery of a notice or performance of any obligation is a Saturday, Sunday, or federal or Oregon State legal holiday,

such deadline will be deemed extended to the next following business day. The facsimile and/or electronic mail transmission of any signed document including this Agreement in accordance with Section 18 shall be the same as delivery of an original. At the request of either party, the party delivering a document by facsimile and/or electronic mail will confirm such transmission by signing and delivering to the other party a duplicate original document. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall constitute one and the same Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements between them. Without limiting the provisions of Section 12 of this Agreement, this Agreement shall be binding upon and shall inure to the benefit of Buyer and Seller and their respective successors and assigns. Solely with respect to Sections 14 and 17, Selling Firm and Buying Firm are third party beneficiaries of this Agreement. The person signing this Agreement on behalf of Buyer and the person signing this Agreement on behalf of Seller each represents, covenants and warrants that such person has full right and authority to enter into this Agreement and to bind the party for whom such person signs this Agreement to its terms and provisions. Neither this Agreement nor a memorandum hereof shall be recorded unless the parties otherwise agree in writing.

20. Governing Law. This Agreement is made and executed under, and in all respects shall be governed and construed by, the laws of the State of Oregon.

~~21. Residential Lead-Based Paint Disclosure. IF THE PROPERTY CONSISTS OF RESIDENTIAL HOUSING BUILT PRIOR TO 1978, BUYER AND SELLER MUST COMPLETE THE LEAD-BASED PAINT DISCLOSURE ADDENDUM ATTACHED HERETO AS EXHIBIT B.~~

22. Addenda; Exhibits. The following named addenda and exhibits are attached to this Agreement and incorporated within this Agreement:

☒ Exhibit A – Legal Description of Property [REQUIRED]

23. Time for Acceptance. If Seller does not return to Buyer a signed and dated version of this Agreement on or before 5:00 PM Pacific Time on ____, then the Earnest Money shall be promptly refunded to Buyer and thereafter, neither party shall have any further right or obligation hereunder.

24. OFAC Certification. The Federal Government, Executive Order 13224, requires that business persons of the United States not do business with any individual or entity on a list of "Specially Designated nationals and Blocked Persons" - that is, individuals and entities identified as terrorists or other types of criminals. Buyer hereinafter certifies that:

24.1 It is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by any Executive Order or the United States Treasury Department as a terrorist, specially designated national and/or blocked person, entity, nation, or transaction pursuant to any law, order, rule, or regulation that is enforced or administered by the Office of Foreign Assets Control; and

24.2 It has not executed this Agreement, directly or indirectly on behalf of, or instigating or facilitating this Agreement, directly or indirectly on behalf of, any such person, group, entity, or nation.

Buyer hereby agrees to defend, indemnify, and hold harmless Seller from and against any and all claims, damages, losses, risks, liabilities, and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification. This certification by Buyer and agreement to indemnify, hold harmless, and defend Seller shall survive Closing or any termination of this Agreement.

Buyer Signature: _____ **Date:** _____

CONSULT YOUR ATTORNEY. THIS DOCUMENT HAS BEEN PREPARED FOR SUBMISSION TO YOUR ATTORNEY FOR REVIEW AND APPROVAL PRIOR TO SIGNING. NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE COMMERCIAL ASSOCIATION OF BROKERS OREGON/SW WASHINGTON OR BY THE REAL ESTATE AGENTS INVOLVED WITH THIS DOCUMENT AS TO THE LEGAL SUFFICIENCY OR TAX CONSEQUENCES OF THIS DOCUMENT.

THIS FORM SHOULD NOT BE MODIFIED WITHOUT SHOWING SUCH MODIFICATIONS BY REDLINING, INSERTION MARKS, OR ADDENDA.

Buyer City of Oregon City

By: _____

Name: _____

Title: _____

Date: _____

Seller Acceptance. By execution of this Agreement, Seller agrees to sell the Property on the terms and conditions in this Agreement.

Seller 20186wy-84, LLC

By: _____

Name: _____

Title: _____

Date: _____

CRITICAL DATE LIST:

The last party to execute this Agreement shall complete the information below (the "Critical Date List"), initial where indicated, and return a copy of the same to the other party for such party's review. This Critical Date List is for reference purposes only and, in the event of a conflict between this Critical Date List and the Agreement, the terms of the Agreement shall prevail.

	DATE:
• Execution Date (Introductory paragraph):	
• Earnest Money due date (Section 1.2.1(a)):	
• Seller shall open Escrow with the Escrow Holder (Section 1.2.1(a)):	Before
• Seller shall deliver Seller's documents to Buyer (Section 4):	Within ___ days after the Execution Date
• Seller shall deliver Preliminary Report to Buyer (Section 5):	Within ___ days after the Execution Date
• Buyer's title objection notice due to Seller (Section 5):	Within ___ days after receipt of the Preliminary Report
• Seller's title response due to Buyer (Section 5):	Within ___ days after receipt of Buyer's title objection notice
• Title Contingency Date (Section 5):	Within ___ days after receipt of Seller's title response
• Expiration date for satisfaction of General Conditions (Section 2.1):	Within ___ days of the Execution Date
• Expiration date for satisfaction of Financing Condition (Section 2.1):	Within ___ days of the Execution Date
• Expiration date for satisfaction of Entitlement Condition (Section 2.1)	Within ___ days of the Execution Date
• By this date, Buyer must deliver the notice to proceed contemplated in Section 2.2.	Within ___ days of the Execution Date
• Closing Date (Section 7.1):	

Initials of Buyer: ____

Initials of Seller: ____

Initials of Buyer: ____

Initials of Seller: ____

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

To be confirmed by Title Company.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/07/2023

SUBJECT:

Public Works Street Division Replacement Vehicle #460 Freightliner Thermo-Lay Pothole Patch Truck

STAFF RECOMMENDATION:

Staff recommends that City Commission authorize the purchase of a 2024 Freightliner Thermo-Lay Pothole Patch Truck in the amount of two hundred sixty-five thousand, one hundred thirty-nine and 47/100 dollars (\$265,139.47).

EXECUTIVE SUMMARY:

The Public Works Fleet Division is utilizing the Fleet Replacement Fund to purchase a 2024 Freightliner Thermo-Lay Pothole Patch Truck. It will replace the 2009 Freightliner Thermo-Lay Pothole Patch Truck #460, which reached the end of its service life and is up for replacement. The 2024 Freightliner Thermo-Lay Pothole Patch will be predominantly used by the Transportation Division that has a pothole program and repairs potholes throughout the City.

BACKGROUND:

Oregon City Fleet purchases are managed through our Fleet Replacement Fund. Each of the Public Works Divisions budget a predetermined amount for deposit into the Fleet Replacement Account to ensure adequate funding is available when new or replacement vehicles are scheduled for purchase.

The purchase price of the 2024 Freightliner Thermo-Lay Pothole Patch Truck is two hundred sixty-five thousand, one hundred thirty-nine and 47/100 dollars (\$265,139.47). It is an authorized expenditure for the FY 2024-25 biennial budget. The Patch Truck will be received after July 1, 2024.

The 2024 Freightliner Thermo-Lay Pothole Patch Truck is replacing vehicle #460, a 2009 Freightliner Thermo-Lay Pothole Patch Truck. When the new 2024 Freightliner Thermo-Lay Pothole Patch Truck arrives and is in service, the 2009 Freightliner Thermo-Lay Pothole Patch Truck will go to auction.

Public Works will be contracting with TransChicago Truck Group, under the Sourcewell (Formally known as NJPA) Contract 060920-NAF for the purchase of the 2024 Freightliner Thermo-Lay Pothole Patch Truck. Attached is the sales quote, a brochure of the truck, specification document and Sourcewell documentation.

There is adequate funding within the Fleet Fund to allow the Public Works Operations Division to support and fund this new asset.

OPTIONS:

1. Authorize the City Manager to proceed with the purchase of the replacement vehicle.
2. Authorize the City Manager to proceed with the purchase with specific modifications.
3. Deny the purchase request. If the Commission chooses to deny the request, please provide staff direction on how to proceed.

BUDGET IMPACT:

Amount: \$265,139.47

FY(s): 2024-2025

Funding Source(s): 320-526-7052



National Auto Fleet Group

Item 7b.

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

4/26/2023

Quote ID#2394HD (R1)

Mr. Jayson Thornberg

City of Oregon City

13895 Fir Street

Oregon City, OR 97045

Dear Jayson Thornberg,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. One (1) New/Unused (**2024 Freightliner M2106, Cummins L9 360 Engine, 3000 RDS Transmission with Pothole Patching Machine via Thermo-Lay**) and provided by Mr. Sebastien Wodzinski with Freightliner, each for:

	Contract Price
Chassis and Option	\$ 99,266.00
Thermo-Lay Quote	\$ 165,873.47
Tax (0.00%)	\$ 0.00
 Total	 \$ 265,139.47

This vehicle(s) is available under the Sourcwell (Formerly Known as NJPA) Contract 060920-NAF. Please reference this Bid Number on all Purchase Orders.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Ben Rodriguez

HD Contract Manager

BEN@NationalAutoFleetGroup.com

Office (855) 289-6572

Fax (831) 480-8497



Thermo-Lay Manufacturing LLC

1953 E Commercial St
Meridian, ID 83642
Phone: 406-259-9525 Fax: 208-345-5931



Bill To:

Jayson Thornberg
City of Oregon City, OR
PO Box 3040
13895 Fir Street
Oregon City, OR 97045
jthornberg@orciv.org
PH: 971-204-4600

DATE April 10, 2023
Quotation # 4.25CY
Customer ID Oregon City, OR

Quotation valid until: 30 Days
Prepared by: Jeff McCoy
Price File Date: 1/17/23

Comments or special instructions:

4.25 Yard Truck-Mounted Patcher - FOB Boise, ID

QTY	Description	Item Number	Price	Selected Items
1	Pothole Patching Machine 4.25 Cubic Yard Truck Mounted Standard Equipment: - Custom Mounting to Cab/Chassis - Chelsea PTO - or Equivalent - 9 KW Electric Heating System - 1/EA 6" Hard Faced Screw Conveyor Auger - 1/EA Anti-Bridge Bar - 30" Chute - 30 Gal Hydraulic Tank - DOT Compliant Red and Amber Clearance Reflectors - 4/EA Yellow Front Reflectors, 4/EA Red Reflectors in Rear, 9/EA Clearance Lights, 4/EA Stop, Tail, Turn Lights - 6 Corner Safety Strobe Lighting - 2/EA Front Chassis Fender, 2/EA Unit Rear Fenders, 2/EA Rear Panel - Hydraulic Hopper Doors w/ In-Cab Controls - 1 Year Warranty Parts/Labor Warranty		117,179.70	117,179.70
	Optional Equipment:		-	-
2	Hydraulically Operated Spoils Bin - (Not available on Trailer Mounted Model) - <i>If Single Bin - Specify Location</i>	SPOILS	2,554.08	5,108.15
1	10 Gallon Solvent (Diesel) Tank 20' Hose, Hose Reel, & Wand	SOLVTANK	2,464.96	2,464.96
1	10 Gallon Hot Well (Waste Tank)	HOTWELL	1,246.16	1,246.16
1	20 Gal Release Agent Tank & Hopper Spray Bar System	SPRAYBAR	2,849.05	2,849.05
1	Front Lift Platform for Roller/Compactor- CURB SIDE	FLIFT	8,277.13	8,277.13
	Rear Lift Platform for Roller/Compactor	RLIFT	7,862.94	-
	Hydraulic Tool Circuit with Reel and 25' Hose	TOOL	2,975.94	-
1	Double-Sided Hydraulic Rais/Lower LED Arrow Board	ARRLED	4,282.84	4,282.84
1	30 Gallon Horizontal Concealed/Protected Propane Tank	LPTANK	2,346.63	2,346.63
1	Propane Hand Torch w/ 25' Hose	HANDTORCH	1,183.00	1,183.00
1	Hose Reel for Propane Hand Torch	TORCHREEL	1,441.44	1,441.44
1	8 Gallon Water Tank with Hose & Spigot	8GAL	1,202.12	1,202.12
1	120 Gallon Tank - Electric Heat Control w/25' Hose & Reel	TACKTANK	4,642.62	4,642.62
	Auger Trough Liner (Counteract Metal Wear from Asphalt Abrasiveness)	TROUGH	1,481.98	-
1	Chute Extension - Adds Additional 24" w/Fold	CHEXT	843.18	843.18
1	Bomag BVP 18/45 Vibratory Plate Compactor	COMP	2,515.50	2,515.50
	Bomag BW55E Vibratory Roller	ROLL	9,537.84	-
	Stanley BR67 Breaker with Accessories	BR67	3,802.50	-
	30 CFM Hydraulic Compressor w/ 25' Hose and Reel	COMP30	11,072.88	-
1	Backup Camera	CAM	1,447.99	1,447.99
2	Front Work Lights (Each) - 1/EA SS Headache Rack, 1/EA CS Headache Rack	FWORK	362.00	724.00
2	Rear Work lights (Each) - 1/EA Top R Rear, 1/EA Top L Rear	RWORK	309.51	619.02
	Continuous Rear Mud Flap	MUD	1,538.49	-
	30 Gallon Water Tank Upgrade	TANKUP	633.50	-
	Load Scales - Air or Other	SCALES	TBD	-
1	Tool Rack - 7/EA 36" Tool Holders - <i>Mounted back Street Side of Unit - See Photos</i>	TOOLRACK	2,500.00	2,500.00
	AR Flighted Screw Conveyor Auger	ARAUGER	5,969.60	-
	Toolbox - Specify Location and Dimensions	TOOLBOX	TBD	-
	Parts/Labor Extended Warranty 2nd Year	WARREXT3	3,185.00	-
	Parts/Labor Extended Warranty 3rd Year	WARREXT3	6,015.00	-
	Parts/Labor Extended Warranty 4th Year	WARREXT3	8,580.00	-
	Parts/Labor Extended Warranty 5th Year	WARREXT3	10,905.00	-
1	Delivery to Oregon City, OR	DELIVERY	5,000.00	5,000.00

Additional Notes:

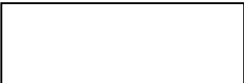
Color - Standard Black Semi Gloss
Rear Skin Panel to be Powder Coated Goldenrod Yellow

SUBTOTAL	\$	165,873.47
SALES TAX		-
FET		-
TOTAL	\$	165,873.47

This is a quotation for the goods named, subject to the conditions noted below. This quotation is valid for 30 days from date above unless otherwise noted. The prices do not include freight charges, sales tax, F.E.T., or other applicable taxes unless noted. All sales are subject to availability and/or prior sale.
To Accept this quotation, sign here and return.

Acceptance: _____

Date: _____



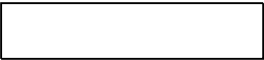
Prepared by:
Sebastien Wodzinski
TRANSCHICAGO TRUCK GROUP
776 N. YORK STREET
ELMHURST, IL 60126
Phone: 630 815 9100

Item 7b.

SPECIFICATION PROPOSAL

Data Code	Description	Weight Front	Weight Rear
Vehicle Configuration			
001-172	M2 106 CONVENTIONAL CHASSIS	5,709	3,450
004-224	2024 MODEL YEAR SPECIFIED		
002-004	SET BACK AXLE - TRUCK		
019-002	STRAIGHT TRUCK PROVISION		
003-001	LH PRIMARY STEERING LOCATION		
General Service			
AA1-002	TRUCK CONFIGURATION		
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
A85-010	UTILITY/REPAIR/MAINTENANCE SERVICE		
A84-1UT	UTILITY BUSINESS SEGMENT		
AA4-002	LIQUID BULK COMMODITY		
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
AB1-008	MAXIMUM 8% EXPECTED GRADE		
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
995-091	MEDIUM TRUCK WARRANTY		
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 12000.0 lbs		
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 21000.0 lbs		
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 33000.0 lbs		
Truck Service			
AA3-003	TANK BODY		
AF3-304	HENKE MFG. DIV OF ALAMO IND GROUP		
AF7-99D	EXPECTED BODY/PAYLOAD CG HEIGHT ABOVE FRAME "XX" INCHES : 32.0 in		

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CY REAR LIFT





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
Engine			
101-3BR	CUM L9 360 HP @ 2200 RPM; 2200 GOV RPM, 1150 LB-FT @ 1200 RPM	640	30
Electronic Parameters			
79A-064	64 MPH ROAD SPEED LIMIT		
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
79K-011	PTO MODE ENGINE RPM LIMIT - 1400 RPM		
79M-001	PTO MODE BRAKE OVERRIDE - SERVICE BRAKE APPLIED		
79S-001	PTO MODE CANCEL VEHICLE SPEED - 5 MPH		
79U-007	PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND		
80G-002	PTO MINIMUM RPM - 700		
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
Engine Equipment			
99C-021	2010 EPA/CARB/GHG21 CONFIGURATION		
99D-010	NO 2008 CARB EMISSION CERTIFICATION		
13E-001	STANDARD OIL PAN		
105-001	ENGINE MOUNTED OIL CHECK AND FILL		
014-099	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER		
124-120	LN 12V 320 AMP 4962PGH PAD MOUNT ALTERNATOR	10	
292-235	(2) DTNA GENUINE, FLOODED STARTING, MIN 2000CCA, 370RC, THREADED STUD BATTERIES	10	
290-017	BATTERY BOX FRAME MOUNTED		
281-001	STANDARD BATTERY JUMPERS		
282-001	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
289-001	NON-POLISHED BATTERY BOX COVER		
293-058	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	2	
295-003	POSITIVE AND NEGATIVE POSTS FOR JUMPSTART CHASSIS MOUNTED LH BACK OF CAB	4	
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
108-002	STANDARD MECHANICAL AIR COMPRESSOR GOVERNOR		





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
131-013	AIR COMPRESSOR DISCHARGE LINE		
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
128-076	CUMMINS ENGINE INTEGRAL BRAKE WITH VARIABLE GEOMETRY TURBO ON/OFF	20	
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
28F-002	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH		
239-038	11 FOOT 06 INCH (138 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
233-017	STANDARD CURVE BRIGHT UPPER STACK(S)		
237-1CR	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
23U-001	6 GALLON DIESEL EXHAUST FLUID TANK		
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL		
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP		
242-011	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD(S)		
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH		
276-001	AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
110-003	CUMMINS SPIN ON FUEL FILTER		
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER		
266-101	900 SQUARE INCH ALUMINUM RADIATOR	15	
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
270-016	RADIATOR DRAIN VALVE		
168-002	LOWER RADIATOR GUARD		
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	4	
140-022	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		



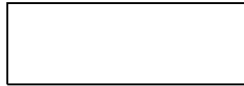


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Item 7b.

Data Code	Description	Weight Front	Weight Rear
134-001	ALUMINUM FLYWHEEL HOUSING		
132-004	ELECTRIC GRID AIR INTAKE WARMER		
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH		
Transmission			
342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	200	60
Transmission Equipment			
343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV		
84B-012	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES		
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84J-000	ENGINE BRAKE RANGE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84K-000	ENGINE BRAKE RANGE ALTERNATE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84N-200	FUEL SENSE 2.0 DISABLED - PERFORMANCE - TABLE BASED		
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
353-023	VEHICLE INTERFACE WIRING CONNECTOR WITHOUT BLUNT CUTS, AT END OF FRAME		





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
34C-001	ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED		
362-823	CUSTOMER INSTALLED CHELSEA 280 SERIES PTO		
363-001	PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION ALLISON		
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
345-003	PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013		
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK		
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

400-1A6	DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE	
402-075	BENDIX ADB22X AIR DISC FRONT BRAKES	30
403-002	NON-ASBESTOS FRONT BRAKE LINING	
419-004	FRONT DISC BRAKE ROTORS	
409-006	FRONT OIL SEALS	
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL	
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES	
405-030	FRONT AIR DISC BRAKE INTERNAL ADJUSTERS	
536-050	TRW THP-60 POWER STEERING	
539-003	POWER STEERING PUMP	
534-015	2 QUART SEE THROUGH POWER STEERING RESERVOIR	
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE	

Front Suspension

620-1F0	12,000# DUAL TAPERLEAF FRONT SUSPENSION	42
619-005	MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION	
410-001	FRONT SHOCK ABSORBERS	

Rear Axle and Equipment

420-009	RS-21-160 21,000# R-SERIES SINGLE REAR AXLE	180
---------	--	-----

Application Version 11.8.006
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Item 7b.

Data Code	Description	Weight Front	Weight Rear
421-538	5.38 REAR AXLE RATIO		
424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
386-073	MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES		
452-001	DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
878-018	(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
87B-004	BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <5 MPH		
423-075	BENDIX ADB22X AIR DISC REAR BRAKES		-30
433-002	NON-ASBESTOS REAR BRAKE LINING		
434-012	BRAKE CAMS AND CHAMBERS ON REAR SIDE OF DRIVE AXLE(S)		
451-005	REAR DISC BRAKE ROTORS		
440-006	REAR OIL SEALS		
426-1AH	AIR DISC LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS		
428-030	REAR AIR DISC BRAKE INTERNAL ADJUSTERS		
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		

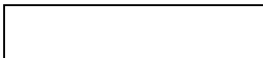
Rear Suspension

622-1MJ	23,000# 52 INCH VARIABLE RATE MULTI-LEAF SPRING REAR SUSPENSION WITH LEAF SPRING HELPER	110
621-004	SPRING SUSPENSION - 1.50" AXLE SPACER	10
431-001	STANDARD AXLE SEATS IN AXLE CLAMP GROUP	

Brake System

018-002	AIR BRAKE PACKAGE	
490-100	WABCO 4S/4M ABS	
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES	
904-001	FIBER BRAID PARKING BRAKE HOSE	
412-001	STANDARD BRAKE SYSTEM VALVES	
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM	
413-002	STD U.S. FRONT BRAKE VALVE	
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE	
480-009	BW AD-9 BRAKE LINE AIR DRYER WITH HEATER	20

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Item 7b.

Data Code	Description	Weight Front	Weight Rear
479-012	AIR DRYER MOUNTED UNDER HOOD		
460-001	STEEL AIR BRAKE RESERVOIRS		
477-004	PULL CABLES ON ALL AIR RESERVOIR(S)		
Trailer Connections			
335-004	UPGRADED CHASSIS MULTIPLEXING UNIT		
32A-002	UPGRADED BULKHEAD MULTIPLEXING UNIT		
Wheelbase & Frame			
545-480	4800MM (189 INCH) WHEELBASE		
546-100	11/32X3-1/2X10-3/16 INCH STEEL FRAME (8.73MMX258.8MM/0.344X10.19 INCH) 120KSI	50	100
552-045	2025MM (80 INCH) REAR FRAME OVERHANG		
55W-007	FRAME OVERHANG RANGE: 71 INCH TO 80 INCH	-20	90
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 123.43 in		
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 120.43 in		
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 307.65 in		
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 66.8 in		
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 71.28 in		
553-001	SQUARE END OF FRAME		
550-001	FRONT CLOSING CROSSMEMBER		
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER		
561-001	STANDARD CROSSMEMBER BACK OF TRANSMISSION		
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)		
572-001	STANDARD REARMOST CROSSMEMBER		
565-001	STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment			
556-1AP	THREE-PIECE 14 INCH PAINTED STEEL BUMPER WITH COLLAPSIBLE ENDS	30	
558-001	FRONT TOW HOOKS - FRAME MOUNTED	15	
574-001	BUMPER MOUNTING FOR SINGLE LICENSE PLATE		
586-024	FENDER AND FRONT OF HOOD MOUNTED FRONT MUDFLAPS		
551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
970-038	TANK BODY 0 TO 1500 GALLONS		
607-001	CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD		

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Item 7b.

Data Code	Description	Weight Front	Weight Rear
Fuel Tanks			
204-195	60 GALLON/227 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	30	
218-005	RECTANGULAR FUEL TANK(S)		
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
212-007	FUEL TANK(S) FORWARD		
664-001	PLAIN STEP FINISH		
205-001	FUEL TANK CAP(S)		
122-1H3	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR	-5	
216-020	EQUIFLO INBOARD FUEL SYSTEM		
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires			
093-2G7	BRIDGESTONE ECOPIA R268 295/75R22.5 14 PLY RADIAL FRONT TIRES	10	
094-1RY	BRIDGESTONE M726ELA 295/75R22.5 14 PLY RADIAL REAR TIRES		48
Hubs			
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels			
502-753	MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 6.20 INSET 5-HAND STEEL DISC FRONT WHEELS	10	
505-753	MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 5-HAND STEEL DISC REAR WHEELS		20
496-011	FRONT WHEEL MOUNTING NUTS		
497-011	REAR WHEEL MOUNTING NUTS		
Cab Exterior			
829-071	106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
650-008	AIR CAB MOUNTING		
705-012	CAB ROOF REINFORCEMENTS FOR ROOF MOUNTED COMPONENTS	2	
678-018	LH AND RH EXTERIOR GRAB HANDLES WITH SINGLE RUBBER INSERT		
646-023	HOOD MOUNTED CHROMED PLASTIC GRILLE		





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
65X-003	CHROME HOOD MOUNTED AIR INTAKE GRILLE		
644-004	FIBERGLASS HOOD		
690-002	TUNNEL/FIREWALL LINER		
727-1AF	SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK	4	
726-001	SINGLE ELECTRIC HORN		
728-001	SINGLE HORN SHIELD		
575-001	REAR LICENSE PLATE MOUNT END OF FRAME		
312-043	INTEGRAL HEADLIGHT/MARKER ASSEMBLY		
302-047	LED AERODYNAMIC MARKER LIGHTS		
311-001	DAYTIME RUNNING LIGHTS		
294-1AY	INTEGRAL LED STOP/TAIL/BACKUP LIGHTS		
300-015	STANDARD FRONT TURN SIGNAL LAMPS		
744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
797-001	DOOR MOUNTED MIRRORS		
796-001	102 INCH EQUIPMENT WIDTH		
743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
74A-001	RH DOWN VIEW MIRROR		
729-001	STANDARD SIDE/REAR REFLECTORS		
275-061	PARK BRAKE REMINDER WARNING SYSTEM		
764-010	COMPOSITE EXTERIOR SUN VISOR	10	
768-043	63X14 INCH TINTED REAR WINDOW		
661-003	TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS		
654-011	RH AND LH ELECTRIC POWERED WINDOWS	4	
663-013	1-PIECE SOLAR GREEN GLASS WINDSHIELD		
659-019	2 GALLON WINDSHIELD WASHER RESERVOIR WITHOUT FLUID LEVEL INDICATOR, FRAME MOUNTED		

Cab Interior

707-1AM	OPAL GRAY CLOTH INTERIOR
706-013	MOLDED PLASTIC DOOR PANEL
708-013	MOLDED PLASTIC DOOR PANEL
772-006	BLACK MATS WITH SINGLE INSULATION
691-008	FORWARD ROOF MOUNTED CONSOLE WITH UPPER STORAGE COMPARTMENTS WITHOUT NETTING
694-010	IN DASH STORAGE BIN
693-008	PLASTIC MANIFEST BOX - LH AND RH DOORS

Application Version 11.8.006
Data Version PRL-
27M.039
OREGON CITY THERMO-LAY 4.25
CY REAR LIFT





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
742-007	(2) CUP HOLDERS LH AND RH DASH		
680-006	GRAY/CHARCOAL FLAT DASH		
860-004	SMART SWITCH EXPANSION MODULE		
700-002	HEATER, DEFROSTER AND AIR CONDITIONER		
701-001	STANDARD HVAC DUCTING		
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
170-015	STANDARD HEATER PLUMBING		
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
702-002	BINARY CONTROL, R-134A		
739-034	PREMIUM INSULATION		
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES		
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM		
324-011	DOMED DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF		
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
78G-005	KEY QUANTITY OF 5		
655-005	LH AND RH ELECTRIC DOOR LOCKS		
284-101	(1) 12V POWER SUPPLY (1) DUAL 2.1 AMP USB CHARGER IN DASH		
756-339	PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	70	
760-344	2 MAN TOOL BOX MID BACK NON SUSPENSION PASSENGER SEAT WITH HEADRESTS, SEATS INC.	20	
759-007	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	4	
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
758-014	BLACK CORDURA PLUS CLOTH DRIVER SEAT COVER		
761-014	BLACK CORDURA PLUS CLOTH PASSENGER SEAT COVER		
763-104	HIGH VISIBILITY ORANGE SEAT BELTS WITH DRIVER INDICATOR LIGHT AND AUDIBLE ALARM		
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10	
540-015	4-SPOKE 18 INCH (450MM) STEERING WHEEL		
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS		





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
Instruments & Controls			
732-004	GRAY DRIVER INSTRUMENT PANEL		
734-004	GRAY CENTER INSTRUMENT PANEL		
68J-005	(5) SWITCH CUTOUPS AND BLANKS IN CENTER PANEL		
870-001	BLACK GAUGE BEZELS		
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
840-002	2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES		
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS		
721-001	97 DB BACKUP ALARM		3
149-013	ELECTRONIC CRUISE CONTROL WITH SWITCHES IN LH SWITCH PANEL		
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
811-042	ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED		
160-039	(1) HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH AND (1) SAE J1939 DIAGNOSTIC INTERFACE CONNECTOR LOCATED CENTER OF DASH		
844-001	2 INCH ELECTRIC FUEL GAUGE		
148-003	PROGRAMMABLE RPM CONTROL - ELECTRONIC ENGINE		
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
864-001	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
372-035	(1) DASH MOUNTED PTO SWITCH WITH INDICATOR LAMP	10	
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE		
679-001	OVERHEAD INSTRUMENT PANEL		
746-136	AM/FM/WB WORLD TUNER RADIO WITH AUXILIARY INPUT, J1939	10	
747-001	DASH MOUNTED RADIO		
750-002	(2) RADIO SPEAKERS IN CAB		
748-006	POWER AND GROUND WIRING PROVISION OVERHEAD		





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Item 7b.

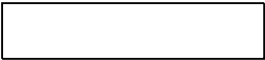
Data Code	Description	Weight Front	Weight Rear
749-001	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION		
752-018	MULTI-BAND AM/FM/WB/CB DUAL MIRROR MOUNTED ANTENNA SYSTEM	4	
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
817-001	STANDARD VEHICLE SPEED SENSOR		
812-001	ELECTRONIC 3000 RPM TACHOMETER		
6TS-001	TMC RP 1226 ACCESSORY CONNECTOR LOCATED BEHIND DASH B PANEL		
162-011	IDLE LIMITER, ELECTRONIC ENGINE		
329-012	FOUR ON/OFF ROCKER SWITCHES IN THE DASH WITH INDICATOR LIGHTS AND WIRE ROUTED TO CHASSIS AT BACK OF CAB, LABEL OPT		
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY		
304-001	MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH		
882-009	ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
299-013	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE		
298-039	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS		

Design

065-000	PAINT: ONE SOLID COLOR
---------	------------------------

Color

980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
964-6Z7	BUMPER PAINT: FP24812 ARGENT SILVER DUPONT FLEX
976-995	SUNVISOR PAINTED SAME AS CAB COLOR A
963-003	STANDARD E COAT/UNDERCOATING





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Item 7b.

Data Code	Description	Weight Front	Weight Rear
Certification / Compliance			
996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS		

Secondary Factory Options			
998-001	CORPORATE PDI CENTER IN-SERVICE ONLY		

TOTAL VEHICLE SUMMARY

Weight Summary			
	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	7004 lbs	4116 lbs	11120 lbs
Total Weight ⁺	7004 lbs	4116 lbs	11120 lbs

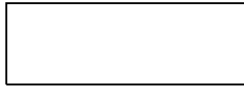
Extended Warranty	
WBB-344	TC4: MD MODERATE 5 YEARS/100,000 MILES / 161,000 KM EXTENDED TRUCK COVERAGE. FEX APPLIES
WAG-038	TOWING: 1 YEAR/UNLIMITED MILES/KM EXTENDED TOWING COVERAGE \$1200 CAP FEX APPLIES

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.





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Item 7b.

Q U O T A T I O N

M2 106 CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK
CUM L9 360 HP @ 2200 RPM; 2200 GOV RPM, 1150 LB-
FT @ 1200 RPM
ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH
PTO PROVISION
RS-21-160 21,000# R-SERIES SINGLE REAR AXLE
23,000# 52 INCH VARIABLE RATE MULTI-LEAF SPRING
REAR SUSPENSION WITH LEAF SPRING
HELPER

DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP
SINGLE FRONT AXLE
12,000# DUAL TAPERLEAF FRONT SUSPENSION
106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL
CAB
4800MM (189 INCH) WHEELBASE
11/32X3-1/2X10-3/16 INCH STEEL FRAME
(8.73MMX258.8MM/0.344X10.19 INCH) 120KSI
2025MM (80 INCH) REAR FRAME OVERHANG

PER UNIT

TOTAL

TAXES AND FEES

TAXES AND FEES	\$	0	\$	0
OTHER CHARGES	\$	0	\$	0

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
--------------------	----	-----	----	-----

COMMENTS:

Projected delivery on ____ / ____ / ____ provided the order is received before ____ / ____ / ____.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ____ / ____ / ____.

Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or
contact us at Information@dtfoffers.com.

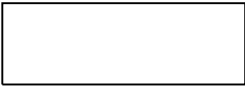
Daimler Truck Financial offers a variety of finance, lease and insurance solutions to
fit your business needs. For more information about our products and services, visit
our website at www.daimler-truckfinancial.com.

Application Version 11.8.006
Data Version PRL-
27M.039
OREGON CITY THERMO-LAY 4.25
CY REAR LIFT



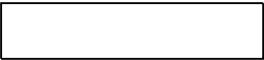
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Item 7b.



Evolution !!

A lot of changes since 1978



Art Leafdale 1978



Wayne King 1988

Integrated 34 Gallon Horizontal Propane Tank built into the main body with remote fill and gauge

Hydraulic Raise and Lower Arrow Arrowboard with Light Bar

Hydraulic Steel Insulated Bi-fold Hopper Doors

Hydraulic Lift for Bomag BW 55E Roller

72# Stanley Breaker

1 1/4 Cubic Yard Hydraulic Steel Spoils Bins

8 Gallon Auxillary Water Tank

4 Tool Rack

180-degree Pivot Asphalt Chute delivers asphalt to the entire rear of the truck and both sides



Building high quality products since 1978



Designed to WORK -- Built to LAST

THERMO-LAY

HOT ASPHALT AND SANDING MACHINE



Northwest Manufacturing & Distribution Inc. ☐ ☐ ☐ ☐ Phone: 406-259-9525
 2050 Main Street -- P.O. Box 51000 ☐ ☐ ☐ ☐ Fax: 406-245-7222
 Billings, MT 59105 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Internet: www.thermo-lay.com

The Thermo-Lay Hot Asphalt and Sanding Machine was designed to take all of necessary components needed for asphalt repair and integrate them into a single truck, operated by a two man crew. The 1978 model had a hopper heated by cut-back tack oil. The current Thermo-Lay has evolved into a unique state-of-the-art machine. This machine carries 5 cubic yards of either hot-mix or cold mix, can carry 120 gallons of tack oil, includes a hydraulic operated jack hammer, carries a gasoline driven vibratory roller compactor, and includes all the necessary traffic lighting and signaling. These features are found on a short, single 120 cab-to-axle truck chassis with a 12,000# front axle, 21,000# air suspension rear axle, to form a legal payload of 6 tons.



Safety and ease of operation have always been a top priority in the design of the Thermo-Lay. Safety features include automatic extinguishing of the propane burner when any fluid pump is activated, making it impossible to spray any fluid on the propane burner. The new hopper cleaning system coats the entire inside surface of the hopper with the flip of switch at ground level, eliminating the need for the operator to climb up upon the hopper prior to loading the heated asphalt. The new roller lift has an alarm that continously sounds while the lift is being raised or lowered and the amber strobe mounted on the lift warns operators and passing traffic that the lift is being loaded or unloaded. The arrowboard and light bar are raised 36 vertically, allowing the operators to set both warning and signaling from inside the cab, before stepping out of the truck. Unlike any other heated asphalt machine, the Thermo-Lay has a built-in 34 gallon propane tank that cannot come loose, fall off the truck, become stolen, or be subjected to damage during a side impact collision. Plus, the propane tank can easily be monitored and filled from ground level.

The Thermo-Lay uses maintenance free solenoid hydraulic valves which allow the switches to be located at the rear of the machine and in the cab as well. The solenoid hydraulic valves also have manual overrides in case of a loss of electricity. The automatic shifting 2 speed motor provides outstanding delivery and can unload the entire 5 cubic yards in less than 5 minutes. Moving the roller lift from the left rear of the machine to the area between the cab and body, not only transferred a substantial weight off of the rear axle, but also freed up valuable space at the rear which gives the delivery chute a complete 180 degree movement at the rear. With an optional chute extension, delivery can be made to either drivers or passengers curbside, for repair of new curb construction. For rakes, brooms and shovels, a rear mounted tool rack holds 4 tools. An 8 gallon auxillary water container is also rear mounted, for supplying additional water to the roller compactor.



The Thermo-Lay asphalt hopper is heated by heat transfer oil. The heat transfer oil is heated by a 350,000 BTU propane burner during working hours and then kept to a desired temperature at night by a 9 KW electric heater. The Intelli-Temp timed heating system allows the operator to select a daytime temperature, daytime start time, nighttime temperature, and nighttime start time. The Intelli-Temp system automatically lowers the heat transfer oil temperature to the desired nighttime heat using the electric heater and the automatically adjusts to the desired daytime temperature using the propane burner and electric heater at the desired, pre-set time. Weekends may be controlled as nighttime temperature or shut down completely, with automatic early Monday morning start-up.

Specifications for Thermo-Lay Model UD 425-120



Northwest Manufacturing & Distribution Inc.
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Billings, MT 59105

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Fax: 406-245-7222
Internet: www.thermo-lay.com

This specification describes a machine that is used to repair asphalt. While this information is not designed to exclude any bidder or equipment, it is imperative that the machine meet all of the following criteria. These criteria are based on the following: **compact size, D.O.T. Federal Bridge Weight compliance, performance, durability, ease of operation, safety, and training.**

COMPACT SIZE:

SIZE CRITERIA: This machine must be compact in size to provide maneuverability, fuel efficiency, legal weight distribution, and close- quarter turning capabilities. The asphalt mix capacity of this machine must be no less than 4 ¼ cubic yards when filled to capacity. For maximum maneuverability, this machine must be no longer than a 198" wheel base or 128" CA, no wider than a 50' turning radius, and not over 25' in length – bumper to rear end. The physical box/hopper size must be as compact as possible and no longer than 108", no wider than 78", and no higher than 43". Machine size and safety considerations dictate that the following components be built into the main body section of the machine: hydraulic tank, tack oil tank, cleaning fluid tank, hopper release agent tank, and propane tank.

Hopper asphalt mix capacity: (cu. yd.) _____
 Truck chassis wheelbase: (inches) _____
 Truck cab to axle dimensions: (inches) _____
 Truck chassis turning radius: (ft) _____
 Overall truck length bumper to rear end: (ft) _____
 Main Body dimensions: (in) _____ in. long X _____ in. wide X _____ in. high
 Highest component height: (in) _____
 Hydraulic tank location: _____
 Tack oil tank location: _____
 Cleaning fluid tank location: _____
 Hopper release agent tank location: _____
 Propane tank location: _____
 Propane tank capacity: _____

D.O.T. FEDERAL BRIDGE WEIGHT COMPLIANCE:

WEIGHT CRITERIA: This machine must be constructed and configured such that it meets all D.O.T. Federal Bridge Weight limits when fully loaded. Component locations and integration play an important part in the weight distribution. This machine must have no less than a 12,000 # front axle weight rating, a minimum 20,000# rear axle weight rating, with air ride suspension. In order to insure that this machine shall not be operated overweight, empty and loaded weight of the front, rear, and combined must be precisely calculated and documented.

Body component weight empty: (lbs) _____
 Heat transfer oil weight: (lbs) _____
 Truck chassis total weight empty: (lbs) _____
 Front axle GVWR rating: (lbs) _____
 Front axle weight empty: (lbs) _____
 Front axle weight loaded: (lbs) _____
 Rear axle GVWR rating: (lbs) _____
 Rear axle weight empty: (lbs) _____
 Rear axle weight loaded: (lbs) _____
 Total combined weight empty: (lbs) _____
 Total combined weight fully loaded: (lbs) _____
 Front axle weight distribution percentage (%) _____
 Rear axle weight distribution percentage (%) _____

PERFORMANCE: Asphalt repair performance is achieved by means of the following factors: Properly heated, stored and dispensed asphalt mix; a delivery system with powerful fast distribution rates; a properly positioned, powerful anti-bridge device; a state of the art heating system capable of heating and precisely maintaining the temperature of HOT mix and COLD mix; a tack oil system with properly controlled and dispensed tack oil; a powerful quick pavement breaker; a compaction device capable of producing 100% compaction with ease; and trash spoils bins. The machine to be provided pursuant to this specification must strictly meet all performance requirements, must not be a prototype, and must have a demonstrable performance record in the field based upon the number of years the machine has been manufactured. End user references must be provided.

Manufacturer of the machine: _____

Model number: _____

Years of model production: _____

ASPHALT MIX: To provide the highest discharge rate possible, this machine must have a screw conveyor auger and be able to dispense the asphalt at a minimum rate of 1 cubic yard per minute, at an idle, without raising the engine R.P.M. In order to provide the best auger delivery rate, the auger must be driven by a single auger motor that can provide both high torque and high speed performance characteristics. For purposes of this specification, and to meet the necessary high torque/high speed requirements, a single 2 speed hydraulic auger motor must be supplied, which can automatically sense the pressure demands and still shift between high torque and high speed without any operator input, and which is reversible. In order to meet this performance requirement, the machine must have a 6" diameter auger with hard surfaced flights driven by an automatic shifting 2 speed motor with size of 12 cu. in. and 24 cu. in. displacement, a speed of 64 R.P.M. and 128 R.P.M., and a torque of 5,100 in. lbs. (425 ft. lbs.) and 10,200 in. lbs. (850 ft. lbs.). If the asphalt mix should ever try to bridge above the auger, a hydraulic driven anti-bridge bar must be capable of dislodging such a bridge with a reversible hydraulic motor capable of producing 10,200 in. lbs. (850 ft. lbs.) of torque. Asphalt mix delivery is optimized by incorporating a 180 degree pivoting chute that provides a quick, wide, dependable method for distributing properly heated mix into the repair site, insuring 100% compaction without waste, while not allowing asphalt mix cooling.

AUGER:

2 speed auger motor displacement sizes (cu. in.): (low) _____ (high) _____

2 speed auger motor speeds (R.P.M.): (low) _____ (high) _____

2 speed auger motor torques (in. lbs.): (low) _____ (high) _____

Dispensing rate: (cu. yd./minute) _____

Shaft pipe thickness: (sch of pipe) _____

Number of bearings: _____

Bearings sealed or greaseable: _____

Temperature rating of bearing grease: _____

ANTI BRIDGE BAR:

Shaft pipe thickness: (sch of pipe) _____

Anti-bridge bar hydraulic motor displacement: (cu. in.) _____

Anti-bridge bar hydraulic motor torque: (in. lbs.) _____

Number of spikes on bar: _____

Number of bearings: _____

Bearings sealed or greaseable: _____

Temperature rating of bearing grease: _____

ASPHALT CHUTE:

Asphalt chute location: _____

Asphalt chute pivot arc: (degrees) _____

ASPHALT MIX HEATING: To provide the best possible performance in repairing asphalt, this machine must be able to heat HOT mix or COLD mix, and store HOT mix at a temperature of 325° F minimum, or COLD mix at a temperature of 250° F minimum, over a 24 hour period, without temperature increase or decrease of 4° F throughout the entire mix load. This machine must be able to dispense hot mix at a minimum of 325° F without baking the asphalt mix. To avoid waste, asphalt mix temperature maintenance is the highest priority and must be automatic without operator input, day or night. The asphalt mix must be heated using an isothermal medium that can easily maintain a constant temperature up to 400° F, without baking the asphalt mix or having inconsistent cold areas in the mix that will deter distribution and /or inhibit 100% compaction. Therefore, this machine must use a liquid heat transfer oil medium to heat the asphalt mix. This machine must carry the minimal amount of heat transfer oil necessary to accomplish the objective and not add additional unnecessary weight to the overall machine. For purposes of this specification, 120 gallons is the maximum allowable amount of heat transfer oil for this machine. A propane/electrical system must be supplied to heat and maintain the radiant oil at the proper mix temperature day and night without operator input, beyond the initial thermostat programming. Therefore, a minimum 350,000 B.T.U dual stage propane burner must be used to provide the daytime or operating heat and supplement night or non-operating hours heating. The ignition of this burner must be electronic, automatic, and be able to re-ignite the propane burner without operator input, in order to maintain a constant temperature. The automatic re-ignition feature avoids delay and heat loss associated with operator fallibility. Propane for this propane burner must be stored, transported, and dispensed from a built-in 34 gallon horizontal propane tank. This tank must include a float type fill gauge, an electronic fill gauge, covered fill box with ACME quick-fill connector, and an electric gauge showing the fill level. A 9,000 watt (9KW) 240 volt AC single phase electric heater must be supplied to heat and maintain the radiant oil at the proper temperature during non-operating hours. This heater must be capable of reaching a temperature of 300° F automatically, without operator input. The propane burner and the electric heater must be controlled by two digital thermostats, one for daytime operating temperature and one for nighttime temperature. Operator fallibility is avoided by automation, and therefore the machine requires a 7 day, 2 event timer that will automatically switch between the daytime thermostat and the nighttime thermostat, at preset, predetermined start/stop times. To insure the utmost accuracy, the thermostats must be digital with $\frac{3}{4}$ " display, and be capable of holding a 4° F mix temperature accuracy throughout the entire mix load.

Isothermal medium type: _____
 Heat transfer oil capacity: (gal) _____
 Propane tank location: _____
 Propane tank capacity: (gal) _____
 Number of propane burners: _____
 Propane burner output: (B.T.U.) _____
 Propane ignition stages: (single or 2 stage) _____
 Re-ignition type: (manual or automatic) _____
 Number of electric heaters: _____
 Electric heater output: (watts) _____
 Electric heater voltage: (volts) _____
 Electric heater consumption: (amps) _____
 Number of thermostats: _____
 Thermostat type: (mechanical or solid state) _____
 Thermostat display type: (dial or digital) _____
 Timed thermostat switching: (manual or automatic) _____
 Number of timer day settings: _____
 Number of timer events: _____

ASPHALT MIX HOPPER HEAT CONTAINMENT: Asphalt mix heat maintenance is essential, and retaining the heat in the asphalt mix requires an insulated cover on this machine. This results in both better performance, by keeping the mix at the proper temperature, for ease of dispensing and 100% compaction, and decreased operating costs, by reducing the costs of fuel for mix temperature maintenance, reducing machine and component wear and degradation by running inadequately or irregularly heated mix through the dispensing system, and reducing repair failure by dispensing properly heated mix, capable of attaining 100% compaction. Therefore, this machine must have 1" thick hydraulic operated insulated steel doors that cover the hopper. To insure a low loading height and provide a wide opening for asphalt mix loading, these doors must be 2 piece, bi-fold doors with a protected internal hydraulic cylinder for each door. There must be roller bearings in the hinges of these doors and roller bearings in a guide track on each end of each door. Keeping the elements out of the hopper is essential. Therefore, there must be a cover/seal where the bi-fold hinge is positioned, to keep moisture and debris out of the hinge area. A high temperature silicon seal must be supplied on the bottom of each door to make a positive vapor seal between the door and the door frame, which will stop the heat loss where these meet. The protected hydraulic door cylinders must have stainless steel braid enclosed Teflon high temperature hose. To insure the maximum heat retention and the lowest energy consumption, the remainder of the asphalt containment hopper of this machine must have 2" of high temperature polystyrene insulation protected by a 20 gauge steel removable cover.

Door material construction type: _____
 Door opening type: (single or bi-fold) _____
 Door height when open: (inches) _____
 Hopper opening dimensions when doors are open: (inches) _____ long X _____ wide
 Door insulation thickness: (inches) _____
 Door bi-fold hinge material: (steel or stainless steel) _____
 Outer door hinge type: (bolt or bearing) _____
 Door track roller type: (bolt or bearing) _____
 Door hinge protection type: _____
 Door seal material type: _____
 Number of door hydraulic cylinders: _____
 Door cylinder location: _____
 Door cylinder hose material construction: _____
 Door cylinder protection method: _____
 Door hydraulic relief pressure: (P.S.I.) _____
 Body insulation type: _____
 Body insulation thickness: _____
 Body insulation value: (R) _____
 Body insulation protection cover material: _____

TACK OIL: Permanent asphalt repair performance is highly dependent upon using tack oil to seal the repair and bond the new asphalt to the old asphalt. EPA mandated use of emulsion type tack oil requires special heating, storing, and distribution of this material. Therefore, it is imperative that this machine have an insulated tack oil tank built into the main body with a capacity of 120 gallons minimum. This tank must be insulated with 1" insulation, and protected from external damage. Because these tack oils are emulsified with electrically charged water, the heat source to this tank must be of a type that will never let the tack oil freeze or boil. Therefore, an isothermal heating source must be used that can keep the tack oil temperature between 33° F and 211° F. A rear mounted digital thermometer must be supplied to monitor the tack oil temperature at all times, so that the operator can easily see the display. For proper distribution of the tack oil, a hydraulically driven gear pump must be supplied to provide a 60-80 P.S.I. output spray pressure and an automatic re-circulation path to return excess tack oil back into the tack oil tank. Keeping this tack oil system clean, working, and dependable requires a cleaning system that will flush a cleaning fluid through the pump, hoses, hose reel, and spray nozzle by the use of one pull lever. To avoid wasting tack oil by contamination, the cleaning system must not allow any cleaning fluid into the tack oil tank. Tack oil should be loadable through a 3" fill spout or by reversing the pump direction while loading from a barrel. Tack oil must be sprayed through a 3/8" diameter X 60" long spray wand with a dead man valve, and a 30° spray pattern nozzle and supplied through a 25' hose mounted on an internal mounted hose reel.

Tack oil tank capacity: (gal) _____
 Tack oil tank insulation material type: _____
 Tack oil tank insulation thickness: (inches) _____
 Tack oil tank insulation value: (R) _____
 Isothermal heating medium type: _____
 Thermometer type: (dial or digital) _____
 Thermometer location: _____
 Tack oil pump type: (gear or vane) _____
 Tack oil pump gear size: (inches) _____
 Tack oil pump discharge pressure: (P.S.I.) _____
 Tack oil pump discharge rate: (G.P.M) _____
 Cleaning fluid tank location: _____
 Cleaning fluid tank capacity: (gal) _____
 Cleaning fluid selection method: _____
 Fill spout size: (inches) _____
 Spray wand dimension size: (inches) _____ diameter X _____ long
 Spray valve type: (manual or dead man) _____
 Spray wand nozzle pattern: (degrees) _____
 Tack oil hose length: (feet) _____
 Tack oil reel location: _____

HYDRAULIC SYSTEM: Permanent asphalt repair performance is highly dependent upon a powerful, quick, responsive, flexible, and durable hydraulic system. Since hydraulic power is dictated by hydraulic pressure, this machine must have a closed center hydraulic system, with a load sense pressure demand piston pump supplying 2,250 P.S.I. hydraulic fluid pressure. This pump must be mounted directly to a hot shift P.T.O. installed on an Allison 3000 series transmission that will allow the hydraulic system to function when the truck engine is operating, producing “live” hydraulics, in order to allow both stationary and moving repair operations. In order to maintain a cool running hydraulic system, the hydraulic tank capacity must be at least 30 gallons. To eliminate foaming and cavitation, the hydraulic tank must have a baffle that will separate the incoming, hotter oil from the cooler bottom suction oil. For purposes of safety and trouble free, low-maintenance hydraulic operation, this tank must have pressure fill vent cap, a 100 micron suction filter, a 10 micron replaceable return filter, a suction shut-off valve, and a sight gauge/thermometer to monitor the oil level and temperature. To insure flexibility and durability, this machine must have sealed electric solenoid hydraulic control valves mounted on a single aluminum manifold with 11 solenoid valves, and a pressure gauge, and must also allow remote electrical control of the hydraulics at the right rear of the machine, in the truck cab, behind the truck cab, and into the burner control box for safety purposes. All of the solenoid valves must be labeled to indicate each function’s direction of operation. In the case of an electrical failure, there must be a method of manual override.

Hydraulic system type: (open or closed circuit) _____
 Hydraulic pump type: (gear or piston) _____
 Hydraulic pump pressure: (P.S.I.) _____
 Hydraulic tank location: _____
 Hydraulic tank capacity: (gal) _____
 Suction strainer filtration size (micron) _____
 Discharge filter filtration size (micron) _____
 Number of solenoid valve sections: _____
 Pressure gauge location: _____

ASPHALT REMOVAL EQUIPMENT: Quick, precise removal of the old existing perimeter asphalt requires a pavement breaker (jack hammer). Therefore, this machine must be equipped with a 72# class hydraulic pavement breaker with a 1 1/8” shank, a 5” spade cutter and a 6” square tamping shoe. The breaker must have the hydraulic fluid supplied by 25’ of 1/2” pressure hose and 25’ of 3/4” return hose mounted on an internally mounted hose reel. The hydraulic fluid supplied for this breaker must be flow controlled at 9 G.P.M., at an idle without the need for an engine throttle to maintain this flow rate. For monitoring and diagnostic purposes, a flow meter must be installed to verify the flow capabilities of the hydraulic pump system.

Pavement breaker brand: _____
 Pavement breaker size: (lbs) _____
 Pavement breaker model: _____
 Pavement breaker shank size: (inches) _____
 Asphalt cutter size: (inches) _____
 Asphalt tamper size: (inches square) _____
 Pressure hose diameter: (inches) _____
 Return hose diameter: (inches) _____
 Flow meter location: _____

TRASH SPOILS BINS: To expedite the performance of permanent asphalt repair after squaring up the sides of the repair and breaking up the debris in the repair, it is essential to have storage and transportation of debris available within the confines of this machine. Therefore, there must be 2 hydraulic operated trash spoils bins located on both sides of the truck chassis, behind the truck cab, no higher than the truck frame when in the loaded upright position. Each bin must have a capacity of at least 1 ¼ cubic yard. These bins must hydraulically roll over for dumping purposes, roll out for a superior loading height, and have a hydraulic lock in the upright position. The controls for these bins must be independent, and located in the cab. There must be sealed flange bearings on each end of each bin and one hydraulic cylinder located at the rear of each bin.

Number of spoils bins: _____
 Trash spoils bin capacity: cu.yd.) _____
 Bin location: _____
 Bin dumping type: (manual or hydraulic) _____
 Bin loading height: _____

ASPHALT COMPACTION DEVICE: Proper and precise 100% asphalt compaction can only be achieved with a fast, easy operating, self-propelled compactor. Therefore, this machine must be supplied with a roller compactor that is hydrostatically driven. This roller must have forward and reverse control, and a 22" wide steel compaction drum. For maximum performance, this roller must be stored and transported on a hydraulic operated lift mechanism located behind the truck cab on the driver's side, so that it will not interfere with the asphalt repair procedures taking place at the rear of the truck. This lift must have a hydraulic locking mechanism that provides positive locking of the lift and roller in the "UP" position. There must be an amber strobe light attached to the lift that provides visual evidence of lift displacement from its locked upright position. There must also be an audible warning accompanying "UP" or "DOWN" movement of the lift. To insure that this roller cannot inadvertently leave the lift or be stolen, there must be a self-locking mechanism that secures the roller when the lift is in the upright most position. There must be removable 4.2 gallon water storage tank for lubricating the roller drum.

Roller brand: _____
 Roller model number: _____
 Roller engine make: _____
 Roller drum width: (inches) _____
 Roller operating weight: (lbs) _____
 Roller water tank capacity: (gal) _____
 Roller lift location: _____
 Roller lift locking mechanism type: (manual or automatic) _____
 Roller locking mechanism: (manual or automatic) _____
 Visual displacement method: _____
 Audible movement warning method: _____

AUXILIARY WATER STORAGE TANK: Even though the roller compactor has a removable 4.2 gallon water tank, it is essential to insure that water is available at all times during the repair process. Therefore, this machine must have a rear mounted 8 gallon auxiliary water tank. This tank must be non-metallic in construction with a 4" fill, a ½" drain, and accompanying hose. This tank must be mounted above and behind the tool rack so that it provides easy access to the operators at the rear and does not impede upon the repair process.

Water tank location: _____
 Water tank capacity: (gal) _____
 Water tank material type: _____

HAND PROPANE TORCH: This machine must have a 250,000 B.T.U. propane torch with 20' of ½" propane hose used to dry moisture from the repair site and to force set cold tack oil.

Hand propane torch rating: (B.T.U.) _____
 Hand propane torch hose length: (feet) _____

DURABILITY: In order to provide a long service life, this machine must have built-in durability.

MATERIAL THICKNESS, FASTENERS AND SURFACE COATING: The construction of this machine must be as heavy duty as weight permits. The main body sides and hopper walls must be constructed of 3/16" mild steel with 3/16" radiant heat transfer oil bottoms. All fasteners on this machine must be of stainless steel construction for durability and a long service life. This machine must have a 100% powder coated finish on all components that would normally be primed and painted. All electrical wiring must be either triple insulated cord, conduit, or in loom. There must be no splices or tees in any of the electrical wiring.

Main body steel material thickness: (inches) _____
 Hopper sides thickness: (inches) _____
 Radiant heat transfer oil bottom material thickness: (inches) _____
 Fastener material: (black, plated, or stainless steel) _____
 Component finish: (painted or powder coated) _____
 Electrical wiring type: _____

COMPONENT LOCATION: Component location has profound effects on the durability of this machine. Exterior non-protected locations deteriorate components by subjecting them to weather, corrosion, impact injury, and the accumulation of asphaltic compounds and other grime endemic to asphalt road construction and repair, elevate maintenance costs, and shorten life expectancy of a machine. Therefore, covered, sealed, and non-exposed component placement must be paramount on this machine. The hydraulic tool hose reel, tack oil hose reel, and cleaning system hose reel must be mounted internally in the main body and enclosed behind metal enclosures. The tack oil wand and cleaning fluid wand must be stored in a holder that protects the nozzles and spray wands. The propane tank, tack oil tank, hydraulic tank, hopper release agent tank, cleaning fluid tank, and waste oil tank must be built into the main body. To eliminate any side collision impact possibility, the propane tank must be located high and inside the outer shell of the main body. The hydraulic door cylinders must be mounted inside the hopper and must be protected. The tack oil pump, cleaning fluid pump, and release agent pump must be built into the main body and behind metal enclosures. The hydraulic control valve manifold must be mounted high on the front of the main body, and between the main body and the cab, to shield it from impact injury, corrosion, and accumulated asphaltic residues.

Hydraulic tool hose reel location: _____
 Tack oil hose reel location: _____
 Cleaning fluid hose reel location: _____
 Tack oil wand location: _____
 Cleaning fluid location: _____
 Propane tank location: _____
 Tack oil tank location: _____
 Hydraulic tank location: _____
 Hopper release agent tank location: _____
 Cleaning fluid tank location: _____
 Waste oil tank location: _____
 Tack oil pump location: _____
 Cleaning fluid pump location: _____
 Release agent tank location: _____

EASE OF OPERATION: Cost savings in labor can be enhanced by ease of operation, avoiding time-consuming worker tasks through efficient equipment placement, fluid distribution, and component automation. In addition, flexible location of hydraulic controls (see Hydraulic System, Page 6) allows this machine to be efficiently operated with a crew of only 2 people. This machine must have demonstrable ease of operation and a proven ability to operate with a crew of 2 people.

HOPPER RELEASE AGENT: Heated asphalt HOT mix and heated COLD mix are extremely adhesive and tend to adhere to the hopper walls. To eliminate such adhesion, a biodegradable, emulsified, non-solvent release agent is essential and therefore must be sprayed into the hopper regularly. An 18 gallon tank must be supplied to store, transport, and spray this release agent, which must be built into the main body and equipped with a 12 volt electric pump capable of supplying the 45 P.S.I pressure and 4.9 G.P.M. flow necessary to spray the release agent out of 30 removable bronze spray nozzles located in the upper rim edge of the hopper. The nozzle spacing must be such that no hopper surface is left uncoated. There must be a washable replaceable discharge filter located on the pump. The release agent pump must be located inside the driver's side rear compartment and actuated by a switch that will automatically spray a 25 second flow of release agent into the hopper and automatically shut off.

Release agent tank location: _____
 Release agent tank capacity: (gal) _____
 Release agent pump capacity: _____ P.S.I _____ G.P.M.
 Number of spray nozzles: _____
 Spray nozzle material: _____
 Spray activation: (manual or automatic) _____
 Duration of spray per application: (seconds) _____

CLEANING FLUID: Keeping the asphalt tack oil system, rear discharge chute, and hand tools (shovels and rakes) clean is an essential part of the smooth operation and durability of this machine. Therefore, a 10 gallon cleaning fluid tank must be supplied to store, transport, and spray a biodegradable, non-caustic cleaning fluid that is used to flush the tack oil system, lubricate the rear discharge chute, and clean the hand tools. There must be 12 volt DC pump with a discharge filter and a deadman valve with 20' of hose on an internal mounted hose reel. The cleaning fluid spray wand must drip into the waste oil tank when stored.

Cleaning fluid tank location: _____
 Cleaning fluid tank capacity: (gal) _____
 Cleaning fluid hose length: (feet) _____
 Cleaning fluid hose reel location: _____

WASTE OIL TANK: Cleaning out the tack oil system dictates that the cleaning fluid must be discharged daily. Therefore, there must be a 10 gallon waste oil tank supplied to store and transport waste fluid from cleaning the tack oil system and capture dripping fluid from the tack oil spray wand and the cleaning fluid wand. There must be a 3" pipe in the top of tank as a receptacle for cleaning the tack oil spray wand, which drains into the waste tank. There must also be a 1" drain with valve on the bottom of the tank for draining purposes.

Waste oil tank location: _____
 Waste oil tank capacity: _____

TOOL STORAGE RACK: The asphalt repair process takes place at the rear of the truck and dictates that shovels, rakes, and brooms must be within easy reach of the operators. Therefore, this machine must have a 4 tool holder at the rear of the truck for storage and transportation of shovels, rakes, and brooms. This rack must be designed so as not to allow these tools to bounce out during transportation.

Location of the tool rack: _____
 Number of tool holding positions: _____

SAFETY: Operator safety must be the highest priority on this machine. Therefore, there must be superior safety lighting supplied with this machine including LED truck directional signal lighting, hydraulic raised and lowered arrowboard lighting, 6 corner strobe lighting and other safety equipment essential to safe operation of this machine.

REAR TRUCK DIRECTIONAL STOP TURN, TAIL LIGHTING: Traffic notification of repair operations begins with signaling the truck operator's intentions, and relies upon visibility to avoid accidents from the rear. Therefore there must be 6 red stop, turn, tail lights supplied at the rear of the machine. Two of the stop, turn, tail lights are to be supplied with the truck chassis and may be mounted low as supplied by the truck manufacturer or high to provide superior visibility. In addition, there must be 4 red LED stop, turn, tail lights mounted at the rear of the truck, 2 mounted high, above 6' level, and 2 mounted lower in the 4' to 6' high zone. These lights must be mounted as wide as possible. There must be 5 red LED marker lights mounted at the rear, 3 high in the center of the rear door frame and 1 mounted on each side at the rear, for side visibility. There must be 4 amber marker lights mounted on this machine, 1 mounted on each side visible from the front and one on each side front of the body visible from the front. To provide long life and low maintenance this lighting system must be a sealed system with a common junction box at the rear with a triple insulated wire from each light terminating inside the junction box, with no splices or tees allowed. The junction box must be labeled with color code and function.

Number of red stop, turn, tail lights: _____
 Number of red LED stop, turn, tail lights: _____
 Location of red LED stop, turn, tail lights: _____
 Number of red LED marker lights: _____
 Location of red LED marker lights: _____
 Number of amber LED marker lights: _____
 Location of amber LED marker lights: _____

HYDRAULIC RAISED AND LOWERED DIRECTIONAL ARROWBOARD: There must be a hydraulic raised and lowered arrowboard installed behind the truck cab and in front of the main body. The arrowboard must be capable of signaling traffic from both the front and the rear to move to either the left or the right of the machine. This is accomplished by including with the arrow board control switching that signals either left arrow, right arrow, right and left arrows, right and/or left bar at the operator's election. For maximum visibility to all traffic, this arrowboard must have 10 LED amber lights visible from the rear and 10 LED amber lights visible from the front, with an amber LED strobe light in between the arrows. The arrowboard steel background must be 95" wide. Superior visibility is obtained by elevating the arrowboard as high as possible without creating a hazard to overhead obstacles. Therefore, this arrowboard must no higher than 98" in the "DOWN" position and raise hydraulically 36". Operator safety depends on the ability to raise this arrowboard from within the truck cab before stepping out. Two arrowboard controls must be mounted in the cab with easy driver access.

Arrowboard location: _____
 Arrowboard size: (inches) _____ wide X _____ deep
 Raised and lowered mechanism: (manual, electric, or hydraulic) _____
 Arrowboard height when in the "DOWN" position: (inches) _____
 Arrowboard height when in the "UP" position: (inches) _____
 Number of front visible arrowboard LED lights: _____
 Number of rear visible arrowboard LED lights: _____
 Amber LED strobe location: _____
 Number of in cab controls: _____
 Location of raise/ lower switch: _____

6 CORNER STROBE LIGHTING: For added traffic awareness, there must be 2 LED amber strobe lights mounted at the front of the truck and 4 LED amber strobes mounted at the rear of the truck, 2 high on the body and 2 low on the body. A labeled illuminated switch for strobe operation must be mounted in the cab within easy reach of the driver.

Number of amber LED strobes: _____

Amber LED strobe locations: _____

PROPANE BURNER SAFETY: In order to insure operator and machine safety, it is essential that propane burner safety features be supplied with this machine. There are 3 fluids that must be sprayed in the repair process on this machine and it is vital that the propane burner automatically stop operating when the tack oil pump, hopper release agent pump, or cleaning fluid pump is operating. In addition, the propane burner must automatically shut-down in the event of high temperature or loss of flame. This propane burner system must have a 7 second re-ignition period upon loss of flame ending in total shut-down and provide a red safety shut-down light for visible warning of the shut-down. This propane burner system must be capable of burning at highway speeds without flame extinguishing occurrences. The roller compactor and accompanying hydraulic lift must be front mounted between the main body and the cab to provide a safe environment, away from the burner, for re-fueling the roller.

OPERATOR SAFETY EQUIPMENT: To eliminate dangers associated with operators leaving ground level and climbing up on this machine in the field, there must be no hand-holds or ladders on this machine. There must be an air pressure load gauge located at the rear that allows the operator to view the asphalt mix load remaining without having to climb upon the machine and visually observe the hopper contents. This machine must have safety shut-off switches installed on the hydraulic doors that will automatically disengage the auger screw conveyor and/or the anti-bridge bar in the hopper, if the doors are opened. The hydraulic roller lift must have visual and audible alarms for lift movement. To provide additional visual awareness and safety, this machine must have a large section of the rear powder coated with “school crossing FEDERAL safety green/yellow” color in contrast with the black powder coated body. The hydraulic doors must have a pressure relief valve setting that does not allow the doors to level the asphalt mix or injure personnel in the asphalt mix hopper.

OPTIONAL SAFETY EQUIPMENT AVAILABLE: Optional safety equipment is also available, such as rear video display cameras, rear mounted LED work lights, and an additional hydraulic lift for storage and transport of the roller on the passenger side of the machine.

MANUALS AND TRAINING: Proper permanent asphalt repair dictates that specific repair and machine operational steps be followed and that the machine be kept in the best working condition. Therefore, this machine must be supplied with an operators’ manual that includes detailed instructions on the operation of this machine as well as drawings and parts listings. This manual must be delivered in hard copy form as well as digital CD form. To facilitate the initial use of this machine, and to insure safe and proper operation, crews must be properly trained in the use and maintenance of the machine. Therefore, at least 8 hours of hands on training by factory authorized personnel must be provided at the owners’ facility as part of the acquisition cost of the machine.

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A handwritten signature in black ink, appearing to read "Chad Coauette", is written over a horizontal line.

Dr. Chad Coauette, PhD, Executive Director/CEO



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 03/15/2023

SUBJECT:

624 7th Street Parking Lot Use Agreement

STAFF RECOMMENDATION:

Approve the Parking Lot Use Agreement for 624 7th Street

EXECUTIVE SUMMARY:

The municipal parking lot located at 624 7th Street has been owned and operated by the City for several years. Agreements exist with the Oregon City Library and Clackamas Fire District for use of some of the parking spaces for those two organizations. This agreement would provide the landlord/tenant located at 602 7th Street to use a designated portion of the parking lot for refuse storage/collection, and owner/employee vehicle (car) parking.

BACKGROUND:

Within the last few years, a new owner has purchased the building at 602 7th Street and opened a business called The Hive Social. The business contains a restaurant, bar, coffee shop, and event space. Since their operation began, they have used the parking lot at 624 7th Street to store refuse and have it collected by the refuse company. Prior to The Hive Social, other businesses have operated in this space and have historically used a similar area for refuse storage and collection.

As the City worked with the current owners of 602 7th Street, several permits were needed. During that time, it was learned that the refuse collection would need to remain within the parking lot at 624 7th Street. To allow the refuse area, City staff worked with the owner of 602 7th Street for an agreement to share this area.

Staff first reviewed all agreements associated with the parking lot to ensure all agreed upon parking spaces were properly allotted. Then, staff worked with the Street Department on a plan to clean up, relocate, and adjust the signage that exists. This will allow for a future painted refuse area and 3 spaces for public parking.

The City will collect \$30 per month from the owner of 602 7th Street for a total of \$360 per year. This agreement is only with the current owner. If the property is sold, a new agreement would need to be entered into with a future owner.

OPTIONS:

1. Approve the Parking Lot Use Agreement for 624 7th Street.
2. Approve the Parking Lot Use Agreement for 624 7th Street with Modifications.
3. Deny the Parking Lot Use Agreement for 624 7th Street

BUDGET IMPACT:

Amount: \$360.00 Revenue

FY(s): FY 2023-24

Funding Source(s): General Fund

PARKING LOT USE AGREEMENT
(624 7th Street)

This Parking Lot Use Agreement is entered on this _____ day of _____, 20____, between the CITY OF OREGON CITY (hereafter referred to as "**Landlord**") and THE HIVE CATERING COMPANY, LLC, DBA THE HIVE SOCIAL (hereafter referred to as "**Tenant**")

A. Landlord owns the property located at tax lot 2-2E-31AC-01400 in Oregon City, Oregon (the "**Property**"), part of which is used as a parking lot.

B. Tenant occupies the building located at 602 7th Street in Oregon City, Oregon which is located adjacent to the Property.

C. Tenant desires to use an area within the Property for storage, and removal, of solid waste as allowed by Chapter 8.20 of the Oregon City Municipal Code. The area of land to be used is identified as "Refuse Pickup Area" on the plan attached to this Agreement as Exhibit A.

NOW, THEREFORE, the parties set forth in this Parking Lot Use Agreement (this "**Agreement**"), Landlord and Tenant agree as follows:

SECTION 1 AGREEMENT TO USE REFUSE PICKUP AREA

1.1 Right to Use Refuse Pickup Area. Throughout the Term (defined in Section 2 below), Landlord shall allow Tenant to use the Refuse Pickup Area on the Property.

1.2 Compliance with Rules and Laws. Tenant shall comply with and shall cause its employees, guests, and tenants to comply with (a) all rules and regulations promulgated by Landlord from time to time related to use of the Property, and (b) all laws, ordinances, statutes and governmental regulations applicable to its activities in connection with this Agreement.

SECTION 2 TERM

Absent termination by the Landlord or Tenant pursuant to the "Default" and "Thirty (30) Day Termination" provisions set forth below, this Agreement shall automatically be renewed month-to-month.

Rent: For use of the Refuse Pickup Area, Tenant shall pay Landlord the amount of \$30.00 per month payable in advance on or before the first day of each month. Under any month-to-month automatic extension following expiration of the initial Agreement term, the amount of rent may be changed from time to time by Landlord upon thirty (30) days prior written notice to Tenant. Rent is due on the 1st day of each month. Rent received after 5:00 PM on the fifth (5th) day of the month shall be subject to a late fee of \$10.00. Any check returned for Not Sufficient Funds (NSF) shall be subject to an NSF fee of \$25.00 plus any charges incurred from the bank as a result of the return of the NSF check. Rent is payable to:

City of Oregon City, 625 Center Street Oregon City, OR 97045

Deposit: Last month's rent is due at signing of this Agreement. Tenant waives requirement that such deposit be held in a separate account.

Signs: Tenant may post signs on the Refuse Pickup Area stating the Refuse Pickup Area is for Tenant's exclusive use. Landlord is under no obligation to monitor those parking in the Refuse Pickup Area nor to remove any third-party vehicle parked in the Refuse Pickup Area.

Tenant's Use of the Refuse Pickup Area: The Refuse Pickup Area shall be reserved as no parking to facilitate the movement of the Landlord/Tenant business(s) to move their solid waste containers from the storage area to the parking area for hauling as allowed by Chapter 8.20 of the Oregon City Municipal Code. There shall be no parking of trailers or oversized trucks. No commercial activity of any kind whatsoever shall be conducted by Tenant in, from, or around the Refuse Pickup Area except for use already specified within this Agreement. If the Refuse Pickup Area is to be used by employees, customers, or invitees of Tenant, Tenant shall control the conduct and demeanor of its employees, customers, and invitees using the Refuse Pickup Area and shall take all steps necessary to remove persons and vehicles that Landlord may, for good and sufficient cause, deem objectionable or dangerous. Tenant's right to use the Refuse Pickup Area specifically includes the right to remove vehicles or materials that have been parked or placed in the Refuse Pickup Area without Tenant's authorization unless the vehicle or material has been parked or placed with authorization from the Landlord.

Sublease: Tenant shall not sublease the Refuse Pickup Area.

Condition of Premises: Tenant shall accept the Refuse Pickup Area in its present condition without any liability or obligation on the part of Landlord to make any alterations, improvements, or repairs of any kind within or to the Refuse Pickup Area.

Maintenance: Tenant agrees to maintain the Refuse Pickup Area, including with regard to snow and ice removal, and Landlord shall have no responsibility to Tenant for such maintenance; Tenant shall indemnify Landlord for any claim arising out of the Refuse Pickup Area, including but not limited to those arising out of Tenant's failure to maintain the Refuse Pickup Area or alleged failure to maintain the Refuse Pickup Area.

Same Condition: Upon expiration or termination of the lease, Tenant agrees to return the property to the same condition as when received. Tenant shall remove any temporary or fixed improvements at its sole cost and expense no later than (7) days after termination. Failure to remove any improvements within the 7 (day) period, improvements shall be removed by the City, subject to reimbursement by the Tenant for these costs.

Indemnity: Tenant agrees to release, indemnify, hold harmless, and defend Landlord, its agents, officers, and employees from and against any and all liabilities, damages, business interruptions, delays, losses, claims or judgments of any kind whatsoever including all costs, attorney fees, and expenses incidental thereto, which may be suffered by, or charged to,

Landlord in any way relating to the Tenant's use of the Refuse Pickup Area, including, but not limited to any loss of or damage to any property or injury to or death of any person arising out of or by reason of any breach, violation, or non-performance by Tenant or its servants, employees, or agents of any covenant or condition of this Agreement, or by any act or failure to act of those persons.

DISCLAIMER OF LIABILITY: LANDLORD HEREBY DISCLAIMS, AND TENANT HEREBY RELEASES LANDLORD FROM ANY AND ALL LIABILITY WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY AND NEGLIGENCE) FOR ANY LOSS, DAMAGE, OR INJURY OF ANY NATURE WHATSOEVER SUSTAINED BY TENANT, ITS EMPLOYEES, AGENTS, OR INVITEES INCLUDING BUT NOT LIMITED TO LOSS, DAMAGE, OR INJURY TO ANY VEHICLE OR OTHER PROPERTY OF TENANT THAT MAY BE LOCATED IN THE REFUSE PICKUP AREA.

Default: This Agreement shall be breached if (a) Tenant shall default in the payment of any rental payment hereunder; (b) Tenant shall default in the performance of any other covenant herein, and such default shall continue for ten (10) days after receipt by Tenant of notice thereof from Landlord; (c) Tenant shall cease to do business as a going concern; (d) a petition is filed by or against Tenant under the Bankruptcy Act or any amendment thereto (including a petition for reorganization or an arrangement); or (e) Tenant assigns his/her property for the benefit of creditors.

In the event of any breach of this Agreement by Tenant, Landlord shall, at its option, and with ten (10) days advance notice, have the right to terminate this Agreement and to remove any property of Tenant in the Refuse Pickup Area, using such force as may be necessary without being deemed guilty of trespass, breach of peace or forcible entry and detainer. If Landlord elects to terminate the Agreement, Landlord may remove any vehicle or other property from the Refuse Pickup Area and have it stored elsewhere at Tenant's expense, or pursue any other remedy available to Landlord under law or the terms of this Agreement: Tenant shall, within seven (7) days after demand by Landlord, reimburse any costs, which Landlord incurs in exercising Landlord's rights hereunder.

Exercise by Landlord of either or both of the rights specified above shall not prejudice Landlord's right to pursue any other remedy available to Landlord in law or equity.

Thirty (30) Day Termination: During any month-to-month term of this Agreement, either party shall have the right, with or without cause, to terminate this Agreement by giving thirty (30) days' prior written notice to the other party.

Rules and Regulations: Landlord shall have the right from time to time to establish rules and regulations governing the orderly operation of the Property. Tenant and its employees, invitees, and agents shall faithfully observe and comply with such rules and regulations. Landlord shall not be liable to tenant for violation of any rules and regulations by any other tenant or its employees, invitees, or agents.

Governing Law; Severability: This Agreement shall be construed in accordance with the

laws of the State of Oregon. If any portion of this Agreement is held by any court of competent jurisdiction to be illegal, invalid, or unenforceable under present or future law, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

Relationship of Parties: The relationship between Landlord and Tenant shall always and only be that of Landlord and Tenant. Tenant shall never at any time during the term of this Agreement become the agent or partner of Landlord, and Landlord shall not be responsible for the acts or omissions of Tenant or its agents.

Remedies Cumulative: The rights and remedies with respect to any of the terms and conditions of this Agreement shall be cumulative and not exclusive and shall be in addition to all other rights and remedies.

Notices and Emergencies: Any notice given by one party to the other in connection with this Agreement shall be in writing and shall be sent by certified or registered mail, return receipt requested. Notices shall be deemed to have been received on the date of receipt as shown on the return receipt.

If to Landlord, address to:

City of Oregon City
Attn: 624 7th Street Refuse Pickup Area
625 Center Street
Oregon City, OR 97045

If to Tenant, address to:

Attn: THE HIVE CATERING COMPANY, LLC, DBA THE HIVE SOCIAL
602 7th Street
Oregon City, OR 97045

Integration: This Agreement constitutes the entire Agreement between the parties, and as of its effective date supersedes all prior independent Agreements between the parties covering the Refuse Pickup Area. Any changes or modifications hereof must be in writing, signed by both parties.

Attorney Fees: In any suit or proceeding for breach of this Agreement or to enforce or interpret this agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and disbursements, including but not limited to, fees incurred prior to suit, during the pendency of any such action, discovery, motions, enforcement of judgment, and any appeal. The parties specifically agree that ORS 20.077 shall not apply and the party with the net judgment shall be the prevailing party for awarding fees.

Waiver: The waiver by either party of any covenant or condition of this Agreement shall not thereafter preclude such party from demanding performance in accordance with the terms hereof.

Successors Bound: This Agreement shall be binding on and shall inure to the benefit of the heirs, legal representatives, successors, and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement on the date first set forth on page 1.

Tenant:

THE HIVE CATERING COMPANY, LLC, DBA THE HIVE SOCIAL

Signature

Signer Printed Name, Title

STATE OF OREGON)
)
County of Clackamas)

This record was acknowledged before me on (date) _____, 20____

by _____
Signer's printed name

as _____
Title & Name of Corporation or Party on whose behalf the record is executed

Stamp notary seal:

WITNESS my hand and official seal.

Signature of Notary Public

My commission expires: _____

Landlord:

CITY OF OREGON CITY, AN OREGON MUNICIPAL CORPORATION:

By: Anthony J. Konkol III, City Manager

EXHIBIT A

Item 7c.

WASHINGTON ST

NORTH



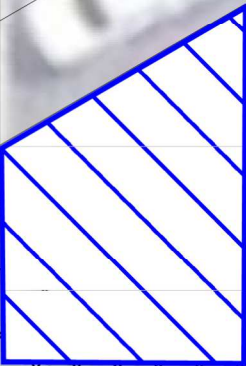
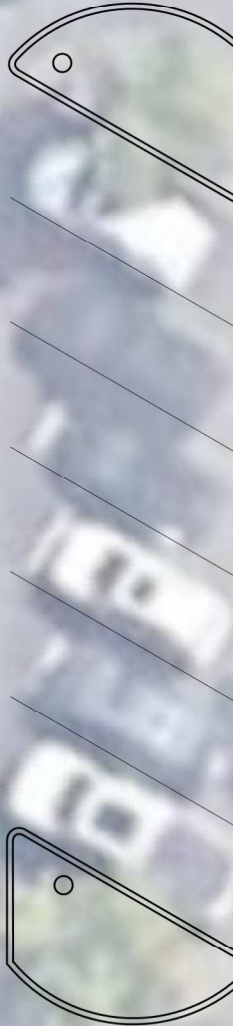
The Hive Social
American

602 7th St

THE HIVE SOCIAL

17'X10'
GARBAGE &
RECYCLING
ENCLOSURE

PARKING
LOT



No Parking
Zone.
Refuse Pickup
Area.

EXISTING
GARAGE

EXISTING
YARD/GARDEN



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/07/2023

SUBJECT:

Intergovernmental Agreement with Clackamas County for the Clackamas County Regional Advanced Transportation Controller (ATC) and Signal Optimization Project

STAFF RECOMMENDATION:

Authorize approval of the Intergovernmental Agreement with Clackamas County for the Clackamas County Regional Advanced Transportation Controller (ATC) and Signal Optimization Project.

EXECUTIVE SUMMARY:

Clackamas County applied for, and was awarded, federal funding through the Federal Transportation System Management and Operations (TSMO) program to install and program advanced transportation controllers at 99 intersections across Clackamas County. The intersections impacted are spread across the various jurisdictions in the County, with 16 of them located in Oregon City.

BACKGROUND:

Clackamas County applied for, and was awarded, federal funding through the Federal Transportation System Management and Operations (TSMO) program to install and program advanced transportation controllers at 99 intersections across Clackamas County. The intersections impacted are spread across the various jurisdictions in the County, with 16 of them located in Oregon City. This Intergovernmental Agreement allows Clackamas County to complete and deliver the project within the city, with the City providing the match for our share of the countywide project.

For the past few years, as projects are planned, we have been working to replace outdated signal controllers. To date, as part of recent and current projects, Oregon City has replaced or plans to replace 11 signal controllers. The City currently has a total of 27 signal controllers. The recently completed Molalla Avenue Streetscape Project included installation of controllers along Molalla Avenue at the following intersections: Clairmont Way, Gaffney Lane, and Fir Street. The Beaver Creek Road All Roads

Transportation Safety (ARTS) Project, which is getting underway now, includes replacement of controllers along Beavercreek Road at the following intersections: Warner Milne Road, Safeway/Danielsons Entrance, Molalla Avenue, Southridge Entrance, Fred Meyer Entrance, and Fir Street.

The remaining 16 controllers that have not been updated will be replaced as part of this countywide project. Those locations include:

- John Adams Street & 5th Street (Fire Signal)
- Washington Street & Prairie Schooner Way
- Washington Street & Home Depot/Metro Transfer Station
- Washington Street & Abernethy Road/17th
- Washington Street & 15th Street
- Washington Street & 14th Street
- Singer Hill & Railroad Crossing (Do Not Stop on Tracks Sign)
- Washington Street & 7th Street
- 7th Street & Monroe Street
- Molalla Avenue & Polk Street/Division Street (Pedestrian Signal)
- Molalla Avenue & Pearl Street
- Molalla Avenue & Holmes Lane/Hilda Street
- Molalla Avenue & Warner Milne Road
- Molalla Avenue & McDonald's Entrance
- South End Road & Shelby Rose Drive (Pedestrian Signal)
- Warner Milne Road & Linn Avenue/Leland Road

The project also includes an update of the central signal system and local software to manage all traffic signals in Clackamas County. The project will include intersection signal timing optimization for these intersections. The updated signal controllers will provide the functionality desired for traffic signal operations.

The total project costs, grant funding, and City match are as follows:

Federal Grant Funding:	\$735,878.42
Local Match (10.27%):.....	\$84,224.58
Total Project Cost:	\$820,103.00
Oregon City Share of Local Match:	\$13,612.05

OPTIONS:

1. Authorize the City Manager to execute the Intergovernmental Agreement.
2. Deny the Intergovernmental Agreement. If the Commission chooses to deny the Grant Agreement, staff requests direction on how to proceed.

BUDGET IMPACT:

Amount: \$13,612.05

FY(s): FY 2023

Funding Source(s): Transportation SDC

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF OREGON CITY
AND CLACKAMAS COUNTY RELATED TO THE CLACKAMAS COUNTY
REGIONAL ADVANCED TRANSPORTATION CONTROLLER (ATC) AND SIGNAL
OPTIMIZATION PROJECT**

This agreement (the “Agreement”) is made on the date all required signatures have been obtained, between the City of Oregon City (“CITY”), a municipal corporation of the State of Oregon, and Clackamas County (“COUNTY”), a political subdivision of the State of Oregon, pursuant to ORS Chapter 190 (Intergovernmental Cooperation), collectively referred to as the “PARITES” and each a “PARTY.”

RECITALS

WHEREAS, ORS Chapter 190 authorizes local governments to enter into intergovernmental agreements for the performance of any or all functions and activities that a local government, its officers or agencies, have the authority to perform;

WHEREAS, the County applied for, and was awarded, federal funding through the Federal Transportation System Management and Operations (“TSMO”) to install and program advanced transportation controller (“ATC”) signal controllers at 99 intersections across the County in those locations generally depicted in Exhibit “A” which is attached hereto and incorporated herein;

WHEREAS, the 99 intersections that will be impacted by this project are spread across various jurisdictions in the County. The total cost of the project and the portion of project work attributable to each individual jurisdiction is set forth in Exhibit “C” which is attached hereto and incorporated herein;

WHEREAS, the County is administering the Clackamas County Regional ATC and Signal Optimization Project, described in the recital above, pursuant to Oregon Department of Transportation Agreement No. 34925/73000-00004353;

WHEREAS, a portion of the work to be completed under the above-described project includes the replacement of sixteen (16) existing traffic signals at intersections on roadways under the City’s jurisdiction with upgraded ATC equipment. Along with the controller, local software, and central signal system upgrade, intersection signal timing will be optimized for all users. The portion of the work to be completed under the above-described project at intersections on roadways under the City’s jurisdiction shall be referred to herein as the “City Project.” The locations which are part of the City Project are shown on the map attached hereto, marked “Exhibit A,” and specifically listed in “Exhibit B”; and

WHEREAS, the Parties desire to define their respective obligations with regards to the City Project described herein, with the City primarily responsible for contributing funds to cover certain cost associated with the City Project, and with the County primarily responsible for completing and delivering the City Project as herein described.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Term.** This Agreement becomes effective as of the last date of signature by a Party indicated below. Unless terminated earlier pursuant to Section 4 of this Agreement, this Agreement will expire upon the completion of the Project by the County and the final payment by the City pursuant to the terms of this Agreement, or by December 31, 2024, whichever is sooner.
2. **City Responsibilities.**
 - A. The City agrees to the scope of work set forth in Exhibit “D” which is attached hereto and incorporated herein.
 - B. The City agrees to allow the County and its employees, contractors and agents access to the right of way and intersection signal equipment for purposes of completing the scope of work set forth in Exhibit “D.”
 - C. Within 30 days of full execution of this Agreement, the City agrees to transfer to the County the sum of \$13,612.05, which represents the City’s proportional share of the County’s match of eligible costs related to the entire Clackamas County Regional ATC and Signal Optimization Project, as set forth in Oregon Department of Transportation Agreement No. 34925/73000-00004353. The proportional share calculation of all jurisdictions involved in the entire Clackamas County Regional ATC and Signal Optimization Project is set forth in Exhibit “C”.
 - D. The City shall have the ultimate responsibility to approve the plans in writing for signal phasing, timing, and coordination. The County, or its consultants, shall provide a recommendation to the City, and the City shall not unreasonably withhold such written approval so long as the recommendation conforms to International Municipal Signal Association (IMSA) and Institute of Transportation Engineers (ITE) industry standards, as well as the State of Oregon guidelines and specifications.
 - E. Within 30 days of receiving the County’s notice of completion, the City agrees to promptly contact the County if any signal issues related to the City Project are witnessed or reported to ensure timely repairs can be made. After such 30 day period, the City shall be obligated to remedy any and all signal issues moving forward.
3. **County Responsibilities.**
 - A. The County agrees to the scope of work set forth in Exhibit “D” which is attached hereto and incorporated herein.
 - B. Work shall be performed to IMSA and ITE industry standards, as well as the State of Oregon guidelines and specifications. IMSA Certified Technicians shall perform the traffic signal controller installation, configuration, and setup of the City’s signal system. Certification level shall be commensurate with the task performed in accordance with IMSA specifications.

- C. After execution of this Agreement and payment in the amount specified in Section 2.C, the County agrees to complete the City Project on or before June 30, 2024. Upon completion, the County shall provide the City a written notice of completion.
- D. The County, or its consultants, shall provide a recommendation to the City for signal phasing, timing, and coordination. Any such recommendation shall conform to International Municipal Signal Association (IMSA) and Institute of Transportation Engineers (ITE) industry standards, as well as the State of Oregon guidelines and specifications.
- E. Within 30 days of providing the City the notice of completion, the County agrees to promptly respond to any signal issues related to the City Project that are identified by the City and that the County is made aware of. Costs to remedy any such issues shall be the responsibility of the County.

4. **Termination.**

- A. The County and the City, by mutual written agreement, may terminate this Agreement at any time.
- B. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. Nothing herein shall prevent the Parties from meeting to mutually discuss the Project. Each Party shall use best efforts to coordinate with the other to minimize conflicts.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

5. **Indemnification.**

- A. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the County agrees to indemnify, save harmless and defend the City, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (including legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the County or

its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the County has a right to control.

- B. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the City agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (including legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the City or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the City has a right to control.

6. General Provisions

- A. **Oregon Law and Forum.** This Agreement shall be construed according to the laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- B. **Applicable Law.** The Parties hereto agree to comply in all ways with applicable local, state and federal ordinances, statutes, laws and regulations.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Access to Records.** The Parties acknowledge and agree that each Party, the federal government, and their duly authorized representatives shall have access to each Party's books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records shall be made available upon request. The cost of such inspection shall be borne by the inspecting Party.
- E. **Debt Limitation.** This Agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.
- F. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement

without such provision to give effect to the maximum extent possible the intentions of the Parties.

- G. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- H. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- I. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- J. **No Third-Party Beneficiary.** Neither Party intends that this Agreement benefit, or create any right or cause of action in, or on behalf of, any person or entity other than the County or the City.
- K. **No Assignment.** No Party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of the other Party, which consent may be withheld for any reason. The benefits conferred by this Agreement, and the obligations assumed hereunder, shall inure to the benefit of and bind the successors of the Parties.
- L. **Counterparts.** This Agreement may be executed in any number of counterparts (electronic, facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
- M. **Authority.** Each Party represents that it has the authority to enter into this Agreement on its behalf and the individual signatory for a Party represents that it has been authorized by that Party to execute and deliver this Agreement.
- N. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.

CLACKAMAS COUNTY

Chair

Date

Recording Secretary

CITY OF OREGON CITY

Mayor

Date

Recording Secretary

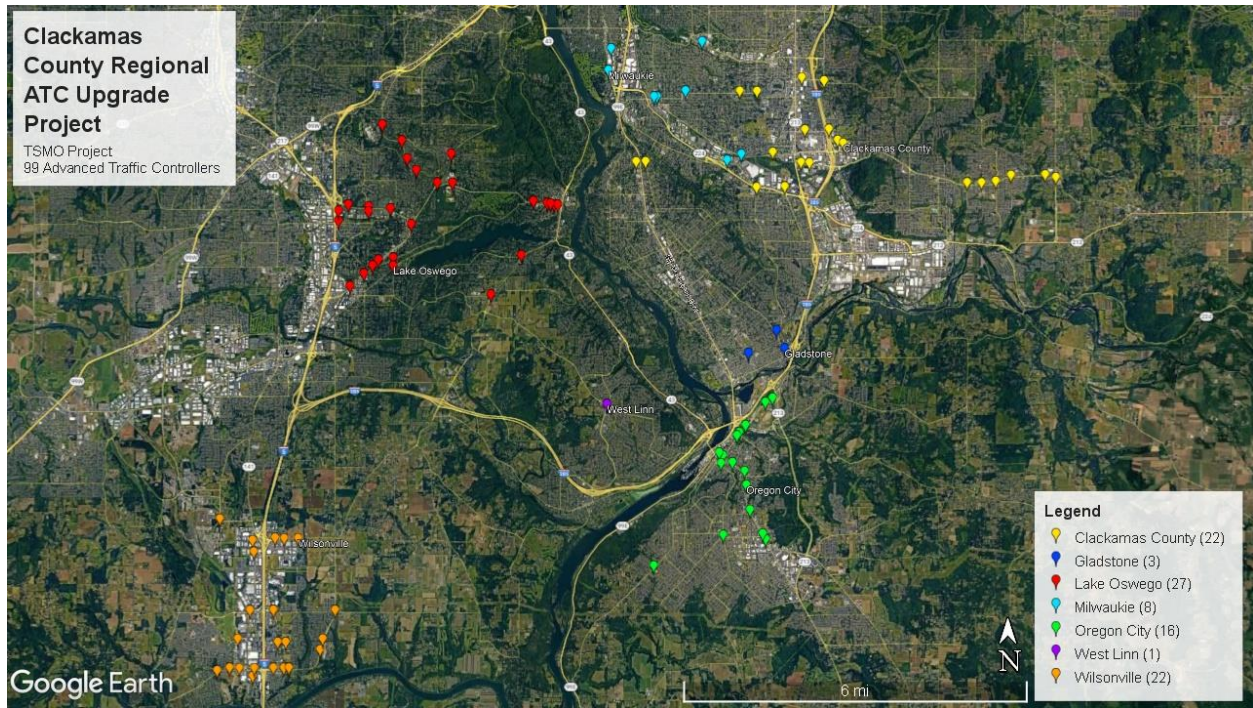
Exhibit AClackamas County Regional ATC and Signal Optimization Project Map

Exhibit BCity Project Specific Location List

ID #	TC #	Major Street	Minor Street	Asset Type
7611	TC-0000-05515	John Adams St	5th St	Fire Signal
7613	TC-0000-05673	Washington St	Prairie Schooner Way	Signal
7614	TC-0000-05651	Washington St	Home Depot - Metro access	Signal
7618	TC-0000-05500	Washington St	Abernethy Rd - 17th St	Signal
7619	TC-0000-05501	Washington St	15th St	Signal
7620	TC-0000-05502	Washington St	14th St	Signal
7621	TC-0000-05672	Singer Hill	RR Xing	R/R PTR sign
7622	TC-0000-05503	Washington St	7th St	Signal
7623	TC-0000-05505	7th St	Monroe St	Signal
7624	TC-0000-05507	Molalla Av	Polk St / Division St	Ped Signal
7625	TC-0000-05508	Molalla Av	Pearl St	Signal
7626	TC-0000-05509	Molalla Av	Holmes Ln - Hilda St	Signal
7627	TC-0000-05510	Molalla Av	Warner Milne Rd	Signal
7628	TC-0000-05541	Molalla Av	1476 Molalla Av (near McDonalds)	Signal
7638	TC-0000-05539	South End Rd	Shelby Rose Dr	Ped Signal
7640	TC-0000-05535	Warner Milne Rd	Linn Av - Leland Rd	Signal

Exhibit CProportional Share Table

Fed Funds:	\$ 735,878.42
Local Match (10.27%)	\$ 84,224.58
Total Project Cost:	\$ 820,103.00

	Controllers	Proportional Share	Local Match
Clackamas County	22	22.22%	\$ 18,716.57
Lake Oswego	27	27.27%	\$ 22,970.34
Oregon City	16	16.16%	\$ 13,612.05
Wilsonville	22	22.22%	\$ 18,716.57
Milwaukie	8	8.08%	\$ 6,806.03
Gladstone	3	3.03%	\$ 2,552.26
West Linn	1	1.01%	\$ 850.75
Total Controllers:	99		

Exhibit DScope of Work

The Clackamas County Regional ATC Controller & Signal Optimization Project includes the following elements:

- Procurement of 99 Advanced Traffic Controllers (ATCs) to upgrade older traffic signals controllers that are no longer supported and do not provide the functionality desired for current signal operations. This includes locations owned by Clackamas County, City of Lake Oswego, City of Oregon City, City of Wilsonville, City of Milwaukie, City of Gladstone, and City of West Linn
- Consultant support in signal timing conversions and optimizations
- Clackamas County signal timing testing and deployment
- New central signal system server for maintenance and operation of the traffic signals



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Finance Director Matt Zook

Agenda Date: 6/7/2023

SUBJECT:

Resolution No. 23-14, Establishing Eligibility to Receive State Revenues

STAFF RECOMMENDATION:

Move to approve Resolution No. 23-14, A Resolution Establishing Oregon City's Eligibility to Receive State Revenues.

BACKGROUND:

The Shared Financial Services Unit of the Oregon Department of Administrative Services is responsible for certification of eligibility of cities for state shared revenues derived from cigarette, liquor, and highway taxes under ORS 221.760. The law provides that cities located within a county having more than 100,000 inhabitants must provide four or more of the following municipal services in order to be eligible to receive the shared revenues.

1. Police Protection
2. Fire Protection
3. Street construction, maintenance and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

In order for Oregon City to receive these revenues, the City Commission must submit to the Department of Administrative Services an approved Resolution which states that the City provides four or more of these services.

OPTIONS:

1. Approve Resolution No. 23-14 as is.
2. Deny Resolution No. 23-14.

BUDGET IMPACT:

Amount: General Fund Revenue = \$1,534,000; Transportation Fund
Revenue = \$6,061,100

FY(s): 2023-24 and 2024-25

Funding Source(s): State Shared Revenues

RESOLUTION NO. 23-14

A RESOLUTION ESTABLISHING OREGON CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES

WHEREAS, ORS 221.760(1) provides as follows:

SECTION 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police Protection
2. Fire Protection
3. Street construction, maintenance and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

; and

WHEREAS, the City Commission desires to establish compliance with ORS 221.760(1) by certifying the provision of municipal services;

NOW, THEREFORE, OREGON CITY RESOLVES that the City of Oregon City, Oregon, hereby certifies that it provides the following four or more municipal services enumerated in ORS 221.760(1) in fiscal years 2023/24 and 2024/25, both years of the biennial budget:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewer
4. Storm sewers
5. Planning, zoning, and subdivision control
6. One or more utility services

Section 1. This resolution shall take effect immediately upon its adoption by the City Commission

Approved and adopted at a regular meeting of the City Commission held on the 7th day of June 2023.

DENYSE MCGRIFF, Mayor

Attested to this 7th day of June 2023:

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION

MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, April 11, 2023 at 6:00 PM

CONVENE WORK SESSION AND ROLL CALL

Mayor McGriff convened the meeting at 6:05 PM.

PRESENT: 5 - Commissioner Mike Mitchell, Commissioner Adam Marl, Commissioner Frank O'Donnell, Commissioner Rocky Smith, Mayor Denyse McGriff

STAFFERS: 11 - City Manager Tony Konkol, City Recorder Jakob Wiley, Community Development Director Aquilla Hurd-Ravich, Parks and Recreation Director Kendall Reid, Police Chief Jim Band, Finance Director Matt Zook, Library Director Greg Williams, Human Resources Director Patrick Foiles, Assistant City Recorder Angelique Nomie, Communications Manager Jarrod Lyman, IT Director Mike Dobaj

FUTURE AGENDA ITEMS

1. List of Future Work Session Agenda Items

DISCUSSION ITEMS

2. Memorandums of Understanding, Sport Field Fees, and Neighborhood Associations

Kendall Reid, Parks and Recreation Director, invited discussion regarding Sport Field fees for youth sport organizations.

Commissioner Mike Mitchell suggested charging a \$10 fee to approved youth organizations and a \$3 fee to students participating in said organizations. Commissioner Marl also suggested charging fees based on the number of participants at a given event. Commissioner O'Donnell suggested that children participating in Oregon City Youth Sports activities ought not to be charged a fee, saying that the community value of Youth Sports was such that programs ought to be accessible to all.

Mayor McGriff emphasized that decisions made about Youth Sports ought to emphasize proper diversity, equity and inclusion practices, and equity toward other City organizations.

Commissioner Mitchell suggested that charging a small fee allows Youth Sports to reserve space rather than coming into difficulty with first-come, first-serve users. There was discussion about how the Parks and Recreation department works around conflicts in space use requests. There was also discussion about various commissioners' communication on this topic with other City governments, which revealed that most local municipalities did charge fees, but subsidized them from other parts of their budget.

Commissioner Smith suggested that citizens ought to be invited to offer comments on these matters. Staff reported that individual groups concerned with these matters had been invited to the current and previous meetings.

Mayor McGriff invited members of the public to share comments not previously communicated in writing. Scott Costanzo, resident of Oregon City, offered to share demographics of the Youth Sport programs. He also described parent volunteer hours donated each year for upkeep on the city's sports fields and asked that this contribution be taken into consideration. He also explained that the purpose of exclusive use was to make sure Youth Sports had the practice time they needed at the right times in their sport seasons.

Andie Smith, resident of Oregon City, discussed sport field procedures, facilities, and maintenance levels in neighboring municipalities. She discussed the value for money that other municipalities achieved by charging slightly higher fees, for example, comparing the state of Oregon City sports fields unfavorably with the state of those in West Linn.

Karla Laws, resident of Oregon City, expressed concern that grants received by the city are placed in the General Fund, rather than being dedicated to Parks and Recreation. She requested clearer accountability in this area. Tony Konkol, City Manager, and Mayor McGriff explained that monies deposited into the General Fund did not remain unallocated, but rather are divided up and distributed to the city's various needs.

Commissioner Smith suggested that patrons would be more willing to pay fees for field use if they knew these fees would be allocated to field upkeep. Commissioner Marl expressed agreement.

Cheryl Rice, resident of Clackamas County, and Chair of the Friends of Ermatinger House, inquired why she did not receive a notification about the present meeting in her capacity as Chair. She reported that she received notification because she was on a mailing list. Ms. Rice expressed appreciation for the work that both volunteers and the city do to maintain sports fields. She discussed the work and volunteer hours donated by the Friends of the Ermatinger House to its programs and upkeep and requested more funding and transparency from the city in their contributions toward Ermatinger House. She objected to changes in the Ermatinger House's Memorandum of Understanding (MOU) and said that the Friends would not alter the Ermatinger House's mission statement.

Mayor McGriff clarified that her upcoming lecture at Ermatinger House would be offered in her capacity as a volunteer at various museums, not in her capacity as Mayor.

Tim Wuest, resident of Oregon City, discussed the need for public/private cooperation in the use and care of Oregon City sports fields. He discussed the public benefits conferred by private sports clubs and suggested that they should not be charged for the use of sports fields.

Commissioner Marl asked Mr. Reid to discuss MOU practices in neighboring municipalities, and Mr. Reid explained that many used the mechanism of Special Districts. Mayor McGriff discussed differences between the circumstances of Oregon City and these other municipalities that had special districts, and she discussed the need to ascertain community support before considering creating a special district for Parks and Recreation.

Mayor McGriff asked whether there was consensus on sports field fees. Commissioners O'Donnell and Smith supported no fees. Commissioner Mitchell reiterated his fee structure suggestion, and he and Commissioner Marl expressed willingness to support this fee structure if there was assurance that the monies generated would be allocated to sports field maintenance. Mayor McGriff was willing to support this fee structure and invited Matt Zook, Finance Director, to speak to the fee allocation. Mr. Zook and Mr. Konkol said that monies brought in by sports field use and monies brought in by the Ermatinger House could both be allocated to their respective organizations, and that the city could track the use of those funds. Mr. Zook also explained that there are several tracked funds in the General Fund and that it is possible to add more tracked funds to it if desired. Commissioner O'Donnell expressed support for creating a tracked field maintenance account into which field use fees would be

placed. Commissioner Smith suggested that allocated funds have not been properly tracked in the past. Commissioner O'Donnell suggested that volunteer hours ought to be considered when determining whether to charge fees.

Commissioner Marl expressed gratitude that despite disagreements in current discussions, there was no suggestion of shutting down specific community sports, as had occurred in neighboring municipalities. He suggested that the city prepare for more usage of its pickleball facilities after closures of pickleball courts in West Linn and Lake Oswego. Mayor McGriff observed that concerns in those cities had resulted from the proximity of the courts to residences, and that such concerns were not likely to arise in Oregon City due to court locations.

Commissioner Mitchell said that the difference between the \$10 fee and the \$3 fee he had proposed was meant to recognize the value of organizations' volunteer contributions.

Mayor McGriff invited discussion of Memorandums of Understanding (MOUs). She explained that the purpose of MOUs was to delineate responsibilities of involved organizations, and that they sometimes also discuss budgets.

Mr. Reid, with assistance from Mr. Zook, described the MOU as drafted for the Ermatinger House. There was discussion about the labels and usages of accounts described in this MOU. Commissioner Smith requested clarification in the MOU's accounts terminology and requested that the Donation Account be relabeled as a Trustee Account, suggesting that this would accord with past practice. There was discussion about whether or not a "trustee account" was set up when Ruth McBride Powers originally donated money for the preservation of the Ermatinger House, or whether an account with that designation had at one time existed. There was consensus that the accounts associated with the Ermatinger House ought to have their names altered for the sake of clarity of purpose.

There was discussion regarding offering each organization with an MOU the opportunity to renegotiate their MOU.

There was discussion regarding the pickleball organization and the fees it charges. The organization had historically been unwilling to pay fees to the city and there was discussion about whether this situation was tenable. There was discussion about what the fee policies ought to be if the city were to set up its own pickleball organization.

Mr. Reid presented City Staff's suggestion that a formal policy be set up with Neighborhood Associations regarding their use of shelter facilities. The Neighborhood Associations are currently not being charged for shelter rentals. There was consensus that this practice be maintained, as long as Neighborhood Associations abide by the same reservation and facility use policies as any other organization.

Commissioner Mitchell asked about disputes that had been voiced by contractors over changes and inconsistencies in facility use rates. Mr. Reid replied that the issue had been resolved by negotiating rates on a case-by-case basis with contractors.

CITY MANAGER'S REPORT

The City Manager had no additional comments at this time.

COMMISSION COMMITTEE REPORTS

3. Commissioner O'Donnell

- South Fork Water Board

Commissioner O'Donnell offered a report on a recent meeting of the South Fork Water Board. He reported that the Board was in flux due to recent and upcoming elections in West Linn.

4. Commissioner Smith

- Clackamas Heritage Partners
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board

Commissioner Smith reported that the Clackamas Heritage Partners were working on preparations for the Rose Festival Parade.

5. Commissioner Marl

- Citizen Involvement Committee Liaison
- Clackamas County Coordinating Committee (C4)
- Clackamas County I-205 Tolling Diversion Committee

Commissioner Marl reported the Citizen Involvement Committee (CIC) had recently introduced a new Community Engagement Specialist. The CIC was also addressing complaints about a lack of meeting minutes, and Commissioner Marl thanked the City Recorder team for taking on this project. The CIC was interested in maintaining access to shelter facilities, an issue which was discussed earlier in the present meeting.

Commissioner Marl reported that C4 had recently discussed and planned an environmental assessment letter to the Oregon Department of Transportation (ODOT) discussing proposed tolling schemes. The Public Works staff are currently working on this letter, which would discuss the need for better mitigation plans from ODOT, the transparency of funding plans, and which would request an environmental impact statement. The next C4 meeting would be dedicated to exploring the economic impacts of tolling on downtown Oregon City. A C4 retreat was scheduled in the near future, to which all were invited.

6. Commissioner Mitchell

- Clackamas County Coordinating Committee (C4) – Metro Subcommittee
- Clackamas County I-205 Tolling Diversion Committee (alternate)
- Metro Policy Advisory Committee (MPAC) (alternate)

Commissioner Mitchell had no remarks to add to his written report.

7. Mayor McGriff

- Clackamas Water Environment Services Policy Committee
- Clackamas Heritage Partners (alternate)
- Downtown Oregon City Association Board
- Metro Policy Advisory Committee (MPAC)
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board

- Willamette Falls and Landings Heritage Area
- Willamette Falls Legacy Project Liaisons

Mayor McGriff reported that the Clackamas Water Environment Services Policy Committee and the Clackamas Heritage Partners organizations had not met recently. She reported that the Downtown Oregon City Association Board was searching for a new Executive Director and assessing its needs for this position. Mayor McGriff reported that the Metro Policy Advisory Committee had recently discussed alternate modes of regional transportation. She reported that the South Fork Water Board was creating a budget. She reported that Water Environment Services (WES) was going to allow the City of West Linn use of a temporary sewer pipe for contingency circumstances. She reported that an audit of the organization's computer system had been requested.

Mayor McGriff reported that she was planning to attend the Conference of the American Water Association in June in Toronto. She also reported that the Willamette Falls and Landings Heritage Area organization had recently conducted a goal setting session and created draft legislation to gain National Heritage Site designation. She reported that she had been asked to apply for a position on the Willamette Falls and Locks Foundation, and had agreed to do so.

Mayor McGriff reported that she recently had an informal meeting with the staff of the Willamette Falls Legacy Project to request an update on its activities.

Mayor McGriff reported that she was planning to attend a presentation by Representative Susan McLain, one of the original authors of the 2017 tolling bill, and Lindsay Baker, the Deputy Director of ODOT. She also reported that she had recently been a guest on several local news outlets to discuss opposition to tolling schemes.

ADJOURNMENT

Mayor McGriff adjourned the meeting at 9:04 PM.

Respectfully submitted,

Jakob S. Wiley, City Recorder



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION - REVISED MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, March 15, 2023 at 6:00 PM

CONVENE WORK SESSION AND ROLL CALL

Mayor McGriff convened the meeting at 6:06 PM.

PRESENT: 5 - Commissioner Frank O'Donnell, Commissioner Rocky Smith, Commissioner Adam Marl, Commissioner Mike Mitchell, Mayor Denyse McGriff

STAFFERS: 9 - City Manager Tony Konkol, City Recorder Jakob Wiley, Parks and Recreation Director Kendall Reid, Parks Operations Manager Jonathan Waverly, Aquatics and Recreation Manager Melissa Tierney, Human Resources Director Patrick Foiles, IT Director Mike Dobaj, Public Works Director John Lewis, and Finance Director Matt Zook

DISCUSSION ITEMS

1. Memorandums of Understanding, Sport Field Fees, and Neighborhood Associations

Kendall Reid, Parks and Recreation Director, offered a presentation summarizing the Memorandums of Understanding (MOUs) made with the following organizations: Oregon City Youth Sports, Oregon City Soccer, and the Friends of the Ermatinger House. His presentation also discussed the history and current state of Sport Field fees, as well as associated costs. He invited the Commissioners to discuss their opinion of the current fee structure.

Commissioner O'Donnell suggested that the Sport Field fees collected ought to be allocated more exclusively to maintaining the actual sport fields and the activities associated with them, rather than spread out to cover other Parks and Recreation expenses. He expressed opposition to the tiered fee structure and suggested that youth sports participants should not be charged a fee.

Commissioner Mitchell expressed agreement with Commissioner O'Donnell, suggesting that if a fee is charged for the exclusive use of facilities, it ought to be a modest amount. Commissioner Smith expressed agreement with Commissioners O'Donnell and Mitchell.

Commissioner Marl also expressed agreement with Commissioners O'Donnell and Mitchell, saying that Youth Sports ought to be considered a community-benefiting service subsidized by the City, and added that the fee structure suggested in Mr. Reid's presentation was not out of the norm for comparable cities. He suggested a cap on the amount that can be charged annually.

Mayor McGriff expressed concern with the concept of exclusive use. She wanted to determine that groups using the facilities in an exclusive manner were using good practices of diversity, equity, and inclusion, to ensure that an exclusive use agreement did not result in barriers to underprivileged residents. Ms. McGriff suggested that charging a fee was appropriate in terms of equity, because other Oregon City services charged fees. She did support a subsidized fee for underprivileged patrons.

City Commission Work Session - REVISED Minutes**March 15, 2023**

There was discussion regarding the benefits and equity of flat fees as opposed to hourly fees. Mr. Reid explained the departmental procedures in place to adjust hourly fees to reflect the actual use of facilities after events. There was discussion about the flat fee structure used in Gladstone, Oregon, which is a flat fee per child per season. Mr. Reid suggested that this option could be examined if the commissioners were concerned about limited ongoing fees for participants.

Mr. Reid discussed the expanding community need for field access since the COVID-19 pandemic; he reported that before the pandemic, Youth Sports had reserved the fields exclusively. He also discussed the department's desire to create equitable fee structures for the wider variety of users interested in the fields, and that the tiered fee structure was an effort to do so. There was discussion about the types of non-youth organizations utilizing the fields, as well as labor and in-kind contributions by volunteer organizations.

Commissioner Marl suggested using a flat seasonal rate and a separate hourly rate for occasional use.

Tony Konkol, City Manager, discussed the revenue that would be lost if no fee were to be charged for Youth Sports. He also explained that an hourly rate for field use was likely more equitable than a flat fee, since some groups used the fields for longer periods than others, and that these periods of time were impossible to accurately estimate in advance.

There was discussion that in the upcoming budget meeting, more money could be allocated to Parks and Recreation to subsidize comparatively low field usage fees.

Mr. Reid discussed the department's efforts to earmark Youth Sports money to stay within the Youth Sports program, rather than entering into the general fund. Youth Sports had suggested they were more comfortable paying fees under these circumstances.

Commissioner Smith suggested that more time was needed to fully examine these issues and to allow representatives of the organizations involved to contribute their thoughts.

Commissioner Marl observed that no fee structure was intended to fully cover the costs of field use, and that it benefited the city to recoup some of the cost through fees in order to maintain a personal investment in the issue. He also discussed the importance of compromise in light of the wide range of opinions expressed in the meeting.

The commissioners did not reach a consensus on whether to charge a fee for sports fields use. There was consensus that the commission continue to explore the option of charging fees.

ADJOURNMENT

Mayor McGriff adjourned the meeting at 7:00 PM.

Respectfully submitted,

Jakob S. Wiley, City Recorder



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION

DRAFT MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, March 07, 2023 at 7:00 PM

CONVENE WORK SESSION AND ROLL CALL

Mayor McGriff convened the meeting at 7:12 PM.

PRESENT: 5 - Commissioner Rocky Smith, Commissioner Mike Mitchell, Commissioner Adam Marl, Commissioner Frank O'Donnell, Mayor Denyse McGriff

STAFFERS: 8 - City Manager Tony Konkol, Library Director Greg Williams, Public Works Director John Lewis, Human Resources Director Patrick Foiles, Parks and Recreation Director Kendall Reid, Community Development Director Aquilla Hurd-Ravich, Police Chief Jim Band, Assistant City Recorder Angelique Nomie

FUTURE AGENDA ITEMS

1. List of Future Work Session Agenda Items

Commissioner Marl asked about the climate action plan presentation in light of discussions at the recent goal setting retreat. Mayor McGriff suggested the item remain on the list of future work session agenda items. Commissioner O'Donnell agreed and discussed the merits of interfacing with other members of the community with reference to this item, such as school boards and other elected officials.

DISCUSSION ITEMS

2. Greater Oregon City Watershed Council Annual Report

Tom Gaskill, Executive Director of the Greater Oregon City Watershed Council introduced founder, former Chair, and current member-at-large Doug Neeley. He also introduced Chair Cedimir Jesic, Vice Chair Marcia Sinclair, Secretary Danielle Folliard, Treasurer Alison Heimowitz, and member-at-large Sarah Miller, who were attending via Zoom. He presented the 2021-2022 Greater Oregon City Watershed Council annual report.

Commissioner Smith thanked the council for the substantial amount of progress they have made and continue to make.

Mr. Gaskill highlighted the council's 2-year partnership with Confluence AmeriCorps and thanked Willow Mikles, Community Outreach Coordinator, and Derek Palmore, her predecessor, for their assistance with the Singer Creek and Abernethy Creek Park projects.

3. City-Sponsored Public Event Program

Tony Konkol, City Manager, reviewed the city-sponsored public event program. He requested a review of the program criteria and reminded the commission that there is an aggressive timeline before summer events.

Commissioner Smith requested a common naming convention across all City departments for events. He asked if the term open to the public meant an admission fee could be charged. Mr. Konkol suggested that

if the city is going to invest public funds in an event, the event should be open to the public without an admission fee, notwithstanding internal activities or products that would require payment.

Commissioner Smith suggested being able to compare the cost of an event to the amount donated by the city. He said this would influence whether or not there would be an admission fee. He added that fees for City services such as street closures were cost prohibitive.

Commissioner Smith asked if the program was housed within Economic Development or if event coordinators would need to reach out to multiple City departments. Mr. Konkol said the intent of the program was that Economic Development would coordinate with other departments so that a unified application process exists.

Commissioner O'Donnell suggested the initial application go through Economic Development who would then pass it on to other departments to determine their fee requirements. Mr. Konkol said an online system was created to help applicants determine the fees that would be associated with an event, but that this process has been slowed down.

Commissioner Smith said he is not opposed to dis-including events that charge admission fees and suggested that this could be decided based on each event proposal. He added that application guidelines for charging admission fees would be useful to an event planner.

Commissioner Marl said he had a hard time investing public funds in events that were not open to the general public but understood that an admission fee would help balance the books. He suggested that reviewing applications on a case-by-case basis would slow down rather than streamline the process.

Mayor McGriff discussed the cost of inflation and suggested that an admission fee would preclude community members from attending events. She does not have a problem with requests for donations and suggested a provision for in-lieu City services in addition to grant funds. Mayor McGriff does not want to determine admission fees on a case-by-case basis and requested that all departments use the same naming convention for City-sponsored events.

Liz Hannum, Executive Director of the Downtown Oregon City Association (DOCA) said DOCA relies on admission income for their budget. She said disallowing gate fees would preclude a lot of events.

Commissioner O'Donnell asked what an organization would do if they received a surplus for the event. Discussion occurred regarding organizations keeping potential surplus from events. Commissioner Mitchell asked if a distinction could be made between for-profit and non-profit organizations, the latter of which could keep surplus funds.

Commissioner Mitchell requested that program criteria also include one-time events, citing the Arch Bridge Celebration as a one-time event worthy of public funds. He also asked that City fees be included in eligible program costs.

Commissioner Mitchell asked what would happen if not all grant money was dispersed during the application timeline. Mr. Konkol suggested the application period could be extended based on the amount of grant funds dispersed during the grant review process.

Commissioner Mitchell asked that the map included in the presentation be removed. Although it demonstrated the market for City-sponsored events, a consensus was reached that attendance from all regions was encouraged.

A consensus was reached to revisit the city-sponsored public event program next year.

4. Street Design Standards

John Lewis, Public Works Director gave a presentation on street design standards. He introduced

Hermanus Steyn and Julia Knudsen from Kittleson & Associates to answer specific questions.

Mayor McGriff asked how street design standards and concept plans work together. Ms. Knudsen said that other resources are to be used in conjunction with street design standards, including the city code and concept plans, which should be used to understand the vision, original concepts, and goals of the community.

Mayor McGriff asked about a line in the presentation which said, "Design Standards take precedence over Concept Plans with technical data." Ms. Knudsen said this applied to technical specifications that were in line with modern industry standards and not to the vision of the concept plans. She referred to chapter 2 of the Street Design Standards document which details a design modification process and includes constraints and justifications.

Mayor McGriff requested that a footnote with this information be added to the document. Ms. Knudsen replied that fidelity to the original concept plan and direction to visit the design modification process in chapter 2 if necessary would be listed under the other relevant resources section of the document.

Mr. Lewis said they are trying to move towards four different street light standards within the city.

Commissioner Smith requested that actual photos of the proposed streetlights be added to chapter 9 of the Street Design Standards document. Ms. Knudsen replied that this would be incorporated into the next draft.

Discussion occurred over the variety of streetlights in the city, specifically on Molalla Avenue and 10th and Main Street. Mayor McGriff asked why tear drop style streetlights were placed near Home Depot when they were intended for the Arc Light District.

Mayor McGriff requested an overview of the different chapters in the Street Design Standards document. Ms. Knudsen will include this in the introduction.

Commissioner Mitchell requested that section 5.1 update how speed limits are set, as Oregon City will soon have the authority to do this.

Commissioner Mitchell asked for clarification on bicycle lanes, as section 3.1 requires bicycle lanes to be separated but section 4.2 lists separate bicycle lanes as an alternative. Mr. Steyn said that summary table 3.1 was more of a vision and that City code specifies what was written in section 4.2. He said he would tweak table 3.1 to match what is in table 4.2.

Commissioner Mitchell asked about specifying an LED color temperature for streetlights. He said that without doing so, the colors will be different. Mr. Steyn said the temperature is specified in the design but that it will be added to the standard drawings.

Mayor McGriff asked about standards for light pollution. Mr. Lewis said LED lights are down-facing and covered so they are dark-sky compliant. Commissioner Mitchell said acorn lights are a problem for light spill.

Commissioner Marl shared concerns over LED lights and said that although they are more energy efficient, they are considered detrimental to bugs and insects. Commissioner Mitchell said this is related to the issue of color temperature.

Consensus was reached that the standards would be brought back with a redline version and a resolution to approve.

CITY MANAGER'S REPORT

The City Manager had no updates to provide.

COMMISSION COMMITTEE REPORTS

5. Commissioner O'Donnell

- South Fork Water Board

Commissioner O'Donnell opined that Oregon City water rights have recently been well-defended.

6. Commissioner Smith

- Clackamas Heritage Partners
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board

Commissioner Smith had no new updates to provide.

7. Commissioner Marl

- Citizen Involvement Committee Liaison
- Clackamas County Coordinating Committee (C4)
- Clackamas County I-205 Tolling Diversion Committee

Commissioner Marl reported that Greg Williams, Library Director, gave a presentation on the library's after-hours usage policy, which was well-received and appreciated by the CIC.

The I-205 Tolling Diversion Committee is sifting through the Oregon Department of Transportation's (ODOT) draft environmental assessment. The recent meeting served primarily to reorganize the committee, and Commissioner Marl is now its co-chair.

Mandy Putney with ODOT's Urban Mobility Office attended the C4 meeting, where ODOT's draft environmental assessment letter was also reviewed.

8. Commissioner Mitchell

- Clackamas County Coordinating Committee (C4) – Metro Subcommittee
- Clackamas County I-205 Tolling Diversion Committee (alternate)
- Metro Policy Advisory Committee (MPAC) (alternate)

Commissioner Mitchell had no updates to provide but thanked Staff for their work in preparing this year's goal setting retreat. He also thanked attendees for their participation.

9. Mayor McGriff

- Clackamas Water Environment Services Policy Committee
- Clackamas Heritage Partners (alternate)
- Downtown Oregon City Association Board
- Metro Policy Advisory Committee (MPAC)
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board
- Willamette Falls and Landings Heritage Area
- Willamette Falls Legacy Project Liaisons

Mayor McGriff reported that the Clackamas Water Environment Services budget review was approaching and that DOCA is preparing for the First City Festival.

Willamette Falls and Landings Heritage Area had a retreat in which they discussed applying for federal designation as a heritage area.

No meetings have occurred with the Willamette Falls Legacy Project Liaisons.

ADJOURNMENT

Mayor McGriff adjourned the meeting at 9:29 PM.

Respectfully submitted,

Jakob S. Wiley, City Recorder



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Item 7i.

Meeting Minutes - Draft City Commission

Dan Holladay, Mayor
Carol Pauli, Commission President
Brian Shaw, Rocky Smith, Jr., Renate Mengelberg

Monday, September 28, 2015

6:00 PM

Commission Chambers

SPECIAL MEETING

1. Convene Special Meeting and Roll Call

Mayor Holladay called the meeting to order at 6:10 PM.

- Present:** 5 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli, Mayor Dan Holladay and Commissioner Renate Mengelberg
- Staffers:** 6 - Community Development Director Tony Konkol, Assistant City Attorney Carrie Richter, Public Works Director John Lewis, Police Chief and Public Safety Director James Band, City Recorder Kattie Riggs and Planner Christina Robertson-Gardiner

2. Public Hearings

- 2a.** Ordinance No. 15-1015, Adopting the Second Six-Month Extension to the Existing Moratorium on Land Development and Building and Sewer Permit Approvals in Certain Areas within Oregon City due to a Lack of Sanitary Sewer System Capacity and Declaring an Emergency

John Lewis, Public Works Director, said the extension for the moratorium was required to be done every six months. He gave an update on the flow constrained areas and completion of the 12th and Main Street project. The 12th, 13th, and Division Street project was scheduled to begin October 1. Once that project was finished, 50% of the moratorium area would be fixed. The City had been doing all they had committed to do. The Linn Avenue project would be completed in the summer of next year.

Mayor Holladay opened the public hearing.

There was no public testimony.

Mayor Holladay closed the public hearing.

A motion was made by Commissioner Pauli, seconded by Commissioner Mengelberg, to approve the first reading of Ordinance No. 15-1015, adopting the second six-month extension to the existing moratorium on land development and building and sewer permit approvals in certain areas within Oregon City due to a lack of sanitary sewer system capacity and declaring an emergency. The motion carried by the following vote:

- Aye:** 5 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli, Mayor Dan Holladay and Commissioner Renate Mengelberg

A motion was made by Commissioner Shaw, seconded by Commissioner Smith, to approve the second reading and final adoption of Ordinance No. 15-1015, adopting the second six-month extension to the existing moratorium on land development and building and sewer permit approvals in certain areas within Oregon City due to a lack of sanitary sewer system capacity and declaring an emergency. The motion carried by the following vote:

Aye: 5 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli, Mayor Dan Holladay and Commissioner Renate Mengelberg

3. General Business

3a. Oregon City Support for C800 Public Safety Community Bond

Jim Band, Police Chief, said there would be a County-wide bond for replacement of the radio communication infrastructure for police and fire agencies. It would be \$.10 per \$1,000 of assessed value. He was asking for approval of a letter of support signed by the City Manager and sent to the Board of County Commissioners.

A motion was made by Commissioner Smith, seconded by Commissioner Shaw, to approve Oregon City support for the C800 Public Safety Community Bond. The motion carried by the following vote:

Aye: 5 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli, Mayor Dan Holladay and Commissioner Renate Mengelberg

3b. Draft Inter-Governmental Agreement (IGA) Term Sheet for the Willamette Falls Legacy Project Riverwalk Schematic Design Process

Tony Konkol, Community Development Director, said a Memorandum of Understanding was signed previously for staff to make decisions and expend funds for the Willamette Falls Legacy project. Additional agreements were needed among the public agencies for the Riverwalk and Community Planning and Development Grant. At the last Partners Group meeting the draft agreement was reviewed and each public agency was taking it to their representative body to discuss. The comments would be brought back to the Partners Group and a final agreement would be sent to each agency for approval at a later date.

Kathryn Krygier from Metro was the Project Manager for the Willamette Falls Legacy Project. She gave highlights of the two-year agreement, which would integrate the infrastructure and economic development of the Riverwalk. It specified the governance, scope of work, and budget for the project. She discussed the organizational chart, scopes of work for various parts of the project, budget for the whole project, and the need for a property owner, which had a deadline of March 2016.

There was discussion regarding possible owners of the Riverwalk and how the community could get information about the project at www.rediscoverthefalls.com.

Mr. Konkol said the agreement would give staff a framework for making decisions regarding expenditures and funding and a method for taking unforeseen issues back to a decision making body. It would be brought back to the City Commission in the next few months. Nothing in the agreement gave up the responsibility or powers of Oregon City to make decisions regarding land use.

4. City Manager's Report

Mr. Konkol discussed an algae bloom at the Cove and stated a warning had been posted. He would be out of the office October 6-11, 2015.

Mayor Holladay said he and Commissioners Mengelberg and Pauli attended the League of Oregon Cities Conference.

5. Adjournment

Mayor Holladay adjourned the meeting at 6:42 PM.

Respectfully submitted,

Kattie Riggs, City Recorder



City of Oregon City Meeting Minutes

Item 7j.

625 Center Street
Oregon City, OR
97045
503-657-0891

Dan Holladay, Mayor
Carol Pauli, Commission President
Commissioners Rocky Smith, Jr., Brian Shaw,
and Daphne Wuest

Wednesday, January 7, 2015

7:00 PM

Commission Chambers

1. Convene Regular Meeting and take Roll Call

Mayor Doug Neeley called the meeting to order at 7:00 PM. Present at the dais with Mayor Neeley were Commissioners Betty Mumm, Rocky Smith, Jr., Carol Pauli, and Kathy Roth.

2. Presentation of the Colors - Junior Reserve Officer Training Corps. (JROTC)

The Junior Reserve Officer Training Corps presented the colors.

3. Ceremonies, Proclamations

3a. National Anthem - Josh Santos, Apparatus Operator with Clackamas County Fire District #1

Josh Santos, Apparatus Operator with Clackamas County Fire District #1, sang the national anthem.

3b. Oath of Office - The Honorable Laraine McNiece Officiating

Mayor:	Daniel Holladay
Commission Position No. 1:	Brian Shaw
Commission Position No. 4:	Daphne Wuest

The Honorable Laraine McNiece administered the oath of office to Dan Holladay for Mayor; Brian Shaw for Commission Position No. 1; and Daphne Wuest for Commission Position No. 4. The newly sworn officials took their seats at the dais and Doug Neeley, Betty Mumm, and Kathy Roth sat in the audience.

Roll Call:

Present: 5 - Mayor Dan Holladay, Commissioner Rocky Smith, Commissioner Carol Pauli, Commissioner Brian Shaw, and Commissioner Daphne Wuest

Staffers: 12- City Manager David Frasher, City Attorney William Kabeiseman, Police Chief and Public Safety Director James Band, Public Works Director John Lewis, Community Development Director Tony Konkol, Community

Services Director Scott Archer, City Recorder Nancy Ide, Human Resources Director Jim Loeffler, Finance Director Wyatt Parno, Library Director Maureen Cole, Economic Development Manager Eric Underwood and Administrative Assistant Kattie Riggs

3c. Election of Commission President for 2015

A motion was made by Commissioner Wuest, seconded by Commissioner Smith, to nominate Carol Pauli for Commission President for 2015. The motion carried by the following vote:

Aye: Mayor Dan Holladay, Commissioner Rocky Smith, Commissioner Carol Pauli, Commissioner Brian Shaw, and Commissioner Daphne Wuest

3d. Oath of Office for 2015 Commission President – The honorable Laraine McNiece Officiating

Judge McNiece administered the oath of office to Carol Pauli for 2015 Commission President.

3e. Commission Appointments for 2015

1. Metro Policy Advisory Committee (MPAC)
Mayor Dan Holladay; Alternate: Commissioner Carol Pauli
2. South Fork Water Board
Mayor Dan Holladay; Commissioner Brian Shaw; Commissioner Rocky Smith, Jr.
3. Clackamas County Coordinating Committee (C4)
Mayor Dan Holladay; Alternate: Commissioner Daphne Wuest
4. Regional Wastewater Advisory Committee
Mayor Dan Holladay
5. Downtown Oregon City Board
Commissioner Carol Pauli
6. Willamette Falls Heritage Coalition
Representative and Alternate: Commissioner Daphne Wuest
7. Willamette Falls Legacy Project Liaison
Mayor Dan Holladay and Commissioner Carol Pauli
8. Clackamas Heritage Partners
Commissioner Rocky Smith, Jr.
9. Oregon City Tourism Council
Commissioner Rocky Smith, Jr.
10. Citizen Involvement Council Liaison
Commissioner Brian Shaw
11. Natural Resources Committee Liaison
Mayor Dan Holladay

3f. Mayor Appointments to City Boards and Commissions

Mayor Holladay made the following appointments

1. Appointment of Joanne McCall to the Budget Committee for a 4-year term of January 1, 2015 to December 31, 2018, and Barb Streeter for a 2-year term of January 1, 2015 to December 31, 2016.
2. Appointment of Bob Mahoney to the Urban Renewal Budget Committee for a 4-year term of January 1, 2015 to December 31, 2018.
3. Reappointment of Don Wright and appointment of Janet Wallinder to the Library Board for a 4-year term of January 1, 2015 to December 31, 2018.
4. Reappointment of Joyce Gifford and appointment of Blane Meier and Doug Neeley to the Parks & Recreation Advisory Committee for a 3-year term of January 1, 2015 to December 31, 2017.
5. Reappointment of Paul Espe, Zach Henkin, Denyse McGriff, and Damon Mabee to the Planning Commission for a 4-year term of January 1, 2015 to December 31, 2018.
6. Reappointment of John Anderson and appointment of Gary Johnson for the at-large position and Thomas Batty for the Oregon City Chamber of Commerce representative, to the Transportation Advisory Committee for a 3-year term of January 1, 2015 to December 31, 2017.

4. Citizen Comments

Jerry Herrmann, resident of Oregon City, hoped that the Commission would allow all of the City Committees to give a brief presentation at the Commission Retreat.

Mike Jarrett, representing the Friends of the Ermatinger House, explained a few months ago the organization was formed to help with the continued preservation, education, and interpretation of this unique architectural and historical asset. He extended an invitation to meet and collaborate with the Commission in order to develop a program for the house.

William Gifford, resident of Oregon City, was asked to relay a message from Larry Hanlon and Larry Long extending congratulations and a welcome to the new Commission.

Doug Neeley, resident of Oregon City, congratulated the new Commission on their appointments. He reflected on Commissioners Pauli and Smith's tenure and the good work they had done on the Commission so far.

Bob Mahoney, resident of Oregon City, said they all had to come together to make things work. These were interesting and difficult times, especially for funding and maintaining the City's infrastructure. He suggested forming a coalition to work with Metro and State delegates to find the funding and rebuild the community. He also encouraged the Commission to listen to the citizens.

5. Adoption of the Agenda

The agenda was adopted as presented.

6. General Business

There was no General Business.

7. **Consent Agenda**

A motion was made by Commissioner Pauli, seconded by Commissioner Wuest, to approve the consent agenda. The motion carried by the following vote:

Aye: Mayor Dan Holladay, Commissioner Rocky Smith, Commissioner Carol Pauli, Commissioner Brian Shaw, and Commissioner Daphne Wuest

7a. Minutes of the December 3, 2014 Regular Meeting

7b. Minutes of the December 9, 2014 Work Session

7c. Minutes of the December 17, 2014 Regular Meeting

8. **Communications**

8a. City Manager

John Lewis, Public Works Director, gave an update on the Meyers Road Concept Plan. This was a collaborative effort with the High School, Community College, and City. A personal Services Contract would be brought back for Commission approval to complete a study that would help with the new realignment.

David Frasher, City Manager, said the illumination art project at the Elevator would soon be dismantled. He handed out a list of topics for the Commission Retreat. Due to time constraints, he thought the committees could come to a regular meeting or work session to report to the Commission instead of the Retreat.

8b. Mayor

Mayor Holladay recognized former Commissioner Mumm, Mayor Neeley, Dan Fowler, Blane Meier, Nick Dierkman, William Gifford, Don Slack, several associations, and his family for their support and help during his campaign. He thought the Commission had the same goals and would get things done.

8c. Commission

Commissioner Smith congratulated the new members of the Commission. He was excited to move forward with the projects that had been set in motion by the last Commission.

Commissioner Pauli also welcomed the new Commissioners. She thought this was an exciting time to be on the Commission. There would be a public meeting regarding the Economic Improvement District and downtown visioning on January 14th.

Commissioner Shaw thanked the outgoing members of the Commission for their time and work. He discussed the reasons he decided to run for Commissioner and how he thought a lot of good things would be accomplished. He wanted to maintain the integrity of the past Commissions and keep Oregon City as Oregon City.

9. **Adjournment**

Mayor Holladay adjourned the meeting at 7:44 PM.

Respectfully Submitted,

Nancy Ide, City Recorder



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Finance Director Matt Zook

Agenda Date: 6/7/2023

SUBJECT:

Resolution No. 23-15, Declaring Oregon City's Election to Receive State Revenues

STAFF RECOMMENDATION:

Move to adopt Resolution No. 23-15, A Resolution Declaring Oregon City's Election to Receive State Revenues.

BACKGROUND:

Oregon City is eligible to receive approximately \$509,300 for 2023/24 and \$523,100 for 2024/25 in state revenue sharing funds (liquor tax revenue). In order to receive the revenue, the City must have levied property taxes in the preceding year, and:

1. Pass a resolution approving participation in the program and file a copy of that resolution with the State prior to July 31 each year,
2. Hold the following hearings on the use of state revenue sharing funds: a) a public hearing before the Budget Committee to discuss possible uses of the funds and b) a public hearing before the City Commission on the proposed uses of the funds in relation to the entire budget, and
3. Certify to the Oregon Department of Administrative Services no later than July 31 of each year.

OPTIONS:

1. Approve Resolution No. 23-15 as is.
2. Deny Resolution No. 23-15.

BUDGET IMPACT:

Amount: General Fund revenue of \$1,032,400 over the biennium

FY(s): 2023-24 and 2024-25

Funding Source(s): State Shared Revenues

RESOLUTION NO. 23-15

A RESOLUTION DECLARING OREGON CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, ORS 221.770 provides for the apportionment of certain revenues to cities in the state of Oregon; and

WHEREAS, in order to be included in the apportionment, the city must elect to participate by enactment of a resolution and hold public hearings before the Budget Committee and the City Commission.

NOW, THEREFORE, OREGON CITY RESOLVES:

Section 1. Pursuant to ORS 221.770, the City elects to receive state revenues for fiscal years 2023/24 and 2024/25, both years of the adopted biennial budget.

Section 2. A public hearing before the Oregon City Budget Committee was held on May 4, 2023, and a public hearing before the Oregon City Commission was held on June 7, 2023, giving citizens an opportunity to comment on the use of State Revenue Sharing for both years of the biennial budget.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

Approved and adopted at a regular meeting of the City Commission held on the 2nd day of June 2023.

DENYSE MCGRUFF, Mayor

Attested to this 7th day of June 2023:

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Finance Director Matt Zook

Agenda Date: 6/7/2023

SUBJECT:

Resolution No. 23-12, Adopting the Budget, Making Appropriations, Imposing Taxes and Categorizing Taxes for the 2023-2025 Biennium

STAFF RECOMMENDATION:

Move to adopt Resolution No. 23-12, A Resolution Adopting the Budget, Making Appropriations, Imposing Taxes, and Categorizing Taxes for the 2023-2025 Biennium

EXECUTIVE SUMMARY:

The Budget Committee approved a total budget of \$282,481,529 and a General Fund operating property tax rate of \$4.4090 per \$1,000 of assessed value for both fiscal years 2023/24 and 2024/25. Adoption of this resolution adopts the budget, makes appropriations, imposes taxes, and categorizes taxes for the 2023-2025 biennium.

BACKGROUND:

On the dates of April 27, 2023, May 4, 2023, May 11, 2023 and May 18, 2023, the Budget Committee reviewed the proposed 2023-2025 biennial budget, and on May 18, 2023, the Committee approved a total budget of \$282,481,529 and a General Fund operating property tax rate of \$4.4090 per \$1,000 of assessed value for both fiscal years 2023/24 and 2024/25. The approved property tax rates are below the established permanent rate of \$5.0571 per \$1,000 of assessed value.

After approval of the budget by the Budget Committee, Commission may make changes of up to the larger of \$10,000 or 10% in expenditures within a fund without further public notice or give public notice and hold another public hearing (before June 30th) if Commission intends to change the property tax rate or make appropriation changes larger than 10% in any one fund. Budget information was published in the newspaper per state law.

Staff is requesting three changes due to a miscalculation of the final Approved Budget number called into the motion upon approval. These changes need to occur to meet the intent of the Budget Committee amendments:

1. A reduction to Policy and Administration in the General Fund by six month's salary for the newly created Assistant City Manager position of \$125,000 which coincides with a reduction in Internal Service Charge revenue of \$61,500, for a net reduction to the General Fund of \$63,500.
2. A \$120,000 reduction to Transfers Out for the Library transfer from the General Fund which was inadvertently double counted.
3. The removal of 2023-2025 budgeted biennial activity in the amount of \$176,400 in the General Fund for the creation of a new Park Donations Fund. During the approval process the budgeted biennial activity was included in both, the General Fund and the new Park Donations Fund.

The total Adopted City budget will be \$282,123,629. Below lists a high-level summary of the changes:

Total Approved Budget	\$ 282,481,529
Correct Transfer Out to Library	(120,000)
Reduce City Manager Internal Service Charge	(61,500)
Reduce Miscellaneous Income for Park Donations	(176,400)
Total Adopted Budget	\$ 282,123,629

The changes to appropriations as reflected in Resolution 23-12 would be to move \$197,900 from Appropriations to Contingency as follows:

GENERAL FUND	Approved	Adopted
Policy and Administration	\$15,711,000	\$15,586,000
Parks and Recreation	\$12,784,000	\$12,593,200
Transfers Out	\$3,437,229	\$3,317,229
Contingency	\$7,448,971	\$7,646,871

Reconciliation of General Fund changes:

GENERAL FUND CHANGES:

	Approved	Adopted	Change
Policy & Administration	\$ 15,711,000	\$ 15,586,000	\$ (125,000)
Parks & Recreation	12,784,000	12,593,200	(190,800)
Transfers Out	3,437,229	3,317,229	(120,000)
			\$ (435,800)
Contingency	\$ 7,448,971	\$ 7,646,871	\$ 197,900
Reduction in Internal Service	9,705,300	9,643,800	61,500
Charge revenue			
Reduction in Miscellaneous	888,000	711,600	176,400
Income			
			\$ 435,800

Page 78 of the 2023-2025 Approved Biennial Budget document reflects the double counted transfer on the Transfer In line. The Budget Committee approved an increase to the transfer from the General Fund of \$120,000 for the biennium.

Following adoption, documentation will be filed with the Oregon Department of Revenue, Clackamas County Clerk and Clackamas County Assessor as required by Oregon Revised Statutes.

OPTIONS:

1. Adopt Resolution 23-12 with proposed corrections to reflect the intent of the Budget Committee amendments
2. Deny Resolution 23-12 and provide staff with direction

BUDGET IMPACT:

Amount: \$282,123,629

FY(s): 2023/24 – 2024/25

Funding Source(s): Establishes the 2023-2025 Biennial Budget

RESOLUTION NO. 23-12**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
IMPOSING TAXES AND CATEGORIZING TAXES FOR THE 2023 - 2025 BIENNIUM****ADOPTING THE BUDGET**

BE IT RESOLVED that the City Commission of the City of Oregon City, Oregon, hereby adopts the 2023-2025 Biennial Budget in the amount of \$282,123,629 now on file at City Hall at 625 Center Street, Oregon City, Oregon.

BE IT FURTHER RESOLVED that this budget includes the creation of a new fund called Parks Donations for the purpose of collecting and expending donations in accordance with the purpose of the donation.

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the biennium beginning July 1, 2023 and ending June 30, 2025 and for the purposes shown below are hereby appropriated:

Fund	Department/Function	Appropriation	Fund Total
GENERAL			
	Policy and Administration	\$15,586,000	
	Police	27,783,900	
	Parks and Recreation	12,593,200	
	General Government	4,778,100	
	Debt Service	51,800	
	Transfers Out	3,317,229	
	Special Payments (Pass-through)	725,000	
	Contingency	1,201,571	
	Total Appropriated		\$66,036,800
	Reserve for Future Expenditure		1,294,500
	Unappropriated Fund Balance		5,150,800
	Total		\$72,482,100
LIBRARY			
	Library	\$5,949,600	
	Debt Service	830,800	
	Contingency	3,688,900	
	Total		\$10,469,300
PLANNING			
	Community Development	\$2,694,900	
	Special Payments (Pass-through)	1,200,000	
	Transfers Out	35,000	
	Contingency	33,100	
	Total Appropriated		\$3,963,000
	Reserve for Future Expenditure		77,800
	Total		\$4,040,800
BUILDING OPERATIONS			
	Community Development	\$4,417,200	
	Special Payments (Pass-through)	609,600	
	Transfers Out	40,000	
	Contingency	5,545,200	
	Total		\$10,612,000
ENGINEERING			
	Public Works	\$2,453,600	
	Transfers Out	102,000	
	Contingency	138,500	
	Total		\$2,694,100

Fund	Department/Function	Appropriation	Fund Total
TRANSPORTATION			
	Public Works	\$17,044,700	
	Debt Service	2,900	
	Transfers Out	1,049,000	
	Contingency	868,900	
	Total		\$18,965,500
WATER			
	Public Works	\$22,787,800	
	Special Payments (Pass-through)	1,300,000	
	Debt Service	2,900	
	Transfers Out	1,317,000	
	Contingency	1,693,300	
	Total		\$27,101,000
WASTEWATER			
	Public Works	\$31,416,300	
	Special Payments (Pass-through)	14,964,000	
	Debt Service	2,900	
	Transfers Out	1,173,000	
	Contingency	1,953,300	
	Total		\$49,509,500
STORMWATER			
	Public Works	\$9,549,400	
	Debt Service	2,900	
	Transfers Out	927,000	
	Contingency	849,000	
	Total		\$11,328,300
SYSTEM DEVELOPMENT			
	Public Works	\$10,378,600	
	Parks and Recreation	495,800	
	Contingency	31,221,800	
	Total		\$42,096,200
FLEET SERVICE			
	Public Works	\$596,800	
	Contingency	37,800	
	Total		\$634,600
COMMUNITY FACILITIES			
	Library	\$580,100	
	Transfers Out	2,210,600	
	Contingency	8,502,800	
	Total		\$11,293,500
EQUIPMENT REPLACEMENT			
	Police	\$920,400	
	Parks and Recreation	605,000	
	General Government	28,400	
	Community Development	34,000	
	Public Works	1,593,900	
	Total Appropriated		\$3,181,700
	Reserve for Future Expenditure		7,068,600
	Total		\$10,250,300

Fund	Department/Function	Appropriation	Fund Total
CUSTOMER SERVICE			
	Policy and Administration	\$3,207,800	
	Transfers Out	6,000	
	Contingency	100,500	
	Total		\$3,314,300
PARKS DONATIONS			
	Parks and Recreation	\$190,800	
	Total Appropriated		\$190,800
	Reserve for Future Expenditure		712,829
	Total		\$903,629
DEBT SERVICE			
	Debt Service	\$5,815,800	
	Total Appropriated		\$5,815,800
	Reserve for Future Expenditure		612,700
	Total		\$6,428,500
Total Appropriations, All Funds			\$267,206,400
Total Unappropriated Fund Balance, All Funds			5,150,800
Total Reserve for Future Expenditure, All Funds			9,766,429
TOTAL ADOPTED BUDGET			\$282,123,629

IMPOSING THE TAX

BE IT FURTHER RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district at the rate of \$4.4090 per \$1,000 of assessed value for 2023/2024 and at the rate of \$4.4090 per \$1,000 of assessed value for 2024/2025 for general operations.

CATEGORIZING THE TAX

BE IT FURTHER RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>2023/2024</u>	<u>2024/2025</u>
Subject to General Government Limitation:		
Permanent Rate Tax (GENERAL FUND)	\$4.4090/\$1,000	\$4.4090/\$1,000

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption by the City Commission.

Approved and adopted at a regular meeting of the City Commission held on the 7th day of June 2023.

DENYSE MCGRUFF, Mayor

Attested to the 7th day of June 2023:

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney



**Approved
Biennial Budget
2023-2025**

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CITY OF OREGON CITY, OREGON

Approved 2023-2025 Biennial Budget

BUDGET COMMITTEE

CITY COMMISSIONERS

Mayor Denyse McGriff
Commissioner Adam Marl
Commissioner Michael Mitchell
Commissioner Frank O'Donnell
Commissioner Rocky Smith, Jr.

CITIZEN MEMBERS

Laurie Ariniello
Kyle Arnhart
Casey Flesch
William Gifford
Andie Smith

CITY STAFF

Tony Konkol, City Manager
Jim Band, Police
Michael Dobaj, Information Technology
Patrick Foiles, Human Resources
Aquilla Hurd-Ravich, Community Development
John Lewis, Public Works
Kendall Reid, Parks and Recreation
Jakob Wiley, City Recorder
Greg Williams, Library
Matt Zook, Finance



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Oregon City
Oregon**

For the Biennium Beginning

July 01, 2021

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Oregon City for its biennial budget for the period beginning July 1, 2021 and ending June 30, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for the award.

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Photos throughout the Oregon City 2023-2025 Biennial Budget are courtesy of Jarrod Lyman, Communications Manager.





BUDGET MESSAGE

April 27, 2023

Honorable Mayor McGriff and City Commissioners,
Budget Committee Members, and Citizens of Oregon City

INTRODUCTION

It is my pleasure to present the 2023 - 2025 Biennial Budget for the City of Oregon City. The budget is balanced and has been prepared in accordance with Oregon budget law. Oregon City's biennial budget is designed to coordinate with the City Commission election and goal setting process. In addition, budgeting every two years saves significant administrative time, allowing policy makers and staff more time to focus on important projects for the community.

As a result of the leadership of our City Commissioners, Oregon City is positioned to serve our residents more effectively than at any other time in recent history. The Commissioners, City staff and community volunteers have worked hard to achieve extraordinary goals the past few years. As discussed below and throughout the budget document, improvements continue to be made in every service area, and we are budgeting strategically to remain fiscally strong.

This message provides an executive summary of the budget document and is divided into four sections. First is a budget overview, including an explanation of the total biennial budget and some of the changes being made to better support our community. The second section provides budget highlights of City Commission priorities and important department specific goals. The third section gives information on the City's major funds including summaries of revenues, expenditures, and key programs. Finally, the message includes a description of the fiscal policies and budget assumptions that guided the development of the budget.

BUDGET OVERVIEW

The proposed budget for the period July 1, 2023 through June 30, 2025 is \$281.3 million. The budget is designed to enhance *Core Services* provided for the citizens of Oregon City. These core services include police protection, parks and recreation, community planning, safe buildings, maintenance of streets, and the provision of safe drinking water and sewer treatment services. In addition, Oregon City continues to provide services to both city and county residents at the library and is working to improve tourism opportunities through supportive programs and increased and targeted marketing.

Along with prioritization of core services, the City Commission is dedicated to improving livability in the community through the accomplishment of *City Commission Goals*. The proposed budget includes funding for the priorities that were identified by the City Commission during their biennial goal-setting process.

There are two types of funding available to provide core services and accomplish Commission goals and priorities – *discretionary* and *dedicated*. Dedicated funds make up the vast majority of the City's budget and include resources that are legally or contractually restricted for specific services. For example, water utility payments are exclusively used to maintain the City's drinking water system.

Discretionary revenues can be used for general purposes and are typically accounted for in the City's General Fund. Property taxes are the most specific example of discretionary revenues and are allocated to police and parks and recreation. Each budget cycle, the City estimates discretionary resources and determines if additional funding will be available for core services or to address City Commission priorities. While many General Fund expenditures are technically not discretionary, the level at which they are funded is discretionary.

City of Oregon City Proposed Budget 2023 - 2025 Biennium			
Discretionary		Dedicated	
General Fund		General Fund	
Policy & Administration	\$ 10.7	Policy & Administration	\$ 3.8
Police	27.6	General Government	0.3
Parks & Recreation	12.5	Tourism/Grants/Donations	4.0
General Government	4.7	Pass-Through	0.7
Transfers to:		Unappropriated Fund Balance	5.2
Library	0.5	Library	10.4
Planning	0.7	Planning	4.0
Transportation	0.4	Building	10.6
Reserves	1.6	Transportation	19.0
Equipment Replacement	4.4	Water	27.1
<i>Total Discretionary</i>	<u>\$ 63.1</u>	Wastewater	49.5
		Stormwater	11.3
		Public Works	6.6
		System Development Charges	42.1
		Equipment Replacement	5.9
		Community Facilities	11.3
		Debt Service	6.4
		<i>Total Dedicated</i>	<u>\$ 218.2</u>
(amounts presented in millions)		Total Budget	<u>\$ 281.3</u>

The table above provides a breakdown of discretionary and dedicated resources for the entire City budget. The budget includes \$63.1 million in programs funded with discretionary revenues. Policy and Administration comprises \$10.7 million or 17% of the discretionary budget. The collection of departments in this category includes the City Commission, City Manager, City Recorder, Finance, Municipal Court, Human Resources, Economic Development, and Information Technology. The proposed budget modestly expands existing service levels for Policy and Administration, primarily through the addition of an Assistant City Manager and part-time Community Engagement specialist, and funding items recommended from the Information Technology strategic plan.

A portion of Policy and Administration includes \$3.8 million of funding from dedicated resources. For example, support departments, such as City Manager, Finance, Human Resources, and Information Technology, provide services to Library, Community Development, and Public Works funds. The General Fund budget also includes \$4 million in dedicated funds for the City's Tourism program, Community Enhancement Grant program, and dedicated Parks donations. In addition, \$0.7 million is budgeted for pass-through payments to the County and State. Finally, \$5.2 million of Unappropriated Fund Balance in the General Fund is considered dedicated in compliance with City Reserve policy.

The Police Department is the primary focus of the City's discretionary resources with \$27.6 million in the General Fund and an additional \$0.7 million in an equipment replacement reserve for equipment and vehicles. The Department represents 45% of discretionary resources.

Parks and Recreation is budgeted at \$12.5 million in the General Fund and \$0.6 million in a reserve for equipment and vehicles, totaling 21% of discretionary funding. Key funding is included in this budget to complete the Parks Master Plan, enhance security at various parks, finish the final phase of the Veterans Memorial rehabilitation, and expand niche capacity.

The General Government category includes \$4.7 million in expenditures for city-wide shared costs and for programs that benefit the entire city, which represents 7% of discretionary funding. Examples of shared costs are general liability, property insurance, and building maintenance and utilities. City-wide programs include street lighting and facilities management. Other discretionary support is provided by transfers to the Library, Planning, Engineering and Transportation (to operate the Municipal Elevator). A portion of General Government includes \$0.3 million in funding from dedicated resources through the services of the Facilities Department to Library, Community Development, and Public Works funds.

The General Fund budget includes an ending balance of \$9.3 million, which is comprised of three types of reserves. *Contingency* represents a reserve for unanticipated events or opportunities during the biennium and is accessible through approval of the City Commission. The City's target is 10% of annual operating expenses. Contingency for the biennium is 5.4% or \$1.6 million. *Unappropriated Ending Fund Balance* represents operating funds set aside to begin the following biennium. The City's reserve policy follows the recommendation by the Government Finance Officers Association of at least 17% (two months) of annual operating expenses, which is \$5.2 million. Oregon budget law restricts access to unappropriated ending fund balance to emergency situations (involuntary conversion, civil disturbance, or natural disaster). Strong reserves also help to maintain the City's strong credit rating, significantly lowering the costs of borrowing. *Reserve for Future Expenditures* represents \$2.5 million of funds at the end of the biennium that are restricted for specific purposes to be spent in a future budget period. There is no specific target for this balance as it is based solely on specific purposes, such as grant funds, donations, or tourism revenue.

BUDGET PRIORITIES

The City Commission holds a formal goal setting process every two years to establish policy direction and goals for the upcoming biennium. The proposed budget is then prepared based on achieving those goals. This budget includes City Commission priorities and meets legal and departmental operating requirements.

The City Commission and executive staff participated in the goal-setting process in March 2023 and developed the **CITY COMMISSION 2023 – 2025 GOALS**. A list of the Commission's goals and priorities can be found immediately following this budget message. In addition, copies of the Goals booklet will be available at City Hall and on the City's website once finalized.

Highlights of the proposed budget include continuing funding toward Commission goals, greater investment in information technology infrastructure, increased investment in transportation, water, wastewater, and stormwater projects, further development of the City's Economic Development and Tourism Plans, investigating the creation of a Destination Marketing Organization, investments in Diversity, Equity and Inclusion, addition of an Assistant City Manager position, and improving citizen engagement in the local government process. Additionally, the City is entering the second and third years of the 3-year contracts with both the Oregon City Police Department and AFSCME, and the costs associated with fulfilling staffing all existing positions is reflected in the proposed budget. The proposed budget maintains existing services, incorporates larger than normal increases due to high labor and materials inflation, and provides for some additional priorities to be incorporated.

American Rescue Plan Act (ARPA)

The City received \$8.3 million in ARPA funds. \$7.6 million was anticipated and budgeted in the current biennium for water infrastructure (\$5.6 million), broadband (\$0.2 million), tourism (\$0.1 million), and transportation (\$0.3 million), with \$1.4 left unallocated. The City received \$0.7 million more than originally anticipated. In 2022, City Commission approved the additional \$0.7 million additional funds and the \$1.4 million of unallocated funds toward a downtown bathroom, homelessness, community meeting spaces, facilities reconfiguration, updating downtown parking kiosks, elevator security enhancements, and grant match for Quiet

Zone and courthouse projects. \$0.6 million will carry over into the 2023-2025 biennium in the General Fund contingency (\$0.4 million toward homelessness solutions and \$0.2 unallocated).

MAJOR FUNDS

General Fund

The General Fund includes programs that are funded by property taxes and general revenues, rather than specific dedicated revenue sources. Police and parks are the primary service areas, as well as economic development and departments that provide city-wide support.

Property tax revenues are projected at \$32.9 million for the biennium. This reflects estimated increases of 3.7% in the assessed value of property for each of the two years, with minimal compression, and 95.5% collection rates after discounts and delinquencies. The budget maintains a property tax rate significantly below the maximum allowed under law. This is very rare for cities in Oregon and saves single family homeowners in Oregon City more than \$324 annually, based on a typical new home's taxable assessed value of approximately \$500,000.

The remaining major sources of revenue for the General Fund are: rights-of-way user (franchise) fees in the amount of \$9.1 million for the biennium, intergovernmental revenues of \$4.5 million, charges for services (primarily park programs and parking revenues) of \$3.7 million, Municipal Court and other program fines and penalties of \$2.2 million and internal service charges of \$4.1 million. Internal service charges provide a mechanism for all departments to pay a fair share for administrative functions like the city manager's office, finance, human resources, information technology, and facilities management. Other revenues totaling \$4.1 million include pass-through revenues paid to the County and State on traffic fines, licenses and permits, assessments and other taxes (lodging and marijuana), and interest income.

The Police Department, with a total budget of \$27.3 million, is the largest department in the General Fund, representing 45% of expenditures. Policy and Administration (City Commission, City Manager, City Recorder, Finance, Municipal Court, Human Resources, Economic Development, and Information Technology) has a budget of \$15.7 million, which is 26% of expenditures. The Economic Development budget is \$2.7 million and includes the tourism and community enhancement grant programs. Parks and Recreation (Parks and Cemetery Maintenance, Recreation and Aquatics, and Pioneer Community Center operations) has a budget of \$12.3 million, which is 20% of expenditures. General government expenditures are budgeted at \$4.8 million, which is 8% of expenditures, and include overall community enhancements (street lighting on City roads, investments in heritage assets and elevator operation) and shared City services (including facilities maintenance and general liability insurance).

Transfers out, while not classified as expenditures, comprise the remaining requirements from the General Fund and includes payments into equipment reserve funds for elevator operations and support to the Library, Planning, Development Engineering, and Transportation service areas.

At the conclusion of the biennium, available reserves, or ending reserves, are \$9.3 million. These reserves are necessary to provide working capital for the beginning of the next budget cycle (\$5.2 million) and to provide protection against unexpected changes in financial conditions (\$1.6 million). General Fund reserves are particularly important to municipalities in Oregon because of limitations on the ability to increase tax revenues. An additional \$2.5 million has been reserved for future expenditure. This includes dedicated resources restricted for the City's Tourism Program, park donations, and Community Enhancement Grants.

Library

The Library Fund is budgeted at \$10.3 million for the biennium. District property taxes are projected at \$5.5 million and comprise 54% of total resources. The remaining significant resources are a beginning fund balance of \$4.2 million and transfers in of \$0.5 million from the General Fund. The City's General Fund has contributed at least \$0.3 million each biennium for the past three biennia; initially to save for the recent expansion of the

Library facility, and after that, to support debt service payments on the bonds that funded that expansion. These remaining resources represent 41% and 4% of total resources, respectively.

The Fund accounts for all Library operations. The budget for staffing and materials purchases is \$6.0 million. Principal and interest payments on the new library bonds are \$0.8 million. The Fund is left with \$3.6 million in ending fund balance (contingency). The Library continues to provide exceptional service to the residents of Oregon City, achieving high marks on the recent community survey.

Community Development Funds

The Community Development Department manages two funds: the Planning Fund and the Building Fund.

The Planning Fund is budgeted at \$4.0 million for the biennium. The primary revenues are charges for services, including \$0.7 million to customers, primarily for review of land use applications, and \$0.7 million for long-range planning services provided to other departments. Transfers in from the General Fund are \$0.7 million to support the Planning Division and services provided to the community.

Pass-through revenues and expenditures total \$1.2 million. The City collects school excise taxes on behalf of the Oregon City School District and remits the funds to the district for construction of school facilities.

The Building Fund total budget is \$10.6 million. Licenses and permits revenue of \$3.4 million are projected to fund operations for the biennium, with resources over operating expenses added to reserves. Pass-through revenues of \$0.6 million include State surcharge and Metro construction excise tax monies that are collected and remitted to those agencies. Operating costs are budgeted consistently with the prior biennium, with the addition of 1.0 FTE for an additional Plans Examiner.

The building program ensures that new facilities constructed in the City are safe and structurally sound. Because the economy and development trends have such a significant impact on revenues, managing the program requires balancing immediate service needs with sustaining the program over a long-term. As a result, it is common for Building funds to accumulate larger ending fund reserves (contingency) during times of active development. The Building Fund ending reserve is budgeted at \$5.5 million, 125% of expenditures.

Public Works Funds

The Public Works Department operates in a series of funds, including the Engineering Fund and one for each of the City's utilities: Transportation, Water, Wastewater, and Stormwater. The utility systems all have unique operational and infrastructure maintenance needs. The Public Works Department is in the approval process for the Water Infrastructure Finance and Innovation Act program which will provide for significant water infrastructure investment over the next several years.

Transportation

The Transportation Division is responsible for the construction and maintenance of roadways, pathways, sidewalks, traffic signalization and guardrails. Street Operations (gas tax funded) and Pavement Maintenance (utility fee funded) are accounted for separately within the Transportation Fund.

The Transportation Fund includes state gasoline tax revenue, which is anticipated at \$6.1 million for the biennium and, in accordance with State law, is required to be spent on transportation system improvements, safety enhancements, and roadway maintenance. The Fund also includes nearly \$1.6 million in Clackamas County vehicle registration fee revenue. The Transportation Fund also collects revenues estimated at \$6.2 million from the pavement maintenance utility fee. That revenue is restricted for use in accordance with the City's annual pavement maintenance plan.

Expenses in the fund include \$8.5 million for transportation operations and maintenance, \$1.5 million for the Highway 213 and Beavercreek Road turn lane project, and \$5.3 million for city-wide roadway reconstruction projects. Other important capital projects include Maple Lane and Linn/Leland/Warner Milne roundabout conceptual designs, as well as several sidewalk enhancements designed to improve pedestrian safety.

Additionally, transfers of \$1.5 million will be made to save for future facility needs, as well as for the funding of fleet replacement reserves.

Water

The Water Division maintains and distributes the City's potable water supply and protects public health by closely monitoring the distribution system and complying with all safe drinking water standards. Division activities are accounted for in the Water Fund.

The Water Fund is budgeted at \$27.1 million for the biennium. Water utility charges are projected to be \$16.4 million, of which nearly \$4.3 million is remitted to South Fork Water Board for the purchase of treated water. Water rates are budgeted with a slight growth in accounts as well as inflationary increases of 3% each year. Operating expenses are generally consistent with the prior biennium, with an increase in internal service charges as referenced in the General Fund section above.

In the current biennium, voters rejected a ballot measure allowing for a temporary increase above the 3% charter limit on water rates. However, voters did approve a ballot measure allowing the City to issue debt to fund necessary capital projects. The City is in the approval process of a \$14 million loan with the Federal Environmental Protection Agency (EPA) through the Water Infrastructure Finance and Innovation Act (WIFIA) program. The City will use water revenue, ARPA funds, and water SDC funds to provide the 51% match to the loan funds. The WIFIA loan is expected to close in July 2023 at a historically very low interest rate between 4-5%. Detailed information may be found in the Water Fund portion of this budget.

Wastewater

The Wastewater Division is responsible for the operation, maintenance, and improvement of the City's sanitary sewer collection system. Division activities are accounted for in the Wastewater Fund.

The Wastewater Fund is projected to receive \$14.4 million in utility revenue for the biennium. This includes inflationary increases of 3% each year. For the biennium, approximately \$0.7 million in rights-of-way usage charges are collected from the County's regional treatment plant and are allocated to support wastewater infiltration and inflow reduction programs. The fund is budgeted to collect \$15.0 million in pass-through charges as well. Those funds are collected from customers for the Clackamas County Tri-City Sewer District. The City also entered into an intergovernmental agreement (IGA) with Water Environmental Services to help fund the City's Infiltration and Inflow (I & I) projects. The IGA is anticipated to generate \$7.1 million in Wastewater revenue.

The proposed budget includes projects to address I & I in the sanitary sewer collection system. The Wastewater expenditure budget includes \$17.4 million in capital spending to further the City's efforts to reduce the infiltration and inflow of ground water into the sanitary sewer system and an additional \$3.8 million to manage the I & I project. Additional projects include generator replacements at five pump station facilities and various pipe and manhole replacement projects.

Stormwater

The Stormwater Division is responsible for the operation, maintenance, and improvement of the City's systems of water runoff conveyance, flood control, and pollution remediation and reduction. Division activities are accounted for in the Stormwater Fund.

The Stormwater Fund is budgeted to receive utility revenue of approximately \$8.1 million. The City Commission adopted a new Stormwater Master Plan in 2020 through the execution of Ordinance 19-1014 and became effective April 17, 2020. A rate study completed in 2021 recommended an annual increase of 8% for five consecutive years beginning January 1, 2022 and ending January 1, 2027. The new rates were adopted by the City Commission resolution in July 2021. The proposed budget reflects the 8% increase each year of the biennium.

Expenditures are for staffing and contracts to clean and maintain 23 drainage basins, 85 detention ponds, 4,500 catch basins, 25 miles of streams and 26 underground detention tanks. The catch basins are cleaned annually,

and the detention ponds undergo scheduled maintenance eighteen times each year. The Stormwater capital budget includes \$2.2 million for Rivercrest neighborhood infrastructure improvements and improvements to the Beemer Way and Barclay Hills outfalls.

System Development

System Development Charges (SDCs) are collected on new development to fund future capacity-increasing projects required to meet the demands of related growth. SDCs fund projects in Parks, Transportation, Water, Wastewater, and Stormwater. Each utility is accounted for separately.

The Parks Division is projected to receive \$1.0 million in SDCs during the biennium. The Parks and Recreation Department will soon be updating the Parks and Recreation Master Plan to inform development decisions; however, several important projects are already identified. The SDC budget includes \$0.3 million in capital outlay for potential property purchases.

Transportation Division SDC revenue is budgeted at \$5.0 million for the biennium. Project funding totals \$6.8 million, including \$2.1 million for Holcomb Boulevard Safe Routes to School (SRTS) project. Other projects include \$1.5 million for a Linn/Leland/Warner Milne roundabout and \$1.5 million for the Beavercreek Road ARTS grant match, as well as several crosswalk enhancements designed to improve pedestrian safety.

The Water Division anticipates \$3.0 million in SDCs for the biennium. Revenues and reserves will be utilized to fund WIFIA projects to match the loan funds.

Wastewater Division SDC revenue is budgeted at \$1.0 million for the biennium, with no significant SDC eligible capital projects proposed.

The Stormwater Division is anticipated to receive approximately \$0.4 million for the biennium, with one capital project budgeted for \$0.1 million for Holcomb Boulevard capacity improvements.

FISCAL POLICIES AND BUDGET ASSUMPTIONS

As discussed above, the Biennial Budget was developed with a focus on achieving City Commission goals and priorities and maintaining vital municipal operations and important departmental goals that are designed to provide efficient and quality services to our citizens. The following fiscal policies and assumptions were also used to guide the budget process.

Revenues

Revenues are forecasted moderately to maintain operations and support necessary ending reserves. Major revenue assumptions include assessed value increases for property taxes of 3.7% in each year of the biennium. Utility rates for water, wastewater, stormwater, and pavement maintenance are budgeted for inflationary increases only, and stormwater rates are budgeted as prescribed by City Commission resolution in 2021 to increase by 8% from 2022 to 2026. Consistent with restrictions imposed in the Oregon City Municipal Code, the Community Safety Advancement Fund fee will not be adjusted. Other charges for services and general revenues are calculated based on a historical average with consideration for external economic factors.

Expenditures

To support our employees, personnel services are budgeted with cost-of-living increases that are consistent with contractual and regional inflation expectations. While medical costs have remained stable for eight years (the City requested proposals for medical services five years ago), renewal rates for the biennium are estimated to range from 4% to 8.1% increase for medical over the two years, with minimal increases for dental.

Public Employees Retirement System (PERS) rates will increase by 1.3% to 5.0% of covered payroll effective July 1. Rate increases are lower than originally projected or anticipated. However, these rates are subject to change each biennium, so the City will continue to carefully monitor the impact of PERS.

As part of the budget request process, departments prepared budgets with flat or inflationary increases in materials and services costs and in capital purchases, assuming minimal change for each of the two years over

current budget funding levels. Requests for expanded services were measured against available discretionary resources. Capital improvement/development fund budgets are exceptions to the capital guidelines because projects are often funded with non-operating resources and reserves accumulate in these funds over time to pay for required improvements. Departments were directed to maintain existing service levels while continuing to provide the highest quality service possible.

CONCLUSION

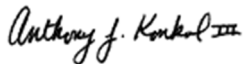
Oregon City continues to embrace the wealth of historical resources in our City while planning for the community that we would like to be in the future. The City Commission has emphasized the need to begin implementing and completing projects that have been identified and prioritized. The proposed budget, guided by the Commission's Goals, balances the investment of the existing revenues being received in order to continue to provide the vital municipal services, needed infrastructure, and programs that are benefiting the community.

The proposed budget was created to address current needs of the City and to position our resources to address the fiscal challenges that lie ahead, such as the inflationary impacts on wages, materials and services provided by the City. While revenues have generally returned or are nearing pre-Pandemic levels, new challenges associated with staffing levels, materials and labor inflation, and utility costs are increasing faster than revenues being generated. Balancing the need to address immediate needs with long-term, prudent fiscal decision making has resulted in a budget that provides additional staffing, identifies funding for priority projects and does not raise taxes. This will also require that, as we move forward, we actively monitor the budget and the programs that the City provides to ensure that we meet the revenue and expenditure assumptions that we have made.

I would like to thank the Directors, Managers and Staff that helped to prepare this budget. Their understanding of upcoming projects and programming needs and their commitment to making Oregon City an amazing community is greatly appreciate and evident in the work they complete.

I would also like to thank the Mayor and the Commission for their leadership and guidance in preparing the goals for the City and representing the community through their many hours of volunteerism. I look forward to working with the Commission and the Budget Committee members as we review the proposed budget and continue to make Oregon City a wonderful place to live and work.

Sincerely,



Anthony J. Konkol III
City Manager

CITY COMMISSION GOALS

In addition to regular public meetings, the Oregon City Commission meets for an extended period every two years to develop and adopt a list of goals for the upcoming biennium. Included with this, or formulated subsequently, are the priorities, strategies, approaches, and milestones associated with these goals. The City Commission Goals serve as the framework for budget development and help to identify and address long-term funding requirements and budget strategies as well as prioritize limited resources. The budget is prepared to support and accomplish those priorities during the biennium. The City's long-term goals should not be confused with the City's budget. The budget is the legal authority for spending and focuses on the near-term (the biennium). Goals may continue beyond the two-year budget period.

OREGON CITY VISION

Embrace and advance Oregon City's historic role as a regional leader

MISSION

Build a dynamic community that leads the State in safety, economic opportunity, livability, and historic significance

GOALS

- Goal 1: DIVERSITY, EQUITY, AND INCLUSION / SAFE INCLUSIVE COMMUNITY** - Create a collaborative environment to promote diversity, equity and inclusion resulting in a safe, inclusive community and organization.
- Goal 2: INFRASTRUCTURE/CITY SERVICES** – Invest in current and future capital needs for safe, sustainable infrastructure and City services.
- Goal 3: COMMUNITY ENGAGEMENT** – Increase engagement efforts to bring more residents into the policy-making process and ensure all neighborhood associations are active with the Citizen Involvement Committee.
- Goal 4: HOMELESSNESS** – Enact homelessness plan and increase public knowledge of the plan and resources available for the homeless while reducing the visual and safety impacts of homelessness in the community.
- Goal 5: TOURISM & ECONOMIC DEVELOPMENT** – Create and promote a tourism infrastructure that doesn't negatively impact neighborhoods and support economic development to promote a healthy, sustainable local economy.
- Goal 6: HOUSING** – Anticipate state mandates and tailor local policies to best fit the needs of the community while balancing public infrastructure investment for current and future residents.
- Goal 7: ENVIRONMENT** – Protect and preserve our environmental and natural resources for a healthy, sustainable community.



Oregon City Commission:

Rocky Smith, Jr., Adam Marl, Mayor Denyse McGriff, Frank O'Donnell and Michael Mitchell

GOALS REPRESENTED IN THE APPROVED BUDGET

In recognition of the Oregon City Commission's intent to develop specific strategies and projects supporting the seven goals over an extended period with quarterly work sessions, the connection between the goals and the 2023-2025 Approved Budget is expressed below with a list of specific funds and departments that are positioned to execute the direction of the Commission as this process unfolds through the budget process and beyond.

Goal 1: DIVERSITY, EQUITY, AND INCLUSION / SAFE INCLUSIVE COMMUNITY - Create a collaborative environment to promote diversity, equity and inclusion resulting in a safe, inclusive community and organization.

- General Fund – Human Resources – \$150,000

Goal 2: INFRASTRUCTURE/CITY SERVICES – Invest in current and future capital needs for safe, sustainable infrastructure and City services.

- General Fund – Information Technology – \$390,000
- General Fund – Parks – \$85,000 Parks planning, including SDC study
- Public Works Funds – Capital Projects - \$55,000,000
- Public Works Fund – Transportation - \$360,000 Sidewalk and Bike Lane Safety/Infill

Goal 3: COMMUNITY ENGAGEMENT – Increase engagement efforts to bring more residents into the policy-making process and ensure all neighborhood associations are active with the Citizen Involvement Committee.

- General Fund – City Commission - \$60,000 for neighborhood association costs
- General Fund – City Manager – \$450,000 for Communications Manager and part-time Community Engagement Specialist

Goal 4: HOMELESSNESS – Enact homelessness plan and increase public knowledge of the plan and resources available for the homeless while reducing the visual and safety impacts of homelessness in the community.

- General Fund – Contingency – \$400,000 identified from ARPA funds yet to be spent
- General Fund – Police - \$741,000 for Homeless Liaison Officer and Behavioral Health Specialist
- General Fund – Parks - \$40,000 for camp cleanup
- Public Works Fund – Transportation - \$400,000 Sidewalk Assistance Program

Goal 5: TOURISM & ECONOMIC DEVELOPMENT – Create and promote a tourism infrastructure that doesn't negatively impact neighborhoods and supports economic development to promote a healthy, sustainable local economy.

- General Fund – Economic Development – \$1,730,000

Goal 6: HOUSING – Anticipate state mandates and tailor local policies to best fit the needs of the community while balancing public infrastructure investment for current and future residents.

- Planning Fund – \$150,000 Expand housing choices and develop a housing strategy

Goal 7: ENVIRONMENT – Protect and preserve our environmental and natural resources for a healthy, sustainable community.

- Planning Fund – \$90,000 Tree canopy
- Public Works Funds – \$335,000 National Pollutant Discharge Elimination System (NPDES) requirements/sampling; Water compliance/monitoring and backflow prevention program



BUDGET GUIDE

One of Oregon City's most important priorities is adopting a budget which establishes how the City plans on meeting the needs of its citizens. As such, the budget document serves four purposes:

- ❖ A policy document: Oregon City reviews the priorities and goals for the community for the next two years and establishes policy on which ones will be funded in the next biennium.
- ❖ A communication device: It is a resource for citizens to learn more about the operations of the city government; it summarizes significant budget issues (needs, economic factors and constraints), trends and choices made.
- ❖ A financial plan: It summarizes major revenues and expenditures and shows how the organization plans to fund the choices made.
- ❖ An operational guide: It identifies work programs and goals to be achieved for each department or unit in the coming fiscal year.

This budget document has been organized to ensure it meets those four functions. The document is arranged to provide City-wide information, fund summaries, and department detail budgets. Oregon City's budget document is divided into the sections as shown below:

INTRODUCTION

- ❖ Budget Message: Highlights the major provisions that have been included in the budget, describes fiscal policies for the coming fiscal year and any significant changes, discusses the major changes from the previous year in appropriations and revenues and the major policy issues that were considered
- ❖ City Commission Goals: City vision and mission along with Commission goals and

priorities which provide the foundation and direction for this budget

- ❖ Budget Guide: Instructions on how to use the Budget Document
- ❖ City Profile: Demographic, statistical and economic information, trends and assumptions that impact the budget
- ❖ Budget Process: Discussion of several specific steps that must be followed during the budgeting process including a budget calendar, an overview of how Oregon City's budget is developed, and information on budgeted funds and their organization
- ❖ Financial Policies: The City's major financial policies that shape or impact the budget process
- ❖ Citywide Organization Chart

BUDGET SUMMARY

- ❖ Total Budget: This section gives the reader a snapshot of the City's entire budget. This section contains high level summaries and charts.
- ❖ Fund Summary: This section breaks down the City's budget by fund. Under Oregon budget law, expenditures are generally broken down first by fund, then by department and/or program, then by object classification. A fund is a balancing set of accounts set aside to carry on a specific activity or to meet certain objectives in accordance with a specific regulation. Later in this book, expenditures will be described by department, program and object classification.
- ❖ Revenue Assumptions and Trends: This section contains information about the City's primary sources of revenue across all funds, including historic trends. The section also provides a brief explanation of Oregon's property tax system and the City's property tax revenues and assessed valuation.

FUNDS AND DEPARTMENTS

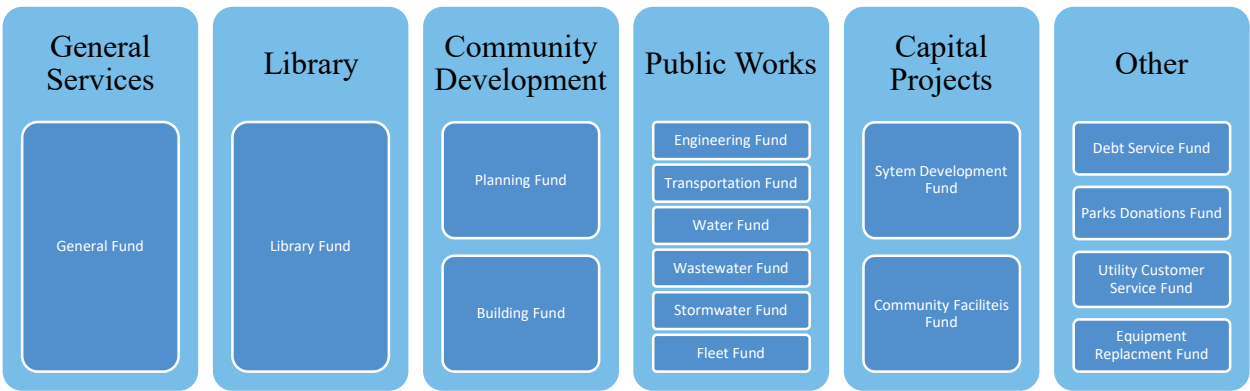
Oregon City’s budget is organized by service area reflecting the major functions the City provides for its citizens. These service areas are then broken out into funds which account for the revenues, expenditures and reserves. The funds are then broken down further into one or more organizational units.

General Services, which are all included in the General Fund, include Policy and Administration, Police, Parks & Recreation, and General Government as organizational units.

Library, **Community Development**, and **Public Works** are each broken down further into funds in which the service area is the sole organizational unit within the fund.

Capital Projects and **Other** each include multiple funds with multiple organizational units.

The graphic below further explains this relationship. More information about the City’s funds and organizational units can be found in the Budget Organization portion of the Budget Process section.



The information in the Funds and Departments section is organized as follows:

- ❖ Organization Chart
- ❖ Budget Overview: Provides a snapshot of revenues and expenditures including budgetary highlights
- ❖ Department Narrative: Provides an overview of the department and programs, long term goals and objectives tied back to the organizational goals, accomplishments, selected performance measures, and significant budget changes
- ❖ Summary of Department and Program Expenditures: Additional information on departmental expenditures by Object Classification:
 - ♦ Personnel Services
 - ♦ Materials & Services
 - ♦ Capital Outlay
 - ♦ Special Payments
 - ♦ Debt Service

- ♦ Transfers
- ♦ Operating Contingency
- ♦ Reserved for Future Expenditures
- ♦ Unappropriated Ending Fund Balance

ADDITIONAL INFORMATION

This final section contains a variety of other budget-related information that may be useful to the reader in understanding Oregon City’s budget and policies. This section includes:

- ❖ Personnel: Summary of personnel changes, positions, cost and trends
- ❖ Capital Improvement Program: Overview of capital program and highlights of major capital projects and property purchases
- ❖ Debt Administration: Debt outstanding, future debt service, compliance and limitation
- ❖ Required compliance schedules and information (Oregon Budget Law)
- ❖ Glossary

CITY PROFILE

CITY AT A GLANCE

City Information

Incorporated	1844
2023-25 Tax Rate (per \$1,000)	4.4090
Measure 50 permanent tax rate limit	5.0571
Assessed Valuation, 2021	\$3.85 billion
Bond Rating	AA+

Demographics

Population
(Population estimates are prepared as of July 1 of each year by The Population Research Center of the College of Urban and Public Affairs of Portland State University)

Fiscal Year

2014	certified estimate - 10 years ago	33,760
2023	certified estimate - current year	37,786
2024	forecasted	38,126
2025	forecasted	38,469

Median Age	38.0
Median Household Income	\$ 85,193
Median Property Value	\$ 524,044
Sex Composition	
Male	49.30%
Female	50.70%

Racial Composition	
White	87.3%
Two or more races	5.4%
Asian	1.2%
American Indian	1.0%
Black	0.4%
Other	0.0%
Hispanic *	4.7%

* Hispanics may be of any race, so also are included in applicable race categories

Population by Age	
Under 5 years	6.3%
5-17	16.6%
18-64	62.9%
65-older	14.2%

Education

Education Attainment (Persons over 25 years of age)	
High school or higher	94.10%
Bachelor's degree or higher	30.70%

Schools	
Elementary Schools	7
Middle Schools	2
High Schools	1
Charter and K-12	4

Service Statistics

Land Area	10.27 square miles
Highest Point	530 feet
Lowest Point	10 feet

Public Works

Number of Water Customers	11,329
Hundred Cubic Feet Annual	
Water Consumption	1.86 million
Miles of Roads Maintained	144
Miles of Water Lines Maintained (City)	175
Miles of Sewer Lines Maintained (City)	138
Number of Pump Stations	19
Number of Drainage Catch Basins (City)	4,535

Public Safety

Sworn Officers	46
Civilian full-time employees	14
Police Calls for Service	29,253
Municipal Court Cases Processed	5,316

Parks and Recreation

Number of Recreational Facilities	29
Number of Swimming Pool Visits	85,000
Meals Provided to Seniors	36,822

Library

Attendance	113,945
Circulation	535,225

DID YOU KNOW?

Oregon City is the first permanent Euro-American settlement in the Willamette Valley and the first incorporated city west of the Missouri River. Founded in 1829 and incorporated in 1844, it first became the home to fur traders and missionaries. As “the end of the Oregon Trail,” it soon became the final destination for many early immigrants.

GOVERNANCE



Oregon City is the County seat of Clackamas County in Northwest Oregon, thirteen miles south of Portland, Oregon at the confluence of the Willamette and Clackamas Rivers. The City was established in 1829 and incorporated in 1844, later becoming the capital of the Oregon Territory. It currently encompasses 10.27 square miles and is part of the Portland Greater Metropolitan Area.

The City operates under the provisions of its own charter and applicable state law with a Council-Manager form of government. The elected officials consist of the Mayor and four Commissioners who serve staggered four-year terms. All positions have term limits, and no

person shall be elected to more than two terms of four years in any ten-year period. The Mayor and Commission vote on all ordinances and legislative matters, set policies for City government, and appoint, direct, and evaluate the City Manager. (The City Commission also appoints the Municipal Judge.) The City Manager is appointed by the City Commission to oversee the delivery of public services and is responsible for all administration and management.

The City provides a full range of municipal services to the community which includes police protection, traffic control and improvements, street maintenance and improvements, water, sewer and storm drain services, planning, zoning and building regulation and inspection, community library service, municipal court and parks and recreation. Fire protection is provided by the Clackamas County Fire District #1 which has its own tax rate.

DEMOGRAPHICS

Oregon City’s population is currently estimated at 37,786. The City is one of Oregon’s fastest growing with an 11.93% increase since 2014. Future growth will likely continue in the 0.75% – 2.0% range as the City still contains undeveloped land within its Urban Growth Boundary. The state forecasts population to increase by slightly higher percentages than the rest of the country. The table to the right shows 10-year historic and forecasted population for Oregon City, according to estimates from the Population Research Center.



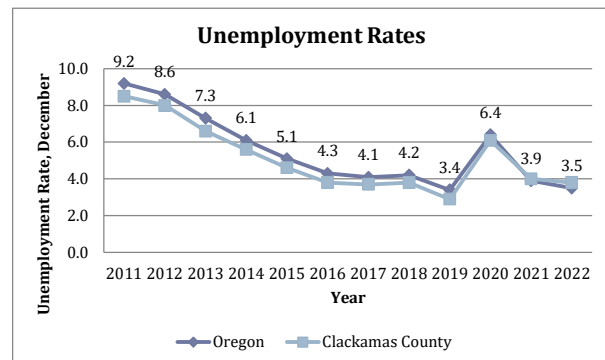
ECONOMY

Oregon City’s economy is linked with that of Clackamas County, the Portland Metropolitan Service Area (MSA), and the State of Oregon. Oregon City’s status as the Clackamas County seat has broadly positive employment and impact on the local economy. Interstate 205 and State Highways 99E and 213 link Oregon City to Portland, Salem and Southwest Clackamas County. The Portland MSA comprises Clackamas, Columbia, Multnomah, Washington and Yamhill Counties in Oregon, which together include over 47 percent of the State’s population according to U.S. Census estimates. Oregon City is home to shopping areas, recreational opportunities, businesses, a wide variety of historical and cultural attractions, and several interpretive centers and museums dedicated to celebrating the pioneer spirit.

Key economic clusters, which account for a great portion of the area's gross domestic product and have a greater presence in this area relative to the region, include health care, professional business services, high tech and advanced manufacturing, software and media production, and agriculture. Specifically, government and education are the top employment sectors in Oregon City, constituting 29% of all employment. As the Clackamas County seat, Oregon City is home to several County facilities that serve the region. The City is also home to Clackamas Community College's main campus. Founded in 1966, it is now one of the largest community colleges in the state of Oregon, serving an average of 20,000 students annually. Providence Willamette Falls Medical Center, a not-for-profit acute care hospital employing over 625 people, also operates in Oregon City. The following chart shows the top ten employers in the City as of 2022 based on the City's business license data and County records.

Employer	Type of Business
Clackamas County	Government
Oregon City School District	Education
Clackamas Community College	Education
Providence Health	Health Services
Benchmade Knife Co., Inc	Manufacturing
Home Depot	Retail
Fred Meyer	Retail
City of Oregon City	Government
Orchid Orthopedic Solutions Oregon, Inc	Health Services
Safeway	Retail
Avamere	Health Services

Oregon's unemployment rate has decreased to a pre-pandemic level. As of December 2022, Oregon's unemployment stood at 3.5%. The unemployment rate in the County is slightly less than the rate for the State overall, though changes in the County's rate over time have remained consistent with those of the State.

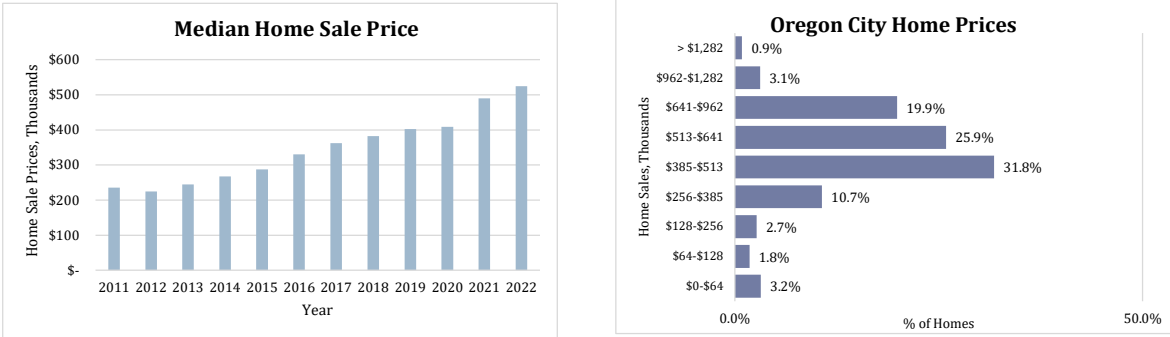


Over the past year, total non-farm employment increased by approximately 3.8% in the State. Most employment categories saw increases due to goods-producing industries like natural resources, construction, and manufacturing. There is still a backlog of orders due to supply chain issues that firms are trying to work through. The current household income in Oregon City is estimated at \$71,504, approximately 11.5% higher than the National average of \$64,117 and 16.4% higher than the State average of \$61,449.

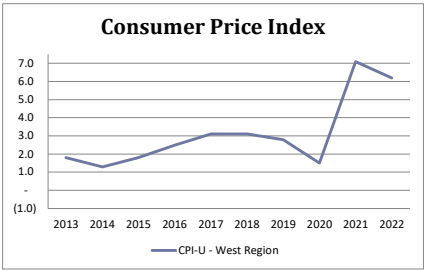
The real property market value and assessed value continue to increase as the City grows. However, as interest rates rise, growth and demand for housing will slow. Oregon home prices are expected to decline with higher interest rates here to stay. While the housing market may take a sharp decline in the near future, medium- and long-term expectations for housing growth remain strong. The median home value in Oregon City is approximately \$524,000, approximately 35.4% higher than the national average and 12.4% higher than the State average.

Oregon City's real property market value and assessed value has also steadily increased after seeing declines in 2008; the assessed (or taxable) value, however, remains significantly lower than the real market value. Expectations call for continued slow growth over the next year. Further information on tax growth

and the difference between assessed and market value is provided later in the budget in the Revenue Trends section. Additional information on housing prices in the City and the top taxpayers are shown below.



The Consumer Price Index (CPI) is a leading economic indicator that measures inflation and represents the changes in prices of all goods and services over time. This indicator is tracked and published by the U.S. Department of Labor’s Bureau of Labor Statistics. The change in the CPI for the West Region from December of 2020 to December of 2022 was 4.7%. This means that in December 2022, goods, on average, cost 4.7% more than in December 2020. The chart to the right highlights the percent change in the CPI over the past ten years.



BUDGET PROCESS

BUDGET DEVELOPMENT AND ADOPTION

According to City Charter and Oregon Revised Statute (ORS 294), the City of Oregon City must prepare and adopt a balanced budget. Local Budget law allows governments to budget either on a one-year or a two-year cycle, as approved by the governing body. The Oregon City budget is presented in fund and department categories for a biennial (two-year) period. Spending in excess of appropriations in any category is prohibited and unexpended budget appropriations lapse at the end of the biennium.

This represents Oregon City's fifth biennial budget. A biennial budget period is a 24-month period beginning July 1 and ending June 30 of the second succeeding year. For this biennial budget, the period commences July 1, 2023 and ends June 30, 2025.

Staff begins preparing the biennial budget several months prior to adoption. Starting in December, staff forecasts revenues, expenditures and fund balances based on known future changes in fees, economic conditions, and other factors. In January, meetings are held with department heads, the Mayor, and City Commission to set goals and priorities for the upcoming biennium.

In February and March, department staff prepares their requested budgets to fulfill the City goals as set by the Commission. These goals and the necessary resources to accomplish them are included in the budget requests and roll up into the overall budget and forecasts. After departments submit their requested budgets, Finance staff reviews the requests and meets with the departments. After analyses and reviews are completed, Finance and the departments meet with the City Manager in March to review the requested budgets. The City Manager makes decisions which are then incorporated into the proposed budget.

In April, a preliminary budget (the proposed budget) is prepared. Budget Committee meeting notices are published in April as well.

In late April or early May, the proposed budget is presented to the Budget Committee, which, by law, comprises the Mayor, City Commission, and the same number of citizen members (in this case, five). A notice of a public meeting is published in

the local newspaper. At each budget meeting, time for public comment and input is provided. After all input has been received, the Budget Committee approves the budget with any changes and forwards it to the Commission for adoption.

The City Commission holds a public hearing to review and adopt the final budget in June. If they propose a change that increases property taxes or expenditures within a fund by more than ten percent or \$10,000, whichever is greater, the amended budget must be republished, and a separate public hearing must be held by the Commission. The City Commission adopts the budget by resolution and approves the tax levy prior to June 30 each year. The adopted budget is filed with the county clerk and State of Oregon, and the property tax levy is certified to the County Assessor by July 15 each year.

BUDGET MONITORING AND ADJUSTMENTS

During each year, expenditures and revenues are monitored for compliance with the adopted budget and state law. Monthly revenue and expenditure status reports, including budgetary information are provided to Management. Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. This report includes comparisons of budgeted to actual revenues and expenditures and documents the City's budgetary compliance.

Oregon Budget Law allows for changes to the City budget for reasons unforeseen at the time of adoption. For instance, a transfer from one appropriation category to another can be adopted by resolution of the City Commission. On the other hand, certain changes, such as appropriation increases, require a supplemental budget. Though a supplemental budget does not require the involvement of the budget committee, it does require a public hearing similar to the process followed during the adoption of the budget. Further detail is located in ORS 294.

BASIS OF BUDGETING

The City budgets all of the funds using the modified accrual basis of accounting in accordance with budgetary accounting practices and Generally Accepted Accounting Principles (GAAP) for governmental funds. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

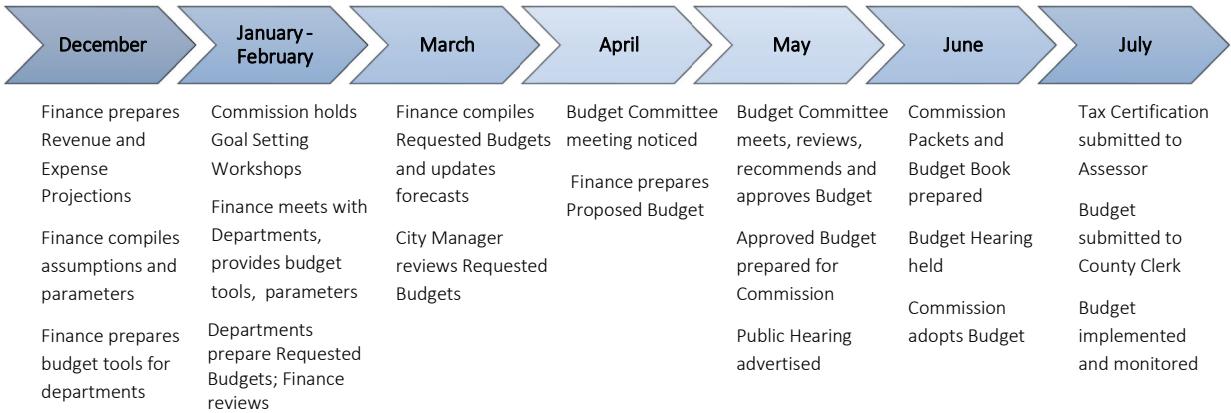
For financial reporting purposes the enterprise funds are converted from the modified accrual

basis to the accrual basis of accounting, but the budgetary enterprise statements are reported with the modified accrual basis of accounting. Additionally, the audit, as reported in the Comprehensive Annual Financial Report, accounts for the City’s Downtown Urban Renewal Agency (URA), a component unit of the City. A component unit is a legally separate organization for which the elected officials of the City are financially accountable. The URA adopts a separate budget which may be obtained from the City, 625 Center Street, Oregon City, Oregon 97045. Pursuant to Budget law, this budget also includes historical information for any closed funds that were closed during the years presented.

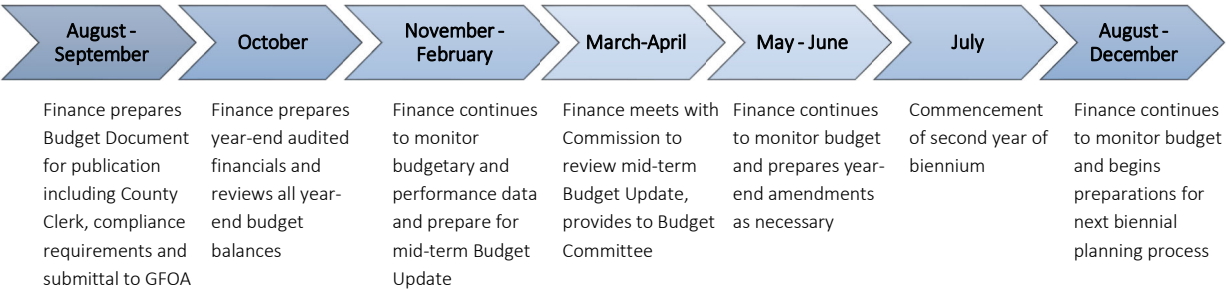
BUDGET CALENDAR

The City’s Biennial Budget development cycle begins in December of even-numbered years and concludes in June of odd-numbered years.

Phase I



Phase II



BUDGETED FUNDS

Oregon City uses various funds to account for its revenues and expenditures. Each fund is categorized by type as prescribed by GAAP and Oregon Budget Law. Revenues in each fund may be spent only for the purpose specified by the fund with the exception of the General Fund which is used to account for general purpose, or unrestricted, revenues and operations of the City. Most of the City's principal operations are budgeted in the General Fund as they are funded by general purpose revenues (property taxes, franchise fees, certain state shared revenues). General Fund operations include Administration, Court, Parks and Recreation, and the Police Department. Other City functions, such as the Library and Utilities are budgeted in separate funds due to the specified purpose of their revenues (library tax, utility charges). The definitions for the fund types utilized and budgeted by the City are as follows:

Governmental Funds:

General Fund – accounts for all financial resources not accounted for in another fund

Special Revenue funds – account for proceeds and spending of specific revenues restricted or committed for specified purposes other than debt service or capital

Capital Projects funds – account for financial resources to be used for the acquisition or construction of capital equipment and facilities

Debt Service funds – account for the accumulation of resources for, and the payment of, long-term debt principal and interest

Proprietary funds: account for activities where the emphasis is placed on net income determination (The City maintains two different types of proprietary funds: **Enterprise** and **Internal Service**.)



BUDGET ORGANIZATION

The following chart further helps to illustrate, by service area, the City's funds and organizational units.

			ORGANIZATIONAL UNIT / APPROPRIATION LEVEL							
	FUND TYPE	FUND CATEGORY	Policy and Administration	Police	Parks and Recreation	General Government	Library	Community Development	Public Works	Debt Service
General Services										
★ General Fund	General Fund	Governmental	✓	✓	✓	✓				
Library										
Library Fund	Special Revenue	Governmental					✓			
Community Development										
Planning Fund	Special Revenue	Governmental						✓		
Building Fund	Special Revenue	Governmental						✓		
Public Works										
Engineering Fund	Special Revenue	Governmental								✓
Transportation Fund	Special Revenue	Governmental								✓
★ Water Fund	Enterprise	Proprietary								✓
★ Wastewater Fund	Enterprise	Proprietary								✓
Stormwater Fund	Enterprise	Proprietary								✓
Fleet Fund	Internal Service	Proprietary								✓
Capital Projects										
System Development Fund	Capital Project	Governmental				✓				✓
Community Facilities Fund	Capital Project	Governmental		✓			✓			✓
Other										
Parks Donations	Special Revenue	Governmental				✓				
Debt Service Fund	Debt Service	Governmental								✓
Utility Customer Service Fund	Internal Service	Proprietary	✓							
Equipment Replacement Fund	Internal Service	Proprietary	✓	✓	✓	✓		✓	✓	

★ = major fund

A major fund is defined as any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the total budget. For the 2023-2025 biennium, the following funds meet this criterion:

General Fund – Accounts for the City's legislative activities and administration, human resources, finance, information technology, police department, municipal court, and parks and recreation; primary revenues are property taxes, franchise fees, fines and forfeitures, and intergovernmental revenues.

Water Fund – Accounts for the operation of the City's water system; customer charges are the primary revenues.

Wastewater Fund – Accounts for the operation of the City's sanitary sewer collection system; customer charges are the primary revenue source.

FINANCIAL POLICIES IMPACTING THE BUDGET

GOALS AND PURPOSE:

- ❖ Provide accurate and relevant financial information for the City Commission and management to enable them to make and implement policy
- ❖ Ensure the financial integrity of City operations
- ❖ Promote and assist with sound management of City government
- ❖ Protect and Enhance the City's bond rating
- ❖ Ensure accountability and transparency
- ❖ Ensure surplus cash is prudently invested
- ❖ Ensure that adequate reserves are maintained
- ❖ Provide adequate funds to operate desired programs and meet the City's debt provisions and obligations

REVENUE POLICY:

- ❖ The City will strive to maintain a diversified and stable revenue system to protect the City from fluctuations in any one revenue source.
- ❖ One-time revenues should not be used for ongoing expenditures, but instead for one-time expenditures.
- ❖ All City funds shall be safely invested to provide first a sufficient level of liquidity to meet cash flow needs and second to provide the maximum yield possible.
- ❖ Utility rates will be set at levels sufficient to cover operating expenditures, meet debt obligations and debt service requirements, and provide adequate levels of working capital.
- ❖ The City will periodically review and revise user fees to recover the costs of those services to the extent possible.
- ❖ The City will estimate its annual revenues objectively, analytically and conservatively.

BUDGET POLICY:

- ❖ The City shall prepare, present, adopt and amend its operating budget in accordance with Oregon Local Budget Law.

- ❖ The City is required to prepare a balanced budget according to Oregon Revised Statutes which state that:
 1. The budget must be constructed in such a manner that the total resources in a fund equal the total requirements for that fund, and
 2. The total of all resources of the City must equal the total of all requirements for the City.
- ❖ The City will avoid budgetary procedures that balance current year expenditures at the expense of meeting future years' expenses.
- ❖ Departmental objectives will be integrated with the City's annual budget.
- ❖ The City Commission shall adopt the budget at the fund or department level (if a fund contains more than one department) as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
- ❖ Funding sources for capital projects will be identified and ongoing operating costs will be quantified.
- ❖ The City will plan for vehicle, equipment, and building replacement to ensure resources are available when needed.
- ❖ Cost analysis of salary increases will include the effect of increases on the City's share of related fringe benefits and will incorporate estimated market and/or merit adjustments as well as all union and other contract obligations.
- ❖ All non-salary benefits will be estimated and their impact on future budgets assessed annually.
- ❖ Monthly reports comparing actual to budgeted expenditures will be prepared by Finance Department and be distributed to the Management.
- ❖ The City will prepare budgets on a biennial basis to coincide with the Commission visioning and will provide annual updates including financial updates and operational progress.

- ❖ The City will submit the Adopted Budget Document for consideration for the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA) for each budget cycle.

CAPITAL IMPROVEMENT POLICY:

- ❖ The City will capitalize all capital assets and improvements of a long-term character which are to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment with a value of \$5,000 or more.
- ❖ The City will develop a multi-year plan for capital improvements and update it annually.
- ❖ The future operating costs associated with new capital improvements will be projected and included in the operating budget forecast.
- ❖ The City will determine the most effective and efficient financing method for all new projects.
- ❖ System development charges will be used for infrastructure capacity expansion and improvements including in-house engineering and design.

DEBT POLICY:

- ❖ The City will not use long-term debt for current operations.
- ❖ The City will follow a policy of full disclosure on every financial report and required debt disclosure.
- ❖ Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project.

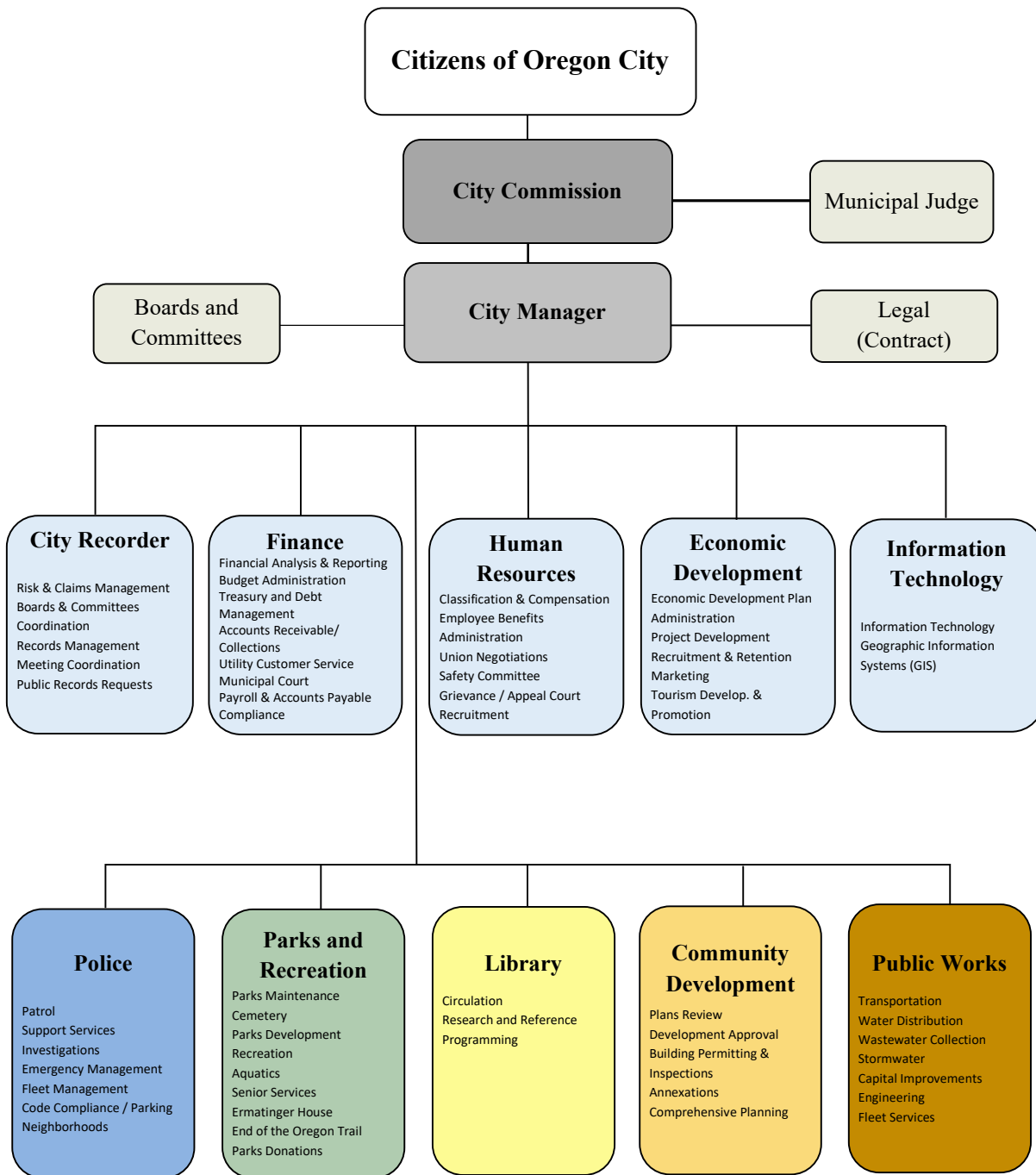
- ❖ The City shall review its outstanding debt periodically for the purpose of determining if the financial marketplace will afford the City the opportunity to lessen its debt service costs.
- ❖ The City shall periodically review possible actions to maintain or improve its bond ratings and maintain good communications with bond rating agencies about its financial condition.

RESERVE POLICY:

- ❖ The City shall establish a contingency reserve to provide for unanticipated expenditures of a nonrecurring nature and to meet unexpected increases in service delivery costs; these funds may not be directly disbursed from the contingency reserve but only in accordance with local budget law in the State of Oregon.
- ❖ The City will maintain an unallocated and unappropriated fund balance or retained earnings to provide working capital until sufficient revenues arrive to fund current operations equal to a minimum of two months, or 17%, of general operating expenditures.
- ❖ Contingency and unappropriated reserve calculations are based on the budget for all operating funds excluding debt service, capital project, internal service, and reserve funds.
- ❖ It is the intent of the City to use all surpluses generated to accomplish three goals: meet reserve policies, avoid future debt, and reduce outstanding debt.

DID YOU KNOW?

GFOA recommends that governments maintain a minimum unrestricted fund balance in their general fund of no less than two months of regular general fund operating expenditures plus extra reserves based on a government's particular situation.



BUDGET SUMMARY – ALL FUNDS COMBINED

The table below summarizes all resources and requirements by category for the 2023-2025 biennium and compares them to the current biennial budget and the activity for two previous biennial periods.

All Funds	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 67,723,122	\$ 91,044,035	\$ 73,977,249	\$ 91,088,500	\$ 91,088,500	\$ -
Property Taxes	25,889,865	28,057,100	30,559,291	32,927,800	32,927,800	-
Franchise Fees	8,142,539	8,576,012	8,863,823	9,744,500	9,744,500	-
Intergovernmental	14,205,173	22,968,992	24,768,193	27,744,000	27,744,000	-
Charges for Services	51,332,437	56,580,351	54,399,641	66,033,000	66,033,000	-
Pass-Through Revenues	13,154,196	13,926,220	14,200,856	18,798,600	18,798,600	-
Licenses and Permits	4,365,383	5,169,540	3,829,300	3,947,900	3,947,900	-
Fines and Penalties	2,741,611	1,845,525	2,265,000	2,205,000	2,205,000	-
Other Taxes and Assessments	999,908	1,264,370	1,196,000	1,687,200	1,687,200	-
Other Income	3,685,093	5,008,005	4,223,902	4,345,500	4,345,500	-
Sale of Assets	72,873	3,424,769	60,000	2,000,000	2,000,000	-
Contributions	285,809	241,274	220,400	229,000	405,400	-
Interest Income	2,977,355	2,235,532	1,186,700	1,552,000	1,552,000	-
Loan Repayments	902,867	-	-	-	-	-
Bond Proceeds	16,157,183	-	-	-	-	-
Internal Service Charges	5,571,009	6,553,614	7,305,830	9,705,300	9,705,300	-
Other Financing Sources	-	-	434,241	-	-	-
Transfers In	8,384,393	11,426,285	11,210,957	9,329,600	10,296,829	-
Total Resources	\$226,590,816	\$258,321,624	\$238,701,383	\$281,337,900	\$282,481,529	\$ -
Requirements by Category						
Personnel Services	\$ 47,910,762	\$ 52,492,026	\$ 61,007,601	\$ 69,109,600	\$ 69,924,600	-
Materials and Services	31,483,019	33,603,570	39,639,228	45,176,000	45,304,800	-
Pass-Through Expenses	12,649,079	13,897,994	14,200,856	18,798,600	18,798,600	-
Capital Outlay	28,645,563	59,259,229	52,573,584	60,667,900	60,829,900	-
Debt Service	6,473,965	6,128,658	6,437,135	6,710,000	6,710,000	-
Transfers Out	8,384,393	11,426,285	11,210,957	9,329,600	10,296,829	-
Contingency	-	-	45,072,816	56,085,100	55,699,571	-
Reserved for Future Expenditures	53,966,160	33,731,453	8,559,206	10,310,300	9,766,429	-
Unappropriated Fund Balance	37,077,875	47,782,409	-	5,150,800	5,150,800	-
Total Requirements	\$226,590,816	\$258,321,624	\$238,701,383	\$281,337,900	\$282,481,529	\$ -

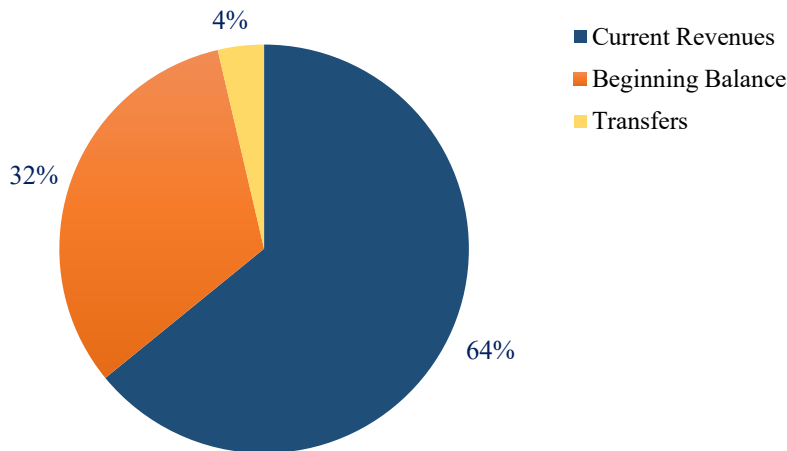
The following table further summarizes all requirements by function.

All Funds	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Requirements by Function						
Policy and Administration	\$ 11,686,685	\$ 12,984,245	\$ 15,983,840	\$ 18,898,800	\$ 18,918,800	\$ -
Police	23,153,361	44,829,031	26,392,352	28,264,300	28,704,300	-
Parks and Recreation	9,071,374	13,064,186	15,613,104	13,410,800	14,075,600	-
General Government	4,377,388	4,714,347	5,094,238	4,825,500	4,806,500	-
Library	3,403,287	3,795,290	4,811,654	6,536,000	6,536,000	-
Community Development	5,281,339	4,593,966	6,039,837	7,156,900	7,156,900	-
Public Works	51,065,910	61,373,760	79,285,388	95,861,200	95,861,200	-
Pass-Through Expenses	12,649,079	13,897,994	14,200,856	18,798,600	18,798,600	-
Debt Service	6,473,965	6,128,658	6,437,135	6,710,000	6,710,000	-
Transfers Out	8,384,393	11,426,285	11,210,957	9,329,600	10,296,829	-
Contingency & Reserves	91,044,035	81,513,862	53,632,022	71,546,200	70,616,800	-
Total Requirements	\$226,590,816	\$258,321,624	\$238,701,383	\$281,337,900	\$282,481,529	\$ -

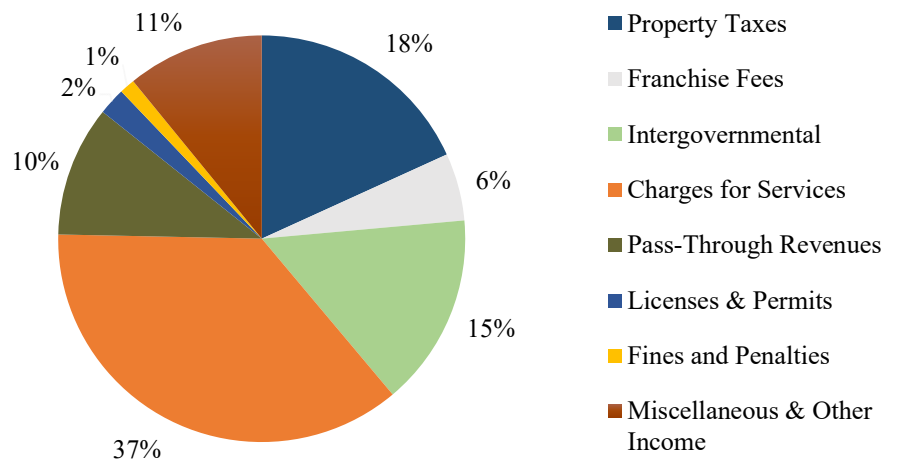
WHERE THE MONEY COMES FROM – ALL FUNDS COMBINED

Resources to meet Oregon City’s obligations and service needs are derived from three primary sources: beginning fund balance, current revenues, and transfers in from other funds. Beginning fund balance consists of revenues carried forward from previous fiscal years, including reserves for specific purposes (e.g., debt reserves and capital improvements) and monies used for working capital cash flow. Current revenues are those earned from city operations or taxes collected during the fiscal year. The third source is transfers between funds to pay for either direct or indirect costs. The first chart below compares the relative percentage of each source of revenue and the second chart breaks down current revenues (excluding beginning fund balance and transfers) for the biennium.

Resources by Type



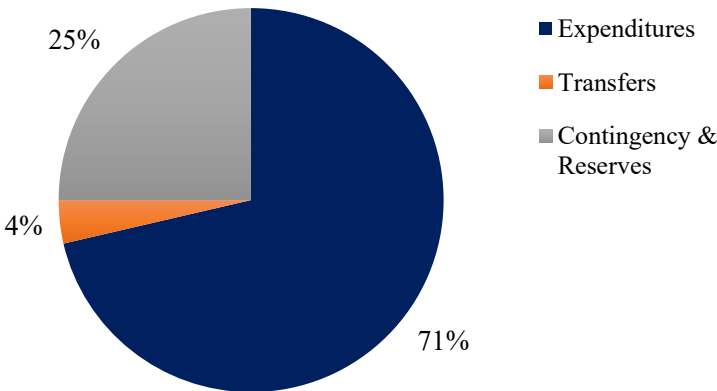
Revenues by Source



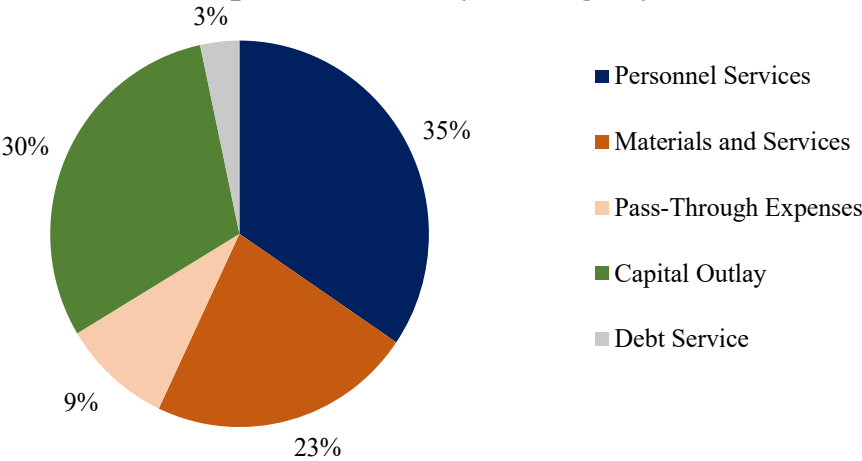
WHERE THE MONEY GOES – ALL FUNDS COMBINED

Oregon City’s requirements fall into two primary categories: expenditures and contingency/reserves. Total requirements consist of all monies appropriated for use during the fiscal year plus contingency, which may be used to meet unanticipated operating needs, and reserve for future expenditures. The following charts break down total appropriations into expenditures and contingency, then further break down expenditures (excluding Contingency & Reserves and Transfers) by category, for the biennium.

Requirements by Type



Expenditures by Category



RESOURCES AND REQUIREMENTS – ALL FUNDS

The following table summarizes total resources/requirements for each fund, which equal by fund in a balanced budget.

All Funds	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
General Fund	\$ 56,410,146	\$ 62,245,848	\$ 66,517,274	\$ 72,720,000	\$ 72,720,000	\$ -
Special Revenue Funds						
Library	7,100,693	8,430,016	9,449,103	10,349,300	10,589,300	-
Planning	3,696,939	3,976,857	4,058,358	4,040,800	4,040,800	-
Building	6,840,427	8,712,706	9,378,657	10,612,000	10,612,000	-
Engineering	2,584,432	2,994,326	2,850,187	2,694,100	2,694,100	-
Transportation	13,130,583	17,236,636	18,490,904	18,965,500	18,965,500	-
Park Donations	-	-	-	-	903,629	-
Capital Projects Funds						
System Development	28,750,727	36,315,119	18,716,786	42,096,200	42,096,200	-
Community Facilities	35,296,845	37,364,284	13,804,566	11,293,500	11,293,500	-
Enterprise Funds						
Water	20,254,871	20,693,542	28,268,908	27,101,000	27,101,000	-
Wastewater	29,749,906	34,964,077	38,158,483	49,509,500	49,509,500	-
Stormwater	7,238,561	8,146,782	9,285,979	11,328,300	11,328,300	-
Internal Service Funds						
Fleet Services	483,535	471,397	693,829	634,600	634,600	-
Utility Customer Service	2,301,488	2,598,244	2,793,367	3,314,300	3,314,300	-
Equipment Replacement	6,965,770	7,449,460	9,671,501	10,250,300	10,250,300	-
Debt Service Funds						
Debt Service	5,785,893	6,722,330	6,563,481	6,428,500	6,428,500	-
Total All Funds	\$ 226,590,816	\$ 258,321,624	\$ 238,701,383	\$ 281,337,900	\$ 282,481,529	\$ -



OVERALL BUDGET HIGHLIGHTS

- ❖ The budget is balanced at \$282.5 million with a tax rate of \$4.409 per \$1,000 assessed value, the same rate as the previous biennium.
- ❖ The 2023-2025 budget represents an increase of \$43.8 million over the amended 2021-2023 biennial budget of \$238.7 million.
- ❖ Total expenditures, excluding transfers, are \$201.6 million, an increase of \$27.7 million from the prior biennial budget. The increase is due primarily to the funding of capital projects in the current biennium, including \$23.4 million for the Wastewater Inflow and Infiltration Program.
- ❖ The budget approves an 8.15 net increase in Full Time Equivalent (FTE) positions. More information can be found in the Personnel portion of the Additional Information section of this document.

BUDGET TRENDS BY YEAR

The following economic assumptions were used in developing the 2023-2025 Biennial Budget.

General

- ❖ The City's population is estimated to grow 0.89% in each of the next two years.
- ❖ The economy is expected to see a mild recession and a small decline in job losses. Inflation is predicted to slow in the years ahead. The labor market is repeatedly tight due to a strong economy.

Resources

- ❖ Assessed value, the basis of property taxes, are estimated to grow by 3.7% in each year of the biennium, or \$143.7 million in 2024 and \$149.0 million in 2025.
- ❖ Property tax revenues are estimated to increase by approximately 7.8% over the two-year period due to a combination of anticipated property value increases and new development net of reductions for discounts, delinquencies and agency loss.

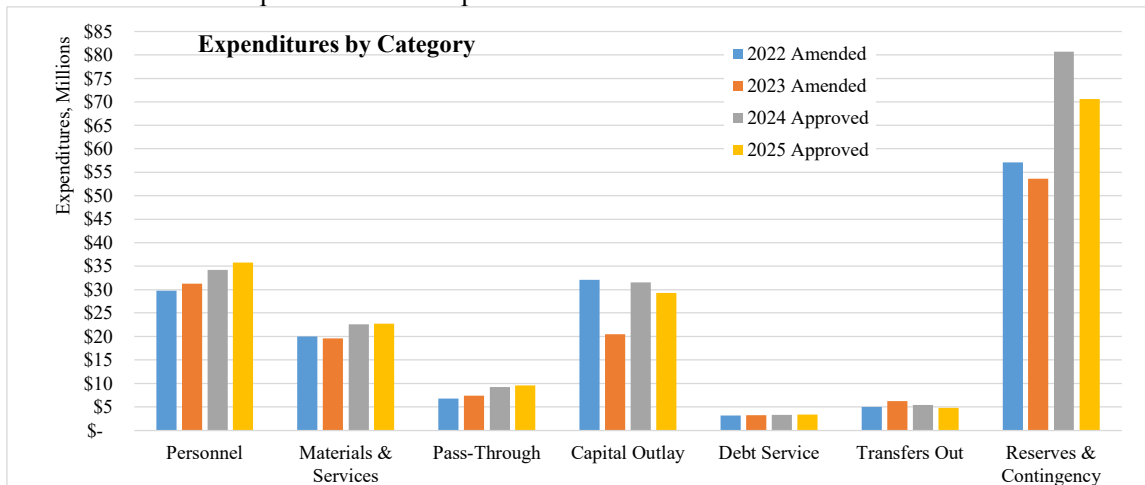
- ❖ Intergovernmental revenue is expected to increase by \$3.0 million, or 12.0% due to the anticipated receipt of \$7.1 million of funds from the Inflow and Infiltration Intergovernmental Agreement and due to \$2.4 million of funds from State Grants.
- ❖ Revenue sources adversely impacted by the pandemic, such as Charges for Services and Fines and Forfeitures, are expected to continue to return to pre-pandemic levels during the 2024-2025 biennium.
- ❖ Interest rates on investments are budgeted conservatively for the biennium. When inflation is higher interest rates increase, however inflation is predicted to slow during the biennium.
- ❖ All other revenue sources are estimated using trend analysis. More information on revenue trends is provided later in this Budget Summary section.

Requirements

- ❖ Cost for goods and contracts are projected with inflationary increases; exceptions or significant variances are explained under Budget Highlights of each Department budget.
- ❖ Capital outlay (projects and equipment) is budgeted at projected acquisition or construction cost based on preliminary estimates.
- ❖ Cost of living increases are 3.0% to 4.0% for all employees; step increases are included on employees' anniversary dates for represented employees.
- ❖ Health benefit costs are projected at 4.0% to 8.1% annual increases based on claims and premiums projections.
- ❖ Public Employees Retirement System (PERS) contributions rates provided by PERS will increase 1.25% to 4.95% of covered wages.

Further discussion of the changes in fund balance is found in the Budget Message.

The chart below compares each year of the biennial budget (fiscal years 2024 and 2025) to each year of the prior year amended budgeted expenditures (2022 and 2023) by category for all budgeted funds. An explanation of the variances and assumptions used are explained below.



Personnel Services

Personnel costs increased by \$8.9 million, or 14.6%, in the biennium. This increase is mainly due to cost of living and pay grade (step) increases along with projected health insurance increases. Additionally, total FTEs increased by a net 8.15. The additions include an Assistant City Manager, a part-time Community Engagement Specialist, a Code Compliance Officer, two Parks Maintenance workers, a Code Officer, a Case Worker, a Facilities Maintenance Manager, a Librarian, a Planning Administrative Assistant, a Building Plans Examiner, and additional Lifeguards to comply with new Oregon laws. These positions are required to keep up with the growth of the City and the needs of its citizenry. The approved budget also reflects an increase in PERS retirement contributions of 1.25% to 4.95% of covered wages, which results in an increase in cost of \$1.3 million over the biennium. Further analysis of personnel costs and changes is found in the Personnel portion of the Additional Information section at the end of this document.

Materials & Services

Excluding internal service charges, which increased by \$2.4 million over the prior biennium, Materials and Services increased by \$3.3 million, or 10.1%. While departments budgeted primarily inflationary increases, materials and services increased due to specific contractual obligations, various grant projects, and special projects that support Commission goals. This includes various initiatives of the Economic Development department, as well as additional investment in information technology.

More information about these projects is included in the departmental budgets later in this document, as well as in the Commission Goals section earlier in this document. Internal service charges are for services provided between departments and have increased as the City improves its cost allocation methods to better reflect services provided across departments and funds. Inflationary increases have unquestionably affected the Enterprise Funds expenses for numerous professional service agreements. For example, the Stormwater Division contracts for landscaping maintenance at over 117 sites and 35 acres of stormwater ponds, roadside planters, swales, ditches, City-owned tracts, and abutting right-of ways.

Capital Outlay

Budgeted capital increased by \$8.3 million, or 15.7%, over the biennium. This increase is mainly due to the investment in the Inflow and Infiltration (I & I) Program. The projects included in the upcoming biennium are explained in more detail in the Budget Message and in the Capital Improvement Program portion of the Additional Information section at the end of this document.

Debt Service

The City's most recently acquired debt was voter approved debt acquired in 2018 for the construction of the Robert Libke Public Safety Building to house the Police Department and Municipal Court. Debt service payments increased by 7.6% in the current biennium. Information on the City's debt is located in the Debt Administration portion of the Additional Information section at the end of this document.

Transfers & Other Uses

In the current biennium, transfers decreased by \$0.9 million, due in part to the departments decreasing transfers to the Community Facilities and Equipment Replacement Funds.

REVENUE ASSUMPTIONS AND TRENDS

The City's major revenue sources are explained below, including the underlying assumptions for the revenue estimates and trend information. Revenues are forecasted conservatively in response to uncertainties about the regional and national economy and legislation.

Property Taxes

Property tax revenues are calculated by applying the City's tax rate, not to exceed the permanent rate, to the assessed value. At the beginning of each fiscal year, the Clackamas County Assessor determines assessed values of properties. With the approval of Measure 50 in 1997, assessed values on individual properties were rolled back to 1995-96 levels and then reduced by 10%.

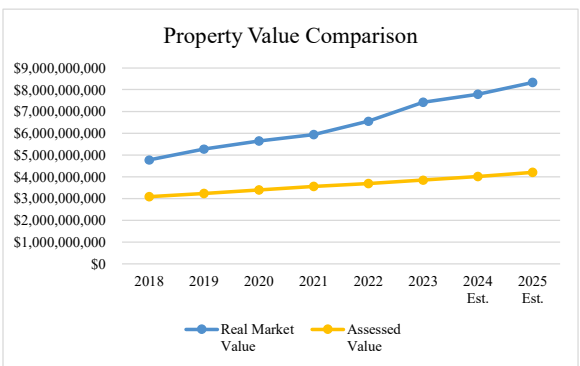
Assessed value increases are limited to 3% per year. City-wide increase of 3.7% in assessed value for property taxes are built into the calculation due to economic factors, anticipated new properties added to the tax roll, and county

assessor information. For fiscal year 2023, Oregon City's total assessed value was approximately 52% of the real market value. This gap has widened as expected due to the cap on assessed value increases. Assessed value is used for spreading the operating levies, while market values are used to meet Measure 5 cap requirements, approved by voters in 1990, which limit tax rates to \$15 per \$1,000 of real market value (\$5.00 for schools and an aggregate \$10.00 for all other governments), and to spread debt service levies, which are exempt from Measures 5 and 50.

The maximum authorized (permanent) tax rate for Oregon City is \$5.0571 per \$1,000 of assessed value. The budgeted rate of \$4.409 per \$1,000 is consistent with that approved during the last two years and is still below the City's permanent tax rate limit.

The City's total projected assessed value is multiplied by its permanent or adopted tax rate per \$1,000 of assessed value to calculate the anticipated property taxes to be received. Due to discounts and collection history, the City assumes a 95.5% collection rate on property taxes for the 2023-2025 biennium. This is in line with previous year's collection estimates and reflective of the current collection rate.

Fiscal Year	Real Market Value	Assessed Value	Ratio of AV to RMV	Total Extended Tax Levy
2018	\$4,774,396,498	\$3,089,502,621	64.7%	\$12,935,275
2019	\$5,274,966,934	\$3,237,628,787	61.4%	\$13,518,480
2020	\$5,648,405,668	\$3,395,555,692	60.1%	\$14,155,665
2021	\$5,942,361,957	\$3,556,637,128	59.9%	\$14,784,687
2022	\$6,549,215,161	\$3,689,012,464	56.3%	\$15,336,496
2023	\$7,417,940,334	\$3,847,250,431	51.9%	\$15,949,956
2024 Est.	\$7,788,837,351	\$4,020,376,700	51.6%	\$16,587,954
2025 Est.	\$8,334,055,965	\$4,201,293,652	50.4%	\$17,251,472



The chart and table above show assessed value by year in comparison to real market value from 2018 through the approved biennium.

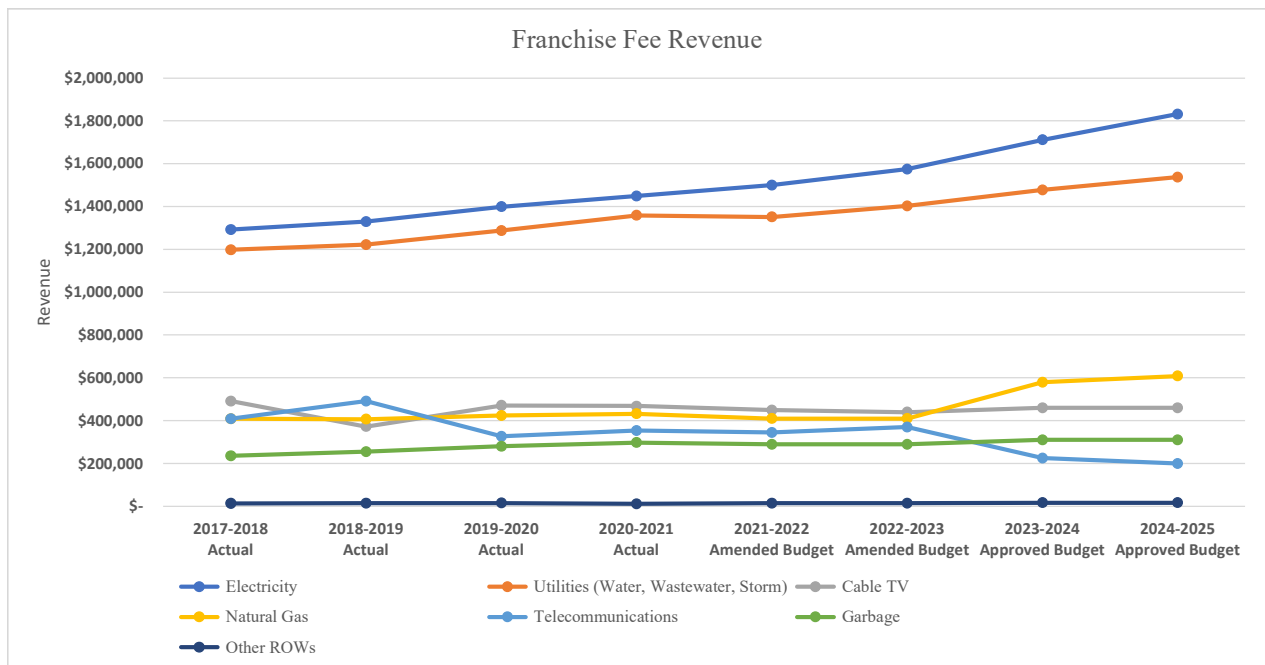
Franchise Fees

Franchise fees are charged to private utilities for the use of publicly owned rights-of-way (ROW). Private franchised activities include electricity, telecommunications, natural gas, and cable television. Additionally, the City's water, wastewater and stormwater funds pay franchise fees. Franchise fees are charged as a percentage

of gross proceeds generated within Oregon City's city limits.

Revenues are estimated based on 6-year trend information assuming no growth in the projected year in the rates charged based on individual agreements with the different franchisees. Current franchise rates and projected revenues are shown below.

Service	Rate	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Electricity	5.0%	\$ 2,621,570	\$ 2,847,691	\$ 3,075,000	\$ 3,542,200	\$ 3,542,200	\$ -
Wastewater Utility	6.0%	1,223,274	1,347,179	1,415,607	1,528,500	1,528,500	-
Cable TV	5.0%	864,168	938,809	890,000	920,000	920,000	-
Water Utility	6.0%	866,722	931,355	941,192	997,700	997,700	-
Natural Gas	5.0%	816,089	857,092	820,000	1,188,400	1,188,400	-
Telecommunications	5.0%	900,347	680,734	715,000	425,000	425,000	-
Garbage	4.0%	491,581	578,175	580,000	620,000	620,000	-
Stormwater Utility	6.0%	330,477	367,801	397,124	489,300	489,300	-
Other ROWs	Various	28,311	27,177	29,900	33,400	33,400	-
Total Franchise Fees		\$ 8,142,539	\$ 8,576,011	\$ 8,863,823	\$ 9,744,500	\$ 9,744,500	\$ -



Intergovernmental Revenues

In the biennial budget, State Shared Revenues make up the majority of total intergovernmental revenues. State revenues are distributed to cities per Oregon Statutes; revenues are calculated using a formula based on population and income for the individual city. State Shared Revenues include general revenues, cigarette taxes, liquor taxes, marijuana taxes, and gas taxes. Revenues are forecasted based on data provided by the League of Oregon Cities.

The Oregon City Library is a member of the Clackamas County Library Tax District and as such receives an annual tax allotment based on population according to District estimates.

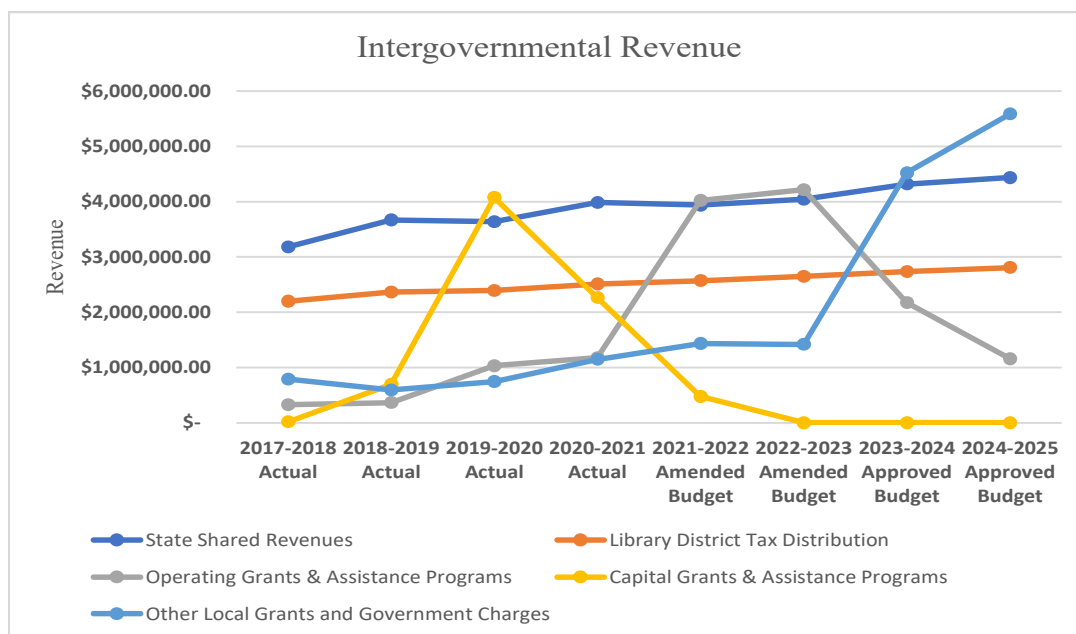
Grants and governmental assistance programs are awarded for operations (such as the Police Department's Crime Prevention grant) and capital programs (such as funding received for highway reconstruction). These are estimated based on approved grants and projected annual eligible grant spending.

Other local grants and government charges include grants provided by other local governmental entities, as well as charges to other local governmental agencies for goods or services provided, often per the terms of an intergovernmental agreement (IGA).

State shared revenues have been growing steadily over time as have library district tax revenues. State share of marijuana taxes started in 2018. However, this revenue was capped in 2020 with Measure 110. Annual revenue dropped by 62% after peaking in 2020. In the approved biennium, the City expects to receive nearly \$7.0 million in funding from the Inflow and Infiltration Program IGA. The City anticipates receiving \$2.4 million in funding from grants related to All Roads Transportation Safety (ARTS) and Safe Routes to School (SRTS).

The table and chart below show total intergovernmental revenue, by source, on an annual basis, for the approved biennium and the previous three biennia.

Source	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
State Shared Revenues	\$ 6,853,437	\$ 7,923,376	\$ 7,982,061	\$ 8,754,800	\$ 8,754,800	\$ -
Library District Tax Distribution	4,564,130	5,083,456	5,222,490	5,544,800	5,544,800	-
Operating Grants & Assistance Programs	692,489	5,199,324	8,238,350	3,335,400	3,335,400	-
Capital Grants & Assistance Programs	711,884	2,737,691	475,000	-	-	-
Other Local Grants and Government Charges	1,383,233	2,579,735	2,850,292	10,109,000	10,109,000	-
Total Intergovernmental Revenues	\$ 14,205,173	\$ 23,523,582	\$ 24,768,193	\$ 27,744,000	\$ 27,744,000	\$ -



Charges for Services

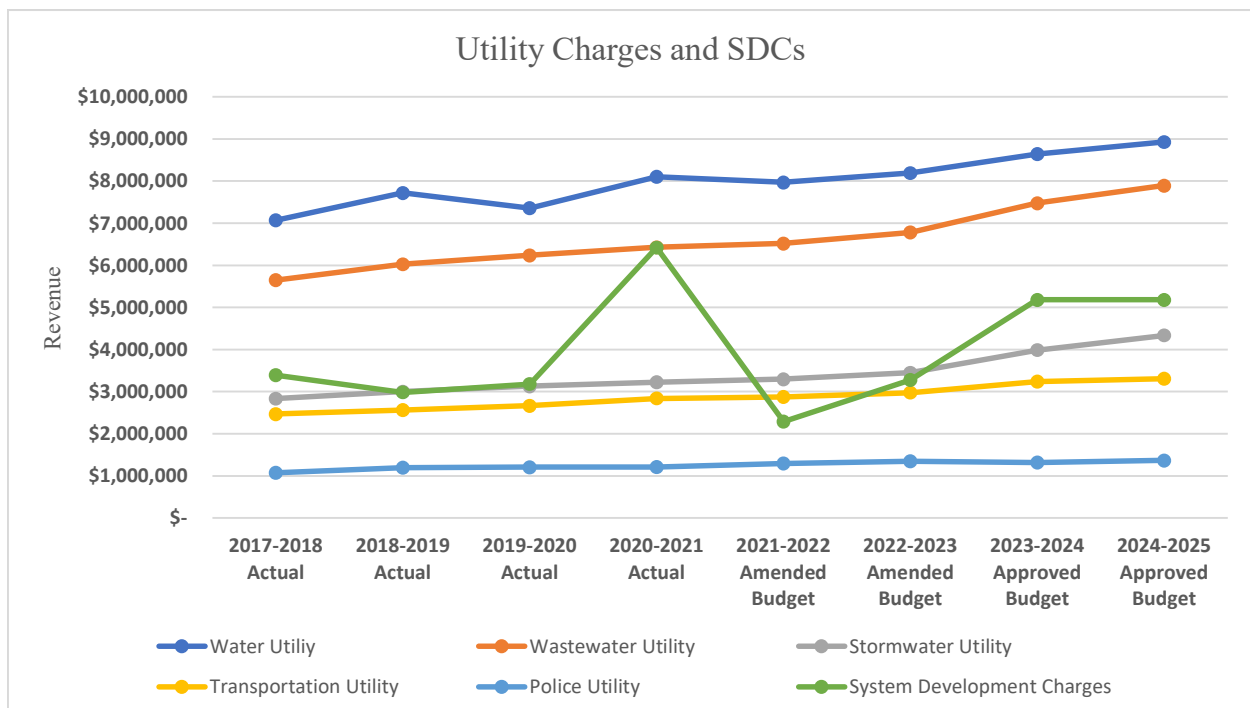
Charges for Services consists primarily of utility service charges and system development charges (SDCs). Utility service charges include water, wastewater, pavement maintenance, public safety, and stormwater. These charges are billed monthly to all utility customers throughout the City. The amount of the charge is based on the cost to provide the service, which is informed by individual utility master plans and rate studies. Utility charges are adopted by resolution of the City Commission in accordance with the City Charter. Revenues are estimated based on number of utility customers (total connections) times approved rates, which include allowances for annual inflationary adjustments of 2% to 3%.

System development charges are driven by development, billed at the time of the issuance of a building permit, and vary from year to year.

Charges for Services also includes fees charged to users of various city services, such as parks, library services and cemetery. Revenue estimates for these charges are based on projected users derived from previous trend analysis for the past six years assuming a 1% annual growth or other adjustments as requested by departments.

A breakdown of Charges for Services is shown in the table below. The chart below shows utility service charge revenue and SDC revenue, on an annual basis, for the approved biennium and the previous three biennia.

Type of Charge	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Water Utility	\$ 14,788,639	\$ 16,069,356	\$ 16,160,446	\$ 17,570,400	\$ 17,570,400	\$ -
Wastewater Utility	11,674,514	12,950,649	13,304,423	15,368,100	15,368,100	-
Stormwater Utility	5,837,233	6,519,194	6,745,746	8,325,900	8,325,900	-
Transportation Utility	5,031,393	5,716,740	5,853,850	6,547,800	6,547,800	-
Police Utility Fee	2,271,524	2,511,250	2,647,460	2,686,700	2,686,700	-
System Development Charges	6,379,317	8,715,133	5,570,000	10,360,000	10,360,000	-
Parks & Recreation User Fees	1,207,354	505,209	863,426	1,591,900	1,591,900	-
Planning & Review Fees	1,621,638	1,536,449	1,200,490	1,305,500	1,305,500	-
Code Enforcement & Parking	854,122	187,856	513,200	870,200	870,200	-
Cemetery Fees	653,763	661,480	554,800	566,600	566,600	-
Other	1,012,940	884,482	985,800	839,900	839,900	-
Total Charges for Services	\$51,332,437	\$56,257,798	\$54,399,641	\$66,033,000	\$66,033,000	\$ -

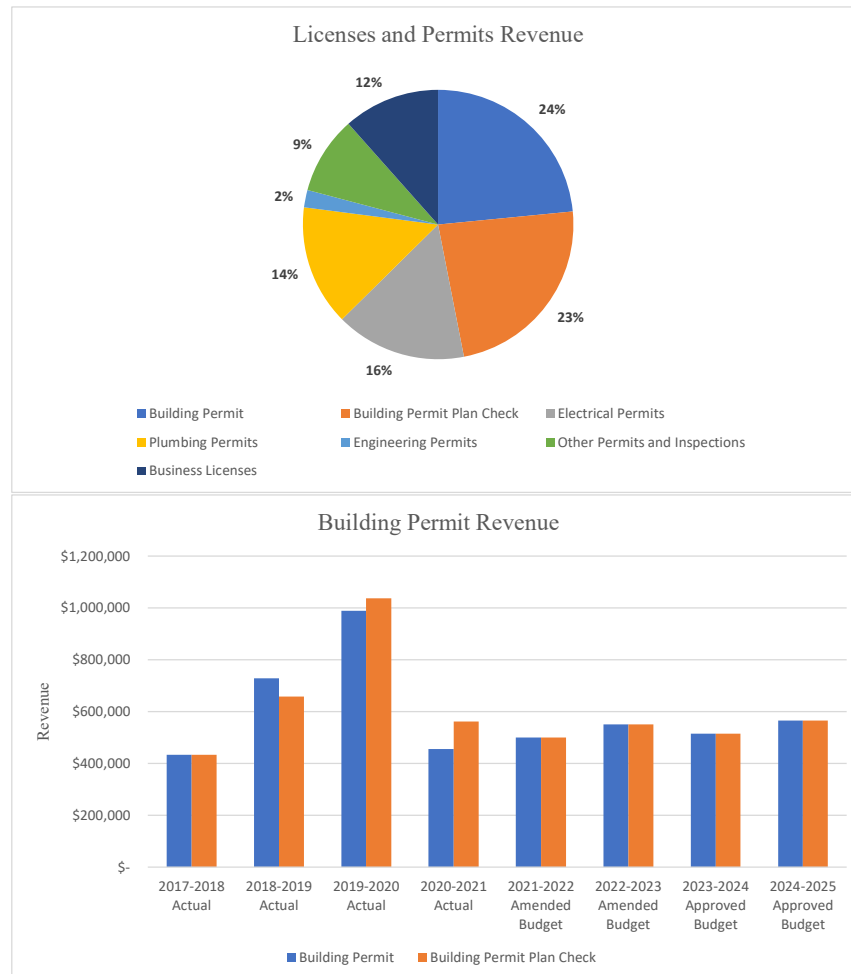


Licenses and Permits

The table and chart below show the various types of license and permit revenue. Building permits make up the largest share of all permitting revenue at 24%. The subsequent chart compares building permit revenues on an annual basis for the approved biennium and the previous three biennia.

Permit estimates are based on historical information including number of permits issued and projected building activity based on number of building and engineering plans and land use applications submitted.

License / Permit Type	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Building Permit	\$ 1,162,477	\$ 956,007	\$ 1,050,000	\$ 1,080,000	\$ 1,080,000	\$ -
Building Permit Plan Check	1,091,434	1,061,461	1,050,000	1,080,000	1,080,000	-
Electrical Permits	562,114	432,002	420,400	430,800	430,800	-
Plumbing Permits	484,984	546,227	490,400	500,800	500,800	-
Engineering Permits	114,133	131,287	76,000	110,000	110,000	-
Other Permits and Inspections	373,540	350,923	318,500	328,300	328,300	-
Business Licenses	433,201	429,150	424,000	418,000	418,000	-
Building Permit Law Enforcement	143,500	-	-	-	-	-
Total Licenses and Permits	\$ 4,365,383	\$ 3,907,057	\$ 3,829,300	\$ 3,947,900	\$ 3,947,900	\$ -



Budget Summary

Pass-Through Revenue

A local government may collect taxes, fees, or charges on behalf of other governmental entities that are then paid, on a pass-through basis, to another local government under an intergovernmental agreement or statute. The City

is required to budget these collections as pass-through revenues and the remittances as special payments. The following chart shows the pass-through payments collected by the City and the funds where they are recorded.

Fund	Type of Charge	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
General	State and County Fines	\$ 689,449	\$ 614,105	\$ 700,000	\$ 725,000	\$ 725,000	\$ -
Planning	School Excise Tax	787,904	853,683	1,200,000	1,200,000	1,200,000	-
Building	Metro Excise Tax	171,057	129,987	230,000	230,000	230,000	-
Building	State Surcharge	283,964	243,062	365,000	379,600	379,600	-
Water	South Fork Connection Charges	575,501	665,844	600,000	1,300,000	1,300,000	-
Wastewater	Tri-City Connection Charges	1,228,237	1,236,978	750,000	3,600,000	3,600,000	-
Wastewater	Tri-City Service Charges	9,418,082	10,175,581	10,355,856	11,364,000	11,364,000	-
Total Pass-Through Revenue		\$13,154,194	\$13,919,240	\$14,200,856	\$18,798,600	\$18,798,600	\$ -

Internal Service Charge Revenue

Services are provided between City departments daily. Each department providing a service is reimbursed a "charge for service" which is then recorded as an expenditure in the department receiving that service. The City calculates these charges based on the approximate time spent and other associated fees. It is important that each City function recover its cost of service, even internally, so that funds entrusted by the public are used for intended purposes and in accordance

with applicable laws and regulations. The City Manager and City Recorder have not charged for services in the past. The City Manager department internal service charge has been added to the 2023-2025 biennium.

The table below shows the departments that incur expenditures for the internal services they receive, along with the departments that provide, and are reimbursed for, those services.

Expenditure	Revenue											
	General Fund						Planning Fund	Engineering Fund	Utility Customer Service Fund	Department Subtotal*	Fleet Maintenance Fund	TOTAL
	City Manager	Finance	Human Resources	Information Technology	GIS	General Government						
General Government							496,800	20,400		517,200	9,000	
Code Enforcement										-	12,000	
Parks Maintenance										-	75,000	
Cemetery											5,000	
Library	91,200	54,800	114,600	81,600	11,900	69,000				423,100		
Planning	51,400	35,600	28,600	45,600		17,200				178,400	500	
Building	107,200	38,000	59,600	122,400	48,000	36,000				411,200	6,200	
Engineering	59,400	23,400	33,000	67,200	29,600	19,800				232,400	1,100	
Transportation	143,000	130,000	79,600	98,400	54,700	48,000	22,800	144,600		721,100	180,000	
Pavement Maintenance		59,400		64,800	12,500				431,100	567,800		
Equipment Replacement		28,400								28,400		
Water	151,000	205,600	83,800	177,600	65,200	50,600	49,200	182,800	1,172,800	2,138,600	70,000	
Wastewater	118,600	296,000	66,000	148,800	67,000	39,800	49,200	799,900	985,900	2,571,200	112,000	
Stormwater	111,600	88,200	62,000	122,400	58,600	37,400	49,200	77,000	494,600	1,101,000	150,000	
Fleet Service		11,000								11,000		
Utility Customer Service	63,400		35,200	55,200	4,100	21,200				179,100	2,000	
South Fork Water Board											2,000	
Total Internal Service Charges	\$ 896,800	\$ 970,400	\$ 562,400	\$ 984,000	\$ 351,600	\$ 339,000	\$ 667,200	\$1,224,700	\$3,084,400		\$ 624,800	\$9,705,300

* Subtotal represents total internal service charges by department, excluding vehicle maintenance internal service charges, which are included in total internal service charge revenue, but are presented in each department's expenditure budget in the "Repair and Maintenance Services" category.

GENERAL FUND

OVERVIEW

The General Fund is the principal operating fund of the City and is used to account for all revenues and expenditures that are not required to be recorded in another fund. General Fund revenues include property taxes, fees and charges for services, income from other agencies, interest, and transfers in from other funds. General Fund expenditures include program costs for services provided by the City Commission, City Manager, City Recorder, Finance, Municipal Court, Human Resources, Economic Development and Information Technology (service area departments grouped as Policy and Administration), and the Police and Parks and Recreation Departments. Additional requirements include transfers to other funds for capital improvement projects and to support programs in those funds.

In the General Fund, it is important to carry over sufficient unappropriated ending fund balance

(an amount not budgeted for spending in the previous year) to provide cash flow for specific operations until current year revenues are received; payroll and bills need to be paid for several months prior to when property taxes are collected. Additionally, maintaining an emergency ending reserve in the event of revenue losses, state mandates, or natural disasters provides stability to meet the City's current and future needs. The target amount is 27% of the annual operating budget, or \$8.2 million. The General Fund Operating Contingency at \$1.0 million and Unappropriated Fund Balance at \$5.2 million total approximately \$6.2 million, or 19%, at the end of the biennium, with an additional \$1.3 million reserved for future program expenditures. These reserves include funding restricted for the Tourism Program, the Metro Enhancement Grant program, and dedicated park donations.

Total resources and requirements in the General Fund for the past two periods, the current budget biennium, and the approved biennium are shown below.

General Fund	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 7,270,174	\$ 9,816,801	\$ 10,088,373	\$ 12,087,500	\$ 12,087,500	\$ -
Property Taxes	25,889,865	28,057,100	30,559,291	32,927,800	32,927,800	-
Franchise Fees	7,591,943	7,981,985	8,242,423	9,062,700	9,062,700	-
Intergovernmental	3,937,150	5,538,979	6,164,392	4,533,900	4,533,900	-
Charges for Services	3,690,157	2,352,630	2,720,486	3,674,700	3,674,700	-
Pass-Through Revenues	689,449	480,588	700,000	725,000	725,000	-
Internal Service Charges	1,451,925	2,133,100	2,556,680	4,104,200	4,104,200	-
Licenses and Permits	577,709	428,402	426,000	419,000	419,000	-
Fines and Penalties	2,609,270	1,800,112	2,225,000	2,205,000	2,205,000	-
Assessments and Other Taxes	999,908	1,264,370	1,196,000	1,687,200	1,687,200	-
Miscellaneous Income	734,153	1,777,274	834,400	888,000	888,000	-
Interest Income	545,801	614,506	450,000	405,000	405,000	-
Other Financing Sources	123,134	-	354,229	-	-	-
Transfers In	299,508	-	-	-	-	-
Total Resources	\$ 56,410,146	\$ 62,245,847	\$ 66,517,274	\$ 72,720,000	\$ 72,720,000	\$ -
Requirements by Department						
Policy & Administration	\$ 10,225,516	\$ 11,129,035	\$ 13,265,423	\$ 15,691,000	\$ 15,711,000	\$ -
Police	21,140,074	22,627,559	25,131,903	27,343,900	27,783,900	-
Parks and Recreation	7,836,578	9,518,040	11,349,928	12,409,000	12,784,000	-
General Government	4,337,414	4,586,949	5,059,030	4,698,100	4,778,100	-
Pass-Through Expenses	-	-	700,000	725,000	725,000	-
Principal & Interest	-	-	50,000	51,800	51,800	-
Transfers Out	3,053,763	3,226,685	3,559,557	2,470,000	3,437,229	-
Contingency	-	-	6,102,559	1,629,200	1,018,071	-
Reserved for Future Expenditure	-	-	1,298,874	2,551,200	1,280,100	-
Unappropriated Fund Balance	9,816,801	11,157,579	-	5,150,800	5,150,800	-
Total Requirements	\$ 56,410,146	\$ 62,245,847	\$ 66,517,274	\$ 72,720,000	\$ 72,720,000	\$ -

BUDGET HIGHLIGHTS

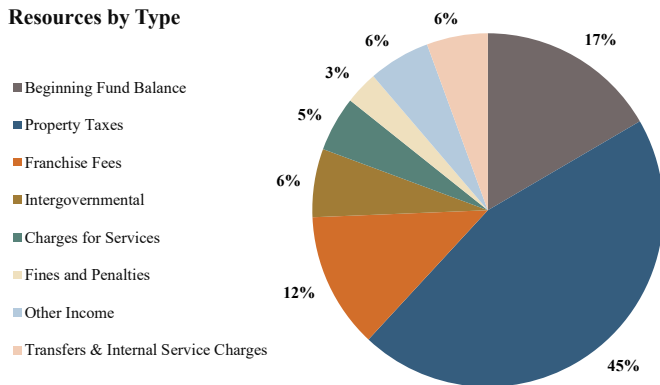
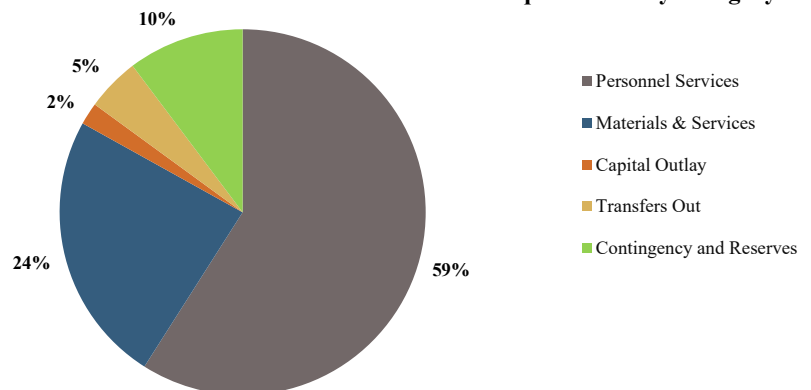
The 2023-2025 biennial revenues (excluding beginning fund balance, internal service charges and transfers) increased over last biennial budget by a combined total of \$3.0 million, or approximately 5.6%. Total expenditures (excluding transfers, internal service charges and contingencies) increased by a combined total of \$6.2 million, or approximately 11.3%.

Property tax growth makes up most of the increase to revenues as these continue to be the largest revenue source for the general fund, at 45% of total resources. Property tax revenues are expected to increase over the next two years due to projected 3.7% increases in assessed value for each of the two years. Franchise fees (paid by utility companies for their use of public rights-of-way), are projected to stay relatively stable over the next biennium. Intergovernmental revenue is expected to decrease by \$1.6 million due to the receipt of funds from the American Rescue Plan Act of 2021 recognized in the prior biennium. Revenue sources adversely impacted by the pandemic, such as Charges for Services and Fines and Forfeitures, are included in the budget at an

increased amount compared to the prior biennium, as reflective of services returning to normal levels after the COVID-19 pandemic.

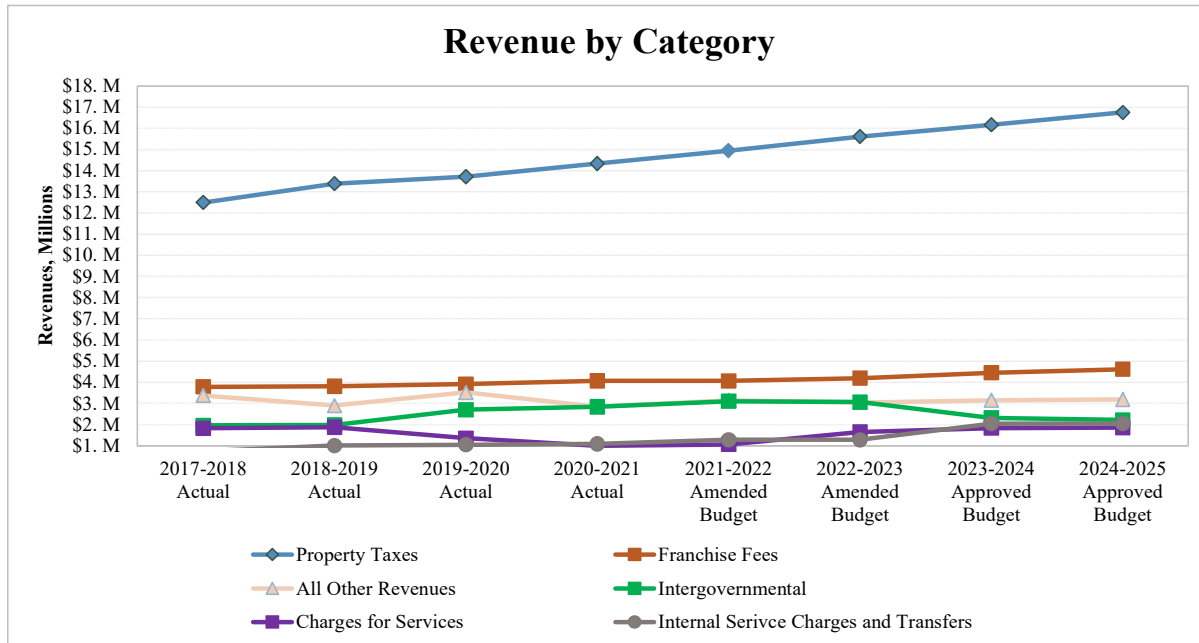
Increases to General Fund expenditures can be attributed to an increase in Personnel Services costs due to additional FTE, annual cost of living adjustments and step increases for employees, coupled with anticipated health insurance and PERS rate increases. These items contributed to an 14.3% increase in General Fund personnel expenditures. Materials and Services costs increased by 9.9% due to several continued initiatives associated with specific Commission goals. This includes a Diversity, Equity and Inclusion initiative, various Economic Development initiatives, and additional investment in information technology. Capital outlay expenditures reflect continued focus on deferred capital maintenance, with a decrease from the prior biennium of \$986,000 due to one-time projects in the prior biennium.

The charts below show the relative percentages of resources by type and requirements by category for the biennium.

Resources by Type**Requirements by Category**

GENERAL FUND REVENUES

The chart below shows General Fund revenues by category over time.

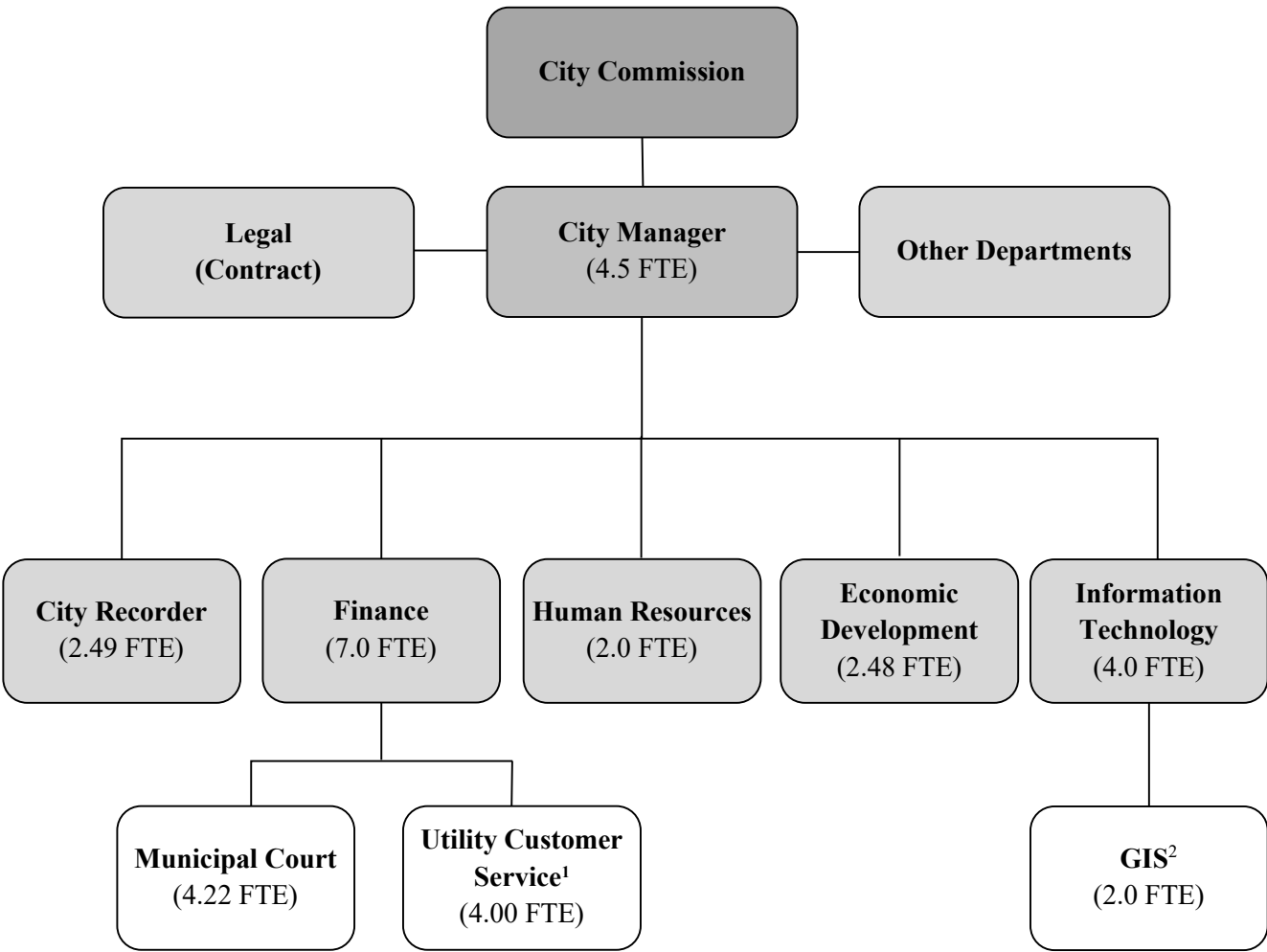
**GENERAL FUND EXPENDITURES**

The following sections contain further detail on General Fund expenditures by category.

General Fund	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Requirements by Category						
Personnel Services						
Salaries	\$ 17,989,949	\$ 18,680,707	\$ 21,382,102	\$ 23,939,100	\$ 24,754,100	\$ -
Benefits	11,822,229	13,558,924	15,766,710	18,127,400	18,127,400	-
Total Personnel Services	29,812,178	32,239,631	37,148,812	42,066,500	42,881,500	-
Materials & Services						
Professional & Technical Services	2,439,514	2,317,493	2,952,337	3,295,000	3,295,000	-
Repair & Maintenance Services	3,279,714	3,434,988	4,402,812	5,174,700	5,174,700	-
Other Services	1,913,850	1,746,959	1,843,600	2,201,300	2,201,300	-
Employee Costs	517,279	401,528	602,084	644,900	644,900	-
Operating Materials & Supplies	796,858	841,212	936,130	1,028,400	1,028,400	-
Office & Administrative Supplies	891,826	870,682	1,097,450	1,067,600	1,087,600	-
Special Programs	963,032	1,653,802	1,176,630	974,900	1,054,900	-
Pass-Through Payments	682,627	480,904	700,000	725,000	725,000	-
Community Programs & Grants	750,375	1,372,610	1,792,000	1,754,000	1,754,000	-
Internal Service Charges	502,000	540,400	451,200	517,200	517,200	-
Total Materials & Services	12,737,075	13,660,578	15,954,243	17,383,000	17,483,000	-
Capital Outlay	990,329	1,961,374	2,403,229	1,417,500	1,417,500	-
Principal & Interest	-	-	50,000	51,800	51,800	-
Transfers Out	3,053,763	3,226,685	3,559,557	2,470,000	3,437,229	-
Contingency	-	-	6,102,559	1,629,200	1,018,071	-
Reserved for Future Expenditure	-	-	1,298,874	2,551,200	1,280,100	-
Unappropriated Fund Balance	9,816,801	11,157,579	-	5,150,800	5,150,800	-
Total General Fund	\$ 56,410,146	\$ 62,245,847	\$ 66,517,274	\$ 72,720,000	\$ 72,720,000	\$ -



Policy and Administration



Total FTE 32.69

This chart reflects the City’s organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

¹ *Utility Customer Service personnel report to Finance. However, the budgeted expense associated with the FTE are reported within the Utility Billing Fund.*

² *GIS personnel report to Information Technology. However, the budgeted expense associated with the FTE are allocated between the General Fund and various Public Works funds.*

POLICY AND ADMINISTRATION

OVERVIEW

The Policy and Administration departments connect the City with the public; they provide the organizational and business management foundation for the City. They include a wide variety of functions that encompass the areas of civic leadership, communication and engagement, administrative support, strategic planning, economic development, city management, financial management and services, customer service, municipal court, human resource and risk management, information technology and records management.

The City Commission and City Manager are the focal points of citizen requests for service. The City Manager, acting with the Commission's direction, guides the various departments.

DEPARTMENT GOALS

- ❖ To provide leadership, engaged governance, and responsive customer service, and to be transparent, efficient and effective with public funds

- ❖ To oversee and implement the City Commission Goals as established for the 2023-2025 biennium

SIGNIFICANT BUDGET CHANGES

- ❖ Includes the addition of an Assistant City Manager and a part-time Community Engagement Specialist. Net FTE decrease of 0.02 due to the elimination of the Tourism Coordinator position and adjustments to part-time hours by Municipal Court and Finance
- ❖ Repair and Maintenance Services includes additional funding for Information Technology department initiatives recommended by IT Strategic Plan including upgrading the City's disaster recovery, network monitoring and backup systems
- ❖ Capital Outlay includes additional funding for installation of hardware to support a move of software to a full virtual environment as well as additional software security including monitored end point security and strengthened firewalls
- ❖ Pass-through payments include fines collected on behalf of county and state agencies

POLICY AND ADMINISTRATION EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 3,726,139	\$ 3,966,939	\$ 4,611,607	\$ 5,340,400	\$ 5,340,400	\$ -
Benefits	2,222,000	2,665,271	3,194,249	4,436,600	4,436,600	-
Total Personnel Services	5,948,139	6,632,210	7,805,856	9,777,000	9,777,000	-
Materials & Services						
Professional & Technical Services	1,157,043	987,011	1,432,437	1,301,600	1,301,600	-
Repair & Maintenance Services	595,153	626,443	957,110	1,310,100	1,310,100	-
Other Services	322,401	365,836	409,200	305,300	305,300	-
Employee Costs	179,401	135,940	236,080	256,100	256,100	-
Operating Materials & Supplies	34,191	21,280	29,800	25,200	25,200	-
Office & Administrative Supplies	232,113	196,151	301,540	316,200	336,200	-
Special Programs	116,965	132,360	202,400	184,000	184,000	-
Pass-Through Payments	682,627	480,904	700,000	725,000	725,000	-
Community Programs & Grants	750,375	1,372,610	1,792,000	1,754,000	1,754,000	-
Total Materials & Services	4,070,269	4,318,535	6,060,567	6,177,500	6,197,500	-
Capital Outlay	207,108	178,290	99,000	461,500	461,500	-
Total Policy & Administration	\$ 10,225,516	\$ 11,129,035	\$ 13,965,423	\$ 16,416,000	\$ 16,436,000	\$ -

CITY COMMISSION

OVERVIEW

The Oregon City Commission is composed of the Mayor and four Commissioners elected by the citizens of Oregon City. The Commission provides legislative and policy leadership for City government. The Mayor and Commissioners are elected to four-year terms. Elections are held in even numbered years, with two Commissioners elected at large. The next Mayoral election is scheduled for 2026. The City Commission also composes five of the ten Budget Committee members, the other five citizen members are appointed. The Commissioners are also the governing board for the Oregon City Urban Renewal Commission, along with two appointed citizen members.

City Commission business meetings occur twice a month and work sessions are held once a month. City Commissioners receive no compensation for

their time. They are reimbursed for expenses incurred during their time of service.

GOALS AND ACCOMPLISHMENTS

Every two years, the City Commission prepares goals and priorities for the upcoming biennium. These goals provide major policy direction for the coming years, specifically as they relate to budget and time allocations. The Commission Goals are listed in the Introduction section of this document and are summarized below. Accomplishments are reflected throughout this document.

- ❖ **Goal 1 – DEI/Safe Inclusive Community**
- ❖ **Goal 2 – Infrastructure/City Services**
- ❖ **Goal 3 – Community Engagement**
- ❖ **Goal 4 – Homelessness**
- ❖ **Goal 5 – Tourism & Economic Development**
- ❖ **Goal 6 – Housing**
- ❖ **Goal 7 – Environment**

CITY COMMISSION EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Materials & Services						
Professional & Technical Services	\$ 68,857	\$ 149,543	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Other Services	12,932	7,440	20,000	27,000	27,000	-
Employee Costs	72,998	59,686	74,400	91,000	91,000	-
Office & Administrative Supplies	38,030	21,747	47,400	39,700	39,700	-
Special Programs	116,965	123,214	166,000	152,000	152,000	-
Community Programs & Grants	3,336	2,156	4,000	4,000	4,000	-
Total Materials & Services	313,118	363,786	411,800	413,700	413,700	-
Total City Commission	\$ 313,118	\$ 363,786	\$ 411,800	\$ 413,700	\$ 413,700	\$ -

BUDGET HIGHLIGHTS

Professional & Technical Services include legal costs relating to attending meetings and addressing Commission specific ordinances and issues.

Employee Costs include League of Oregon Cities annual membership and training.

Special Programs are as follows:

Trail News	\$ 84,000
Neighborhood groups	60,000
Volunteer recognition	8,000
Total	\$ 152,000

CITY MANAGER

OVERVIEW

The City Manager is appointed by the Commission and serves as the Chief Executive Officer of the City. The City Manager is responsible for ensuring that the organization carries out the goals, objectives, policies and directions of the City Commission. It is the City Manager's responsibility to advise the City Commission in its deliberations on all business and policy matters. The City Manager assists the City Commission in developing their vision, goals, and policies. The City Manager is responsible for communicating the activities and actions of the City to the Commission, staff and the public. The City Manager is also charged with administering the day-to-day operations of the City, and for ensuring enforcement of the laws, regulations, and ordinances within the City's jurisdiction. Additionally, the City Manager serves as the City's Budget Officer.

The City Manager's Office is dedicated to the principles of effective, democratic and transparent local government and to the highest ethical standards as adopted by the International City Management Association. The Office strives to deliver services fairly and sustainably, recognizing that the best interests of the entire community should be considered in each decision. The City Manager and staff acknowledge and respect the values of Oregon City as reflected in the decisions rendered through its governing body.

ACCOMPLISHMENTS

The accomplishments of the City Manager's Office are reflected through the efforts of the entire municipal organization. Each department and program strives to achieve the goals of the Commission as established for the entire City. It is the goal of this office to support achievement of those goals, while taking on specific projects and leadership where needed to obtain desired outcomes. The major accomplishments of the City are documented throughout each department and project. Overall, the City Manager's accomplishments were as follows:

- ❖ Project work plans were developed to support all major Commission goals and objectives
- ❖ Progress on Commission goals was monitored and communicated

GOALS AND PROJECTS

This department provides overall administration of the municipal organization. Thus, the goals of the Office are to implement the broad City-wide goals adopted by the City Commission. Specifically, the goals of the City Manager are:

- ❖ To maintain City services and daily operations to meet the needs of the community
- ❖ To implement and complete the Commission goals throughout each City department within the required time frame
- ❖ To support the Mayor and City Commission activities
- ❖ To provide leadership, guidance and direction to every City department
- ❖ To ensure City departments are engaged and proactively manage issues and achieve stated goals
- ❖ To support and direct communication, internally and externally
- ❖ To pursue intergovernmental relationships and partnerships
- ❖ To promote and sustain community relationships and partnerships
- ❖ To evaluate, develop, and implement strategies to provide municipal services in a cost effective and efficient manner



CITY MANAGER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 546,737	\$ 695,292	\$ 761,975	\$ 1,189,400	\$ 1,189,400	\$ -
Benefits	322,918	493,789	546,495	850,700	850,700	-
Total Personnel Services	869,655	1,189,081	1,308,470	2,040,100	2,040,100	-
Materials & Services						
Professional & Technical Services	121,446	74,672	113,000	92,000	92,000	-
Repair & Maintenance Services	-	(156)	3,100	4,000	4,000	-
Employee Costs	12,942	16,914	16,400	21,200	21,200	-
Office & Administrative Supplies	10,877	13,150	45,300	22,400	22,400	-
Community Programs & Grants	5,170	3,724	3,000	20,000	20,000	-
Total Materials & Services	150,435	108,304	180,800	159,600	159,600	-
Total City Manager	\$ 1,020,090	\$ 1,297,385	\$ 1,489,270	\$ 2,199,700	\$ 2,199,700	\$ -

BUDGET HIGHLIGHTS

The 2023-2025 budget shows an increase over last biennial budget due to the inclusion of an additional 1.5 FTE. The Assistant City Manager position enhances the leadership capacity of the City Manager's Office to spearhead City

Commission goals, represent the City in regional partnerships, and successfully direct the core City functions. In addition, the budget includes a part-time Community Engagement Coordinator position to work directly with Youth Advisory Commission, Citizen Involvement Committee, and volunteers across the city.



CITY RECORDER

OVERVIEW

The mission of the City Recorder is to accurately maintain the proceedings of the City Commission; manage and provide accessibility to all official records of the City; administer regular and special municipal elections; provide for a City-wide records management program; coordinate the agenda process for City Commission meetings; facilitate codification of the City Code; and assist with the administration of advisory boards and committees.

ACCOMPLISHMENTS

- ❖ Implemented GovQA software for managing public records requests and improving response times and organization and OnBoard for volunteer board and committee roster and application management
- ❖ Successfully conducted the November 2, 2021 special election (water service rate and borrowing), the May 17, 2022 primary election (3 charter amendments), the August 23, 2022 special election (mayoral special election), and the November 8, 2022 general election
- ❖ Accomplished a variety of goals from the Recorder's Office Records Management Strategic Plan 2019-2023, including the completion a review of our electronic databases and workflow processes to determine capacity and opportunities for improvement
- ❖ Digitized permanent paper records stored offsite and made accessible to the public via

the City's website and reduced the quantity of cartons stored offsite by converting the documents to electronic format, resulting in cost savings

- ❖ Efficiently processed a minimum of 375 public records requests in the 2021-2023 biennium
- ❖ Successfully hired and trained a new Assistant City Recorder, as well as provided records management and agenda management training for at least 21 other staff members in all departments
- ❖ Continued to electronically archive records in the Oregon Records Management Solution (ORMS) cloud-based database

GOALS AND PROJECTS

- ❖ Develop and implement a Records Management Strategic Plan for 2023-2027, which includes an analysis of current business processes, database integrations, and compliance metrics
- ❖ Implement automated solutions for records management and embed records management in our normal business practices
- ❖ Improve public access to our public officials and meetings through improved live-streaming and online forms
- ❖ Continue to digitize large volumes of physical records stored offsite and at City Hall
- ❖ Improve the resilience of our electronic records management system to ensure continuity of operations during emergencies

City Recorder Performance Measures					
	2019	2020	2021	2022	2023
Records management system users	58	57	58	70	57
Records archived	135,987	224,117	237,608	275,202	276,307
Public records request processed	206	203	236	283	42

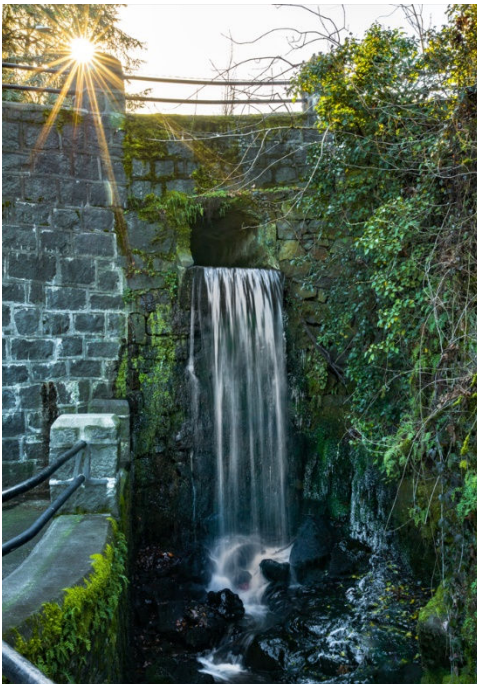
CITY RECORDER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 346,185	\$ 322,641	\$ 421,940	\$ 414,100	\$ 414,100	\$ -
Benefits	197,812	198,634	260,264	306,300	306,300	-
Total Personnel Services	543,997	521,275	682,204	720,400	720,400	-
Materials & Services						
Professional & Technical Services	6,389	19,904	37,600	49,600	49,600	-
Repair & Maintenance Services	120,565	119,454	164,200	110,000	110,000	-
Other Services	182,764	183,952	212,800	220,000	220,000	-
Employee Costs	8,355	5,068	11,400	13,400	13,400	-
Office & Administrative Supplies	30,056	10,693	18,500	35,200	35,200	-
Total Materials & Services	348,129	339,071	444,500	428,200	428,200	-
Capital Outlay	69,587	111,867	20,000	45,000	45,000	-
Total City Recorder	\$ 961,713	\$ 972,213	\$ 1,146,704	\$ 1,193,600	\$ 1,193,600	\$ -

BUDGET HIGHLIGHTS

The City Recorder budget reflects the cost savings from the replacement of the agenda management software and board and committee roster tracker. The budget includes funds for professional assistance with scanning large volumes of documents stored offsite and at city facilities.

Professional & Technical Services relate to legal expenses, updating city code, as well as technical consultants for assistance with audio-visual equipment in the Chambers.



Repair & Maintenance Services represent program software maintenance costs:

ORMS/Chaves Consulting	\$ 59,000
Public records request portal	17,000
Agenda management	20,000
Boards & committee software	5,000
Miscellaneous	9,000
Total	\$ 110,000

Other Services consists of the following:

Recording of meetings	\$ 170,000
Bulk records scanning	16,000
Records storage, disposal and supplies	6,000
Minutes transcription	25,000
Shredding	3,000
Total	\$ 220,000

FINANCE

OVERVIEW

The Finance Department supports responsible planning and management of the City's financial resources. Core services include: financial accounting and reporting, financial analysis, budget administration, treasury and debt management, accounts receivable/collections, administration, payroll, accounts payable, and compliance.

Finance forecasts operating fund balance reserves, revenues, and expenditures, to support policy decisions and guide in the development of the biennial budget. The department coordinates the budget process and provides analyst support to the City Manager and departments for budget decisions.

Treasury and debt functions involve protecting and investing the City's cash assets, including banking and investment advisory services, and monitoring the City's debt portfolio and making recommendations on the structure of debt issuances. General accounting includes oversight of financial transactions, receipt of utility payments and general revenues, and processing vendor payments.

Finance prepares the City for annual financial audits required under Oregon law and prepares and issues the Annual Comprehensive Financial Report. Finance also prepares the City for Federal grant audits, when applicable.

The Department performs internal compliance and financial reviews and audits on a periodic basis and recommends control procedures for

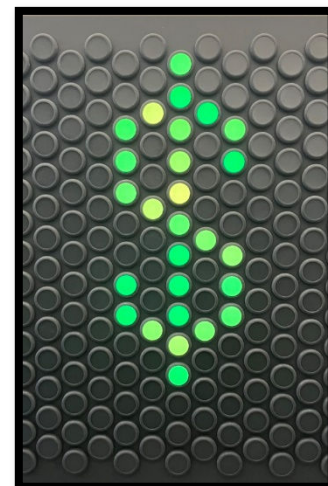
departments. Finance also provides general accounting services for South Fork Water Board.

ACCOMPLISHMENTS

- ❖ Completed annual audits and financial reports for City of Oregon City, Oregon City Urban Renewal Agency and South Fork Water Board (no audit findings)
- ❖ Received Award for Distinguished Budget Presentation for 2021-2023 biennium
- ❖ Received Award for Excellence in Financial Reporting for the years ended June 30, 2020 and 2021. Submitted June 30, 2022 annual financial report for award consideration
- ❖ Secured \$1.0 million in Federal Emergency Management Agency (FEMA) funds, which was 90% of amount expended, reimbursing the City for February 2021 ice storm response
- ❖ Successfully fulfilled all operations while transitioning three staff positions

GOALS AND PROJECTS

- ❖ Implement new budgeting and financial forecasting software
- ❖ Expand utilization of existing software for project accounting for capital projects, grants, and other restricted resources
- ❖ Enhance the financial investment portfolio
- ❖ Develop and implement a formal Indirect Cost Allocation Plan
- ❖ Strengthen purchasing policy and procedures and train departments for greater effectiveness as well as incorporating the City's Diversity, Equity and Inclusion initiative



FINANCE EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 964,997	\$ 988,644	\$ 1,040,378	\$ 1,055,700	\$ 1,055,700	\$ -
Benefits	584,155	631,705	727,181	790,500	790,500	-
Total Personnel Services	1,549,152	1,620,349	1,767,559	1,846,200	1,846,200	-
Materials & Services						
Professional & Technical Services	14,260	5,452	15,000	50,000	50,000	-
Repair & Maintenance Services	68,243	85,115	84,000	179,400	179,400	-
Employee Costs	20,232	15,445	34,000	27,000	27,000	-
Operating Materials & Supplies	27	1,679	800	-	-	-
Office & Administrative Supplies	40,505	47,252	56,000	63,000	63,000	-
Total Materials & Services	143,267	154,943	189,800	319,400	319,400	-
Total Finance	\$ 1,692,419	\$ 1,775,292	\$ 1,957,359	\$ 2,165,600	\$ 2,165,600	\$ -

BUDGET HIGHLIGHTS

The Finance budget reflects a reduction of 0.5 FTE and an increase in Repair and Maintenance Services to allow for budgeting and long-range financial forecasting software, at a net zero impact. Other software changes include the

transition to cloud hosting of core accounting software. Additional professional services include compliance with new accounting standards proscribed by the Government Accounting Standards Board.



MUNICIPAL COURT

OVERVIEW

The Municipal Court functions to provide the judicial branch of City government. The Court's mission is to support the quality of life of the citizens of Oregon City by promoting public safety, traffic safety, and respect for the administration of justice by applying sanctions for violations of municipal ordinances.

The mission includes administration of: Subject Matter Jurisdiction, Territorial Jurisdiction, and Personal Jurisdiction. This is accomplished by processing the law enforcement efforts with Oregon City for the Motor Vehicle Code, Criminal Code and City violations. The mission also includes efficient and equal justice for all persons, as well as the protection of citizens' individual and property rights as outlined in the City Charter, Chapter V Powers and Duties of Officers, Section 22 Municipal Judge. This is in accordance with the City Commission's Mission Statement.

The Oregon Legislature sets maximum and minimum fines for all traffic tickets. The Municipal Court handles approximately 5,500 traffic cases annually. Additionally, the Court handles approximately 550 criminal cases annually. Services provided also include court-appointed attorneys for indigent defense on criminal cases and trials and traffic safety diversion programs for traffic citations.

ACCOMPLISHMENTS

- ❖ Acquired a new judge and pro-tem judges signed oath of office.
- ❖ Contracted a new prosecutor.
- ❖ Hired a new Court Clerk with several years of experience working at Circuit Court.
- ❖ Contracted bailiff services with Oregon Patrol.
- ❖ Contracted a new court appointed attorney.
- ❖ Acquired a contract with Trans Union-TLO-XP for detailed and up to date information on customers for data base and collections. Added Utility Billing to the contract.

- ❖ Attended OACA and OMJA Spring and Fall conferences.
- ❖ Continue to attend trainings and learn best practices for Tyler/Incode.
- ❖ Warrants are now entered by Police Records to ensure best practices and compliance are met.
- ❖ More than 100 old warrants from 2017 and prior were cleared with assistance of the prosecutor.
- ❖ Utilizing electronic docket and check in process for efficiency.
- ❖ A Deferred Program is in place with a 12-month probationary period and in-person classes offered at Clackamas Community College.
- ❖ Community Service is eligible for violations not just criminal cases. Met with Community Corrections to ensure a good plan was implemented and followed.
- ❖ Audio updated in court and echo has improved.
- ❖ Text reminders for court dates and payments are in full use.
- ❖ Added an automated telephone line for payments though Tyler/Incode.

GOALS AND PROJECTS

- ❖ Be represented at Oregon Association for Court Administration and Judicial conferences, Oregon Law Enforcement Data Systems, and software trainings to ensure compliance of statutes, consistency with other municipalities, and explore trends to benefit court and the community served.
- ❖ Continue to enhance security and training with Oregon Patrol Services
- ❖ Continue to develop procedures and forms to streamline processes.
- ❖ Renew contracts of court appointed attorneys.
- ❖ Continue to work with Judge on improving forms and processes.

MUNICIPAL COURT EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 669,124	\$ 639,697	\$ 724,975	\$ 734,800	\$ 734,800	\$ -
Benefits	390,552	437,233	489,535	531,600	531,600	-
Total Personnel Services	1,059,676	1,076,930	1,214,510	1,266,400	1,266,400	-
Materials & Services						
Professional & Technical Services	253,236	278,923	271,437	332,400	332,400	-
Repair & Maintenance Services	36,781	36,542	38,110	43,900	43,900	-
Other Services	1,166	-	-	3,600	3,600	-
Employee Costs	8,788	4,095	12,600	10,500	10,500	-
Operating Materials & Supplies	6,819	2,490	8,000	4,200	4,200	-
Office & Administrative Supplies	61,873	62,864	66,540	86,500	86,500	-
Pass-Through Payments	682,627	480,904	700,000	725,000	725,000	-
Total Materials & Services	1,051,290	865,818	1,096,687	1,206,100	1,206,100	-
Total Municipal Court	\$ 2,110,966	\$ 1,942,748	\$ 2,311,197	\$ 2,472,500	\$ 2,472,500	\$ -

BUDGET HIGHLIGHTS

The Municipal Court's budget is consistent with the prior biennium. Contractual increases have been approved for court appointed attorneys and the prosecuting attorney. These have been offset by other departmental reductions.

Significant changes include bailiff services now being performed by a security company rather than part-time personnel.

Professional & Technical Services include the following:

Court Attorneys	\$ 149,800
Prosecution	135,000
Technical Services	<u>47,600</u>
Total	<u>\$ 332,400</u>



HUMAN RESOURCES

OVERVIEW

The Human Resources Department serves as a strategic resource to all City employees and departments of the City of Oregon City in relation to the City's workforce. The mission is to support the City's efforts to attract, develop, and retain a diverse and productive workforce that is capable of providing quality services to the citizens of Oregon City today and in the future.

The primary services provided by Human Resources include Employee and Labor Relations, Recruitment and Selection, Workforce Development, Classification and Compensation, Employee Benefits Administration, Learning & Development, Personnel Policy Development, Performance Management, Management Coaching and Risk Management.

Risk Management is responsible for providing strategic and progressive risk management, insurance, claims management, safety and loss control services, and compliance with local, state and federal laws. Risk Management is dedicated to protecting the City's human and financial assets by using various proven risk techniques such as cost-effective insurance and the continuous development and implementation of safety and loss control programs.

ACCOMPLISHMENTS

- ❖ Agreed to Collective Bargaining Agreement (CBA) for 2022-2025 with AFSCME Local 350-2 (American Federation State, County, Municipal Employees) and OCPEA (Oregon City Police Employee Association).

- ❖ Recruitment and Selection – Over the last two years, HR successfully coordinated 74 recruitments, received, and processed 2,869 applications, and on-boarded 58 regular status employees including three new department directors
- ❖ Leadership – Effectively supported the organization through the impacts of COVID-19 pandemic including a prompt response in creating meaningful policies, strong communication and overall support to managers and employees
- ❖ DEI Initiatives – Created and lead a Community DEI task force made up of 16 community members; completed an organizational DEI assessment; evaluated City policies and procedures, identifying ways to create a more open and inclusive organization and community; identified four strategic priorities and values of the organization which will provide a framework to guide the City moving forward as well as identify key initiatives that support each priority

GOALS AND PROJECTS

- ❖ **COMMISSION GOAL 1 – DEI/SAFE INCLUSIVE COMMUNITY**
 - ♦ Develop additional initiatives, policies and procedures to advance Diversity, Equity and Inclusion throughout city services
 - ♦ Develop and provide opportunities for city staff supporting and inclusive workplace.
- ❖ Continue to update and improve the City's personnel policies.

HUMAN RESOURCES EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 412,635	\$ 400,779	\$ 446,360	\$ 516,800	\$ 516,800	\$ -
Benefits	254,946	299,122	325,779	961,500	961,500	-
Total Personnel Services	667,581	699,901	772,139	1,478,300	1,478,300	-
Materials & Services						
Professional & Technical Services	130,805	196,455	320,000	404,600	404,600	-
Repair & Maintenance Services	5,411	3,459	4,000	5,200	5,200	-
Employee Costs	17,150	13,087	20,500	20,600	20,600	-
Operating Materials & Supplies	-	2,088	-	-	-	-
Office & Administrative Supplies	14,533	6,768	11,200	8,100	8,100	-
Special Programs	-	9,146	36,400	32,000	32,000	-
Total Materials & Services	167,899	231,003	392,100	470,500	470,500	-
Total Human Resources	\$ 835,480	\$ 930,904	\$ 1,164,239	\$ 1,948,800	\$ 1,948,800	\$ -

BUDGET HIGHLIGHTS

The approved budget includes funding Diversity, Equity and Inclusion (DEI) initiatives consistent with the City Commission's Goals. Special Programs represents recruitment costs.

The approved budget reflects an increase in Personnel Services due to inclusion of retirees' insurance costs previously recognized in the General Government department as well as six months of additional personnel expenses due to an over hire while a long-term employee transitions to retirement.

Professional & Technical Services includes the following:

Legal fees	\$170,000
DEI Initiatives	150,000
Deferred comp investment management services	20,000
Class and compensation study	18,000
Unemployment and COBRA administrative services	16,600
Employee assistance services	16,000
City-wide training	10,000
Other	<u>4,000</u>
Total	<u>\$404,600</u>



ECONOMIC DEVELOPMENT

OVERVIEW

Economic development is a strategic and collaborative process that creates an environment that systemically supports new investment, broadens the tax base, and creates primary jobs; therefore, improving the quality of life for people. The Department recognizes that successful economic development does not occur in a vacuum but relies on effective partnerships to implement a comprehensive approach to growth and resiliency. Realizing that partnerships are essential for the City's economic development success, the Department takes a comprehensive approach by forming these partnerships on the local, regional and State levels.

ACCOMPLISHMENTS

- ❖ Assisted 25 businesses with retention and expansion opportunities. The City's Economic Development Department created a partnership with local commercial realtors to help the department maintain a pulse on the ever-changing commercial real estate market.
- ❖ Launched "Talent Ready", a workforce development initiative, bringing together state, county, and nonprofit organizations to serve individuals hampered with a variety of obstacles to employment such as childcare, alcoholism, homelessness, etc.
- ❖ Partnered with EMBOLD, a multi-county community credit union, and Micro-Enterprise Services to provide loans to startup ventures.
- ❖ Established the BIZ POD, a high-quality small business training and education resource that provides mentors and other tools designed to improve the resiliency of small businesses.
- ❖ Commissioned a feasibility study to examine options to establish fiber optics network connectivity throughout the community, not only for businesses but for residences in Oregon City as well.

- ❖ Assisted the Urban Renewal Commission with drafting the 11th amendment to the Urban Renewal Plan. A ballot measure is pending for voters' approval to borrow funds to do specific projects within the Urban Renewal District.
- ❖ Created the Concierge Institute to improve the level of professionalism of nonprofit organizations engaged in tourism development activity
- ❖ Enhanced the tourism website, booked TV broadcasting of various events, developed several new TV commercials highlighting tourism sites, and had banners installed all over the community to establish the hometown brand
- ❖ Established the Oregon City Ars Commission which includes several new initiatives to support the arts in Oregon City have been launched including the approval of more murals and grants to support the development of art.

GOALS AND PROJECTS

❖ COMMISSION GOAL 5 – TOURISM & ECONOMIC DEVELOPMENT

- ♦ Lead and support the development of a public/private partnerships that result in the provision of financial assistance, and the reduction in employment obstacles such as the lack of childcare, skilled labor and the lack of other wrap-around support services.
- ♦ Work to cultivate a business-friendly environment
- ♦ Explore financing options to create shovel-ready industrial sites
- ♦ Continue to support the development of the Urban Renewal District
- ♦ Work to help transition the tourism operation from under the auspices of City government to that of a stand-alone public nonprofit entity.

ECONOMIC DEVELOPMENT EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 310,503	\$ 395,887	\$ 504,473	\$ 462,900	\$ 462,900	\$ -
Benefits	206,994	245,544	371,758	327,000	327,000	-
Total Personnel Services	517,497	641,431	876,231	789,900	789,900	-
Materials & Services						
Professional & Technical Services	266,456	21,985	310,000	20,000	20,000	-
Repair & Maintenance Services	43,898	335	200	44,700	44,700	-
Other Services	36,888	363	1,000	5,000	5,000	-
Employee Costs	19,521	13,387	24,000	25,200	25,200	-
Office & Administrative Supplies	15,866	13,382	22,400	25,000	45,000	-
Community Programs & Grants	741,869	1,366,730	1,785,000	1,730,000	1,730,000	-
Total Materials & Services	1,124,498	1,416,182	2,142,600	1,849,900	1,869,900	-
Capital Outlay	50,945	3,095	-	24,600	24,600	-
Total Economic Development	\$ 1,692,940	\$ 2,060,708	\$ 3,018,831	\$ 2,664,400	\$ 2,684,400	\$ -

BUDGET HIGHLIGHTS

The approved budget continues to focus on community programs & grants for special projects that support Commission goals. This includes funding for various Economic Development initiatives, including efforts to support the small business community, as well as assisting with the management of a transition of the tourism program from municipal government to a separate legal entity.

Community Programs & Grants includes Tourism Promotion and the Metro Enhancement Grant program which both have funding carrying forward from unused spending in the prior biennium. Expenditures consist of the following:

Community grants	\$ 900,000
Tourism promotion	280,000
Business promotion	450,000
Community functions	<u>100,000</u>
Total	<u>\$ 1,730,000</u>



INFORMATION TECHNOLOGY

OVERVIEW

The Information Technology Department delivers strategic and technical support in Information Technology (IT), Geographic Information Systems (GIS), and Asset Management, to provide technical user support and guidance to all city departments.

The IT Department supports the City's technology infrastructure consisting of hardware, software, networks (including wireless and mobile), and facilities, consistent with the City's strategic technical plans.

Supported services include business productivity and collaboration software, email, remote access, active directory administration and security, document archiving, database administration and support, enterprise application development and support, website management and support, network services, department technology requests and the management of contracted technology services.

IT partners with other regional, county, and state agencies for specific purposes. Risk management services include virus and malware protection, data backup and disaster-recovery, firewalls, security certificates, network and remote access and secure online payment processing.

ACCOMPLISHMENTS

- ❖ Hired a new IT Director in the second year of the biennium
- ❖ Improved risk management by completing multiple updates to improve city-wide safeguards including Multi Factor Authentication, backup and recover (Datto), Darktrace Optimization and continued staff training
- ❖ Improved the City's GIS environment by upgrading to AcrGISPro, migrating applications to ArcGIS Portal with added security and upgraded the Maps Server
- ❖ Began a City website refresh to increase transparency, encourage citizen participation and expand on online service offerings
- ❖ Optimized investments in current enterprise business applications through process

improvement, vendor management and user training

- ❖ Maintained and improved city-wide IT infrastructure by updating current hardware, upgrading server operating systems to more current versions, adding security cameras and maintaining a high level of support to staff by responding to tickets in a timely manner.

GOALS AND PROJECTS

- ❖ Build and implement IT Infrastructure improvement plan by utilizing current capabilities more effectively
- ❖ Migrate to a more robust cloud data center
- ❖ Consolidate existing services for improved user experience and lower total cost of ownership, improving security processes and disaster recovery
- ❖ Separating Supervisory Control and Data Acquisition (SCADA) from the city network and migrating the Tyler environment to their Software as a Service (SaaS) or Hosted environment
- ❖ Complete City website refresh, improve mobile access to the City's public information and resources and support improvement of citizen request processes formalize IT governance structure
- ❖ Develop IT governance framework utilizing standards such as ITIL or FAIR
- ❖ Improve vendor review processes
- ❖ Develop record retention framework and review all PCI and PII compliance requirements
- ❖ Analyze long-term staffing needs
- ❖ Develop IT training and professional development plan to keep IT staff current with new and emerging technology
- ❖ Complete Managed Services Provider (MSP) vendor contract to include support for current and future needs
- ❖ Fill current IT vacancy
- ❖ Implement user training programs
- ❖ Work with all department heads to evaluate all current applications and determine future needs
- ❖ Improve long-term document management

INFORMATION TECHNOLOGY EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 272,080	\$ 322,643	\$ 423,367	\$ 601,400	\$ 601,400	\$ -
Benefits	147,462	226,168	287,939	420,400	420,400	-
Total Personnel Services	419,542	548,811	711,306	1,021,800	1,021,800	-
Materials & Services						
Professional & Technical Services	295,019	240,077	265,400	253,000	253,000	-
Repair & Maintenance Services	273,581	331,818	606,000	864,800	864,800	-
Other Services	84,379	163,451	155,000	27,000	27,000	-
Employee Costs	8,961	5,784	25,500	29,000	29,000	-
Operating Materials & Supplies	27,345	13,665	20,000	20,000	20,000	-
Office & Administrative Supplies	7,351	13,080	18,900	19,800	19,800	-
Total Materials & Services	696,636	767,875	1,090,800	1,213,600	1,213,600	-
Capital Outlay	77,581	63,328	79,000	391,900	391,900	-
Total Information Technology	\$ 1,193,759	\$ 1,380,014	\$ 1,881,106	\$ 2,627,300	\$ 2,627,300	\$ -

BUDGET HIGHLIGHTS

The approved budget includes \$100,000 in capital outlay expenses related to the installation of needed to move to a full virtual environment including the City's Enterprise Resource Planning (ERP) system and utilizing a Microsoft Azure cloud solution. Additional capital outlay costs include \$72,000 for monitored endpoint security as well as \$70,000 in additional software for firewall security. Personnel services reflects an increase due to two years of IT director costs rather than the one year reflected in the prior biennium.

Professional & Technical Services includes contracted managed network services (server, firewall, monitoring, and data backup management). The current contract is budgeted at \$253,000 for the biennium.

Repair & Maintenance Services includes the following:

Microsoft Licensing	\$ 190,000
Disaster planning backup	134,000
Network monitoring	124,000
Email security and scanning	110,000
Cloud services	80,000
Hardware and equipment maintenance	78,500
Website support	71,100
Software maintenance	42,400
Electronic document management	11,400
PDF software	13,400
Other services	10,000
Total	\$ 864,800

GEOGRAPHIC INFORMATION SYSTEMS

OVERVIEW

The Geographic Information Systems (GIS) program is responsible for mapping and other spatial data services for the City. This involves developing, maintaining, and distributing spatial data layers, performing spatial analysis, developing applications to answer location questions, and publishing maps. GIS supports all City departments, as well as contractors, businesses, and the general public, with timely access to geographic data layers and mapping tools.

The GIS Division works closely with: Public Works, to map the utility systems; Building, to display address and permit locations; Planning, to analyze zoning and resource constraints; and Engineering, to maintain as-built drawings, plat maps, and standard drawings. GIS is also a central component of developing enterprise technology solutions for the City.

ACCOMPLISHMENTS

- ❖ Developed a new traffic count mapping application to show multi-year traffic counts
- ❖ Rearchitected all web mapping GIS services using modern GIS software (ArcGIS Pro) to allow for web editing and remain current with latest technology
- ❖ Converted 88 reports and 97 workflows in OCMAP to stay current with modern Geocortex 5 technology
- ❖ Created field mapping apps to enable field data collection (ADA ramp inspections and water meter line inspections)
- ❖ Created dashboard-style monitoring app to show compliance status for water meter lead and copper rule revisions (LCRR)
- ❖ Supplied GIS data and analysis as part of CRS Flood insurance update
- ❖ Provided mapping support for delineating Clackamas River Water (CRW) service withdrawal area
- ❖ Standardized City engineering standard drawings and updated the title block

GIS EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 203,878	\$ 201,356	\$ 288,139	\$ 365,300	\$ 365,300	\$ -
Benefits	117,161	133,076	185,298	248,600	248,600	-
Total Personnel Services	321,039	334,432	473,437	613,900	613,900	-
Materials & Services						
Repair & Maintenance Services	46,674	49,876	57,500	58,100	58,100	-
Other Services	4,272	10,630	20,400	22,700	22,700	-
Employee Costs	10,454	2,474	17,280	18,200	18,200	-
Operating Materials & Supplies	-	1,358	1,000	1,000	1,000	-
Office & Administrative Supplies	13,022	7,215	15,300	16,500	16,500	-
Total Materials & Services	74,422	71,553	111,480	116,500	116,500	-
Capital Outlay	8,995	-	-	-	-	-
Total GIS	\$ 404,456	\$ 405,985	\$ 584,917	\$ 730,400	\$ 730,400	\$ -

GENERAL GOVERNMENT

OVERVIEW

Expenditures that relate to all City Departments, or the community as a whole, are reported as General Government. These include City Hall

building maintenance and utilities, citywide insurance, annual audit costs, postage, and streetlights. Important community projects and expenditures are allocated to other departments through transfers and are included as well.

GENERAL GOVERNMENT EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 104,252	\$ 198,147	\$ 248,011	\$ -	\$ -	\$ -
Benefits	523,967	518,280	610,239	-	-	-
Total Personnel Services	628,219	716,427	858,250	-	-	-
Materials & Services						
Professional & Technical Services	89,960	88,003	180,000	185,000	185,000	-
Repair & Maintenance Services	1,113,119	1,145,727	1,137,080	1,179,400	1,179,400	-
Other Services	1,435,898	1,221,908	1,262,000	1,703,000	1,703,000	-
Employee Costs	4,720	4,939	7,000	5,000	5,000	-
Operating Materials & Supplies	11,938	16,184	12,900	4,400	4,400	-
Office & Administrative Supplies	105,221	110,521	174,200	133,800	133,800	-
Special Programs	305,150	590,971	315,400	15,400	95,400	-
Internal Service Charges	400,000	430,500	451,200	517,200	517,200	-
Total Materials & Services	3,466,006	3,608,753	3,539,780	3,743,200	3,823,200	-
Capital Outlay	243,189	261,769	661,000	201,000	201,000	-
Transfers Out	1,512,134	2,103,459	2,579,557	1,627,000	2,594,229	-
Contingency	-	-	6,102,559	1,629,200	1,018,071	-
Reserved for Future Expenditure	-	-	1,298,874	2,551,200	1,280,100	-
Unappropriated Fund Balance	9,816,801	11,157,579	-	5,150,800	5,150,800	-
Total General Government	\$ 15,666,349	\$ 17,847,987	\$ 15,040,020	\$ 14,902,400	\$ 14,067,400	\$ -

BUDGET HIGHLIGHTS

The current budget includes funding for a tribute to the Cayuse Five and City Hall improvements including a new fire panel and HVAC unit.

The current budget also reflects changes due to the creation of a new Facilities department. All of the personnel and employee costs have been moved to the new department resulting in a reductions in Personnel Services and Materials & Services.

Professional & Technical Services include legal fees, the annual audit and consulting for the completion of a city-wide facility plan.

Repair & Maintenance Services include Building Maintenance for City Hall and the End of the

Oregon Trail facility as well as maintenance of street lights.

Other Services fund the city-wide general property and liability insurance.

Special Programs consist of funding for an annual contribution for the Willamette Falls Heritage Coalition.

Transfers Out include the following:

Transfer to Community	
Development Fund	\$ 672,000
Transfer to Transportation Fund	395,000
Transfer to Library Fund	460,000
Transfer to Engineering Fund	100,000
Total	\$ 1,627,000

FACILITIES

OVERVIEW

The Facilities department oversees approximately 320,000 square feet of commercial space across 14 sites in Oregon City. The department provides assistance in responding to on demand work orders from building managers, and ensures that those City owned buildings are safe, secure, comfortable, and compliant with all occupancy regulations for commercial facilities. They oversee building security access and manage the City's security cameras.

The Facilities department is approved to be created in 2023-2025 due to the hire of a facilities manager and better management of department expenses as well as project management of other funding sources.

ACCOMPLISHMENTS

- ❖ Upgraded temperature control systems at the pool
- ❖ Finished one year occupancy and warranty review of the new Public Works Operations Complex
- ❖ Converted the former Public Works Engineering space to Economic Development offices at City Hall
- ❖ Replaced the AC unit for City Hall server room and in two Robert Libke Public Safety

building main distribution frame (MDF) rooms

- ❖ Installed new camera systems and upgraded solar panel system at the Library
- ❖ Converted the End of the Oregon Trail parking lot lighting to LED systems
- ❖ Oversaw the installation of new roof at for the Cemetery Mausoleum
- ❖ Continued code compliance reviews of City and fleet fire extinguishers, elevator permits, fire detection and suppression systems, safety inspections, parking lot repairs and striping, first aid kits, and AEDs, at all City buildings.

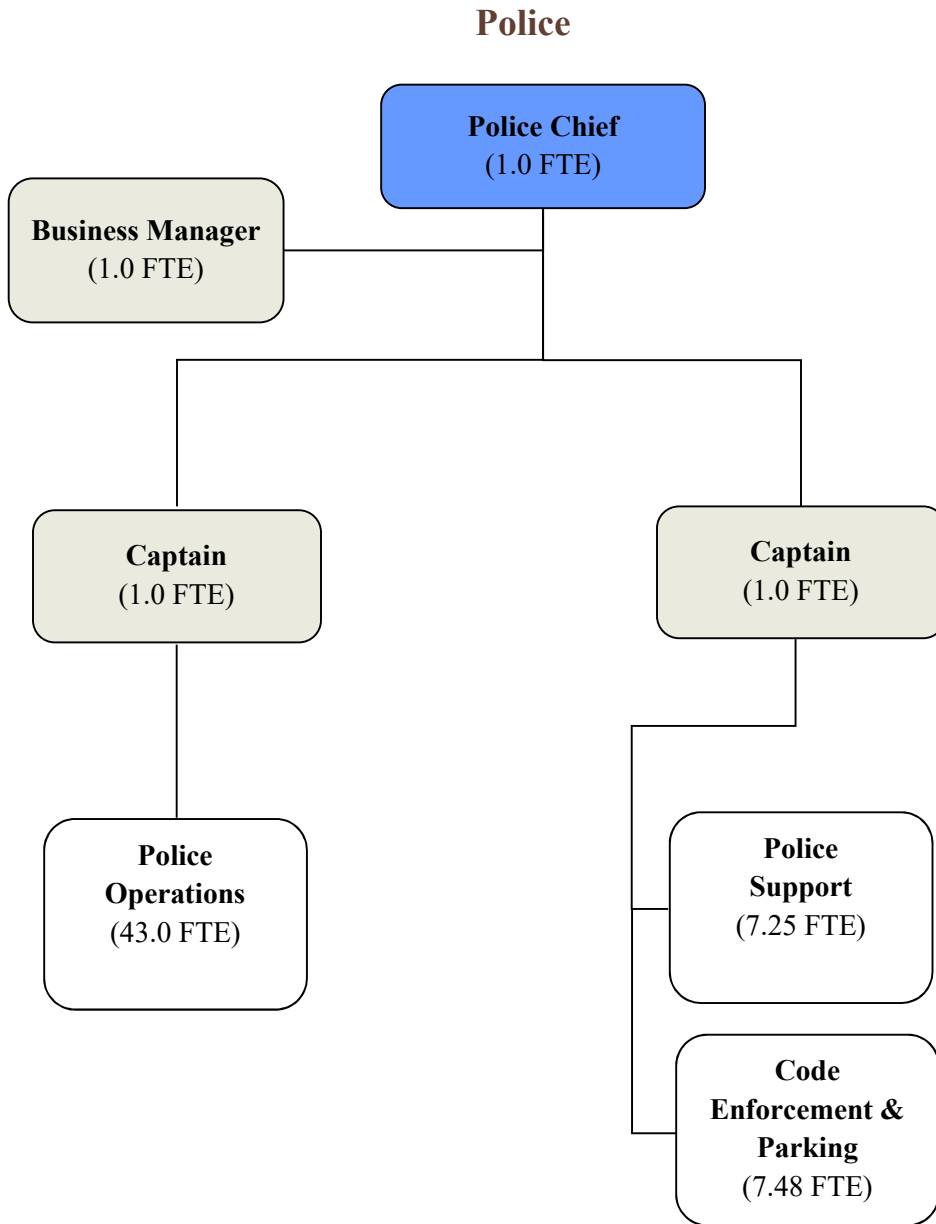
GOALS AND PROJECTS

- ❖ Extend the lifespan of the existing City assets, and bring new assets on board in a sustainable manner that optimizes energy efficiency
- ❖ Upgrade City Hall security access system
- ❖ Decrease maintenance costs over the lifespan of our assets by focusing on increasing the focus on planned maintenance over reactive
- ❖ Support other departments with projects and building maintenance needs
- ❖ Comply with established safety and occupancy regulations

FACILITIES EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ -	\$ -	\$ -	\$ 421,400	\$ 421,400	\$ -
Benefits	-	-	-	281,600	281,600	-
Total Personnel Services	-	-	-	703,000	703,000	-
Materials & Services						
Professional & Technical Services	-	-	-	20,000	20,000	-
Repair & Maintenance Services	-	-	-	13,400	13,400	-
Employee Costs	-	-	-	9,100	9,100	-
Operating Materials & Supplies	-	-	-	6,600	6,600	-
Office & Administrative Supplies	-	-	-	1,800	1,800	-
Total Materials & Services	-	-	-	50,900	50,900	-
Transfers Out	-	-	-	54,000	54,000	-
Total Facilities	\$ -	\$ -	\$ -	\$ 807,900	\$ 807,900	\$ -

In prior years, Facilities expenditures were recorded in General Government department.



Total FTE 61.73

Consists of 46 sworn and 16 non-sworn positions, plus part time hours for parking enforcement.

This chart reflects the City's organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

POLICE

OVERVIEW

The Police Department provides quality and professional law enforcement services to the citizens of Oregon City by working with the community and the neighborhoods to help identify and rectify conditions that may lead to the occurrence of crime; by providing efficient and effective officer response to emergencies and requests for assistance; by providing community education in crime prevention and awareness; by providing internal leadership, strategic planning, and staff and policy development; by cooperating and liaising with the municipal court, state and federal law enforcement; by enhancing traffic safety; and by investigating and clearing crimes and violations of the City's codes and ordinances.

MISSION

The Department strives for a safe community, positive community relationships through excellent customer service, well-trained employees who are committed to teamwork, and a satisfying work environment where employees are empowered and have a voice. The Department is part of the community and serves its citizens with integrity, courage, professionalism, excellence and commitment.

DEPARTMENT GOALS

❖ COMMISSION GOAL 3 – COMMUNITY ENGAGEMENT

- ♦ Refine and improve the engagement strategy to enhance two-way engagement and communication and build new relationships in the community
- ♦ Enhance the City's use of online engagement and gather engagement data to track progress

❖ COMMISSION GOAL 4 – HOMELESSNESS

- ♦ Develop partnerships with other local and regional governments to develop local and regional solutions including Oregon City's needs in serving the homeless population

SIGNIFICANT BUDGET CHANGES

Includes the addition of a Caseworker and a Code Enforcement Officer.

The budget includes a contracted services agreement for internal IT position in lieu of FTE.

The budget for funding for Axon products, including tasers, body worn cameras, in-car cameras, and evidence management software of all electronic evidence is \$135,241 annually.

The budget includes the successful negotiation of a police contract with OCPEA.

POLICE OPERATIONS

OVERVIEW

The Police Department protects lives and property in our community through partnering with citizens and promoting public safety and crime prevention through education and enforcement.

The Police Department includes 46 sworn personnel. The sworn staff, at full strength, consists of the Chief of Police, two captains, six patrol sergeants, one training sergeant, 24 patrol officers, one homeless liaison officer (HLO), two school resource officers (SRO), one COPS grant officer, and three traffic officers, along with a traffic sergeant. Also included is the detective unit, consisting of one detective sergeant and three detectives. Special assignment officers from the patrol division include three canine units, one member on the Clackamas County Sheriff's Office Interagency SWAT team, and two crisis negotiators who are assigned to SWAT.

These sworn positions are supported by eight non-sworn personnel responsible for administrative functions such as technological support, records processing and retention, behavioral health response, training, evidence control, communications liaison, policy and procedures, and community service / public education coordination. Emergency (911) dispatch is handled by a dispatch contract with Clackamas County Communications.

ACCOMPLISHMENTS

- ❖ Maintained community awareness and involvement by attending neighborhood association meetings, events, and several other community meetings

- ❖ Received reaccreditation from the Oregon Accreditation Alliance, which is in cooperation with the Oregon Association of Chiefs of Police
- ❖ Replaced the Mobile Data Computers (MDCs) of the patrol division, based on the recommendation of the Information Technology (IT) Department. Officers communicate with 9-1-1 dispatch, write reports, and access databases via these MDCs
- ❖ Through a federal grant, purchased a VirTra180 de-escalation/force simulation system for department (\$149,375)
- ❖ Purchased 30 tasers to replace discontinued/older models
- ❖ Purchased body cameras and video retention system software for entire department
- ❖ Purchased 4 in-car camera systems that will replace 3 outdated traffic in-car systems and outfit one patrol car.
- ❖ Received the following grants:
 - ♦ \$149,375 in DOJ COPS grant for the VirTra 180 Simulator and accessories
 - ♦ \$24,000 for body-worn cameras
 - ♦ \$113,000 in ODOT grants for enforcement

GOALS AND PROJECTS

- ❖ Purchase and equip three new patrol cars
- ❖ Purchase new in-car camera systems for remaining patrol cars
- ❖ Hiring and retaining officers



POLICE OPERATIONS EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 10,086,574	\$ 10,226,733	\$ 11,330,556	\$ 12,180,400	\$ 12,380,400	\$ -
Benefits	6,628,838	7,589,101	8,611,202	9,416,800	9,416,800	-
Total Personnel Services	16,715,412	17,815,834	19,941,758	21,597,200	21,797,200	-
Materials & Services						
Professional & Technical Services	956,588	1,078,605	1,060,000	1,435,000	1,435,000	-
Repair & Maintenance Services	460,349	475,514	637,142	695,600	695,600	-
Other Services	112,959	89,468	100,000	120,000	120,000	-
Employee Costs	252,900	209,395	267,000	269,000	269,000	-
Operating Materials & Supplies	363,181	448,257	413,000	452,000	452,000	-
Office & Administrative Supplies	315,179	382,664	363,000	318,000	318,000	-
Special Programs	144,338	182,021	183,400	226,500	226,500	-
Internal Service Charges	100,000	107,600	-	-	-	-
Total Materials & Services	2,705,494	2,973,524	3,023,542	3,516,100	3,516,100	-
Capital Outlay	54,204	151,127	40,000	-	-	-
Transfers Out	1,428,929	740,000	740,000	440,000	440,000	-
Total Police	\$ 20,904,039	\$ 21,680,485	\$ 23,745,300	\$ 25,553,300	\$ 25,753,300	\$ -

BUDGET HIGHLIGHTS

The increase in Personnel Services include the addition of one Caseworker.

The increase in Materials & Services includes a \$150,000 increase to contracted emergency dispatch services, a \$200,000 increase for IT professional services, and increased operating costs (utilities, landscaping, etc.) associated with the public safety building,

Professional & Technical Services are broken out as follows:

911 Dispatch	\$ 1,020,000
IT professional services	200,000
Police radios (Clackamas)	105,000
Records management	75,000
Property & evidence management	25,000
Legal fees	<u>10,000</u>

Total \$ 1,435,000



CODE ENFORCEMENT AND PARKING

OVERVIEW

This program enhances community livability through fair and efficient enforcement of Oregon City Municipal Code. Responsibilities include responding to complaints and assisting citizens in finding solutions to code violations.

Additionally, this program is responsible for downtown parking operations and enforcement of regulated parking areas.

The garbage pickup services franchise fee agreement stipulates that 4% of gross receipts would be designated for clean-up related activities. These revenues fund the city garbage collection contract, clean-up activities, and nuisance abatement of hazardous conditions throughout the City.

ACCOMPLISHMENTS

- ❖ Adopted Vacant Property Ordinance/Registration Process
- ❖ Purchased 22 new parking kiosks
- ❖ Installed replacement parking kiosks
- ❖ Taken on initial response to Sign, Fence & Sidewalk Violations.
- ❖ Brought mobile parking app online (HotSpot)
- ❖ Hired an additional Code Enforcement Officer

GOALS AND PROJECTS

- ❖ Bring online registration for vacant property owners to City's new website
- ❖ Conduct a new parking study in 2025 after the County courthouse relocates
- ❖ Reassess downtown parking and permit zones
- ❖ Complete sidewalk and tree replacement at the municipal parking lot



CODE ENFORCEMENT AND PARKING EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 670,426	\$ 665,362	\$ 741,494	\$ 943,400	\$ 1,183,400	\$ -
Benefits	529,017	554,975	630,209	741,600	741,600	-
Total Personnel Services	1,199,443	1,220,337	1,371,703	1,685,000	1,925,000	-
Materials & Services						
Professional & Technical Services	39,127	14,852	33,000	18,000	18,000	-
Repair & Maintenance Services	185,557	179,638	200,000	204,200	204,200	-
Other Services	41,079	66,778	70,000	70,000	70,000	-
Employee Costs	11,219	5,475	10,200	11,200	11,200	-
Operating Materials & Supplies	36,236	46,283	44,400	53,400	53,400	-
Office & Administrative Supplies	45,737	56,634	60,300	76,800	76,800	-
Special Programs	78,997	85,452	112,000	112,000	112,000	-
Internal Service Charges	2,000	2,300	-	-	-	-
Total Materials & Services	439,952	457,412	529,900	545,600	545,600	-
Capital Outlay	25,569	9,325	225,000	-	-	-
Transfers Out	20,000	39,400	20,000	20,000	20,000	-
Total Code Enforcement	\$ 1,684,964	\$ 1,726,474	\$ 2,146,603	\$ 2,250,600	\$ 2,490,600	\$ -

**BUDGET HIGHLIGHTS**

The Code Enforcement budget remained relatively consistent in the biennium, with most increases being inflationary in nature.

Personnel Services include the addition of one Code Enforcement Officer.

Professional & Technical Services are composed of contractual services for the City Prosecutor, as well as additional legal fees for services that do not involve the City Prosecutor.

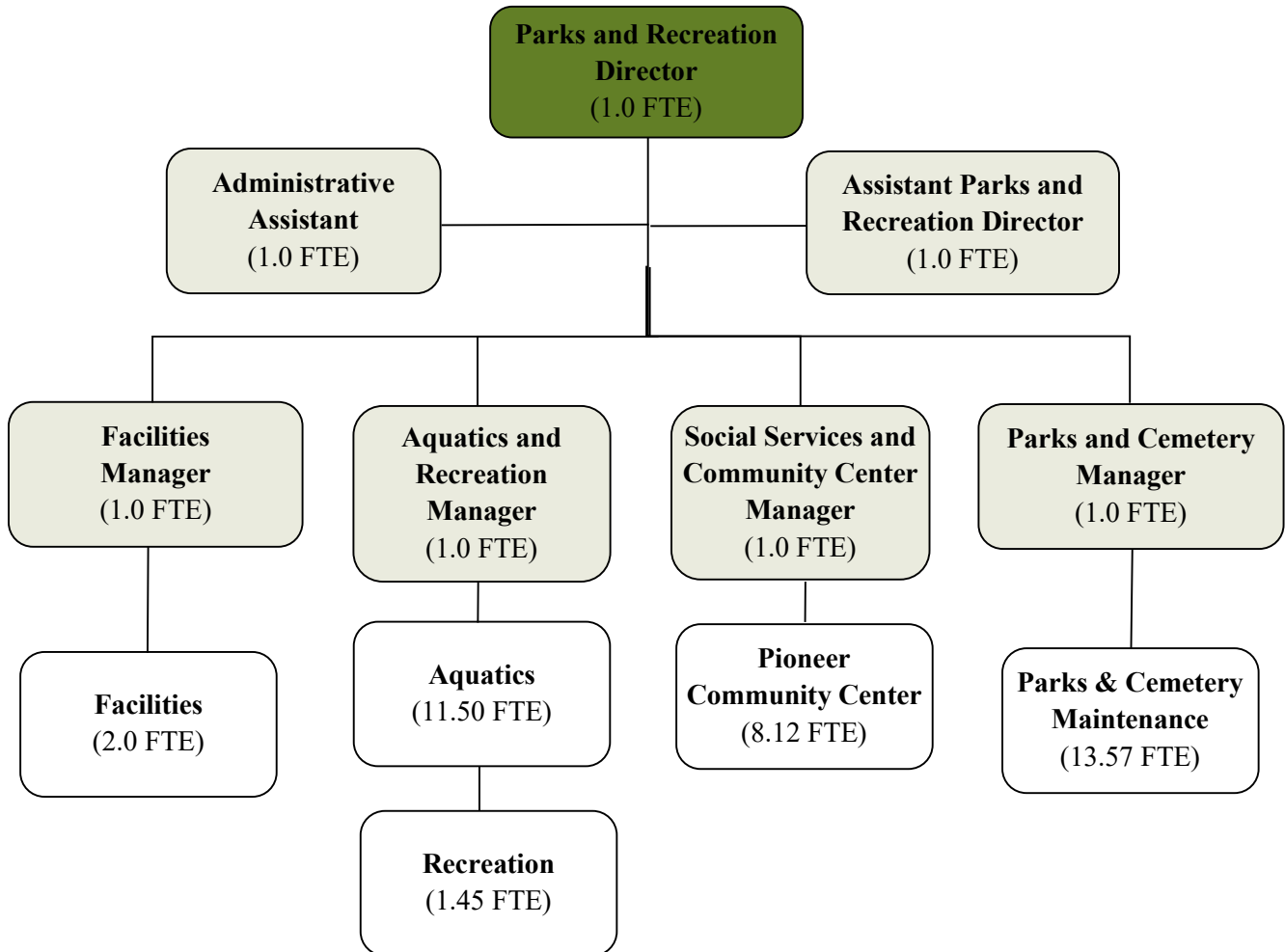
Repair and Maintenance Services include primarily waste disposal for all City locations of \$160,000, as well as other maintenance services, including vehicle, building, and equipment maintenance, totaling \$44,000.

Special Programs & Services are composed of:

Flower basket program	\$ 92,000
Nuisance abatement	<u>20,000</u>
Total	<u>\$ 112,000</u>



Parks and Recreation



Total 43.64 FTE

This chart reflects the City's organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

PARKS AND RECREATION

OVERVIEW

The Parks and Recreation Department creates community in the City through people, parks, and programs. The Department provides space to learn and play as well as programs, services and activities for groups of all ages. The department promotes health and wellness through its recreational facilities and programming; it also maintains the cemetery. The functions of the Parks and Recreation Department are assigned to six major programs: Parks Operations Maintenance, Aquatics, Recreation, Pioneer Community Center, Mountain View Cemetery, and Facilities Maintenance.

MISSION

To create recreation, leisure and cultural opportunities by providing high quality parks, facilities, programming and support services to people of all ages, abilities and backgrounds. We enhance the quality of life within the community.

DEPARTMENT GOALS

❖ COMMISSION GOAL 2 –

INFRASTRUCTURE/CITY SERVICES

- ♦ Complete parks master plan and update system development fees
- ♦ Implement Clackamette Park master plan and prioritize boat ramp relocation

SIGNIFICANT BUDGET CHANGES

The approved budget includes a \$40,000 increase in our software costs for our SmartRec registration software program and funding for deferred park maintenance.



PARKS AND RECREATION EXPENDITURES (COMBINED)

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 3,402,558	\$ 3,623,526	\$ 4,450,434	\$ 5,053,500	\$ 5,428,500	\$ -
Benefits	1,918,407	2,231,297	2,720,811	3,250,800	3,250,800	-
Total Personnel Services	5,320,965	5,854,823	7,171,245	8,304,300	8,679,300	-
Materials & Services						
Professional & Technical Services	196,796	149,022	246,900	335,400	335,400	-
Repair & Maintenance Services	925,536	1,007,666	1,471,480	1,772,000	1,772,000	-
Other Services	1,513	2,969	2,400	3,000	3,000	-
Employee Costs	69,039	45,779	81,804	94,500	94,500	-
Operating Materials & Supplies	351,312	309,208	436,030	486,800	486,800	-
Office & Administrative Supplies	193,576	124,712	198,410	221,000	221,000	-
Special Programs	317,582	662,998	363,430	437,000	437,000	-
Total Materials & Services	2,055,354	2,302,354	2,800,454	3,349,700	3,349,700	-
Capital Outlay	460,259	1,360,863	1,378,229	755,000	755,000	-
Principal & Interest	-	-	50,000	51,800	51,800	-
Transfers Out	92,700	343,826	220,000	329,000	329,000	-
Total Expenditures	7,929,278	9,861,866	11,619,928	12,789,800	13,164,800	-
Total Parks & Recreation	\$ 7,929,278	\$ 9,861,866	\$ 11,619,928	\$ 12,789,800	\$ 13,164,800	\$ -

Parks and Amenities	Basketball Courts	BBQ's	Benches	Boat Dock	Boat Launch	Child's Play Area	Dog Pits	Drinking Fountains	Electricity	Horseshoe Pits	Park Host	Parking Spaces	Picnic Tables	Skate Park	Soccer Fields	Softball Diamonds	Spray Park	Tennis Courts	Trail/Walking Path	Restrooms (seasonal)	Walk Bridge/Observation Deck	Volleyball Court
Abernethy Creek																						
Atkinson																						
Barclay Hills																						
Canemah Childrens																						
Chapin																						
Carnegie																						
Clackamette																						
Clackamette Cove Trail																						
D.C. Latourette																						
Dement																						
End of the Oregon Trail																						
Hartke																						
Hazel Grove																						
Hazelwood																						
Hillendale																						
Jon Storm																						
McLoughlin Promenade																						
Old Canemah																						
Park Place																						
Richard Bloom Tots																						
River Access Trail																						
Rivercrest																						
Singer Creek																						
Sportcraft																						
Stafford																						
Tyrone S. Woods																						
Waterboard																						
Wesley Lynn																						

PARKS MAINTENANCE

OVERVIEW

The Parks and Cemetery Maintenance department provides the community with a system of neighborhood, community and regional parks which include play equipment, sports facilities and open green spaces. The department oversees 38 park sites, 2 boat ramps, a 56-acre cemetery and an RV Park. The department ensures these facilities are safe, clean and ready for use. We provide picnic facilities, shelters, restrooms and other facilities to support an active recreation program.

ACCOMPLISHMENTS

- ❖ Completed Hazelgrove Park development
- ❖ Completed playground repairs throughout the Park system
- ❖ Identified and repaired multiple safety hazards on hard surface walking trails and parking lots
- ❖ Multiple pollinator Plantings throughout Parks and Cemetery System
- ❖ Cooperatively worked with GOCWC on plantings at Abernethy Creek Park and Singer Creek Park
- ❖ Continued to identify sites and plant trees and native plant material as part of reforestation goals, 107 new trees at multiple parks
- ❖ Completed training for staff including Certified Playground Safety Inspector and Pesticide Applicator Licensing
- ❖ I-205 Widening Project Coordination

- ❖ Initiated master plan for Clackamette Park including site plan review
- ❖ Implemented AP software system for Cemetery records management
- ❖ WES Good Neighbor Project completion at River Access Trail
- ❖ Tyrone S Woods Dog Park renovation
- ❖ Implemented Maintain X work order system

GOALS AND PROJECTS

- ❖ Maintain city parks and open spaces to the highest possible standards with available resources
- ❖ Update the Oregon City Parks and Recreation Master Plan
- ❖ Seek funding Options to Create Sustainable Revenue Streams
- ❖ Assess and update the Oregon City Parks system development charge (SDC) methodology
- ❖ Implement Clackamette Park Master Plan with stakeholders and public process. Prioritize boat ramp relocation while seeking funding sources
- ❖ Develop a Parks Capital Improvement Plan
- ❖ Support ongoing Tree City USA designation
- ❖ Address trail maintenance and repair needs ensuring ADA compliance
- ❖ Complete playground upgrades and repairs throughout the parks system
- ❖ Slurry Seal Mt View drive lanes and Chapin Parking Lot
- ❖ Seek opportunities for community engagement
- ❖ Roofs

PARKS MAINTENANCE EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,291,245	\$ 1,480,080	\$ 1,835,393	\$ 1,523,200	\$ 1,898,200	\$ -
Benefits	819,217	1,042,070	1,278,656	1,160,200	1,160,200	-
Total Personnel Services	2,110,462	2,522,150	3,114,049	2,683,400	3,058,400	-
Materials & Services						
Professional & Technical Services	196,237	146,718	241,900	320,400	320,400	-
Repair & Maintenance Services	435,151	588,470	917,140	967,400	967,400	-
Other Services	-	1,851	-	-	-	-
Employee Costs	28,425	25,004	38,000	33,600	33,600	-
Operating Materials & Supplies	231,993	206,798	330,400	232,200	232,200	-
Office & Administrative Supplies	76,990	48,830	75,600	54,800	54,800	-
Special Programs	33,150	465,966	45,000	85,000	85,000	-
Total Materials & Services	1,001,946	1,483,637	1,648,040	1,693,400	1,693,400	-
Capital Outlay	147,311	1,179,787	1,271,229	186,000	186,000	-
Principal & Interest	-	-	50,000	51,800	51,800	-
Transfers Out	92,700	193,826	220,000	329,000	329,000	-
Total Parks Maintenance	\$ 3,352,419	\$ 5,379,400	\$ 6,303,318	\$ 4,943,600	\$ 5,318,600	\$ -

BUDGET HIGHLIGHTS

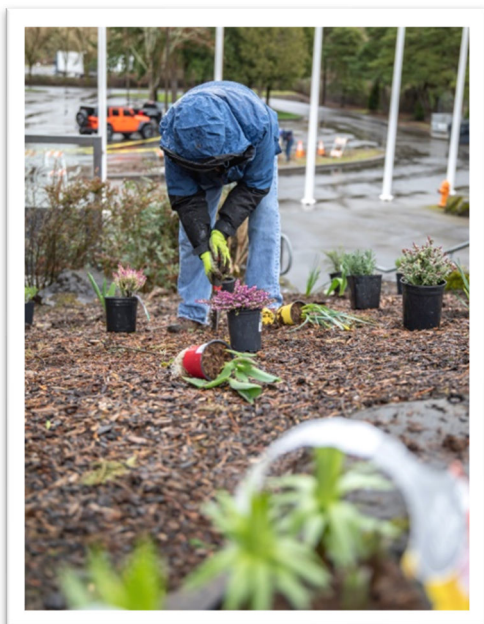
This budget includes additional maintenance costs associated with inflation and increased material costs. Significant expenses are highlighted below:

Repair & Maintenance Services refer to supplies and equipment maintenance. Vehicle maintenance and tree maintenance accounts for the majority of these costs.

Operating Materials & Supplies account for materials purchased for parks operations including equipment to improve sports fields.

Special Programs include Transient Room Taxes paid by the RV Park.

Capital Outlay includes funding to address safety needs in four parks for \$120,000 for installation of security cameras, \$12,000 for Park Place trail improvements, and additional funds for pavement slurry sealing and signage upgrades. The parks division will be using Capital funds to try and leverage grants for the boat ramp replacement.



CEMETERY

OVERVIEW

Cemetery Operations provides families with options for the needs of their loved ones to be placed in a pleasant and serene surrounding. The city cemetery, including the historically important Pioneer Cemetery, is maintained, enhanced and protected. Operations of the Mountain View Cemetery include full body burials, cremations garden, mausoleum, and grounds maintenance.

ACCOMPLISHMENTS

- ❖ Reroofed all 7 Mausoleums at Mt View Cemetery

- ❖ Phase I of Veterans Memorial Renovation
- ❖ Implemented AP software system for Cemetery records management
- ❖ Acquired donations for Veterans War Memorial site construction pavers
- ❖ Restroom replacement
- ❖ Installation of a new flagpole

GOALS AND PROJECTS

- ❖ Replace lights at Mausoleums for energy efficiency and cost savings
- ❖ Complete Veterans Memorial Renovation
- ❖ Add additional Niche spaces to increase revenue stream
- ❖ Finalize restroom replacement



CEMETERY EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ -	\$ -	\$ -	\$ 539,800	\$ 539,800	\$ -
Benefits	-	-	-	421,100	421,100	-
Total Personnel Services	-	-	-	960,900	960,900	-
Materials & Services						
Professional & Technical Services	-	-	-	10,000	10,000	-
Repair & Maintenance Services	-	-	-	95,600	95,600	-
Other Services	-	-	-	-	-	-
Employee Costs	-	-	-	11,200	11,200	-
Operating Materials & Supplies	-	-	-	129,800	129,800	-
Office & Administrative Supplies	-	-	-	33,000	33,000	-
Total Materials & Services	-	-	-	279,600	279,600	-
Capital Outlay	-	-	-	267,000	267,000	-
Total Cemetery	\$ -	\$ -	\$ -	\$ 1,507,500	\$ 1,507,500	\$ -

Prior to the 2023-2025 biennium, Cemetery expenditures were recorded in the Park Maintenance department.

BUDGET HIGHLIGHTS

Repair & Maintenance Services refer to supplies and equipment maintenance as well as vehicle maintenance accounts for the majority of these costs.

Operating Materials & Supplies account for materials purchased for cemetery operations including chemicals, boxes and liners, headstones, and name plates.

Capital Outlay includes funding to address needed deferred maintenance projects as well as cemetery improvements such as \$12,000 to replace lighting with energy saving cost saving benefits, \$100,000 for niches to increase revenue stream, \$155,000 to complete the third phase of the Veterans Memorial which has been predominantly funded by grants and donations.



RECREATION AQUATICS

OVERVIEW

The Aquatics Program strives to meet high standards in aquatic safety, service and facility maintenance by providing the community with a safe, fun, well supervised facility; offering programs for youth and families, avenues for adults to build lifelong fitness skills, and a place for seniors to maintain good health. We continue to be the only swimming pool in Oregon City, along with neighboring other cities without public pools. As a city with bodies of water, we have to expand access to our swimming pool and teach lifesaving skills.

ACCOMPLISHMENTS

- ❖ Continued to receive positive feedback from patrons on the upkeep of the facility
- ❖ Increased social media outreach and advertising with the use of our new recreation software which has improved communications within our department
- ❖ Continued to provide a safe, professional, and clean facility for the community
- ❖ Started a swim lesson scholarship fund that has allowed our department to award more scholarships
- ❖ Offered new aquatic programs, such as swim lesson tests, longer day camps, and special events like our Glow Swims that appealed to the public, drove up attendance, and brought in additional revenue
- ❖ Navigated the recovery from the COVID-19 pandemic, including being one of the first fully operational swimming pools in the state

and nation during 2021-2023. Many swimming pools have not re-opened fully both in the state and nation

- ❖ Invested in training aquatic staff as Lifeguard Instructors to allow for more staff to help with certifications

GOALS AND PROJECTS

- ❖ Maintain the facility to ensure continued upkeep and safety for the public
- ❖ Evaluate programs against trends to identify areas that are underserved and continue to seek creative ways to program the pool and community room to meet those trends
- ❖ Strive to be fiscally conservative and program facility space and time efficiently to maximize revenue to help offset increased expenses due to the minimum wage increases and increase in operational costs
- ❖ Continue to provide swim lesson scholarships at a higher rate and develop stronger programs for access to swim lessons.
- ❖ Develop more volunteer opportunities within our programs, including a junior swim lesson instructor program
- ❖ Continue to seek additional partnerships within the community and work with the schools to offer programming during school hours whether it be swim lessons, fitness classes, for certification classes
- ❖ Utilize the Departments “Financial Support and Sustainability Strategy Policy” to become more fiscally responsible and improve long-term sustainability

RECREATION AQUATICS EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 835,390	\$ 815,477	\$ 1,013,721	\$ 1,231,100	\$ 1,231,100	\$ -
Benefits	359,439	364,872	426,433	476,300	476,300	-
Total Personnel Services	1,194,829	1,180,349	1,440,154	1,707,400	1,707,400	-
Materials & Services						
Professional & Technical Services	118	2,179	4,000	4,000	4,000	-
Repair & Maintenance Services	219,253	235,192	243,420	260,600	260,600	-
Other Services	1,513	1,118	1,400	2,000	2,000	-
Employee Costs	13,435	9,946	14,400	18,500	18,500	-
Operating Materials & Supplies	58,108	50,977	54,940	61,000	61,000	-
Office & Administrative Supplies	39,269	35,693	41,730	57,800	57,800	-
Special Programs	13,282	8,136	15,320	17,400	17,400	-
Total Materials & Services	344,978	343,241	375,210	421,300	421,300	-
Capital Outlay	249,296	9,938	50,000	75,000	75,000	-
Total Recreation Aquatics	\$ 1,789,103	\$ 1,533,528	\$ 1,865,364	\$ 2,203,700	\$ 2,203,700	\$ -

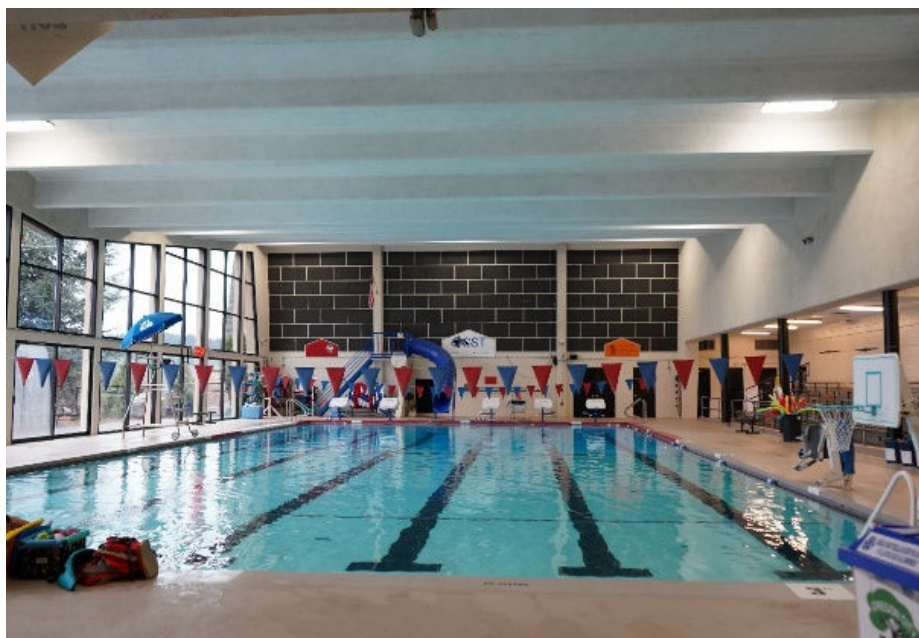
BUDGET HIGHLIGHTS

This biennial budget includes a budget for capital maintenance projects including repainting the bottom of the pool, replacing and redoing insulation that has been lost on steam pipes that run along the pool deck, getting a new UV Light filter that keeps the water disinfected properly, and replacing our chemical controller.

Personnel Services increases are a result of an increase in hours because the Department is now

providing lifeguards during all swim team practices, per rule clarification provided by the Oregon Health Authority. This increase to Personnel Services is directly reimbursed by the teams.

Repair & Maintenance Services includes electric and gas utilities as well as costs to maintain the pool building. The pool will be turning 60 years old in 2025.



PIONEER COMMUNITY CENTER

OVERVIEW

The Pioneer Adult Community Center is a multipurpose facility offering nutritional, recreational, educational, and social services to adults in the community. The primary goal of the Center is to enhance the quality of life for older adults and disabled citizens of the community and provide an opportunity for the elderly to maintain an independent lifestyle.

The program serves approximately 32,000 Meals on Wheels, 8,000 congregate meals, and provides 8,000 rides each year. In addition, approximately 24,000 attendants participate in the Center's recreational opportunities and nearly 40,000 units of social services are provided. The Pioneer Center is a highly used facility and is rented for various private events and meetings. Approximately 130,000 people are served annually as staff strive to serve to accommodate as many users as possible. The Department continually seeks to co-sponsor events and activities to utilize outside resources and make the most of limited staff time.

ACCOMPLISHMENTS

- ❖ Expanded the Meals on Wheels service to include congregate dining participants
- ❖ Requested and received donations of personal items that were delivered to keep seniors in their homes

- ❖ Redesigned recreation and social interaction events by adding virtual seminars, activities, and classes
- ❖ Replaced furniture in an underutilized space for programing
- ❖ Increased social media outreach and advertising
- ❖ Facility received new locks building-wide for enhanced safety and security
- ❖ Passed all required inspections and audits

GOALS AND PROJECTS

- ❖ Enhance programs and services to provide full use of the Pioneer Center and meet the needs of the aging and disabled population and the community
- ❖ Manage budget to support services to seniors and disabled in the most productive way
- ❖ Monitor customer needs and program trends; add needed programs or eliminate underutilized programs
- ❖ Front desk remodel that will optimize space and allow for better community and staff interactions
- ❖ Continue to seek additional partnerships within the community
- ❖ Recruit and manage a large pool of volunteers for continued high service requests once re-opened
- ❖ Continue to offer staff training to ensure high quality of customer service



PIONEER COMMUNITY CENTER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 990,952	\$ 1,013,451	\$ 1,215,520	\$ 1,362,300	\$ 1,362,300	\$ -
Benefits	594,196	654,984	798,818	947,600	947,600	-
Total Personnel Services	1,585,148	1,668,435	2,014,338	2,309,900	2,309,900	-
Materials & Services						
Professional & Technical Services	-	-	1,000	1,000	1,000	-
Repair & Maintenance Services	230,589	159,992	238,820	247,000	247,000	-
Employee Costs	6,771	4,051	4,184	4,600	4,600	-
Operating Materials & Supplies	44,801	21,888	32,690	37,000	37,000	-
Office & Administrative Supplies	50,353	28,572	58,000	44,000	44,000	-
Special Programs	98,205	54,115	91,500	107,000	107,000	-
Total Materials & Services	430,719	268,618	426,194	440,600	440,600	-
Capital Outlay	63,652	155,934	57,000	57,000	57,000	-
Total Pioneer Community Center	\$ 2,079,519	\$ 2,092,987	\$ 2,497,532	\$ 2,807,500	\$ 2,807,500	\$ -

BUDGET HIGHLIGHTS

Materials & Services have remained fairly consistent with minor increases in the food nutrition program, recorded under Special Programs, which is grant funded.

Capital Outlay includes funds to remodel the front reception desk.



RECREATION PROGRAMS

OVERVIEW

Recreation provides a full range of recreational activities and opportunities to the citizens of Oregon City in settings which are safe, sustainable, green and clean, preserving our past and building for our future. The recreation budget supports overall department administration functions including the positions of Parks and Recreation Director and Assistant Parks and Recreation Director. The objective of the department is to provide overall direction and support and administration of Parks and Recreation, implement major park acquisition and development projects per the Park Master Plan and plan, develop and maintain recreation programs.

ACCOMPLISHMENTS

- ❖ Offered our summer camps at full capacity after the COVID-19 pandemic in the summer of 2022
- ❖ Fostered several new community partnerships to diversify access to recreation programs and compile resources to add more recreational opportunities for the community
- ❖ Continued to work with community partners to explore programming and operation options for the Ermatinger House. We are now offering field trips with a partnership

development that is bringing in 5x the amount of people than previous years now.

- ❖ Received a grant for our summer grants and our Preserve Our Past Art & Poetry Contest

GOALS AND PROJECTS

- ❖ Maintain existing quality of programs while increasing recreation opportunities for the community by utilizing contract services
- ❖ Be a strong and reliable resource of recreational events for the community
- ❖ Continue to provide a series of special events that draw attendances from surrounding communities and contribute to civic pride
- ❖ Identify community needs regarding recreation programs and add or modify programs based on findings
- ❖ Strive to be fiscally conservative and program events and activities to maximize revenue to help offset increased expenses due to the minimum wage increase
- ❖ Continue to look at new recreation opportunities for all age levels within our community and build partnerships to be able to offer these services
- ❖ Utilize the Department's "Financial Support and Sustainability Strategy Policy" to become more fiscally responsible and improve long-term sustainability



RECREATION PROGRAMS EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 284,971	\$ 314,518	\$ 385,800	\$ 344,800	\$ 344,800	\$ -
Benefits	145,555	169,371	216,904	224,600	224,600	-
Total Personnel Services	430,526	483,889	602,704	569,400	569,400	-
Materials & Services						
Professional & Technical Services	441	125	-	-	-	-
Repair & Maintenance Services	40,543	24,012	72,100	40,400	40,400	-
Other Services	-	-	1,000	1,000	1,000	-
Employee Costs	20,408	6,778	25,220	26,600	26,600	-
Operating Materials & Supplies	16,410	29,545	18,000	26,800	26,800	-
Office & Administrative Supplies	26,919	11,612	23,080	31,200	31,200	-
Special Programs	143,435	109,929	166,000	197,750	197,750	-
Total Materials & Services	248,156	182,001	305,400	323,750	323,750	-
Total Recreation Programs	\$ 678,682	\$ 665,890	\$ 908,104	\$ 893,150	\$ 893,150	\$ -

BUDGET HIGHLIGHTS

There is an increase for Concerts in the Park as the price for bands, music, licensing, security, porta potties, etc. have all risen, causing this program cost to be a lot higher.

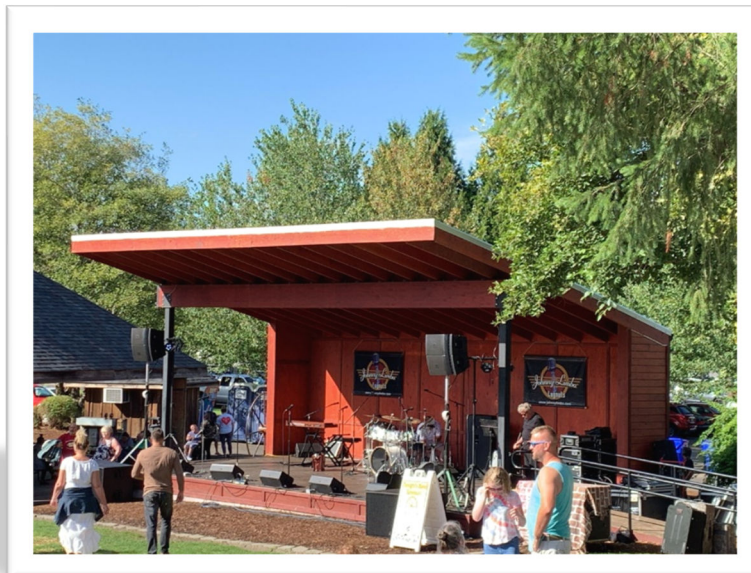
The building maintenance is for the Ermatinger House. This biennium we plan to use all the building maintenance towards repainting and repairing the sides of the house, as well as other general maintenance tasks.

Software costs are higher in the recreation budget as the Swimming Pool, Pioneer Community

Center, Parks/Cemetery, and Ermatinger House are now all using the same software and is budgeted in Recreation.

Special Programs are composed of the following:

Concerts	\$ 90,000
Trail News	64,000
Programs	40,000
Events	<u>5,000</u>
Total	<u>\$ 199,000</u>



DEDICATED PARK DONATIONS

This division accounts for fundraisers, collection fees and community and private donations to specific events or facilities and expenditures as designated by the revenue source. All donations received are accounted for separately by donor restriction or purpose.

These funds help offset the cost of community-developed projects, community fundraising

events and activities, facility upgrades and events, and special recreational and Heritage events. Additionally, Pioneer Center and Meals on Wheels donations are used to purchase materials for those programs. Capital Outlay projects include a facility kitchen remodel at the Pioneer Community Center for \$140,000.

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Materials & Services						
Office & Administrative Supplies	\$ 45	\$ 5	\$ -	\$ 200	\$ 200	\$ -
Special Programs	29,510	24,852	45,610	28,600	28,600	-
Total Materials & Services	29,555	24,857	45,610	28,800	28,800	-
Capital Outlay	-	15,204	-	162,000	162,000	-
Transfers & Other Uses	-	150,000	-	-	-	-
Total Dedicated Donations	\$ 29,555	\$ 190,061	\$ 45,610	\$ 190,800	\$ 190,800	\$ -

The chart below shows the funds set aside for each of the donations collected. The balance is represented as part of the *Reserve for Future Expenditures* that are restricted for specific purposes to be spent in a future budget period. General donations are collected and tracked for the Cemetery, Pool, Pioneer Center, Ermatinger

and RV Dump. Meals on Wheels donations are specific to the program, the Veterans Memorial donations have been collected to go toward completion of the final phase of construction and the City Parks donation is specific to Clackamette Park.

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Cemetery	\$ 1,775	\$ -	\$ 600	\$ 1,175
Pool	586	2,000	2,000	586
Pioneer Center	343,686	80,000	182,000	241,686
Meals on Wheels	163,355	40,000	5,000	198,355
Ermatinger	6,922	2,800	1,200	8,522
Veterans Memorial	17,127	-	-	17,127
City Parks	23,119	-	-	23,119
RV Dump	139,719	51,600	-	191,319
Interest	30,940	-	-	30,940
	\$ 727,229	\$ 176,400	\$ 190,800	\$ 712,829

ERMATINGER HOUSE

Built by Francis Ermatinger in 1845, the Ermatinger House is the oldest house in Clackamas County. It was placed on the National Register of Historic Places in 1977 and was being operated as a museum. It was in the Ermatinger House's left parlor that the famous coin toss between Francis Pettygrove and Asa Lovejoy occurred, reputedly during a dinner party held in

the house in 1845. The house was relocated in 1910 and again in 1986 to where it currently resides.

The Ermatinger House is currently open for tours, field trips and special events.

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ -	\$ -	\$ -	\$ 52,300	\$ 52,300	\$ -
Benefits	-	-	-	21,000	21,000	-
Total Personnel Services	-	-	-	73,300	73,300	-
Materials & Services						
Repair & Maintenance Services	-	-	-	70,000	70,000	-
Special Programs	-	-	-	1,250	1,250	-
Total Materials & Services	-	-	-	71,250	71,250	-
Total Ermatinger	\$ -	\$ -	\$ -	\$ 144,550	\$ 144,550	\$ -



END OF THE OREGON TRAIL INTERPRETIVE CENTER

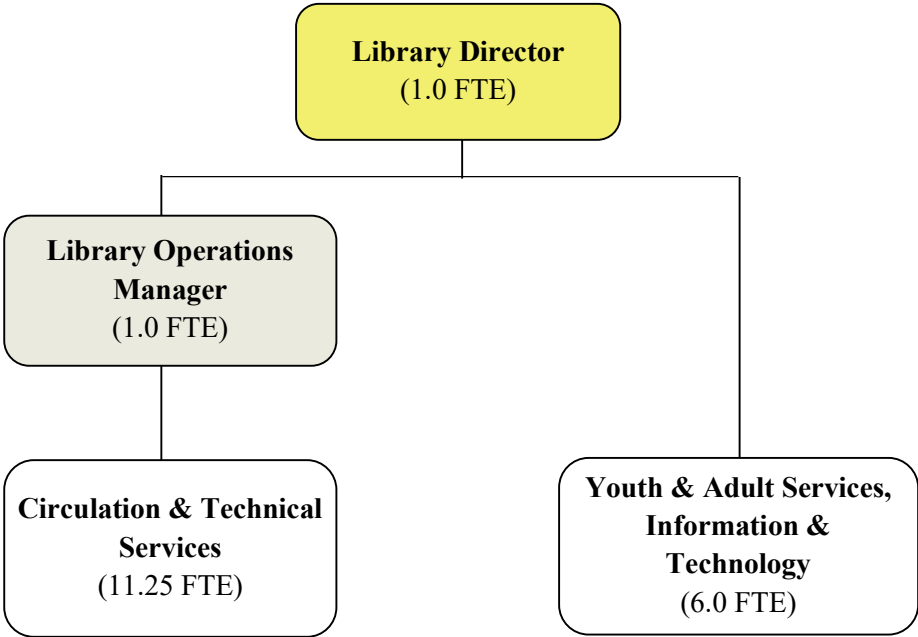
When pioneers completed their six month journey along the Oregon Trail, they found themselves in Oregon City at a place called "Abernathy Green." Today the End Of The Oregon Trail Interpretive Center sits on that very location. More than a museum, it is an interactive experience that shares the stories of the pioneers

who made that great journey as well as the indigenous peoples who called the area home for centuries prior. Families get a little taste of what life was like in early Oregon, and come away with an appreciation of their state's history and what they have today.

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Materials & Services						
Repair & Maintenance Services	-	-	-	91,000	91,000	-
Total Materials & Services	-	-	-	91,000	91,000	-
Capital Outlay	-	-	-	8,000	8,000	-
Total End of the Oregon Trail Interpretive Center	\$ -	\$ -	\$ -	\$ 99,000	\$ 99,000	\$ -



Library



Total 19.25 FTE

This chart reflects the City’s organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

LIBRARY

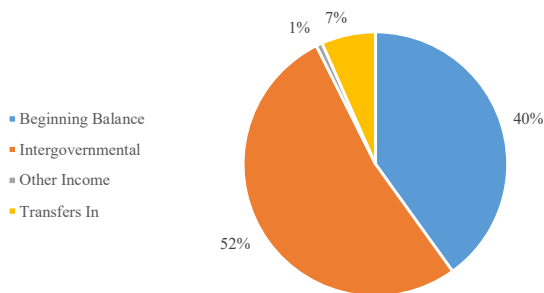
The entire operations of Oregon City's Library are accounted for in the Library Fund. Approximately 90% of its funding comes from Clackamas County Library District tax revenues, which pay for the majority of library operating expenses, including personnel, materials, and facility maintenance costs. Debt Service payments (principal and interest) are for bonds issued for the construction of the library

expansion. Per Ballot Measure 3-435 passed by City voters in May 2014, the City intended to repay these bonds using existing revenue sources, including the Library District and City funds.

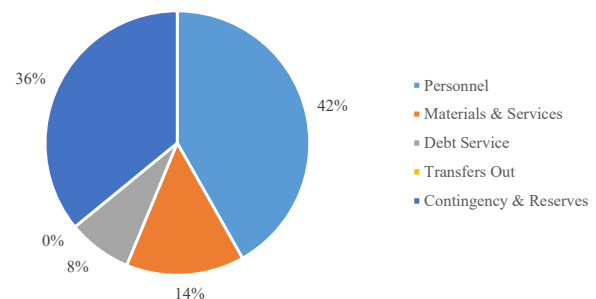
The table below compares total resources and requirements for the Library Fund for the upcoming biennium, the current biennium, and the two previous biennia.

Library	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 1,951,493	\$ 2,912,984	\$ 3,808,673	\$ 4,243,800	\$ 4,243,800	\$ -
Intergovernmental						
District Property Taxes	4,564,130	4,903,916	5,222,490	5,544,800	5,544,800	-
Intergovernmental	17,013	156,395	17,400	19,800	19,800	-
Charges for Services	6,957	5,951	5,540	7,900	7,900	-
Fines and Forfeitures	99,457	38,473	40,000	-	-	-
Interest Income	81,633	78,094	45,000	62,000	62,000	-
Miscellaneous Income	80,010	34,203	10,000	11,000	11,000	-
Transfer In	300,000	300,000	300,000	460,000	700,000	-
Total Resources	\$ 7,100,693	\$ 8,430,016	\$ 9,449,103	\$10,349,300	\$10,589,300	\$ -
Requirements						
Personnel Services	\$ 2,377,951	\$ 2,769,804	\$ 3,427,870	\$ 4,427,300	\$ 4,427,300	\$ -
Materials & Services	882,727	971,015	1,158,784	1,528,600	1,528,600	-
Capital Outlay	96,289	-	-	-	-	-
Principal & Interest	830,742	830,742	830,742	830,800	830,800	-
Transfers Out	-	40,000	40,000	-	-	-
Contingency	-	-	3,991,707	3,562,600	3,802,600	-
Unappropriated Fund Balance	2,912,984	3,818,455	-	-	-	-
Total Requirements	\$ 7,100,693	\$ 8,430,016	\$ 9,449,103	\$10,349,300	\$10,589,300	\$ -

Resources by Type



Requirements by Category



LIBRARY

OVERVIEW

The Oregon City Public Library is unique among City departments, in that its defined service area includes not only the 37,000+ residents of the City, but approximately 23,000 residents of unincorporated Clackamas County as well. All residents within the Library's 110 square mile service area are assessed the same Library District tax rate of \$0.3974 per thousand of assessed value. Per Oregon law, this rate cannot increase. The annual Library District assessment on a property valued at \$400,000 is approximately \$159. In FY 21/22, approximately 55% of the tax revenues received by the Library were paid by City residents, while 45% were paid by residents of unincorporated Clackamas County.

Per FY 21/22 data provided by the State Library of Oregon, the Oregon City Public Library had the 13th largest service area population out of approximately 135 public libraries in the State. When looking at public libraries which only have a single location (and not multiple branches), the Oregon City Public Library has the 3rd-largest service area population in the State.

The Library achieved an overall satisfaction rating of 81% on the 2023 Oregon City Community Satisfaction survey, the highest level of satisfaction with any City service. This rating is 15% higher than both national and regional averages.

Specific Areas of Library services that survey respondents indicated should receive more attention in the next biennium include availability of physical resources, availability of digital resources, and events for seniors. In addition, satisfaction levels with availability of events for children has declined from 2018. Addressing these four community-identified priorities has been factored into the Library's 23-25 biennial budget proposal.

ACCOMPLISHMENTS

- ❖ Fully re-opened the Library building and resumed pre-pandemic operating hours.

- ❖ Celebrated the 10th Anniversary of the Elevated Readers Book Club.
- ❖ In conjunction with the Oregon City Library Foundation, launched "1,000 Books Before Kindergarten" early literacy program.
- ❖ Installed the Everbright interactive light board in the Childrens Area.
- ❖ Reactivated our Teen Advisory Committee (TAC) and established the TAC as an official committee of the Oregon City Library Board.
- ❖ Expanded Teen programming, including weekly in-library programs.
- ❖ Hosted our first "Dance Dance Oregon City" program, including a session which took place at a site within the unincorporated portion of our service area.
- ❖ Continued reconfiguration of Library space to enhance operational efficiency and public safety, including new computer carrels in the Carnegie.
- ❖ Established and strengthened connections and partnerships with numerous community groups and agencies.
- ❖ Implemented online Conference Room reservation system.
- ❖ Implemented digital magazine collection, providing unlimited access to current and past issues of hundreds of popular magazines.
- ❖ Developed a new Library Safety Specialist position.
- ❖ Celebrated the return of community favorite in-person events such as "May the 4th" and "Touch-a-Truck".
- ❖ Coordinated the first ever City-sponsored Juneteenth celebration event.
- ❖ Welcomed the return of in-person Summer Reading activities and events.
- ❖ Generated significant positive media coverage for library events and outreach efforts in Pamplin Media.
- ❖ Implemented the ability to make payments online through the LINCC Catalog.
- ❖ Hosted the Arch Bridge Centennial Community Art mural.
- ❖ Revised the Community Room Usage Policy to increase access, particularly to City

Neighborhood Associations and County Community Planning Organizations.

- ❖ Added a new B.A.M. (Because Accessibility Matters) Books collection with titles selected especially for members of our disability community.
- ❖ Started a partnership with the Oregon City Chess Club to feature monthly chess drop-in events at the Library.
- ❖ Hosted our first Stuffie Sleepover Camp.
- ❖ Supported our Teen Advisory Committee (TAC) to produce the first issue of the TAC-generated newsletter, "The Stacks".

GOALS AND PROJECTS

- ❖ **COMMISSION GOAL 1 – DEI/SAFE INCLUSIVE COMMUNITY**
 - ♦ Continue to support City-wide efforts to develop a comprehensive internal and external DEI framework
 - ♦ Continue to support Resolution 20-19 by continuing providing safe spaces for conversations and learning opportunities to fight racism and inequity
 - ♦ Continue to support LINCC-wide DEI efforts
- ❖ **COMMISSION GOAL 2 – INFRASTRUCTURE/CITY SERVICES**



- ♦ Based on most recent assessment of long-range facility needs and reserve requirements, update the Library's capital reserve funding plan

❖ **COMMISSION GOAL 3 – COMMUNITY ENGAGEMENT**

- ♦ Identify underserved communities and develop outreach/service plans
- ♦ Continue to strengthen and expand partnerships with Oregon City School District and other community partners
- ♦ Work with partners to improve physical access to library materials throughout the entire Oregon City Public Library service area

❖ **COMMISSION GOAL 4 - HOMELESSNESS**

- ♦ Continue to build relationships and develop partnerships with local agencies, service providers, and community groups.
- ♦ Continue to review and update Library behavior policies and protocols, and to provide supplemental training and support for Library staff.
- ♦ Ensure that the Library continues to be a safe, welcoming space for all patrons

❖ **COMMISSION GOAL 7 - ENVIRONMENT**

- ♦ Strengthen partnerships and identify opportunities for additional collaboration with the Arts community



LIBRARY EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,569,354	\$ 1,758,737	\$ 2,152,587	\$ 2,652,800	\$ 2,652,800	\$ -
Benefits	808,597	1,011,067	1,275,283	1,774,500	1,774,500	-
Total Personnel Services	2,377,951	2,769,804	3,427,870	4,427,300	4,427,300	-
Materials & Services						
Professional & Technical Services	3,354	2,093	4,000	22,800	22,800	-
Repair & Maintenance Services	258,077	273,039	289,200	347,100	347,100	-
Other Services	974	2,777	3,500	9,000	9,000	-
Employee Costs	10,515	4,661	20,000	14,400	14,400	-
Operating Materials & Supplies	447,482	432,972	488,000	545,400	545,400	-
Office & Administrative Supplies	77,810	89,009	80,500	82,000	82,000	-
Special Programs	68,815	64,678	69,400	84,800	84,800	-
Community Programs & Grants	-	9,986	-	-	-	-
Internal Service Charges	15,700	91,800	204,184	423,100	423,100	-
Total Materials & Services	882,727	971,015	1,158,784	1,528,600	1,528,600	-
Capital Outlay	96,289	-	-	-	-	-
Transfers Out	-	40,000	40,000	-	-	-
Principal & Interest	830,742	830,742	830,742	830,800	830,800	-
Contingency	-	-	3,991,707	3,562,600	3,802,600	-
Unappropriated Fund Balance	2,912,984	3,818,455	-	-	-	-
Total Library	\$ 7,100,693	\$ 8,430,016	\$ 9,449,103	\$ 10,349,300	\$ 10,589,300	\$ -

LIBRARY PERFORMANCE MEASURES								
Measure	2018	2019	2020	2021	2022	2023 Projected	2024 Goals	2025 Goals
Annual Circulation	535,225	547,386	439,887	255,273	458,749	487,955	500,154	512,353
Number of New Registered Borrowers	3,460	3,266	2,523	921	2,747	3,354	3,438	3,522
Total Registered Borrowers	19,424	20,072	20,658	18,597	18,161	18,087	18,603	19,308
Annual Change in Total Registered Borrowers ¹	255	648	586	-2,061	-436	-74	516	705
% of Service Area Population who are Registered Borrowers	32.6%	33.3%	33.9%	30.3%	29.7%	29.6%	30.4%	31.6%
Net Loans to/from LINCC Libraries ²	-73,241	-48,483	-35,113	-23,041	-12,562	-10,836	-10,294	-9,752
Programs Offered ³	578	561	615	441	548	338	375	400
Program Participation	18,370	21,283	18,640	20,092	22,998	9,713	11,000	12,000

¹ Each year in October, cardholder accounts with no activity for 3 years are purged from the system. The number of new registered borrowers combined with the number of purged accounts results in the net change to annual registered cardholders.

² When this number is negative, it indicates the library borrowed more from other LINCC libraries than it lent. When this number is positive, it indicates the library lent more to other LINCC libraries than it borrowed. Our goal is to be as close to zero as possible, preferably with a positive total (indicating the library is a net lender to the LINCC cooperative).

³ Projected FY 22/23 totals are impacted by post-COVID operational changes and resource availability, as well as by changes in statistics collection implemented in order to be more consistent with State Library of Oregon guidance.

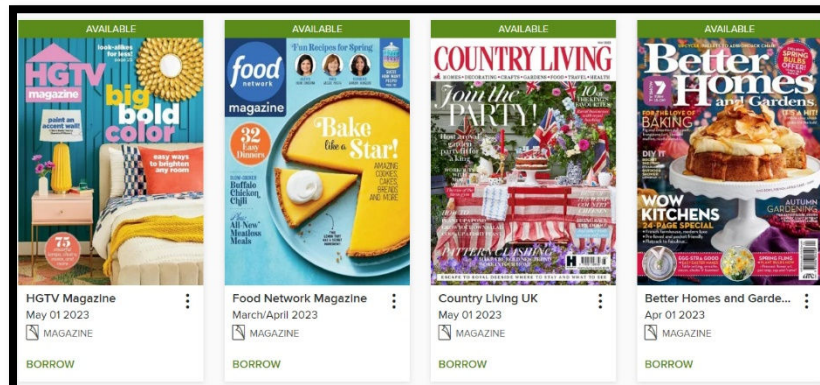
BUDGET HIGHLIGHTS

The approved budget includes the reallocation of approximately 1.5 “on call” FTE into two 0.75 FTE Library Assistant 2 positions (one in Youth Services, one in Circulation). In addition, the approved budget includes a new Youth Services Librarian (1.0 FTE) position, which is anticipated to increase our ability to serve children and their caregivers. Costs for these positions are being funded from the Library’s fund balance, which is composed primarily of historically unexpended Library District operating revenue.

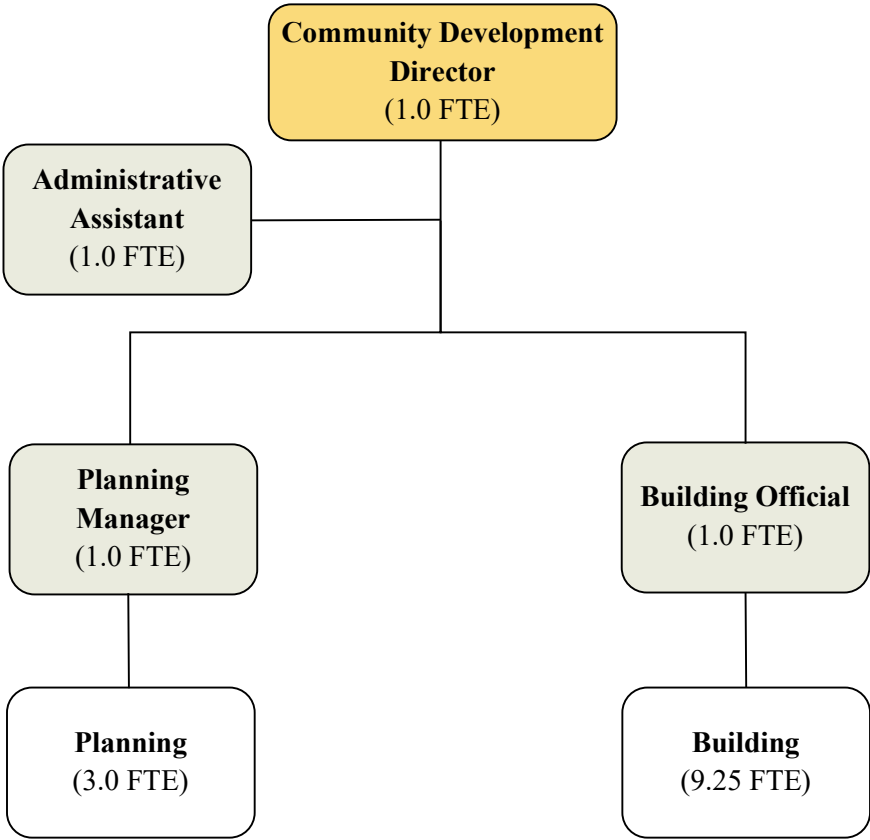


Repair & Maintenance Services includes utilities, janitorial, and building maintenance costs. The increase in the biennium is attributable to increases in janitorial service costs, as well as projected increases in utility costs.

Operating Materials and Supplies The budget proposal includes an overall biennial increase of approximately \$60,000 on library materials (physical and digital) and library programs.



Community Development



Total 16.25 FTE

COMMUNITY DEVELOPMENT

OVERVIEW

Community Development is responsible for working with the community to guide growth and development within the city limits in accordance with the community's needs and applicable legal framework. The Community Development Department is comprised of the Planning Division and Building Division; the first and the last steps of the development process.

The Planning Division performs long-range planning projects and community engagement, interprets and applies Municipal Code standards and appropriate Comprehensive Plan policies to proposed development projects, land use education and outreach, administration of the City's preservation program, participation in regional policies, and management of a variety of committees.

The Building Division is responsible for issuing building, plumbing, heating/cooling, and electrical permits to ensure the safety of the buildings throughout the community. The permitting process includes reviewing plans and

conducting inspections of work for compliance with the State of Oregon Building Codes and the City's Municipal Code.

MISSION

Work together to facilitate growth and development in Oregon City through coordinated programs of planning, building safety, education, and service to the public.

DEPARTMENT GOALS

❖ COMMISSION GOAL 6 - HOUSING

- ♦ Prepare a plan to identify and implement housing strategies, tools and opportunities that work best for Oregon City

❖ COMMISSION GOAL 7 - ENVIRONMENT

- ♦ Determine and establish relationships with the Tribes that have a shared history with Oregon City
- ♦ Develop a tree canopy maintenance strategy

SIGNIFICANT BUDGET CHANGES

The approved budget includes implementation of current and approved City Commission Goals.



PLANNING

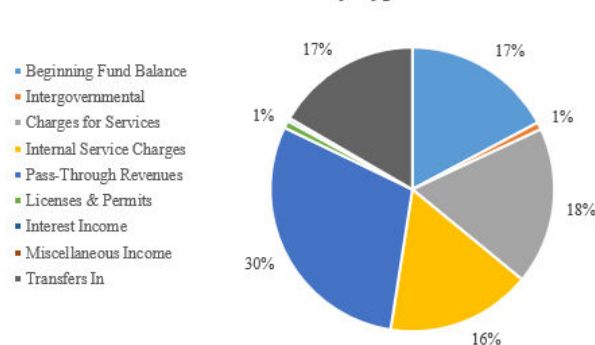
The Planning Fund accounts for the City's long-range planning, current planning, and general planning assistance provided to the community.

The following table includes total resources and requirements for the approved biennial budget,

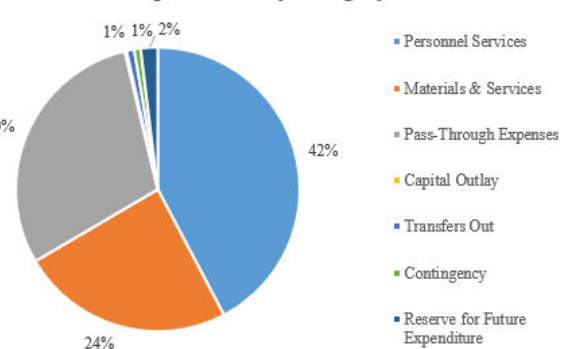
the budget for the current biennium and actual data for the two previous periods. The largest source of revenues are pass-through revenues (excise taxes collected on behalf of the Oregon City School District), followed by internal service charges and land use applications. The largest expenditure is for personnel, as expected for a service department.

Planning	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 710,868	\$ 296,939	\$ 863,068	\$ 695,100	\$ 695,100	\$ -
Intergovernmental	173,104	178,916	102,500	33,700	33,700	-
Charges for Services	841,144	1,286,934	578,890	723,900	723,900	-
Internal Service Charges	586,071	610,100	637,200	667,200	667,200	-
Pass-Through Revenues	787,904	848,736	1,200,000	1,200,000	1,200,000	-
Licenses & Permits	52,141	34,734	30,000	33,900	33,900	-
Interest Income	20,367	17,669	7,200	15,000	15,000	-
Miscellaneous Income	340	2,829	-	-	-	-
Transfers In	525,000	700,000	639,500	672,000	672,000	-
Total Resources	\$ 3,696,939	\$ 3,976,857	\$ 4,058,358	\$ 4,040,800	\$ 4,040,800	\$ -
Requirements						
Personnel Services	\$ 1,419,748	\$ 1,534,077	\$ 1,662,780	\$ 1,708,300	\$ 1,708,300	\$ -
Materials & Services	688,910	494,181	1,065,048	981,300	981,300	-
Pass-Through Expenses	787,904	848,736	1,200,000	1,200,000	1,200,000	-
Capital Outlay	420,911	-	21,525	8,800	8,800	-
Transfers Out	82,527	-	2,000	35,000	35,000	-
Contingency	-	-	107,005	29,600	29,600	-
Reserve for Future Expenditures	-	-	-	77,800	77,800	-
Unappropriated Fund Balance	296,939	1,099,862	-	-	-	-
Total Requirements	\$ 3,696,939	\$ 3,976,857	\$ 4,058,358	\$ 4,040,800	\$ 4,040,800	\$ -

Resources by Type



Requirements by Category



PLANNING

OVERVIEW

The Planning Division works with the community to determine how to prepare for the future. The Division works together with the community toward solutions, focusing on issues created by the built environment. Planning is not an isolated activity. Rather, it relies on participation of the entire community. The Planning Division brings together data, citizens' ideas and opinions, civic leaders' goals, and good planning practice into a deliberative process of community decision making.

The Planning Division is responsible for all long-range and current planning as well as implementation of the Oregon City Comprehensive Plan and associated Municipal Ordinances. The Division is responsible for reviewing private and public development within the city including annexations, zone changes, master plans, detailed development plans, site plan and design reviews, subdivisions and partitions, conditional use permits, sign permits, natural resource overlay district permits, floodplain protection, historic reviews, home additions, and various other land use related reviews. The division addresses daily inquiries from the public through phone calls, emails and staffing of the department counter, while working closely with the Building and Development Services Departments to coordinate and improve permit review.

Long-range planning supports the community with development of the Municipal Code, comprehensive plan policies, vision documents, and economic development. The Planning Division also facilitates community engagement and education with the Planning Commission, Historic Review Board, Natural Resources Committee, Citizen Involvement Committee, Development Stakeholders Group, and neighborhood associations, while providing city

representation to Metro and other statewide planning and policy decisions.

ACCOMPLISHMENTS

- ❖ Staff maintained continuous service to the community throughout the COVID-19 pandemic with changes such as reformatting applications and a new electronic application submittal process
- ❖ Completed OC2040, the City's Comprehensive Plan update; middle housing code amendments which met the Commission's second strategy of Goal 6 to update our code to provide additional housing opportunities; continued to support preservation programming with Preservation Month activities; completed an update of the Downtown Oregon City Strategic Parking Management Plan; supported the City's tree canopy with activities including Arbor Day Planting, Heritage Tree confirmations, and working with the Natural Resource Committee to update the City's Street Tree list
- ❖ Continued building relationships with the Confederated Tribes of the Grand Ronde and the Confederated Tribes of the Umatilla Indian Reservation as we work toward a tribute to honor the Cayuse Five

GOALS AND PROJECTS

- ❖ **COMMISSION GOAL 6 - HOUSING**
 - ♦ Prepare a plan to identify and implement housing strategies, tools and opportunities that work best for Oregon City
- ❖ **COMMISSION GOAL 7 - ENVIRONMENT**
 - ♦ Continue to partner with other City Departments to implement parking refinements based on the strategic parking management plan
 - ♦ Continue commitment to community involvement, transparency, and streamlining of development review

PLANNING EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 876,165	\$ 937,574	\$ 995,927	\$ 1,035,100	\$ 1,035,100	\$ -
Benefits	543,583	596,503	666,853	673,200	673,200	-
Total Personnel Services	1,419,748	1,534,077	1,662,780	1,708,300	1,708,300	-
Materials & Services						
Professional & Technical Services	379,776	240,650	573,000	513,000	513,000	-
Repair & Maintenance Services	83,306	48,243	62,410	86,700	86,700	-
Other Services	8,179	6,756	9,000	42,900	42,900	-
Employee Costs	7,588	7,388	10,100	10,600	10,600	-
Operating Materials & Supplies	15,207	4,251	950	400	400	-
Office & Administrative Supplies	34,822	25,107	31,140	41,300	41,300	-
Special Programs	160,032	118,490	256,000	98,000	98,000	-
Pass-Through Payments	787,904	848,736	1,200,000	1,200,000	1,200,000	-
Community Programs & Grants	-	5,495	10,000	10,000	10,000	-
Internal Service Charges	-	37,800	112,448	178,400	178,400	-
Total Materials & Services	1,476,814	1,342,918	2,265,048	2,181,300	2,181,300	-
Transfers & Other Uses	82,527	-	2,000	35,000	35,000	-
Capital Outlay	420,911	-	21,525	8,800	8,800	-
Contingency	-	-	107,005	29,600	29,600	-
Reserved for Future Expenditure	-	-	-	77,800	77,800	-
Unappropriated Fund Balance	296,939	1,099,862	-	-	-	-
Total Planning	\$ 3,696,939	\$ 3,976,857	\$ 4,058,358	\$ 4,040,800	\$ 4,040,800	\$ -

BUDGET HIGHLIGHTS

The approved budget does not anticipate any new staff. The most significant changes include the implementation of a variety of City Commission goals, one time funding for improvements related to the community room in the Community Development building, and one time funding for a new vehicle.

Professional & Technical Services is comprised of wetland consulting, annexation consulting, planning services for capacity gaps, a referee for

expedited and middle housing land division appeals. This biennium also includes implementation of multiple grants and funding to implement a variety of City Commission goals such as expanding housing opportunities, and a housing strategy.

Community Programs & Grants includes a program that awards funds to homeowners of designated historic structures to assist with repairs and improvements.



BUILDING

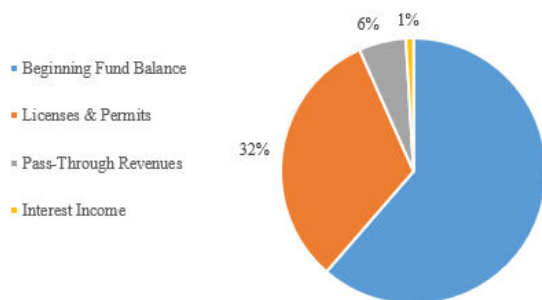
The Building Division, while housed in the Community Development Department, operates under dedicated funding that requires revenues generated by permits to be utilized for Building Division expenses only. Total resources and requirements in the Building Fund are shown

below by type and by expenditure category for the approved biennium, the current biennial budget and the two prior periods.

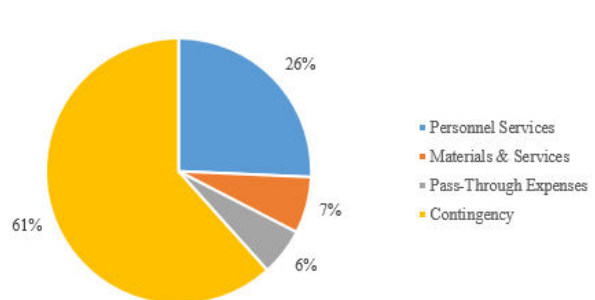
Licenses and Permits represent the department's main revenue source while Pass-Through revenues are funds collected and remitted to the State and Metro.

Building	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 2,657,616	\$ 3,554,782	\$ 5,375,057	\$ 6,507,200	\$ 6,507,200	\$ -
Licenses & Permits	3,621,400	4,486,146	3,297,300	3,385,000	3,385,000	-
Intergovernmental	-	58,262	-	-	-	-
Pass-Through Revenues	455,021	495,026	595,000	609,600	609,600	-
Charges for Services	6,268	11,851	6,200	11,600	11,600	-
Interest Income	98,315	92,062	72,000	98,000	98,000	-
Miscellaneous Income	1,807	14,577	600	600	600	-
Transfers In	-	-	32,500	-	-	-
Total Resources	\$ 6,840,427	\$ 8,712,706	\$ 9,378,657	\$10,612,000	\$10,612,000	\$ -
Requirements						
Personnel Services	\$ 1,709,638	\$ 2,172,889	\$ 2,711,699	\$ 3,640,300	\$ 3,640,300	\$ -
Materials & Services	399,727	392,818	508,810	767,900	767,900	-
Pass-Through Expenses	438,713	494,940	595,000	609,600	609,600	-
Capital Outlay	619,040	-	39,975	16,300	16,300	-
Transfers Out	118,527	40,000	40,000	40,000	40,000	-
Contingency	-	-	5,483,173	5,537,900	5,537,900	-
Reserved for Future Expenditures	-	-	-	-	-	-
Unappropriated Fund Balance	3,554,782	5,612,059	-	-	-	-
Total Requirements	\$ 6,840,427	\$ 8,712,706	\$ 9,378,657	\$10,612,000	\$10,612,000	\$ -

Resources by Type



Requirements by Category



BUILDING

OVERVIEW

The Building Division is committed to the improved safety and livability of Oregon City by ensuring that construction is safe and built to adopted standards. The Oregon Structural, Residential, Electrical, Plumbing, Mechanical, Energy, Accessibility and Solar Codes, as well as a number of national and state standards regulate how a building is to be constructed; ranging from how strong the walls must be to how much insulation must be in them. The Division is responsible for plan review, issuance of permits, and progress inspections on commercial, industrial and residential developments as well as community education and outreach.

ACCOMPLISHMENTS

- ❖ No interruption in service with COVID-19. Staff maintained continuous service to the

community throughout the pandemic with reformatted applications and a new process to submit and review applications electronically

- ❖ Continued cross training employees to perform multiple types of inspections and become knowledgeable in a variety of topics
- ❖ Added an inspector position allowing the division to provide more services to the community

GOALS AND PROJECTS

- ❖ Improve staff efficiency and customer experience by continuing to cross train employees in multiple types of inspections and plan review
- ❖ Continue to pursue and support staff obtaining more certifications giving us the ability to perform a wider variety of inspections

Building Division Permit Activity								
Permit by Type	2018 Results	2019 Results	2020 Results	2021 Results	2022 Results	2023 Estimated	2024 Projected	2025 Projected
Building Permits	511	341	295	529	734	573	608	610
New Single Family	88	114	96	49	41	50	65	65
Residential Addition	23	21	13	12	14	15	15	15
Residential Alteration	98	64	53	49	45	50	55	55
Other Residential	9	17	14	44	222	150	150	150
New Multi Family	4	2	13	3	8	5	8	10
New Commercial	19	3	5	7	2	3	5	5
Non-Residential Alteration	180	84	73	81	60	60	70	70
Non-Residential Roof	64	14	8	34	47	40	40	40
Other Non-Residential	26	22	20	250	295	200	200	200
Mechanical Permits	548	449	367	609	647	650	650	650
Plumbing Permits	419	383	320	451	374	400	425	450
Electrical Permits	632	426	432	799	759	700	700	700
Total Number of Permits	2,110	1,599	1,414	2,388	2,514	2,323	2,383	2,410

BUILDING EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,028,926	\$ 1,292,916	\$ 1,600,235	\$ 2,100,700	\$ 2,100,700	\$ -
Benefits	680,712	879,973	1,111,464	1,539,600	1,539,600	-
Total Personnel Services	1,709,638	2,172,889	2,711,699	3,640,300	3,640,300	-
Materials & Services						
Professional & Technical Services	26,510	35,227	30,600	71,500	71,500	-
Repair & Maintenance Services	178,076	91,264	121,950	158,700	158,700	-
Other Services	5,969	1,596	6,300	6,600	6,600	-
Employee Costs	26,575	15,497	24,200	25,000	25,000	-
Operating Materials & Supplies	11,287	7,430	8,600	8,800	8,800	-
Office & Administrative Supplies	65,610	92,604	98,280	86,100	86,100	-
Pass-Through Payments	438,713	494,940	595,000	609,600	609,600	-
Community Programs & Grants	85,700	-	-	-	-	-
Internal Service Charges	-	149,200	218,880	411,200	411,200	-
Total Materials & Services	838,440	887,758	1,103,810	1,377,500	1,377,500	-
Capital Outlay	619,040	-	39,975	16,300	16,300	-
Transfers & Other Uses	118,527	40,000	40,000	40,000	40,000	-
Contingency	-	-	5,483,173	5,537,900	5,537,900	-
Unappropriated Fund Balance	3,554,782	5,612,059	-	-	-	-
Total Building	\$ 6,840,427	\$ 8,712,706	\$ 9,378,657	\$ 10,612,000	\$ 10,612,000	\$ -

BUDGET HIGHLIGHTS

The approved budget anticipates the Building Division will sustain increased permitting activities. There is an anticipated net 1 FTE addition in this biennium. The most significant expenditures are consulting service for structural engineer plan reviews and digital codes from International Code Council and the National Fire Protection Association.

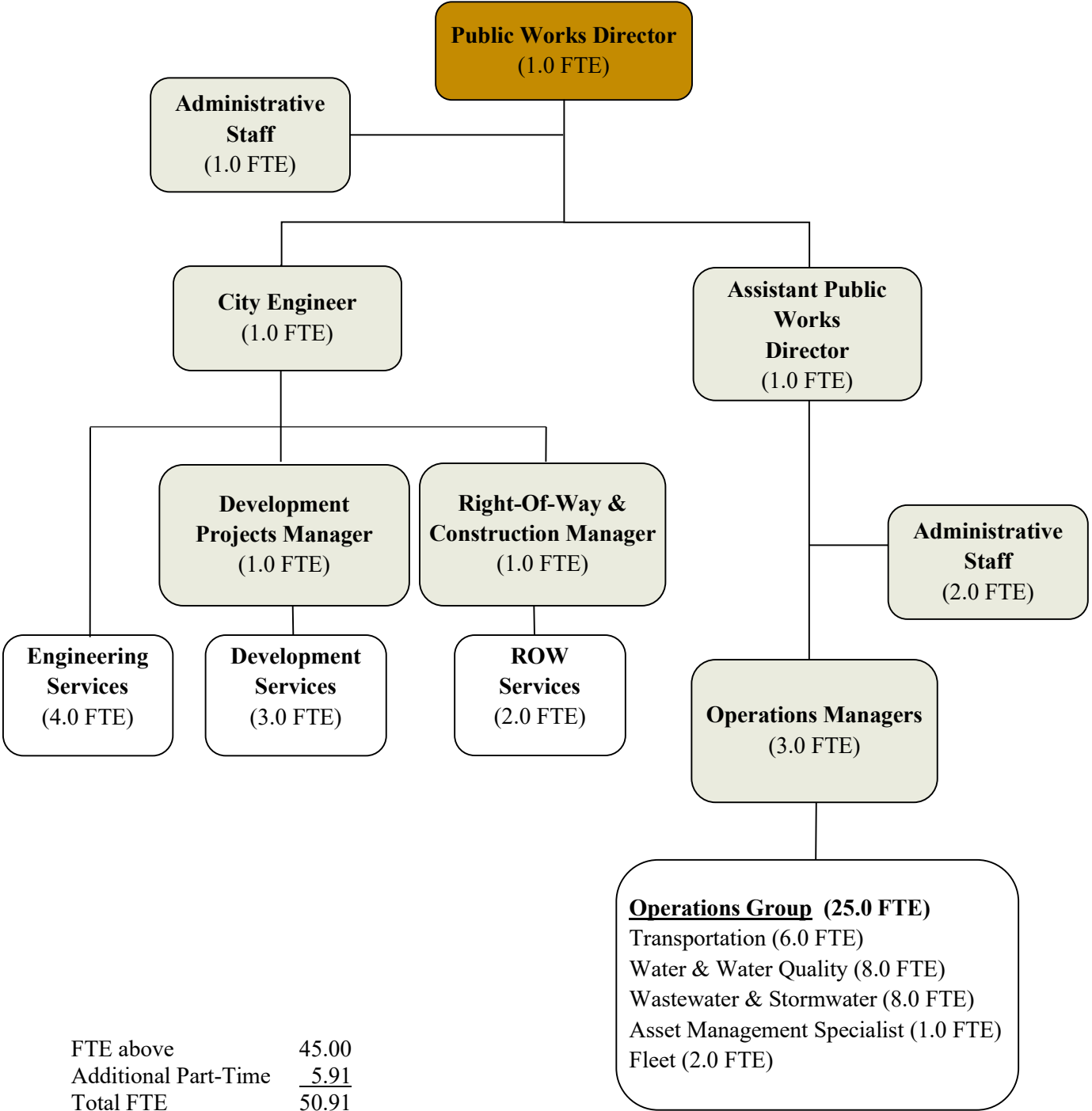
The increase in number of permits issued, beginning in 2022 is a result of the increase in the popularity of solar installations.

Pass-through payments include permitting fees collected on behalf of other agencies.





Public Works



This chart reflects the City’s organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

PUBLIC WORKS

OVERVIEW

The Public Works Department is one of the largest within the City. The department contains various funds and programs split between the following groups:

Engineering Services is responsible for the planning, design, construction, and database mapping for Oregon City public infrastructure including capital improvement projects, development projects, and asset management.

The Operations Group is responsible for operating and maintaining the Oregon City public infrastructure systems including Transportation, Water Utility, Wastewater Utility, and Stormwater Utility, as well as managing the City's fleet.

Right of Way (ROW) Services coordinates with a variety of internal staff and utility providers to oversee implementation and documentation of the City's adopted ROW ordinances and construction inspections.

The Public Works staff plans, constructs, and maintains these systems with a close eye on high quality, progressive practices, controlling costs, and customer service. Revenues and expenses are

dedicated for the purpose of these departments. Additionally, each fund within the department transfers monies to pay for services provided by other departments. Transfers out of the Department funds are also made to save for future equipment replacement, and future facility needs. The Department is also responsible for the management of the ROW including ensuring work in the right-of-way is compliant with City standards and requirements.

MISSION

To provide the Oregon City Community with safe, enhanced, sustainable, and financially sound systems for potable water distribution, wastewater collection, surface water management, and multi-modal transportation.

DEPARTMENT GOALS

❖ COMMISSION GOAL 2 – INFRASTRUCTURE/CITY SERVICES

- ♦ Prioritize projects in the transportation master plan to maximize safety and connectivity
- ♦ Secure a \$14 million WIFIA loan to help fund Water infrastructure needs

Public Works Performance Measures								
Measure	2018	2019	2020	2021	2022	2023 Forecast	2024 Goal	2025 Goal
Citywide average Pavement Condition Index (PCI) > 60	> 75	74	73	76	75	75	77	77
Complete programmed projects under annual pavement maintenance plan	84%	80%	0%	100%	100%	100%	100%	100%
Complete scheduled drinking water (DW) and stormwater (SW) samples in compliance with regulations	521 DW	692 DW	653 DW	671 DW	716 DW	720 DW	750 DW	750 DW
	44 SW	38 SW	44 SW	48 SW	39 SW	44 SW	44 SW	44 SW
Complete scheduled projects under leak detection program	100%	100%	100%	100%	100%	100%	100%	100%
Complete scheduled miles of video inspections and line cleaning program	47 / 62.3 miles	43.6 / 43.36 miles	41.2 / 34.5 miles	23.5 / 12.6 miles	30.0 / 11.0 miles	23.4 / 16.0 miles	43 / 33 miles	43 / 33 miles
Average time to act in response to a citizen request	< 2.0 days	< 2 days	< 1 day	< 2.0 days	< 1.0 days	< 1.0 days	< 1.0 days	< 1.0 days
Average time to respond to and complete afterhours call for service	< 3.0 hours	unknown	unknown	< 2.9 hours	< 2.6 hours	< 3.0 hours	< 2.8 hours	< 2.5 hours
Right-of-way (ROW) permits issued	149	144	126	270	218	225	240	250
Total pre-application conferences	44	44	31	46	47	40	40	40





ENGINEERING

Engineering accounts for all fees charged and expenditures incurred associated with engineering technical plan checks, construction monitoring/inspection for private development such as site plans and subdivisions and partitions, subdivision and partition plat reviews, new home site plan review, right-of-way and fill/grading permits, and street/easement vacations.

The following table includes total resources and requirements for the approved biennial budget, the budget for the current biennium and actual data for the two previous periods.

Revenues in the upcoming biennium are budgeted lower than the previous biennium due to the lasting impacts triggered by the pandemic

which now appears to be resulting in a slowdown in the economy. The pandemic contributed to much apprehension and uncertainty, which slowed the rate of development. Though the economy is expected to begin to recover from the downturn in the upcoming biennium, the lag in project timing through the land use process is expected to linger into the second year of the biennium. As such, charges for engineering services, such as development review fees, have been approved at 93% of the previous biennium.

Overall the total revenue for the Engineering Fund is projected to be just under 95% of the previous biennium, or stated differently the engineering fund biennium revenues are \$156,187 less than the previous biennium.

Engineering	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 529,693	\$ 721,212	\$ 923,947	\$ 674,400	\$ 674,400	\$ -
Charges for Services	774,227	732,468	615,400	570,000	570,000	-
Intergovernmental	-	7,799	-	-	-	-
Internal Service Charges	874,200	1,021,700	1,110,840	1,224,700	1,224,700	-
Licenses & Permits	114,132	220,258	76,000	110,000	110,000	-
Interest Income	51,401	44,479	34,000	15,000	15,000	-
Miscellaneous Income	779	6,410	-	-	-	-
Transfers In	240,000	240,000	90,000	100,000	100,000	-
Total Resources	\$ 2,584,432	\$ 2,994,326	\$ 2,850,187	\$ 2,694,100	\$ 2,694,100	\$ -
Requirements by Category						
Personnel Services	\$ 1,447,136	\$ 1,515,168	\$ 1,752,035	\$ 1,737,700	\$ 1,737,700	\$ -
Materials & Services	306,557	347,558	681,234	720,000	720,000	-
Transfers Out	109,527	32,000	243,000	102,000	102,000	-
Contingency	-	-	173,918	134,400	134,400	-
Unappropriated Fund Balance	721,212	1,099,600	-	-	-	-
Total Requirements	\$ 2,584,432	\$ 2,994,326	\$ 2,850,187	\$ 2,694,100	\$ 2,694,100	\$ -

ENGINEERING

OVERVIEW

Engineering is the main Public Works point of contact for citizens, title companies, engineering firms, utility companies, and construction firms. It also functions as the Public Works administrative arm and provides all System Development Charge (SDC) calculations for building permits.

ACCOMPLISHMENTS

- ❖ Completed a variety of difficult design and construction projects including Molalla Avenue Phase III Street improvements, kicked off several elements of sewer collection system projects, most of which were associated with the City's infiltration and inflow reduction program. The Oregon City Engineering and Operations Center was completed, unplanned pedestrian safety initiatives were adopted and implemented like Holcomb Blvd Rapid Flashing beacons, along with a wide range of public utility improvements.
 - ❖ Implemented the City Commission Authorized Sidewalk Replacement Assistance Program and processed over \$200,000 in sidewalk replacement grants.
 - ❖ Continued to manage and enhance the City's EnerGov permitting program. This year's efforts entailed an EnerGov software upgrade of several modules used by Engineering, Planning, Building, Finance and Code Enforcement. This software change impacted routine operations and required a wide range of training and training coordination.
 - ❖ Completed several initiatives associated with the Engineering staffing levels. Due to the demanding nature of working with a community anxious about most everything regulated by Engineering, there are staffing opportunities and challenges. Currently there is a hot market for key positions in engineering, water resources, administration, and licensed CDL drivers.
 - ❖ Supported ongoing efforts required for Code amendments related to a variety of engineering initiatives that were accompanying the Equitable Housing Code
- Changes of 2019, as well as code revisions to the Geologic Hazard Overlay District and other ancillary Public Works related development code and standards such as refinements to Public Utility Easements, telecommunication facilities, definitions updates, requirements for undergrounding utilities, sanitary and water system standards and the adoption of policies relating to sidewalk obstructions, parklets outdoor use of sidewalks, and undergrounding utilities
- ❖ Continued to establish or update standardized permit and inspection programs, checklists, and application forms for work in the right-of-way to improve the process for customers needing Public Works Engineering Development Services
 - ❖ Continued programs to audit a backlog of open franchise permits and worked with the providers to complete the ROW repairs needed to close out the permits
 - ❖ Continued to increase ROW revenues through telecom, wireless and other ROW service agreements, audits, and regular scrutiny of provider programs
 - ❖ Continued to support the conceptual engineering work on large scale economic development projects such as the Rossman Landfill site and the Willamette Falls Legacy Project related to public infrastructure and utilities anticipated within the sites
 - ❖ Supported the City's efforts to coordinate with regional partners including State, Metro, Clackamas County, TriMet, Tribes, Railroad, and major franchise providers on a long list of topics ranging from transportation planning to solid and food waste to grants and financial auditing
 - ❖ Continued to coordinate with other departments on solutions for equitable housing, comprehensive planning, homeless strategies, special events, climate action planning, property management, and volunteer coordination
 - ❖ Physically moved the engineering group from City Hall to the Oregon City Engineering and Operations Center on Fir Street and transition the Engineering Group

into day-to-day operations with the full Public Works Department

- ❖ Executed reimbursement agreement with Water Environment Services which will help the City pay 33% of the cost of inflow and infiltration reduction expenditures.
- ❖ Completed an inflow and infiltration reduction program that identifies and prioritizes projects and defines private property policies.
- ❖ ROW program has established a permitting process requiring all ROW users to take out permits for the use of City ROW. This ensures the sustainability of the ROW and ensures the equitable use of the ROW by all utility providers.
- ❖ ROW program has completed audits of electrical franchise; increasing the revenue paid by the franchisee
- ❖ ROW program has successfully transferred three franchises to ROW license user as outlined in Oregon City Municipal Code 13.34.

GOALS AND PROJECTS

- ❖ Provide the public with engineering assistance, which includes discussing utilities, streets, and lot layouts with homeowners and developers who want to develop certain properties in the City, identifying and explaining the City's design and construction standards and requirements, and locating utility connections to homes and businesses in the City
- ❖ Continue to provide the City Commission with updates to policy issues related to funding long- and short-term capital needs of the City's transportation and public utility systems
- ❖ Process no-fee permits for work in the right-of-way by franchise utilities and conduct related inspections
- ❖ Review and process land use applications and design plans for compliance with Oregon City Public Works standards, master plans, National Pollutant Discharge Elimination System (NPDES) requirements, and the Municipal Code
- ❖ Update design and construction standards for use and implementation by the development community (water, wastewater, stormwater, and transportation)
- ❖ Support operating policies or written guidelines to improve consistency in development and land use reviews
- ❖ Monitor/inspect construction of approved private development plans
- ❖ Provide SDC calculations for all development projects
- ❖ Fully implement a paperless environment including digital plan reviews and digital files associated with Oregon Records Management Solution
- ❖ Continued programs to ensure the equitable use of the ROW and encourage the provision of advanced and competitive utility services on the widest possible basis to businesses and residents of the City.
- ❖ Continued programs to secure fair and reasonable compensation to the city and its residents for permitting use of the right of way
- ❖ Develop and adopt Oregon City Street Design and Construction Standards
- ❖ Complete and obtain Land Use approval of the Park Place Urbanization Study
- ❖ Continue to build on staff education and training as it relates to topics such as Diversity, Equity and Inclusion (DEI), anti-harassment, and performance coaching
- ❖ Reach consensus on the need for, and appropriate future use for, the 122 Center Street property (former Operations Facility) and develop an appropriate action plan
- ❖ Continue to issue inflow and infiltration reduction documents focused on completing an inflow and infiltration reduction plan that identifies and prioritizes projects and defines private property policies

ENGINEERING EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 901,429	\$ 896,824	\$ 1,019,149	\$ 1,015,100	\$ 1,015,100	\$ -
Benefits	545,707	618,344	732,886	722,600	722,600	-
Total Personnel Services	1,447,136	1,515,168	1,752,035	1,737,700	1,737,700	-
Materials & Services						
Professional & Technical Services	171,206	129,468	410,000	250,000	250,000	-
Repair & Maintenance Services	15,913	23,219	23,560	88,400	88,400	-
Employee Costs	16,021	28,036	54,430	65,000	65,000	-
Operating Materials & Supplies	1,330	508	1,700	4,000	4,000	-
Office & Administrative Supplies	51,087	58,627	58,000	80,200	80,200	-
Internal Service Charges	51,000	107,700	133,544	232,400	232,400	-
Total Materials & Services	306,557	347,558	681,234	720,000	720,000	-
Transfers Out	109,527	32,000	243,000	102,000	102,000	-
Contingency	-	-	173,918	134,400	134,400	-
Unappropriated Fund Balance	721,212	1,099,600	-	-	-	-
Total Engineering	\$ 2,584,432	\$ 2,994,326	\$ 2,850,187	\$ 2,694,100	\$ 2,694,100	\$ -

BUDGET HIGHLIGHTS

This Division's approved budget includes transfers into the Department's future facility improvement fund in the amount of \$50,000 and equipment replacement reserve funding of \$52,000.

This Special Revenue fund also receives a transfer from the General Fund in the amount of \$395,000 in order to support some of the staffing and services necessary to manage the right of way.

Professional & Technical Services includes geotechnical work for new development and services to audit right-of-way payors.

Professional & Technical Services includes the following:

Legal	\$ 110,000
Audit	50,000
Civil engineering	90,000
Total	<u>\$ 250,000</u>



TRANSPORTATION

The Transportation Division maintains the City's transportation system, which includes roadways, pathways, sidewalks, traffic signalization, and guardrails, in order to improve public safety and livability. Operations are performed to enhance mobility while protecting the surrounding environment.

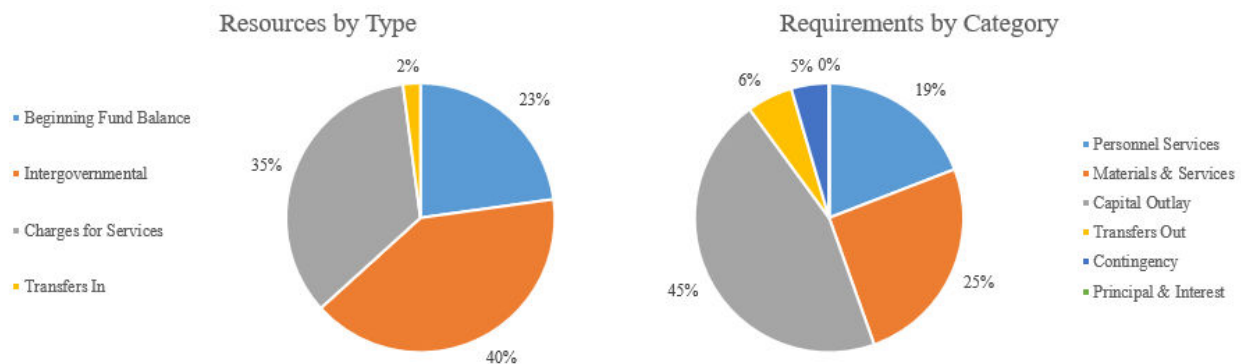
The Transportation Fund accounts for two organizational units: Transportation and Pavement Maintenance. General transportation expenditures including staffing and materials and services for general maintenance and construction are recorded in the Transportation

organizational unit and are funded by gas tax revenues. The Pavement Maintenance fees fund the annual pavement repair and roadway reconstruction contracts recorded in the Pavement Maintenance organizational unit. The revenues and expenses for these two organizational units are kept segregated for accountability. Any amounts remaining at year end (revenues exceeding expenditures) are restricted for future years' transportation projects.

The table below compares total resources and total requirements in the Transportation Fund for the past two budget periods, the current biennial budget, and the approved biennial budget.

Transportation	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 2,197,398	\$ 2,680,863	\$ 4,019,982	\$ 4,312,800	\$ 4,312,800	\$ -
Intergovernmental	5,445,856	8,641,415	7,611,061	7,660,900	7,660,900	-
Charges for Services	5,031,393	5,508,085	5,853,850	6,547,800	6,547,800	-
Transfers In	247,134	319,740	960,008	395,000	395,000	-
Interest Income	82,464	65,291	26,000	49,000	49,000	-
Miscellaneous Income	126,338	21,242	-	-	-	-
Other Financing Sources	-	-	20,003	-	-	-
Total Resources	\$13,130,583	\$17,236,636	\$18,490,904	\$18,965,500	\$18,965,500	\$ -
Requirements by Category						
Personnel Services	\$ 2,447,148	\$ 2,833,884	\$ 3,259,301	\$ 3,629,600	\$ 3,629,600	\$ -
Materials & Services	2,631,519	3,346,516	3,847,828	4,820,600	4,820,600	-
Capital Outlay	5,011,053	5,964,252	9,569,523	8,604,300	8,604,300	-
Principal & Interest	-	-	3,000	2,900	2,900	-
Transfers Out	360,000	360,000	875,000	1,049,000	1,049,000	-
Contingency	-	-	936,252	859,100	859,100	-
Unappropriated Fund Balance	2,680,863	4,731,984	-	-	-	-
Total Requirements	\$13,130,583	\$17,236,636	\$18,490,904	\$18,965,500	\$18,965,500	\$ -

The charts below shows the percentages of resources and requirements in the Transportation Fund.



TRANSPORTATION

OVERVIEW

The Transportation Division encompasses pavement maintenance and improvement, traffic management, safety improvements, signalization and pavement markings, landscape maintenance including street trees and medians, maintenance of guardrails and street furnishings, emergency response, city beautification, and municipal elevator maintenance. Approximately 144 center line miles of roads (includes 5.2 miles of alleys), 164 miles of sidewalks, and 961 acres (1,188 acres when including State and County ROW) of improved and unimproved rights-of-way are maintained. Operations in this division are accounted for in the Transportation Fund within the Transportation and Pavement Maintenance units. The division includes 12.95 FTEs including shared supervisory and administrative personnel.

The objective is to utilize industry leading best management practices to adaptively manage the City's street and transportation system and infrastructure. To accomplish this, the Transportation Division utilizes a Five-Year Pavement Maintenance Plan which rates, ranks and prioritizes roadways for maintenance. The plan includes asphalt paving, pavement milling, and overlays. Additionally, each year the division repairs and/or seals street cracks and potholes.

ACCOMPLISHMENTS

- ❖ Received 250 requests for service from citizens; completed 953 work orders
- ❖ Sealed over 33 lane miles of city streets. This includes 52,514 pounds of crack seal applied by city crews
- ❖ Removed/replaced 64 trees; trimmed 416 trees
- ❖ Repaired 22 City-owned streetlights; converted 46 City-owned streetlights to LED
- ❖ Managed \$6.8 million in contracted pavement maintenance projects
- ❖ Maintained and upgraded street signs per Federal Highway Administration (FHWA) requirement plan; 650 street signs removed and replaced
- ❖ In-house paving projects (potholes, overlays, rut patching, etc.) totaled 2,201 tons of asphalt
- ❖ Applied approximately 1,740 gallons of Magnesium Chloride (De-ice) to city streets
- ❖ Completed several transportation improvement projects including Molalla Avenue project, Bluff Street, Trillium Drive Landslide Mitigation Project, 2 Holcomb Blvd. repetitive rapid flashing beacons

GOALS AND PROJECTS

- ❖ Complete a variety of Transportation CIP projects including Hwy 213 & Beaver Creek Road West Bound right turn lane, concept design of the Linn/Leland/Meyers/Central Point/Warner Parrott Roundabout, Gardiner Middle School Area Sidewalk Infill, Maple Lane/Walnut Street Roundabout, and various sidewalk infill/pedestrian safety & neighborhood concern project areas
- ❖ Continue to maintain and upgrade street signs per FHWA-required plan
- ❖ Maintain pavement legends and markings and streetlights
- ❖ Manage Oregon City Municipal Elevator service and maintenance
- ❖ Complete the survey and preliminary engineering for the Linn/Leland/Warner Milne roundabout
- ❖ Provide staff and resources for the City's hanging flower basket program, banners, public art, and holiday decorations, traffic control during parades, community events, and emergency road conditions
- ❖ Provide routine inspection and maintenance of Amtrak station
- ❖ Respond to customer and system emergencies (maintain 24/7 on-call service)
- ❖ Respond to winter weather events such as snow, ice, wind and flooding
- ❖ Provide staff and equipment for the City's in-house crack sealing, slurry sealing, and pavement maintenance programs

TRANSPORTATION EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,490,268	\$ 1,678,391	\$ 1,900,261	\$ 2,102,400	\$ 2,102,400	\$ -
Benefits	956,880	1,155,493	1,359,040	1,527,200	1,527,200	-
Total Personnel Services	2,447,148	2,833,884	3,259,301	3,629,600	3,629,600	-
Materials & Services						
Professional & Technical Services	519,620	489,068	656,500	739,800	739,800	-
Repair & Maintenance Services	607,759	657,213	740,800	793,100	793,100	-
Other Services	-	1,851	200	-	-	-
Employee Costs	38,229	34,535	34,500	46,200	46,200	-
Operating Materials & Supplies	237,039	231,899	304,000	334,600	334,600	-
Office & Administrative Supplies	53,370	38,713	50,266	41,200	41,200	-
Special Programs	-	297,851	-	400,000	400,000	-
Internal Service Charges	172,400	365,700	391,640	721,100	721,100	-
Total Materials & Services	1,628,417	2,116,830	2,177,906	3,076,000	3,076,000	-
Capital Outlay	712,490	478,811	2,976,523	3,344,300	3,344,300	-
Principal & Interest	-	-	3,000	2,900	2,900	-
Transfers Out	360,000	360,000	875,000	1,049,000	1,049,000	-
Contingency	-	-	389,873	639,700	639,700	-
Total Transportation	\$ 5,148,055	\$ 5,789,525	\$ 9,681,603	\$ 11,741,500	\$ 11,741,500	\$ -

BUDGET HIGHLIGHTS

This budget is funded by revenue collected through state gas tax allocations, which includes taxes generated through House Bill 2017 (Keep Oregon Moving), and Clackamas County vehicle registration fees.

This budget includes transfers into the Department's future facility improvement needs of \$300,000 as well as equipment replacement reserve funding of \$749,000 for the biennium.

The Professional & Technical Services budget includes the following items:

Elevator contract and services	\$ 388,300
Legal	20,000
Elevator maintenance	80,000
Grant applications	30,000
ADA transition plan	15,000
Electrician	5,500
Traffic counts	9,000
Civil engineering	8,000
Surveying	4,000
Service Training	20,000

Utility locating services	10,000
Downtown restroom cleaning services	20,000
TSP update grant match	50,000
Elevator lighting and art	50,000
Flagging	6,000
Other	24,000
Total	\$ 739,800

Capital Outlay includes the following:

Hwy 213 & Beavercreek turn lane	\$ 1,500,000
Quiet zone improvements	600,000
Maple Lane roundabout cost sharing agreement	492,000
Sidewalk and Bike Lane Infill	360,000
Gardiner Middle School Sidewalks	225,000
Linn/Leland/Warner Milne Roundabout	107,300
TDM infrastructure grant match	40,000
Trillium Park roadway rehabilitation	20,000
Transportation Capital Outlay	\$ 3,344,300

PAVEMENT MAINTENANCE EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Materials & Services						
Professional & Technical Services	\$ 163,397	\$ 54,601	\$ 22,000	\$ 146,000	\$ 146,000	\$ -
Repair & Maintenance Services	564,220	565,304	1,000,000	800,000	800,000	-
Operating Materials & Supplies	215,628	221,363	230,000	230,000	230,000	-
Office & Administrative Supplies	1,800	718	850	800	800	-
Internal Service Charges	58,057	387,700	417,072	567,800	567,800	-
Total Materials & Services	1,003,102	1,229,686	1,669,922	1,744,600	1,744,600	-
Capital Outlay	4,298,563	5,485,441	6,593,000	5,260,000	5,260,000	-
Contingency	-	-	546,379	219,400	219,400	-
Unappropriated Fund Balance	2,680,863	4,731,984	-	-	-	-
Total Pavement Maintenance	\$ 7,982,528	\$ 11,447,111	\$ 8,809,301	\$ 7,224,000	\$ 7,224,000	\$ -

BUDGET HIGHLIGHTS

This budget is funded by pavement maintenance utility fees. The expenditures show the City's annual pavement management and maintenance plan (both through contracts and in-house paving)

using fees collected and deposited specifically for that purpose.

Capital Outlay includes \$5,260,000 for roadway reconstruction activities including design, construction, and inspection for 2023, 2024, and initiating the design phase for 2025.



WATER

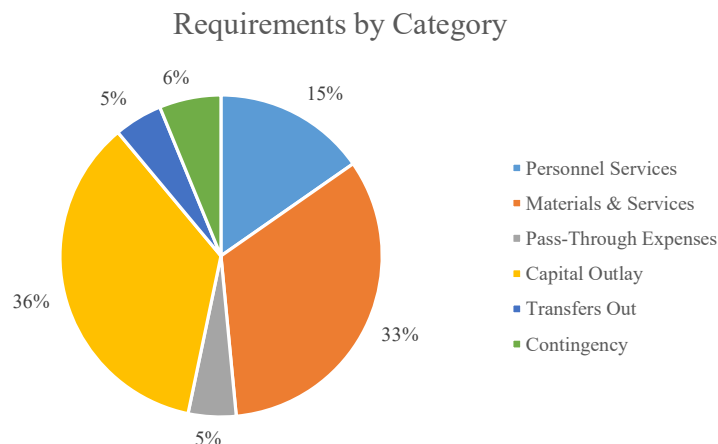
The Water Utility Division operates and maintains the City's potable water distribution system including distribution and system maintenance. Operations in this division are accounted for in the Water Fund.

The table below compares total resources and total requirements in the Water Fund for the for

the upcoming biennium, the current biennium, and the two previous biennia. Revenues in this fund are projected to increase due to a 3% annual increase in rates. During this 2023/25 biennium, due to an aggressive capital improvement program, capital reserves will diminish in order to cover a variety of larger capital projects planned for construction.

Water Operations	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 4,750,864	\$ 4,414,265	\$ 5,826,462	\$ 8,137,600	\$ 8,137,600	\$ -
Intergovernmental	-	22,379	5,607,000	-	-	-
Charges for Services	14,788,639	15,458,793	16,160,446	17,570,400	17,570,400	-
Pass-Through Revenues:						
South Fork SDC Collections	575,501	624,041	600,000	1,300,000	1,300,000	-
Interest Income	137,291	89,925	60,000	93,000	93,000	-
Miscellaneous Income	2,576	71,433	15,000	-	-	-
Transfers In	-	12,706	-	-	-	-
Total Resources	\$ 20,254,871	\$ 20,693,542	\$ 28,268,908	\$ 27,101,000	\$ 27,101,000	\$ -
Requirements by Category						
Personnel Services	\$ 2,834,948	\$ 3,189,410	\$ 3,819,833	\$ 4,144,000	\$ 4,144,000	\$ -
Materials & Services	7,004,025	7,305,621	7,561,923	8,999,600	8,999,600	-
Pass-Through Expenses	575,528	624,041	600,000	1,300,000	1,300,000	-
Capital Outlay	4,026,105	2,253,352	6,916,003	9,654,600	9,654,600	-
Debt Service	-	-	3,000	2,900	2,900	-
Transfers Out	1,400,000	1,400,000	2,000,000	1,317,000	1,317,000	-
Contingency	-	-	7,368,149	1,682,900	1,682,900	-
Unappropriated Fund Balance	4,414,265	5,921,118	-	-	-	-
Total Requirements	\$ 20,254,871	\$ 20,693,542	\$ 28,268,908	\$ 27,101,000	\$ 27,101,000	\$ -

The chart below shows the percentages of requirements by category for the biennium. Materials and services, which include wholesale water purchases account for the majority of expenditures.



WATER

OVERVIEW

The Water Utility distributes and maintains Oregon City's potable water supply and protects public health by closely monitoring the system and complying with all safe drinking water standards.

The City's water distribution system includes 173 miles of water mains, 5 water reservoirs, 1,529 fire hydrants, 23 pressure reducing valves, and 5 dedicated pump stations; all of which serve over 11,569 active customers. The Division includes 13.35 FTEs, including shared supervisory and administrative personnel.

The source of potable water supply for the City is surface water from the lower Clackamas River which is drawn and treated by the South Fork Water Board (SFWB). SFWB is a wholesale water supplier that is equally owned by Oregon City and the City of West Linn. SFWB operates an intake and pumping station located on the Clackamas River just to the north of the City which delivers raw water to the Board-owned treatment plant and then distributes water to the City at five different locations.

Annual projects include water quality compliance, a backflow and cross-connection program, a mainline replacement and upgrades program, a system flushing program, a valve maintenance program, hydrant, reservoir and pump station maintenance programs, and a leak detection program. The City maintains benchmarks for service quality used to measure performance of the water utility including water quality, pressure, and minimum supply levels for fire protection.

ACCOMPLISHMENTS

- ❖ Received 93 requests for service from citizens; completed 603 work orders
- ❖ Maintained the 2021 Department of Health Water System Survey rating of "Outstanding Performer" (re-evaluation completed every 5 years and OHA is due to inspect in 2021)
- ❖ Completed annual contracted pipe replacement projects, including:
 - ♦ Clairmont Area Pipes (Bedford Drive, Whitney Lane, Autumn Lane)
 - ♦ Latourette Street (Caufield Street to end of Latourette Street)
 - ♦ Randall Street (Hartke Loop to Canemah Road)
- ❖ Completed the annual leak detection program for 1/3 of the City to reduce potential unaccounted for water
- ❖ Completed the replacement of three pressure reducing valves (Near 18th Street and Anchor Way; near 11th Street and Washington Street; 4th Avenue near Miller Street)
- ❖ Reached agreement and closed on a Henrici Road Property owner on the purchase of additional property for a future Henrici Reservoir
- ❖ Completed improvements at the Mountain View Pump Station including rebuilding the pump drive and operator interface
- ❖ Initiated the Henrici Reservoir rehabilitation work including replacement of conveyance piping, valving, circulation mechanism and coatings
- ❖ Completed the Barlow Crest Reservoir and Boynton Reservoir seismic analysis studies.
- ❖ Initiated the Main Street (10th Street to 15th Street) project
- ❖ Obtained voter approval for bonded indebtedness up to \$38 million and City Commission approval for a \$14 million WIFIA loan
- ❖ Completed planning and public awareness to bring before the voters a ballot initiative on water rates needed to support recommendations for capital improvements

GOALS AND PROJECTS

- ❖ Water system line replacements and improvements:
 - ♦ Clairmont Area Phase 2
 - ♦ Main Street (10th to 15th)
 - ♦ McLoughlin
 - ♦ Hartke Loop
 - ♦ Molalla Avenue (Mountain View Reservoir to Beaver Creek Road)
 - ♦ Beaver Creek Road (Meyers to Golf Course entrance)

- ♦ Design phase services for High School Lane
 - ❖ Complete improvements to the Henrici Reservoir including interior and exterior reservoir coatings, passive mixing upgrades, cathodic protection and safety upgrades
 - ❖ Complete the SCADA System Security upgrades
 - ❖ Oversee and manage the WIFIA Loan and administration if approved. Approval is expected in June 2023. Approved budget recognizes the WIFIA projects, and loan proceeds will be added to budget upon approval.
 - ❖ Support the Pavement Maintenance Utility Fund projects as needed for small waterline repairs associated with the paving limits.
 - ❖ Upgrade the Clackamas River Water (CRW) and Oregon City (OC) Meter Intertie
 - ❖ Respond to customer and system emergencies (maintain 24/7 on-call service)
 - ❖ Remain compliant with federal/state/local water quality rules and regulations including annual water quality report for distribution system
 - ❖ Continue to communicate with the community and businesses to enhance public awareness about water service backflow prevention and winter preparedness to avoid frozen waterlines
- Continue with annual leak detection program for 1/3 of the City (50 miles per year) to reduce potential unaccounted for water



WATER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,682,120	\$ 1,883,212	\$ 2,207,481	\$ 2,363,800	\$ 2,363,800	\$ -
Benefits	1,152,828	1,306,198	1,612,352	1,780,200	1,780,200	-
Total Personnel Services	<u>2,834,948</u>	<u>3,189,410</u>	<u>3,819,833</u>	<u>4,144,000</u>	<u>4,144,000</u>	<u>-</u>
Materials & Services						
Professional & Technical Services	349,216	476,098	481,420	512,600	512,600	-
Repair & Maintenance Services	485,686	450,674	511,800	572,700	572,700	-
Other Services	601,150	651,008	681,131	982,700	982,700	-
Employee Costs	38,834	38,733	40,900	43,200	43,200	-
Operating Materials & Supplies	4,016,956	4,156,543	4,286,380	4,698,000	4,698,000	-
Office & Administrative Supplies	68,152	58,701	61,204	51,800	51,800	-
Special Programs	-	3,864	-	-	-	-
Pass-Through Payments	575,528	624,041	600,000	1,300,000	1,300,000	-
Internal Service Charges	1,444,031	1,470,000	1,499,088	2,138,600	2,138,600	-
Total Materials & Services	<u>7,579,553</u>	<u>7,929,662</u>	<u>8,161,923</u>	<u>10,299,600</u>	<u>10,299,600</u>	<u>-</u>
Capital Outlay	4,026,105	2,253,352	6,916,003	9,654,600	9,654,600	-
Principal & Interest	-	-	3,000	2,900	2,900	-
Transfers Out	1,400,000	1,400,000	2,000,000	1,317,000	1,317,000	-
Contingency	-	-	7,368,149	1,682,900	1,682,900	-
Unappropriated Fund Balance	4,414,265	5,921,118	-	-	-	-
Total Water	<u>\$ 20,254,871</u>	<u>\$ 20,693,542</u>	<u>\$ 28,268,908</u>	<u>\$ 27,101,000</u>	<u>\$ 27,101,000</u>	<u>\$ -</u>

BUDGET HIGHLIGHTS

Operating Materials & Supplies includes the following items:

Water purchases	\$ 4,300,000
Fittings and valves	140,000
Pipe	40,000
Other operating supplies	218,000
Total	<u>\$ 4,698,000</u>

Professional & Technical Services includes funding for the following:

Technical	\$ 164,800
Environmental	157,800
Engineering	70,000
Legal	40,000
Consulting	50,000
Temporary services	30,000
Total	<u>\$ 512,600</u>

The Water fund previously accumulated reserves to take care of deferred capital projects such as water pipe replacements. This budget, as in the

previous, includes instances of one-time spending of capital reserves on deferred capital projects.

Capital Outlay includes capital projects as shown below:

Pipe replacement projects:

WIFIA related pipe replacements
Projects (Clairmont, Main Street,
McLoughlin, Hartke Loop) \$ 2,140,350

Pipe upgrade projects:

WIFIA related pipe upgrade
Projects (Molalla Avenue,
Beavercreek, Fairway Down,
High School Lane) 5,244,250

Other projects:

WIFIA support 2,125,000
Roadway Reconstruction 100,000
Intertie Meter Vault Upgrade 45,000

Total \$ 9,654,600

WASTEWATER

The Wastewater Utility Division maintains the City's wastewater collection system in accordance with regulatory standards. Funds in this division are accounted for in the Wastewater Fund.

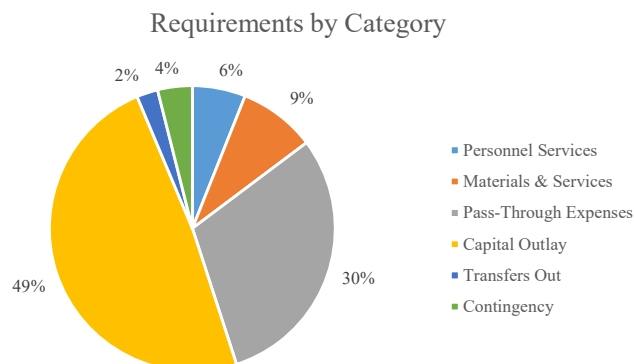
The 2021-2023 biennium included funding to kick the City's infiltration and inflow (I & I) reduction program into project delivery mode. The current biennium will see the completion of renewal and replacement program projects, while

maintaining a strong fund contingency that will account for an ongoing and aggressive I & I reduction program consistent with the aging collection system.

The Fund also includes a new revenue line for funding reimbursement from Water Environment Services intergovernmental agreement for the City's ongoing efforts to address I & I reduction. This IGA is anticipated to generate \$7,140,500 in sewer fund revenue based on an aggressive I & I reduction CIP for the biennium.

Wastewater Operations	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 6,641,700	\$ 9,889,155	\$ 12,976,804	\$ 11,129,100	\$ 11,129,100	\$ -
Intergovernmental	-	13,815	-	7,140,500	7,140,500	-
Charges for Services	11,674,514	12,670,166	13,304,423	15,368,100	15,368,100	-
Pass-Through Revenues:						
Tri-City Collections	10,646,318	11,477,829	11,105,856	14,964,000	14,964,000	-
Interest Income	232,056	211,699	150,000	226,000	226,000	-
Miscellaneous Income	4,722	94,681	-	-	-	-
Franchise Fees	550,596	594,026	621,400	681,800	681,800	-
Transfers In	-	12,706	-	-	-	-
Total Resources	\$ 29,749,906	\$ 34,964,077	\$ 38,158,483	\$ 49,509,500	\$ 49,509,500	\$ -
Requirements by Category						
Personnel Services	\$ 2,303,809	\$ 2,430,337	\$ 2,832,063	\$ 2,988,100	\$ 2,988,100	\$ -
Materials & Services	3,247,201	3,303,261	3,655,557	4,314,800	4,314,800	-
Pass-Through Expenses	10,164,307	11,449,371	11,105,856	14,964,000	14,964,000	-
Capital Outlay	1,334,090	1,626,404	13,142,503	24,121,500	24,121,500	-
Debt Service	1,531,344	-	3,000	2,900	2,900	-
Transfers Out	1,280,000	2,930,000	1,275,000	1,173,000	1,173,000	-
Contingency	-	-	6,144,504	1,945,200	1,945,200	-
Unappropriated Fund Balance	9,889,155	13,224,704	-	-	-	-
Total Requirements	\$ 29,749,906	\$ 34,964,077	\$ 38,158,483	\$ 49,509,500	\$ 49,509,500	\$ -

The chart below shows the percentages of requirements by category for the biennium. As shown, the largest share of the expenditures is Capital Outlay, followed by pass-through expenses, which are costs collected and remitted to Tri-City Service District for sewage treatment.



WASTEWATER

OVERVIEW

The Wastewater Operations Utility Program protects public safety through the operation, maintenance, and improvement of its wastewater system. The wastewater collection system includes pump stations, mainlines, laterals and manholes. They also respond to emergency system bypasses to reduce hazards to human health and the environment. They are responsible for the implementation of best management practices while performing operations to protect the surrounding environment in order to meet or exceed regulatory standards.

The City's wastewater collection system includes 14 pump stations and 136 miles of both force main and gravity pipes, all of which serve over 10,900 customers. The Division includes 10.76 FTEs.

Once wastewater is collected, it is conveyed to, and treated by, Clackamas County Water Environment Services (WES). WES provides wastewater treatment services at the Tri-City water resource recovery facility, located on the Clackamas River in Oregon City, Oregon. The water resource recovery facility provides wastewater treatment for the cities of Gladstone, Oregon City, and West Linn, as well as other Clackamas County jurisdictions outside of the Tri-City district. Daily operations are managed by a department of Clackamas County. Each of the three partner cities is responsible for its own collection and conveyance system as well as billing customers for services.

ACCOMPLISHMENTS

- ❖ Received 35 requests for service from citizens; completed 1006 work orders
- ❖ Completed 22.2 miles of sanitary sewer TV inspection
- ❖ Completed 12.1 miles of sanitary sewer line cleaning
- ❖ Conduct the following I & I reduction projects:
 - ♦ Latourette Street
 - ♦ Washington Street
 - ♦ Rivercrest Neighborhood
 - ♦ 99E pipeline repairs near 8th Street

- ♦ Ongoing support with sewer system access, evaluation, inspection, and troubleshooting associated with the annual I & I program.
- ❖ Hired a consultant to support the City's I & I reduction program to help augment staff capacity to deliver over \$10.2 million in I & I focused projects beginning with high priority areas in the McLoughlin neighborhood, Settlers Point drainage basin, and Canemah neighborhood.
- ❖ Complete improvements to the Canemah Pumps Station (new generator/auto transfer switch and wet well repairs)
- ❖ Completed the first phase of the Rivercrest Basin I & I Reduction Project

GOALS AND PROJECTS

- ❖ Support through staffing and funding the City's Annual I & I reduction program. This program is funded at \$21 Million over the biennium and includes the following services: program management, design services, construction, construction administration and inspection services)
- ❖ Complete a range of Wastewater Pumpstation Generator Replacements:
 - ♦ Settlers Point
 - ♦ Parrish Road
 - ♦ Barclay Hills
 - ♦ Hidden Creek
 - ♦ Newell Crest
 - ♦ Amanda Court
- ❖ Support the City's annual paving program with underground repairs and surface retoration associated with the program.
- ❖ Initiate and support a 10-year long (2023-2033) manhole rehabilitation program.
- ❖ Continue the I & I reduction investigation program including TV inspection, smoke testing, public education, and public policy
- ❖ Complete annual small works, pipe replacement, and separation projects per Sanitary Sewer Master Plan and Capital Improvement Plan through routine operations and maintenance, such as:
 - ♦ Line cleaning, TV inspections, and root intrusion control

- ♦ Facility management of 18 wastewater pump stations (including 6 step systems)
- ♦ Oversee the City's Supervisory control and data acquisition (SCADA) software and radio communication systems
- ♦ Annual pipe repairs (small works) identified through routine inspections and emergency response
- ❖ Communicate with citizens to enhance public awareness about sewer connection responsibilities and maintenance
- ❖ Establish and fund a Sewer Hardship Program (\$100K/year) intended to help fund provision of sewer where septic systems fail, Oregon laws require hook-up and property owners need help funding the design and construction of the public system.



WASTEWATER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,379,469	\$ 1,430,860	\$ 1,643,915	\$ 1,697,000	\$ 1,697,000	\$ -
Benefits	924,340	999,477	1,188,148	1,291,100	1,291,100	-
Total Personnel Services	2,303,809	2,430,337	2,832,063	2,988,100	2,988,100	-
Materials & Services						
Professional & Technical Services	246,616	128,073	284,000	136,000	136,000	-
Repair & Maintenance Services	407,154	436,796	454,950	576,700	576,700	-
Other Services	673,078	755,005	794,207	846,700	846,700	-
Employee Costs	25,702	24,857	24,338	24,800	24,800	-
Operating Materials & Supplies	90,809	81,735	107,508	109,600	109,600	-
Office & Administrative Supplies	47,520	55,640	47,898	47,800	47,800	-
Special Programs	-	1,555	-	2,000	2,000	-
Pass-Through Payments	10,164,307	11,449,371	11,105,856	14,964,000	14,964,000	-
Internal Service Charges	1,756,322	1,819,600	1,942,656	2,571,200	2,571,200	-
Total Materials & Services	13,411,508	14,752,632	14,761,413	19,278,800	19,278,800	-
Capital Outlay	1,334,090	1,626,404	13,142,503	24,121,500	24,121,500	-
Principal & Interest	1,531,344	-	3,000	2,900	2,900	-
Transfers Out	1,280,000	2,930,000	1,275,000	1,173,000	1,173,000	-
Contingency	-	-	6,144,504	1,945,200	1,945,200	-
Unappropriated Fund Balance	9,889,155	13,224,704	-	-	-	-
Total Wastewater	\$ 29,749,906	\$ 34,964,077	\$ 38,158,483	\$ 49,509,500	\$ 49,509,500	\$ -

BUDGET HIGHLIGHTS

Capital Outlay includes the following:

Pipe replacement projects:

PMUF related projects	\$ 290,000
Magnolia Street	220,000
Miscellaneous	357,000

Facility projects:

Settlers Point generator upgrade and I & I evaluation	721,000
Newell Creek generator replacement and geotechnical review	269,000
Parrish Road generator replacement	109,000
Barclay Hills generator replacement	147,000
Hidden Creek generator replacement	63,000
Amanda Court generator replacement	47,000
408 McLoughlin building and demo site restoration	50,000

Inflow & infiltration projects:

Inflow & Infiltration Program project management	3,750,000
Inflow & Infiltration construction projects	17,400,000
Manhole replacement program	488,000
Sewer Hardship Program	200,000
Equipment	<u>10,500</u>
Total Capital Outlay	<u>\$ 24,121,500</u>

Professional & Technical Services includes funding for the following:

Technical	\$ 91,000
Legal	30,000
Engineering	14,000
Environmental	<u>1,000</u>
Total	<u>\$ 136,000</u>

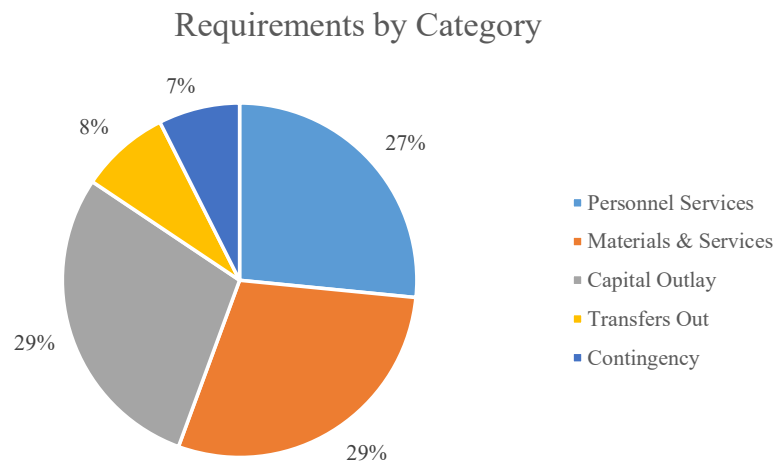
STORMWATER

The Stormwater Utility Division maintains the City's stormwater management system which includes conveyance, flood control, and pollution remediation and reduction. Funds in this division are accounted for in the Stormwater Fund.

With the ramp up of the current rate implementation schedule, the City must accumulate reserves in order to cover the cost of large and costly CIP projects.

Stormwater Operations	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 1,352,381	\$ 1,625,466	\$ 2,526,233	\$ 2,955,400	\$ 2,955,400	\$ -
Charges for Services	5,837,233	6,358,291	6,745,746	8,325,900	8,325,900	-
Intergovernmental	-	48,608	-	-	-	-
Interest Income	47,959	35,667	14,000	47,000	47,000	-
Miscellaneous Income	988	66,043	-	-	-	-
Transfers In	-	12,707	-	-	-	-
Total Resources	\$ 7,238,561	\$ 8,146,782	\$ 9,285,979	\$ 11,328,300	\$ 11,328,300	\$ -
Requirements by Category						
Personnel Services	\$ 2,204,286	\$ 2,408,183	\$ 2,802,581	\$ 3,007,800	\$ 3,007,800	\$ -
Materials & Services	1,768,622	1,879,922	2,231,926	3,288,800	3,288,800	-
Capital Outlay	830,187	435,043	1,353,003	3,260,500	3,260,500	-
Debt Service	-	-	3,000	2,900	2,900	-
Transfers Out	810,000	810,000	965,000	927,000	927,000	-
Contingency	-	-	1,930,469	841,300	841,300	-
Unappropriated Fund Balance	1,625,466	2,613,634	-	-	-	-
Total Requirements	\$ 7,238,561	\$ 8,146,782	\$ 9,285,979	\$ 11,328,300	\$ 11,328,300	\$ -

The chart below shows the percentages of requirements by category for the biennium. As shown, Personnel Services accounts for the largest portion of Stormwater expenditures.



STORMWATER

OVERVIEW

The Stormwater Utility operates and maintains the City's stormwater system for proper conveyance, flood control, and pollution control. It also implements watershed protection and restoration actions that consistently promote surface water quality and stream health. Its main goals are that of stormwater quality and flow control.

The Utility manages the stormwater collection and treatment systems within the city limits of Oregon City including 23 drainage basins, 85 detention ponds, 4,506 catch basins, 25 miles of above ground streams, and 26 underground detention tanks. There are 10.43 FTEs funded in the budget including shared administrative and supervisory personnel. Annually, pipes and storm lines are inspected for structural integrity, root intrusion and service line connections. Storm lines are cleaned every year and debris and sediment are removed, pipes with significant structural damage are repaired or replaced. The entire conveyance system is maintained through mowing, trash pickup, and grate cleaning on detention ponds and swales throughout the City.

In addition to providing customer service and 24-hour emergency response, the division operates a water quality first strategy by taking the lead in coordinating the implementation of healthy streams including tree planting and stream restoration projects, identifying and recommending culvert replacements and outfall retrofits, all for improved water quality/quantity and fish passage.

ACCOMPLISHMENTS

- ❖ Received 97 request for services from Citizens; Completed 551 work orders
- ❖ Swept 12,189 curb miles and collected 4,287 cubic yards debris and leaves
- ❖ Completed over 507 erosion control inspections and issued 25 notices of non-compliance and 4 Stop Work Orders
- ❖ Completed Municipal Separate Storm Sewer System Permit (MS4) Requirements as scheduled
- ❖ Conducted site visits to 60% or 40 different

private water quality facilities and received 26 private storm water quality facility maintenance reports as a result of the City's inspection program

- ❖ Completed all quarterly facility inspections as part of our municipal facilities
- ❖ Continued coordinated stormwater sampling program with WES and other Clackamas County co-permittees
- ❖ Performed flood control, cleaning, maintenance & repair of the City's stormwater system as reported in 2022 the National Pollutant Discharge Elimination System (NPDES) Annual Report
- ❖ No sanitary to storm cross connections were discovered
- ❖ Maintained/inspected 82 detention ponds, 1 rain gardens, and 79 bioswales, 142 roadside stormwater planters, 4 soaker trenches that are maintained each of the two years
- ❖ Inspected and/or cleaned 1,593 catch basins and 160 pollution control manholes, 8 vaults, 44 and underground detentions facilities
- ❖ Completed the Trillium Park Drive outfall improvement project
- ❖ Completed the Scattering Cayon Outfall and Creek improvement project
- ❖ Completed the Gafney Lane Street widening stormwater improvements
- ❖ Coordinated with FEMA to evaluate trees in stormwater quality facilities damaged from ice storm. Received partial reimbursement to address hazard trees.
- ❖ Replanted a portion of McCord stormwater quality facility after hazard tree removal.

GOALS AND PROJECTS

- ❖ Complete the following outfall improvement projects:
 - ♦ Beemer Way Outfall
 - ♦ Barclay Hills Pump Station Outfall
- ❖ Complete the following Pipe Replacement / Stormwater Improvement Projects:
 - ♦ Rivercrest Neighborhood Stormwater Infrastructure Improvement Project
 - ♦ Holcomb Blvd Pipe Segment Replacement (upsizing)

- ❖ Utilize industry leading best management practices to adaptively manage the stormwater collection system work programs and infrastructure to comply with the newly issued NPDES MS4 permit
- ❖ Continue to formalize storm maintenance evaluation & assessment programs
- ❖ Develop system replacement needs based on inspection and assessment
 - ♦ Clean lines as needed based on video inspection assessment
 - ♦ Catch Basin Cleaning – 1,480 catch basins per year, 4,430 catch basins every 3 years
- ♦ Pollution Control Manholes/Vault & Detention Pipe Cleaning – 42 per year or 84 every 2 years
- ♦ Maintain 89 storm water quality ponds
- ❖ Upgrade storm systems in conjunction with pavement maintenance schedule



STORMWATER EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 1,305,808	\$ 1,409,140	\$ 1,626,681	\$ 1,687,900	\$ 1,687,900	\$ -
Benefits	898,478	999,043	1,175,900	1,319,900	1,319,900	-
Total Personnel Services	<u>2,204,286</u>	<u>2,408,183</u>	<u>2,802,581</u>	<u>3,007,800</u>	<u>3,007,800</u>	<u>-</u>
Materials & Services						
Professional & Technical Services	260,803	190,449	322,950	312,100	312,100	-
Repair & Maintenance Services	438,099	505,490	605,198	1,144,000	1,144,000	-
Other Services	330,477	369,652	397,524	489,700	489,700	-
Employee Costs	22,405	28,563	27,850	28,800	28,800	-
Operating Materials & Supplies	97,125	97,006	127,200	171,400	171,400	-
Office & Administrative Supplies	39,412	28,468	46,996	41,800	41,800	-
Special Programs	-	5,494	-	-	-	-
Internal Service Charges	580,301	654,800	704,208	1,101,000	1,101,000	-
Total Materials & Services	<u>1,768,622</u>	<u>1,879,922</u>	<u>2,231,926</u>	<u>3,288,800</u>	<u>3,288,800</u>	<u>-</u>
Capital Outlay	830,187	435,043	1,353,003	3,260,500	3,260,500	-
Principal & Interest	-	-	3,000	2,900	2,900	-
Transfers Out	810,000	810,000	965,000	927,000	927,000	-
Contingency	-	-	1,930,469	841,300	841,300	-
Unappropriated Fund Balance	1,625,466	2,613,634	-	-	-	-
Total Stormwater	<u>\$ 7,238,561</u>	<u>\$ 8,146,782</u>	<u>\$ 9,285,979</u>	<u>\$ 11,328,300</u>	<u>\$ 11,328,300</u>	<u>\$ -</u>

BUDGET HIGHLIGHTS

The following Capital Outlay is budgeted in this fund:

Pipe replacement projects:

Rivercrest neighborhood infrastructure improvements	\$ 2,215,000
Holcomb Blvd pipe segment replacement	300,000
Scatter Canyon landscape	15,000
Miscellaneous	200,000

Facility projects:

Beemer Way outfall	200,000
Barclay Hills outfall	175,000
Pavement Maintenance	100,000
Equipment	<u>55,500</u>
Total	<u>\$ 3,260,500</u>

Professional & Technical Services includes the following:

Environmental	\$ 175,100
Technical	67,000
Consulting	30,000
Engineering	20,000
Legal	<u>20,000</u>
Total	<u>\$ 312,100</u>

SYSTEM DEVELOPMENT

System Development Charges (SDCs) are charged as part of the permitting process for new development. The purpose of the charges is to fund future capacity-increasing projects as required due to growth. Oregon City imposes and expends system development charges according to Oregon law (ORS 223.297-314) and the Oregon City Municipal Code.

Charges are collected for the following functions:

- ❖ Transportation
- ❖ Water
- ❖ Wastewater
- ❖ Stormwater
- ❖ Parks

The table below shows total resources and requirements for the System Development Fund in total for the past two budget periods, the current biennial budget, and the approved biennium. The following pages will show the development charges broken out by function.

System Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 21,180,484	\$ 22,397,540	\$ 12,287,996	\$ 28,057,300	\$ 28,057,300	\$ -
Charges for Services	6,379,317	9,606,717	5,570,000	10,360,000	10,360,000	-
Intergovernmental	65,419	3,363,560	43,350	2,810,400	2,810,400	-
Interest Income	739,513	485,754	207,500	337,000	337,000	-
Miscellaneous Income	385,994	461,548	607,940	531,500	531,500	-
Transfers In	-	-	-	-	-	-
Total Resources	\$ 28,750,727	\$ 36,315,119	\$ 18,716,786	\$ 42,096,200	\$ 42,096,200	\$ -
Requirements by Category						
Materials & Services	\$ 759,024	\$ 785,726	\$ 1,475,420	\$ 753,000	\$ 753,000	\$ -
Capital Outlay	5,594,163	16,160,130	10,798,650	10,121,400	10,121,400	-
Transfers Out	-	375,000	-	-	-	-
Contingency	-	-	6,442,716	31,221,800	31,221,800	-
Reserved for Future Expenditures	22,397,540	18,994,263	-	-	-	-
Total Requirements	\$ 28,750,727	\$ 36,315,119	\$ 18,716,786	\$ 42,096,200	\$ 42,096,200	\$ -

TRANSPORTATION SYSTEM DEVELOPMENT

OVERVIEW

Provides transportation system improvements that add system capacity or increase level of service to accommodate orderly growth and development in Oregon City.

ACCOMPLISHMENTS

- ❖ Complete the Molalla Avenue Phase III public improvement project
- ❖ Complete the Rectangular Repetitive Flashing Beacon (RRFB) projects on Holcomb Blvd and Linn Avenue
- ❖ Completed concept plan for Loder Road between the Oregon City High School and Beavercreek Road. Continued the ongoing effort to seek grant funding for Main Street (10th Street to 15th Street) sidewalk project construction
- ❖ Continued to participate and remain updated on Oregon Department of Transportation (ODOT) High Speed Rail Study
- ❖ Completed and adopted the Oregon City Street design standards

GOALS AND PROJECTS

- ❖ Complete the Main Street ADA Grant Project (12th and 13th intersection(s) curb ramps)
- ❖ Complete the Holcomb Blvd Safe Routes to School Grant Project
- ❖ Complete the Beavercreek Road ARTS Grant Project

- ❖ Initiate the permitting and design phase for the Hwy 213 & Beavercreek road west bound right turn lane project
- ❖ Complete the Linn/Leland/Central Point/Warner Parrott Roundabout final concept and utility modification plans.
- ❖ Complete the Maple Lane/Walnut Roundabout
- ❖ Obtain speed and traffic count data for 2/3rds of the City. Three year cycle for 100% count completion.
- ❖ Complete the Gardiner Middle School area Safe Routes to Schools pedestrian improvements
- ❖ Continue to complete sidewalk and pedestrian infill pedestrian safety and neighborhood concern projects
- ❖ Complete concept planning for:
 - ♦ Molalla/Division/7th Intersection
 - ♦ Holly Lane (Maple Lane to Beavercreek Concept Plan Area)
- ❖ Continue to seek grants and provide grant match funding as grants become available:
 - ♦ Main Street (10th Street to 15th Street)
 - ♦ 99E Shared Use Path
 - ♦ McLoughlin to Canemah Trail
 - ♦ TSP Update
- ❖ TDM Infrastructure Continue to contribute with ODOT as needed to complete the Hwy 99E/ Railroad Avenue safety improvements associated with the impacts expected from the Willamette Falls Legacy Project

Transportation Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 9,016,824	\$ 10,356,395	\$ 5,459,629	\$ 14,917,700	\$ 14,917,700	\$ -
Charges for Services	3,031,768	5,045,560	2,070,000	5,000,000	5,000,000	-
Intergovernmental	65,419	2,889,558	43,350	2,810,400	2,810,400	-
Interest Income	609,213	219,340	100,000	151,000	151,000	-
Miscellaneous Income	293,023	271,526	412,340	531,500	531,500	-
Total Resources	\$ 13,016,247	\$ 18,782,379	\$ 8,085,319	\$ 23,410,600	\$ 23,410,600	\$ -
Requirements by Category						
Materials & Services	\$ 180,658	\$ 331,896	\$ 802,656	\$ 498,000	\$ 498,000	\$ -
Capital Outlay	2,479,194	9,773,590	3,765,650	6,831,800	6,831,800	-
Contingency	-	-	3,517,013	16,080,800	16,080,800	-
Reserved for Future Expenditures	10,356,395	8,676,893	-	-	-	-
Total Requirements	\$ 13,016,247	\$ 18,782,379	\$ 8,085,319	\$ 23,410,600	\$ 23,410,600	\$ -

WATER SYSTEM DEVELOPMENT

OVERVIEW

Provides water system improvements outside of those obligated by new development that add system capacity or increase level of service to accommodate orderly growth and development in Oregon City.

ACCOMPLISHMENTS

- ❖ Continue to maintain updates to the City's computerized hydraulic model and SDC calculator
- ❖ Obtained approval to update the City's Water SDC rates
- ❖ Initiated a long-term service area agreement

with CRW

- ❖ Initiated a Pressure Reducing Valve replacement and upgrade program
- ❖ Adopt the Thimble Creek (Beavercreek Concept Plan (upper pressure zone) new reservoir) siting study.

GOALS AND PROJECTS

- ❖ Contribute to the completion of the Main Street Waterline replacement project
- ❖ Initiate the design and construction of a range of WIFIA and ARPA Funded CIP projects that are to be completed by 2029
- ❖ Continue to maintain updates to the City's computerized hydraulic model

Water Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 3,974,159	\$ 4,444,948	\$ 3,197,109	\$ 4,487,900	\$ 4,487,900	\$ -
Charges for Services	695,699	1,360,805	1,300,000	3,000,000	3,000,000	-
Interest Income	47,746	99,568	60,000	71,000	71,000	-
Miscellaneous Income	-	17,442	-	-	-	-
Total Resources	\$ 4,717,604	\$ 5,922,763	\$ 4,557,109	\$ 7,558,900	\$ 7,558,900	\$ -
Requirements by Category						
Materials & Services	\$ 172,679	\$ 134,043	\$ 133,296	\$ 23,000	\$ 23,000	\$ -
Capital Outlay	99,977	1,790,820	3,183,000	2,689,600	2,689,600	-
Contingency	-	-	1,240,813	4,846,300	4,846,300	-
Reserved for Future Expenditures	4,444,948	3,997,900	-	-	-	-
Total Requirements	\$ 4,717,604	\$ 5,922,763	\$ 4,557,109	\$ 7,558,900	\$ 7,558,900	\$ -

WASTEWATER SYSTEM DEVELOPMENT

OVERVIEW

Provides sanitary sewer (wastewater collection) system improvements outside of those obligated by new development that add system capacity or increase level of service to accommodate orderly growth and development in Oregon City.

GOALS AND PROJECTS

- ❖ Complete or contribute to a development required sewer extension off Meyers Road and serving a pocket of the Beavercreek Industrial area

Wastewater Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 2,716,567	\$ 1,658,097	\$ 881,380	\$ 2,309,100	\$ 2,309,100	\$ -
Charges for Services	886,599	878,325	650,000	1,000,000	1,000,000	-
Interest Income	23,563	32,431	13,500	27,000	27,000	-
Miscellaneous Income	-	33,375	-	-	-	-
Total Resources	\$ 3,626,729	\$ 2,602,228	\$ 1,544,880	\$ 3,336,100	\$ 3,336,100	\$ -
Requirements by Category						
Materials & Services	\$ 94,430	\$ 79,991	\$ 138,096	\$ 33,000	\$ 33,000	\$ -
Capital Outlay	1,874,202	1,196,857	250,000	200,000	200,000	-
Contingency	-	-	1,156,784	3,103,100	3,103,100	-
Reserved for Future Expenditures	1,658,097	1,325,380	-	-	-	-
Total Requirements	\$ 3,626,729	\$ 2,602,228	\$ 1,544,880	\$ 3,336,100	\$ 3,336,100	\$ -

STORMWATER SYSTEM DEVELOPMENT

OVERVIEW

Provides stormwater system improvements outside of those obligated by new development that add system capacity or increase level of service to accommodate orderly growth and development in Oregon City.

Generally the Stormwater Master Plan SDC funded projects are larger and more complicated projects (costly) than available in the fund balance for the stormwater SDC fund so this biennium is a set aside time when we collect SDC payments for future use.

ACCOMPLISHMENTS

- ❖ Complied with regulatory requirements associated with the NPDES MS4 Permit
- ❖ Obtained Commission approval to implement new (increased) stormwater SDC rates

GOALS AND PROJECTS

- ❖ Complete Holcomb Blvd Stormwater Improvements as necessary to complete the Holcomb Blvd Safe Routes to School Project
- ❖ Address infrastructure needs as needed in the Stormwater Master Plan
- ❖ Comply with regulatory capital improvement requirements associated with the NPDES MS4 Permit
- ❖ Complete the Beemer Way Outfall Upgrades

Stormwater Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 521,242	\$ 390,740	\$ 338,870	\$ 757,000	\$ 757,000	\$ -
Charges for Services	191,584	316,761	150,000	360,000	360,000	-
Interest Income	2,785	9,956	4,000	11,000	11,000	-
Miscellaneous Income	-	1,744	-	-	-	-
Total Resources	\$ 715,611	\$ 719,201	\$ 492,870	\$ 1,128,000	\$ 1,128,000	\$ -
Requirements by Category						
Materials & Services	\$ 124,871	\$ 113,709	\$ 90,196	\$ 3,200	\$ 3,200	\$ -
Capital Outlay	200,000	77,267	-	100,000	100,000	-
Contingency	-	-	402,674	1,024,800	1,024,800	-
Reserved for Future Expenditures	390,740	528,225	-	-	-	-
Total Requirements	\$ 715,611	\$ 719,201	\$ 492,870	\$ 1,128,000	\$ 1,128,000	\$ -

PARKS SYSTEM DEVELOPMENT**OVERVIEW**

The City collects system development charges (SDCs) for parks development to construct projects which provide additional capacity and increase parks and open space facilities and resources. The Parks and Recreation Master Plan and Capital Improvement Plan identify and prioritize projects that are eligible for SDC funding, as defined through Municipal Code. Planning for growth-related system improvements is also considered eligible for SDC funding.

ACCOMPLISHMENTS

- ❖ Began the process for updating the Parks and Recreation master plan

- ❖ Completed construction of Hazel Grove Park

GOALS AND PROJECTS

- ❖ Complete update of Parks and Recreation Master Plan
- ❖ Utilize Parks and Recreation Master Plan to begin developing strategies for acquisition and development recommendations, pending available funding, to implement
- ❖ Complete Trails Master Plan refinement for use in planning specific improvements and seeking funding opportunities
- ❖ Plan implementation of Clackamette Park Master Plan and other SDC eligible projects

Parks Development	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 4,951,692	\$ 5,547,360	\$ 2,411,008	\$ 5,585,600	\$ 5,585,600	\$ -
Charges for Services	1,573,667	2,005,266	1,400,000	1,000,000	1,000,000	-
Intergovernmental	-	474,002	-	-	-	-
Interest Income	56,206	124,459	30,000	77,000	77,000	-
Miscellaneous Income	92,971	137,461	195,600	-	-	-
Total Resources	\$ 6,674,536	\$ 8,288,548	\$ 4,036,608	\$ 6,662,600	\$ 6,662,600	\$ -
Requirements by Category						
Materials & Services	\$ 186,386	\$ 126,087	\$ 311,176	\$ 195,800	\$ 195,800	\$ -
Capital Outlay	940,790	3,321,596	3,600,000	300,000	300,000	-
Transfers	-	375,000	-	-	-	-
Contingency	-	-	125,432	6,166,800	6,166,800	-
Reserved for Future Expenditures	5,547,360	4,465,865	-	-	-	-
Total Requirements	\$ 6,674,536	\$ 8,288,548	\$ 4,036,608	\$ 6,662,600	\$ 6,662,600	\$ -

FLEET SERVICES

OVERVIEW

The Fleet Division of Oregon City Public Works purchases and maintains the City's fleet including dump trucks, street sweepers, excavators, pickups, and fleet vehicles. There are two mechanics responsible for the maintenance of the City's fleet. The goal is to provide a manageable level of repair and maintenance to the City's fleet that will keep the vehicles and equipment functional and safe in an efficient manner.

Fleet Services operates as an internal service fund, meaning it pays for and provides the services to all other city funds and charges those funds for the goods and services provided. Some of the charges are paid for on an actual dollar for dollar basis (for example, tires installed on a vehicle) while other expenses are allocated on a budgetary basis based on expected and historical use (for example, oil).

The Equipment Replacement fund is used for the purchase and replacement of equipment. More information about the Equipment Replacement fund can be found later in this section.

Fleet Services	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 8,579	\$ 4,516	\$ 27,719	\$ 9,800	\$ 9,800	\$ -
Charges for Services	-	-	200	-	-	-
Internal Service Charges	474,813	466,414	665,910	624,800	624,800	-
Interest Income	143	231	-	-	-	-
Miscellaneous Income	-	236	-	-	-	-
Total Resources	\$ 483,535	\$ 471,397	\$ 693,829	\$ 634,600	\$ 634,600	\$ -
Requirements by Category						
Materials & Services	\$ 469,157	\$ 464,403	\$ 615,008	\$ 596,800	\$ 596,800	\$ -
Capital Outlay	9,862	-	-	-	-	-
Contingency	-	-	78,821	37,800	37,800	-
Unappropriated Fund Balance	4,516	6,994	-	-	-	-
Total Requirements	\$ 483,535	\$ 471,397	\$ 693,829	\$ 634,600	\$ 634,600	\$ -

FLEET SERVICES EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Materials & Services						
Professional & Technical Services	\$ 631	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Repair & Maintenance Services	257,042	278,677	378,600	360,000	360,000	-
Employee Costs	10,571	10,489	10,800	11,600	11,600	-
Operating Materials & Supplies	177,631	152,317	199,000	197,000	197,000	-
Office & Administrative Supplies	13,282	12,008	13,400	15,200	15,200	-
Special Programs	-	12	-	-	-	-
Internal Service Charges	10,000	10,900	11,208	11,000	11,000	-
Total Materials & Services	469,157	464,403	615,008	596,800	596,800	-
Capital Outlay	9,862	-	-	-	-	-
Contingency	-	-	78,821	37,800	37,800	-
Unappropriated Fund Balance	4,516	6,994	-	-	-	-
Total Fleet	\$ 483,535	\$ 471,397	\$ 693,829	\$ 634,600	\$ 634,600	\$ -



COMMUNITY FACILITIES

The Community Facilities capital projects fund accounts for the acquisition, construction, and maintenance of facilities. Funds saved in this fund are segregated by purpose. At this time, the fund includes savings for the following:

- ❖ **Public Safety:** Reserves consist of funding for the ongoing maintenance of the Robert Libke Public Safety Building. While the Community Safety Advancement Fund (C-SAF) fee accounts for a significant portion of the revenue in this fund, most of this revenue is transferred out of the fund to the Debt Service fund to pay the debt service payments associated with the bonds which were issued to fund the construction of the building.

- ❖ **Public Works:** Reserves consist of funds set aside from the various Public Works funds for the construction and ongoing maintenance of future facility needs.
- ❖ **Library:** Reserves include funds saved for future capital maintenance of the expanded Library facility, as well as current capital needs.
- ❖ **General:** Reserves consist of savings for general governmental facilities, set aside from annual budgetary savings.

The first chart below shows the approved biennial budget while the second one shows funds set aside for each of the above purposes.

Community Facilities	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 12,049,825	\$ 25,100,854	\$ 7,166,106	\$ 3,983,800	\$ 3,983,800	\$ -
Intergovernmental	2,500	22,949	-	-	-	-
Charges for Services	2,271,524	2,418,631	2,647,460	2,686,700	2,686,700	-
Miscellaneous Income	39,727	3,405,790	67,000	2,000,000	2,000,000	-
Interest Income	680,157	336,060	19,000	33,000	33,000	-
Bond Proceeds	16,157,183	-	-	-	-	-
Transfers In	4,095,929	6,080,000	3,905,000	2,590,000	2,590,000	-
Total Resources	\$ 35,296,845	\$ 37,364,284	\$ 13,804,566	\$ 11,293,500	\$ 11,293,500	\$ -
Requirements						
Materials and Services	\$ 293,650	\$ 135,604	\$ 102,900	\$ -	\$ -	\$ -
Capital Outlay	8,644,738	29,713,407	5,284,673	580,100	580,100	-
Debt Service	155,481	-	-	-	-	-
Transfer Out	1,102,122	2,208,600	2,205,400	2,210,600	2,210,600	-
Contingency	-	-	6,211,593	8,502,800	8,502,800	-
Reserved for Future Expenditure	25,100,854	5,306,673	-	-	-	-
Total Requirements	\$ 35,296,845	\$ 37,364,284	\$ 13,804,566	\$ 11,293,500	\$ 11,293,500	\$ -

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Public Works Facilities	\$ 1,710,800	\$ 4,557,000	\$ -	\$ 6,267,800
Public Safety Facilities	425,400	2,728,700	2,210,600	943,500
Library Facility	661,600	9,000	580,100	90,500
General Facilities	1,186,000	15,000	-	1,201,000
	\$ 3,983,800	\$ 7,309,700	\$ 2,790,700	\$ 8,502,800

EQUIPMENT REPLACEMENT

Public Works, in conjunction with the user departments, are responsible for evaluating the City's overall fleet purchasing strategy and recommends new vehicles or replacement vehicles based on use, age, and safety requirements. Additionally, different

departments have the need to set aside funds for future major equipment replacement. Vehicles and equipment are initially purchased by the operating department. Once the initial purchase is made, the vehicle is then charged back to that department on annual installments through a savings fund established for future vehicle or equipment replacement purchases.

Equipment Replacement	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 4,306,776	\$ 5,709,373	\$ 6,452,952	\$ 7,237,300	\$ 7,237,300	\$ -
Fines and Forfeitures	32,884	6,941	-	-	-	-
Miscellaneous Income	75,866	65,584	60,000	-	-	-
Interest Income	195,811	127,736	80,000	111,000	111,000	-
Loan Repayment	779,733	-	-	-	-	-
Transfers In	1,574,700	1,539,826	3,078,549	2,902,000	2,902,000	-
Total Resources	\$ 6,965,770	\$ 7,449,460	\$ 9,671,501	\$ 10,250,300	\$ 10,250,300	\$ -
Requirements						
Materials and Services	\$ 147,598	\$ 59,795	\$ 385,757	\$ 298,800	\$ 298,800	\$ -
Capital Outlay	1,068,799	1,145,269	3,044,500	2,882,900	2,882,900	-
Internal Service Charges	40,000	-	-	-	-	-
Reserved for Future Expenditures	5,709,373	6,244,396	6,241,244	7,068,600	7,068,600	-
Total Requirements	\$ 6,965,770	\$ 7,449,460	\$ 9,671,501	\$ 10,250,300	\$ 10,250,300	\$ -

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Parks & Recreation	\$ 854,500	\$ 329,000	\$ 605,000	\$ 578,500
Public Safety	1,252,300	420,000	920,400	751,900
General Equipment	1,352,000	165,000	28,400	1,488,600
Community Development	123,400	75,000	34,000	164,400
Engineering	138,000	52,000	67,200	122,800
Transportation	630,300	749,000	437,500	941,800
Water	1,145,600	317,000	170,000	1,292,600
Wastewater	1,122,300	373,000	165,000	1,330,300
Stormwater	585,200	527,000	754,200	358,000
Customer Service	33,700	6,000	-	39,700
	\$ 7,237,300	\$ 3,013,000	\$ 3,181,700	\$ 7,068,600

UTILITY CUSTOMER SERVICE

OVERVIEW

The Customer Service Division operates within Finance in an internal service fund that provides support to various departments across the City. Revenues are from internal service charges to other funds for billing and collection services. The team emphasizes providing high quality customer service to Oregon City citizens.

Internal services are provided primarily to Water, Wastewater, Stormwater and Pavement Maintenance utilities. The Division also provides services to Water Environment Services (Clackamas County Sewer) and South Fork Water Board (Oregon City and West Linn Water Treatment) and receives compensation from those agencies. Consolidation of these services provides the most economical program and minimizes the number of referrals for users with questions.

ACCOMPLISHMENTS

- ❖ Entered into an agreement to participate in Clackamas County's Low-Income Household Water Assistance (LIHWA) Program to provide low-income housing households with assistance for their drinking water and wastewater service costs.
- ❖ Successfully completed the request for proposal (RFP) process to contract with a meter reading company to read customer water meters
- ❖ Purchased a new utility customer service vehicle

GOALS AND PROJECTS

- ❖ Continue to improve efficiencies by automating various processes
- ❖ Enhance customer service quality with increased training and new approaches

Utility Customer Service	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 81,446	\$ 89,794	\$ 267,167	\$ 40,900	\$ 40,900	\$ -
Charges for Services	31,066	169,835	191,000	186,000	186,000	-
Intergovernmental	-	11,997	-	-	-	-
Internal Service Charges	2,184,000	2,322,300	2,335,200	3,084,400	3,084,400	-
Interest Income	4,950	3,507	-	-	-	-
Miscellaneous Income	26	811	-	3,000	3,000	-
Total Resources	\$ 2,301,488	\$ 2,598,244	\$ 2,793,367	\$ 3,314,300	\$ 3,314,300	\$ -
Requirements						
Personnel Services	\$ 1,354,100	\$ 1,398,642	\$ 1,590,627	\$ 1,760,000	\$ 1,760,000	\$ -
Materials & Services	789,667	937,474	1,094,790	1,447,800	1,447,800	-
Transfers Out	67,927	4,000	6,000	6,000	6,000	-
Contingency	-	-	101,950	100,500	100,500	-
Unappropriated Fund Balance	89,794	258,128	-	-	-	-
Total Requirements	\$ 2,301,488	\$ 2,598,244	\$ 2,793,367	\$ 3,314,300	\$ 3,314,300	\$ -

UTILITY CUSTOMER SERVICE EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Personnel Services						
Salaries	\$ 802,440	\$ 807,668	\$ 901,851	\$ 984,700	\$ 984,700	\$ -
Benefits	551,660	590,974	688,776	775,300	775,300	-
Total Personnel Services	1,354,100	1,398,642	1,590,627	1,760,000	1,760,000	-
Materials & Services						
Professional & Technical Services	178,431	184,465	199,006	214,200	214,200	-
Repair & Maintenance Services	36,789	48,108	56,560	69,700	69,700	-
Other Services	143,688	140,953	152,000	154,000	154,000	-
Employee Costs	714	596	10,000	10,000	10,000	-
Operating Materials & Supplies	1,768	2,007	2,000	2,000	2,000	-
Office & Administrative Supplies	428,277	522,545	587,200	818,800	818,800	-
Internal Service Charges	-	38,800	88,024	179,100	179,100	-
Total Materials & Services	789,667	937,474	1,094,790	1,447,800	1,447,800	-
Transfers Out	67,927	4,000	6,000	6,000	6,000	-
Contingency	-	-	101,950	100,500	100,500	-
Unappropriated Fund Balance	89,794	258,128	-	-	-	-
Total Utility Customer Service	\$ 2,301,488	\$ 2,598,244	\$ 2,793,367	\$ 3,314,300	\$ 3,314,300	\$ -

BUDGET HIGHLIGHTS

Office & Administrative Supplies increased from the prior biennium due primarily to increased credit card fees. The cost of accepting credit cards has continued to increase over the past few years; in part as utility rates have increased and as credit card fees have increased, but especially as more customers have begun to utilize credit card as their preferred method of payment.

Internal Service Charges increased to reflect a more equitable allocation of charges for the services the Division receives from other internal support departments such as information technology, etc.



DEBT SERVICE

The Debt Service fund is used to account for the accumulation of resources used for the payment of principal and interest on long-term obligations, of governmental funds; namely General Obligation Bonds, as well as other types of governmental bonds (e.g. revenue bonds).

During the upcoming biennium, debt principal and interest for the Public Employee Retirement System Bonds and the Oregon City Full Faith and Credit Obligation Bonds will be paid from the fund.

Further information on the City's debt is included in a separate section later in this budget.

PERS BONDS

The Public Employee Retirement System (PERS) Unfunded Actuarial Liability Bonds were issued by the City in 2005 in the amount of \$17 million

to fund its PERS actuarial liability. These bonds mature in 2028. Revenues to pay the bonds come from resources set aside annually from savings on employer contributions.

PERS Debt Service	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ 2,033,828	\$ 1,829,495	\$ 1,426,719	\$ 1,016,500	\$ 1,016,500	\$ -
Miscellaneous Income	2,590,448	2,651,386	2,909,362	3,143,400	3,143,400	-
Interest Income	59,495	32,849	22,000	58,000	58,000	-
Total Resources	\$ 4,683,771	\$ 4,513,730	\$ 4,358,081	\$ 4,217,900	\$ 4,217,900	\$ -
Requirements by Category						
Debt Service	\$ 2,854,276	\$ 3,089,316	\$ 3,338,993	\$ 3,605,200	\$ 3,605,200	\$ -
Reserved for Future Expenditures	1,829,495	1,424,414	1,019,088	612,700	612,700	-
Total Requirements	\$ 4,683,771	\$ 4,513,730	\$ 4,358,081	\$ 4,217,900	\$ 4,217,900	\$ -

COMMUNITY SAFETY ADVANCEMENT FUND (CSAF) BONDS

The City issued \$16,000,000 of voter-approved Full Faith and Credit Obligation bonds dated June 5, 2018, to provide a new police and municipal court facility. The bonds were issued at a

premium of \$1,542,183 resulting in face value of the bonds of \$14,615,000. The bond premium is to be amortized over the life of the bonds, which mature in 2038. Interest rates on the bonds range from 3.00% to 5.00%. Revenues to pay the bonds come from a transfer of CSAF Utility fees designated for such purpose.

CSAF Debt Service	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Transfers In	\$ 1,102,122	\$ 2,208,600	\$ 2,205,400	\$ 2,210,600	\$ 2,210,600	\$ -
Total Resources	\$ 1,102,122	\$ 2,208,600	\$ 2,205,400	\$ 2,210,600	\$ 2,210,600	\$ -
Requirements by Category						
Debt Service	\$ 1,102,122	\$ 2,208,600	\$ 2,205,400	\$ 2,210,600	\$ 2,210,600	\$ -
Total Requirements	\$ 1,102,122	\$ 2,208,600	\$ 2,205,400	\$ 2,210,600	\$ 2,210,600	\$ -

PARKS DONATIONS

The Parks Donations fund is a new fund for the 2023-2025 biennium. This fund is used to account for fundraisers, collection fees and community and private donations to specific events or facilities and expenditures as designated by the revenue source. All donations received are accounted for separately by donor restriction or purpose.

These funds help offset the cost of community-developed projects, community fundraising events and activities, facility upgrades and events, and special recreational and Heritage events. Additionally, Pioneer Center and Meals on Wheels donations are used to purchase materials for those programs. Capital Outlay projects include a facility kitchen remodel at the Pioneer Community Center for \$140,000.

Park Donations	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Biennium	2023-2025 Approved Biennium	2023-2025 Adopted Biennium
Resources						
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	-	-	-	176,400	176,400	-
Transfers In	-	-	-	727,229	727,229	-
Total Resources	\$ -	\$ -	\$ -	\$ 903,629	\$ 903,629	\$ -
Requirements						
Materials & Services	\$ -	\$ -	\$ -	\$ 28,800	\$ 28,800	\$ -
Capital Outlay	-	-	-	162,000	162,000	-
Reserve for Future Expenditures	-	-	-	712,829	712,829	-
Total Requirements	\$ -	\$ -	\$ -	\$ 903,629	\$ 903,629	\$ -

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Cemetery	\$ 1,775	\$ -	\$ 600	\$ 1,175
Pool	586	2,000	2,000	586
Pioneer Center	343,686	80,000	182,000	241,686
Meals on Wheels	163,355	40,000	5,000	198,355
Ermatinger	6,922	2,800	1,200	8,522
Veterans Memorial	17,127	-	-	17,127
City Parks	23,119	-	-	23,119
RV Dump	139,719	51,600	-	191,319
Interest	30,940	-	-	30,940
	\$ 727,229	\$ 176,400	\$ 190,800	\$ 712,829

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PERSONNEL

OVERVIEW OF PERSONNEL CHANGES

The 2023-2025 biennial budget approves a net **increase of 8.15 FTE** over the previous adopted 2021-2023 biennial budget. Increases in FTE are funded from additional revenues or offset by cost savings.

Policy and Administration: Net decrease of 0.02 FTE

The budget includes the addition of an Assistant City Manager and Community Engagement Specialist. Juxtaposed by a 1.53 net decrease in Municipal Court, Finance and Economic Development.

Police: Increase of 2.25 FTE

The budget includes the addition of two Code Compliance Officers, a Caseworker, and a Part-Time Background Investigations Officer, offset by the elimination of the Clackamas Community College Resource Officer, resulting in a 2.25 increase.

Parks and Recreation: Net Increase of 2.92 FTE

The budget includes identifying the Cemetery as a separate department for the biennium. Decreasing seasonal/part-time Parks Maintenance, offset by adding three Parks Maintenance Specialists. Recreation Aquatics added part-time Lifeguards to comply with the new Oregon Administrative Rules. Facilities Maintenance added a Facilities Maintenance Manager.

Library: Increase of 1.0 FTE

The budget includes a recalibration between On-Call/part-time Library Assistants and full-time positions. The addition of a Librarian and two Part-Time Library Assistants, is offset by the elimination of 1.5 On-Call/part-time Library Assistants

Community Development: Increase of 2.0 FTE

The Building Division decreased the number of Building Inspectors by two and added three Plans Examiner positions. Planning added an Administrative Assistant.

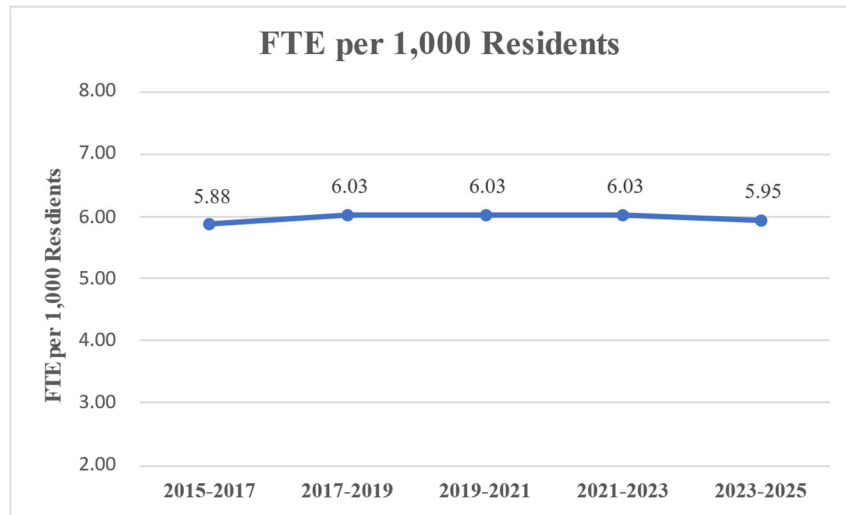
PERSONNEL TRENDS

PERSONNEL (FTE) CHANGES BY DEPARTMENT

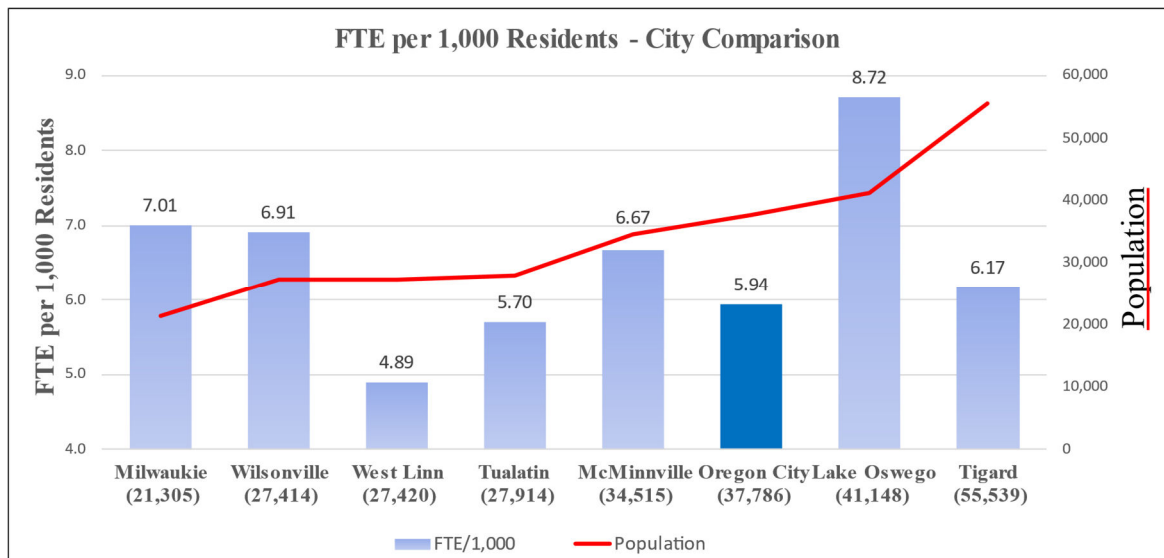
Department	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Policy and Administration	31.36	31.36	32.71	32.69	32.69	(0.02)
Police	58.48	59.48	59.48	59.73	61.73	2.25
Parks and Recreation	37.72	39.72	40.72	41.64	43.64	2.92
Library	16.15	15.90	18.25	19.25	19.25	1.00
Community Development	14.00	13.00	14.25	16.25	16.25	2.00
Public Works	50.91	50.91	50.91	50.91	50.91	0.00
Total FTEs	208.62	210.37	216.32	220.47	224.47	8.15

As cities grow in population, the demand for services increases, which requires increases in staffing levels. Historically, the City has been consistent in responding to staffing needs given the growth in population and the need for services City-wide.

The chart below shows, for the approved biennium and the previous four biennia, Oregon City’s number of budgeted FTE per 1,000 residents.



As shown in the chart below, Oregon City maintains a relatively low ratio of FTEs to population in comparison to neighboring cities.



PERSONNEL COSTS

Total anticipated costs for wages and fringe benefits are approximately \$69.92 million in the 2023-2025 biennium. This represents an increase of \$8.92 million as compared to the 2021-2023 biennium. Increases in wages are a result of an increase in FTE, as well as annual cost of living adjustments of 3.0 to 4.0%, during the first and second year of the biennium, and step increases called for in the labor contracts. Additionally, the City will experience increases to PERS rates of

1.25% to 4.95% of wages due to PERS legacy costs. The City has two bargaining units, City of Oregon City Employees Local 350-2 Council 75, of the American Federation of State County and Municipal Employees (AFSCME), and the Oregon City Police Employees' Association (OCPEA), which represent approximately 75% of all City positions. Current union contracts expire on June 30, 2025.

PERSONNEL EXPENSES BY DEPARTMENT AND CATEGORY

Cost By Function

Department	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Budget	2023-2025 Approved Budget	Change
Policy and Administration	\$ 7,302,239	\$ 8,030,853	\$ 9,396,483	\$ 11,537,000	\$ 11,537,000	\$ 2,140,517
Police	17,914,855	19,036,171	21,313,461	23,282,200	23,722,200	2,408,739
Parks and Recreation	5,320,785	5,854,823	7,171,245	8,304,300	8,679,300	1,508,055
General Government	628,219	716,427	858,250	703,000	703,000	(155,250)
Library	2,377,952	2,769,803	3,427,870	4,427,300	4,427,300	999,430
Community Development	3,129,386	3,706,966	4,374,479	5,348,600	5,348,600	974,121
Public Works	11,237,326	12,376,981	14,465,813	15,507,200	15,507,200	1,041,387
Total Wages and Benefits	\$47,910,761	\$ 52,492,024	\$ 61,007,601	\$ 69,109,600	\$ 69,924,600	\$ 8,916,999

Cost By Category

Category	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2025 Proposed Budget	2023-2025 Approved Budget	Change
Wages	\$ 29,021,881	\$ 30,782,864	\$ 35,430,189	\$ 39,578,600	\$ 40,393,600	\$ 4,963,411
Benefits	18,888,880	21,709,162	25,577,412	29,531,000	29,531,000	3,953,588
Total Wages and Benefits	\$47,910,761	\$ 52,492,026	\$ 61,007,601	\$ 69,109,600	\$ 69,924,600	\$ 8,916,999

PERSONNEL BY DEPARTMENT / PERSONNEL BY FUND

The table below shows FTEs for the approved biennium and the previous three biennia, by department.

The subsequent table shows FTEs for the approved biennium based on how budgeted expense is allocated to, and reported within, the City's funds.

Department and Position	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Policy and Administration						
<i>City Manager</i>						
City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Manager	0.00	0.00	0.00	1.00	1.00	1.00
Executive Assistant to City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Community Communications Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Community Engagement Specialist	0.00	0.00	0.00	0.50	0.50	0.50
Total City Manager	3.00	3.00	3.00	4.50	4.50	1.50
<i>City Recorder</i>						
City Recorder	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Recorder	1.00	1.00	1.00	1.00	1.00	0.00
Administrative PT Hourly	0.00	0.00	0.49	0.49	0.49	0.00
Assistant to City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Total City Recorder	2.00	2.00	2.49	2.49	2.49	0.00
<i>Finance</i>						
Finance Director	1.00	1.00	1.00	1.00	1.00	0.00
Deputy Finance Director	1.00	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	1.00	0.00
Senior Accounting Technician	2.00	2.00	2.00	1.00	1.00	(1.00)
Accounting Technician	0.00	0.00	0.00	1.00	1.00	1.00
Senior Financial Management Analyst	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist III	1.00	1.00	1.00	1.00	1.00	0.00
Finance Administrative PT Hourly	0.45	0.49	0.50	0.00	0.00	(0.50)
Total Finance	7.45	7.49	7.50	7.00	7.00	(0.50)
<i>Utility Customer Service</i>						
Customer Service Team Leader	0.00	0.00	1.00	1.00	1.00	0.00
Customer Accounting Coordinator	1.00	1.00	0.00	1.00	1.00	1.00
Utility Customer Service Representative	3.00	3.00	3.00	2.00	2.00	(1.00)
Total Utility Customer Service	4.00	4.00	4.00	4.00	4.00	0.00
<i>Municipal Court</i>						
Municipal Court Manager	1.00	1.00	1.00	1.00	1.00	0.00
Municipal Court Judge PT	0.22	0.22	0.22	0.22	0.22	0.00
Senior Court Clerk	0.00	0.00	0.00	1.00	1.00	1.00
Court Records Specialist	3.00	3.00	3.00	2.00	2.00	(1.00)
Court/Collections Clerk	0.20	0.20	0.20	0.00	0.00	(0.20)
Bailiff	0.24	0.30	0.30	0.00	0.00	(0.30)
Total Municipal Court	4.66	4.72	4.72	4.22	4.22	(0.50)
<i>Human Resources</i>						
Human Resources Director	1.00	1.00	1.00	1.00	1.00	0.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00	0.00
Risk Specialist	0.00	0.00	0.00	0.00	0.00	0.00
Hourly - Personnel	0.25	0.15	0.00	0.00	0.00	0.00
Total Human Resources	2.25	2.15	2.00	2.00	2.00	0.00

Department and Position	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Policy and Administration continued						
<i>Economic Development</i>						
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Tourism Coordinator	1.00	1.00	1.00	0.00	0.00	(1.00)
Temporary PT Hourly	0.00	0.00	0.00	0.48	0.48	0.48
Total Economic Development	3.00	3.00	3.00	2.48	2.48	(0.53)
<i>Information Technology and GIS</i>						
Information Technology Director	0.00	0.00	1.00	1.00	1.00	0.00
Information Technology Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Support Specialist	1.00	1.00	1.00	1.00	1.00	0.00
Network Analyst	1.00	1.00	1.00	1.00	1.00	0.00
GIS Analyst	0.00	0.00	0.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	0.00	0.00	(1.00)
Total Information Technology and GIS	5.00	5.00	6.00	6.00	6.00	0.00
Total Policy & Administration	31.36	31.36	32.71	32.69	32.69	(0.02)
Police						
<i>Police Operations</i>						
Police Chief	1.00	1.00	1.00	1.00	1.00	0.00
Police Captain	2.00	2.00	2.00	2.00	2.00	0.00
Police Sergeant	8.00	9.00	9.00	9.00	9.00	0.00
Police Officer	34.00	34.00	33.00	32.00	32.00	(1.00)
Business Manager	1.00	1.00	1.00	1.00	1.00	0.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Police Records Manager	1.00	1.00	1.00	1.00	1.00	0.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00	0.00
Homeless Liaison Officer	1.00	1.00	1.00	1.00	1.00	0.00
Behavioral Health Specialist	0.00	0.00	1.00	1.00	1.00	0.00
Caseworker	0.00	0.00	0.00	0.00	1.00	1.00
CSO /Forensics	1.00	1.00	1.00	1.00	1.00	0.00
CSO / Property-Evidence Officer	1.00	1.00	1.00	1.00	1.00	0.00
Police Officer - PT	0.00	0.00	0.00	0.25	0.25	0.25
Total Police Operations	53.00	54.00	54.00	53.25	54.25	0.25
<i>Code Enforcement and Parking Operations</i>						
Code Enforcement Manager	1.00	1.00	1.00	1.00	1.00	0.00
Code Compliance Officer	2.00	2.00	2.00	3.00	4.00	2.00
Parking Enforcement Officer	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist II	1.00	1.00	1.00	1.00	1.00	0.00
Parking Operations PT Hourly	0.48	0.48	0.48	0.48	0.48	0.00
Total Code Enforcement and Parking Operations	5.48	5.48	5.48	6.48	7.48	2.00
Total Police	58.48	59.48	59.48	59.73	61.73	2.25

Department and Position	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Parks and Recreation						
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	0.00
Assistant Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Parks and Cemetery Maintenance						
Parks and Cemetery Maintenance Manager	1.00	1.00	1.00	1.00	1.00	0.00
Parks Maintenance Team Lead	0.00	0.00	1.00	1.00	1.00	0.00
Parks Maintenance Specialist III	2.00	2.00	3.00	3.00	3.00	0.00
Park Maintenance Specialist II	3.00	5.00	2.00	2.00	2.00	0.00
Park Maintenance Specialist I	1.00	0.00	1.00	2.00	4.00	3.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00	0.00
Office Specialist III	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist II	0.75	0.75	0.00	0.00	0.00	0.00
Parks Maintenance PT Hourly	2.57	2.57	3.57	1.57	1.57	(2.00)
Total Parks and Cemetery Maintenance	11.32	12.32	13.57	12.57	14.57	1.00
Recreation Aquatics						
Aquatics and Recreation Manager	1.00	1.00	1.00	1.00	1.00	0.00
Building/Facility Maintenance Specialist	0.50	0.50	0.50	0.00	0.00	(0.50)
Office Specialist I PT	0.30	0.30	0.60	0.00	0.00	(0.60)
Office Specialist II PT	0.00	0.00	0.00	0.60	0.60	0.60
Recreation Programmer	1.00	1.00	1.00	0.00	0.00	(1.00)
Recreation Coordinator	0.00	0.00	0.00	1.00	1.00	1.00
Recreation Aquatics PT Hourly	8.50	8.50	8.50	9.90	9.90	1.40
Total Recreation Aquatics	11.30	11.30	11.60	12.50	12.50	0.90
Pioneer Community Center						
Social Services and Community Center Manager	1.00	1.00	1.00	1.00	1.00	0.00
Client Services Coordinator	1.00	1.00	1.00	0.00	0.00	(1.00)
Social Services Coordinator	0.00	0.00	0.00	1.00	1.00	1.00
Meals on Wheels Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Senior Center Recreation Programmer	1.00	1.00	1.00	0.00	0.00	(1.00)
Recreation Program Coordinator	0.00	0.00	0.00	1.00	1.00	1.00
Senior Center Nutrition Coordinator PT	0.50	0.50	0.50	0.63	0.63	0.13
Senior Center Van Driver PT Hourly	1.20	1.20	1.20	1.50	1.50	0.30
Food Service Worker	0.80	0.80	0.80	0.88	0.88	0.08
Building Attendant	0.90	0.90	0.90	0.50	0.50	(0.40)
Office Specialist III	0.00	0.00	0.00	1.00	1.00	1.00
Office Specialist PT	1.30	1.30	1.30	0.63	0.63	(0.68)
Pioneer Center PT Hourly	0.40	0.40	0.40	0.00	0.00	(0.40)
Total Pioneer Community Center	9.10	9.10	9.10	9.12	9.12	0.02
Recreation Programs						
Historic House Guide	0.50	0.50	0.50	0.50	0.50	0.00
Recreation Programs PT Hourly	2.50	2.50	0.95	0.95	0.95	0.00
Total Recreation Programs	3.00	3.00	1.45	1.45	1.45	0.00
Facilities Maintenance						
Maintenance Custodian	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Manager	0.00	0.00	0.00	1.00	1.00	1.00
Facilities Maintenance Specialist	1.00	2.00	2.00	2.00	2.00	0.00
Custodian PT	0.00	0.00	0.00	0.00	0.00	0.00
Total Facilities Maintenance	1.00	2.00	2.00	3.00	3.00	1.00
Total Parks and Recreation	37.72	39.72	40.72	41.64	43.64	2.92

Department and Position	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Library						
Library Director	1.00	1.00	1.00	1.00	1.00	0.00
Library Operations Manager	1.00	1.00	1.00	1.00	1.00	0.00
Library Safety Specialist	0.00	0.00	0.00	1.00	1.00	1.00
Library Circulation Coordinator	0.00	0.00	0.00	1.00	1.00	1.00
Librarian	3.00	3.00	6.00	6.00	6.00	0.00
Library Assistant	5.85	3.65	2.75	3.25	4.25	1.50
Reference Librarian PT	0.33	0.00	0.00	0.00	0.00	0.00
Hourly Library Assistants	4.97	7.25	7.50	6.00	5.00	(2.50)
Total Library	16.15	15.90	18.25	19.25	19.25	1.00
Community Development						
Community Development Director	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00	1.00
Planning						
Planning Manager	0.00	0.00	0.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	0.00
Assistant Planner	2.00	2.00	2.00	2.00	2.00	0.00
Planner	2.00	1.00	1.00	0.00	0.00	(1.00)
Total Planning	5.00	4.00	4.00	4.00	4.00	0.00
Building						
Building Official	1.00	1.00	1.00	1.00	1.00	0.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00	0.00
Building Inspector	4.00	4.00	4.00	2.00	2.00	(2.00)
Permit Technician	1.00	2.00	2.00	2.00	2.00	0.00
Permit Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Plans Examiner	0.00	0.00	0.00	3.00	3.00	3.00
Plans Examiner - Part-Time	0.00	0.00	0.25	0.25	0.25	0.00
Customer Accounting Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant	1.00	0.00	0.00	0.00	0.00	0.00
Total Building	8.00	8.00	9.25	10.25	10.25	1.00
Total Community Development	14.00	13.00	14.25	16.25	16.25	2.00
Public Works						
Public Works Director	1.00	1.00	1.00	1.00	1.00	0.00
Assistant Public Works Director	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Administrative Assistants	2.00	2.00	2.00	2.00	2.00	0.00
Administrative Assistants	0.00	0.00	0.00	1.00	1.00	1.00
Office Specialist III	1.00	1.00	1.00	0.00	0.00	(1.00)
Asset Management Specialist	1.00	1.00	1.00	1.00	1.00	0.00
Engineering / Development Services						
City Engineer	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00	0.00
Senior Project Engineer	1.00	1.00	2.00	2.00	2.00	0.00
Project Engineer	5.01	4.00	4.00	4.00	4.00	0.00
Engineering Technician III	1.00	1.00	1.00	1.00	1.00	0.00
Engineering Group - PT Hourly	0.19	0.20	0.20	0.20	0.20	0.00
ROW & Construction Program Mgr.	1.00	1.00	1.00	1.00	1.00	0.00
Senior Construction Inspector	0.00	1.00	1.00	1.00	1.00	0.00
Construction Inspector	2.00	1.00	1.00	1.00	1.00	0.00
Construction Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Project Manager/Inspector	0.00	1.00	0.00	0.00	0.00	0.00
Total Engineering	12.20	12.20	12.20	12.20	12.20	0.00

Department and Position	2017-2019 Adopted	2019-2021 Adopted	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	Change
Public Works continued						
<i>Transportation</i>						
Operations Manager	1.00	1.00	1.00	1.00	1.00	0.00
Utility Maintenance Team Leader	1.00	1.00	1.00	1.00	1.00	0.00
Utilities Maintenance Specialist	4.50	5.00	5.00	5.00	5.00	0.00
Streets - PT Hourly	2.00	2.00	2.25	2.25	2.25	0.00
Total Transportation	8.50	9.00	9.25	9.25	9.25	0.00
<i>Water</i>						
Operations Manager	1.00	1.00	1.00	1.00	1.00	0.00
Water Quality Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Environmental Technician I	1.00	1.00	1.00	0.00	0.00	(1.00)
Utility Maintenance Team Leader	1.00	1.00	1.00	1.00	1.00	0.00
Construction Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Utilities Maintenance Specialist	5.00	5.00	5.00	5.00	5.00	0.00
Water - PT Hourly	1.25	1.25	1.00	1.00	1.00	0.00
Total Water	10.25	10.25	10.00	9.00	9.00	(1.00)
<i>Wastewater</i>						
Operations Manager	1.00	1.00	1.00	1.00	1.00	0.00
Utility Maintenance Team Leader	1.00	1.00	1.00	1.00	1.00	0.00
Construction Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Utilities Maintenance Specialist	4.00	4.00	4.00	4.00	4.00	0.00
Sewer - PT Hourly	1.23	1.23	1.23	1.23	1.23	0.00
Total Wastewater	7.23	7.23	7.23	7.23	7.23	0.00
<i>Stormwater</i>						
Construction Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Water Quality Coordinator	0.00	0.00	0.00	1.00	1.00	1.00
Utilities Maintenance Specialist	3.50	3.00	3.00	3.00	3.00	0.00
Stormwater - PT Hourly	1.23	1.23	1.23	1.23	1.23	0.00
Total Stormwater	4.73	4.23	4.23	5.23	5.23	1.00
<i>Fleet Service</i>						
Lead Mechanic	1.00	1.00	1.00	1.00	1.00	0.00
Mechanic	1.00	1.00	1.00	1.00	1.00	0.00
Total Fleet Service	2.00	2.00	2.00	2.00	2.00	0.00
Total Public Works	50.91	50.91	50.91	50.91	50.91	0.00
Total Oregon City	208.62	210.37	216.32	220.47	224.47	8.15



	General Fund															
	City Manager	City Recorder	Finance	Municipal Court	Human Resources	Economic Development	Information Technology	Geographic Info Systems	General Government	Police	Code Enforcement	Parks and Recreation	Cemetery	Recreation Aquatics	Pioneer Community Center	Recreation Programs
City Manager																
City Manager	1.00															
Assistant City Manager	1.00															
Executive Assistant to City Manager	1.00															
Community Communications Coordinator	1.00															
Community Engagement Specialist	0.50															
City Recorder																
City Recorder		1.00														
Assistant City Recorder		1.00														
Administrative Part-Time Hourly		0.49														
Finance																
Finance Director			0.80													
Deputy Finance Director			0.60													
Accountant			1.00													
Senior Accounting Technician			0.80													
Accounting Technician			1.00													
Senior Financial Management Analyst			0.50													
Office Specialist III			0.60													
Municipal Court																
Municipal Court Manager				1.00												
Municipal Court Judge PT				0.22												
Senior Court Clerk				1.00												
Court Records Specialist				1.00												
Court Records Specialist				1.00												
Human Resources																
Human Resources Director					1.00											
Human Resources Analyst					1.00											
Economic Development																
Economic Development Manager						1.00										
Economic Development Coordinator						1.00										
Talent Ready PT						0.48										
IT / GIS																
Information Technology Director							0.50	0.50								
Information Technology Supervisor							0.50	0.50								
GIS Coordinator								0.50								
Support Specialist							1.00									
Network Analyst							1.00									
GIS Analyst																
Utility Customer Service																
Customer Service Team Leader																
Customer Accounting Coordinator																
Utility Customer Service Representative																

Library Fund	Planning Fund	Building Fund	Engineering Fund	Transportation Fund	Water Fund	Wastewater Fund	Stormwater Fund	Utility Customer Service Fund	TOTAL
									1.00
									1.00
									1.00
									1.00
									0.50
									1.00
									1.00
									0.49
					0.20				1.00
					0.40				1.00
									1.00
					0.20				1.00
									1.00
					0.50				1.00
					0.40				1.00
									1.00
									0.22
									1.00
									1.00
									1.00
									1.00
									1.00
									0.48
									1.00
									1.00
				0.05	0.15	0.15	0.15		1.00
									1.00
									1.00
				0.10	0.30	0.30	0.30		1.00
									1.00
									1.00
									2.00

	General Fund															
	City Manager	City Recorder	Finance	Municipal Court	Human Resources	Economic Development	Information Technology	Geographic Info Systems	General Government	Police	Code Enforcement	Parks and Recreation	Cemetery	Recreation Aquatics	Pioneer Community Center	Recreation Programs
Police																
Police Chief										1.00						
Police Captain										0.80	0.20					
Police Captain										1.00						
Police Sergeant										9.00						
Police Officer										32.00						
Homeless Liaison Officer										1.00						
Business Manager										1.00						
Senior Administrative Assistant										1.00						
Police Records Specialist										1.00						
Police Records Manager										1.00						
Police Records Specialist										1.00						
Behavioral Health Specialist										1.00						
Caseworker										1.00						
CSO /Forensics										1.00						
CSO / Property-Evidence Officer										1.00						
Background Investigations - PT										0.25						
Code Enforcement																
Code Enforcement Manager											1.00					
Code Compliance Officer											4.00					
Parking Enforcement Officer											1.00					
Office Specialist II											1.00					
Parking Operations PT Hourly											0.48					
Parks and Recreation																
Parks and Recreation Director												0.20	0.20	0.20	0.20	0.20
Assistant Parks & Recreation Director												0.20	0.20	0.20	0.20	0.20
Administrative Assistant												0.20	0.20	0.20	0.20	0.20
Parks and Cemetery																
Parks Maintenance Manager												0.50	0.50			
Parks Maintenance Team Leader												0.50	0.50			
Parks Maintenance Specialist III												3.00				
Park Maintenance Specialist II												1.50	0.50			
Park Maintenance Specialist I												4.00				
Administrative Assistant												0.50	0.50			
Office Specialist III												0.50	0.50			
Parks Maintenance PT Hourly												1.57				
Recreation Aquatics																
Aquatics Recreation Manager														1.00		
Recreation Coordinator														0.35		0.65
Office Specialist II PT														0.30		0.30
Recreation Aquatics PT Hourly														9.90		

Library Fund	Planning Fund	Building Fund	Engineering Fund	Transportation Fund	Water Fund	Wastewater Fund	Stormwater Fund	Utility Customer Service Fund	TOTAL
									1.00
									1.00
									1.00
									9.00
									32.00
									1.00
									1.00
									1.00
									1.00
									1.00
									1.00
									1.00
									1.00
									1.00
									0.25
									1.00
									4.00
									1.00
									1.00
									0.48
									1.00
									1.00
									1.00
									1.00
									1.00
									3.00
									2.00
									4.00
									1.00
									1.00
									1.57
									1.00
									1.00
									0.60
									9.90
									145

General Fund													
City Manager	City Recorder	Finance	Municipal Court	Human Resources	Economic Development	Information Technology	Geographic Info Systems	General Government	Police	Code Enforcement	Parks and Recreation	Cemetery	Recreation Aquatics
Pioneer Community Center													
Senior Center Manager													1.00
Social Services Coordinator													1.00
Meals on Wheels Coordinator													1.00
Recreation Program Coordinator													1.00
Senior Center Nutrition Coordinator PT													0.63
Senior Center Van Driver PT Hourly													1.50
Food Service Worker													0.88
Building Attendant													0.50
Office Specialist PT													1.63
Recreation Programs													
Historic House Guide													0.50
Recreation Programs PT Hourly													0.95
Facilities Maintenance													
Facilities Maintenance Manager								1.00					
Facilities Maintenance Specialist								0.50				0.50	
Facilities Maintenance Specialist								1.00					
Library													
Library Director													
Library Operations Manager													
Library Safety Specialist													
Library Circulation Coordinator													
Librarian													
Library Assistant													
Hourly Library Assistant													
Community Development													
Community Development Director													
Administrative Assistant													
Planning													
Planning Manager													
Senior Planner													
Assistant Planner													
Building													
Building Official													
Building Inspector													
Permit Technician													
Permit Coordinator													
Plans Examiner													
Part-Time Plans Examiner													
Public Works													
Public Works Director													
Assistant Public Works Director													
Sr. Administrative Assistant													
Sr. Administrative Assistant													
Administrative Assistant													
Asset Management Specialist													

Library Fund	Planning Fund	Building Fund	Engineering Fund	Transportation Fund	Water Fund	Wastewater Fund	Stormwater Fund	Utility Customer Service Fund	TOTAL
									1.00
									1.00
									1.00
									1.00
									0.63
									1.50
									0.88
									0.50
									1.63
									0.50
									0.95
									1.00
									1.00
									1.00
1.00									1.00
1.00									1.00
1.00									1.00
1.00									1.00
6.00									6.00
3.25									3.25
6.00									6.00
	0.50	0.50							1.00
	0.50	0.50							1.00
	1.00								1.00
	1.00								1.00
	2.00								2.00
		1.00							1.00
		3.00							3.00
		2.00							2.00
		1.00							1.00
		3.00							3.00
		0.25							0.25
			0.12	0.22	0.22	0.22	0.22		1.00
				0.25	0.25	0.25	0.25		1.00
				0.25	0.25	0.25	0.25		1.00
				0.25	0.25	0.25	0.25		1.00
				0.25	0.25	0.25	0.25		1.00
				0.25	0.25	0.25	0.25		1.00

	General Fund															
	City Manager	City Recorder	Finance	Municipal Court	Human Resources	Economic Development	Information Technology	Geographic Info Systems	General Government	Police	Code Enforcement	Parks and Recreation	Cemetery	Recreation Aquatics	Pioneer Community Center	Recreation Programs
Engineering / Development Services																
City Engineer																
Assistant City Engineer																
Senior Project Engineer																
Senior Project Engineer																
Project Engineer																
Project Engineer																
Project Engineer																
Project Engineer																
Engineering Technician II																
Engineering Group - PT Hourly																
ROW & Construction Program Mgr																
Senior Construction Inspector																
Construction Inspector																
Transportation																
Operations Manager																
Utility Maintenance Team Leader																
Utilities Maintenance Specialist																
Streets - PT Hourly																
Water																
Operations Manager																
Water Quality Coordinator																
Utility Maintenance Team Leader																
Utilities Maintenance Specialist																
Water - PT Hourly																
Wastewater																
Operations Manager																
Utility Maint Team Leader																
Utilities Maintenance Specialist																
Sewer - PT Hourly																
Stormwater																
Utilities Maintenance Specialist																
Water Quality Coordinator																
Stormwater - PT Hourly																
Fleet Service																
Lead Mechanic																
Mechanic																
TOTAL	4.50	2.49	5.30	4.22	2.00	2.48	3.00	1.50	2.50	54.05	7.68	12.67	3.10	12.65	9.72	3.00

Library Fund	Planning Fund	Building Fund	Engineering Fund	Transportation Fund	Water Fund	Wastewater Fund	Stormwater Fund	Utility Customer Service Fund	TOTAL
			0.30	0.18	0.18	0.18	0.16		1.00
			0.60	0.10	0.10	0.10	0.10		1.00
				0.70	0.10	0.10	0.10		1.00
					0.80	0.10	0.10		1.00
			0.60	0.10	0.10	0.10	0.10		1.00
				0.10	0.10	0.55	0.25		1.00
			0.50			0.50			1.00
				0.05	0.20	0.13	0.62		1.00
			0.60	0.10	0.10	0.10	0.10		1.00
			0.20						0.20
			1.00						1.00
			0.40	0.15	0.15	0.15	0.15		1.00
			0.60	0.10	0.10	0.10	0.10		1.00
				1.00					1.00
				1.00					1.00
				5.00					5.00
				2.25					2.25
					1.00				1.00
					1.00				1.00
					1.00				1.00
					5.00				5.00
					1.00				1.00
						0.50	0.50		1.00
						0.50	0.50		1.00
						4.00			4.00
						1.23			1.23
						3.00			3.00
						1.00			1.00
						1.23			1.23
				0.25	0.25	0.25	0.25		1.00
				0.25	0.25	0.25	0.25		1.00
19.25	5.00	11.25	4.92	12.95	13.35	10.76	10.43	5.70	224.47



CAPITAL IMPROVEMENT PROGRAM

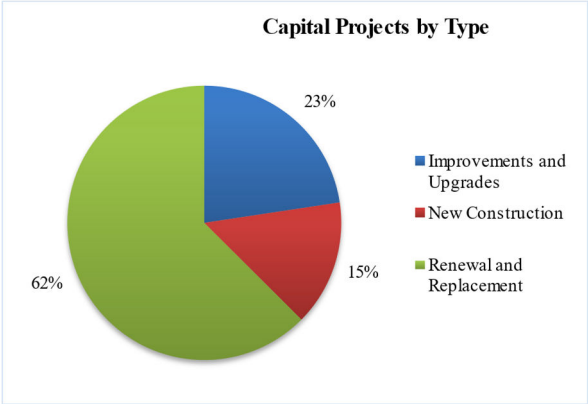
OVERVIEW

Capital Outlay expenditures involve the acquisition or construction of equipment, land, and capital facilities. The Capital Improvement Program (CIP) establishes Oregon City’s budget for capital projects. A capital project is that which improves or adds value to the City’s capital facilities, costs \$5,000 or more, and has a useful life or extends the useful life of infrastructure for 5 years or more. Oregon City’s capital facilities include roads and pathways, parks and cemetery facilities, water distribution system, sanitary sewer collection system, stormwater drainage system, and public and operations buildings. Capital assets and tangible personal property (TPP) replacements with a cost over \$5,000 each and a useful life of more than 1 year are also included in the annual capital budget. Guiding policies and financing strategies for the CIP are included earlier in this document under the Financial Policies section.

The estimated useful lives of the various categories of capital assets (facilities and TPP) are as follows:

- ♦ Buildings and other Facilities 30-40 years
- ♦ Equipment and Fixtures 8-20 years
- ♦ Roads and Pathways 20-50 years
- ♦ Utility Systems 20-50 years

Total capital spending for the City in the 2023-2025 biennium is budgeted at \$60,667,900 across all funds. Approximately \$56.78 million of the projected spending is on capital projects while \$3.88 million is for TPP and software.



Approximately \$35.51 million, or 62%, of Oregon City’s capital projects represent routine or ongoing capital renewal and replacements. These expenditures are included in almost every budget and will have no significant impact on the operating budget. These projects include annually scheduled roadway or pathway improvements (repaving, reconstruction, or repair), park structure replacement, annually scheduled waterline or wastewater line replacements, and stormwater drainage and water quality improvements. In some instances, these projects may generate operating savings in reduced risks and maintenance costs.

A total of \$21.27 million, or 38%, of budgeted capital projects are for either new construction or significant improvements or upgrades to the City’s infrastructure assets. The majority of these expenditures are for City infrastructure projects; together they total \$55.48 million and account for 91% of the total capital projects budget. The following pages provide additional detail on capital outlay spending; significant projects are explained below:

- ❖ Inflow and Infiltration (I & I) Program – The budget includes funding in the amount of \$21.5 million for transition to a consultant managed I & I reduction program to help augment staff capacity to deliver in I & I focused projects beginning with high priority areas in the McLoughlin neighborhood, Settlers Point drainage basin, and Canemah neighborhood.
- ❖ Highway 213 & Beavercreek Rd. – The budget includes \$3.0 million for this Transportation project and approximately half is eligible for System Development Charge (SDC) funding. The City will provide improvements to Highway 213 and Beavercreek Rd. west bound right hand turn lane.
- ❖ Roadway Reconstruction – This biennium includes \$5.38 million in funding for pavement preservation. This will include street overlays, reconstruction of potholed pavement, and slurry seals throughout the city. This project will help to improve the city’s pavement condition index (PCI). The PCI is a numerical index that is used to

- indicate the general condition of pavement. The goal for the 2023-2025 biennium is to increase the City’s PCI from 75 to 77.
- ❖ Molalla Avenue 24" Transmission Main North– The budget includes \$2.8 million to replace the main water line on Molalla Avenue. This is one of several major water projects that is included in the biennium. The city is currently working through the WIFIA loan process. If the loan application is successful, the city will move forward with a low-interest loan (targeted at 5%).
- ❖ The status of many of the city’s major Capital Improvement Projects can be found here: <https://www.orcity.org/projects>

2023-2025 BIENNIUM CAPITAL BUDGET

The following chart itemizes the 2023-2025 capital budget. Projects are grouped by program as defined above. Project information includes project description, annual operating impact, and total dollar amount of capital expenditures for each year of the biennium and the biennial total, and project type as shown below:

Renewal and Replacement: These costs are part of ongoing renewal and replacement programs such as roadway reconstruction or waterline improvements. These projects either have zero operating impact or will over time reduce operating costs.

Improvements and Upgrades: These represent expansion or upgrade projects, such as extension of a water line for improved connectivity or increased capacity of a roadway to improve traffic flow. The projects listed usually have no impact on the operating budget or may over time reduce certain indirect costs (fewer requests for service, reduced traffic congestion and accidents).

New Construction: These represent either the expansion or replacement of a facility (building or infrastructure).

Project Description	Type	Annual Operating Impact	2023-2024 Budget	2024-2025 Budget	2023-2025 Biennium
Transportation					
Oregon City Roadway Reconstruction (PMUF)	Renewal and Replacement	\$0 or reduction	\$ 2,901,000	\$ 2,474,000	\$ 5,375,000
Trillium Park Dr Roadway Abandonment	Improvements and Upgrades	\$0 or reduction	20,000	-	20,000
Sidewalk and Bike Lane Infill	Improvements and Upgrades	\$1,000	975,000	-	975,000
Linn Ave/Leland Rd/Warner Milne Rd Roundabout	New Construction	\$10,000	-	165,100	165,100
Railroad Quiet Zone	Improvements and Upgrades	\$0 or reduction	600,000	-	600,000
Main Street Roadway Reconstruction - 10th to 15th	Renewal and Replacement	\$0 or reduction	53,000	-	53,000
Hwy 213 & Beavercreek West Bound Right Hand Turn Lane	Improvements and Upgrades	\$0 or reduction	1,000,000	2,000,000	3,000,000
Holcomb Blvd Bike/Pedestrian Improvements (SRTS)	Improvements and Upgrades	\$0 or reduction	2,419,000	535,000	2,954,000
Maplelane Roundabout Cost Sharing	New Construction	\$10,000	751,000	-	751,000
Main Street ADA Grant Project	Improvements and Upgrades	\$0 or reduction	160,000	381,000	541,000
Beavercreek Road ARTS	Improvements and Upgrades	\$0 or reduction	1,500,000	-	1,500,000
Other Transportation Projects	Renewal and Replacement	\$0 or reduction	285,000	35,000	320,000
Water					
Fairway Downs Pump Station Replacement	Renewal and Replacement	N/A	180,000	270,000	450,000
Clairmont Area Pipe Replacement	Renewal and Replacement	\$0 or reduction	880,000	-	880,000
Molalla Avenue 24" Transmission Main North	New Construction	\$1,000	2,181,200	618,000	2,799,200
Hartke Loop	Renewal and Replacement	\$0 or reduction	-	54,800	54,800
Parallel Transmission Main - Mt. View Res. & Beavercreek Rd	New Construction	\$1,000	583,700	1,367,200	1,950,900
McLoughlin Area	Renewal and Replacement	\$0 or reduction	32,400	744,600	777,000
Molalla 18" Transmission Main	New Construction	\$1,000	-	30,000	30,000
High School Avenue 16" Transmission Main	New Construction	\$1,000	-	14,000	14,000
Utility Improvements Project	Improvements and Upgrades	\$0 or reduction	280,000	-	280,000
OC/CRW Intertie Meter Vault Upgrade	Improvements and Upgrades	\$0 or reduction	45,000	-	45,000
Supervisory Control and Data Acquisition Project (SCADA)	Improvements and Upgrades	\$0 or reduction	94,000	-	94,000
Other Water Projects	Renewal and Replacement	\$0 or reduction	1,458,900	3,539,400	4,998,300
Wastewater					
Inflow and Infiltration Program	Renewal and Replacement	\$0 or reduction	9,000,000	12,150,000	21,150,000
Settlers Point Pump Station	Improvements and Upgrades	\$0 or reduction	381,000	340,000	721,000
Parrish Road Pump Station	Improvements and Upgrades	\$0 or reduction	39,000	70,000	109,000
Barclay Hills Pump Station	Improvements and Upgrades	\$0 or reduction	52,000	95,000	147,000
Hidden Creek Pump Station	Improvements and Upgrades	\$0 or reduction	-	63,000	63,000
Newell Crest Pump Station	Improvements and Upgrades	\$0 or reduction	50,000	219,000	269,000
Amanda Court Pump Station	Improvements and Upgrades	\$0 or reduction	-	47,000	47,000
Magnolia Street Sewer Replacement	Renewal and Replacement	\$0 or reduction	35,000	185,000	220,000
Meyers Road 'C' Sewer Extension LID	New Construction	\$0 or reduction	100,000	100,000	200,000
Miscellaneous Pipe Replacement	Renewal and Replacement	\$0 or reduction	150,000	150,000	300,000
Other Wastewater Projects	Renewal and Replacement	\$0 or reduction	394,000	344,000	738,000

Additional Information – Capital Improvement Program

Item 8b.

Project Description	Type	Annual Operating Impact	2023-2024 Budget	2024-2025 Budget	2023-2025 Biennium
Stormwater					
Scatter Canyon Channel, Outfall, Water Quality	Improvements and Upgrades	\$1,000	\$ 15,000	-	\$ 15,000
Rivercrest Neighborhood Infrastructure Improvements	New Construction	\$1,000	780,000	1,435,000	2,215,000
Beemer Way Outfall Rehabilitation	Improvements and Upgrades	\$0 or reduction	200,000	-	200,000
Barclay Hills Sanitary Sewer Pump Station Storm Outfall	Improvements and Upgrades	\$1,000	175,000	-	175,000
Other Stormwater Projects	Renewal and Replacement	\$0 or reduction	100,000	100,000	200,000
Public Facilities and Infrastructure					
Economic Development Improvements	Improvements and Upgrades	\$0 or reduction	12,600	12,000	24,600
Library Building Improvements	Improvements and Upgrades	\$0 or reduction	52,500	135,000	187,500
General Government Improvements	Improvements and Upgrades	\$0 or reduction	155,000	54,000	209,000
Community Development Improvements	Improvements and Upgrades	\$0 or reduction	25,100	-	25,100
Parks & Cemetery Facilities					
Park Place Park Development	Land	\$10,000	300,000	-	300,000
Parks Improvements	Improvements and Upgrades	\$0 or reduction	44,500	111,500	156,000
Cemetery	Improvements and Upgrades	\$0 or reduction	167,000	100,000	267,000
Pioneer Center Repairs	Improvements and Upgrades	\$0 or reduction	189,000	30,000	219,000
Total Capital Projects			\$ 28,815,900	\$ 27,968,600	\$ 56,784,500
Tangible Personal Property (TPP)					
Public Works	Renewal and Replacement	N/A	\$ 969,200	\$ 690,700	\$ 1,659,900
Police & Code Enforcement	Renewal and Replacement	N/A	345,000	305,000	650,000
Parks & Recreation	Renewal and Replacement	N/A	680,000	-	680,000
Policy & Administration	Renewal and Replacement	N/A	150,000	138,000	288,000
Library	Renewal and Replacement	N/A	232,600	160,000	392,600
Community Development	Renewal and Replacement	N/A	34,000	-	34,000
Total TPP			\$ 2,410,800	\$ 1,293,700	\$ 3,704,500
Other Capital Items					
Parks Software & Technology	Improvements and Upgrades	N/A	\$ 15,000	\$ 15,000	\$ 30,000
IT Software & Technology	Improvements and Upgrades	N/A	110,200	38,700	148,900
Total Other Items			\$ 125,200	\$ 53,700	\$ 178,900
Total Capital Outlay Expenditures			\$ 31,351,900	\$ 29,316,000	\$ 60,667,900

TANGIBLE PERSONAL PROPERTY (TPP)

TPP are specific items of property excluding real estate that are tangible in nature, have an expected life longer than one year and have a value of \$5,000 or more. The Capital Program includes planning for TPP replacements, and new purchases of vehicles, equipment and furnishings. A total of \$3,704,500, or 6.1% of total capital outlay, is approved for the 2023-2025 biennium.

Depending on the asset type, most assets are expected to have a useful life of 8 to 20 years. As a result, planned maintenance and periodic replacement is essential. Vehicles, equipment and

furnishings are reviewed for replacement once the asset is 5-7 years old and then annually until replaced. Each department prepares a list of any assets requiring replacement, including a description, location, original cost and estimated budget for the item. These requests are submitted to and budgeted in the Equipment Replacement Fund. Vehicles and motorized equipment are also evaluated by the Fleet Division of the Public Works Department, while computer replacements are recommended by the Information Technology Department. Requests for purchase require cost quotes and justification. The following is a list of requested TPP for the upcoming biennium.

Description	Type	2023-2024 Budget	2024-2025 Budget	2023-2025 Biennium
Public Works, Engineering, and Fleet and Equipment				
Vehicles & Utility Truck - Transportation	Replacement	\$ 152,000	\$ 285,500	\$ 437,500
Vehicles & Traffic Control Truck - Wastewater	Replacement	165,000	-	165,000
Vehicles & Utility Truck - Water	Replacement	170,000	-	170,000
Vehicles & New Sweeper - Stormwater	Replacement	394,200	360,000	754,200
Vehicles - Engineering	Replacement	27,000	40,200	67,200
Concrete mixer	Replacement	5,500	-	5,500
Truck mounted fuel tank	Replacement	5,000	-	5,000
Stormwater Equipment	Replacement	5,000	5,000	10,000
Water tank and accessories	Replacement	5,500	-	5,500
Truck mounted sand bag filler	Replacement	40,000	-	40,000
		\$ 969,200	\$ 690,700	\$ 1,659,900
Public Safety Department				
Police Vehicles (including gear)	Replacement	\$ 285,000	\$ 305,000	\$ 590,000
Code Enforcement Vehicles	Replacement	60,000	-	60,000
		\$ 345,000	\$ 305,000	\$ 650,000
Parks and Recreation				
Pool Shell Paint Touch Up	Replacement	\$ 25,000	\$ -	\$ 25,000
UV Filter	Replacement	25,000	-	25,000
Chemical Controller	Replacement	10,000	-	10,000
Replace and Insulate Pipes	Replacement	10,000	-	10,000
Alert Notification for Power Outages	Replacement	5,000	-	5,000
Cemetery Trim Mower Replacementx2	Replacement	120,000	-	120,000
Parks Trim Mower Replacement	Replacement	60,000	-	60,000
New Truck for Crewmember	Replacement	60,000	-	60,000
Vehicle Replacement of 805	Replacement	60,000	-	60,000
New Truck for Administrator	Replacement	60,000	-	60,000
Batwing Replacement	Replacement	80,000	-	80,000
Aerator	Replacement	43,000	-	43,000
Seeder	Replacement	21,000	-	21,000
Dingo	Replacement	52,000	-	52,000
Aerial Work lift	Replacement	10,000	-	10,000
Top Dresser	Replacement	39,000	-	39,000
		\$ 680,000	\$ -	\$ 680,000
Community Development				
Vehicles	Replacement	\$ 34,000	\$ -	\$ 34,000
		\$ 34,000	\$ -	\$ 34,000
Library				
Study Table Seating Upgrade	Replacement	\$ 7,700	\$ -	\$ 7,700
Laptop Bar Seating Upgrade	Replacement	3,400	-	3,400
New Shelving for Lobby	Replacement	30,000	-	30,000
New Shelving for 1st Floor, Holds Room	Replacement	10,000	-	10,000
New Shelving for Mobile Walls	Replacement	5,000	-	5,000
Outreach Vehicle - Matching Funds	Replacement	100,000	-	100,000
Youth Services Desk Shelving	Replacement	10,000	-	10,000
Carnegie Desk Shelving	Replacement	35,000	-	35,000
Teen Area Reconfiguration	Replacement	30,000	-	30,000
Youth Services "Peanut" Couch	Replacement	1,500	-	1,500
Book Locker Pilot	Replacement	-	100,000	100,000
Additional Shelving (Adults)	Replacement	-	30,000	30,000
Additional Shelving (Youth Services)	Replacement	-	30,000	30,000
		\$ 232,600	\$ 160,000	\$ 392,600
Policy and Administration				
A/V Equipment for Commission Chambers	Replacement	\$ -	\$ 45,000	\$ 45,000
New SAN / SDF Wan and Azure Migration	Replacement	50,000	50,000	100,000
Access Control Upgrade	Replacement	100,000	-	100,000
Network Lifecycle purchases (i.e. switches)	Replacement	-	18,000	18,000
New Firewalls for PD ISP circuit	Replacement	-	25,000	25,000
		\$ 150,000	\$ 138,000	\$ 288,000
TOTAL TPP		\$ 2,410,800	\$ 1,293,700	\$ 3,704,500

DEBT ADMINISTRATION

DEBT SUMMARY

Oregon City will have an estimated \$23.35 million in debt outstanding at the beginning of this budget biennium, or as of July 1, 2023, as described below and consisting of the following:

- ❖ **Public Employee Retirement System (PERS) Unfunded Actuarial Liability Bonds:** City issued \$17 million in bonds dated September 28, 2005 to fund its PERS actuarial liability; matures in 2028.

- ❖ **Library General Obligation Bonds:** City issued \$6 million in voter approved General Obligation bonds dated January 7, 2015 to renovate and expand the Oregon City Library at Carnegie Center; matures in 2034.
- ❖ **Public Safety Full Faith and Credit Obligations:** The City issued \$16 million in voter-approved bonds dated June 5, 2018 to provide a new public safety building. The bonds were issued at a premium of \$1,542,183 resulting in face value of the bonds of \$14,615,000. Interest rates on the bonds range from 3.00% to 5.00%. Matures in 2038.

	Original Debt Amount	Interest Rates	Beginning Balance as of July 1, 2023	Less: Principal Due	Ending Balance as of June 30, 2024	Less Principal Due	Ending Balance as of June 30, 2025
Limited Obligation Bonds							
PERS Retirement Liability	\$ 17,030,000	3.75-4.25%	\$ 7,445,000	\$ 1,395,000	\$ 6,050,000	\$ 1,535,000	\$ 4,515,000
General Obligation Bonds							
Library Expansion	\$ 6,000,000	3.08%	\$ 3,826,296	\$ 297,521	\$ 3,528,775	\$ 306,685	\$ 3,222,090
Full Faith and Credit Bonds							
Public Safety Building	\$ 14,615,000	3-5%	\$ 12,005,000	\$ 585,000	\$ 11,420,000	\$ 610,000	\$ 10,810,000
Total Debt	\$ 37,645,000		\$ 23,276,296	\$ 2,277,521	\$ 20,998,775	\$ 2,451,685	\$ 18,547,090

COMPLIANCE

City-issued debt contains various legal requirements including debt and rate and revenue covenants as well as mandatory reserves. The City is in compliance with all such requirements and covenants. The City received a credit rating upgrade to AA+ in 2018 from Standard & Poor's for the general obligation debt.

DEBT LIMITATION

Under Oregon Revised Statutes, general obligation (property-tax supported) debt is limited to three percent of real market value of all taxable property within the City's boundaries. The legal debt limit for fiscal years 2024 and 2025 cannot be determined until November 2023 and 2024, respectively, when the tax assessor distributes property tax information. The City's outstanding general obligation debt of \$3.83 million as of June 30, 2023, is significantly below the current debt limitation of \$192.48 million based on the 2022 real value of \$6.55 billion.

FUTURE DEBT SERVICE REQUIREMENTS

The following table provides a summary of debt service (principal and interest) requirements for the current year, next four years, and thereafter, for Oregon City's bonds.

FUND	2024	2025	2026	2027	2028	Thereafter	Total Future Debt Service
DEBT SERVICE FUND							
<i>PERS Debt</i>							
Principal	\$ 1,395,000	\$ 1,535,000	\$ 1,690,000	\$ 1,850,000	\$ 975,000	\$ -	\$ 7,445,000
Interest	372,548	302,742	225,931	141,363	48,789	-	1,091,373
<i>Public Safety Building Debt</i>							
Principal	585,000	610,000	630,000	655,000	685,000	8,840,000	12,005,000
Interest	519,500	496,100	471,700	446,500	420,300	2,195,600	4,549,700
LIBRARY FUND							
<i>Library Building Expansion Debt</i>							
Principal	297,521	306,685	316,130	325,867	335,904	2,244,189	3,826,296
Interest	117,850	108,686	99,240	89,504	79,467	248,036	742,783
Total Principal	\$ 2,277,521	\$ 2,451,685	\$ 2,636,130	\$ 2,830,867	\$ 1,995,904	\$ 11,084,189	\$ 23,276,296
Total Interest	1,009,898	907,528	796,871	677,367	548,556	2,443,636	6,383,856
Total Debt Service	\$ 3,287,419	\$ 3,359,213	\$ 3,433,001	\$ 3,508,234	\$ 2,544,460	\$ 13,527,825	\$ 29,660,152





GLOSSARY

Accrual Basis The recording of the financial transactions of a government, and other events and circumstances that have cash consequences for the government, in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

ADA Acronym for the Americans with Disabilities Act of 1990.

Adopted Budget The proposed budget, after approval by the Budget Committee, becomes the adopted budget after City Commission takes action on it. The adopted budget becomes effective July 1 and includes all Commission adopted changes throughout the biennium.

Ad Valorem Tax A property tax based on the assessed value of a property.

Agency Fund A fund normally used to account for assets held by government as an agent for individuals, private organizations or other governments and/or other funds.

Amortization The portion of the cost of a limited-life or intangible asset charged as an expense during a particular period.

Appropriation Legal authorization granted by the City Commission to make expenditures and to incur obligations for specific purposes.

Approved Budget Proposed budget as amended and approved by the Budget Committee and recommended to the City Commission for adoption.

APWA Acronym for the American Public Works Association, an international educational and professional association of public agencies, private sector companies, and individuals in the public works fields.

Assessed Valuation A valuation set upon real estate or other property by a government as a basis of levying taxes.

Asset Resource having a monetary value and that is owned or held by an entity.

Audit An annual financial examination conducted by an independent auditing firm; final report includes an opinion on the accuracy of financial information and on compliance with laws and regulations.

Balanced Budget The State of Oregon defines a balanced budget as “the total resources in a fund equal the total of expenditures and requirements for that fund”.

Basis of Accounting A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Budget A financial and operational plan including an estimate of proposed expenditures and the means of financing them for a given period.

Budget Calendar The schedule of key dates which a government follows to prepare and adopt the budget.

Budget Committee A group comprised of the elected officials plus an equal number of citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget. As dictated by Oregon State Statute, the budget committee consists of the governing body and a like number of appointed citizens.

Budget Document A written report showing a government's comprehensive financial plan for a specified period, typically one or two years, that includes both capital and operations.

Budget Message Discussion and explanation of the submitted budget presented by the City Manager as part of the budget document. It includes the City's financial priorities and goals for the coming budget period as well as a summary of changes from prior years.

Budgetary Basis Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital Assets Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets, also referred to as fixed assets, include land, right-of-way, buildings, improvements, infrastructure and equipment costing over \$5,000 with an estimated life of one year or more.

Capital Budget A plan of proposed capital outlays and the means of financing them.

Capital Improvement Program (CIP) A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

Capital Improvement Project Expenditures which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewers, storm drains and other public facilities.

Capital Outlay Expenditures that result in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating as an existing capital asset. It includes expenditures relating to land, buildings, infrastructure, facilities, machinery and equipment.

Capitalization Policy The criteria used by the government to determine which outlays should be reported as fixed assets. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a cost of \$5,000 or more per item; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase.

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Cash Basis A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Cash Management Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn investment income.

Charges for Service Includes a wide variety of fees charged for services provided to the public and other agencies.

Comprehensive Annual Financial Report The annual audit document publishing the City's financial results including notes, statistics, and the auditor's opinion and comments.

Contingency A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Commission by resolution.

Consumer Price Index A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Core Services The primary services local governments provide for their citizens to ensure safety and livability within a community. Examples include police, recreation, roads, water and permitting.

Debt An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt Limit The maximum amount of outstanding gross or net debt legally permitted.

Debt Service Fund A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Debt Service Requirements The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

Dedicated funds Resources that are legally or contractually restricted for use on specific programs or projects. Examples include water utility rates, system development charges and grants,

Deferred Revenue Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met.

Delinquent Taxes Taxes remaining unpaid on or after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or cancelled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

Department The combination of organizational units of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Policy and Administration, Police, Community Development, Public Works, etc.)

Depreciation An accounting convention used to charge the expiration in the service life of a fixed asset to the period it benefits.

Discretionary funds Resources of a general nature that are not dedicated to the provision of specific services. Examples include property taxes, state shared revenues and investment income.

Employee Benefits Benefits include social security, retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

Enterprise Fund A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, airport, sewer).

Expenditures Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

Fees Charges for specific services in connection with providing a service, permitting an activity or imposing a fines.

Fiduciary Fund Type The Trust and Agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds

Financial Resources Cash or other assets that, in the normal course of operations, will become cash.

Fiscal Year A twelve month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

Fixed Assets Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets, also referred to as capital assets, include land, right-of-way, buildings, improvements, infrastructure and equipment costing over \$5,000 with an estimated life of one year or more.

Franchise A special privilege granted by a government, permitting the continued use of public property, and usually involving the elements of monopoly and regulation.

Franchise Fee Charged to all utilities operating within the City and is a reimbursement to the General Fund for the utility's use of City streets and rights-of-way.

FTE Abbreviation for Full Time Equivalent. Staffing levels are measured in FTE's to give a consistent comparison from year to year. In most instances an FTE is one full time position filled for the entire year, however, in some instances an FTE may actually consist of several part time positions.

Fund A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance The difference between fund assets and fund liabilities.

Fund Type Category into which all funds are classified in governmental accounting. Types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP) Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures.

Government Finance Officers Association (GFOA) Professional association of state, provincial and local finance officers in the United States and Canada.

Geographic Information System (GIS) A system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

Governmental Fund Types Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

Grants Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.

Infrastructure Assets Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable and of value only to the government unit.

Interfund Transfers All interfund transactions except loans.

Intergovernmental Revenues Revenues from other governments in the form of grants, shared revenues, financing agreements, or payments in lieu of taxes.

Internal Service Fund A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

Levy Gross amount of property taxes imposed on the assessed value of taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Liabilities Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Local Budget Law Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Option Levy Ability provided by ORS to ask voters for temporary authority to increase taxes. The maximum length of time for a local option levy is 10 years for capital purposes or 5 years for operations. A local option levy must be approved by a majority of voters.

Materials and Services Object classification to account for purchases of materials and services excluding capital outlay, personnel and debt service.

Measure 5 A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets maximum tax rates on individual properties of no more than \$5 per real market value for education taxing districts and \$10 for general government taxing districts.

Measure 50 A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year 1995-96 and limits future annual increases to three percent, except for major improvements. Property tax rates are now considered permanent and not subject to change.

Metropolitan Service Area (MSA) A geographical region with a relatively high population density at its core and close economic ties throughout the area.

Mission Primary purpose of the City which guides city-wide policies, decisions, and activities.

Modified Accrual Basis of accounting in which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received. All governmental funds are accounted for using the modified accrual basis of accounting.

Net Bonded Debt Gross bonded debt less any cash or other assets available and earmarked for its retirement and less all self-supporting debt (e.g., revenue bonds).

NPDES The federal Clean Water Act requires that all municipal, industrial and commercial facilities that discharge wastewater or stormwater directly from a point source (a discrete conveyance such as a pipe, ditch or channel) into a water of the United States (such as a lake, river, or ocean) must obtain a **National Pollutant Discharge Elimination System** (NPDES) permit.

ODOT Abbreviation for Oregon Department of Transportation.

Operating Budget Planned, current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Ordinance A formal legislative enactment by the governing body of a municipality. The difference between an ordinance and a resolution is that the later requires less legal formality and has a lower legal status.

Oregon Revised Statutes (ORS) The codified body of statutory law governing the U.S. State of Oregon, as enacted by the Oregon Legislative Assembly, and occasionally by citizen initiative. The statutes are subordinate to the Oregon Constitution.

Organizational Unit A responsibility center within a government.

Overlapping Debt The proportionate share, property within each government must bear of the debts of all local governments located wholly or in part within the geographic boundaries of the reporting government.

PERS Abbreviation for the State of Oregon Public Employees Retirement System.

Performance Measure Data collected to determine how the effectiveness or efficiency of a department, program, or activity is doing in achieving its objectives.

Permanent Tax Rate (See Measure 50) Taxing districts were assigned a permanent tax rate maximum in fiscal year 1997-98. This permanent tax rate applies to property taxes for core operations.

Personal Services Object classification to account for compensation to City employees in the form of salaries, wages and employee benefits.

Program A group of related activities to accomplish a major service or function for which the local government is responsible.

Proposed Budget The budget proposed by the City Manager and submitted to the Budget Committee prior to their deliberations.

Property Tax Based off of the assessed value of property times the permanent tax rate and are used as the source of monies to pay general obligation debt and core city services.

Proprietary Fund Types Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds).

Requirements Total expenditures and unappropriated fund balance.

Reserved Fund Balance The portion of fund balance that is not appropriable for expenditure or that is legally segregated for a specific future use.

Resolution A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.

Restricted Assets Monies or other resources, the use of which is restricted by legal or contractual requirements.

Retained Earnings An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenues (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers.

SAIF SAIF Corporation is Oregon's not-for-profit, state-chartered workers' compensation insurance company.

Shared Revenues Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

Special Assessment A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund A fund used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specific purposes.

Supervisory Control and Data Acquisition (SCADA). A control system architecture that uses computers, networked data communications and graphical user interfaces to interface to the process plant or machinery.

Supplemental Budget Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

Systems Development Charges (SDC's) Fees charged to join or to extend or improve an existing utility system.

Tax Base Oregon law allows cities within the State, with voter approval, to establish a dollar amount of property tax that may be levied on property within the City.

Taxes Compulsory charges levied by taxing districts for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

Tax Levy The total amount of property taxes needed to pay for basic government operations as well as sufficient amounts to pay for principal and interest on voter-approved bond issues.

Tax Rate The amount of tax levied for each \$1,000 of assessed valuation.

Unappropriated Ending Fund Balance Resources not appropriated but budgeted to account for the cash flow requirements of operations and to preclude the necessity for short-term borrowing of funds prior to receipt of budgeted revenues, or in the event of a declared emergency.

User Fees Charges for services to the specific entity that directly benefits.

WIFIA Water Infrastructure Finance and Innovation Act. Established by the Water Infrastructure Finance and Innovation Act of 2014, the WIFIA program is a federal loan and guarantee program administered by the Environmental Protection Agency (EPA). WIFIA's aim is to accelerate investment in the nation's water infrastructure by providing long-term, low-cost supplemental credit assistance for regionally and nationally significant projects.